

PA CYBER BOARD OF TRUSTEES

Brian Hayden  
CEO

Jackie Barkley  
Executive Assistant

Frances Spigelmyer  
CAO

Aaron Bovalino  
School Safety and Security  
Coordinator/Director of Professional  
Development

Nicole Granito  
COO

Matthew Schulte  
CFO

Jennifer Shoaf  
DCAO

Dean Phillips  
Senior IT Director

Roxanne Leone- Bovalino  
Director of HR

Eric Woelfel  
DCOO

Mike Bariski  
Supervisor of Health & Wellness

Shawn Lanious  
Principal K-5

Joel Cilli  
Director of STEM Education

Kevin Romasco  
Principal 6-8

Dana Craker  
Academic Intervention Product  
Coordinator

Jerald Barris  
Principal 9-12

Justin Lindner  
Director of Elementary Curriculum

Danielle Schlessinger  
Principal 9-12

Christine Crow  
Director of Secondary Curriculum

Katelyn Hollinger & Brad Inman  
Directors of Attendance

Mike Hissam  
Director of Gifted & Talented

Sandra Fouch  
Director of Student Data

Stan Spewock  
LMS Administrator

Mark Ianinni  
Director of Special Education

Cheryl Roknich  
Federal Programs Coordinator

Paul Pupi  
Director Guidance & Pupil  
Services

Cheryl Leydig  
Director of Enrollment  
Services

Chad Francis  
Director of Academic  
Advisors

Nanette Corradi  
Child Accounting Manager

Ryan Miller  
Call Center Manager

Karry Simmel  
Student Records Supervisor

Nicolette Bukta  
Child Accounting Billing Coordinator

Scot Rutledge  
Director of Marketing and  
Communications

Dave Veon  
Supervisor of Regional  
Offices

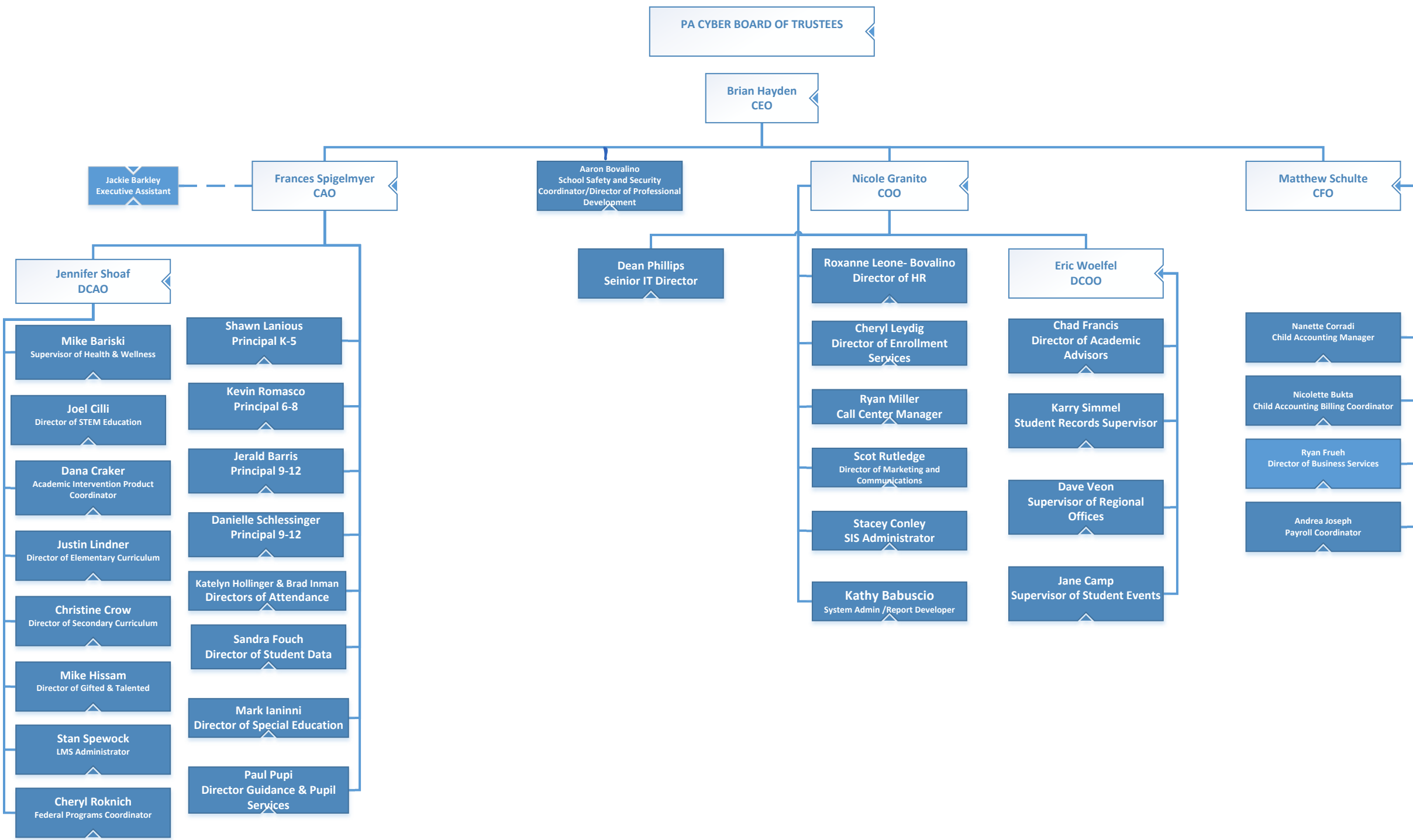
Ryan Frueh  
Director of Business Services

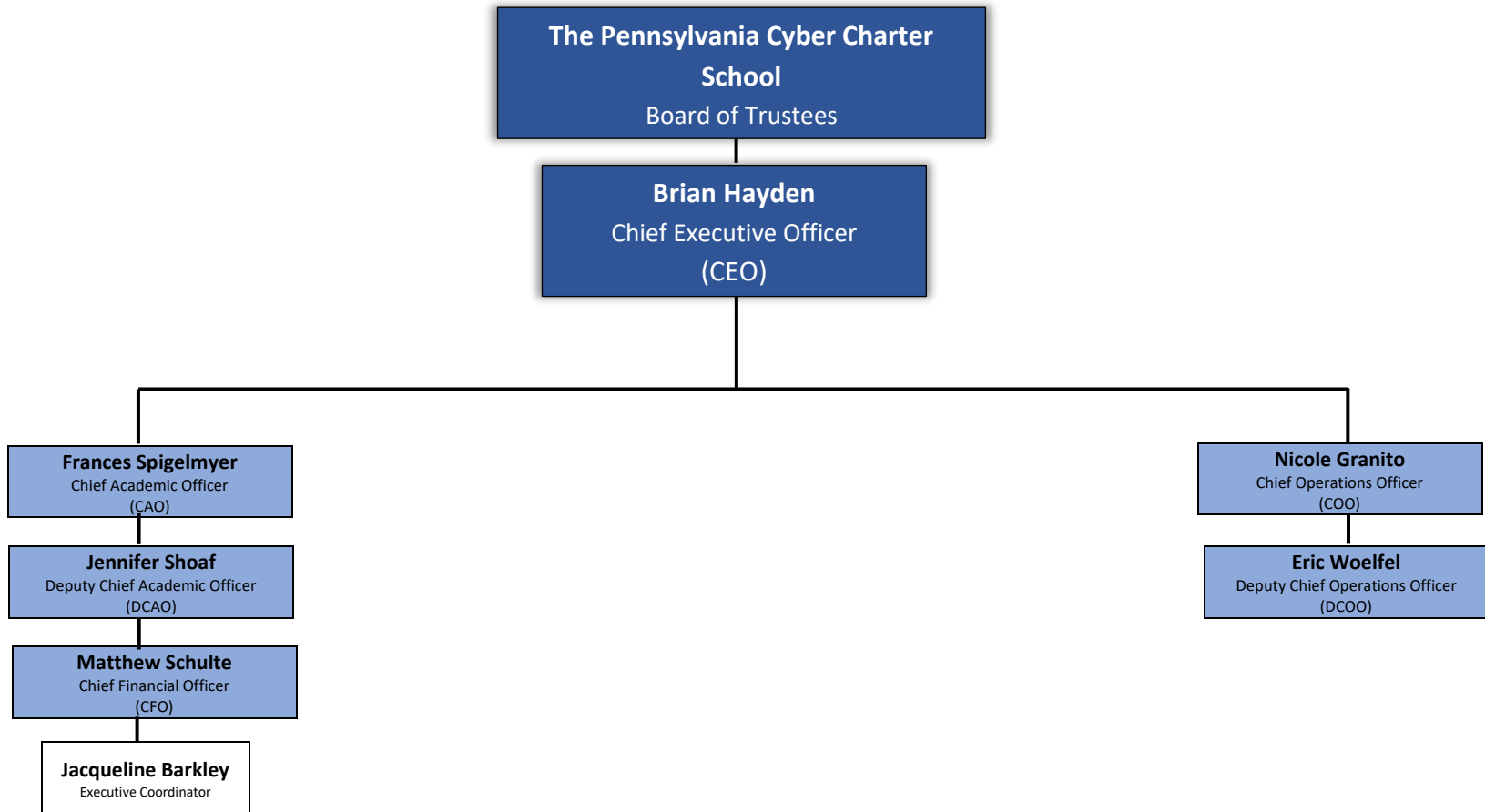
Stacey Conley  
SIS Administrator

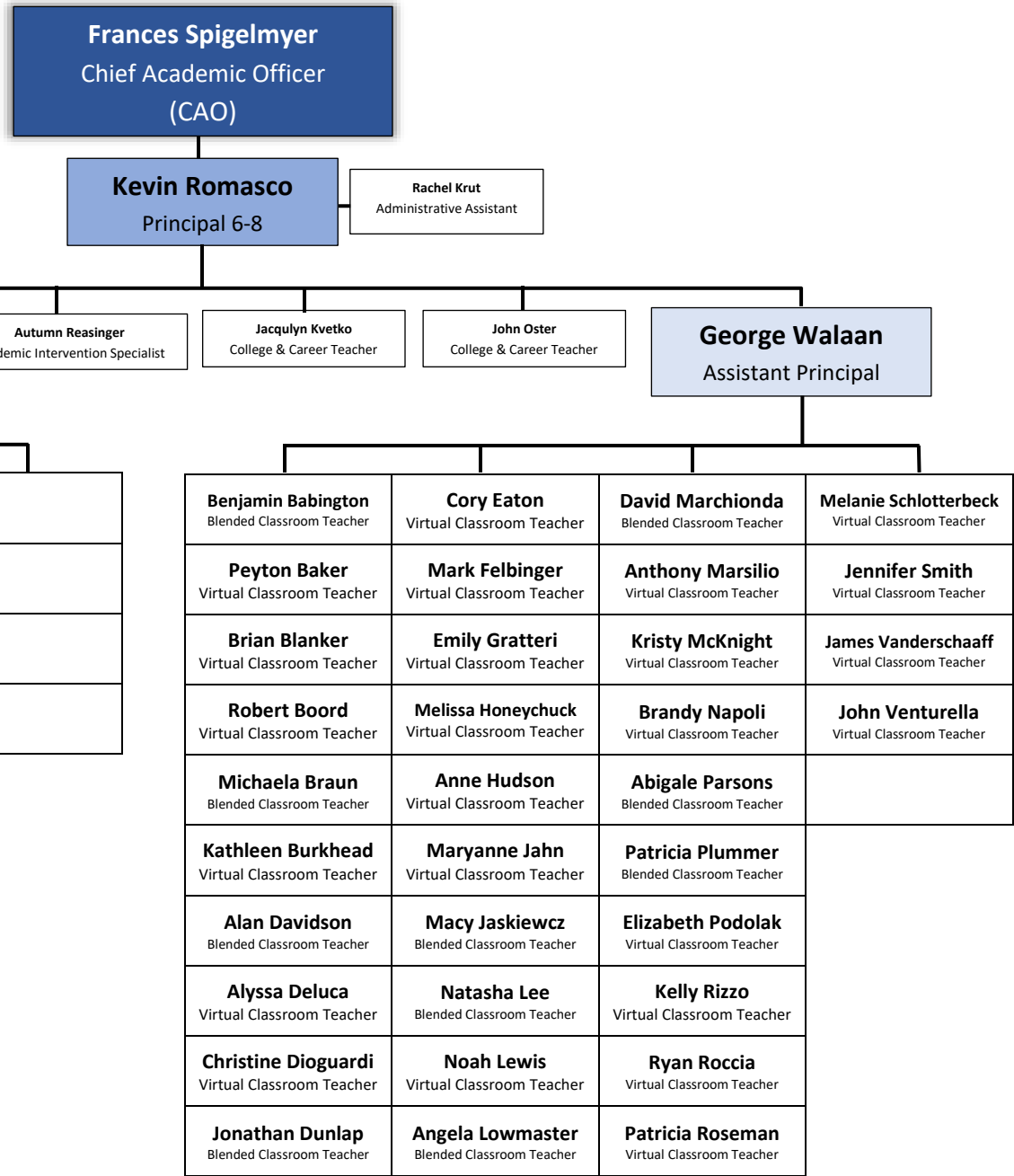
Jane Camp  
Supervisor of Student Events

Andrea Joseph  
Payroll Coordinator

Kathy Babuscio  
System Admin /Report Developer







**Frances Spigelmyer**  
Chief Academic Officer  
(CAO)

**Danielle Schlessinger**  
Principal 9-10

**Ian Docherty**  
Assistant Principal

**Jordan Caldwell**  
Academic Intervention Specialist

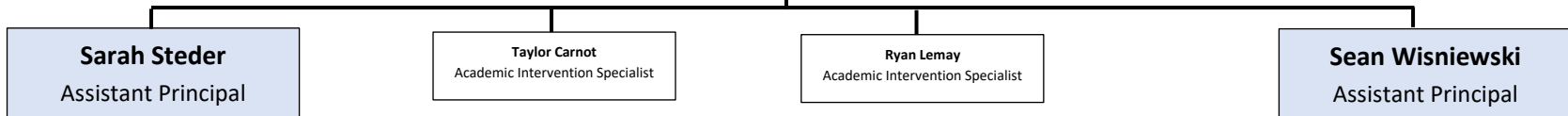
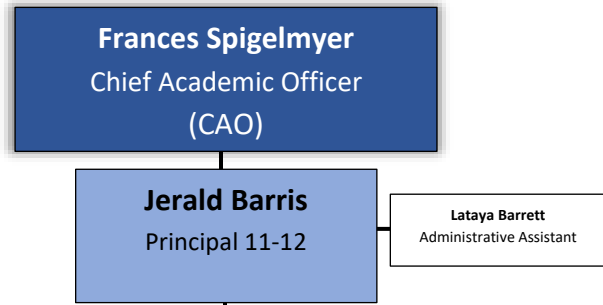
**Stephen Simmons**  
Academic Intervention Specialist

**Natasha Sullivan**  
Academic Intervention Specialist

**Jessica Fetterman**  
Assistant Principal

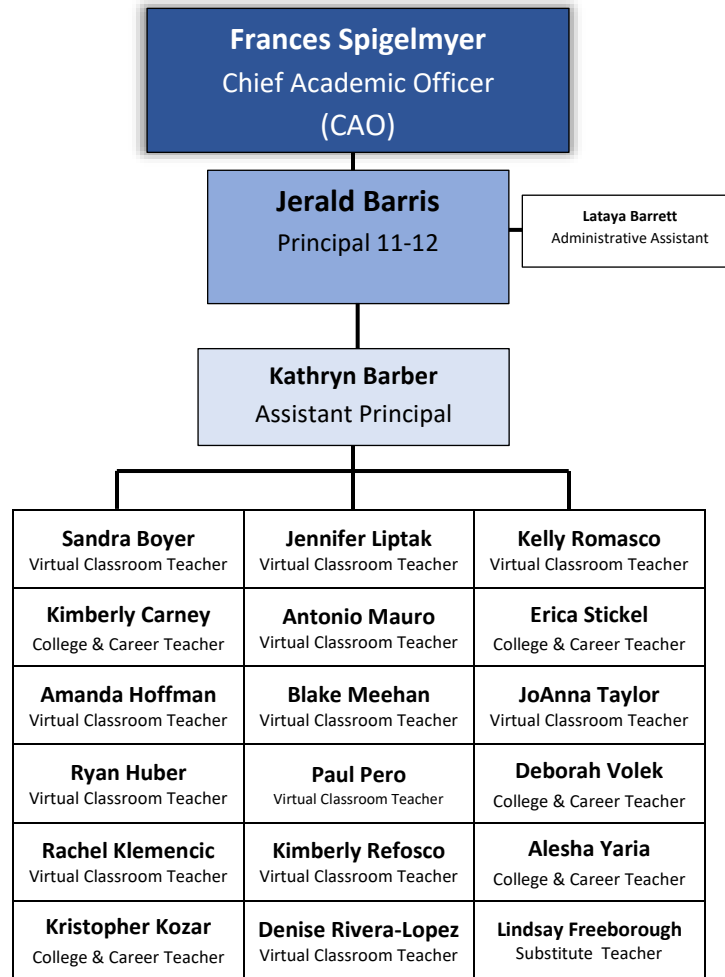
<b>Matthew Abel</b> Virtual Classroom Teacher	<b>Cassandra Durbin</b> Virtual Classroom Teacher	<b>Breanne Paraniuk</b> Blended Classroom Teacher	<b>Morgan Vasquez</b> Blended Classroom Teacher
<b>Connie Anastasio</b> Blended Classroom Teacher	<b>Virginia Finegan</b> Blended Classroom Teacher	<b>Mark Perich</b> Virtual Classroom Teacher	<b>Paula Vigrass</b> Blended Classroom Teacher
<b>Jessica Applegarth</b> Blended Classroom Teacher	<b>Julie Forshee</b> Blended Classroom Teacher	<b>Melinda Peterman</b> Blended Classroom Teacher	<b>Amanda Weidler</b> Blended Classroom Teacher
<b>Kevin Battisti</b> Blended Classroom Teacher	<b>John Fox</b> Virtual Classroom Teacher	<b>Marina Pugach</b> Blended Classroom Teacher	<b>Katelyn Wetzell</b> Virtual Classroom Teacher
<b>Sarah Carr</b> Virtual Classroom Teacher	<b>Elizabeth Frioni</b> Virtual Classroom Teacher	<b>Angela Quear</b> Blended Classroom Teacher	<b>Jessica Yeager</b> Virtual Classroom Teacher
<b>Susan Charlton</b> Virtual Classroom Teacher	<b>Joseph Garrison</b> Blended Classroom Teacher	<b>Nicholas Rhodes</b> Virtual Classroom Teacher	
<b>Bradley Chrisman</b> Blended Classroom Teacher	<b>Christine Hawthorne</b> Virtual Classroom Teacher	<b>Christopher Roman</b> Virtual Classroom Teacher	
<b>Melissa D'Amico</b> Virtual Classroom Teacher	<b>Albert Horoszy</b> Blended Classroom Teacher	<b>Michele Rossell</b> Virtual Classroom Teacher	
<b>Nicole Davis</b> Virtual Classroom Teacher	<b>Chelsea Kmetz</b> Virtual Classroom Teacher	<b>Dennis Smalley</b> Virtual Classroom Teacher	
<b>Krystal Dunlap</b> Blended Classroom Teacher	<b>Dale Osselborn</b> Virtual Classroom Teacher	<b>Alec Teszner</b> Virtual Classroom Teacher	

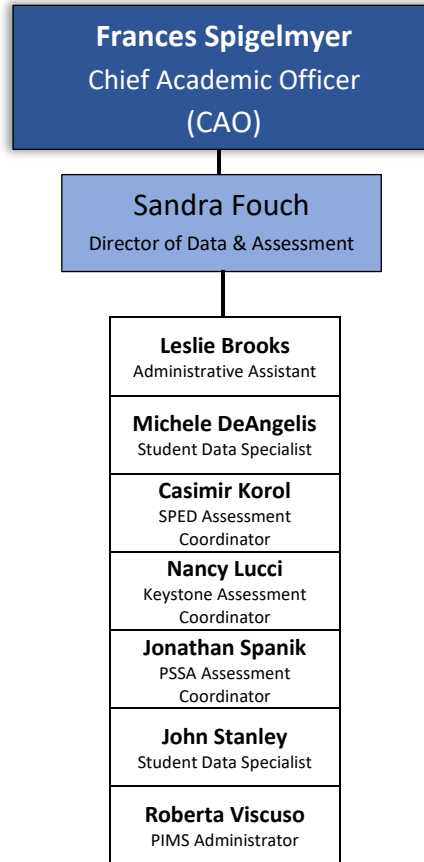
<b>Michael Ames</b> Virtual Classroom Teacher	<b>Christine Hersperger</b> Blended Classroom Teacher	<b>Deborah McGuire</b> Blended Classroom Teacher	<b>Melissa Williams</b> Blended Classroom Teacher
<b>Jennifer Autieri Dukovich</b> Virtual Classroom Teacher	<b>Karlee Hoffman</b> Blended Classroom Teacher	<b>Chelsea Miller</b> Blended Classroom Teacher	
<b>Christina Ballard</b> Virtual Classroom Teacher	<b>Emily Hunt</b> Blended Classroom Teacher	<b>Rachel Oravec</b> Virtual Classroom Teacher	
<b>Jared Beadle</b> Blended Classroom Teacher	<b>Jeremiah Johnson</b> Blended Classroom Teacher	<b>Logan Salicce</b> Virtual Classroom Teacher	
<b>Sarah Clites</b> Virtual Classroom Teacher	<b>Kelly Jones</b> Virtual Classroom Teacher	<b>Eric Scuilli</b> Virtual Classroom Teacher	
<b>Brandon Cowell</b> Virtual Classroom Teacher	<b>Cori Kusik</b> Virtual Classroom Teacher	<b>Samantha Smith</b> Virtual Classroom Teacher	
<b>Bryan Davidson</b> Virtual Classroom Teacher	<b>Beth Lichtenwalner</b> Blended Classroom Teacher	<b>Amanda Sovesky</b> Blended Classroom Teacher	
<b>Julie DiNaples</b> Virtual Classroom Teacher	<b>Carrie LoFaso</b> Blended Classroom Teacher	<b>Courtney Speaks</b> Virtual Classroom Teacher	
<b>Rebecca Ferraro</b> Virtual Classroom Teacher	<b>Courtney Lutch</b> Virtual Classroom Teacher	<b>Erica Strader</b> Blended Classroom Teacher	
<b>Emily Hambleton</b> Blended Classroom Teacher	<b>Stephen Mangan</b> Blended Classroom Teacher	<b>Amy Taylor</b> Blended Classroom Teacher	

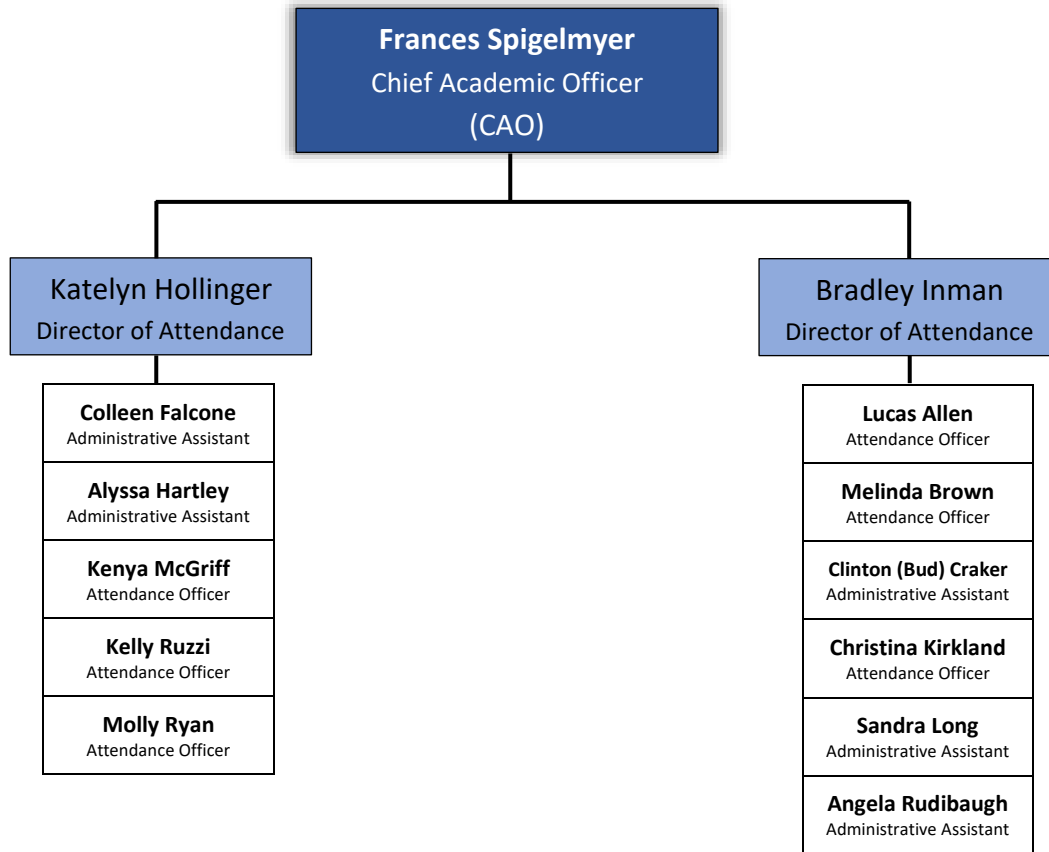


<b>Jessica Allen</b> Virtual Classroom Teacher	<b>Megan Harvey</b> Virtual Classroom Teacher	<b>Kelli Moon</b> Virtual Classroom Teacher
<b>Andrew Balko</b> Blended Classroom Teacher	<b>Wilfred Henry</b> Virtual Classroom Teacher	<b>Kristin Murli</b> Virtual Classroom Teacher
<b>Erin Butler</b> Virtual Classroom Teacher	<b>Meghan Heymann</b> Virtual Classroom Teacher	<b>Wendy Polochak</b> Blended Classroom Teacher
<b>Bridget Curry</b> Virtual Classroom Teacher	<b>Olivia Hipolit</b> Blended Classroom Teacher	<b>October Raymond</b> Blended Classroom Teacher
<b>Abraham Darlington</b> Blended Classroom Teacher	<b>Amanda Huss</b> Virtual Classroom Teacher	<b>Kristina Rokicki</b> Blended Classroom Teacher
<b>Christopher Fennig</b> Virtual Classroom Teacher	<b>William Knopsnider</b> Blended Classroom Teacher	<b>BethAnn Scarlatelli</b> Virtual Classroom Teacher
<b>Jennifer Flaugh</b> Virtual Classroom Teacher	<b>Brooke Kosar</b> Blended Classroom Teacher	<b>Yvonne Shafer</b> Blended Classroom Teacher
<b>Katie Forse</b> Virtual Classroom Teacher	<b>Kara Kowalczyk</b> Virtual Classroom Teacher	<b>Deborah Wallace</b> Virtual Classroom Teacher
<b>Jennifer Garber</b> Blended Classroom Teacher	<b>Abigail Kuwik</b> Virtual Classroom Teacher	
<b>Matthew Harvey</b> Virtual Classroom Teacher	<b>Christy McKee</b> Blended Classroom Teacher	

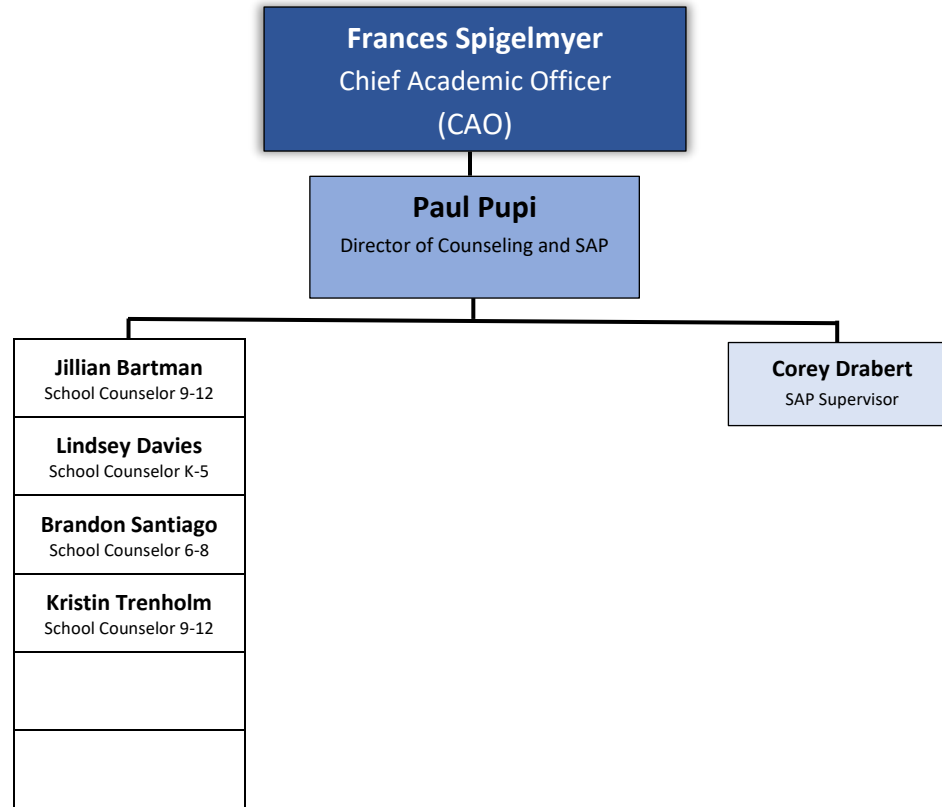
<b>Thomas Barnes</b> Blended Classroom Teacher	<b>Jason Guido</b> Blended Classroom Teacher	<b>Chad Morrow</b> Blended Classroom Teacher
<b>Shawn Besong</b> Blended Classroom Teacher	<b>Kimberly Herman</b> Virtual Classroom Teacher	<b>Juliette Nasiadka</b> Virtual Classroom Teacher
<b>Whitney Conjeski</b> Virtual Classroom Teacher	<b>Richard Holman</b> Virtual Classroom Teacher	<b>Thomas Naughton</b> Blended Classroom Teacher
<b>Jason Cox</b> Blended Classroom Teacher	<b>Daniel Houlihan</b> Virtual Classroom Teacher	<b>Brian Partyka</b> Virtual Classroom Teacher
<b>Ronald Cunningham</b> Blended Classroom Teacher	<b>Roman Kozak</b> Blended Classroom Teacher	<b>Chad Rea</b> Blended Classroom Teacher
<b>Lindsey Douglass</b> Blended Classroom Teacher	<b>Kayla-Jo Loughran</b> Virtual Classroom Teacher	<b>Michelle Rodgers</b> Virtual Classroom Teacher
<b>Allison Duran</b> Blended Classroom Teacher	<b>Stephanie Loughran</b> Blended Classroom Teacher	<b>Pamela Sokol</b> Blended Classroom Teacher
<b>Douglas Fausti</b> Virtual Classroom Teacher	<b>Julia Martin</b> Blended Classroom Teacher	<b>Lon Valentine</b> Virtual Classroom Teacher
<b>Benjamin Gelzheiser</b> Virtual Classroom Teacher	<b>Andrew McDonald</b> Virtual Classroom Teacher	<b>Emily Velte</b> Virtual Classroom Teacher
<b>Marc Grandinetti</b> Blended Classroom Teacher	<b>Katie McGuire</b> Virtual Classroom Teacher	

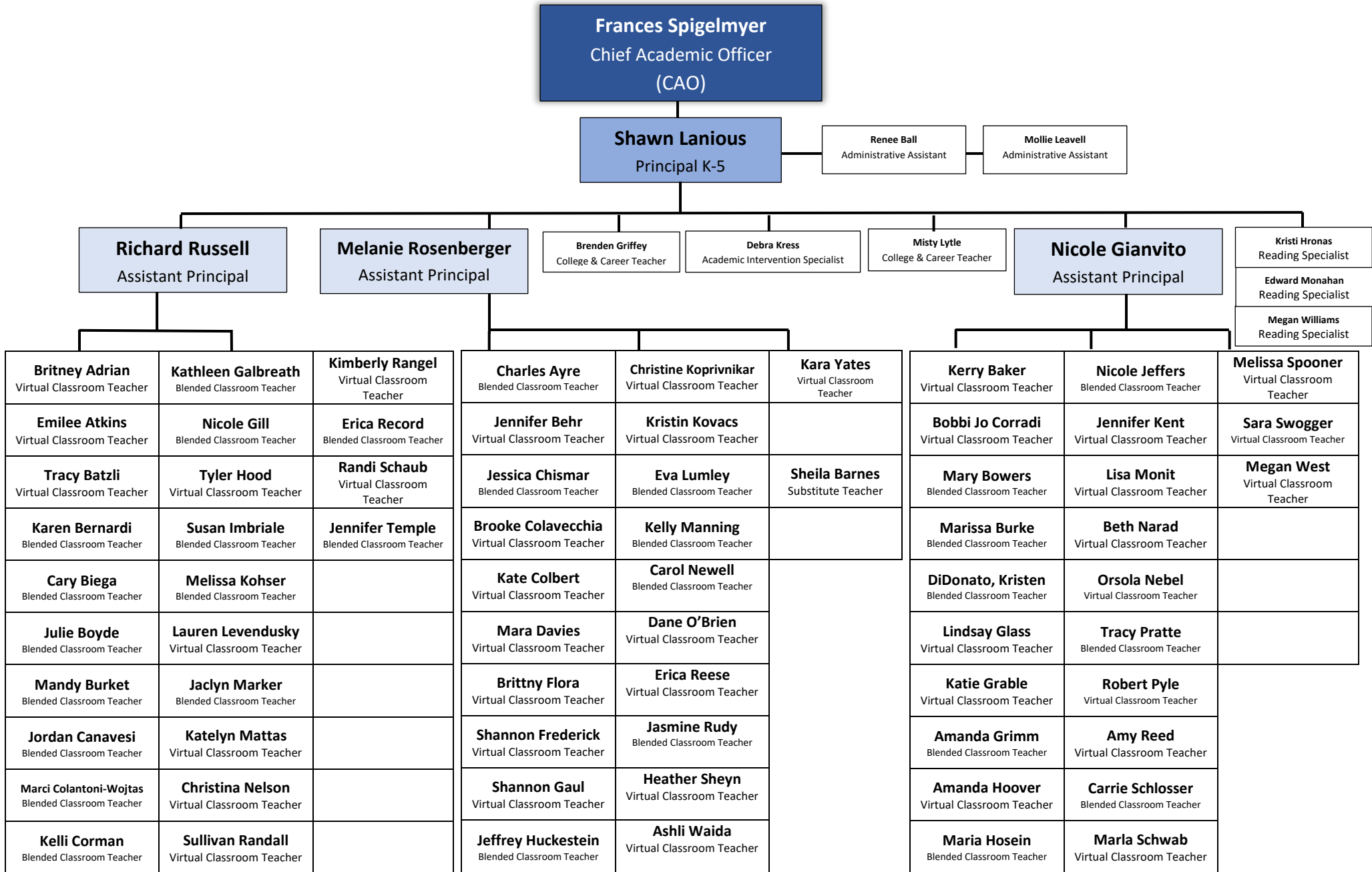


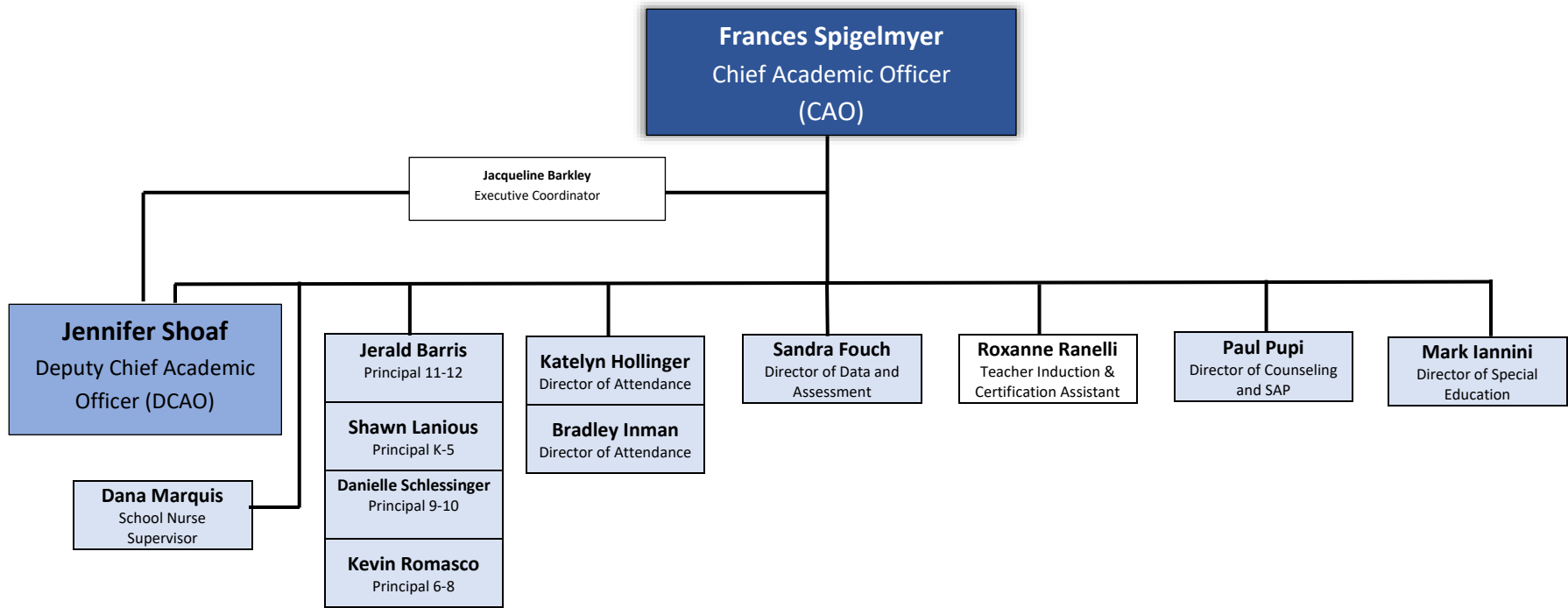


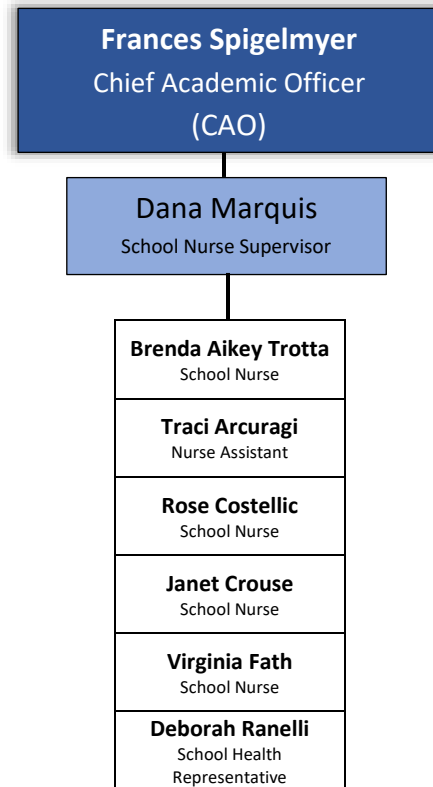


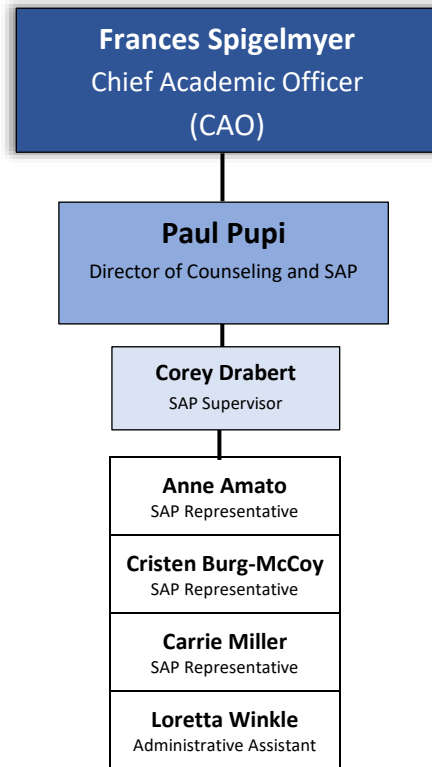


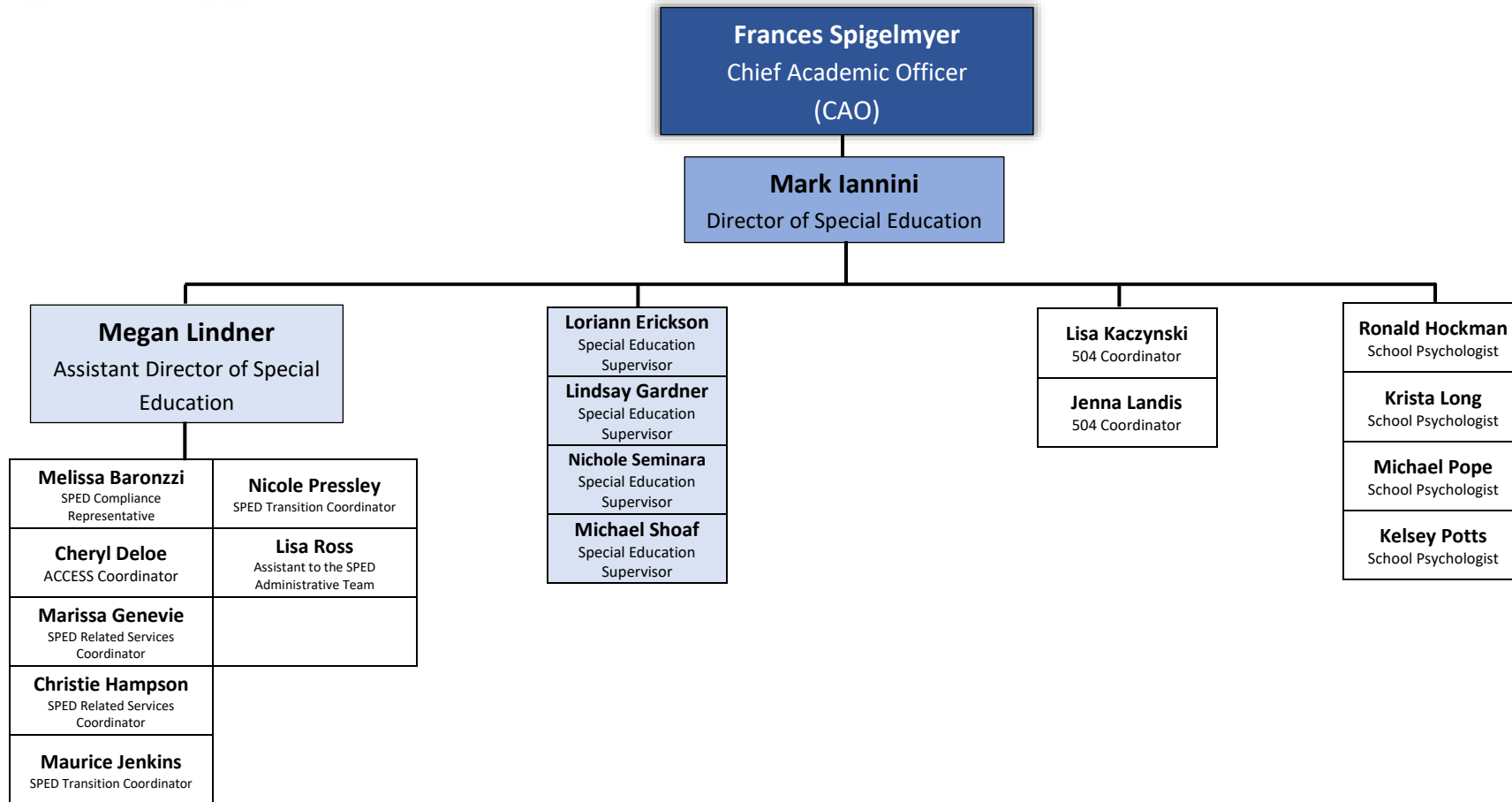


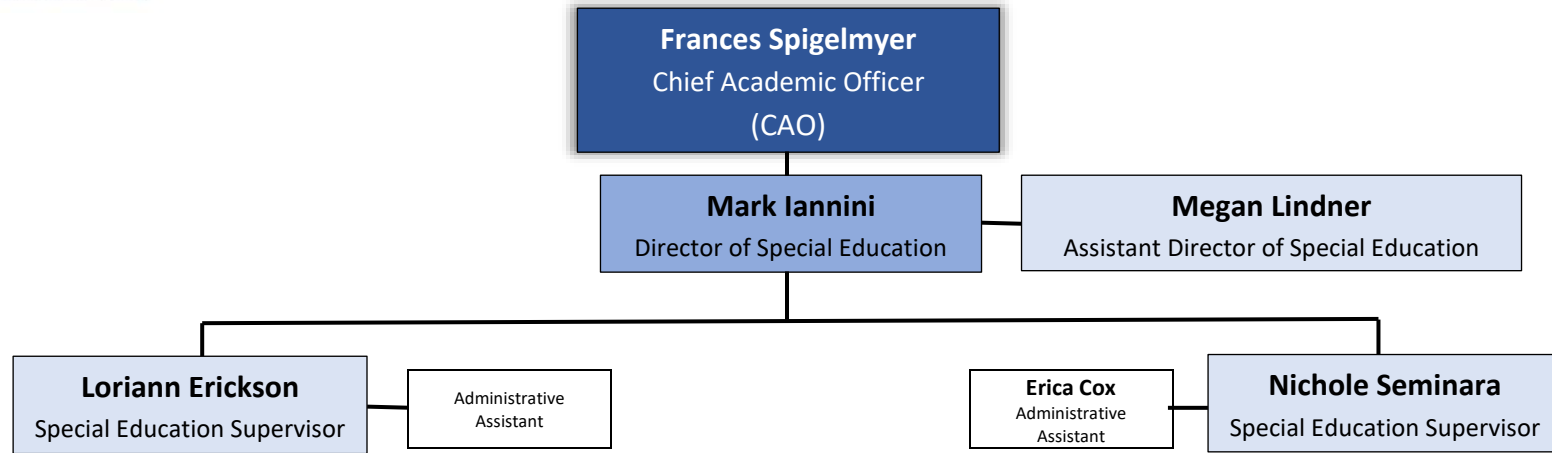






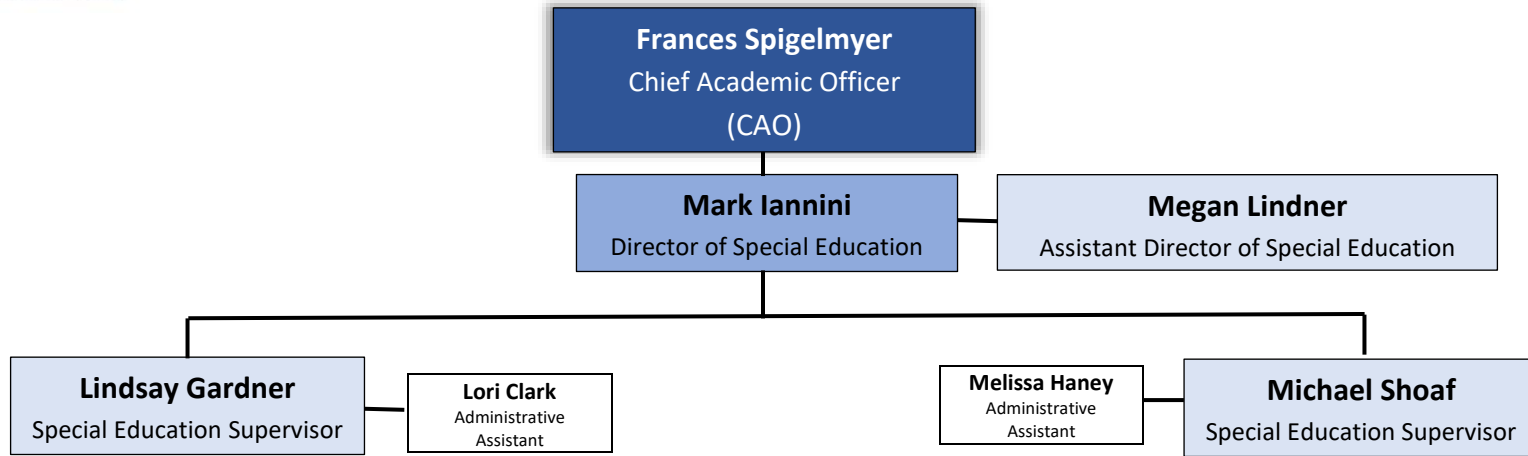






<b>Gina Anitori</b> Special Education Teacher	<b>Maria Frem</b> Special Education Teacher	<b>Brooklynne Rochna</b> Special Education Teacher
<b>Rachel Becker</b> Special Education Teacher	<b>Jaymie Jamison</b> Special Education Teacher	<b>Stephanie Rukavina</b> Special Education Teacher
<b>Lindsey Beegle</b> Special Education Teacher	<b>Jessica Karas</b> Special Education Teacher	<b>Kaitlin Selby</b> Special Education Teacher
<b>Jessica Black</b> Special Education Teacher	<b>Kaylee Lake</b> Special Education Teacher	<b>Paula Strati</b> Special Education Teacher
<b>Jessica Bridge</b> Special Education Teacher	<b>Sarah Miller</b> Special Education Teacher	<b>Heather Wehman</b> Special Education Teacher
<b>Sarah Bryan</b> Special Education Teacher	<b>Lynda Mineard</b> Special Education Teacher	<b>Kristi Williams</b> Special Education Teacher
<b>Carly Bryson</b> Special Education Teacher	<b>Jeffrey Musher</b> Special Education Teacher	<b>Audrey Wilson</b> Special Education Teacher
<b>Nicole Carson</b> Special Education Teacher	<b>Sean Nagle</b> Special Education Teacher	
<b>Meagan Crawford</b> Special Education Teacher	<b>Sarah Ochtun</b> Special Education Teacher	
<b>Brooke DeRose</b> Special Education Teacher	<b>Meagan Rankin</b> Special Education Teacher	<b>Jocelyn Bowser</b> SPED Instructional Support Assistant
<b>Jenny Fath</b> Special Education Teacher	<b>Michelle Ritton</b> Special Education Teacher	<b>Jennifer Fedder</b> SPED Instructional Support Assistant

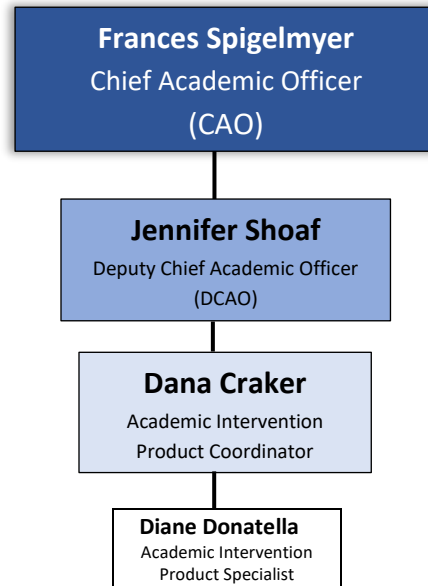
<b>Katie Abbott</b> Special Education Teacher	<b>Bonnie Hunter</b> Special Education Teacher	<b>Bethanie Moreschi</b> Special Education Teacher	<b>Brienne Stuble</b> Special Education Teacher
<b>Lisa Arnold</b> Special Education Teacher	<b>Kristin Jeffers</b> Special Education Teacher	<b>Peabody-Young, Katelyn</b> Special Education Teacher	<b>Bradley Vitale</b> Special Education Teacher
<b>Chris Becker</b> Special Education Teacher	<b>Kayla Johnson</b> Special Education Teacher	<b>Kelly Rape</b> Special Education Teacher	<b>Kristy Waldroup</b> Special Education Teacher
<b>Elaina Campbell</b> Special Education Teacher	<b>Drew Lewis</b> Special Education Teacher	<b>Rebecca Russell</b> Special Education Teacher	<b>Thomas Lake</b> SPED Instructional Support Assistant
<b>Kara Eckels</b> Special Education Teacher	<b>Lacey Lodovico</b> Special Education Teacher	<b>Sydney Servello</b> Special Education Teacher	
<b>Brianna Estel</b> Special Education Teacher	<b>Teresa Martin</b> Special Education Teacher	<b>Jamie Seelman</b> Special Education Teacher	
<b>Julie Fisher</b> Special Education Teacher	<b>Noah Medich</b> Special Education Teacher	<b>Angelica Shaffer</b> Special Education Teacher	
<b>Sarah Fritz</b> Special Education Teacher	<b>Kelly Mesko</b> Special Education Teacher	<b>Jenna Shedlock</b> Special Education Teacher	
<b>Elizabeth Hainaut</b> Special Education Teacher	<b>Dena Mihalsky</b> Special Education Teacher	<b>Monika Sonsini</b> Special Education Teacher	
<b>Emily Hockensmith</b> Special Education Teacher	<b>Jennifer Miller</b> Special Education Teacher	<b>David Soose</b> Special Education Teacher	
<b>Shenandoah Hoskinson</b> Special Education Teacher	<b>Timothy Moore</b> Special Education Teacher	<b>Nichole Steinbach</b> Special Education Teacher	

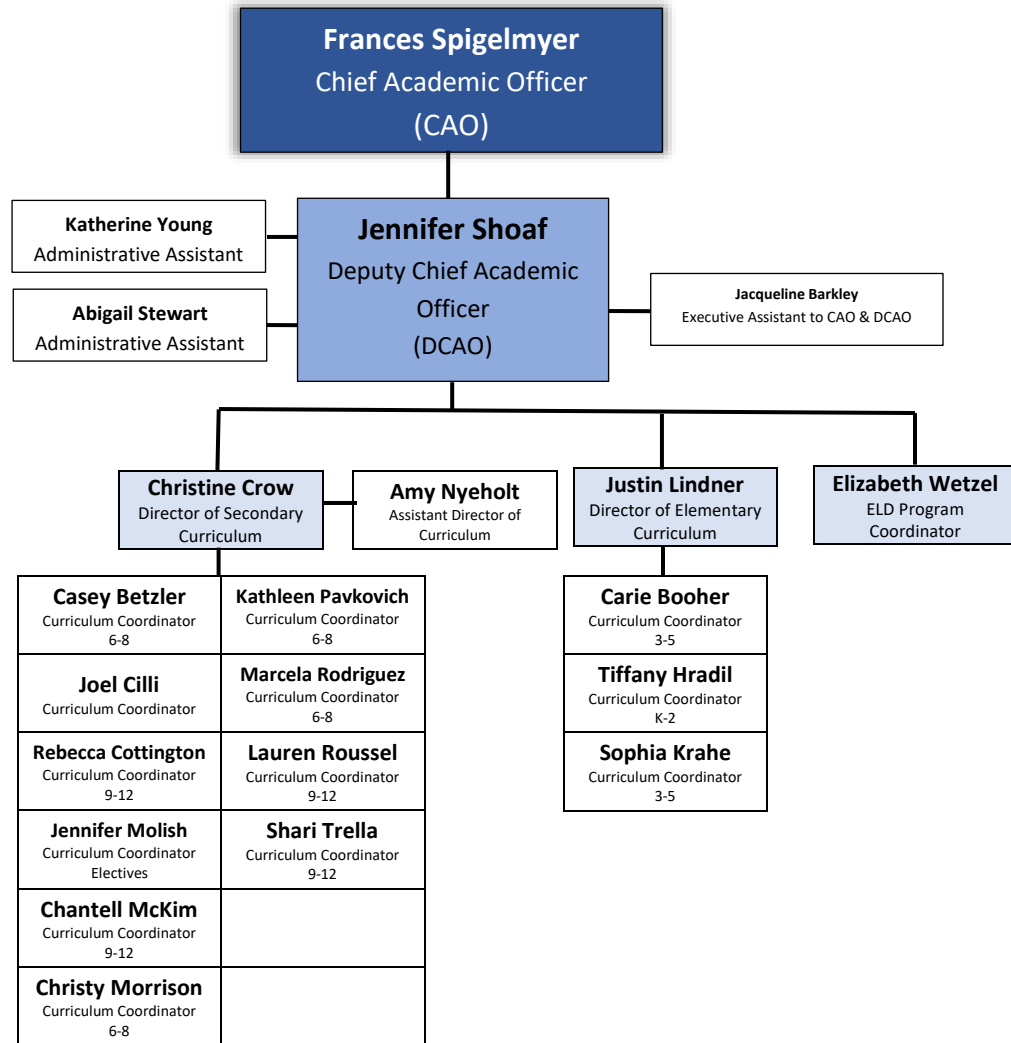


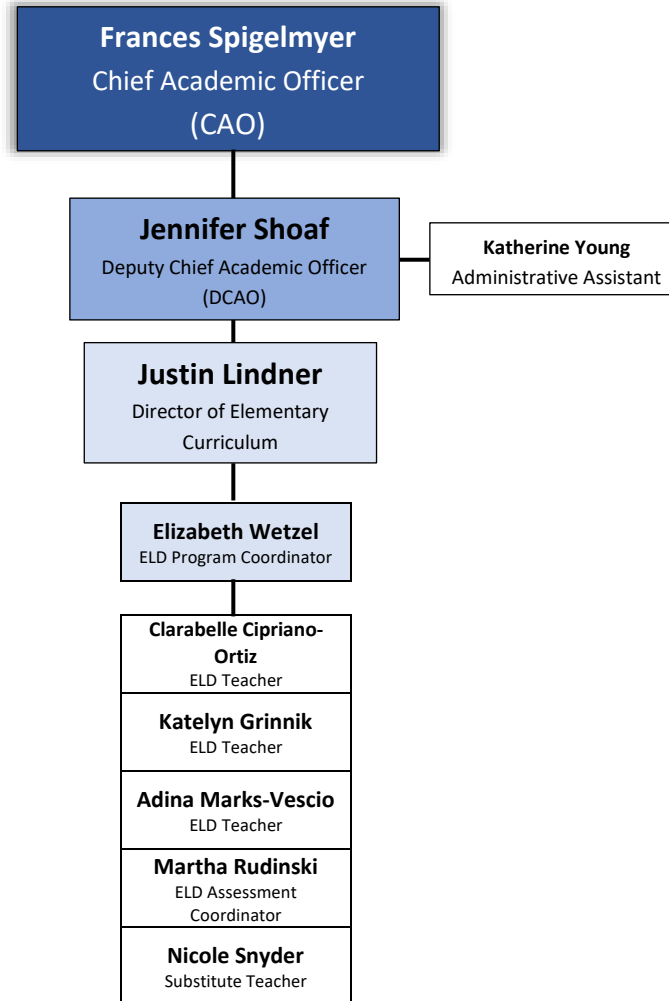
<b>Jessica Altman</b> Special Education Teacher	<b>Justin DeWitt</b> Special Education Teacher	<b>Krista McGee</b> Special Education Teacher	<b>Erin Urban</b> Special Education Teacher
<b>Jane Anderson</b> Special Education Teacher	<b>Amanda Dunst</b> Special Education Teacher	<b>Jessica Medich</b> Special Education Teacher	<b>Jennifer Vanucci</b> Special Education Teacher
<b>Cara Atkinson</b> Special Education Teacher	<b>Laura Giering</b> Special Education Teacher	<b>Brittany Mentel</b> Special Education Teacher	<b>Athena Wahal</b> Special Education Teacher
<b>Nicole Basile</b> Special Education Teacher	<b>Taylor Guthrie</b> Special Education Teacher	<b>Catherine Mininni</b> Special Education Teacher	<b>Eric White</b> Special Education Teacher
<b>Nichole Blackmore</b> Special Education Teacher	<b>Beth Haus</b> Special Education Teacher	<b>Jessie Peterson</b> Special Education Teacher	
<b>Kaitlynn Boyer</b> Special Education Teacher	<b>Stephanie Holtz</b> Special Education Teacher	<b>Brittany Prisuta</b> Special Education Teacher	
<b>Andrea Brittner</b> Special Education Teacher	<b>Jamie Kotuby</b> Special Education Teacher	<b>Tiffany Robinson</b> Special Education Teacher	<b>Dwight Lindsey</b> SPED Instructional Support Assistant
<b>Allison Carland</b> Special Education Teacher	<b>Christine Lupinacci</b> Special Education Teacher	<b>Sharon Schaffer</b> Special Education Teacher	<b>Alyssa Miller</b> Substitute Teacher
<b>Meghan Checkan</b> Special Education Teacher	<b>Kylie Malesic</b> Special Education Teacher	<b>Mark Seminara</b> Special Education Teacher	
<b>Kristy Coyne</b> Special Education Teacher	<b>Marissa Mangie</b> Special Education Teacher	<b>Courtney Slovak</b> Special Education Teacher	
<b>Ashley Crook</b> Special Education Teacher	<b>Jennifer Masterson</b> Special Education Teacher	<b>Jacob Springer</b> Special Education Teacher	

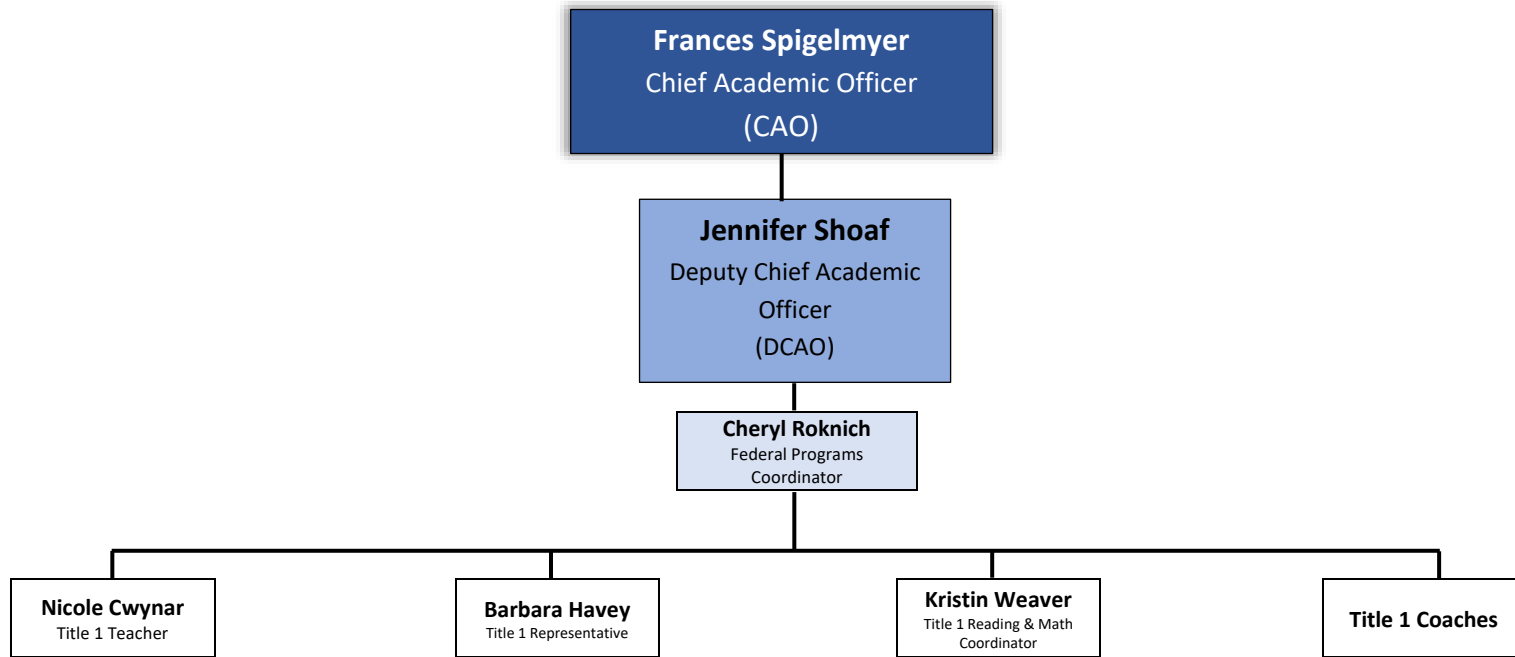
<b>Amanda Bell</b> Special Education Teacher	<b>Patricia Kozimer</b> Special Education Teacher	<b>James Rupert</b> Special Education Teacher	<b>Ashlee Woznicki</b> Special Education Teacher
<b>Justine Bevins</b> Special Education Teacher	<b>Jeffrey Maurizi</b> Special Education Teacher	<b>Michele Sebastian</b> Special Education Teacher	<b>Mallory Ludwig</b> SPED Instructional Support Assistant
<b>Amy Checkan</b> Special Education Teacher	<b>Leah Nocera</b> Special Education Teacher	<b>Leah Selvaggio</b> Special Education Teacher	
<b>Erin Cheddar</b> Special Education Teacher	<b>Joanna Patterson</b> Special Education Teacher	<b>Amanda Springer</b> Special Education Teacher	<b>Emily Bowser</b> Substitute Teacher
<b>Kinsey Cherok</b> Special Education Teacher	<b>Sarah Peck</b> Special Education Teacher	<b>Michelle Starr</b> Special Education Teacher	
<b>Janine Coble</b> Special Education Teacher	<b>Chelsea Phillips</b> Special Education Teacher	<b>Katherine Taylor</b> Special Education Teacher	
<b>Vickey Corak</b> Special Education Teacher	<b>Julianne Pitzer</b> Special Education Teacher	<b>Stephanie Thomson</b> Special Education Teacher	
<b>Erica DeArment</b> Special Education Teacher	<b>David Prezgay</b> Special Education Teacher	<b>Juliana Wayman</b> Special Education Teacher	
<b>Thomas Ford</b> Special Education Teacher	<b>Dayna Raber</b> Special Education Teacher	<b>Kristin Williams</b> Special Education Teacher	
<b>Kristin Helf</b> Special Education Teacher	<b>Danielle Reda</b> Special Education Teacher	<b>Abby Wise</b> Special Education Teacher	
<b>Holly Hurlock</b> Special Education Teacher	<b>Jennifer Rudzik</b> Special Education Teacher	<b>Elizabeth Wistuk</b> Special Education Teacher	

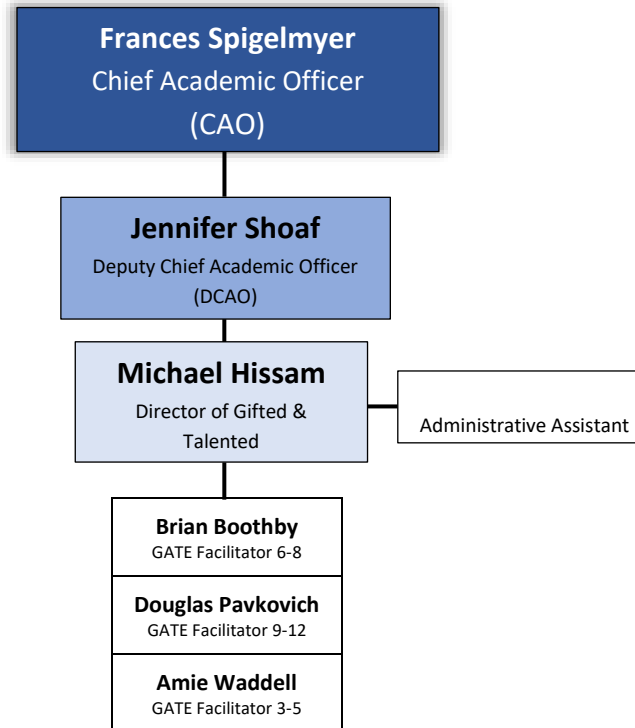


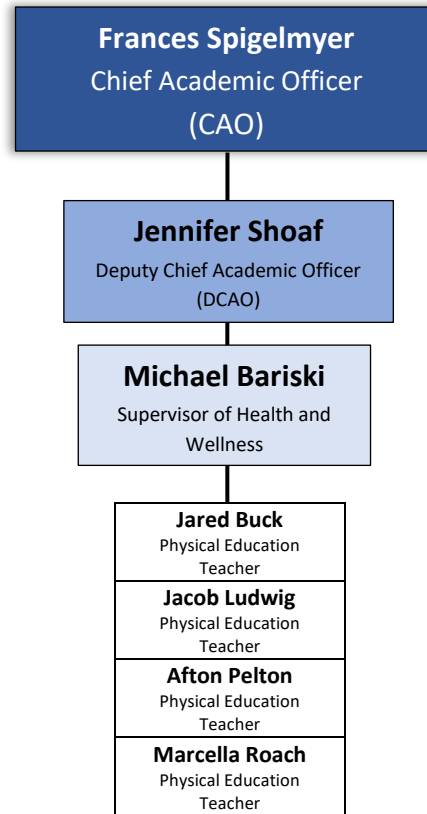


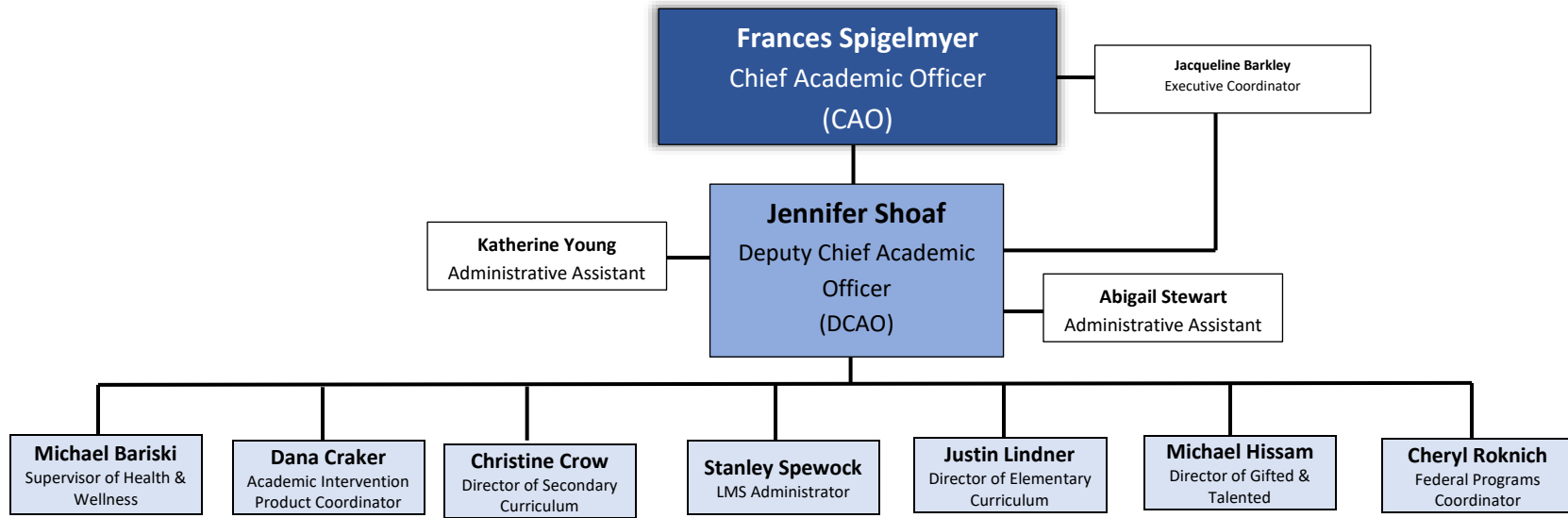






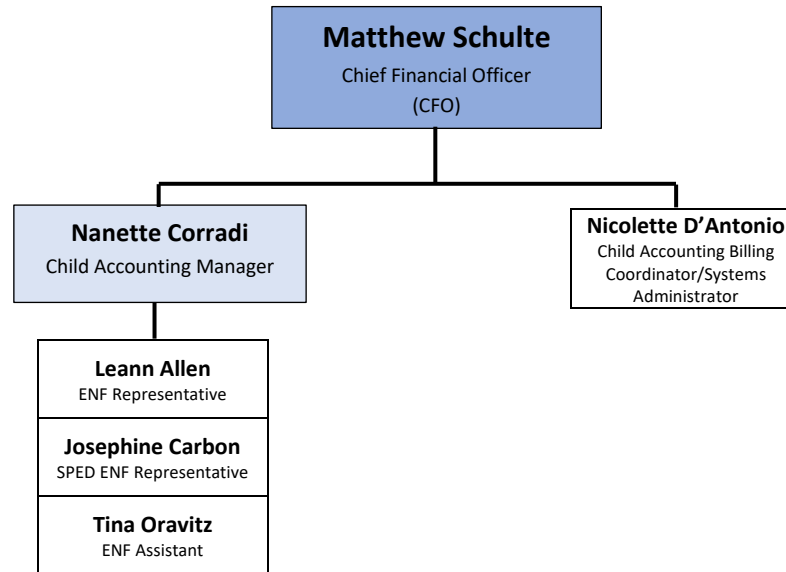


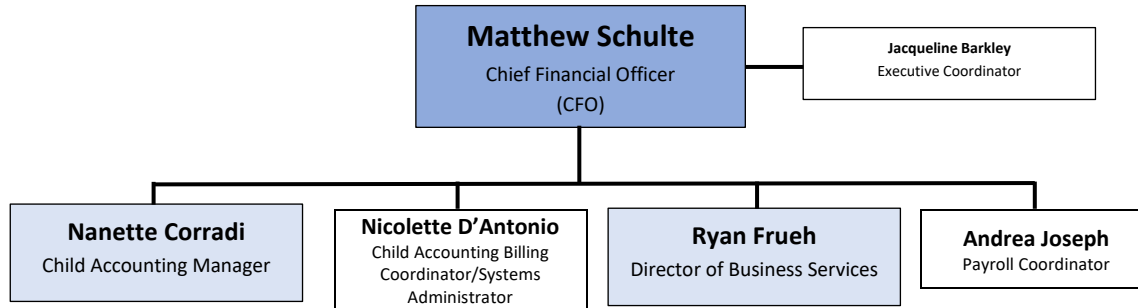


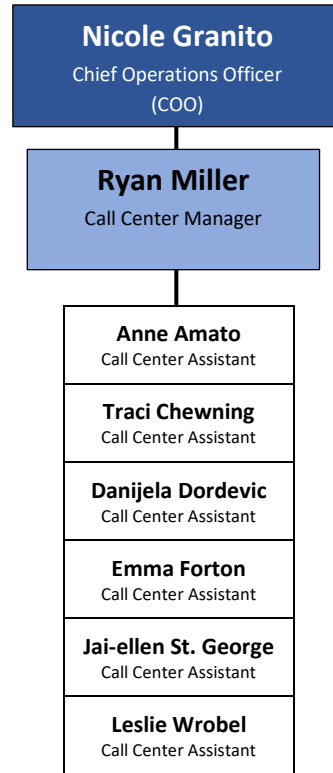


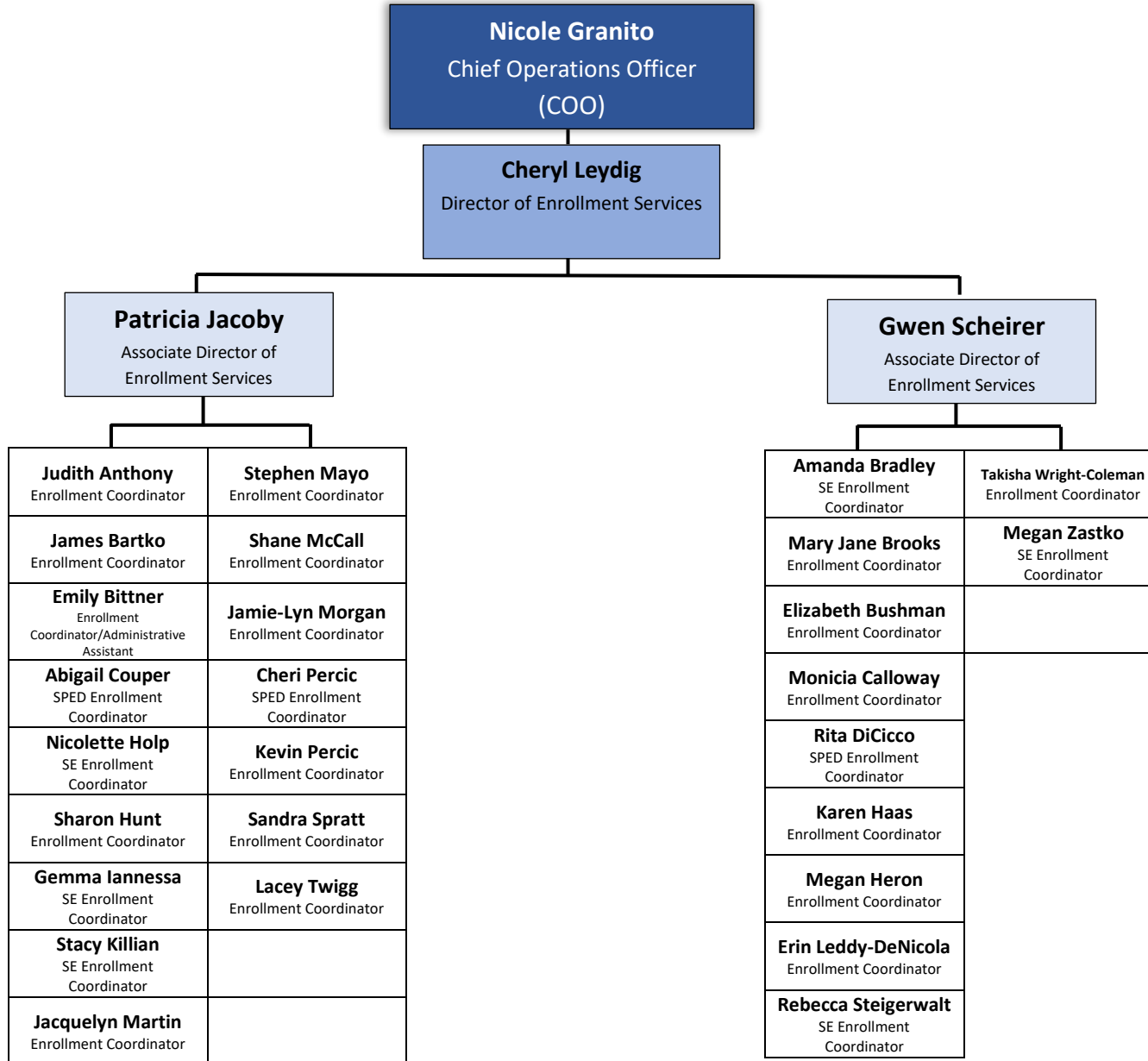


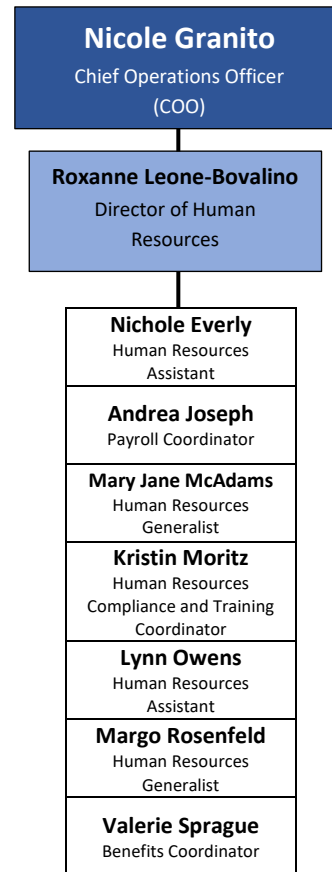


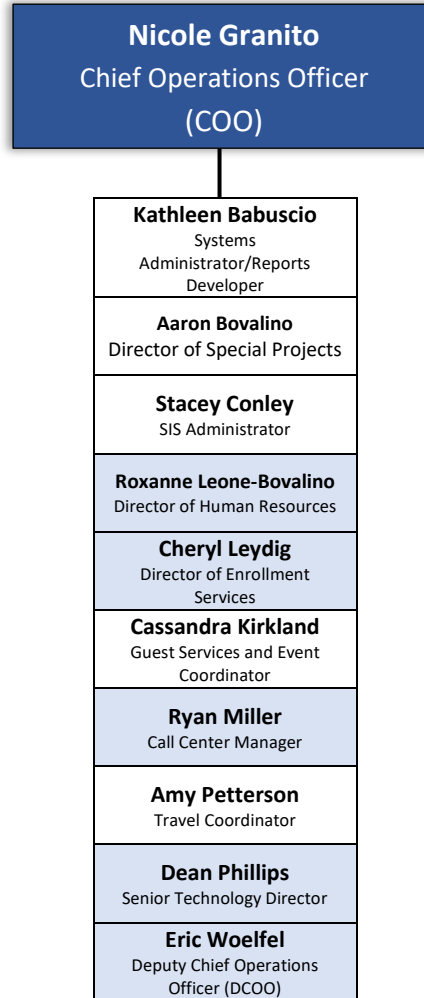


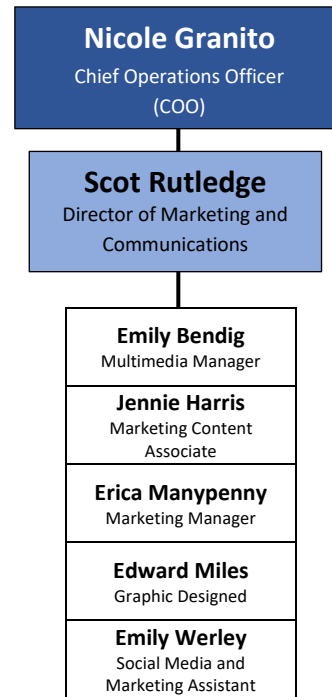


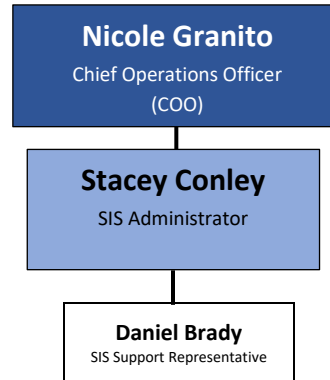




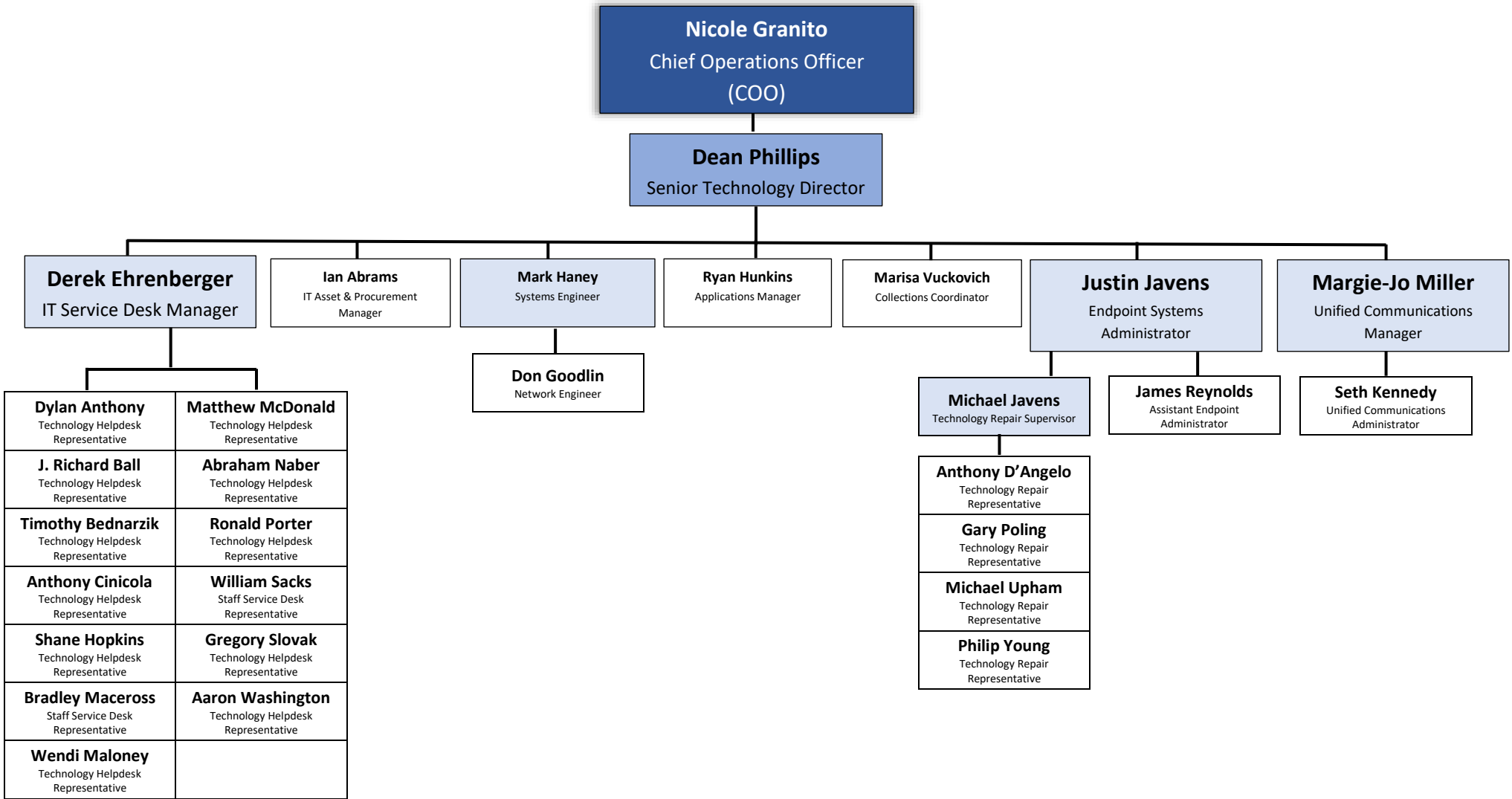


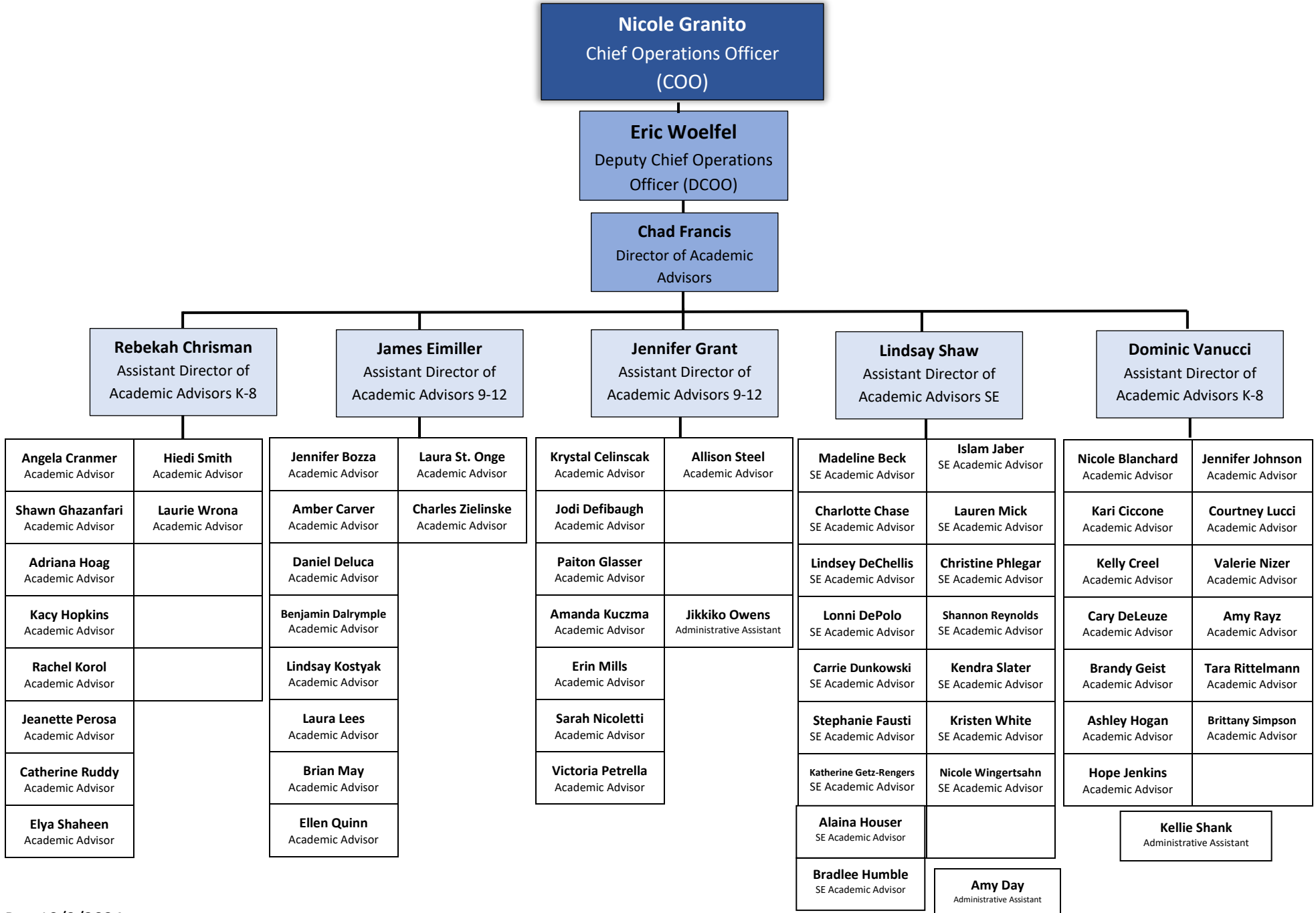


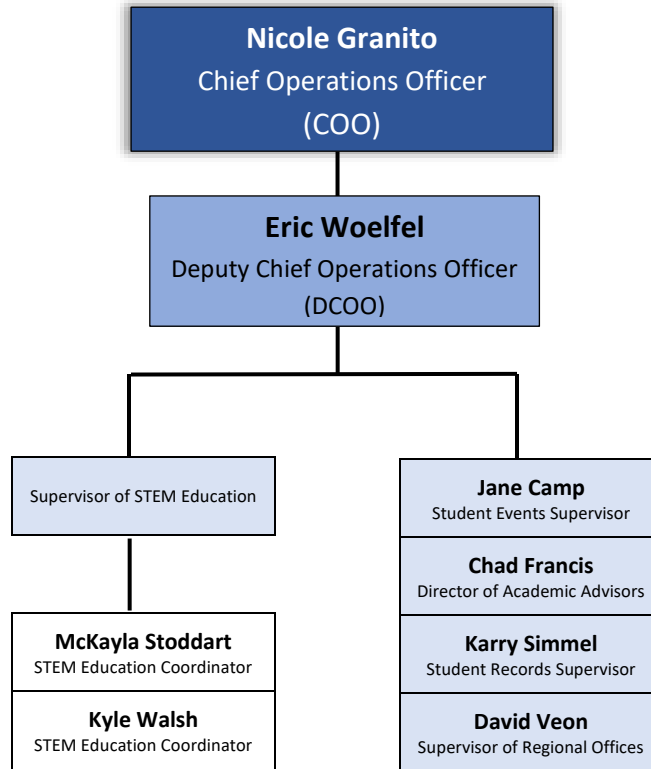


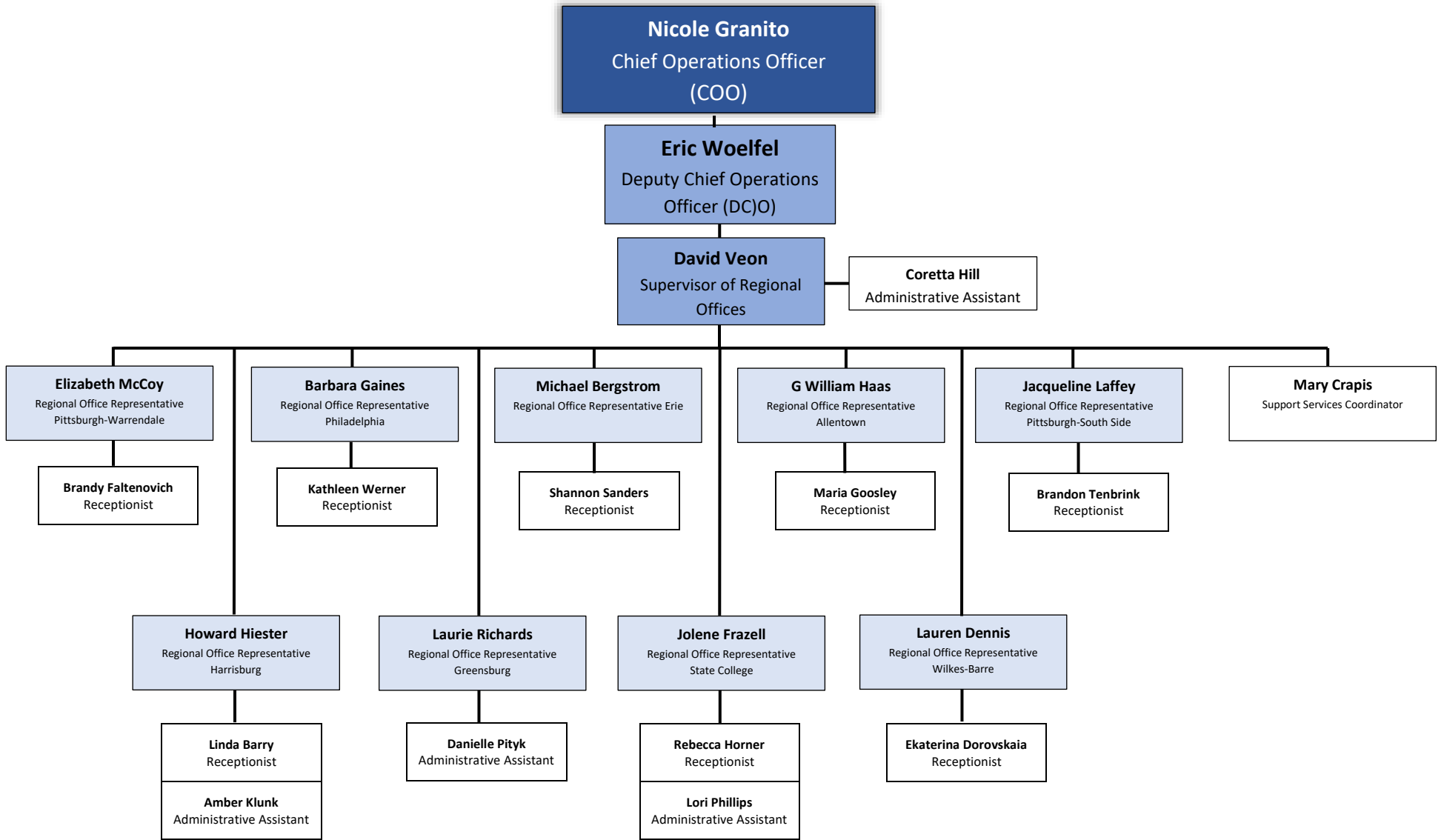


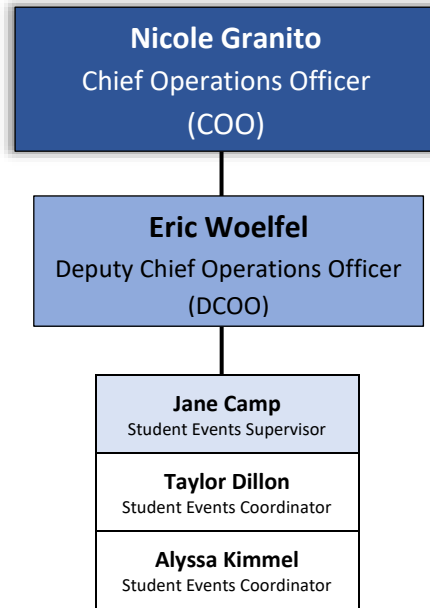


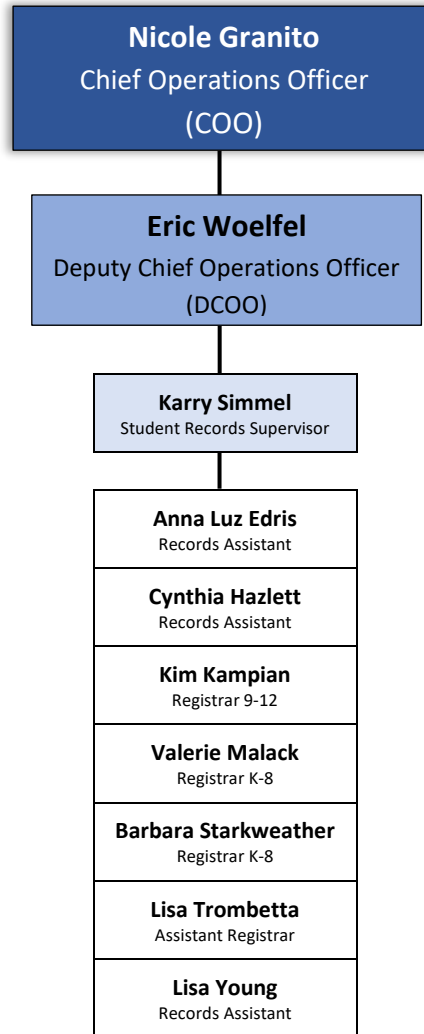












## **ARTICLE III BOARD OF TRUSTEES**

**Section 3.1 Powers.** Except as limited by the Nonprofit Law or the School Laws, the Articles of Incorporation of the School, or these Bylaws, the business of the School shall be exercised by or under the authority of, and the business and affairs of the School shall be managed under the direction of, the Board. Specifically, but without loss on generality, the Board:

- (a) shall establish a program of education for students from kindergarten through grade 12 who seek either a diploma or a GED in a non-traditional setting;
- (b) shall adopt and enforce rules and regulations for the management of school affairs and the conduct and department of employees and students;
- (c) shall adopt procedures and policies that are consistent with law, have rational and legitimate relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient education for its students;
- (d) shall establish educational goals for the students enrolled in the program and govern a program of education to meet those goals;
- (e) shall be the agent responsible for establishing, maintaining, and appraising the educational activities of the program in accordance with the law; and
- (f) shall receive and disburse funds for charter school purposes only.

**Section 3.2 Number of Trustees; Qualifications.** The Board shall consist of SEVEN (7) to NINE (9) members (each, a "Trustee"). Trustees need not be a resident of the Commonwealth of Pennsylvania or a member of the School. Each Trustee shall meet the following qualifications, in addition to any qualifications set forth in the Nonprofit Law or the School Laws or the Articles of Incorporation of the School:

- (a) being of good moral character and at least EIGHTEEN (18) years of age;
- (b) not having been removed from any office of trust under federal, state, or local laws for malfeasance in such office;
- (c) before entering into office, filing a statement of financial interests pursuant to the Public Official and Employee Ethics Act, 65 Pa. Cons. Stat. 1101 et seq. (the "Ethics Law"); and
- (d) refraining from serving, during their term on the Board, as a member of the board of directors (or analogous governing body) of any of the following entities:
  - (1) Midland Borough School District or its successor;
  - (2) Lincoln Park Performing Arts Center or its successor;
  - (3) Lincoln Park Performing Arts Charter School or its successor; and

- (4) Lincoln Learning Solutions or its successor;
- (5) Midland Innovative Technical Charter School, or its successor;

**Section 3.3 Election.** Board appointments shall be done at a public meeting by a majority vote of the Board present at such meeting in which a quorum be present.

**Section 3.4 Removal.** A Trustee who neglects or refuses to attend TWO (2) consecutive regular Board meetings, unless by excused absence by the Chairperson, or, if in attendance at any meeting, neglects or refuses to act in his or her official capacity, may be removed from his or her office upon the affirmative vote of a majority of the Board present at a meeting in which a quorum be present.

**Section 3.5 Terms.** Each term shall be for SIX (6) years, renewable at the end of the term. Beginning with the 2024-2025 fiscal year, the terms of the Trustees shall be staggered so that the terms of THREE (3) Trustees shall expire TWO (2) years thereafter (collectively, the "Class A Trustees"); the terms of THREE (3) Trustees shall expire FOUR (4) years thereafter (collectively, the "Class B Trustees"); and the terms of THREE (3) Trustees shall expire SIX (6) years thereafter (collectively, the "Class C Trustees"). The initial terms set forth in this Section 3.5 shall be assigned to individual Trustees by lot.

**Section 3.6 Vacancies.** Vacancies resulting from an increase in the size of the Board or any other reason, including the resignation, removal, or death of a Trustee, may be filled by a vote of the majority of the Board for the remainder of such Trustee's term. A vacancy may occur effective upon the presentation of a resignation to the President and upon such date specified therein. The Board shall make every effort to fill any vacancy within SIXTY (60) days of the occurrence of such vacancy.

**Section 3.7 Compensation: Expenses.** Trustees shall not receive compensation for their services as Trustees. Nothing herein contained shall be construed to preclude any Trustee from serving the School in any other capacity for which such Trustee receives compensation. Trustees shall be reimbursed for reasonable and necessary expenses actually incurred by the Trustee for attendance to a pre-approved educational meeting or conference. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.



**Section 3.8 Orientation.** For each Board member to be effective, he or she shall be provided with a copy of the Policy Manual, current financial statements of the School, and the most recent Strategic Plan. Trustees shall comply with Act 55 of 2017 or subsequent or additional training mandated by the Commonwealth of Pennsylvania.

**Section 3.9 Annual Meeting.** The Annual Meeting of the Board shall be held on or before July 12th of each year on such date and at such time and place as shall be designated by the President. Notice thereof shall be given to each Trustee in accordance with the requirements for notice of special meetings of the Board. At such Annual Meeting, the Board shall organize itself and elect the officers of the School for the ensuing year and may transact any other business.

**Section 3.10 Regular Meetings.** Regular meetings of the Board shall be held each month, except for December and July, at such time and at such place as shall be designated by the President. Notice of regular meetings of the Board shall be given to all Trustees at least SEVEN (7) days prior to any such meeting. Any notice of a regular meeting required to be given to any Trustee hereunder shall be given either personally, by electronic or facsimile transmission and/or email appearing on the books of the School.

**Section 3.11 Special Meetings.** Special meetings of the Board may be called by the President or by any TWO (2) Trustees on TWENTY-FOUR (24) hours' notice to each Trustee, given either personally, facsimile transmission or email appearing on the books of the School.

**Section 3.12 Limitations on Individual Trustees: Public Expressions.** A Trustee does not possess individually the authority and powers that reside in the Board. No Trustee by virtue of his or her office shall exercise any administrative responsibility with respect to the operation of the school district or as an individual command the services of any school district employee. Trustees are entitled to express themselves publicly on any matter, including issues involving the Board and the School, provided, however, individual Trustees may not express the position of the Board without prior authorization of the Board to do so. A Trustee shall not represent his or her personal opinion as the position of the Board and shall include in all formal expressions in which his or her Board affiliation is likely to be recognized (e.g., letters to government officials or newspapers, speeches to organizations, &c.) a statement that the opinions expressed do not necessarily represent those of the Board.

**Section 3.13 Confidentiality.** Confidential information to which a Trustee becomes privy as a result of his or her office shall be used only for the purpose of helping the Trustee discharge his or her responsibilities as Trustee. No Trustee shall reveal information contained in a confidential record or received during a duly convened private session of the Board except when that information has been released to the public by the Board.

**Section 3.14 Certain Actions.** In addition to other actions and duties, the Board shall:

- (a) designate a depository for school funds;
- (b) designate a newspaper or newspapers of general circulation for school notices; and

- (c) designate a day, place, and time for regular meetings.

**Section 3.15 Ethics Policy.** Each Trustee shall agree to abide by the School's Ethics Policy, a copy of which is attached hereto as Exhibit A and made a part hereof by this reference.

**Section 3.16 Nepotism.** Each Trustee shall agree to abide by the School's Nepotism Policy, a copy of which is attached hereto as Exhibit B and made a part hereof by this reference.

## **ARTICLE IV COMMITTEES**

**Section 4.1 Committees.** The Board Executive Committee, shall consist of the President, Vice President and CEO. Further, by a majority vote of the Trustees in office, establish one or more committees of the Board, including but not limited to an Audit/Finance Committee, and Governance/ByLaw Review Committee; each committee shall consist of two (2) or more Trustees. The Board may designate one or more Trustees as alternate members of any committee who may replace any absent or disqualified Trustee at any meeting of the committee or for purposes of any written action of the committee. A committee shall have and may exercise all of the powers and authority of the Board except that a committee shall not have any power or authority as to:

- (i) the creation or filling of vacancies in the Board;
- (ii) the amendment or repeal of the Bylaws;
- (iii) the amendment, adoption or repeal of any resolution of the Board that by its terms is amendable or repealable only by the Board; or
- (iv) action on matters committed by the Bylaws or resolution of the Board to another committee of the Board. Each committee of the Board shall serve at the pleasure of the Board.

For the avoidance of doubt, nothing in this Section 4.1 shall prevent the establishment of committees that contain members who are not Trustees, but no such committee containing members who are not Trustees shall have or exercise any of the powers and authority of the Board.

Committees shall, when specifically charged to do so, conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board unless so empowered as set forth above. Any Trustee may attend any committee meeting. The President is an ex-officio member of all committees.

**Section 4.2 Executive Committee.** The Executive Committee shall be empowered to take actions necessary or advisable between regularly scheduled or special meetings of the Board, provided, however, all actions of the Executive Committee are subject to ratification by the full Board at its next meeting.

**Section 4.3 Committee Rules.** Unless the Board provides otherwise by resolution, each committee shall conduct its business and take action in the same manner as the Board conducts its business pursuant to the Articles of Incorporation and these Bylaws.

**Section 4.4 Minutes.** Minutes of the meetings of the Committees may be recorded and sent to the Board, and the Board may choose to confirm such Committee actions at its next regular or special meeting at which a quorum is present.

## **ARTICLE V BOARD PROCEDURES**

**Section 5.1 Parliamentary Authority.** Robert's Rules of Order (the most current edition) shall govern Board meetings.

**Section 5.2 Quorum.** At all meetings of the Board, a majority of sitting Trustees shall be necessary to constitute a quorum for the transaction of business, and the acts of a majority of the Trustees present at a meeting at which a quorum is present shall be the acts of the Board. Each Trustee shall be entitled to one vote.

**Section 5.3 Additional Notice.** In addition to any other notice requirements set forth in these Bylaws, all Board meetings shall be noticed by publication of the date, time, and place of such meetings in a newspaper of general circulation. Notice of regular meetings shall be given at least THREE (3) days prior to the first regular meeting, and TWENTY-FOUR (24) hours' notice shall be given prior to special meetings.

**Section 5.4 Hearing of Citizens.** A student, parent, or a Pennsylvania resident may address the Board in accordance with the applicable statutes and the Board's rules.

**Section 5.5 Required Votes.** The following actions, include but are not limited to, require the recorded affirmative vote of a majority of a quorum of present Trustees: (i) all budgetary motions, (ii) staff hiring and dismissals, (iii) curriculum changes without school administration recommendation, (iv) length of school year, (v) the establishment of additional programs or schools, (vi) removing officers or Trustees, and (vii) policy changes.

**Section 5.6 Minutes.** The Board shall retain as a permanent record minutes of all meetings, which shall be comprehensive and complete and clearly reflect the date, time, and place of meetings; names of members present; the presiding officer; official actions; recorded votes of each Trustee on all matters; and the names and topic(s) of the public during public comment. Minutes shall be approved at the next succeeding meeting. Minutes shall include details of the meeting to verify the following:

- (a) that Trustees have made financial reviews;
- (b) that management reviews are being conducted;

(c) that contracts are being approved by the Board within the framework of applicable laws and regulations and that purchases of goods and services shall be accomplished in accordance with good business practices with the primary purpose of servicing the program of instruction. The Board shall adopt purchasing procedures to guide the daily administration of purchasing activity, so contracts within the scope defined by the Board can be entered into by employees designated to do so as needed for the purpose of servicing the program of instruction and then submitted for approval at the next subsequent Board of Trustee meeting; and

(d) that real property transactions are being pre-approved by the Board.

**Section 5.7 Adjournment.** The Board may at any time recess or adjourn upon a majority vote of those present. At the next meeting, business shall take up at the point in the agenda where the motion to adjourn was acted upon.

**Section 5.8 Executive Session.** The Board may meet in executive session, as authorized by the Sunshine Act, 65 Pa. Cons. Stat. S 701 et seq.

**Section 5.9 Participation by Electronic Communication.** Any Trustee may participate in any meeting of the Board by means of conference telephone or other electronic technology by means of which all persons participating in the meeting can hear each other. Participation in a meeting shall constitute presence in person at the meeting.

**Section 5.10 Revocation or Denial of Charter.** In the event that the Pennsylvania Department of Education revokes or denies renewal of the School's charter, dissolution and disposition of the School's assets shall occur in accordance with applicable law, including but not limited to the School Laws.

## **ARTICLE VI OFFICERS**

**Section 6.1 Number and Qualification.** The officers of the School shall include a President, Vice President, Secretary, and Treasurer, and may include one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers and agents as the Board may, from time to time, authorize. Any number of the aforesaid offices may be held by the same person. The President may from time to time designate titles, other than those set forth in these Bylaws, for the officers of the School provided for in these Bylaws..

**Section 6.2 Election of Officers; Term of Office.** The officers of the School shall be elected or appointed by the Board annually, at the regularly scheduled Board of Trustee meeting during the month of June, and shall serve until their successors are duly elected and shall have qualified or until their earlier resignation, removal, or death.

**Section 6.3 Duties of Officers.** The duties of the officers shall be consistent with the duties of officers described in the Pennsylvania School Boards Association's manual..

**Section 6.4 Appointments.** The Board shall appoint a school solicitor, an independent auditor, and such other assistants, clerks, and employees as the Board deems necessary and proper.

School Appointees shall serve at the pleasure of the Board and may be removed, at any time, by majority vote of the Board.

**Section 6.5 Ethics Policy.** Each officer shall agree to abide by the School's Ethics Policy, a copy of which is attached hereto as Exhibit A and made a part hereof by this reference.

**Section 6.6 Nepotism.** Each officer shall agree to abide by the School's Nepotism Policy, a copy of which is attached hereto as Exhibit B and made a part hereof by this reference.

## 2021-2022

Location*	Date	Time
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	7/19/2021	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	8/16/2021	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	9/20/2021	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	10/18/2021	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	11/15/2021	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	12/20/2021	4:30:00 PM
Virtual: Zoom Link @ pacyber.org	1/17/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	2/21/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	3/21/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	4/25/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	5/16/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	6/20/2022	4:30:00 PM

## 2022-2023

Location*	Date	Time
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	7/13/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	8/10/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	9/14/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	10/12/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	11/9/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	12/14/2022	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	1/11/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	2/8/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	3/8/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	4/12/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	5/10/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	6/14/2023	4:30:00 PM

## 2023-2024

Location*	Date	Time
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	8/9/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	9/13/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	10/11/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	11/8/2023	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	1/10/2024	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	2/14/2024	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	3/13/2024	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	4/10/2024	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	5/8/2024	4:30:00 PM
1200 Midland Avenue, Midland, PA OR Virtual: Zoom Link @ pacyber.org	6/12/2024	4:30:00 PM



**Monday, August 16, 2021**  
**August 16, 2021 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Swearing in of New Board Trustees: Dan LeRoy and Seemal Shahzadi
- 3.2 Approval of July 19, 2021 Reorganization Meeting Minutes
- 3.3 Approval of July 19, 2021 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Finance Reports

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of Special Education Contracts Requiring Signature
- 5.3 Approval of Special Education Renewal and Revised contracts.
- 5.4 Approval of Coding Club
- 5.5 Approval of Math Club
- 5.6 Approval of Kid Kitchen Creations Club
- 5.7 Approval of Amazing Animal Adventures Club
- 5.8 Sally Chamberlain Consultant Contract
- 5.9 Approval of High School Outdoor Club
- 5.10 Approval of Middle School Outdoor Club
- 5.11 Approval of Sports Talk Club

**6. Facilities and Grounds (No Items)**

---

**7. Personnel**

---

7.1 Approval of July 2021 Employee Leave Report

7.2 Approval of New Hires

7.3 Approval of Employee Changes

7.4 Approval of BMI Audit Services Agreement

**8. Technology**

---

8.1 Approval of Student HP Printer Purchase

8.2 Approval of Printer Cable Purchase

8.3 Approval of Imperva DDOS Protection Subscription Renewal

**9. Operations**

---

9.1 Approval of 2021-2022 Health and Safety Plan

9.2 Approval Continental Office Physical Branding Proposal as presented.

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - September 20, 2021 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters





**Monday, September 20, 2021**  
**Sep 20, 2021 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of August 16, 2021 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Settlement Agreement
- 4.2 Approval of Finance Reports

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of Special Education Contracts Requiring Signature
- 5.3 Approval of Special Education New, Renewal and Revised contracts.
- 5.4 Approval of Settlement Agreement and Release Student File No. 406-21
- 5.5 Approval of The Parent Institute's Parent Involvement Library
- 5.6 Ratification of the First Amendment to the Curriculum License and Service Agreement with LLS
- 5.7 Approval of IXL Learning for Grades 9-12

**6. Facilities and Grounds**

---

- 6.1 Ratification Core Architects Professional Services Proposal

**7. Personnel**

---

- 7.1 Approval of August 2021 Employee Leave Report
- 7.2 Approval of New Hires
- 7.3 Approval of Employee Changes
- 7.4 Approval of BMI Business Associate Agreement

7.5 Approval of HealthJoy Client Program Order

7.6 Approval of Revised Job Descriptions and Classifications

**8. Technology**

---

8.1 Approval of Student Laptop Purchase

8.2 Approval of GumDrop Case Purchase for Student Laptops

8.3 Approval of Digital Tablets Purchase

8.4 Approval of USB Adapter Purchase for Student Laptops

8.5 Approval of Student Headsets - Replenish Inventory

8.6 Approval of Comcast Cable Communications Management, LLC Service Agreement (E-rate) for 3721 TecPort Drive, Suite 102, Harrisburg, PA 17111

**9. Operations**

---

9.1 Approval of M7 Public Relations Firm Contract

9.2 Approval of the Service Agreement with Performance Leadership Institute, LLC

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - October 18, 2021 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Monday, October 18, 2021**  
**October 18, 2021 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

1.1 Call to Order - Edward Elder, President

1.2 Roll Call

**2. Public Comments**

---

2.1 The meeting is now open for any public comments

**3. Board**

---

3.1 Approval of September 20, 2021 Regular Meeting Minutes

**4. Finance**

---

4.1 Approval of Finance Reports

4.2 Approval of Agreement for Electricity Commodity Program

**5. Education**

---

5.1 Academic Updates: Francie Spigelmyer, CAO

5.2 Approval of "Project Go School Attendance Support"

5.3 Approval of Edinboro University Student Teacher for the Spring of 2022

5.4 Approval of Keystone State Testing Contracts

5.5 Approval of Special Education Contracts

5.6 Approval of Special Education Contracts Requiring Signature

5.7 Approval of Middle School ESports Club

5.8 Approval of Digital Fabrication 3D Printing Workshop

5.9 Approval of Digital Fabrication Laser Cutting Workshop

5.10 Approval of eSports Workshop

**6. Facilities and Grounds**

---

6.1 Approval of AIA Agreement

**7. Personnel**

---

7.1 Approval of New Hires

7.2 Approval of Employee Changes

7.3 Approval of September 2021 Employee Leave Report

**8. Technology**

---

8.1 Approval of Student Calculator Purchase

8.2 Approval of the Purchase, Assembly, and Delivery of Technology Kits, Mice, Headsets, and Backpacks

8.3 Approval of Technology Recycle

8.4 Approval of Zoom Data Consent

**9. Operations**

---

9.1 Marketing Update

9.2 Approval of Staff Holiday Purchase

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatrisano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - November 15, 2021 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Monday, November 15, 2021**  
**November 15, 2021 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of October 18, 2021 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Finance Reports

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of Special Education Evaluation Contract
- 5.3 Approval of Special Education Contracts Requiring Signature
- 5.4 Approval of Special Education Contracts
- 5.5 Approval of State Testing Site for December Keystone Examinations-Uniontown

**6. Facilities and Grounds**

---

- 6.1 Approval of Amendment to Facilities Agreement

**7. Personnel**

---

- 7.1 Approval of October 2021 Employee Leave Report
- 7.2 Approval of New Hires
- 7.3 Approval of Employee Changes
- 7.4 Approval of Revised 2021-2022 Salary Schedule
- 7.5 Approval of Job Descriptions and Classifications

**8. Technology**

---

- 8.1 Approval of Staff Laptop and Power Adapter Purchase - Replenish Inventory

8.2 Approval of Ink Purchase for Student Printers - Replenish Inventory

**9. Operations**

---

9.1 Approval of Revised 2021-2022 School Calendar

9.2 Approval of PDS Addendum

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - December 20, 2021 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Monday, December 20, 2021  
December 20, 2021 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School  
Board of Trustees  
652 Midland Avenue  
Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of November 15, 2021 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of PA Unemployment Insurance Bonded Service Agreement Renewal
- 4.2 Approval of Finance Reports
- 4.3 Approval of Acceptance of Annual Comprehensive Financial Report
- 4.4 Approval of Accepting Return of Organization Exempt from Income Tax IRS Form 990

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of State Testing Site for December Keystone Examinations-Butler, PA.
- 5.3 Approval of Special Education Contracts Requiring Signature
- 5.4 Approval of Special Education New, Renewal and Revised contracts.
- 5.5 Approval of Mobile Fab Lab Agreement
- 5.6 Approval of Ear Buds - A Podcast Club

**6. Facilities and Grounds**

---

- 6.1 Approval of Philadelphia Regional Office Access Control and Security System

**7. Personnel**

---

- 7.1 Approval of November 2021 Employee Leave Report
- 7.2 Approval of New Hires
- 7.3 Approval of Employee Changes

**8. Technology**

---

8.1 Approval of ZScaler Renewal

8.2 Approval to Rebuild the Aruba ClearPass Environment

8.3 Approval to Purchase Kaseya's 3rd Party Patching & Deployment Software

8.4 Approval of Blackboard Collaborate and Blackboard Connect Agreement

**9. Operations**

---

9.1 Approval of National School Choice Week Mailing

9.2 Approval of Pompeii Exhibition at the Carnegie Science Center

9.3 Approval of Meltwater - PR Tracking Services

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - January 17, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters





**Monday, January 17, 2022**  
**January 17, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

1.1 Call to Order - Edward Elder, President

1.2 Roll Call

---

**2. Public Comments**

2.1 The meeting is now open for any public comments

---

**3. Board**

3.1 Approval of December 20, 2021 Regular Meeting Minutes

3.2 Approval of April 2022 Board of Trustee Regular Meeting Date Change

---

**4. Finance**

4.1 Approval of Finance Reports

4.2 Approval of Health Care Program Stop Loss Renewal

4.3 Approval of Health Care Program/Life Insurance Program Rates for Calendar Year 2022

---

**5. Education**

5.1 Academic Updates: Francie Spigelmyer, CAO

5.2 Approval of Slippery Rock University Student Teacher for the Spring of 2022

5.3 Approval of High School Cyber Strong Keystone Test Prep Program

5.4 Approval of Special Education Contracts Requiring Signature

5.5 Approval of Special Education New and Revised contracts.

5.6 Approval of 2021-22 IMPACT Teacher Tutors

5.7 Approval of Cyberstrong PSSA Prep Tutoring Sessions 6-8 Academy

5.8 Approval of MOU between LPPACS and PA Cyber

5.9 Approval of 2021-22 3-5 Academy Cyber Strong PSSA Prep Program and Staffing

---

**6. Facilities and Grounds**

---

**7. Personnel**

7.1 Approval of December 2021 Employee Leave Report

7.2 Approval of Employee Changes

7.3 Approval of New Hires

7.4 Approval of New and Revised Job Descriptions

**8. Technology**

---

8.1 Approval of 3310 Laptop Purchase for Teachers

8.2 Approval of BTPros Sharepoint Proposal

8.3 Approval of Mimecast Renewal

**9. Operations**

---

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - February 21, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Monday, February 21, 2022**  
**February 21, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of January 17, 2022 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Finance Reports

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of High School Cyber Strong Keystone Test Prep Program Instructors
- 5.3 Approval of the PA Cyber Student Assistance Program: Case Advisor Agreement
- 5.4 Approval of MOU between PA Cyber and Robert Morris University
- 5.5 Approval of Special Education New and Revised contracts.
- 5.6 Approval of Special Education Contracts Requiring Signature
- 5.7 Approval of Multi-Tiered System of Supports Contract-EDINSIGHT
- 5.8 Approval of the 2022 K-5 Summer Reading & Math Program, Materials, Tutors, and Stipend
- 5.9 Approval of State Testing Contracts
- 5.10 Approval of Course Catalog Printing Estimate
- 5.11 Approval of 2021-2022 3-5 Academy Cyber Strong Tutor Update

**6. Facilities and Grounds**

---

- 6.1 Approval of Facilities & Maintenance Agreement Extension

**7. Personnel**

---

- 7.1 Approval of New Hires

7.2 Approval of Employee Changes

7.3 Approval of January 2022 Employee Leave Report

7.4 Approval of Revised Job Description

**8. Technology**

---

8.1 Approval of Verizon Wireless Limited Distance Learning Authorized Customer Agreement

8.2 Approval of the AT&T Sub-Participating Addendum under the NASPO Valuepoint Wireless Communication Services and Equipment Master Agreement Number: MA149

8.3 Approval of Technology Recycle

8.4 Approval of Student Backpacks and Mice Purchase - Replenish Inventory

8.5 Approval of Astound Business Solutions Service Order for 974 Marcon Blvd, Allentown, PA 18109

8.6 Ratification Application Development Agreement

**9. Operations**

---

9.1 Approval of Beaver County Educational Trust "Growing with Books" Agreement

9.2 Approval of Furniture Purchase Philadelphia Regional Office

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - March 21, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Monday, March 21, 2022**  
**March 21, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of February 21, 2022 Regular Meeting Minutes
- 3.2 Approval to Appoint New Board Member

**4. Finance**

---

- 4.1 Approval of Finance Reports

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of Licensing for Claris - FileMaker Pro (FMP)
- 5.3 Approval of Special Education Contracts Requiring Signature
- 5.4 Approval of Special Education Revised and Renewal contracts.
- 5.5 Approval of Scholastic Education for Title I Summer Sessions
- 5.6 Approval of Hershey Park Tickets
- 5.7 Approval of Making Macrame Workshop

**6. Facilities and Grounds**

---

- 6.1 Approval of Signage Quote
- 6.2 Approval of Change Order
- 6.3 Authorization to proceed with Letter of Intent

**7. Personnel**

---

- 7.1 Approval of February 2022 Employee Leave Report
- 7.2 Ratification of TrueScripts Summary of Material Modifications Agreement

7.3 Approval of Settlement Agreement and Release

7.4 Approval of Employee Changes

7.5 Approval of New Hires

7.6 Approval of Agreement with Integrated Corporate Health

## **8. Technology**

---

8.1 Approval of DQE Communications Metro Ethernet & Internet Service Order Agreement for 518 Railroad Ave, Midland, PA 15059

8.2 Approval of Velocity Network Services Agreement for 1980 Edinboro Rd, Erie, PA 16509

8.3 Approval of Canon Lease Schedule Agreement #MA6545, Transaction #S1262194

8.4 Approval of Canon Lease Schedule Agreement #MA6545, Transaction #S1262291 for New Philadelphia Regional Office

## **9. Operations**

---

9.1 Approval of School Planners

9.2 Approval of Revised Supplemental Pay Schedule

9.3 Approval of School Calendar

9.4 Approval of Admission Policy

9.5 Approval of Consulting Agreement

9.6 Approval of Furniture Purchase Harrisburg Regional Office

9.7 Approval of Extension Warehouse, Distribution, and Procurement Agreement

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

## **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

12.1 Next Regular Meeting - April 25, 2022 @ 4:30 PM

12.2 Adjourn

## **13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Monday, April 25, 2022**  
**April 25, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

---

**2. Public Comments**

- 2.1 The meeting is now open for any public comments

---

**3. Board**

- 3.1 Approval of March 21, 2022 Regular Meeting Minutes
- 3.2 Swearing in of New Board Trustee: Mark Noll

---

**4. Finance**

- 4.1 Approval of Investment
- 4.2 Approval of Finance Reports

---

**5. Education**

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of Penn State Adolescent Stakeholder Network Project MOU
- 5.3 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust ("Agreements") for Student File No. 470-21
- 5.4 Approval of Confidential Settlement Agreement for Student File No. 357-21
- 5.5 Approval of Special Education Contracts Requiring Signature
- 5.6 Approval of Special Education Renewal and Revised Contracts.
- 5.7 Ratification of Camelback Lodge Agreement
- 5.8 Ratification of Splash Lagoon Agreement
- 5.9 Approval of 2022-2023 Student Handbook
- 5.10 Approval of Correction to the January Approval of PACyber's Impact Tutoring
- 5.11 Approval of Nearpod
- 5.12 Approval of Graduation Pathways

**6. Facilities and Grounds**

---

**7. Personnel**

---

- 7.1 Approval of New Hires
- 7.2 Approval of March 2022 Employee Leave Report
- 7.3 Approval of Employee Changes
- 7.4 Approval of Revised Job Description and Title

**8. Technology**

---

- 8.1 Ratification of Canon Lease Schedule Agreement #MA6545, Transaction #S1260654
- 8.2 Approval of Beyond Trust Software Subscription Renewal
- 8.3 Approval of Rollback Rx Maintenance and License Renewal
- 8.4 Approval of Druva InSync Cloud Enterprise Agreement
- 8.5 Approval of Staff Laptop Purchase - Replenish Inventory
- 8.6 Approval of Kaseya Premier Support Services

**9. Operations**

---

**10. Reports**

---

- 10.1 CEO Report: Brian Hayden
- 10.2 Enrollment Report: Nicole Granito, COO
- 10.3 Regional Office Report: Eric Woelfel, DCOO
- 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

- 11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

- 12.1 Next Regular Meeting - May 16, 2022 @ 4:30 PM
- 12.2 Adjourn

**13. Executive Session**

---

- 13.1 Executive Session for Legal and Personnel Matters





**Monday, May 16, 2022**  
**May 16, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of April 25, 2022 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Restated 403(b) Plan Agreement
- 4.2 Approval of Finance Reports
- 4.3 Approval of Preliminary Budget

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of Affiliation Agreement between PA Cyber and Slippery Rock University of Pennsylvania
- 5.3 Approval of Licensing for Rethink – Applied Behavior Analysis (ABA) Therapy Software
- 5.4 Approval of Special Education Contracts Requiring Signature
- 5.5 Approval of Special Education New, Renewal and Revised contracts.
- 5.6 Approval of Agreement with Kutztown University for Central/Eastern Graduation Ceremony
- 5.7 Approval of Agreement with Robert Morris University for Western Graduation Ceremony
- 5.8 Approval of Agreement with Third Act, Inc.
- 5.9 Approval of ACT, Inc. icurio
- 5.10 Approval of OverDrive Agreement (BVIU)
- 5.11 Approval of Book Systems
- 5.12 Approval of Boom Learning, Inc.

- 5.13 Approval of Brainingcamp
- 5.14 Approval of BrainPOP
- 5.15 Approval of Classkick
- 5.16 Approval of Edmentum ELL Foundation Library
- 5.17 Approval of Edmentum ExactPath
- 5.18 Approval of Edmentum Reading Eggs
- 5.19 Approval of Edmentum Study Island
- 5.20 Approval of Fireplace, Inc. Smore Licensing
- 5.21 Approval of IXL Learning
- 5.22 Approval of Learning A-Z
- 5.23 Approval of Legends of Learning
- 5.24 Approval of Navigate 360
- 5.25 Approval of Newsela
- 5.26 Approval of OverDrive Inc.
- 5.27 Approval of Read Naturally
- 5.28 Approval of School Specialty
- 5.29 Approval of Padlet
- 5.30 Approval of Wizer Learning, Inc.
- 5.31 Approval of Xello/Career Cruising
- 5.32 Approval of Printing Estimate for Course Materials
- 5.33 Approval of Learnwell Services Agreement

## **6. Facilities and Grounds**

---

- 6.1 Approval of Harrisburg Regional Office Building Access Controls and Security
- 6.2 Approval of Purchase and Sale Agreement for the Midland Parcel Owned by Midland LP

## **7. Personnel**

---

- 7.1 Approval of New Hires
- 7.2 Approval of April 2022 Employee Leave Report
- 7.3 Approval of Employee Changes

## **8. Technology**

---

- 8.1 Approval of Involta Data Center Renewal Agreement
- 8.2 Approval of Absolute Enterprise License Agreement (ELA) - 3 year term

## **9. Operations (No Items)**

---

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatrisano

10.5 Marketing Report

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - June 20, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Monday, June 20, 2022**  
**June 20, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of May 16, 2022 Regular Meeting Minutes
- 3.2 Approval of Board of Trustees Regular Meeting Day Change

**4. Finance**

---

- 4.1 Approval of Central Susquehanna Intermediate Unit Financial Software Price Estimate
- 4.2 Approval of Property/Casualty, Workers Compensation, Excess Liability, Cyber Liability, Educators Legal Liability, Business Auto, Crime, and Travel & Accident Insurance Program Renewal
- 4.3 Approval of Finance Reports
- 4.4 Approval of The Pennsylvania Cyber Charter School 2022-2023 Fiscal Year Final Budget
- 4.5 Approval of Authorization for CFO/Board Treasurer to Assign Fund Balance
- 4.6 Approval of Commitment of Fund Balance
- 4.7 Approval of Decommitment and Recommitment of Stabilization Fund Balance

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of American Curriculum Consultants Coaching Cycles and PD
- 5.3 Approval of Affiliation Agreement between PA Cyber and Commonwealth University of Pennsylvania
- 5.4 Approval of Rubicon Atlas Mapping Software
- 5.5 Approval of Special Education Contracts Requiring Signature
- 5.6 Approval of Special Education Revised Contracts
- 5.7 Approval of Agreement with Transperfect

5.8 APPROVAL OF ANTI-BULLYING POLICY 2022 REVISION

5.9 Approval of Affiliation Agreement between PA Cyber and Duquesne University

5.10 Approval of Licensing with Jigsaw Interactive

**6. Facilities and Grounds**

---

6.1 Approval of Second Amendment to Allentown Regional Office Lease Agreement

**7. Personnel**

---

7.1 Approval of Revised Employee Handbook Policy 309

7.2 Approval of Revised Employee Handbook Policy 681

7.3 Approval of 2022-2023 Supplemental Pay Schedule

7.4 Approval of Revised Medical Wellness Hour Guidelines

7.5 Approval of May 2022 Employee Leave Report

7.6 Approval of Employee Changes

7.7 Approval of New Hires

7.8 Approval of Employee Sabbatical Leave (#0276)

7.9 Approval of 2022-2023 Salary Schedule and Classification by Position

7.10 Approval of Employee Salaries, Daily, and Hourly Rates

7.11 Approval of New and Revised Job Descriptions

**8. Technology**

---

8.1 Approval of Cellular Device Usage Agreement for Staff

8.2 Approval of Imperva DDOS Protection Subscription Renewal

8.3 Approval of Technology Recycle

8.4 Approval of Network Firewalls for Remote Offices

**9. Operations**

---

9.1 Approval of Advocacy Agreement between Allegheny Strategy Partners and The Pennsylvania Cyber Charter School

9.2 Approval of Advocacy Agreement The Nardelli Group

9.3 Approval of Memorandum of Understanding

9.4 Approval of Memorandum of Understanding

9.5 Approval of Memorandum of Understanding

9.6 Approval of Memorandum of Understanding

9.7 Approval of Memorandum of Understanding

9.8 Approval of Memorandum of Understanding

9.9 Approval of Continental Physical Branding Proposal- Philadelphia

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatrisano

10.5 Marketing Report

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - July 13, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, July 13, 2022**  
**July 13, 2022 Reorganization Meeting @ 4:30 PM**

**Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland, PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call
- 1.3 Appoint Solicitor to Preside Over Meeting

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board-Reorganization**

---

- 3.1 Appointment of the 2022-2023 President of the PA Cyber Charter School Board of Trustees
- 3.2 Appointment of the 2022-2023 Vice-President of the PA Cyber Charter School Board of Trustees
- 3.3 Appointment of the 2022-2023 Secretary of the PA Cyber Charter School Board of Trustees
- 3.4 Appointment of the 2022-2023 Assistant Secretary of the PA Cyber Charter School Board of Trustees
- 3.5 Appointment of the 2022-2023 Treasurer of the PA Cyber Charter School Board of Trustees
- 3.6 Appointment of 2022-2023 Solicitor of the PA Cyber Charter School Board of Trustees
- 3.7 Designation of Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2022-2023 School Year

**4. Adjournment**

---

- 4.1 Adjourn



**Wednesday, July 13, 2022**

**July 13, 2022 Regular Meeting @ Immediately Following Reorganization Meeting**

**The Pennsylvania Cyber Charter School  
Board of Trustees  
652 Midland Avenue  
Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of June 20, 2022 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Local Education Agency Agreement to Participate in ACCESS Program
- 4.2 Approval of Investment

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of Edinboro Student Teacher
- 5.3 Approval of Silver Strong & Associates LLC Four Cornerstones Online Learning Suites Contract
- 5.4 Approval of the School Improvement Plan (SIP) as part of Comprehensive Support and Improvement (CSI) for the 2022-2023 SY
- 5.5 Approval of Strategic Plan Refresh
- 5.6 Approval of Super Signing Club (K-2)
- 5.7 Approval of Super Signing Club (3-5)
- 5.8 Approval of Musical Theater Club (7-12)
- 5.9 Approval of The Parent Institute's Parent Involvement Library
- 5.10 Approval of Special Education New, Renewal and Revised contracts.
- 5.11 Approval of Special Education Contracts Requiring Signature
- 5.12 Approval of FEV Tutor Licensing
- 5.13 Approval of TutaPoint Inc. Licensing



5.14 Approval of Facility Rental Agreement

**6. Facilities and Grounds (No Items)**

---

**7. Personnel**

---

7.1 Approval of New Hires

7.2 Approval of June 2022 Employee Leave Report

7.3 Approval of Employee Changes

**8. Technology**

---

8.1 Approval of Parent Square Annual Subscription Renewal

8.2 Approval to Purchase BitDefender Advanced Threat Security (ATS) and Endpoint Detection and Response (EDR) Add-On Modules

**9. Operations**

---

9.1 Approval of M7 Public Relations Firm Contract

9.2 Ratification of VSG Consulting Agreement

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Marketing Report: Scot Rutledge, Director of Marketing & Communications

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - August 10, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, August 10, 2022**  
**August 10, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

1.1 Call to Order - Edward Elder, President

1.2 Roll Call

**2. Public Comments**

---

2.1 The meeting is now open for any public comments

**3. Board**

---

3.1 Approval of July 13, 2022 Reorganization Meeting Minutes

3.2 Approval of July 13, 2022 Regular Meeting Minutes

**4. Finance**

---

4.1 Approval of Finance Reports

**5. Education**

---

5.1 Academic Updates: Francie Spigelmyer, CAO

5.2 Approval of Licensing for Strivven Media Virtual Job Shadow Licensing

5.3 Approval of School Physician Contract for Services 22-23

5.4 Approval of 2022-2023 School Dental Services Agreement

5.5 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 378-21

5.6 Approval of Special Education Contracts Requiring Signature

5.7 Approval of Special Education New and Revised contracts.

5.8 Approval of Presque Isle Boat Tours Private Charter Contract

5.9 Approval of Agreement with TapSnap - Pittsburgh Zoo Rendezvous

5.10 Approval of Agreement with TapSnap - Philadelphia Zoo Rendezvous

5.11 Approval of Unsolved History Club

5.12 Approval of Elementary Art Club (K-5)

**6. Facilities and Grounds**

---

6.1 Approval of Amendment to Lease Agreement (518 Railroad Ave.- Midland)

**7. Personnel**

---

7.1 Approval of July 2022 Employee Leave Report

7.2 Approval of New Hires

7.3 Approval of Employee Changes

7.4 Approval of Revised 2022-2023 Supplemental Pay Schedule

7.5 Approval of Revised Job Description

**8. Technology (No Items)**

---

**9. Operations (No Items)**

---

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Marketing Report

10.5 Lincoln Learning Consolidated Services Report

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - September 14, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, September 14, 2022**  
**September 14, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of August 10, 2022 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Finance Reports

**5. Education**

---

- 5.1 Academic Updates: Francie Spigelmyer, CAO
- 5.2 Approval of High School Cyber Strong Keystone Test Preparation Sessions
- 5.3 Approval of Chamberlain Consulting Agreement
- 5.4 Approval of "Project Go School Attendance Support"
- 5.5 Approval of Parental Consent for Exemption from Compulsory School Age Attendance-DROP-OUT Form Change
- 5.6 Approval of the Lets Go Labs Workshop
- 5.7 Approval of Memorandum of Understanding
- 5.8 Approval of Bridges and Pathways Club
- 5.9 Approval of Middle School Equestrian Club
- 5.10 Approval of Space Rental Agreement with Millersville University
- 5.11 Approval of Family Link Field Trip to Kalahari Resort & Conventions
- 5.12 Approval of Special Education New, Renewal and Revised contracts.
- 5.13 Approval of Agreement with The Hotel Hershey
- 5.14 Approval of Special Education Contracts Requiring Signature

5.15 Approval of Confidential Settlement Agreement and Release - Student File No. 283-22

5.16 Approval of Guest Rooms Agreement with The Hotel Hershey

5.17 Approval of MOU between LPPACS and PA Cyber

5.18 Approval of Agreement with Enhancing Girlhood, LLC

5.19 Approval of Agreement with Hilton Garden Inn - Exton/West Chester

## **6. Facilities and Grounds (No Items)**

---

### **7. Personnel**

---

7.1 Approval of New Hires

7.2 Approval of Employee Changes

7.3 Approval of August 2022 Employee Leave Report

7.4 Approval of Revised Job Description

7.5 Approval of PA Educator Agreement

7.6 Approval of Settlement Agreement and Release

7.7 Ratification of Settlement Agreement and Release

7.8 Approval of Revised 2022-2023 Supplemental Pay Schedule

### **8. Technology**

---

8.1 Approval of Digital Tablets Purchase

8.2 Approval of Student Backpack Purchase

8.3 Approval of Student Headset Purchase

8.4 Approval of Printer Cable Purchase

8.5 Approval of Staff Laptop Purchase

### **9. Operations**

---

9.1 Approval of Sponsorship for MARS: The Next Giant Leap, between Carnegie Museums and PA Cyber

### **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Enrollment Report: Nicole Granito, COO

10.3 Regional Office Report: Eric Woelfel, DCOO

10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

10.5 August Marketing Report: Scot Rutledge

### **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

### **12. Adjournment**

---

12.1 Next Regular Meeting - October 12, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, October 12, 2022**  
**October 12, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

---

**2. Public Comments**

- 2.1 The meeting is now open for any public comments

---

**3. Board**

- 3.1 Approval of September 14, 2022 Regular Meeting Minutes

---

**4. Finance**

- 4.1 Approval of Investment Agreement
- 4.2 Approval of Finance Reports

---

**5. Education**

- 5.1 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 113-20
- 5.2 Approval of Keystone State Testing Contracts
- 5.3 Approval of Special Education New, Renewal and Revised contracts.
- 5.4 Approval of Special Education Contracts Requiring Signature
- 5.5 Approval of Splash Lagoon Agreement
- 5.6 Approval of Pittsburgh History Club
- 5.7 Approval for Use of Penn State Wilkes Barre Facilities
- 5.8 Approval of International Tours Guidelines and Chaperone Expectations
- 5.9 Approval of International Tour Greece 2024
- 5.10 Approval of University of Pittsburgh Greensburg Field Student for Fall 2022
- 5.11 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 436-21

---

**6. Facilities and Grounds**

- 6.1 Approval of MOU

6.2 Approval of Physical Branding Proposal

**7. Personnel**

---

7.1 Approval of September 2022 Employee Leave Report

7.2 Approval of New Hires

7.3 Approval of Employee Changes

7.4 Approval of Revised Job Description

7.5 Approval of Special Education Liaison

7.6 Approval of Revised 2022-2023 Supplemental Pay Schedule

**8. Technology**

---

8.1 Approval of DQE Communications Metro Ethernet & Internet Service Order Agreement for 617 Midland Avenue Office

8.2 Approval of Student Laptop Purchase

8.3 Approval of Student HP Printer Purchase

8.4 Approval of GumDrop Case Purchase for Student Laptops

8.5 Approval of Mice Purchase for Student Laptops

8.6 Approval of Technology Recycle

**9. Operations**

---

9.1 Approval of Years of Service Awards

9.2 Approval of Sprout Social Contract

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Enrollment Report: Nicole Granito, COO

10.4 Regional Office Report: Eric Woelfel, DCOO

10.5 Marketing Report

10.6 Lincoln Learning Consolidated Services Report

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - November 9, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters





**Wednesday, November 9, 2022**  
**November 9, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

1.1 Call to Order - Edward Elder, President

1.2 Roll Call

---

**2. Public Comments**

2.1 The meeting is now open for any public comments

---

**3. Board**

3.1 Approval of October 12, 2022 Regular Meeting Minutes

---

**4. Finance**

4.1 Approval of Opening of New Bank Account and Signature Card Agreement

4.2 Approval of CPA Engagement Letter for Audit, ACFR, and Tax Compliance Services

4.3 Approval of Finance Reports

---

**5. Education**

5.1 Approval of Parent Request for Student to be Excused From Compulsory School Attendance

5.2 Approval of Special Education Renewal and Revised contracts.

5.3 Approval of Special Education Contracts Requiring Signature

5.4 Approval of Elementary/Middle School Chess Club

5.5 Approval of Gateway Clipper, Inc. Agreement

5.6 Ratification of Agreement with the Pittsburgh Airport Marriott

---

**6. Facilities and Grounds**

6.1 Sale of Property

---

**7. Personnel**

7.1 Approval of Job Descriptions Classifications

7.2 Approval of October 2022 Employee Leave Report

7.3 Approval of Employee Changes

7.4 Approval of New Hires

**8. Technology**

---

8.1 Ratification of DUO Purchase Agreement

**9. Operations**

---

9.1 Ratification of Purchase of Apparel

9.2 Approve Updated 2022-2023 School Calendar

9.3 Approval of National School Choice Week Promotions and Mailer

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Enrollment Report: Nicole Granito, COO

10.4 Regional Office Report: Eric Woelfel, DCOO

10.5 Lincoln Learning Consolidated Services Report: Kris Colatriano

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - December 14, 2022 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, December 14, 2022**  
**December 14, 2022 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

---

**2. Public Comments**

- 2.1 The meeting is now open for any public comments

---

**3. Board**

- 3.1 Approval of November 9, 2022 Regular Meeting Minutes

---

**4. Finance**

- 4.1 Approval of VOYA Administration Agreement
- 4.2 Approval of Information Sharing Agreements
- 4.3 Approval of Purchase/Trade-in of Vehicles
- 4.4 Approval of Acceptance of Annual Comprehensive Financial Report
- 4.5 Approval of Finance Reports

---

**5. Education**

- 5.1 Approval of the Affiliation Agreement -Neumann University-Student Teaching and/or Field Experience
- 5.2 Approval of Turnitin
- 5.3 Approval of Special Education Contracts Requiring Signature
- 5.4 Approval of Special Education New, Renewal and Revised contracts.
- 5.5 Approval of Neumann University Student Teacher
- 5.6 Approval of 2022-23 3-5 Academy Cyber Strong PSSA Prep Program
- 5.7 Approval of 2022-23 IMPACT Teacher Tutors
- 5.8 Approval of Addendum with Third Act, Inc.
- 5.9 Approval of Confidential Settlement Agreement and Release and Third Party Trust Agreement related to Former Student File No. 256-22

---

**6. Facilities and Grounds (no items)**

**7. Personnel**

---

- 7.1 Approval of November 2022 Employee Leave Report
- 7.2 Approval of New Hires
- 7.3 Approval of Employee Changes
- 7.4 Approval of Confidential Settlement Agreement and Release
- 7.5 Approval of COBRA Services and Business Associate Agreements

**8. Technology**

---

- 8.1 Approval of Blackboard Collaborate Agreement
- 8.2 Ratification of Jigsaw Interactive, LLC Agreement
- 8.3 Approval of Mimecast Renewal
- 8.4 Approval of Pitney Bowes Sourcewell State & Local FMV Lease Contract for Harrisburg and Philadelphia Regional Offices

**9. Operations (no items)**

---

**10. Reports**

---

- 10.1 CEO Report: Brian Hayden
- 10.2 Academic Updates: Francie Spigelmyer, CAO
- 10.3 Enrollment Report: Nicole Granito, COO
- 10.4 Regional Office Report: Eric Woelfel, DCOO
- 10.5 Lincoln Learning Consolidated Services Report: Kris Colatriano
- 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

**11. Board Comments**

---

- 11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

- 12.1 Next Regular Meeting - January 11, 2023 @ 4:30 PM
- 12.2 Adjourn

**13. Executive Session**

---

- 13.1 Executive Session for Legal and Personnel Matters



**Wednesday, January 11, 2023**  
**January 11, 2023 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

---

**2. Public Comments**

- 2.1 The meeting is now open for any public comments

---

**3. Board**

- 3.1 Approval of December 14, 2022 Regular Meeting Minutes

---

**4. Finance**

- 4.1 Approval of Health Care Program Stop Loss Renewal
- 4.2 Approval of Health Care Program/Life Insurance Program Rates for Calendar Year 2023
- 4.3 Approval of PA Unemployment Insurance Bonded Service Agreement Renewal
- 4.4 Approval of Accepting Return of Organization Exempt from Income Tax IRS Form 990

---

**5. Education**

- 5.1 Approval of Special Education Contracts Requiring Signature
- 5.2 Approval of Special Education New, Renewal and Revised contracts.
- 5.3 Approval of the Cyber Strong PSSA Prep Tutoring Sessions

---

**6. Facilities and Grounds**

---

**7. Personnel**

- 7.1 Approval of 2022-2023 3-5 Academy Cyber Strong Tutors
- 7.2 Approval of New Hires
- 7.3 Approval of December 2022 Employee Leave Report
- 7.4 Approval of Employee Changes
- 7.5 Ratification of Settlement Agreement and Release

---

**8. Technology**

- 8.1 Approval of Memorandum of Understanding for the Beaver County Regional Wide Area Network (BC RWAN)

**9. Operations**

---

9.1 Approval of contract web redesign with Wall to Wall Studios

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Enrollment Report: Nicole Granito, COO

10.4 Regional Office Report: Eric Woelfel, DCOO

10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.6 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - February 8, 2023 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, February 8, 2023**  
**February 8, 2023 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of January 11, 2023 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Proposal/Agreement
- 4.2 Approval of Agreement
- 4.3 Approval of Purchase/Trade-In of Vehicles
- 4.4 Approval of Finance Reports
- 4.5 Approval of Purchase of Vehicles
- 4.6 Approval of Purchase/Trade-in of Vehicles

**5. Education**

---

- 5.1 Approval of Special Education New, Renewal and Revised contracts.
- 5.2 Approval of Special Education Contracts Requiring Signature
- 5.3 Approval of Dual Enrollment Agreement CCBC
- 5.4 Approval of Agreement with Hilton Garden Inn - Exton/West Chester
- 5.5 Approval of Agreement with Best Western Premier the Central Hotel & Conference Center
- 5.6 Approval of Agreement with Pittsburgh Marriott North
- 5.7 Ratification of Young Audiences Arts for Learning Agreement
- 5.8 Approval of Agreement with Lutherlyn
- 5.9 Approval of Gateway Clipper, Inc. Agreement

5.10 Approval of Facility Rental Agreement

5.11 Approval of Back-to-School Pittsburgh Zoo Field Trip

5.12 Approval of Penn State University Release and Indemnification Agreement

5.13 Approval of Confidential Settlement Agreement and Release - Student File No. 388-22

## **6. Facilities and Grounds (no items)**

---

### **7. Personnel**

---

7.1 Approval of Revised Job Description

7.2 Approval of New Hires

7.3 Approval of Employee Changes

7.4 Approval of January 2023 Employee Leave Report

7.5 Approval of FSA Services Agreements

### **8. Technology**

---

8.1 Approval of DQE Communications Metro Ethernet & Internet Service Order Renewal Agreement for Midland and Pittsburgh-South Side Offices

8.2 Approval of Academic VMware Workspace ONE Standard (AirWatch) License Renewal

8.3 Approval of GumDrop Case Purchase for Student Laptops

8.4 Approval of Technology Recycle

8.5 Approval of Staff Laptop Purchase - Replenish Inventory

8.6 Approval of the Purchase of a HP SAN and ESX VMWare Support Contract

### **9. Operations**

---

9.1 Approval of Perlow Productions Estimates for Central/Eastern Graduation Ceremonies

9.2 Approval of Course Catalog Printing Estimate

### **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Enrollment Report: Nicole Granito, COO

10.4 Regional Office Report: Eric Woelfel, DCOO

10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.6 Lincoln Learning Consolidated Services Report: Kris Colatriano

### **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

### **12. Adjournment**

---

12.1 Next Regular Meeting - March 8, 2023 @ 4:30 PM

12.2 Adjourn



## **13. Executive Session**

---

### 13.1 Executive Session for Legal and Personnel Matters



**Wednesday, March 8, 2023**  
**March 8, 2023 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of February 08, 2023 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Increase in Investment
- 4.2 Approval of Purchase/Trade-in of Vehicles
- 4.3 Approval of New Deposit Account and Investment

**5. Education**

---

- 5.1 Approval of American Curriculum Consultants Coaching Cycles, Instructional Mentoring, and PD
- 5.2 Approval of 2022-2023 Summer Reading & Math Program
- 5.3 Approval of Special Education New and Revised contracts.
- 5.4 Approval of Special Education Contracts Requiring Signature
- 5.5 Approval of Mobile Fab Lab Agreement
- 5.6 Approval of STATE ASSESSMENT CONTRACTS
- 5.7 Approval of Kindergarten Learning Coach Guides and Resource Book
- 5.8 Approval of Licensing for Claris - FileMaker Pro (FMP)
- 5.9 Approval of Hershey Park Tickets

**6. Facilities and Grounds (No Items)**

---

**7. Personnel**

---

- 7.1 Approval of Revised Job Description

7.2 Approval of February 2023 Employee Leave Report

7.3 Approval of New Hires

7.4 Approval of Revised Employee Handbook Policy 301

7.5 Approval of Revised Employee Handbook Policy 303

## **8. Technology**

---

8.1 Approval of DQE Metro Ethernet and Internet Service Order Agreement for our Hardware Team

8.2 Ratification of BTPros State Testing PowerApp Build Agreement

8.3 Approval of Rollback Rx Maintenance and License Renewal

8.4 Approval of Beyond Trust Software Subscription Renewal

8.5 Approval of the Agreement to Rebuild the Wireless Network Infrastructure

8.6 Approval of Loop Internet Master Service Agreement and Quote for our Wilkes-Barre Office

8.7 Approval of Genius SIS Addendum

8.8 Approval of Comcast Business Service Order Agreement for our State College Office

8.9 Approval to Purchase Core Firewalls

8.10 Approval of Network Switches Purchase

8.11 Approval of Druva InSync Cloud Enterprise Agreement

## **9. Operations**

---

9.1 Approval of 2023-2024 Student Planner Estimates

9.2 Approval of Event Contract

9.3 Approval of 2023-2024 School Calendar

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Enrollment Report: Nicole Granito, COO

10.4 Regional Office Report: Eric Woelfel, DCOO

10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.6 Lincoln Learning Consolidated Services Report: Kris Colatriano

## **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

12.1 Next Regular Meeting - April 12, 2023 @ 4:30 PM

12.2 Adjourn

### **13. Executive Session**

---

#### 13.1 Executive Session for Legal and Personnel Matters



**Wednesday, May 10, 2023**  
**May 10, 2023 Regular Meeting @ 4:30 PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call
- 1.3 Call to Order - Edward Elder, President

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of March 8, 2023 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Finance Reports
- 4.2 Ratification of Agreement of Purchase/Trade-in of Vehicle
- 4.3 Approval of Central Susquehanna Intermediate Unit Financial Software Adjusted Price Estimate
- 4.4 Approval of Purchase/Trade-in of Vehicle
- 4.5 Approval of Purchase/Trade-in of Vehicle
- 4.6 Approval of Preliminary Budget

**5. Education**

---

- 5.1 Approval of Addendum with Baden Area Healthcare
- 5.2 Approval of Winsor Learning (Sunday System)
- 5.3 Approval of Special Education New, Renewal and Revised contracts.
- 5.4 Approval of Special Education New and Renewal contracts.
- 5.5 Approval of Agreement with Kutztown University for Central/Eastern Graduation Ceremony
- 5.6 Ratification of Agreement with Special Education Contracts Requiring Signature
- 5.7 Approval of Special Education Contracts Requiring Signature
- 5.8 Approval of 2023-2024 Student Handbook

- 5.9 Ratification of Agreement with Sarah Heinz House
- 5.10 Approval of Licensing for TeachTown- enCORE K-12 and Social Skills
- 5.11 Approval of Padlet
- 5.12 Approval of Gimkit
- 5.13 Approval of Education.com
- 5.14 Approval of OverDrive Agreement (BVIU)
- 5.15 Approval of Book Systems
- 5.16 Approval of Brainingcamp
- 5.17 Approval of BrainPOP
- 5.18 Approval of Fireplace, Inc. Smore Licensing
- 5.19 Approval of School Specialty
- 5.20 Approval of Omega Labs, Inc. Boom Learning
- 5.21 Approval of Read Naturally
- 5.22 Approval of Discovery Education Mystery Science
- 5.23 Approval of Edmentum Reading Eggs
- 5.24 Approval of Edmentum ELL Foundation Library
- 5.25 Approval of Edmentum ExactPath
- 5.26 Approval of Edmentum Study Island
- 5.27 Approval of Learning A-Z
- 5.28 Approval of Rosetta Stone
- 5.29 Approval of Newsela
- 5.30 Approval of Legends of Learning
- 5.31 Approval of Classkick
- 5.32 Approval of Turnitin
- 5.33 Approval of IXL Learning
- 5.34 Approval of OverDrive Inc.
- 5.35 Approval of Xello/Career Cruising
- 5.36 Approval of FEV Tutor
- 5.37 Approval of ExploreLearning Gizmos
- 5.38 Approval of Nearpod
- 5.39 Approval of Agreement with Robert Morris University for Western Graduation Ceremony
- 5.40 Approval of Atlas Mapping Software

**6. Facilities and Grounds**

---

- 6.1 Approval of Ladder Pulls Philadelphia Regional Office
- 6.2 Approval of Second Amendment to the Facilities Agreement
- 6.3 Approval of Lease Agreement
- 6.4 Approval of PSI Proposals

**7. Personnel**

---

- 7.1 Approval of New Hires
- 7.2 Approval of April & May Employee Changes
- 7.3 Approval of March & April 2023 Employee Leave Report
- 7.4 Approval of NQTL Agreement
- 7.5 Ratification of Agreement with Integrated Health
- 7.6 Approval of Revised COBRA Services Agreement
- 7.7 Ratification of Revised Job Description
- 7.8 Approval of Revised Supplemental Pay Schedule
- 7.9 Approval of Act 168 Agreement

**8. Technology**

---

- 8.1 Approval of Network Switches Purchase
- 8.2 Approval to Retract Agenda Item 3.10 from the March 2023 Board Meeting
- 8.3 Ratification of Laptop Purchase Agreement - Staff Refresh Project

**9. Operations**

---

- 9.1 Approval of Kirkpatrick Group Public Relations Firm Contract

**10. Reports**

---

- 10.1 CEO Report: Brian Hayden
- 10.2 Academic Updates: Francie Spigelmyer, CAO
- 10.3 Academic Updates: Jennifer Shoaf, DCAO
- 10.4 Enrollment Report: Nicole Granito, COO
- 10.5 Regional Office Report: Eric Woelfel, DCOO
- 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications
- 10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

- 11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

- 12.1 Next Regular Meeting - June 14, 2023 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters





**Wednesday, June 14, 2023**  
**June 14, 2023 Regular Meeting @ Immediately Following Reorganization Meeting**  
**Wednesday, June 14, 2023**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

### **1. Welcome**

1.1 Call to Order - Edward Elder, President

1.2 Roll Call

---

### **2. Public Comments**

2.1 The meeting is now open for any public comments

---

### **3. Board**

3.1 Approval of May 10, 2023 Regular Meeting Minutes

---

### **4. Finance**

4.1 Approval of Local Education Agency Agreement to Participate in ACCESS Program

4.2 Approval of CPA Engagement Letters for Audit, ACFR and Tax Preparation Services

4.3 Approval of Property/Casualty, Workers Compensation, Excess Liability, Cyber Liability, Educators Legal Liability, Business Auto, Crime, Pollution, and Travel & Accident Insurance Program Renewal

4.4 Approval of Finance Reports

4.5 Approval of Line of Credit Amendment and Corporate Resolution

4.6 Approval of The Pennsylvania Cyber Charter School 2023-2024 Fiscal Year Final Budget

4.7 Approval of Commitment of Fund Balance

4.8 Approval of Decommittment and Recommittment of Stabilization Fund Balance

4.9 Approval of Authorization for CFO/Board Treasurer to Assign Fund Balance

---

### **5. Education**

5.1 Approval of Licensing for Renaissance (Star Reading/Math)

5.2 Approval of Licensing for Rethink – Applied Behavior Analysis (ABA) Therapy Software

5.3 Approval of Eden Resort & Suites Agreement

5.4 Approval of Gateway Clipper, Inc. Agreement

5.5 Approval of Special Education Contracts Requiring Signature

5.6 Approval of Special Education New(Blank), Renewal and Revised contracts.

5.7 Approval of Addendum #2 with Third Act, Inc.

5.8 Approval of TutaPoint Inc. Licensing

## **6. Facilities and Grounds**

---

6.1 Approval of Third Amendment to Allentown Regional Office Lease Agreement

## **7. Personnel**

---

7.1 Approval of Employee Changes

7.2 Approval of New Hires

7.3 Approval of May 2023 Employee Leave Report

7.4 Approval of Revised Job Description

7.5 Approval of 2023-2024 Salary Schedule and Classification by Position

7.6 Approval of Revised Employee Handbook Policy 383

7.7 Approval of Employee Salaries, Daily, and Hourly Rates

7.8 Approval of Revised Employee Handbook Policy 303

## **8. Technology**

---

8.1 Approval of the Imperva DDOS Protection Renewal Agreement

8.2 Approval of the Kaseya Renewal Agreement

8.3 Approval of the Involta Managed Services Renewal Agreement

8.4 Approval of the Parent Square Renewal Agreement

8.5 Approval of Technology Recycle

8.6 Approval of Staff Laptop Purchase - Replenish Inventory

8.7 Approval of Licensing with Jigsaw Interactive

## **9. Operations**

---

9.1 Approval of PA Cyber Charter Annual Report

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - August 9, 2023 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Annual School Safety Report



**Wednesday, June 14, 2023**  
**June 14, 2023 Reorganization Meeting @ 4:30 PM**

**Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland, PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Edward Elder, President
- 1.2 Roll Call
- 1.3 Appoint Solicitor to Preside Over Meeting

**2. Board-Reorganization**

---

- 2.1 Appointment of the 2023-2024 President of the PA Cyber Charter School Board of Trustees
- 2.2 Appointment of the 2023-2024 Vice-President of the PA Cyber Charter School Board of Trustees
- 2.3 Appointment of the 2023-2024 Secretary of the PA Cyber Charter School Board of Trustees
- 2.4 Appointment of the 2023-2024 Assistant Secretary of the PA Cyber Charter School Board of Trustees
- 2.5 Appointment of the 2023-2024 Treasurer of the PA Cyber Charter School Board of Trustees
- 2.6 Appointment of 2023-2024 Solicitor of the PA Cyber Charter School Board of Trustees
- 2.7 Designation of Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2023-2024 School Year

**3. Adjournment**

---

- 3.1 Adjourn

**NO AGENDA**  
**REGULAR MEETING CANCELLED**  
**Wednesday, August 9, 2023**



**Wednesday, September 13, 2023**  
**September 13, 2023 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call

---

**2. Public Comments**

- 2.1 The meeting is now open for any public comments

---

**3. Board**

- 3.1 Approval of June 14, 2023 Regular Meeting Minutes
- 3.2 Approval of June 14, 2023 Reorganization Meeting Minutes

---

**4. Finance**

- 4.1 Approval of Finance Reports
- 4.2 Approval of Depositories and Authorized Signors

---

**5. Education**

- 5.1 Approval of Learnwell Services Contract
- 5.2 Ratification of Licensing for Houghton Mifflin Harcourt (HMH)
- 5.3 Ratification of Licensing for Pathful Inc.
- 5.4 Ratification of Licensing for Rethink Vizzle Classroom Bundle Access
- 5.5 Ratification of Special Education New, Renewal and Revised contracts.
- 5.6 Ratification of Special Education Contracts Requiring Signature
- 5.7 Approval of Agreement with TapSnap - Philadelphia Zoo Rendezvous
- 5.8 Approval of Agreement with TapSnap - Pittsburgh Zoo Rendezvous
- 5.9 Approval of Agreement with TapSnap - Central/Eastern Prom
- 5.10 Approval of Agreement with TapSnap - Western Prom
- 5.11 Ratification of Memorandum of Understanding - Allentown Regional Office
- 5.12 Ratification for the renewal agreement of the Memorandum of Understanding - Erie Regional Office

- 5.13 Ratification of the MOU between PA Cyber and RMU
- 5.14 Ratification of Memorandum of Understanding - State College Regional Office
- 5.15 Ratification of Memorandum of Understanding - South Side Regional Office
- 5.16 Approval of Civics Club
- 5.17 Approval of Jr. Bible Adventurers Club
- 5.18 Approval of The Parent Institute's Parent Involvement Library
- 5.19 Approval of Confidential Settlement Agreement and Release - Student File No. 213-23
- 5.20 Ratification of Agreement with TransPerfect
- 5.21 Ratification of TransPerfect Interact Portal
- 5.22 Approval of School Physician Contract
- 5.23 Approval of Dental Services Contract
- 5.24 Ratification of CSI-(School Improvement Plan)
- 5.25 Approval of Settlement Agreement and Release - Student File No. 517-21
- 5.26 Approval of "Project Go School Attendance Support"
- 5.27 Approval of the School Improvement Plan (SIP) as part of Comprehensive Support and Improvement (CSI) for the 23-24 SY
- 5.28 Approval of Agreement with Acclaim Productions, LLC.
- 5.29 Approval of Special Education New, Renewal and Revised contracts.
- 5.30 Approval of Special Education Contracts Requiring Signature
- 5.31 Approval of Employee Safety and Compliance Resource (ACT 126)-Vector Solutions
- 5.32 Approval of Middle School Creative Writing Club
- 5.33 Approval of Vinyl Design and Beyond Club
- 5.34 Approval of Game Creation and Design Club
- 5.35 Approval of Trading Card Gamers Club
- 5.36 Approval of Receipt, Release, and Indemnification Agreement with Ardent Community Trust of Pennsylvania (20 00 2096 0 04)
- 5.37 Approval of Receipt, Release, and Indemnification Agreement with Ardent Community Trust of Pennsylvania (20 00 2093 0 09)
- 5.38 Approval of MOU between LPPACS and PA Cyber

## **6. Facilities and Grounds**

---

- 6.1 Approval of Wilkes Barre Regional Office Parking Lease
- 6.2 Approval of RT Professional Services Proposal
- 6.3 Approval of Lease Agreement

---

**7. Personnel**

---

- 7.1 Approval of New Hires
- 7.2 Approval of June 2023, July 2023, and August 2023 Employee Leave Reports
- 7.3 Approval of Employee Changes
- 7.4 Approval of Revised Job Description
- 7.5 Approval of Settlement Agreement and Release
- 7.6 Approval of CBA

---

**8. Technology**

---

- 8.1 Approval of Student HP Printer Purchase for 2024-2025 School Year
- 8.2 Approval of Security Operation Center (SOC) and Consultation Services Agreements
- 8.3 Approval of Staff Laptop Purchase - Replenish Inventory
- 8.4 Approval of State Testing PowerApp Build Agreement - Phase II

---

**9. Operations (NO ITEMS)**

---

---

**10. Reports**

---

- 10.1 CEO Report: Brian Hayden
- 10.2 Academic Updates: Francie Spigelmyer, CAO
- 10.3 Academic Updates: Jennifer Shoaf, DCAO
- 10.4 Enrollment Report: Nicole Granito, COO (August)
- 10.5 Enrollment Report: Nicole Granito, COO (September)
- 10.6 Regional Office Report: Eric Woelfel, DCOO (August)
- 10.7 Regional Office Report: Eric Woelfel, DCOO (September)
- 10.8 Marketing Report: Scot Rutledge, Director of Marketing and Communications (July)
- 10.9 Marketing Report: Scot Rutledge, Director of Marketing and Communications (August)
- 10.10 Lincoln Learning Consolidated Services Report: Kris Colatriano

---

**11. Board Comments**

---

- 11.1 The meeting is now open for any Board comments

---

**12. Adjournment**

---

- 12.1 Next Regular Meeting - October 11, 2023 @ 4:30 PM
- 12.2 Adjourn

---

**13. Executive Session**

---

- 13.1 Executive Session for Legal and Personnel Matters





**Wednesday, October 11, 2023**  
**October 11, 2023 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call
- 1.3 Student Council Presentation

---

**2. Public Comments**

- 2.1 The meeting is now open for any public comments

---

**3. Board**

- 3.1 Approval of September 13, 2023 Regular Meeting Minutes

---

**4. Finance**

- 4.1 Approval of Finance Reports
- 4.2 Approval of electricity commodity pricing agreement through Beaver County Intermediate Unit

---

**5. Education**

- 5.1 Approval of 2023-2024 IMPACT Teacher Tutors
- 5.2 Approval of Special Education New, Renewal and Revised contracts.
- 5.3 Approval of Special Education Contracts Requiring Signature
- 5.4 Approval of State Assessments Keystone Winter Testing Contracts
- 5.5 Approval of Anime Fan Club
- 5.6 Approval of Addendum with Tutapoint
- 5.7 Approval of Amended and Restated Curriculum License and Service Agreement for Extension Term for Curriculum Licensed Materials for the July 1, 2023 thru August 30, 2025.
- 5.8 Approval of Amended and Restated Curriculum License and Service Agreement for Extension Arts Education Services for the term of July 1, 2023 thru August 30, 2025.

---

**6. Facilities and Grounds (No Items)**

---

**7. Personnel**

- 7.1 Approval of New Hires

7.2 Approval of September 2023 Employee Leave Report

7.3 Approval of Employee Changes

7.4 Approval of Employee Sabbatical Leave (#1598)

## **8. Technology**

---

8.1 Approval of DUO Renewal Agreement

8.2 Approval of Manage Engine Renewal Agreement

8.3 Approval of GumDrop Case Purchase for 2024/25 Student Tech Kits

8.4 Approval of Headset Purchase for 2024/25 Student Tech Kits

8.5 Approval of Laptop Purchase for 2024/25 Student Tech Kits

8.6 Approval of Digital Tablet Purchase for 2024/25 Student Tech Kits

8.7 Approval of Acquia-Widen Digital Asset Management (DAM) Purchase Agreement and Clear Digital Service Agreement

## **9. Operations**

---

9.1 Approval of 2023-24 Apparel Purchase

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing & Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

## **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

12.1 Next Regular Meeting - November 08, 2023 @ 4:30 PM

12.2 Adjourn

## **13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, November 8, 2023**  
**November 8, 2023 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call

---

**2. Public Comments**

- 2.1 The meeting is now open for any public comments

---

**3. Board**

- 3.1 Approval of October 11, 2023 Regular Meeting Minutes
- 3.2 Approval to Appoint New Board Member

---

**4. Finance**

- 4.1 Approval of Finance Reports

---

**5. Education**

- 5.1 Approval of Special Education New, Renewal and Revised contracts.
- 5.2 Approval of Special Education Contracts Requiring Signature
- 5.3 Approval of Splash Lagoon Agreement
- 5.4 Approval of Family Link Field Trip to Kalahari Resort & Conventions
- 5.5 Approval of Rental, Release, and Indemnification Agreement
- 5.6 Approval of Quizziz
- 5.7 Approval of Testing Contracts for PSSA and Keystones SPRING 2024
- 5.8 Approval of Keystone State Testing Contracts for December 2023-Additional Costs (Increased Enrollments)
- 5.9 Approval of Edmentum ExactPath
- 5.10 Approval of Revised Social Media and Electronic Communications Policy

---

**6. Facilities and Grounds (No Items)**

---

**7. Personnel**

- 7.1 Approval of October 2023 Employee Leave Report

7.2 Approval of Employee Changes

7.3 Approval of New Hires

7.4 Approval of Special Education Bargaining Unit Salaries

---

## **8. Technology**

8.1 Approval of DQE Communications Renewal Metro Ethernet and Internet Service Order Agreement for 617 Midland Avenue Office

8.2 Approval of Canon Solutions America, Inc. Lease and Return Schedules

8.3 Approval of Technology Recycle

8.4 Approval of Student Backpack Purchase

8.5 Approval of Mice Purchase for Student Laptops

8.6 Approval of Ink Purchase for Student Printers

8.7 Approval of Printer Cable Purchase

8.8 Approval of USB Adapter Purchase for Student Laptops

8.9 Approval of Student Calculator Purchase

---

## **9. Operations (No Items)**

---

## **10. Reports**

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatrisano

---

## **11. Board Comments**

11.1 The meeting is now open for any Board comments

---

## **12. Adjournment**

12.1 Next Regular Meeting - January 10, 2024 @ 4:30 PM

12.2 Adjourn

---

## **13. Executive Session**

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, January 10, 2024**  
**January 10, 2024 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of November 8, 2023 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of the Settlement Agreement and Release related to PennRidge School District's appeals for the 18/19, 19/20, 20/21 and 21/22 school years as presented.
- 4.2 Approval of Acceptance of Annual Comprehensive Financial Report
- 4.3 Approval of Acceptance of Return of Organization Exempt from Income Tax Form 990
- 4.4 Approval of Finance Reports
- 4.5 Approval of Health Care Program Stop Loss Renewal
- 4.6 Approval of Health Care Program/Life Insurance Program Rates for Calendar Year 2024

**5. Education**

---

- 5.1 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 258-23
- 5.2 Approval of Dual Enrollment Agreement Penn State University
- 5.3 Approval of the 2023-2024 K-5 Academy Cyber Strong Program
- 5.4 Approval of Tutors for the 2023-2024 K-5 Academy Cyber Strong Program
- 5.5 Approval of Hershey Park Tickets
- 5.6 Approval of Kennywood Park Tickets
- 5.7 Approval of Facility Rental Agreement
- 5.8 Approval of Gettysburg Field Trip

5.9 Approval of Origami Club

5.10 Approval of Otherwords Club

5.11 Approval of Monsters U. Club

5.12 Approval of Club Hope

5.13 Approval of Special Education Contracts Requiring Signature

5.14 Approval of Special Education New, Renewal and Revised contracts.

## **6. Facilities and Grounds**

---

6.1 Approval of Allentown Regional Office Lease

## **7. Personnel**

---

7.1 Approval of New Hires

7.2 Approval of November 2023 and December 2023 Employee Leave Reports

7.3 Approval of PA Educator Agreement

7.4 Approval of Employee Changes

## **8. Technology**

---

8.1 Approval of Consolidated Communications Business Services Agreement for Warrendale Office

8.2 Approval of Staff Laptop Purchase - Replenish Inventory

8.3 Approval of Comcast Business Service Order Agreement for Greensburg Office

8.4 Approval of Mimecast Renewal

## **9. Operations**

---

9.1 Approval of Renewal of Super Saturday Sponsorship with Carnegie Museum of Natural History

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

## **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

12.1 Next Regular Meeting - February 14, 2024 @ 4:30 PM

12.2 Adjourn

## **13. Executive Session**

---

### 13.1 Executive Session for Legal and Personnel Matters



**Thursday, January 18, 2024**  
**January 18, 2024 Rescheduled Regular Meeting @ 3:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

1.1 Call to Order - Steve Robinson, President

1.2 Roll Call

---

**2. Public Comments**

2.1 The meeting is now open for any public comments

---

**3. Board**

3.1 Approval of November 8, 2023 Regular Meeting Minutes

---

**4. Finance**

4.1 Approval of the Settlement Agreement and Release related to PennRidge School District's appeals for the 18/19, 19/20, 20/21 and 21/22 school years as presented.

4.2 Approval of Acceptance of Annual Comprehensive Financial Report

4.3 Approval of Acceptance of Return of Organization Exempt from Income Tax Form 990

4.4 Approval of Finance Reports

4.5 Approval of Health Care Program Stop Loss Renewal

4.6 Approval of Health Care Program/Life Insurance Program Rates for Calendar Year 2024

---

**5. Education**

5.1 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 258-23

5.2 Approval of Dual Enrollment Agreement Penn State University

5.3 Approval of the 2023-2024 K-5 Academy Cyber Strong Program

5.4 Approval of Tutors for the 2023-2024 K-5 Academy Cyber Strong Program

5.5 Approval of Hershey Park Tickets

5.6 Approval of Kennywood Park Tickets

5.7 Approval of Facility Rental Agreement

5.8 Approval of Gettysburg Field Trip



5.9 Approval of Origami Club

5.10 Approval of Otherwords Club

5.11 Approval of Monsters U. Club

5.12 Approval of Club Hope

5.13 Approval of Special Education Contracts Requiring Signature

5.14 Approval of Special Education New, Renewal and Revised contracts.

## **6. Facilities and Grounds**

---

6.1 Approval of Allentown Regional Office Lease

## **7. Personnel**

---

7.1 Approval of New Hires

7.2 Approval of November 2023 and December 2023 Employee Leave Reports

7.3 Approval of PA Educator Agreement

7.4 Approval of Employee Changes

## **8. Technology**

---

8.1 Approval of Consolidated Communications Business Services Agreement for Warrendale Office

8.2 Approval of Staff Laptop Purchase - Replenish Inventory

8.3 Approval of Comcast Business Service Order Agreement for Greensburg Office

8.4 Approval of Mimecast Renewal

## **9. Operations**

---

9.1 Approval of Renewal of Super Saturday Sponsorship with Carnegie Museum of Natural History

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

## **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

12.1 Next Regular Meeting - February 14, 2024 @ 4:30 PM

12.2 Adjourn

## **13. Executive Session**

---

### 13.1 Executive Session for Legal and Personnel Matters



**Wednesday, February 14, 2024**  
**February 14, 2024 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

---

**1. Welcome**

1.1 Call to Order - Steve Robinson, President

1.2 Roll Call

---

**2. Public Comments**

2.1 The meeting is now open for any public comments

---

**3. Board**

3.1 Approval of January 18, 2024 Rescheduled Regular Meeting Minutes

---

**4. Finance**

4.1 Approval of Invoice

4.2 Approval of Finance Reports

---

**5. Education**

5.1 Approval of High School Cyber Strong Keystone Test Prep Sessions

5.2 Approval of Special Education Contracts Requiring Signature

5.3 Approval of Special Education Renewal and Revised contracts.

5.4 Approval of Cyberstrong PSSA Prep Tutoring Sessions at the 6-8 Academy

5.5 Approval of 2023-2024 Summer Reading & Math Program

5.6 Approval of National Parks Exploration Club

5.7 Approval of Confidential Settlement Agreement and Release – Student File No. 296-22

5.8 Approval of Confidential Settlement Agreement and Release – Student File No. 295-22

5.9 Approval of Licensing for Claris - FileMaker Pro (FMP)

---

**6. Facilities and Grounds**

6.1 Approval of Facilities and Maintenance Agreement

---

**7. Personnel**

7.1 Approval of Revised 2023-2024 Supplemental Pay Schedule

7.2 Approval of New Hires

7.3 Approval of Employee Changes

---

## **8. Technology**

8.1 Approval of Non-Instructional Staff Laptop Purchase - Replenish Inventory

8.2 Approval of Keyboard Purchase for Staff - Replenish Inventory

8.3 Approval of Headset Purchase for Staff - Replenish Inventory

8.4 Approval of Academic VMware Workspace ONE Standard (AirWatch) License Renewal

8.5 Approval of Technology Recycle

8.6 Approval of Cisco SmartNet Support Renewal for Core Switches

8.7 Approval of Instructional Staff Laptop Purchase - Replenish Inventory

---

## **9. Operations**

9.1 Approval of Course Catalog Printing Estimate

9.2 Approval of HearCorp proposal for Central/Eastern Graduation Ceremonies

9.3 Approval of Warehouse Agreement

9.4 Approval of 2024-2025 School Calendar

---

## **10. Reports**

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

---

## **11. Board Comments**

11.1 The meeting is now open for any Board comments

---

## **12. Adjournment**

12.1 Next Regular Meeting - March 13, 2024 @ 4:30 PM

12.2 Adjourn

---

## **13. Executive Session**

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, March 13, 2024**  
**March 13, 2024 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of the February 14, 2024 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Finance Reports

**5. Education**

---

- 5.1 Approval of EF National Parks Domestic Tour
- 5.2 Approval of Student's Request to be Released From Compulsory School Attendance
- 5.3 Approval of Confidential Settlement Agreement and Release – Student File No. 365-23
- 5.4 Approval of Special Education Revised Contracts
- 5.5 Approval of Special Education Contracts Requiring Signature
- 5.6 Approval of the 2024-2027 Comprehensive Support and Improvement (CSI) Plan
- 5.7 Approval of Agreement with Kutztown University for Central/Eastern Graduation Ceremony
- 5.8 Approval of 3rd VC Virtual Presentation with Josh and Gab
- 5.9 Approval of Amazing Animal Presentation for 3rd Grade VC Students
- 5.10 Approval of Subscription Renewal Agreement for eTranscript Platform, Parchment Inc.
- 5.11 Approval of Amended and Restated Curriculum License and Service Agreement (Curriculum)
- 5.12 Approval of Amended and Restated Curriculum License and Service Agreement (Arts Education Services)
- 5.13 Approval of State Testing Contract AMENDED due to Unexpected Hotel Closure

**6. Facilities and Grounds (No Items)**

---

## **7. Personnel**

---

7.1 Approval of New Hires

7.2 Approval of Employee Changes

7.3 Approval of February 2024 Employee Leave Report

## **8. Technology**

---

8.1 Approval of Druva InSync Cloud Enterprise Renewal Agreement

8.2 Approval of All Covered Proposal

## **9. Operations**

---

9.1 Approval of 2024-2025 Student Planner Estimates

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatrisano

## **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

12.1 Next Regular Meeting - April 10, 2024 @ 4:30 PM

12.2 Adjourn

## **13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters



**Wednesday, April 10, 2024**  
**April 10, 2024 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of the March 13, 2024 Regular Meeting Minutes

**4. Finance**

---

- 4.1 Approval of Purchase/Trade-in of Vehicle

**5. Education**

---

- 5.1 Approval of 2024-2025 Student Handbook
- 5.2 Approval of Agreement with Robert Morris University for Western Graduation Ceremony
- 5.3 EF TOURS-TRIP TO JAPAN (June 23, 2026-July 1, 2026) PROPOSAL
- 5.4 Approval of Special Education Contracts Requiring Signature
- 5.5 Approval of Special Education New, Renewal and Revised contracts.

**6. Facilities and Grounds**

---

- 6.1 Approval of Pashek MTR Proposal

**7. Personnel**

---

- 7.1 Approval of March 2024 Employee Leave Report
- 7.2 Approval of New Hires
- 7.3 Approval of Employee Changes
- 7.4 Approval of IH21 Biometric Screening Agreement

**8. Technology**

---

- 8.1 Approval of Rollback Rx Maintenance and License Renewal

8.2 Approval of Staff Laptop Purchase

**9. Operations (No Items)**

---

**10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

---

11.1 The meeting is now open for any Board comments

**12. Adjournment**

---

12.1 Next Regular Meeting - May 8, 2024 @ 4:30 PM

12.2 Adjourn

**13. Executive Session**

---

13.1 Executive Session for Legal and Personnel Matters





**Wednesday, May 8, 2024**  
**May 8, 2024 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of the April 10, 2024 Regular Meeting Minutes
- 3.2 Proposal of ByLaw Changes

**4. Finance**

---

- 4.1 Approval of the Settlement Agreement between Millcreek Township School District and the Pennsylvania Cyber Charter School, PDE: Case number BBFM-00-2019-23.
- 4.2 Approval of First National Bank Wealth Management Non-Standard Compensation Agreement
- 4.3 Appointment of New Broker
- 4.4 Appointment of New Broker
- 4.5 Approval of Finance Reports
- 4.6 Approval of Preliminary Budget

**5. Education**

---

- 5.1 Approval of Special Education Renewal contracts
- 5.2 Approval of Special Education Contracts Requiring Signature
- 5.3 Approval of Agreement with Hilton Garden Inn - Exton/West Chester
- 5.4 Approval of Agreement with Best Western Premier - The Central Hotel and Conference Center
- 5.5 Approval of Vista Higher Learning French Materials
- 5.6 Approval of LearnWell Agreement
- 5.7 Approval of Reading Eggs

- 5.8 Approval of Barber National Institute Agreement
- 5.9 Approval of Book Systems
- 5.10 Approval of Brainingcamp
- 5.11 Approval of Classkick
- 5.12 Approval of Edmentum ELL Foundations Library
- 5.13 Approval of Edmentum ExactPath K-8
- 5.14 Approval of Edmentum ExactPath 9-12 Special Education
- 5.15 Approval of Edmentum Study Island
- 5.16 Approval of Education.com
- 5.17 Approval of ExploreLearning Gizmos
- 5.18 Approval of Learning A-Z
- 5.19 Approval of OverDrive Inc.
- 5.20 Approval of Rosetta Stone
- 5.21 Approval of TeachTown, Inc.
- 5.22 Approval of Xello/Career Cruising
- 5.23 Approval of Coach Compass Digital
- 5.24 Approval of Gimkit
- 5.25 Approval of Legends of Learning
- 5.26 Approval of Omega Labs, Inc. Boom Cards
- 5.27 Approval of Read Naturally, Inc.
- 5.28 Approval of RethinkED Autism, Inc.
- 5.29 Approval of Wallwisher, Inc. Padlet
- 5.30 Approval of BVIU OverDrive
- 5.31 Approval of BVIU Discovery Education Mystery Science
- 5.32 Approval of IXL Learning
- 5.33 Approval of At-Home Tutoring Services

## **6. Facilities and Grounds**

---

- 6.1 Approval of Peoples Gas Agreement

## **7. Personnel**

---

- 7.1 Approval of New Hires
- 7.2 Approval of Employee Changes
- 7.3 Approval of April 2024 Employee Leave Report

## **8. Technology**

---

- 8.1 Approval of Headset Purchase for Students - Replenish Inventory
- 8.2 Approval of Ink Purchase for Student Printers - Replenish Inventory
- 8.3 Approval of the Imperva DDOS Protection Renewal Agreement
- 8.4 Approval of Beyond Trust Software Subscription Renewal

## **9. Operations (NO ITEMS)**

---

## **10. Reports**

---

- 10.1 CEO Report: Brian Hayden
- 10.2 Academic Updates: Jennifer Shoaf, DCAO
- 10.3 Enrollment Report: Nicole Granito, COO
- 10.4 Regional Office Report: Eric Woelfel, DCOO
- 10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications
- 10.6 Lincoln Learning Consolidated Services Report: Kris Colatrisano

## **11. Board Comments**

---

- 11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

- 12.1 Next Regular Meeting - June 12, 2024 @ 4:30 PM
- 12.2 Adjourn

## **13. Executive Session**

---

- 13.1 Executive Session for Legal and Personnel Matters



**Wednesday, June 12, 2024**  
**June 12, 2024 Regular Meeting @ 4:30PM**

**The Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call

**2. Public Comments**

---

- 2.1 The meeting is now open for any public comments

**3. Board**

---

- 3.1 Approval of the May 8, 2024 Regular Meeting Minutes
- 3.2 Approval of Amended Bylaws
- Approval to acknowledge and accept board member Melissa Castellano's resignation

**4. Finance**

---

- 4.1 Approval of Local Education Agreement to Participate in ACCESS Program
- 4.2 Approval of PA Unemployment Insurance Bonded Service Agreement Renewal
- 4.3 Approval Appointment of New Broker
- 4.4 Approval of Property, Inland Marine, General Liability, Employee Benefits Liability, Sexual Misconduct & Molestation, Workers Compensation, Excess Liability, Privacy & Information Security (Cyber Liability), School Leaders Legal Liability, Automobile, Crime, Pollution and Business Travel Accident Insurance Program Renewal
- 4.5 Approval of Finance Reports
- 4.6 Approval of The Pennsylvania Cyber Charter School 2024-2025 Fiscal Year Final Budget
- 4.7 Approval of Commitment of Fund Balance
- 4.8 Approval of Decommitment and Recommitment of Stabilization Fund Balance
- 4.9 Approval of Authorization for CFO/Board Treasurer to Assign Fund Balance

**5. Education**

---

- 5.1 Approval of Licensing for Pathful Inc.
- 5.2 Approval of the Commonwealth University Affiliation Agreement
- 5.3 Approval of Professional Services Agreement with Third Act, Inc.

- 5.4 Approval of Memorandum of Understanding - Greensburg Police Department
- 5.5 Approval of Memorandum of Understanding - Swatara Township Police Department
- 5.6 Approval of Memorandum of Understanding - Midland Police Department
- 5.7 Approval of Memorandum of Understanding - Springfield Township Police Department
- 5.8 Approval of Memorandum of Understanding - Northern Regional Police Department
- 5.9 Approval of Memorandum of Understanding - Wilkes-Barre City Police Department
- 5.10 Approval of Agreement with TapSnap - Pittsburgh Zoo Rendezvous
- 5.11 Approval of RMU College in High School Enrollment Agreement
- 5.12 Approval of Agreement with TapSnap - Philadelphia Zoo Rendezvous
- 5.13 Approval of Agreement with TapSnap - 2025 Western Prom
- 5.14 Approval of Agreement with TapSnap - 2025 Central/Eastern Prom
- 5.15 Approval of Special Education New, Renewal and Revised contracts.
- 5.16 Approval of Special Education Contracts Requiring Signature
- 5.17 Approval of Agreement with CCBC for In-Service
- 5.18 Approval of HearCorp for In-Service
- 5.19 Approval of Atlas Mapping Software
- 5.20 Approval of Class
- 5.21 Approval of TransPerfect
- 5.22 Approval of Nearpod
- 5.23 Approval of Fireplace, Inc. Smore Licensing
- 5.24 Approval of BrainPOP
- 5.25 Approval of Confidential Settlement Agreement and Release – Former Student File No. 221-22
- 5.26 Approval of Newsela
- 5.27 Approval of School Physician Contract
- 5.28 Approval of Renaissance Learning
- 5.29 Approval of Quaver Social Emotional Learning

## **6. Facilities and Grounds**

---

- 6.1 Approval to terminate lease agreement with Cedar Point West Associates, L.P.
- 6.2 Approval to Advertise Bids

## **7. Personnel**

---

- 7.1 Approval of May 2024 Employee Leave Report
- 7.2 Approval of PA Educator Agreement

7.3 Approval of New Hires

7.4 Approval of Employee Salaries, Daily, and Hourly Rates

7.5 Approval of Employee Changes

7.6 Approval of 2024-2025 Salary Schedule and Classification by Position

7.7 Approval of Revised and New Job Descriptions

## **8. Technology**

---

8.1 Approval of the Microsoft Enrollment for Education Solutions (EES) Agreement - 5 year term

8.2 Approval of an Amendment to the Zoom Educational Account Agreement

8.3 Approval of Technology Recycle

8.4 Approval of the Parent Square Renewal Agreement

## **9. Operations**

---

9.1 Approval of PA Cyber Charter Annual Report

## **10. Reports**

---

10.1 CEO Report: Brian Hayden

10.2 Academic Updates: Francie Spigelmyer, CAO

10.3 Academic Updates: Jennifer Shoaf, DCAO

10.4 Enrollment Report: Nicole Granito, COO

10.5 Regional Office Report: Eric Woelfel, DCOO

10.6 Marketing Report - Scot Rutledge, Director of Marketing and Communications

10.7 Lincoln Learning Consolidated Services Report: Kris Colatrisano

## **11. Board Comments**

---

11.1 The meeting is now open for any Board comments

## **12. Adjournment**

---

12.1 Next Regular Meeting - August 14, 2024 @ 4:30 PM

12.2 Adjourn

## **13. Executive Session**

---

13.1 Executive Session for Legal, Contract, Personnel Matters, and Annual School Safety Report



**Wednesday, June 12, 2024**  
**June 12, 2024 Reorganization Meeting @ 4:30 PM**

**Pennsylvania Cyber Charter School**  
**Board of Trustees**  
**652 Midland Avenue**  
**Midland, PA 15059**

**1. Welcome**

---

- 1.1 Call to Order - Steve Robinson, President
- 1.2 Roll Call
- 1.3 Appoint Solicitor to Preside Over Meeting

**2. Board-Reorganization**

---

- 2.1 Appointment of the 2024-2025 President of the PA Cyber Charter School Board of Trustees
- 2.2 Appointment of the 2024-2025 Vice-President of the PA Cyber Charter School Board of Trustees
- 2.3 Appointment of the 2024-2025 Secretary of the PA Cyber Charter School Board of Trustees
- 2.4 Appointment of the 2024-2025 Assistant Secretary of the PA Cyber Charter School Board of Trustees
- 2.5 Appointment of the 2024-2025 Treasurer of the PA Cyber Charter School Board of Trustees
- 2.6 Appointment of 2024-2025 Solicitor of the PA Cyber Charter School Board of Trustees
- 2.7 Designation of Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2024-2025 School Year

**3. Adjournment**

---

- 3.1 Adjourn

**August 16, 2021 Regular Meeting @ 4:30 PM (Monday, August 16, 2021)**

Generated by Cheryl Leydig on Wednesday, August 18, 2021

**Members present**

Edward Elder (in person), Chester Thompson (via Zoom), Steve Robinson (in person), Logan Clark (via Zoom), Dan LeRoy (in person), Seemal Shahzadi (via Zoom)

**Members not present**

Tom Dorsey, Marc Strawderman, Melissa Castellano

**Meeting called to order at 4:30 PM**

## 1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

## 2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

Mike Hissam, Director of Gifted and Talented introduced PA Cyber student, Moad Albahboh. Moad won 3rd place in the state's Middle School Division for the Pennsylvania Council on Financial Literacy's Stock Market Challenge. Moad discussed his portfolio - buying and selling stocks.

## 3. Board

Procedural: 3.1 Swearing in of New Board Trustees: Dan LeRoy and Seemal Shahzadi

Dan LeRoy and Seemal Shahzadi were sworn in by Joseph Askar, PA Cyber Solicitor.

Action, Minutes: 3.2 Approval of July 19, 2021 Reorganization Meeting Minutes

Recommend the Board of Trustees approve the July 19, 2021 Reorganization Meeting Minutes

Motion by Chester Thompson, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action, Minutes: 3.3 Approval of July 19, 2021 Regular Meeting Minutes

Recommend the Board of Trustees approve the July 19, 2021 Regular Meeting Minutes as presented

Motion by Chester Thompson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi



#### 4. Finance

##### Action: 4.1 Approval of Finance Reports

Recommend the Board of Trustees approve the following finance reports:

- \* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of July 31, 2021
- \* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of July 31, 2021
- \* Accounts Receivable Reports as of July 31, 2021 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, and 2019/2020 school years
- \* Preliminary and Unaudited Accounts Receivable Report as of July 31, 2021 for the 2020/2021 school year
- \* Check Registers for the month of July 2021
- \* Treasurer's Report as of July 31, 2021

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

#### 5. Education

##### Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer shared updates:

- Webcam project is now schoolwide.
- She thanked everyone who helped with sending out webcams to all students.
- Best Practices in Teaching and Learning Awards will be given out at the Academic In-Service on 8/18/2021.

Principal Shawn Lanious discussed how successful the summer program was this year. The families who participated were surveyed, and the results were positive.

DCAO, Jen Shoaf, shared a PowerPoint with a curriculum overview. There will be 60 new courses across all modes of instruction this year.

##### Action: 5.2 Approval of Special Education Contracts Requiring Signature (Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the August 2021 contracts requiring board signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

##### Action: 5.3 Approval of Special Education Renewal and Revised contracts. (Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the August 2021 Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

##### Action: 5.4 Approval of Coding Club (Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve Coding Club as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

##### Action: 5.5 Approval of Math Club (Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve Math Club as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 5.6 Approval of Kid Kitchen Creations Club

(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve Kid Kitchen Creations Club as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 5.7 Approval of Amazing Animal Adventures Club

(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve Amazing Animal Adventures Club as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 5.8 Sally Chamberlain Consultant Contract

(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the consulting contract for Ms. Sally Chamberlain as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 5.9 Approval of High School Outdoor Club

(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve High School Outdoor Club as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 5.10 Approval of Middle School Outdoor Club

(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve Middle School Outdoor Club as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 5.11 Approval of Sports Talk Club

(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve Sports Talk Club as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

## 6. Facilities and Grounds (No Items)

## 7. Personnel

Action: 7.1 Approval of July 2021 Employee Leave Report  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the July 2021 Employee Leave Report as presented.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the Resignations and Payroll Adjustments, as presented.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 7.4 Approval of BMI Audit Services Agreement  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and BMI Audit Services, LLC, as presented.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

## 8. Technology

Action: 8.1 Approval of Student HP Printer Purchase  
(Consent Vote 8.1 through 8.3)

Recommend the Board of Trustees approve the purchase of 6,000 HP 4155e Printers for student inventory for the 2022-2023 school year in the amount of \$566,700 per the COSTARS Software Agreement 003-004 199069 as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 8.2 Approval of Printer Cable Purchase  
(Consent Vote 8.1 through 8.3)

Recommend the Board of Trustees approve the purchase of 6,000 printer cables for the 2022-2023 school year in the amount of \$8,520 from GDC per the COSTARS Agreement 003-004 199069 as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 8.3 Approval of Imperva DDOS Protection Subscription Renewal  
(Consent Vote 8.1 through 8.3)

Recommend the Board of Trustees approve the purchase of Imperva Enterprise 20 Subscription, DDoS Protection, and one additional site for a term of 12 months in the amount of \$30,690 as presented.

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

## 9. Operations

Action: 9.1 Approval of 2021-2022 Health and Safety Plan  
(Consent Vote 9.1 and 9.2)

Recommend the Board of Trustees approved PA Cyber's 2021-2022 Health and Safety Plan as presented.

Motion by Logan Clark, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

Action: 9.2 Approval Continental Office Physical Branding Proposal as presented.  
(Consent Vote 9.1 and 9.2)

Recommend the Board of Trustees approve Greensburg Continental Office Physical Branding Proposal as presented.

Motion by Logan Clark, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Full return of staff on 8/23/2021.
- In-Service on 8/17/2021 - the 20, 15, 10, and 5 year employees will be recognized.
- New teachers have onboarded.
- Brian traveled recently to two of the regional offices.
- Some PA Cyber staff members met with the lobbying team - ASP (Allegheny Strategy Partners).
- There were questions about employees being vaccinated.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Enrollment numbers are down from last year during the pandemic but up from two years ago.
- There was discussion about enrollment projections - it will be more clear in September or October.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- Update on new Greensburg regional office.
- Small events have been held for students at the regional offices.
- Planning kickoff events and grand openings to welcome families back.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Logan Clark - anxious to see the new Greensburg office.

Seemal Shahzadi - looking forward to learning more.

Chester Thompson - "keep up the good job".

Dan LeRoy - thanked everyone.

Steve Robinson - welcomed the two new Board members and thanked everyone.

Mr. Elder - happy about the webcams and thanked everyone.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - September 20, 2021 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy, Seemal Shahzadi

**The August 16, 2021 Regular Meeting was adjourned at 5:40 PM.**

Minutes Approved by: \_\_\_\_\_



Date: 9/20/2021

Executive Session for Legal and Personnel Matters was held prior to the meeting at 4:00 PM.

Executive Session information provided by Joseph Askar, Solicitor:

### **Attendees:**

- Board Members:
  - Edward Elder
  - Steve Robinson
  - Logan Clark
  - Seemal Shahzadi
- Others:
  - Eric Woelfel
  - Nicole Granito
  - Brian Hayden
  - Francie Spigelmyer
  - Jennifer Shoaf
  - Joseph Askar

### **Topics:**

1. Employee/Union Status
2. 21/22 School Year Safety/Security Plan Review
3. Potential Property Acquisition Update

JAskar



**Sep 20, 2021 Regular Meeting @ 4:30 PM (Monday, September 20, 2021)**

Generated by Cheryl Leydig on Tuesday, September 21, 2021

**Members present**

Edward Elder (in person), Chester Thompson (via Zoom), Steve Robinson (in person), Melissa Disanto Castellano (via Zoom), Logan Clark (via Zoom), Dan LeRoy (in person)

**Members not present**

Tom Dorsey, Marc Strawderman, Seemal Shahzadi

**Meeting called to order at 4:50 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

There were no public comments.

3. Board

Action, Minutes: 3.1 Approval of August 16, 2021 Regular Meeting Minutes

Recommend the Board of Trustees approve the August 16, 2021 Regular Meeting Minutes as presented

Motion by Chester Thompson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

4. Finance

Action: 4.1 Settlement Agreement

Recommend the Board of Trustees approve the Resolution approving the Settlement and Release between Chester Upland School District (CUSD) and PA Cyber in accordance with the terms of the Settlement Agreement.

Motion by Steve Robinson, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 4.2 Approval of Finance Reports

Recommend the Board of Trustees approve the following finance reports:

\* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of August 31, 2021

\* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of August 31, 2021

\* Accounts Receivable Reports as of August 31, 2021 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, and 2020/2021 school years

- \* Check Register for the month of August 2021
- \* Treasurer's Report as of August 31, 2021

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

- Best Practices in Teaching and Learning Awards were presented at the In-Service.
- State testing went well last week.

Action: 5.2 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2, 5.3, 5.5, 5.6 & 5.7)

Recommend the Board of Trustees approve the September 2021 contracts requiring board signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 5.3 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.2, 5.3, 5.5, 5.6 & 5.7)

Recommend the Board of Trustees approve the September 2021 New, Renewal, and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 5.4 Approval of Settlement Agreement and Release Student File No. 406-21

Recommend the Board of Trustees approve the Confidential Settlement and Release related to Student File No. 406-21 as presented.

Motion by Chester Thompson, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 5.5 Approval of The Parent Institute's Parent Involvement Library  
(Consent Vote 5.2, 5.3, 5.5, 5.6 & 5.7)

Recommend the Board of Trustees approve the renewal of The Parent Institute's Parent Involvement Library product in the amount of \$6,553.80 as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 5.6 Ratification of the First Amendment to the Curriculum License and Service Agreement with LLS  
(Consent Vote 5.2, 5.3, 5.5, 5.6 & 5.7)

Recommend the Board of Trustees ratify the First Amendment to the Curriculum License and Services Agreement between The Pennsylvania Cyber Charter School and Lincoln Learning Solutions as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 5.7 Approval of IXL Learning for Grades 9-12  
(Consent Vote 5.2, 5.3, 5.5, 5.6 & 5.7)

Recommend the Board of Trustees approve licensing with IXL Learning for students in grades 9-12 in the amount of \$68,900.00 as presented.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Ratification Core Architects Professional Services Proposal  
Recommend the Board of Trustees Ratify Proposal for Professional Architectural and Engineering Services with Core Architects LLC for PA Cyber expansion project as presented.

Motion by Steve Robinson, second by Melissa Disanto Castellano.  
Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of August 2021 Employee Leave Report  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the August 2021 Employee Leave Report as presented.

Motion by Dan LeRoy, second by Chester Thompson.  
Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Chester Thompson.  
Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Dan LeRoy, second by Chester Thompson.  
Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 7.4 Approval of BMI Business Associate Agreement  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the agreement between PA Cyber and BMI Audit Services, LLC, as presented.

Motion by Dan LeRoy, second by Chester Thompson.  
Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy



Action: 7.5 Approval of HealthJoy Client Program Order  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the HealthJoy Client Program Order, pending final legal review and approval.

Motion by Dan LeRoy, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 7.6 Approval of Revised Job Descriptions and Classifications

Recommend the Board of Trustees approve the following revised Job Descriptions and Classifications, as presented:

-STEM Education Coordinator, Classification SS07

-SIS Administrator (no classification change)

-LMS Administrator (no classification change)

-Benefits Coordinator (no classification change)

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of Student Laptop Purchase  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 6,000 Dell Latitude 3310 laptops from GDC under COSTARS # 199069 in the amount of \$4,127,760 for the 2022-2023 school year as presented.

Motion by Melissa Disanto Castellano, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 8.2 Approval of GumDrop Case Purchase for Student Laptops  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 8,000 GumDrop Cases from GDC under COSTARS #199069 in the amount of \$224,400.00 for the 2022-2023 school year as presented.

Motion by Melissa Disanto Castellano, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 8.3 Approval of Digital Tablets Purchase  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 6,000 digital tablets in the amount of \$195,000 for the 2022-2023 school year as presented.

Motion by Melissa Disanto Castellano, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 8.4 Approval of USB Adapter Purchase for Student Laptops  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 6,000 USB Adapters from GDC under COSTARS # 199069 in the amount of \$30,960 for the 2022-2023 school year as presented.

Motion by Melissa Disanto Castellano, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 8.5 Approval of Student Headsets - Replenish Inventory  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 2,000 Gumdrop USB Headsets for student inventory restock for the 2021-2022 school year in the amount of \$24,120 per the COSTARS agreement 003-004; 199069

Motion by Melissa Disanto Castellano, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 8.6 Approval of Comcast Cable Communications Management, LLC Service Agreement (E-rate) for 3721 TecPort Drive, Suite 102, Harrisburg, PA 17111  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the Comcast Cable Communications Management, LLC Service Agreement (E-rate) for a 100MB Ethernet Dedicated Internet circuit for our 3721 TecPort Drive, Harrisburg location. This agreement is submitted as part of the E-rate program and was chosen based on price and service.

Motion by Melissa Disanto Castellano, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of M7 Public Relations Firm Contract  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approves this renewal agreement contract for public relations services with M7 public relations firm as presented

Motion by Dan LeRoy, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

Action: 9.2 Approval of the Service Agreement with Performance Leadership Institute, LLC  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approve the service agreement between The Pennsylvania Cyber Charter School and Performance Leadership Institute, LLC.

Motion by Dan LeRoy, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Statewide testing went well - staff is to be commended.
- Staff In-Service went well.
- HR is working on diversity equity and inclusion training for supervisors.
- Brian will attend advocacy meetings in Harrisburg.
- ArtReach has begun in regional offices.
- PA Cyber -media presence.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Discussed enrollment numbers, budget projections and withdrawals - will continue to monitor the numbers.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- In-person Family Services events have started.
- Regional offices - there will be a grand re-opening in State College and a grand opening in Erie.
- The polytechnic mobile lab has arrived - PA Cyber will have a new STEM Education Coordinator.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

#### 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

- Melissa Disanto Castellano - updates on her PA Cyber children.
- Chester Thompson - thanks for being kept up-to-date.
- Mr. Elder discussed reviewing board documents prior to the meeting.

#### 12. Adjournment

Information: 12.1 Next Regular Meeting - October 18, 2021 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Logan Clark, Dan LeRoy

**The September 20, 2021 Regular Meeting was adjourned at 5:32 PM.**

Minutes Approved by:  Date: 10/18/2021

Executive Session for Legal and Personnel Matters was held prior to the meeting at 3:30 PM.

Executive Session information provided by Joseph Askar, Solicitor:

#### **Attendees:**

##### **• Board Members:**

- o E. Elder
- o S. Robinson
- o L. Clark
- o S. Shahzadi
- o D. LeRoy
- o Melissa Castellano (at 4:05pm)

##### **• Others:**

- o E. Woelfel
- o N. Granito
- o B. Hayden
- o F. Spigelmyer
- o J. Shoaf
- o Roxanne Leone-Bovalino
- o Mark Iannini
- o J. Askar

#### **Topics:**

1. Employee Resignation
2. Safety/Security Plan as to how it relates to employees other than teachers
3. Potential Property Acquisition Update
4. Special Ed Settlement(s) discussion and review
5. CUSD settlement agreement review
6. Jigsaw and LLS contractual issues

JAskar



**October 18, 2021 Regular Meeting @ 4:30 PM (Monday, October 18, 2021)**  
 Generated by Cheryl Leydig on Tuesday, October 19, 2021

**Members present**

Edward Elder (in person), Chester Thompson (via Zoom), Steve Robinson (in person), Melissa Disanto Castellano (via Zoom), Dan LeRoy (in person)

**Members not present**

Tom Dorsey, Logan Clark, Marc Strawderman, Seemal Shahzadi

**Meeting called to order at 4:40 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

3. Board

Action, Minutes: 3.1 Approval of September 20, 2021 Regular Meeting Minutes  
 Recommend the Board of Trustees approve the September 20, 2021 Regular Meeting Minutes as presented.

Motion by Dan LeRoy, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

4. Finance

Action: 4.1 Approval of Finance Reports  
 (Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the following finance reports:

- \* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of September 30, 2021
- \* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of September 30, 2021
- \* Accounts Receivable Reports as of September 30, 2021 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021 and 2021 and 2022 school years
- \* Check Register for the month of September 2021
- \* Treasurer's Report as of September 30, 2021

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 4.2 Approval of Agreement for Electricity Commodity Program

(Consent Vote 4.1 & 4.2)

There was discussion about pricing.

Recommend the Board of Trustees permit the Board Treasurer/CFO to enter into an agreement for electricity commodity pricing through a consortium program administered by the Beaver County Intermediate Unit subject to final legal review/approval by the solicitor and CFO approval.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer, CAO, provided updates on the the webcam initiative, testing, and the Student Improvement Plan.

Jennifer Shoaf, DCAO, discussed grant funds and ACT 158.

Action: 5.2 Approval of "Project Go School Attendance Support"  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

This program was explained.

Recommended the Board of Trustees approve PROJECT GO SCHOOL ATTENDANCE SUPPORT Memorandum of Understanding with the Philadelphia District Attorney's Office (Juvenile Division).

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.3 Approval of Edinboro University Student Teacher for the Spring of 2022  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve Amanda Hall, Edinboro University Student Teacher, for a student teaching experience with Lon Valentine and Katie McGuire from January 19 - May 5, 2022.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.4 Approval of Keystone State Testing Contracts  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve contracts for the Keystone Winter 2021/2022 testing window as presented

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.5 Approval of Special Education Contracts  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve the October 2021 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.6 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve the October 2021 contracts requiring Board signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.7 Approval of Middle School ESports Club  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve the Middle School ESports Club as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.8 Approval of Digital Fabrication 3D Printing Workshop  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve the Digital Fabrication 3D Printing Workshop as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.9 Approval of Digital Fabrication Laser Cutting Workshop  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve the Digital Fabrication Laser Cutting Workshop as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 5.10 Approval of eSports Workshop  
(Consent Vote 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 & 5.10)

Recommend the Board of Trustees approve the eSports Workshop as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Approval of AIA Agreement

Recommend the Board of Trustees approve the professional services agreement between Core Architects and PA Cyber as presented.

Motion by Chester Thompson, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of New Hires  
(Consent Vote 7.1, 7.2 & 7.3)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 7.2 Approval of Employee Changes  
(Consent Vote 7.1, 7.2 & 7.3)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 7.3 Approval of September 2021 Employee Leave Report  
(Consent Vote 7.1, 7.2 & 7.3)

Recommend the Board of Trustees approve the September 2021 Employee Leave Report as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of Student Calculator Purchase  
(Consent Vote, 8.1, 8.2, 8.3 & 8.4)

Recommend the Board of Trustees approve the purchase of 10,000 TI-34 calculators for the 2022-2023 and 2023-2024 school year in the amount of \$158,500.00 from Underwood Distributing Company as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 8.2 Approval of the Purchase, Assembly, and Delivery of Technology Kits, Mice, Headsets, and Backpacks  
(Consent Vote, 8.1, 8.2, 8.3 & 8.4)

Recommend the Board of Trustees approve the quote provided by GDC in the amount of \$253,800.00 under COSTARS #199069 for the purchase of 5,000 mice, backpacks, headsets, tech kits, and the assembly and delivery of those kits to PA Cyber for the 2022-2023 school year as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 8.3 Approval of Technology Recycle  
(Consent Vote, 8.1, 8.2, 8.3 & 8.4)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

Action: 8.4 Approval of Zoom Data Consent  
(Consent Vote, 8.1, 8.2, 8.3 & 8.4)

Dean Phillips explained this.  
Joe Askar, Solicitor, confirmed that this was approved by legal.

Recommend the Board of Trustees approve the Zoom Consent to Educational Collection form as presented.

Motion by Dan LeRoy, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

## 9. Operations

Presentation: 9.1 Marketing Update  
David Atkins reviewed PA Cyber's popular posts on social media and shared a PA video was shared.

Action: 9.2 Approval of Staff Holiday Purchase  
David Atkins showed the staff holiday gift to everyone.

Recommend of Board of Trustees approve staff holiday purchase in the estimated amount \$38,608.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden  
Brian Hayden discussed a fundraiser in which PA Cyber participated. He also shared updates in Harrisburg.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO  
Enrollment numbers were discussed for total enrollment and new students.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO  
Eric Woelfel, DCOO, reviewed FamilyLink and regional office activities.  
Discussions are beginning for a Strategic Plan refresh.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments  
Steve Robinson commended David Atkins - Marketing.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - November 15, 2021 @ 4:30 PM

Action: 12.2 Adjourn  
Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Chester Thompson, Steve Robinson, Melissa Disanto Castellano, Dan LeRoy

**The October 18, 2021 Regular Meeting was adjourned at 5:40 PM.**



Minutes Approved by: Cheryl D. Leydig Date: 11/15/2021

Executive Session for Legal and Personnel Matters was held prior to the meeting at 3:00 PM.  
Start Time: 3:10 PM

Executive Session information provided by Joseph Askar, Solicitor:

**Attendees:**

**Board Members:**

- \* Edward Elder
- \* Steve Robinson
- \* Melissa Castellano
- \* Dan LeRoy

**Employees:**

- \* Brian Hayden
- \* Nicole Granito
- \* Jennifer Shoaf
- \* Francie Spigelmyer
- \* Eric Woelfel
- \* Matthew Schulte
- \* Roxanne Leone-Bovalino
- \* Joe Askar

**Visitors:**

Core Architects:

- \* Connor Magee
- \* David Nitchkey

**Issues:**

1. Pa DOH Nursing Requirement Correspondence
2. Architects' introduction and review of proposed building renditions
3. COVID summary and email discussion

**November 15, 2021 Regular Meeting @ 4:30 PM (Monday, November 15, 2021)**

Generated by Cheryl Leydig on Tuesday, November 16, 2021

**Members present**

Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

**Members not present**

Tom Dorsey, Chester Thompson, Seemal Shahzadi

**Meeting called to order at 4:36 PM**

## 1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

## 2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

## In Person:

Lindsay Kostyak - Academic Advisor - spoke on working from home

Charles Zielinske - Academic Advisor - spoke on working from home

Lauren Graham - School Counselor - talked about staff mental health concerns

Erin Mills - Academic Advisor - discussed a hybrid work environment

Ann Shansky - Related Services Billing Coordinator - spoke on behalf of Special Education on-site staff and a hybrid work environment

## On ZOOM:

George McCoy - Curriculum Coordinator - proposed a flex schedule

Rachel Krut - Administrative Assistant - asked for flexibility

Casey Betzler - Curriculum Coordinator - asked for flexibility

Amanda Kuczma - Academic Advisor - shared concerns about co-workers' Covid cases

## 3. Board

Action, Minutes: 3.1 Approval of October 18, 2021 Regular Meeting Minutes

Recommend the Board of Trustees approve the October 18, 2021 Regular Meeting Minutes as presented.

Motion by Marc Strawderman, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 3.2 Approval of Resignation of Seemal Shahzadi, Board Trustee

Recommend the Board of Trustees approve the resignation of Seemal Shahzadi, Board Trustee, effective November 15, 2021.

Motion by Steve Robinson, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

#### 4. Finance

##### Action: 4.1 Approval of Finance Reports

Steve Robinson asked Matt Schulte to provide an update on the Audit. It is almost finished. Matt Schulte also said he is working on the tax return - Form 990.

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statement as of October 31, 2021
- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of October 31, 2021
- \* Accounts Receivable Reports as of October 31, 2021 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021 and 2021/2022 school years
- \* Check Registers for the Operating Account and Health Care Account for the month of October 2021
- \* Treasurer's Report as of October 31, 2021

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

#### 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer (CAO) provided a brief summary:

- CSIP - Comprehensive Support & Improvement Plan
- MTSS (Multi-tiered System of Support) process
- New testing site for Uniontown
- Working on Middle States report

Jennifer Shoaf (DCAO):

- Curriculum updates /ordering books and materials

Action: 5.2 Approval of Special Education Evaluation Contract  
(Consent Vote 5.2 through 5.5)

Recommend the Board of Trustees approve the Special Education Evaluation Contract to provide Special Education Services for student in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.3 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.5)

Recommend the Board of Trustees approve the November 2021 Special Education contracts requiring Board signature for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.4 Approval of Special Education Contracts  
(Consent Vote 5.2 through 5.5)

Recommend the Board of Trustees approve the November 2021 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action, Information: 5.5 Approval of State Testing Site for December Keystone Examinations-Uniontown  
(Consent Vote 5.2 through 5.5)

Recommend the Board of Trustees approve the contract (Uniontown) for the Keystone Winter 2021/2022 testing window as presented

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Approval of Amendment to Facilities Agreement

Nicole Granito answered Steve Robinson's question about the increase in the office size. Logan Clark indicated that it is needed.

Recommend the Board of Trustees approve the first amendment to the facilities agreement between PA Cyber and Lincoln Learning Solutions as presented.

Motion by Steve Robinson, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of October 2021 Employee Leave Report

(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the October 2021 Employee Leave Report as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.2 Approval of New Hires

(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.3 Approval of Employee Changes

(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.4 Approval of Revised 2021-2022 Salary Schedule

(Consent Vote 7.1 through 7.5)

Nicole Granito explained this new classification.

Recommend the Board of Trustees approve the revised 2021-2022 Salary Schedule, as presented, to be effective December 1, 2021.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.5 Approval of Job Descriptions and Classifications  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the following revised Job Descriptions and Classifications, as presented.

-Special Education Related Services Coordinator (no classification change)

-School Nurse, classification CSN01.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of Staff Laptop and Power Adapter Purchase - Replenish Inventory  
(Consent Vote 8.1 & 8.2)

Recommend the Board of Trustees approve the purchase of twenty-five (25) Dell Latitude 3560 laptops and six (6) power adapters in the amount of \$24,602.65 per the COSTARS Software Agreement 003-004; 199069.

Motion by Marc Strawderman, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 8.2 Approval of Ink Purchase for Student Printers - Replenish Inventory  
(Consent Vote 8.1 & 8.2)

Recommend the Board of Trustees approve the purchase of 10,000 HP 67 Black Ink in the amount of \$104,900 per the COSTARS Software Agreement 199069.

Motion by Marc Strawderman, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of Revised 2021-2022 School Calendar  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approved the revised 2021-2022 School Calendar as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 9.2 Approval of PDS Addendum  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approve PDS Software License Agreement Addendum A as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Visited the new Greensburg office
- Participated in a call with Francie Spigelmyer and CSI
- Penn State Readiness Institute
- Staff is preparing for statewide testing
- Legislative update
- There was a meeting about employee concerns - services available have been made known to employees
- Chamber of Commerce will meet at 1200 Midland Avenue

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

New student enrollment is up from last year.

Update on total enrollment as it relates to the budget - there are enrollment updates each month.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- WWII Veteran, Mathias Gutman, spoke on Veteran's Day to students and staff. Eric commended Dave Veon, Bill Haas, and the entire marketing for coordinating the day.
- The STEM Education Coordinator - Polytechnic Fab Lab
- The Strategic Vision Planning Committee had their first meeting.

Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatrisano

There were no questions or comments.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Dan LeRoy - no comments

Melissa Castellano - thanked everyone who spoke and wished everyone a Happy Thanksgiving.

Marc Strawderman - thanked everyone who voiced an opinion & said Happy Thanksgiving

Logan Clark - thanked everyone who spoke

Steve Robinson - agreed with his colleagues

Mr. Elder - thanked everyone. Appointed Erin Mills to assemble a team to meet with Brian.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - December 20, 2021 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

**The November 15, 2021 Regular Meeting was adjourned at 5:52 PM.**

Minutes Approved by: \_\_\_\_\_



Date: 12/20/2021

Executive Session for Legal and Personnel Matters was held prior to the meeting at 4:00 PM.

Start Time: 4:02 PM

Executive Session information provided by Joseph Askar, Solicitor:

**Attendees:**

**Board Members:**

- \* Edward Elder
- \* Steve Robinson
- \* Logan Clark
- \* Marc Strawderman
- \* Melissa Castellano

**Employees:**

- \* Brian Hayden
- \* Nicole Granito
- \* Eric Woelfel
- \* Jennifer Shoaf
- \* Roxanne Leone-Bovalino
- \* Dr. Jerald Barris
- \* Francie Spigelmyer

**Outside:**

- \* Steve Korb, Esq.

**Issues:**

1. Employee-related matter
2. COVID Report

End Time: 4:22 PM



**December 20, 2021 Regular Meeting @ 4:30 PM (Monday, December 20, 2021)**  
*Generated by Cheryl Leydig on Tuesday, December 21, 2021*

**Members present**

Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

**Members not present**

Tom Dorsey, Melissa Disanto Castellano, Logan Clark

**Meeting called to order at 4:32 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments  
There were no public comments.

3. Board

Action, Minutes: 3.1 Approval of November 15, 2021 Regular Meeting Minutes  
Recommend the Board of Trustees approve the November 15, 2021 Regular Meeting Minutes as presented.

Motion by Steve Robinson, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

4. Finance

Action: 4.1 Approval of PA Unemployment Insurance Bonded Service Agreement Renewal  
(Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the Pennsylvania Unemployment Insurance Bonded Service Agreement renewal for the period January 1, 2022 - December 31, 2022

Motion by Chester Thompson, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 4.2 Approval of Finance Reports  
(Consent Vote 4.1 & 4.2)



Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statement as of November 30, 2021
- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of November 30, 2021
- \* Accounts Receivable Reports as of November 30, 2021 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021 and 2021/2022 school years
- \* Check Register for the month of November 2021
- \* Treasurer's Report as of November 30, 2021

Motion by Chester Thompson, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 4.3 Approval of Acceptance of Annual Comprehensive Financial Report

Jeff Anzovino, partner at Deluzio & Company, discussed the audit report.

Recommend the Board of Trustees accept the fiscal year ended June 30, 2021 independent Annual Comprehensive Financial Report (ACFR) as prepared by Deluzio & Company, LLP

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 4.4 Approval of Accepting Return of Organization Exempt from Income Tax IRS Form 990

Recommend the Board of Trustees accept the Return of Organization Exempt from Income Tax IRS Form 990 document for fiscal year ended June 30, 2021

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

## 5. Education

Discussion, Information: 5.1 Academic Updates: Jennifer Shoaf, DCAO  
Social and Emotional Learning: Lunch & Learn Sessions will be extended.

Dr. Barris provided an update on the status of the CSI plan. It is on track.

Action: 5.2 Approval of State Testing Site for December Keystone Examinations-Butler, PA.  
(Consent Vote 5.2 through 5.6)

Recommend the Board of Trustees approve the rental contract for Keystone State Testing at the Monarch Training Institute in Butler, Pennsylvania to conduct the December Keystone Examinations as presented

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.3 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.6)

Recommend the Board of Trustees approve the December 2021 Special Education contracts requiring Board signature for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.4 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.2 through 5.6)

Recommend the Board of Trustees approve the November 2021 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.5 Approval of Mobile Fab Lab Agreement  
(Consent Vote 5.2 through 5.6)

Recommend the Board of Trustees approve the Mobile Fab Lab agreement between The Pennsylvania Cyber Charter School and The Carnegie Science Center as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.6 Approval of Ear Buds - A Podcast Club  
(Consent Vote 5.2 through 5.6)

Mr. Elder asked to hear more about this new club.

Recommend the Board of Trustees approve Ear Buds - A Podcast Club as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Approval of Philadelphia Regional Office Access Control and Security System

Recommend the Board of Trustees approve quotation for access control and security system in the amount of \$33,500 per CoStars contract #4400024235 as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of November 2021 Employee Leave Report  
(Consent Vote 7.1 & 7.2)

Recommend the Board of Trustees approve the November 2021 Employee Leave Report as presented.

Motion by Chester Thompson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 & 7.2)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Chester Thompson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 7.3 Approval of Employee Changes

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Chester Thompson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of ZScaler Renewal  
(Consent Vote 8.1 through 8.4)

Recommend that the Board of Trustees approve the renewal of a three year subscription to ZScaler in the amount of \$ 277,725 per COSTARS agreement 006-124 as presented.

Motion by Marc Strawderman, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.2 Approval to Rebuild the Aruba ClearPass Environment  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the attached statement of work to rebuild the Aruba ClearPass system in the amount of \$10,184 as presented.

Motion by Marc Strawderman, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.3 Approval to Purchase Kaseya's 3rd Party Patching & Deployment Software  
(Consent Vote 8.1 through 8.4)

Recommend that the Board of Trustees approve the purchase of Kaseya's 3rd Party Patching & Deployment module in the amount of \$25,187.50 as presented.

Motion by Marc Strawderman, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.4 Approval of Blackboard Collaborate and Blackboard Connect Agreement  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the renewal agreement with Blackboard Inc. for the Collaborate Ultra product and Connect Mass Notification product in the amount of \$29,125.00 as presented.

Motion by Marc Strawderman, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of National School Choice Week Mailing  
(Consent Vote 9.1 through 9.3)

Recommend the Board of Trustees approve National School Choice Week mailing in the estimated amount \$28,240.

Motion by Chester Thompson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 9.2 Approval of Pompeii Exhibition at the Carnegie Science Center  
(Consent Vote 9.1 through 9.3)

Recommend the Board of Trustees approves Pompeii Exhibition presenting sponsorship at the Carnegie Science Center in the estimated amount of \$25,000.

Motion by Chester Thompson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 9.3 Approval of Meltwater - PR Tracking Services  
(Consent Vote 9.1 through 9.3)

Recommend Board of Trustees approves the one-year renewal of the existing media tracking service contract in the amount of \$13,500.

Motion by Chester Thompson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Successfully completed Keystones - thanked everyone.
- Labor negotiations with Special Education unit began.
- Winter Break begins on Thursday at 12:05 pm.
- Regional offices hosted holiday parties.
- Thanked the board members for their support.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Total student enrollment is down from last year, but more new students have been enrolled this year.
- We are getting close to the enrollment parameter.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- All of the regional offices hosted Winter Blasts.
- There were also Snowflake Balls.
- A new location was found for the Allentown regional office - waiting for more information.
- PA Cyber's Strategic Planning Committee will meet again January.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

No questions.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Marc Strawderman - happy holidays and enjoy the break.

Chester Thompson - echoed Marc's comments.

Dan LeRoy - Merry Christmas and Happy New Year.

Steve Robinson - Congratulations to the business office team for another successful audit. Happy holidays to all.

Mr. Elder - Enjoy the holidays and rest. There is more hard work ahead.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - January 17, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Chester Thompson, Steve Robinson, Marc Strawderman, Dan LeRoy

**The December 20, 2021 Regular Meeting was adjourned at 5:09 PM.**

Minutes Approved by:                     *Cheryl D Leydig*                     Date:                     1/17/2022                    

Executive Session for Legal and Personnel Matters was held prior to the meeting at 3:30 PM.

Executive Session information provided by Joseph Askar, Solicitor:

Start Time: 3:36pm  
End Time: 4:23pm

**Issues:**

- CoVID Safety Plan Review
- Property Acquisition Review
- Union Organization Update

**Board Attendees:**

Marc Strawderman  
Edward Elder  
Steve Robinson B. Hayden F. Spigelmyer  
Melissa Castellano N. Granito J. Askar  
Dan LeRoy

**Employees:**

Matt Schulte  
Jennifer Shoaf  
Brian Hayden  
Nicole Granito  
Eric Woelfel  
Roxanne Leone-Bovalino  
Francie Spigelmyer

Merry Christmas and Happy New Year  
JAskar

**January 17, 2022 Regular Meeting @ 4:30 PM (Monday, January 17, 2022)**

Generated by Cheryl Leydig on Wednesday, January 19, 2022

**Members present**

Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

**Members not present**

Melissa Disanto Castellano, Marc Strawderman

**Meeting called to order at 4:32 PM**

## 1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

**Action: 1.3 Approval of Amendment of Agenda**

Solicitor Askar respectfully requested the Board of Trustees approve a motion to amend the agenda to:

- Revise section 3.2 to reflect the date of the April 2022 meeting be changed to April 25, 2022.
- Add section 3.3 Board of Trustees accept and approve the resignation of Trustee Chester Thompson effective immediately following the adjournment of this meeting.
- Add section 7.5 Board of Trustees approve the termination of employee #182, effective January 17, 2022, based on the recommendations of the interested executives and outside counsel.

**Recommend to amend the agenda to:**

- Revise section 3.2 to reflect the date of the April 2022 meeting be changed to April 25, 2022.
- Add section 3.3 Board of Trustees accept and approve the resignation of Trustee Chester Thompson effective immediately following the adjournment of this meeting.
- Add section 7.5 Board of Trustees approve the termination of employee #182, effective January 17, 2022, based on the recommendations of the interested executives and outside counsel.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

## 2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

There were no public comments.

## 3. Board

Action, Minutes: 3.1 Approval of December 20, 2021 Regular Meeting Minutes  
(Consent Vote 3.1, 3.2 and 3.3)

Recommend the Board of Trustees approve the December 20, 2021 Regular Meeting Minutes as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 3.2 Approval of April 2022 Board of Trustee Regular Meeting Date Change  
(Consent Vote 3.1, 3.2 and 3.3)

Recommend the Board of Trustees reschedule the Board of Trustee Meeting dated April 18, 2022 to April 25, 2022 due to the date conflicting with PA Cyber's Spring Break.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 3.3 Approval of Resignation of Chester Thompson, Board Trustee  
(Consent Vote 3.1, 3.2 and 3.3)

Recommend Board of Trustees accept and approve the resignation of Trustee Chester Thompson, effective immediately following the adjournment of this meeting.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

#### 4. Finance

Action: 4.1 Approval of Finance Reports  
(Consent Vote 4.1, 4.2 and 4.3)

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statement as of December 31, 2021
- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of December 31, 2021
- \* Accounts Receivable Reports as of December 31, 2021 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021 and 2021/2022 school years
- \* Check Register for the month of December 2021
- \* Treasurer's Report as of December 31, 2021

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 4.2 Approval of Health Care Program Stop Loss Renewal  
(Consent Vote 4.1, 4.2 and 4.3)

Recommend the Board of Trustees approve the Health Care Program Stop Loss Renewal effective January 1, 2022 through December 31, 2022

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 4.3 Approval of Health Care Program/Life Insurance Program Rates for Calendar Year 2022  
(Consent Vote 4.1, 4.2 and 4.3)

Recommend the Board of Trustees approve the Health Care/Life Insurance Program and Rates renewal including Administrative Fees effective January 1, 2022 through December 31, 2022

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Updates from Francie Spigelmyer:

- Middle States letter received - commended PA Cyber
- MTSS update
- Induction update

Updates from Jen Shoaf, DCAO:

- Curriculum - LLS legacy courses will no longer be accessible
- Determining books and materials for next year.
- ArtReach enrollment.
- SEL (Social/Emotional Learning) initiative continues for staff and families

There was a brief discussion.

Action: 5.2 Approval of Slippery Rock University Student Teacher for the Spring of 2022  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve Ms. Kristen Vensel as a student teacher at the 9-12 Academy. Ms. Vensel will be working with VC Teacher Ms. Sarah Clites from January 18 - March 11, 2022.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 5.3 Approval of High School Cyber Strong Keystone Test Prep Program  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve the High School Cyber Strong Keystone Test Prep program for the 2021-2022 school year to run from March through May at a cost not to exceed 4000.00 with anticipated costs of \$3600.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 5.4 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve the January 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 5.5 Approval of Special Education New and Revised contracts.  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve the January 2022 New and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 5.6 Approval of 2021-22 IMPACT Teacher Tutors  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve the following teachers to serve as Teacher Tutors in the IMPACT program and be eligible to receive the \$25 per hour session stipend as stated on the Supplemental Pay Form for IMPACT Tutors.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy



Action: 5.7 Approval of Cyberstrong PSSA Prep Tutoring Sessions 6-8 Academy  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve 14 staff members to instruct the Cyberstrong PSSA Prep Tutoring Sessions starting February 7, 2022, and ending on April 12, 2022 as presented.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 5.8 Approval of MOU between LPPACS and PA Cyber  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve the updated 2021-2022 Memorandum of Understanding between Lincoln Park Performing Arts Charter School (LPPACS) and The Pennsylvania Cyber Charter School for shared employees as presented.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 5.9 Approval of 2021-22 3-5 Academy Cyber Strong PSSA Prep Program and Staffing  
(Consent Vote 5.2 through 5.9)

Recommend the Board of Trustees approve the 3-5 Academy Cyber Strong PSSA Prep program for the 2021-2022 school year to run from February through April at a cost not to exceed \$4,500 with anticipated costs of \$4,380 as presented.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

## 6. Facilities and Grounds (No Items)

## 7. Personnel

Action: 7.1 Approval of December 2021 Employee Leave Report  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the December 2021 Employee Leave Report as presented.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 7.2 Approval of Employee Changes  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 7.3 Approval of New Hires  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 7.4 Approval of New and Revised Job Descriptions  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the following new and revised job descriptions and classifications, as presented:  
-Assistant Director of Curriculum (New, classification DMS04)  
-Assistant Endpoint Administrator (Revised)  
-Technology Helpdesk Representative Tier I (Revised)

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 7.5 Approval of Termination Effective January 17, 2022  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the termination of employee #182, effective January 17, 2022, based on the recommendations of the interested executives and outside counsel.

Motion by Steve Robinson, second by Chester Thompson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of 3310 Laptop Purchase for Teachers  
(Consent Vote 8.1, 8.2 and 8.3)

Recommend the Board of Trustees approve the purchase of twenty-five (25) Dell Latitude 3310 laptops in the amount of \$23,499 per the COSTARS Software Agreement 003-004; 199069.

Motion by Chester Thompson, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 8.2 Approval of BTPros Sharepoint Proposal  
(Consent Vote 8.1, 8.2 and 8.3)

Recommend that the Board of Trustees approve the BTPros proposal to migrate PAcyber's on-premise intranet to Sharepoint Online in the amount of \$69,127 per as presented.

Motion by Chester Thompson, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

Action: 8.3 Approval of Mimecast Renewal  
(Consent Vote 8.1, 8.2 and 8.3)

Recommend that the Board of Trustees approve the renewal of a one year subscription to Mimecast in the amount of \$65,750.00 per COSTARS agreement 006-124 as presented.

Motion by Chester Thompson, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

## 9. Operations (No Items)

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- MLK Day In-Service Event
- Staff professional development - emerging leaders

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Enrollment is close to capacity
- Increase in new student enrollments this year.
- Numbers are monitored daily to determine if there is a need for a waiting list.
- Review of budget - enrollment projections.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- Family services team hosted a presentation from a Holocaust survivor.
- MLK day events.
- Update on search for a new location for the Allentown office.
- Strategic planning refresh update. Completed a competitor analysis. Next are the stakeholder surveys.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

There were no questions.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Tom Dorsey - "It's nice to see everyone."

Logan Clark - "Persevere in 2022 like 2021."

Steve Robinson - happy to hear all of the good reports.

Dan LeRoy - "Happy New Year and MLK Day!" Wished Chester Thompson well.

Chester Thompson - "It's been an honor. Thanks for the opportunity." He had a few follow-up questions.

Edward Elder - "Good luck to Chester."

## 12. Adjournment

Information: 12.1 Next Regular Meeting - February 21, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Chester Thompson, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Chester Thompson, Steve Robinson, Logan Clark, Dan LeRoy

**The January 17, 2022 Regular Meeting was adjourned at 5:33 PM.**

Minutes Approved by: \_\_\_\_\_



Date: 2/21/2022

Executive Session

Executive Session for Legal and Personnel Matters was held prior to the meeting at 3:30 PM.

01.17.2022 Executive Session information provided by Joseph Askar, Solicitor:

Start Time: 3:31pm

End Time: 4.16pm

**Issues:**

- COVID Safety Plan Review
- Property Acquisition Update
- Vendor Contract extension status
- Change of April meeting date
- Employee termination discussion

**Board Attendees:**

Tom Dorsey  
Edward Elder  
Steve Robinson  
Logan Clark  
Chester Thompson  
Dan LeRoy

**Personnel Attendees:**

Matt Schulte  
Jennifer Shoaf  
Brian Hayden  
Nicole Granito  
Chad Francis  
Eric Woelfel  
Roxanne Leone-Bovalino  
Francie Spigelmyer  
Joseph Askar  
Steve Koerbel



**February 21, 2022 Regular Meeting @ 4:30 PM (Monday, February 21, 2022)**  
*Generated by Cheryl Leydig on Wednesday, February 23, 2022*

**Members present**

Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

**Members not present**

Marc Strawderman, Melissa Disanto Castellano, Logan Clark

**Meeting called to order at 4:36 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

There were no public comments.

3. Board

Action, Minutes: 3.1 Approval of January 17, 2022 Regular Meeting Minutes  
Recommend the Board of Trustees approve the January 17, 2022 Regular Meeting Minutes, as presented.

Motion by Dan LeRoy, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

4. Finance

Action: 4.1 Approval of Finance Reports

Recommend the Board of Trustees approve the following finance reports:  
\* General Fund Balance Sheet and Profit & Loss Statement as of January 31, 2022  
\* Internal Service Fund Balance Sheet and Profit & Loss Statement as of January 31, 2022  
\* Accounts Receivable Reports as of January 31, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020 and 2021/2022 school years  
\* Check Register for the month of January 2022  
\* Treasurer's Report as of January 31, 2022

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Update from Francie Spigelmyer - CAO:

- Productive In-Service
- Induction process is going well

Update from Jen Shoaf - DCAO:

- In-Service covered the curriculum update and graduation pathways
- Graduation website is up online

Action: 5.2 Approval of High School Cyber Strong Keystone Test Prep Program Instructors  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the High School Cyber Strong Keystone Test Prep program Instructors for the 2021-2022 school year. The program was approved previously at last month's board meeting.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.3 Approval of the PA Cyber Student Assistance Program: Case Advisor Agreement  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the revised Student Assistance Program Case Advisor Agreement as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.4 Approval of MOU between PA Cyber and Robert Morris University  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the MOU between PA Cyber and Robert Morris University in order to offer RMU College In High School courses.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.5 Approval of Special Education New and Revised contracts.  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the February 2022 New and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.6 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the February 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.7 Approval of Multi-Tiered System of Supports Contract-EDINSIGHT  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the Multi-Tiered System of Supports Contract with EDINSIGHT as presented

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.8 Approval of the 2022 K-5 Summer Reading & Math Program, Materials, Tutors, and Stipend  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the 2022 K-5 Summer Reading & Math Program, materials, tutors, and Stipend

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.9 Approval of State Testing Contracts  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve the Spring State Testing Contracts for PSSA's and Keystone Examinations as presented

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.10 Approval of Course Catalog Printing Estimate  
(Consent Vote 5.2 through 5.11)

Recommend the Board of Trustees approve PA Cyber to move forward with the printing, binding, and mail preparation of the 2022-2023 course catalogs at an estimated cost of \$38,000.00.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 5.11 Approval of 2021-2022 3-5 Academy Cyber Strong Tutor Update  
(Consent Vote 5.2 through 5.11)

Recommend the board of trustees approve Kristen Kaminski to tutor 5th Grade ELA Cyber Strong Session during the 2021-22 3-5 Academy Cyber Strong Program.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Approval of Facilities & Maintenance Agreement Extension  
Recommend the Board of Trustees approve the first extension of term to facilities and maintenance services agreement between PA Cyber and Lincoln Learning Solutions as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of New Hires  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Tom Dorsey, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 7.2 Approval of January 2022 Employee Leave Report  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the January 2022 Employee Leave Report as presented.

Motion by Tom Dorsey, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.4)

Nicole Granito, COO, announced that the Director of Marketing and Communications, David Atkins, is leaving PA Cyber for another position elsewhere. She and the board members thanked David for all of the good work he has done.

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, and Payroll Adjustments as presented.

Motion by Tom Dorsey, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 7.4 Approval of Revised Job Description  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the following revised job description:  
-Student Assistance Program (SAP) Representative

Motion by Tom Dorsey, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of Verizon Wireless Limited Distance Learning Authorized Customer Agreement  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the Verizon Wireless Limited Distance Learning Authorized Customer Agreement.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 8.2 Approval of the AT&T Sub-Participating Addendum under the NASPO Valuepoint Wireless Communication Services and Equipment Master Agreement Number: MA149  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the AT&T Sub-Participating Addendum under the NASPO Valuepoint Wireless Communication Services and Equipment Master Agreement Number: MA149.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 8.3 Approval of Technology Recycle  
(Consent Vote 8.1 through 8.6)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Steve Robinson, second by Dan LeRoy.



Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 8.4 Approval of Student Backpacks and Mice Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of student backpacks and mice for inventory re-stock in the amount of \$15,945 per the COSTARS agreement 003-004; 199069.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 8.5 Approval of Astound Business Solutions Service Order for 974 Marcon Blvd, Allentown, PA 18109  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the Astound Business Solutions Service Order for a 250MB download/15MB upload Internet circuit for our 974 Marcon Blvd, Suite 200, Allentown location. This agreement is submitted as part of the E-rate program and was chosen based on price and service.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 8.6 Ratification Application Development Agreement  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees ratify application development and support agreement between PA Cyber and All Covered as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of Beaver County Educational Trust "Growing with Books" Agreement  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approves sponsorship with the Beaver County Educational Trust in support of its Growing with Books program.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

Action: 9.2 Approval of Furniture Purchase Philadelphia Regional Office  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approve furniture purchase from Workspace Inc. in the amount of \$307,988.63 via OMNIA Partners Education Contract Pricing, PA State Contract Number 4400016578, and PA State Contract Number 4400016585 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

1. Governor's budget address: proposed charter school cuts.
2. Emerging from the pandemic - there were Valentine's Day parties in the regional offices.
3. Registration for graduation ceremonies is going well.
4. Negotiations with the Special Ed unit have begun.

Information, Minutes: 10.2 Enrollment Report: Nicole Granito, COO

- Enrollment numbers for total students and new students for the month of February are up from last year.
- There is an enrollment waitlist - as spaces open up, students are pulled from the waitlist.
- Budget number for new students is down from the proposed budget.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- The Polytechnic mobile lab has been traveling.
- Regional office update: new Philadelphia space is under construction, New Harrisburg space will be under construction soon, and there is an agreement for lease terms for Allentown.
- Strategic plan: surveys will be sent in March.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatrisano

There were no questions.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Tom Dorsey - hopes to attend the March meeting in person.

Dan LeRoy - good luck to David Atkins.

Steve Robinson - appreciation to David Atkins for raising the bar.

Mr Elder - thanks to David Atkins and good meeting.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - March 21, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy

**The February 21, 2022 Regular Meeting was adjourned at 5:05 PM.**

Minutes Approved by:  Date: 3/21/2022

Executive Session for Legal and Personnel Matters was held prior to the meeting at 4:00 PM.

02.21.2022 Executive Session information provided by Joseph Askar, Solicitor.

Start Time: 4:00pm

End Time: 4:29pm

Issues:

- CoVID Safety Plan Review
- Property Acquisition Update
- Vendor Contract extension status

**Board Attendees:**

Tom Dorsey

Edward Elder

Steve Robinson

Dan LeRoy

**Personnel Attendees:**

Nicole Granito

Roxanne Leone-Bovalino

Brian Hayden

Joseph Askar



**March 21, 2022 Regular Meeting @ 4:30 PM (Monday, March 21, 2022)**

*Generated by Cheryl Leydig on Tuesday, March 22, 2022*

**Members present**

Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

**Members not present**

Logan Clark

**Meeting called to order at 4:32 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

There were no public comments.

3. Board

Action, Minutes: 3.1 Approval of February 21, 2022 Regular Meeting Minutes

Recommend the Board of Trustees approve the February 21, 2022 Regular Meeting Minutes as presented.

Motion by Marc Strawderman, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 3.2 Approval to Appoint New Board Member

Recommend the Board of Trustees appoint new board member Mark Noll to The Pennsylvania Cyber Charter School Board of Trustees.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

4. Finance

Action: 4.1 Approval of Finance Reports

Matt Schulte answered questions from Steve Robinson regarding the statements.

Recommend the Board of Trustees approve the following finance reports:

\* General Fund Balance Sheet and Profit & Loss Statement as of February 28, 2022

\* Internal Service Fund Balance Sheet and Profit & Loss Statement as of February 28, 2022

\* Accounts Receivable Reports as of February 28, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020 and 2021/2022 school years

- \* Check Register for the month of February 2022
- \* Treasurer's Report as of February 28, 2022

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer - CAO:

- New 9-10 Principal - Danielle Phillips
- School Improvement Plan (SIP) update.
- AHN Project
- What Happens Next (WHN) update
- Streamlining Childline referral process

Jen Shoaf - DCAO:

- Continuing with monthly social emotional learning sessions
- Explaining graduation pathways to everyone

Action: 5.2 Approval of Licensing for Claris - FileMaker Pro (FMP)  
(Consent Vote 5.2 through 5.7)

Steve Robinson had a question about the contract.

Recommend the Board of Trustees approve the Claris - FileMaker Pro (FMP) Annual Licensing Renewal quote for 100 licenses of FileMaker Pro (FMP) a 12-month subscription as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.3 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.7)

Recommend the Board of Trustees approve the March 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.4 Approval of Special Education Revised and Renewal contracts.  
(Consent Vote 5.2 through 5.7)

Recommend the Board of Trustees approve the March 2022 Revised and renewal contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.5 Approval of Scholastic Education for Title I Summer Sessions  
(Consent Vote 5.2 through 5.7)

Recommend the Board of Trustees approve the purchase of books from Scholastic Education for use with students in the Title I program during the summer months in the amount of \$8,536.47 as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.6 Approval of Hershey Park Tickets

(Consent Vote 5.2 through 5.7)

Recommend the Board of Trustees approve the purchase of 1000 Hershey Park tickets at a cost of \$39,950 to be sold to PA Cyber graduates, students, families, and staff as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.7 Approval of Making Macrame Workshop

(Consent Vote 5.2 through 5.7)

Recommend the Board of Trustees approve the Making Macrame Workshop as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Approval of Signage Quote

(Consent Vote 6.1 through 6.3)

Recommend the Board of Trustees approve the quote for exterior signage for 1200 Midland Ave. in the estimated amount of \$69,825 as presented

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 6.2 Approval of Change Order

(Consent Vote 6.1 through 6.3)

Recommend the Board of Trustees approve change order 4164 DC-5 in the amount of \$1,507.00 as presented

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 6.3 Authorization to proceed with Letter of Intent

(Consent Vote 6.1 through 6.3)

Recommend the Board of Trustees authorize the Chief Executive Officer to negotiate and execute LOI pending final legal and executive review and approval as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of February 2022 Employee Leave Report

(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the February 2022 Employee Leave Report as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.2 Ratification of TrueScripts Summary of Material Modifications Agreement

(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees ratify the agreement between PA Cyber Charter School and TrueScripts, as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.3 Approval of Settlement Agreement and Release

(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School, the PA Cyber School Education Association, and Employee 1268, as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.4 Approval of Employee Changes

(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.5 Approval of New Hires

(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.6 Approval of Agreement with Integrated Corporate Health

(Consent Vote 7.1 through 7.6)

There were questions from Steve Robinson about this screening. Nicole Granito answered that it is voluntary and part of the wellness program.

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and Integrated Corporate Health, as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of DQE Communications Metro Ethernet & Internet Service Order Agreement for 518 Railroad Ave, Midland, PA 15059

(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the DQE Communications Metro Ethernet & Internet Service Order Agreement for a 1 Gbps network circuit for our Technology Hardware location at 518 Railroad Ave, Midland to connect to our Network Operations Center at 1200 Midland Ave, Midland for network and internet access. This agreement is submitted as part of the E-rate program and was chosen based on price and service term.

Motion by Tom Dorsey, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 8.2 Approval of Velocity Network Services Agreement for 1980 Edinboro Rd, Erie, PA 16509

(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the 36 month Velocity Network Services Agreement for a 300 Mb x 300 Mb Fiber Optic Internet Service, with 1 Static IP Address, for our Erie Regional Office at 1980 Edinboro Road. This agreement is

submitted as part of the E-rate program and was chosen based on price and service term.

Motion by Tom Dorsey, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 8.3 Approval of Canon Lease Schedule Agreement #MA6545, Transaction #S1262194  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the Canon Lease Schedule Agreement #MA6545, Transaction #S1262194 for 2 new copiers for our new Harrisburg Regional Office, and return 4 Canon copiers in our current Harrisburg Regional Office.

Motion by Tom Dorsey, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 8.4 Approval of Canon Lease Schedule Agreement #MA6545, Transaction #S1262291 for New Philadelphia Regional Office  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the Canon Lease Schedule Agreement #MA6545, Transaction #S126229 for 2 new Canon copiers at our new Philadelphia Regional Office, and return 2 Canon copiers from our current Philadelphia Regional Office.

Motion by Tom Dorsey, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of School Planners  
(Consent Vote 9.1 through 9.7)

Recommend the Board Of Trustees approve purchase of 2022-2023 school planners in the amount of \$66,535.42 as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 9.2 Approval of Revised Supplemental Pay Schedule  
(Consent Vote 9.1 through 9.7)

Recommend the Board of Trustees approve the revised Supplemental Pay Schedule, as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 9.3 Approval of School Calendar  
(Consent Vote 9.1 through 9.7)

Recommend the Board of Trustees approve the 2022-2023 School Calendar as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 9.4 Approval of Admission Policy  
(Consent Vote 9.1 through 9.7)

There was a question from Dan LeRoy about the K4 numbers. Nicole Granito provided history about the 4-yr old Kindergarten, and Jen Shoaf stated that there has been very few students enrolled.

Recommend the Board of Trustees approve amended policy for admission of beginners to kindergarten & first grade as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 9.5 Approval of Consulting Agreement  
(Consent Vote 9.1 through 9.7)

Recommend the Board of Trustees approve the consulting agreement as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 9.6 Approval of Furniture Purchase Harrisburg Regional Office  
(Consent Vote 9.1 through 9.7)

Recommend the Board of Trustees approve furniture purchase for Harrisburg Regional Office from Workscape Inc. in the amount of \$370,400.34 via PA State/National Contracts 4400016578, 4400016585, 4400018435, 4400016689, Vizient Contract Pricing CE3373, OMNIA Partners.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

Action: 9.7 Approval of Extension Warehouse, Distribution, and Procurement Agreement  
(Consent Vote 9.1 through 9.7)

Recommend the Board of Trustees approve the first amendment and extension of term to warehouse, distribution, and procurement agreement between PA Cyber and Lincoln Learning Solutions as presented.

Motion by Dan LeRoy, second by Melissa Disanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Dedication plaque for the 1200 building
- Brian has visited all of the regional offices - getting feedback from families
- Legislative updates
- PA Coalition for Public Charter Schools - searching for a new leader

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Enrollment in February was up 1.5% from last year.
- Working through the waitlist currently
- Enrollment is receiving interest from students for next year.
- Enrollment is going back to in-person appointments.
- On target with budget projections

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- Polytechnic mobile lab is traveling - positive addition
- Seeing more students in the regional offices and on field trips
- Strategic planning committee update - surveys will be sent
- Still working on the Allentown regional office lease

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano  
There were no questions.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Tom Dorsey - hopes to come to Midland in April.

Melissa Castellano - no comments - missed everyone in January & February.

Marc Strawderman - no comments.

Dan LeRoy - looking forward to serving on committees with the board.

Steve Robinson - congratulations on the beautiful 1200 building.

Edward Elder - reminder that next month's meeting is the 4th Monday - 4/25/2022.



12. Adjournment

Information: 12.1 Next Regular Meeting - April 25, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy

**The March 21, 2022 Regular Meeting was adjourned at 5:28 PM.**

Minutes Approved by: Cheryl D Leydig Date: 4/25/2022

Executive Session for Legal and Personnel Matters was held prior to the meeting at 3:30 PM.

03.21.2022 Executive Session information provided by Joseph Askar, Solicitor.

Start Time: 3:30pm  
End Time: 4:24pm

- Issues:
- CoVID Safety Plan Review
  - Property Acquisition Update
  - Vendor Contract extension status
  - Employee Discipline matter
  - Union Negotiations Status
  - Budget Update

<b>Board Attendees:</b>	<b>Personnel Attendees:</b>	<b>Guests:</b>
T. Dorsey	N. Granito	J. Shoaf
E. Elder	R. Bovalino	E. Woelfel
S. Robinson	B. Hayden	M. Schulte
D. LeRoy	J. Askar	F. Spigelmyer
M. Strawderman		
M. Castellano		

**April 25, 2022 Regular Meeting @ 4:30 PM (Monday, April 25, 2022)**

*Generated by Cheryl Leydig on Tuesday, April 26, 2022*

**Members present**

Edward Elder (in person), Steve Robinson (in person), Melissa Disanto Castellano (via Zoom - joined at 4:38 PM), Marc Strawderman (via Zoom), Dan LeRoy (in person), Mark Noll (in person)

**Members not present**

Tom Dorsey, Logan Clark

**Meeting called to order at 4:31 PM****1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President  
4:31 PM

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments  
There were no public comments.

**3. Board**

Action, Minutes: 3.1 Approval of March 21, 2022 Regular Meeting Minutes  
Recommend the Board of Trustees approve the March 21, 2022 Regular Meeting Minutes as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Procedural: 3.2 Swearing in of New Board Trustee: Mark Noll  
Mark Noll was sworn in by PA Cyber Solicitor, Joe Askar.

**4. Finance**

Action: 4.1 Approval of Investment  
Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the investment of up to \$40,000,000 in Certificates of Deposit with the First National Bank of Pennsylvania.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 4.2 Approval of Finance Reports  
Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statement as of March 31, 2022
- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of March 31, 2022
- \* Accounts Receivable Reports as of March 31, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020 and 2021/2022 school years
- \* Check Register for the month of March 2022
- \* Treasurer's Report as of March 31, 2022

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer Updates:

- Induction process
- Teacher and staff appreciation week
- Donations for the war in Ukraine

Jen Shoaf Updates:

- ESSER spending update
- Graduation - virtual and in-person
- Graduation pathways

Action: 5.2 Approval of Penn State Adolescent Stakeholder Network Project MOU  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the MOU between Penn State College of Medicine's Penn State PRO Wellness and the Pennsylvania Cyber Charter School.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.3 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust ("Agreements") for Student File No. 470-21  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust ("Agreements") related to Student File No. 470-21

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.4 Approval of Confidential Settlement Agreement for Student File No. 357-21  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the Confidential Settlement Agreement related to Student File No. 357-21

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.5 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the April 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.6 Approval of Special Education Renewal and Revised Contracts.  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the April 2022 renewal and revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.7 Ratification of Camelback Lodge Agreement  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees ratify the agreement with Camelback Lodge for Family Link field trip to Aquatopia Indoor Water Park.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.8 Ratification of Splash Lagoon Agreement  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees ratify the agreement with Splash Lagoon for Family Link exclusive park rental field trip.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.9 Approval of 2022-2023 Student Handbook  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the PA Cyber 2022-2023 Student Handbook as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.10 Approval of Correction to the January Approval of PACyber's Impact Tutoring  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the following revision to the pay rate and total program cost for the IMPACT tutoring program.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.11 Approval of Nearpod  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the purchase of Nearpod for students in grades K-12 in the amount of \$124,637.80 as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.12 Approval of Graduation Pathways  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the Graduation Pathways in accordance with Pennsylvania's Act 158 of 2018 as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

\* Melissa Castellano joined the meeting at 4:38 PM.

## 6. Facilities and Grounds (No Items)

## 7. Personnel

Action: 7.1 Approval of New Hires

(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.2 Approval of March 2022 Employee Leave Report

(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the March 2022 Employee Leave Report as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.3 Approval of Employee Changes

(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.4 Approval of Revised Job Description and Title

(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the following revised job description and title, as presented:  
School Nurse Supervisor (DMS03)

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 8. Technology

Action: 8.1 Ratification of Canon Lease Schedule Agreement #MA6545, Transaction #S1260654

(Consent Vote 8.1 through 8.6)

Steve Robinson inquired about vendor quotes.

Recommend the Board of Trustees ratify the Canon Lease Schedule Agreement #MA6545, Transaction #S1260654 for 5 new Canon copiers at our South Side, State College and Warrendale Regional Offices, and 2 Midland offices, return 4 Canon copiers, keep 2 desktop scanners, and receive reimbursement to return 2 Toshiba copiers.

Motion by Melissa Disanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.2 Approval of Beyond Trust Software Subscription Renewal  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of a one year subscription of 18 Beyond Trust (Formerly Bomgar) Cloud Licenses for employee use in the amount of \$25,184.52 as presented.

Motion by Melissa Disanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.3 Approval of Rollback Rx Maintenance and License Renewal  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the renewal of Rollback Rx from Horizon DataSys Corporation in the amount of \$48,750.00 as presented for the 2022-2023 school year.

Motion by Melissa Disanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.4 Approval of Druva InSync Cloud Enterprise Agreement  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of Druva InSync Cloud Enterprise for employee use in the amount of \$93,150 per the COSTARS agreement as presented.

Motion by Melissa Disanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.5 Approval of Staff Laptop Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of twenty five (25) Dell Latitude 3560 laptops in the amount of \$24,355.75 per the COSTARS Software Agreement 199069

Motion by Melissa Disanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.6 Approval of Kaseya Premier Support Services  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the Kaseya Premier Support Services Offering as presented.

Motion by Melissa Disanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa Disanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 9. Operations (No Items)

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- The PA Coalition for Public Charter Schools (PCPCS) has a new CEO.
- Currently working on next year's budget.
- Legislative updates.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Enrollment is currently 11,571 students - up 2.4% from last year on this date.
- New student enrollment is up 20% from last year.
- Enrollment is meeting with families for next year.
- Mr Elder asked if it looks like things will slow down - no signs of that yet.

- Dan LeRoy had questions about our enrollment parameter and billing.
- Nicole introduced Scot Rutledge - Director of Marketing & Communications

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- Polytechnic Academy updates - mobile lab visited all regional offices and Midland.
- FamilyLink events.
- The annual trip to Gettysburg is full.
- There will be two proms in May.
- Update on the Allentown office - looking for another property
- Strategic Plan refresh - surveys were sent.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano  
No questions.

\* Melissa Castellano left the meeting at 5:15 pm.

11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

- Board members welcomed Mark Noll. He said thanks, and he's looking forward to it.
- Mr. Elder said the day of the meeting may change - a survey will be sent to board members.

12. Adjournment

Information: 12.1 Next Regular Meeting - May 16, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Not Present at Vote: Melissa Disanto Castellano

13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters  
There was no executive session.

**The April 25, 2022 Regular Meeting was adjourned at 5:25 PM.**

Minutes Approved by: Cheryl D Leydig Date: 5/16/2022



**May 16, 2022 Regular Meeting @ 4:30 PM (Monday, May 16, 2022)**

*Generated by Cheryl Leydig on Tuesday, May 17, 2022*

**Members present**

Edward Elder (in person), Steve Robinson (in person), Melissa DiSanto Castellano (via Zoom), Marc Strawderman (via Zoom), Dan LeRoy (in person), Mark Noll (in person)

**Members not present**

Tom Dorsey, Logan Clark

**Meeting called to order at 4:41 PM.**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President  
4:41 PM

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments  
There were no public comments.

3. Board

Action, Minutes: 3.1 Approval of April 25, 2022 Regular Meeting Minutes  
Recommend the Board of Trustees approve the April 25, 2022 Regular Meeting Minutes as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

4. Finance

Action: 4.1 Approval of Restated 403(b) Plan Agreement  
(Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the Restated 403(b) Agreement with the thirty party administrator, PenServ Plan Services, Inc. to be compliant with Internal Revenue Services provisions.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 4.2 Approval of Finance Reports  
(Consent Vote 4.1 & 4.2)



Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statement as of April 30, 2022
- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of April 30, 2022
- \* Accounts Receivable Reports as of April 30, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020 and 2021/2022 school years
- \* Check Register for the month of April 2020
- \* Treasurer's Report as of April 30, 2022

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 4.3 Approval of Preliminary Budget

Recommend the Board of Trustees approve the Preliminary Budget of The Pennsylvania Cyber Charter School for the July 1, 2022 - June 30, 2023 school year as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer - CAO:

- Currently doing Keystone testing - 7,000 students
- Francie will meet with a focus group about blended classrooms
- Induction is almost complete

Jen Shoaf - DCAO:

- Graduations are approaching - June 8th and June 10th. Currently there are 280 graduates attending the Western graduation at Robert Morris University, and 234 attending Eastern graduation at Kutztown University.

Action: 5.2 Approval of Affiliation Agreement between PA Cyber and Slippery Rock University of Pennsylvania (Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees Approve an Affiliation Agreement between PA Cyber and Slippery Rock University of Pennsylvania.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.3 Approval of Licensing for Rethink – Applied Behavior Analysis (ABA) Therapy Software (Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the Rethink – Applied Behavior Analysis (ABA) Therapy Software quote for administrator, educator, and student access as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.4 Approval of Special Education Contracts Requiring Signature (Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the May 2022 contracts requiring signatures to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.5 Approval of Special Education New, Renewal and Revised contracts. (Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the May 2022 new, revised and renewal contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.6 Approval of Agreement with Kutztown University for Central/Eastern Graduation Ceremony  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the agreement with Kutztown University for the use of facilities for the Central/Eastern graduation ceremony as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.7 Approval of Agreement with Robert Morris University for Western Graduation Ceremony  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the agreement with Robert Morris University for the use of facilities for the Western graduation ceremony as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.8 Approval of Agreement with Third Act, Inc.  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the Professional Services Agreement between Third Act, Inc. and The Pennsylvania Cyber Charter School as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.9 Approval of ACT, Inc. icurio  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of ACT, Inc. for the product icurio in the amount of \$22,137.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.10 Approval of OverDrive Agreement (BVIU)  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of OverDrive through the Beaver Valley Intermediate Unit Consortium in the amount of \$5,949.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.11 Approval of Book Systems  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Book System's Atrium Express, OPAC Snapshot, Lexile MARC, and SURFit site licensing in the amount of \$1,370.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.12 Approval of Boom Learning, Inc.  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Boom Learning, Inc. for the Boom Card membership in the amount of \$2,200.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.13 Approval of Brainingcamp  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Brainingcamp licensing for digital math manipulatives in the amount of \$495.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.14 Approval of BrainPOP  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of BrainPOP student licensing in the amount of \$46,383.75 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.15 Approval of Classkick  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Classkick Pro in the amount of \$2,761.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.16 Approval of Edmentum ELL Foundation Library  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Edmentum for the ELL Foundations Library product in the amount of \$3,300.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.17 Approval of Edmentum ExactPath  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve licensing with Edmentum for the product Exact Path to be used as a diagnostic assessment and prescriptive learning solution for students in grades K-8 in the amount of \$178,560.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.18 Approval of Edmentum Reading Eggs  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Edmentum for the product Reading Eggs in the amount of \$2,380.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.19 Approval of Edmentum Study Island  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of licensing with Edmentum for the product Study Island for mathematics, English language arts, and science benchmarks in the amount of \$57,565.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.20 Approval of Fireplace, Inc. Smore Licensing  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Fireplace, Inc for Smore licensing in the amount of \$3,360.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.21 Approval of IXL Learning  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve licensing with IXL Learning for students in grades 2-12 in the amount of \$180,985.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.22 Approval of Learning A-Z  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Learning A-Z in the amount of \$50,008.75 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.23 Approval of Legends of Learning  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Legends of Learning in the amount of \$9,000.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.24 Approval of Navigate 360  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Navigate 360 for the Suite 360 product for Social Emotional Learning, character education, behavioral intervention, restorative justice program, and parent companion content in the amount of \$15,877.23 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.25 Approval of Newsela  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Newsela to be used with students in grades K-12 in the amount of \$183,700.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.26 Approval of OverDrive Inc.

(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of OverDrive Inc.'s digital eBook collection in the amount of \$21,390.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.27 Approval of Read Naturally  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Read Naturally's Read Live program in the amount of \$2,850.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.28 Approval of School Specialty  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of School Specialty for the Triumph Learning Compass product for access to Pennsylvania Coach English Language Arts and Pennsylvania Coach Mathematics digital resources in the amount of \$4,999.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.29 Approval of Padlet  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Padlet in the amount of \$1,200.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.30 Approval of Wizer Learning, Inc.  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Wizer Learning, Inc.'s Wizer.me platform in the amount of \$989.37 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.31 Approval of Xello/Career Cruising  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the purchase of Xello's Career Cruising and Xello software to be used in PA Cyber's career course offerings at a cost of \$27,121.36 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.32 Approval of Printing Estimate for Course Materials  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the printing estimate for elementary parent guides, student guides, and resource books from PMI Print Management in the amount of \$34,410.00 as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action, Procedural: 5.33 Approval of Learnwell Services Agreement  
(Consent Vote 5.2 through 5.33)

Recommend the Board of Trustees approve the LearnWell Agreement for tutoring services in a hospital or behavioral health center for PA Cyber students, as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 6. Facilities and Grounds

Action: 6.1 Approval of Harrisburg Regional Office Building Access Controls and Security

Recommend the Board of Trustees approve the Johnson Controls quote in the amount of \$34,657.00 via JCI Security PA State CoStars contract # 4400024235 for building security system and building access controls at our new Harrisburg Regional Office location as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 6.2 Approval of Purchase and Sale Agreement for the Midland Parcel Owned by Midland LP

Recommend the Board of Trustees approve the Purchase and Sale Agreement for the Midland Parcel (parcel #33-001-0103.000) owned by Midland LP in the amount of \$3,500,000

Motion by Mark Noll, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 7. Personnel

Action: 7.1 Approval of New Hires

(Consent Vote 7.1 through 7.3)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.2 Approval of April 2022 Employee Leave Report

(Consent Vote 7.1 through 7.3)

Recommend the Board of Trustees approve the April 2022 Employee Leave Report as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.3 Approval of Employee Changes

(Consent Vote 7.1 through 7.3)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 8. Technology

Action: 8.1 Approval of Involta Data Center Renewal Agreement  
(Consent Vote 8.1 & 8.2)

Recommend the Board of Trustees approve the purchase of the Involta Data Center Renewal Agreement in the amount of \$4,899.74 per month for a total amount of \$117,593.76 for the full two year term as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.2 Approval of Absolute Enterprise License Agreement (ELA) - 3 year term  
(Consent Vote 8.1 & 8.2)

Recommend the Board of Trustees approve the purchase of the Absolute Enterprise License Agreement in the amount of \$224,156.28 per year for a total amount of \$672,468.84 for the full three year term as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 9. Operations (No Items)

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden  
Trustee Mark Noll exited the meeting at 5:00 PM.

- Art showcases in regional offices are wrapping up.
- It is difficult to predict what post-Covid will look like.
- PA Cyber ad in Pittsburgh Business Times
- Harrisburg is still reviewing school funding.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Active student enrollment is up 2.7% from last year.
- Enrolled 20% more new students this school year.
- Enrollment is meeting with families for next year.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- Nice turnout for ArtReach showcases.
- Western prom was a success - Eastern one is next.
- Harrisburg and Philadelphia regional offices are nearing completion. We are still looking for a new space for the Allentown regional office.
- Strategic Vision Planning Committee will meet again to review stakeholder feedback. Results will be shared soon with the Board.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatrisano  
There were no questions.

Report: 10.5 Marketing Report

Director of Marketing & Communications, Scot Rutledge, reviewed the marketing PowerPoint.

- Comparisons to competitors.
- Marketing has won a few Communicator Awards.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Mr. Elder said the Board may change the meeting day. He is asking for feedback from the Board. He commended everyone for a good job.

Melissa Castellano attended ArtReach - complimented the staff on keeping the students engaged.

Dan LeRoy congratulated the marketing team for the awards.

Steve Robinson stated that he is privileged to be on the Board - everyone has done a lot of good work.

Marc Strawderman agreed with Melissa about ArtReach - looking forwards to summer art programs.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - June 20, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

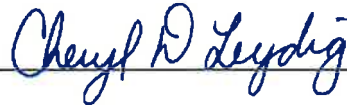
Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

**The May 16, 2022 Regular Meeting was adjourned at 5:23 PM.**

Minutes Approved by:



Date: 6/20/2022

## 13. Executive Session

Discussion, Information: Executive Session for Legal and Personnel Matters was held prior to the meeting at 3:00 PM.

5.16.2022 Executive Session information provided by Joseph Askar, Solicitor.

Executive Session:

Start Time: 3:04pm

End Time: 4.35pm

Issues:

- Budget overview
- Additions/Revisions of positions

### Board Attendees:

M. Noll  
E. Elder  
S. Robinson  
M. Castellano  
D. Leroy

### Personnel Attendees:

M. Schulte  
J. Shoaf  
B. Hayden  
N. Granito  
E. Woelfel  
R. Bovalino  
F. Spigelmyer  
J. Askar

JAskar





**June 20, 2022 Regular Meeting @ 4:30 PM (Monday, June 20, 2022)**

*Generated by Cheryl Leydig on Saturday, June 25, 2022*

**Members present**

Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

**Members not present**

Marc Strawderman, Logan Clark, Mark Noll

**Meeting called to order at 4:35 PM**

1. Welcome

Procedural: 1.1 Call to Order - Steve Robinson, Vice-President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments  
There were no public comments.

3. Board

Action, Minutes: 3.1 Approval of May 16, 2022 Regular Meeting Minutes  
(Consent Vote 3.1 & 3.2)

Recommend the Board of Trustees approve the May 16, 2022 Regular Meeting Minutes, as presented.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 3.2 Approval of Board of Trustees Regular Meeting Day Change  
(Consent Vote 3.1 & 3.2)

Recommend the Board of Trustees approve the change of the Board of Trustees regular meeting day to the second Wednesday of the month at 4:30 PM, beginning July 2022.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

4. Finance

Action: 4.1 Approval of Central Susquehanna Intermediate Unit Financial Software Price Estimate  
(Consent Vote 4.1, 4.2 & 4.3)

Recommend the Board of Trustees approve the cost proposal from the Central Susquehanna Intermediate Unit for eService for the new web based Financial Information System for the 2022/2023 school year through the 2028/2029 school year.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.2 Approval of Property/Casualty, Workers Compensation, Excess Liability, Cyber Liability, Educators Legal Liability, Business Auto, Crime, and Travel & Accident Insurance Program Renewal (Consent Vote 4.1, 4.2 & 4.3)

Recommend the Board of Trustees approve the Property/Casualty, Workers Compensation, Excess Liability, Cyber Liability, Educators Legal Liability, Business Auto, Crime, and Travel & Accident Insurance Program Renewal for the policy period term of June 30, 2022 - June 30, 2023.

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.3 Approval of Finance Reports (Consent Vote 4.1, 4.2 & 4.3)

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statement as of May 31, 2022
- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of May 31, 2022
- \* Accounts Receivable Reports as of May 31, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020 and 2021/2022 school years
- \* Check Register Operating Account for the month of May 2022
- \* Check Register Healthcare Account for the month of May 2022
- \* Treasurer's Report as of May 31, 2022

Motion by Tom Dorsey, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.4 Approval of The Pennsylvania Cyber Charter School 2022-2023 Fiscal Year Final Budget

Recommend the Board of Trustees approve the final budget of The Pennsylvania Cyber Charter School for the 2022-2023 Fiscal Year

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.5 Approval of Authorization for CFO/Board Treasurer to Assign Fund Balance (Consent Vote 4.5, 4.6 & 4.7)

Recommend the Board of Trustees authorize the Board Treasurer/CFO to assign available fund balance for Post Employment Benefit Expense Obligations, Special Education Legal Expense Obligations, Construction/Renovation Project Expense Obligations, and Expenditures in Excess of Revenues Obligations

Motion by Melissa DiSanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.6 Approval of Commitment of Fund Balance (Consent Vote 4.5, 4.6 & 4.7)

Recommend the Board of Trustees commit appropriate fund balance to fund the following future expenditures:

1. Recognize the utilization of \$805,914 of committed fund balance during the 2021-2022 school year for medical insurance premium increases. Recommend committing an additional amount of funds to be determined based upon final audit results of the 2021-2022 school year in order to maintain the school's ten-year funding level.
2. Recognize the utilization of \$6,269,367 of committed fund balance during the 2021-2022 school year for Pennsylvania State Employees' Retirement System (PSERS) employers' contribution increases. Recommend committing an additional amount of funds to be determined based upon final audit results of the 2021-2022 school year in order to maintain the school's five-year funding level.
3. Recognize the utilization of \$1,630,296 of committed fund balance during the 2021-2022 school year for office lease obligations. Recommend committing an additional amount of \$2,770,531 for a total commitment of \$9,826,211 to fund future office lease obligations.

Motion by Melissa DiSanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.7 Approval of Decommittment and Recommitment of Stabilization Fund Balance  
(Consent Vote 4.5, 4.6 & 4.7)

Steve Robinson asked for clarification. Matt Schulte explained that, in order to change the value, the prior value was decommitted, and the new value was recommitted.

Recommend the Board of Trustees de-commit the balance of \$37,838,00 for the Stabilization Fund and commit a balance of \$32,189,000 for the Stabilization Fund to maintain the School's funding level in accordance with the Stabilization Fund Commitment Policy.

Motion by Melissa DiSanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

1. The induction process is complete.
2. We are in the final stages of the School Improvement Plan.

Action: 5.2 Approval of American Curriculum Consultants Coaching Cycles and PD  
(Consent Vote 5.2 through 5.10)

Dan LeRoy asked if this is new. Dr. Jay Barris answered that it was used last year.

Recommend the Board of Trustees approve American Curriculum Consultants to provide teacher-centered coaching cycles and PD for Algebra I teachers at the 9-12 Academy during the 2022-2023 school year.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.3 Approval of Affiliation Agreement between PA Cyber and Commonwealth University of Pennsylvania  
(Consent Vote 5.2 through 5.10)

Recommend the Board of Trustees approve an affiliation agreement between PA Cyber and Commonwealth University of Pennsylvania.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.4 Approval of Rubicon Atlas Mapping Software  
(Consent Vote 5.2 through 5.10)

Recommend the Board of Trustees approve licensing with Rubicon West LLC for the Atlas mapping software in the amount of \$35,481.00 as presented.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.5 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.10)

Recommend the Board of Trustees approve the June 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.6 Approval of Special Education Revised Contracts

(Consent Vote 5.2 through 5.10)

Recommend the Board of Trustees approve the June 2022 Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.7 Approval of Agreement with Transperfect

(Consent Vote 5.2 through 5.10)

Recommend the Board of Trustees approve the agreement with TransPerfect International LLC for document translation and interpretation services.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.8 APPROVAL OF ANTI-BULLYING POLICY 2022 REVISION

(Consent Vote 5.2 through 5.10)

Steve Robinson asked how often this is reviewed - Francie Spigelmyer answered every two years.

Recommend the Board of Trustees approve the revisions for PA Cyber's Anti-bullying Policy as presented

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.9 Approval of Affiliation Agreement between PA Cyber and Duquesne University

(Consent Vote 5.2 through 5.10)

Recommend the Board of Trustees approve an affiliation agreement between PA Cyber and Duquesne University.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.10 Approval of Licensing with Jigsaw Interactive

(Consent Vote 5.2 through 5.10)

Recommend the Board of Trustees approve the renewal of licensing with Jigsaw Meeting LLC to be used as PA Cyber's live instructional platform for the 2022-2023 school year in the amount of \$481,115.00.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Approval of Second Amendment to Allentown Regional Office Lease Agreement

Recommend the Board of Trustees approve the second amendment to lease agreement between The Pennsylvania Cyber Charter School and PennCap Properties as presented.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of Revised Employee Handbook Policy 309

(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve revised Employee Handbook Policy 309: Bereavement Leave, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.2 Approval of Revised Employee Handbook Policy 681  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve revised Employee Handbook Policy 681 Employer Paid FMLA Leave, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.3 Approval of 2022-2023 Supplemental Pay Schedule  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the 2022-2023 Supplemental Pay Schedule, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.4 Approval of Revised Medical Wellness Hour Guidelines  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the revised Medical Wellness Hour Guidelines, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.5 Approval of May 2022 Employee Leave Report  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the May 2022 Employee Leave Report, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.6 Approval of Employee Changes  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.7 Approval of New Hires  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.8 Approval of Employee Sabbatical Leave (#0276)  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve Sabbatical Leave for PA Cyber employee #1047 from September 23, 2022 through June 2, 2023.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.9 Approval of 2022-2023 Salary Schedule and Classification by Position  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the 2022-2023 Salary Schedule and Classification by Position, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.10 Approval of Employee Salaries, Daily, and Hourly Rates  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the employee salaries, daily, and hourly rates, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.11 Approval of New and Revised Job Descriptions  
(Consent Vote 7.1 through 7.11)

Recommend the Board of Trustees approve the following new and revised job description, as presented:

- Supervisor of STEM Education (NEW, classification DMS04)
- Child Accounting Manager (REVISED, no classification change)

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of Cellular Device Usage Agreement for Staff  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the updated Cellular Device Usage Agreement for Staff.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 8.2 Approval of Imperva DDOS Protection Subscription Renewal  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the purchase of Imperva Enterprise 20 Subscription, DDos Protection, and five additional sites for a term of 12 months in the amount of \$31,185.01 as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 8.3 Approval of Technology Recycle  
(Consent Vote 8.1 through 8.4)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 8.4 Approval of Network Firewalls for Remote Offices  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the purchase of seven (7) network firewalls for several remote offices in the amount of \$12,453 as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of Advocacy Agreement between Allegheny Strategy Partners and The Pennsylvania Cyber Charter School

(Consent Vote 9.1 through 9.9)

Dan LeRoy asked what the difference is between ASP & The Nardelli Group. Brian Hayden explained that each advocacy group provides a voice for PA Cyber on both political sides.

Recommend the Board of Trustees approve the professional services agreement between Allegheny Strategy Partners and The Pennsylvania Cyber Charter School, as presented.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.2 Approval of Advocacy Agreement The Nardelli Group

(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the professional advocacy services agreement between The Nardelli Group and The Pennsylvania Cyber Charter School, as presented.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.3 Approval of Memorandum of Understanding

(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Greensburg Police Department

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.4 Approval of Memorandum of Understanding

(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Swatara Township Police Department.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.5 Approval of Memorandum of Understanding

(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Midland Police Department.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.6 Approval of Memorandum of Understanding

(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Springfield Township Police Department.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.7 Approval of Memorandum of Understanding  
(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Northern Regional Police Department.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.8 Approval of Memorandum of Understanding  
(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Wilkes-Barre City Police Department.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 9.9 Approval of Continental Physical Branding Proposal- Philadelphia  
(Consent Vote 9.1 through 9.9)

Recommend the Board of Trustees approve the professional services Continental Physical Branding Proposal for the new Philadelphia Regional Office as presented.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- The two Commencement ceremonies went well. Kudos to Jen Shoaf and Melanie Rosenberger and the whole team.
- Brian shared about a scholarship that Special Ed started for a colleague who passed away.
- State budget update.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

Beginning to enroll for 2022-2023. We will pay close attention to the numbers.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- Many summer activities are being offered.
- Strategic plan refresh document will be shared in July.

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatriano

No questions.

Report: 10.5 Marketing Report: Scot Rutledge

Marketing updates were shared.

Along with PA Cyber winning The Communicator Awards, we also won five (5) Kelly Awards.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments



Melissa DeSanto Castellano - asked if PA Cyber engages alumni to volunteer.  
 Dan Le Roy - "congratulations to recent grads."  
 Tom Dorsey - echoed what Dan said and congratulated staff on a wonderful job.  
 Mr. Elder - praised the graduation committee. "Have a good summer."  
 Steve Robinson - echoed everyone's comments and said hoe impressed he is that graduation is done professionally.

12. Adjournment

Information: 12.1 Next Regular Meeting - July 13, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Melissa DiSanto Castellano, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

**The June 20, 2022 Regular Meeting was adjourned at 5:27 PM.**

Minutes Approved by: Cheryl D Leydig Date: 7/13/2022

13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters and Annual School Safety Report

Executive Session:

Start Time: 3:04pm  
 End Time: 4:35pm

Issues:

- Budget overview
- Additions/Revisions of positions
- Discussion as to work week

**Board Attendees**

T. Dorsey  
 E. Elder  
 S. Robinson  
 M. Castellano  
 D. Leroy

**Personnel Attendees**

M. Schulte	E. Woelfel
J. Shoaf	R. Bovalino
B. Hayden	F. Spigelmyer
N. Granito	J. Askar

JAskar



**July 13, 2022 Reorganization Meeting @ 4:30 PM (Wednesday, July 13, 2022)**

*Generated by Cheryl Leydig on Thursday, July 14, 2022*

**Members present**

Edward Elder (in person), Steve Robinson (in person), Melissa DiSanto Castellano (via Zoom), Marc Strawderman (via Zoom), Mark Noll (in person)

**Members not present**

Tom Dorsey, Logan Clark, Dan LeRoy

**Meeting called to order at 4:33 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President  
The meeting was called to order at 4:33 PM.

Procedural: 1.2 Roll Call

Action: 1.3 Appoint Solicitor to Preside Over Meeting  
Recommend the Board of Trustees appoint Joseph Askar, Solicitor, to preside over the Reorganization Meeting.

Motion by Mark Noll, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Marc Strawderman, Mark Noll

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments  
There were no public comments.

3. Board-Reorganization

Action: 3.1 Appointment of the 2022-2023 President of the PA Cyber Charter School Board of Trustees  
Nomination of: EDWARD ELDER  
Nomination by: Steve Robinson  
Nomination Seconded by: Mark Noll

Recommend the Board of Trustees approve the appointment of EDWARD ELDER as President of the PA Cyber Charter School Board of Trustees.

Motion by Steve Robinson, second by Mark Noll.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Marc Strawderman, Mark Noll

Action: 3.2 Appointment of the 2022-2023 Vice-President of the PA Cyber Charter School Board of Trustees  
Nomination of: STEVE ROBINSON  
Nomination by: Edward Elder  
Nomination Seconded by: Mark Noll

Recommend the Board of Trustees approve the appointment of STEVE ROBINSON as Vice-President of the PA Cyber Charter School Board of Trustees.

Motion by Edward Elder, second by Mark Noll.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Marc Strawderman, Mark Noll

Action: 3.3 Appointment of the 2022-2023 Secretary of the PA Cyber Charter School Board of Trustees  
Nomination of: CASSANDRA KIRKLAND  
Nomination by: Edward Elder  
Nomination Seconded by: Steve Robinson

Recommend the Board of Trustees approve the appointment of CASSANDRA KIRKLAND as Secretary of the PA Cyber Charter School Board of Trustees.

Motion by Edward Elder, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Marc Strawderman, Mark Noll

Action: 3.4 Appointment of the 2022-2023 Assistant Secretary of the PA Cyber Charter School Board of Trustees  
Nomination of: CHERYL LEYDIG  
Nomination by: Steve Robinson  
Nomination Seconded by: Mark Noll

Recommend the Board of Trustees approve the appointment of CHERYL LEYDIG as Assistant Secretary of the PA Cyber Charter School Board of Trustees.

Motion by Steve Robinson, second by Mark Noll.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Marc Strawderman, Mark Noll

Action: 3.5 Appointment of the 2022-2023 Treasurer of the PA Cyber Charter School Board of Trustees

Melissa Castellano joined the meeting at 4:39 PM.

Nomination of: MATTHEW SCHULTE  
Nomination by: Steve Robinson  
Nomination Seconded by: Mark Noll

Recommend the Board of Trustees approve the appointment of MATTHEW SCHULTE as Treasurer of the PA Cyber Charter School Board of Trustees.

Motion by Steve Robinson, second by Mark Noll.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 3.6 Appointment of 2022-2023 Solicitor of the PA Cyber Charter School Board of Trustees  
Nomination of: JOSEPH ASKAR  
Nomination by: Mark Noll  
Nomination Seconded by: Steve Robinson

Recommend the Board of Trustees approve the appointment of JOSEPH ASKAR as Solicitor of the PA Cyber Charter School Board of Trustees.

Motion by Mark Noll, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 3.7 Designation of Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2022-2023 School Year  
Recommend the Board of Trustees approve the following Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2022-2023 school year:  
DATE: Second Wednesday of Each Month  
TIME: 4:30 p.m.  
LOCATION: 1200 Midland Avenue, Midland, PA 15059

Motion by Edward Elder, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

4. Adjournment

Action: 4.1 Adjourn

Recommend the Board of Trustees approve the adjournment of the Reorganization meeting.

Motion by Edward Elder, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

**The July 13, 2022 Reorganization Meeting was adjourned at 4:43 PM.**

Minutes Approved by: Cheryl D Leydig Date: 8/10/2022



**July 13, 2022 Regular Meeting @ Immediately Following Reorganization Meeting (Wednesday, July 13, 2022)**  
*Generated by Cheryl Leydig on Thursday, July 14, 2022*

**Members present**

Edward Elder (in person), Steve Robinson (in person), Melissa DiSanto Castellano (via Zoom), Marc Strawderman (via Zoom), Mark Noll (in person)

**Members not present**

Tom Dorsey, Logan Clark, Dan LeRoy

**Meeting called to order at 4:46 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

Teresa Martin, Special Education Teacher Association President, requested to speak during public comments. She discussed the association's expired contract and grievances.

3. Board

Action, Minutes: 3.1 Approval of June 20, 2022 Regular Meeting Minutes

Recommend the Board of Trustees approve the June 20, 2022 Regular Meeting Minutes, as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

4. Finance

Action: 4.1 Approval of Local Education Agency Agreement to Participate in ACCESS Program  
 (Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the Chief Financial Officer to execute the Local Education Agency Agreement to Participate in the ACCESS Program for school year 2022-2023.

Motion by Mark Noll, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 4.2 Approval of Investment  
 (Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve an additional investment of up to \$25 million with Rivertowne Advisors.

Motion by Mark Noll, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

## 5. Education

Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer - CAO

- SIP Plan - each year different areas are prioritized. A lot of data has been collected.

Jen Shoaf - DCAO

- Course scheduling has begun - making sure books and materials are in place.

- Successfully submitted 2022-2023 federal grant info.

Action: 5.2 Approval of Edinboro Student Teacher

(Consent Vote 5.2 through 5.14)

Recommend that the Board of Trustees approve Edinboro University student teacher, Sullivan Randall, to work with 3rd grade VC teacher, Beth Narad, for the Fall 2022 semester.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.3 Approval of Silver Strong & Associates LLC Four Cornerstones Online Learning Suites Contract

(Consent Vote 5.2 through 5.14)

Steve Robinson asked if this contract had been reviewed by the solicitor, and the answer was yes.

Recommend the Board of Trustees approve the Silver Strong & Associates LLC Four Cornerstones Online Learning Suites Contract as presented

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.4 Approval of the School Improvement Plan (SIP) as part of Comprehensive Support and Improvement (CSI) for the 2022-2023 SY

(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the 2022-2023 School Improvement Plan as part of Comprehensive Support and Improvement (CSI) as presented

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.5 Approval of Strategic Plan Refresh

(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the 2023-2025 Strategic Plan Refresh as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.6 Approval of Super Signing Club (K-2)

(Consent Vote 5.2 through 5.14)

Mr. Elder asked about agenda items 5.6 and 5.7, and Eric Woelfel said they are different grade levels.

Recommend the Board of Trustees approve the Super Signing Club (K-2) as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.7 Approval of Super Signing Club (3-5)  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the Super Signing Club (3-5) as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.8 Approval of Musical Theater Club (7-12)  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the Musical Theater Club as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.9 Approval of The Parent Institute's Parent Involvement Library  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the renewal of The Parent Institute's Parent Involvement Library product in the amount of \$6,553.80 as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.10 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the July 2022 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.11 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the July 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.12 Approval of FEV Tutor Licensing  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the licensing agreement with Focus Care, Inc. DBA FEV Tutor, Inc. for 19,000 hours of online tutoring for students in grades 3-12 in the amount of \$418,000.00 as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.13 Approval of TutaPoint Inc. Licensing  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the licensing agreement with TutaPoint Inc. for 8,205 hours of online tutoring for students in grades K-12 in the amount of \$319,995.00 as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 5.14 Approval of Facility Rental Agreement  
(Consent Vote 5.2 through 5.14)

Recommend the Board of Trustees approve the Facility Rental Agreement between The Pennsylvania Cyber Charter School and the Zoological Society of Philadelphia (Philadelphia Zoo).

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

## 6. Facilities and Grounds (No Items)

## 7. Personnel

Action: 7.1 Approval of New Hires  
(Consent Vote 7.1, 7.2 & 7.3)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 7.2 Approval of June 2022 Employee Leave Report  
(Consent Vote 7.1, 7.2 & 7.3)

Recommend the Board of Trustees approve the June 2022 Employee Leave Report as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1, 7.2 & 7.3)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

## 8. Technology

Action: 8.1 Approval of Parent Square Annual Subscription Renewal  
(Consent Vote 8.1 & 8.2)



Recommend the Board of Trustees approve the annual renewal of a Parent Square subscription for the 2022-2023 school year in the amount of \$34,212 as presented.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 8.2 Approval to Purchase BitDefender Advanced Threat Security (ATS) and Endpoint Detection and Response (EDR) Add-On Modules  
(Consent Vote 8.1 & 8.2)

Mr. Elder asked about this - Dean Phillips explained that these are add-ons to increase the security endpoints. Steve Robinson asked if this has been shared with PA Cyber's insurance carrier, and it has.

Recommend that the Board of Trustees approve the purchase BitDefender add-on security modules for staff endpoints in the amount of \$14,416.02 as presented.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

## 9. Operations

Action: 9.1 Approval of M7 Public Relations Firm Contract  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approves the renewal agreement contract for public relations service with M7 public relations firm as presented

Motion by Mark Noll, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

Action: 9.2 Ratification of VSG Consulting Agreement  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees ratify the consulting agreement between The Pennsylvania Cyber Charter School and Vulnerability Solutions Group LLC.

Motion by Mark Noll, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden  
Brian indicated that the budget and school code passed in Harrisburg without adverse impacts on cyber schools. In 2023-2024 PA Cyber will implement dual enrollment.  
Steve Robinson asked about 363 rates, and we do not know those yet.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO  
Active students are up 4.3% from last year (WD are down).  
There are many different enrollment variables.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO  
The third year of VEE (Virtual Education Experience) started again.

Discussion, Information: 10.4 Marketing Report: Scot Rutledge, Director of Marketing & Communications  
Scot Rutledge provided the report but did not attend. There were no questions.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments  
 Melissa Castellano - appreciated the visit from Brian, Nicole and Eric. Positive comments about the golf camp and VEE program.  
 Marc Strawderman - happy to hear about dual enrollment.  
 Mark Noll and Steve Robinson - no comments.  
 Mr. Elder informed the trustees that Brian will be providing a list, and they will each choose a committee.

12. Adjournment

Information: 12.1 Next Regular Meeting - August 10, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Mark Noll

**The July 13, 2022 Regular Meeting was adjourned at 5:28 PM.**

Minutes Approved by: Cheryl D Leydig Date: 8/10/2022

Executive Session

Discussion, Information: Executive Session for Legal and Personnel Matters was held prior to meeting at 4:00 PM.  
 7.13.2022 Executive Session information provided by Joseph Askar, Solicitor

Start Time: 4:02pm  
 End Time: 4:21pm

Issues:

- Ruth Building Appraisal Update
- Union Negotiations Update
- Midland parcel acquisition update

**Board Attendees:**

M. Noll  
 E. Elder  
 S. Robinson  
 M. Castellano  
 M. Strawderman

**Personnel Attendees:**

M. Schulte      E. Woelfel  
 J. Shoaf        B. Hayden  
 N. Granito      J. Askar

JAskar

**August 10, 2022 Regular Meeting @ 4:30 PM (Wednesday, August 10, 2022)**

Generated by Cheryl Leydig on Monday, August 15, 2022

**Members present**

Edward Elder (in person), Tom Dorsey (via Zoom), Steve Robinson (in person), Marc Strawderman (via Zoom), Dan LeRoy (via Zoom), Mark Noll (in person)

**Members not present**

Logan Clark, Melissa DiSanto Castellano

**Meeting called to order at 4:30 PM****1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

Five PA Cyber Special Education teachers spoke:

1. Theresa Martin - asked for fair, equitable rates for all teachers.
2. Sarah Ochtun - asked for equal pay for all teachers.
3. Athena Wahal - not treated the same as VC teachers.
4. Linda Mineard - shared her concerns about the upcoming school year.
5. Jess Karas - discussed morale, equity for teachers and denied federal grant.

Brian Hayden responded that the comments were appreciated.

**3. Board**

Action, Minutes: 3.1 Approval of July 13, 2022 Reorganization Meeting Minutes  
(Consent Vote 3.1 & 3.2)

Recommend the Board of Trustees approve the July 13, 2022 Reorganization Meeting Minutes.

Motion by Mark Noll, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action, Minutes: 3.2 Approval of July 13, 2022 Regular Meeting Minutes  
(Consent Vote 3.1 & 3.2)

Recommend the Board of Trustees approve the July 13, 2022 Regular Meeting Minutes, as presented.

Motion by Mark Noll, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

#### 4. Finance

##### Action: 4.1 Approval of Finance Reports

Recommend the Board of Trustees approve the following finance reports:

- \* Preliminary and Unaudited General Fund Balance Sheets and Profit & Loss Statements as of June 30, 2022 and July 31, 2022
- \* Preliminary and Unaudited Internal Service Fund Balance Sheets and Profit & Loss Statements as of June 30, 2022 and July 31, 2022
- \* Accounts Receivable Reports as of June 30, 2022 and July 31, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020 school years
- \* Preliminary Account Receivable Reports as of June 30, 2022 and July 31, 2022 for the 2021/2022 school year
- \* Check Registers for the months of June and July 2022
- \* Treasurer's Reports as of June 30, 2022 and July 31, 2022

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

#### 5. Education

##### Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer - CAO:

- In-Services are next week.
- Induction is August 22, 2022.
- Getting ready to implement the school improvement plan.

Jen Shoaf - DCAO:

- Back-to-School Inservice - at CCBC on Tuesday - in person again
- Academic In-Service on Wednesday along with Title I and Special In-Services scheduled.
- Securing books and materials for Fall.
- Working with Jigsaw to make sure everything is up and running.

##### Action: 5.2 Approval of Licensing for Strivven Media Virtual Job Shadow Licensing (Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the Strivven Media Virtual Job Shadow Licensing Annual Licensing Renewal Quote for 1,400 licenses of Virtual Job Shadow a 12-month subscription as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

##### Action: 5.3 Approval of School Physician Contract for Services 22-23 (Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the annual agreement to provide school physician services for the 2022-2023 School Year between PA Cyber and Mitchell Pfeiffer, M.D., as presented

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

##### Action, Procedural: 5.4 Approval of 2022-2023 School Dental Services Agreement (Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the annual agreement to provide school dental services for the 2022-2023 School Year between PA Cyber and Robert J. Baker, DMD as presented

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.5 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 378-21  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement related to Student File No. 378-21, as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.6 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the August 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.7 Approval of Special Education New and Revised contracts.  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the August 2022 New and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.8 Approval of Presque Isle Boat Tours Private Charter Contract  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the contract between The Pennsylvania Cyber Charter School and Presque Isle Boat Tours.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.9 Approval of Agreement with TapSnap - Pittsburgh Zoo Rendezvous  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap (Pittsburgh Zoo Rendezvous).

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.10 Approval of Agreement with TapSnap - Philadelphia Zoo Rendezvous  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.11 Approval of Unsolved History Club  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the Unsolved History Club as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.12 Approval of Elementary Art Club (K-5)  
(Consent Vote 5.2 through 5.12)

Recommend the Board of Trustees approve the Elementary Art Club (K-5) as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

## 6. Facilities and Grounds

Action: 6.1 Approval of Amendment to Lease Agreement (518 Railroad Ave.- Midland)

Dan LeRoy asked if there is an early out provision in this agreement, and Nicole Granito responded that there was not. Dan LeRoy stated that he wanted it on the record that he is uncomfortable signing any contract with LLS.

Recommend the Board of Trustees approve First Amendment to Lease Agreement between PA Cyber and Learning Learning Solutions for 518 Railroad Ave. Midland, PA property as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

## 7. Personnel

Action: 7.1 Approval of July 2022 Employee Leave Report  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the July 2022 Employee Leave Report as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.4 Approval of Revised 2022-2023 Supplemental Pay Schedule  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the revised 2022-2023 Supplemental Pay Schedule, as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.5 Approval of Revised Job Description  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the following revised job description, as presented:  
-Keystone Assessment Coordinator (no classification change)

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

## 8. Technology (No Items)

## 9. Operations (No Items)

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Announced that Mr. Elder will be receiving the Legacy Award from the PA Coalition of Public Charter Schools (PCPCS). This is the first year for this award, and he congratulated Mr. Elder.
- Reminded board members to submit committee requests.
- Update on dual enrollment that was passed in July.

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- In August current student enrollment is up by 4.5%
- New student enrollment is down by about 100 students from last year - there are many variables.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- The Virtual Engineering Exploration Experience (VEEE) Summer Program just ended - it was a success. He commended Tom Brambley and Dave Veon.
- Six back-to-school zoo events are scheduled.
- Back-to-school kickoff events are also planned.

Mr. Elder commented on the cooking classes offered in Greensburg.

Discussion, Report: 10.4 Marketing Report

- Showed the new tri-fold brochure and student planners to the Board.
- Dan LeRoy asked about what we are doing to attract more students. Scot responded that we use search engine marketing, tv ads, and targeted publications. We are using a more genuine approach by focusing on student experiences. Brian Hayden mentioned that after the pandemic this year is unknown. Steve Robinson pointed out that we are not far from our projected budget.

Discussion, Information: 10.5 Lincoln Learning Consolidated Services Report

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Tom Dorsey congratulated Mr. Elder on receiving the award.

Dan LeRoy congratulated Mr. Elder on receiving the award and thanked the Special Education teachers.

Marc Strawderman echoed the others' comments.

Mark Noll congratulated Mr. Elder and thanked the teachers.  
Steve Robinson reiterated what Mark said. He expressed that the Board values the teachers' comments.  
Edward Elder commented on Dan LeRoy's Lincoln Park performance recently. He also thanked the teachers for attending.

12. Adjournment

Information: 12.1 Next Regular Meeting - September 14, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy, Mark Noll

**The August 10, 2022 Regular Meeting was adjourned at 5:18 PM.**

Minutes Approved by: Cheryl D Leydig Date: 9/14/2022

13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters  
8.10.2022 Executive Session information provided by Joseph Askar, Solicitor

Start Time: 4:00pm

End Time: 4.21pm

Issues:

- Property acquisition and sale updates
- Union Negotiation Update
- Discussion on Regional Office Security issue
- Discussion on settlement offer of a SpEd case

**Board Attendees:**

T. Dorsey  
E. Elder  
S. Robinson  
M. Noll  
M. Strawderman  
D. Leroy

**Personnel Attendees:**

E. Woelfel  
F. Spigelmyer  
N. Granito  
J. Shoaf  
J. Askar

JAskar





**September 14, 2022 Regular Meeting @ 4:30 PM (Wednesday, September 14, 2022)**  
*Generated by Cassandra Kirkland on Thursday, September 15, 2022*

**Members present**

Edward Elder (in person), Steve Robinson (in person), Melissa DiSanto Castellano (via Zoom), Dan LeRoy (in person), Mark Noll (in person)

**Members not present**

Tom Dorsey, Marc Strawderman and Logan Clark

**Meeting called to order at 4:43 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President  
 Meeting was called to order at 4:43 pm.

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

Four PA Cyber Special Education teachers spoke:

1. Jessica Karas- Commented on FFCRA and the pay gap difference between Special Education teachers and Virtual teachers. Also, addressed comments overheard at the prior month board meeting.

2. Kristi Hronas-Commented that the Board meetings should be more accessible to students, parents and staff.

3. Heather Wehman- Commented on the lack of curriculum/books/materials at the start of the school year.

4. Shenandoah Hoskinson- Talked about discrepancies in administration and faculty salaries

3. Board

Action, Minutes: 3.1 Approval of August 10, 2022 Regular Meeting Minutes  
 Recommend the Board of Trustees approve the August 10, 2022 Regular Meeting Minutes as presented

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

#### 4. Finance

##### Action: 4.1 Approval of Finance Reports

Recommend the Board of Trustees approve the following finance reports:

- \* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of August 31, 2022
- \* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of August 31, 2022
- \* Accounts Receivable Reports as of August 31, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020 school years
- \* Preliminary Accounts Receivable Report as of August 31, 2022 for the 2021/2022 school year
- \* Check Registers for the month of August 2022
- \* Treasurer's Report as of August 31, 2022

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

#### 5. Education

##### Discussion, Information: 5.1 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer - CAO:

- Currently working through the induction process and receiving positive feedback.
- Working on the 2nd year of competencies & launching school improvement plan

Jennifer Shoaf - DCAO:

- Off to good start with the implementation of Jigsaw.

Dan LeRoy wanted to know from the back order course list, how many are LLS. Jen responded she will share the list of numbers by vendor. Dan expressed a serious concern about approving contracts for vendors not meeting our needs.

##### Action: 5.2 Approval of High School Cyber Strong Keystone Test Preparation Sessions (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the High School Cyber Strong Keystone Test Prep Program for the 2022-2023 school year to run from October through December and then additionally March through May at a cost not to exceed 10,000 with anticipated costs of 8,400.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

##### Action: 5.3 Approval of Chamberlain Consulting Agreement (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the consulting agreement between Sally Chamberlain and The Pennsylvania Cyber Charter School for the 2022-2023 school year as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

##### Action, Information: 5.4 Approval of "Project Go School Attendance Support" (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the MOU for PROJECT "GO" SCHOOL ATTENDANCE SUPPORT PROGRAM-Philadelphia, as presented

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.5 Approval of Parental Consent for Exemption from Compulsory School Age Attendance-DROP-OUT Form Change (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve PA Cyber's drop-out form (Parental Consent for Exemption from Compulsory School Age Attendance) change to comply with the Pennsylvania Department of Education's change regarding work hours (40 to 35) as presented

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.6 Approval of the Lets Go Labs Workshop (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the Lets Go Labs Workshop as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.7 Approval of Memorandum of Understanding (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Springfield Township Police Department.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.8 Approval of Bridges and Pathways Club (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the Bridges and Pathways Club as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.9 Approval of Middle School Equestrian Club (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the Middle School Equestrian Club as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.10 Approval of Space Rental Agreement with Millersville University (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the space rental agreement between The Pennsylvania Cyber Charter School and Millersville University.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.11 Approval of Family Link Field Trip to Kalahari Resort & Conventions (Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the Family Link field trip to Kalahari Resort & Conventions.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.12 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the September 2022 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.13 Approval of Agreement with The Hotel Hershey  
(Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and The Hotel Hershey.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.14 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the September 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.15 Approval of Confidential Settlement Agreement and Release - Student File No. 282-22  
(Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release related to Student File No. 282-22, as presented.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.16 Approval of Guest Rooms Agreement with The Hotel Hershey  
(Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the guest rooms agreement between The Pennsylvania Cyber Charter School and The Hotel Hershey.

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.17 Approval of MOU between LPPACS and PA Cyber  
Dan LeRoy left the room at 5:08 pm because he was abstaining from the vote. He returned to the room at 5:09 pm.

Recommend the Board of Trustees approve the 2022-2023 Memorandum of Understanding between Lincoln Park Performing Arts Charter School (LPPACS) and The Pennsylvania Cyber Charter School for shared employees as presented.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Mark Noll  
Abstain: Dan LeRoy

Action: 5.18 Approval of Agreement with Enhancing Girlhood, LLC  
(Consent Vote 5.2 through 5.16 & 5.18-5.19)

Dan Leroy had questions whether this was a new or existing contract. Jen Shoaf responded that this is the 3rd year for this. It began as a result of wanting to increase awareness of social emotional learning. He requested a copy of the tool kit. He asked the question about how much is virtual and in person. Jen indicated that PA Cyber contracted initially during the pandemic so more of the sessions were virtual.

Recommend the Board of Trustees approve the agreement between Enhancing Girlhood, LLC and The Pennsylvania Cyber Charter School as presented.

Motion by Dan LeRoy, second by Mark Noll.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 5.19 Approval of Agreement with Hilton Garden Inn - Exton/West Chester  
(Consent Vote 5.2 through 5.16 & 5.18-5.19)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and the Hilton Garden Inn -Exton/West Chester

Motion by Dan LeRoy, second by Mark Noll.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

## 6. Facilities and Grounds (No Items)

## 7. Personnel

Action: 7.1 Approval of New Hires  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Mark Noll, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 7.2 Approval of Employee Changes  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Mark Noll, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 7.3 Approval of August 2022 Employee Leave Report  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the August 2022 Employee Leave Report as presented.

Motion by Mark Noll, second by Dan LeRoy.  
Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 7.4 Approval of Revised Job Description  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the following revised job description, as presented:  
-Attendance Officer (no classification change)

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 7.5 Approval of PA Educator Agreement  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and the Allegheny Intermediate Unit, as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 7.6 Approval of Settlement Agreement and Release  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the Settlement Agreement and Release between The Pennsylvania Cyber Charter School and Employee 1476, as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 7.7 Ratification of Settlement Agreement and Release  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees ratify the Settlement Agreement and Release between The Pennsylvania Cyber Chart School and Employee 0182, as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 7.8 Approval of Revised 2022-2023 Supplemental Pay Schedule  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the revised 2022-2023 Supplemental Pay Schedule, as presented.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

## 8. Technology

Action: 8.1 Approval of Digital Tablets Purchase  
(Consent Vote 8.1 through 8.5)

Recommend the Board of Trustees approve the purchase of 6,000 digital tablets in the amount of \$195,000 for the 2023-2024 school year as presented.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 8.2 Approval of Student Backpack Purchase  
(Consent Vote 8.1 through 8.5)

Recommend the Board of Trustees approve the purchase of 6,000 student backpacks for the 2023-24 school year in the amount of \$71,100 per the COSTARS agreement 003-004; 199069.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 8.3 Approval of Student Headset Purchase  
(Consent Vote 8.1 through 8.5)

Recommend the Board of Trustees approve the purchase of 6,000 Gumdrop USB Headsets for the 2023-2024 school year in the amount of \$71,940 per the COSTARS agreement 003-004; 199069

Motion by Steve Robinson, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 8.4 Approval of Printer Cable Purchase  
(Consent Vote 8.1 through 8.5)

Recommend the Board of Trustees approve the purchase of 6,000 printer cables for the 2023-2024 school year in the amount of \$8,460 from GDC per the COSTARS Agreement 003-004 199069 as presented.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

Action: 8.5 Approval of Staff Laptop Purchase  
(Consent Vote 8.1 through 8.5)

Recommend the Board of Trustees approve the purchase of twenty five (25) Dell 3330 2 in 1 laptops and twenty five (25) Dell 3570 laptops in the amount of \$58,438.75 per the COSTARS Software Agreement 199069

Motion by Steve Robinson, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

## 9. Operations

Action: 9.1 Approval of Sponsorship for MARS: The Next Giant Leap, between Carnegie Museums and PA Cyber  
Recommend the Board of Trustees approves PA Cyber sponsorship for MARS: The Next Giant Leap.

Motion by Mark Noll, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Smooth start to school
- Hosting open houses in regional offices and they were well attended

Discussion, Information: 10.2 Enrollment Report: Nicole Granito, COO

- Nicole discussed the current enrollment along with the new students who have been enrolled
- Dan LeRoy asked about why there is a drop in new student enrollments this year. Nicole said there are a lot of variables related to enrollment numbers. Dan expressed he would like to see comparable data. Nicole and Brian said they would gather some data.

Discussion, Information: 10.3 Regional Office Report: Eric Woelfel, DCOO

- First time since pandemic hosting the Open House events, the turnout has been great.
- Art Reach in person will start this Monday
- Family Link will host zoo rendezvous events

Discussion, Information: 10.4 Lincoln Learning Consolidated Services Report: Kris Colatrisano  
There were no comments.

Information, Report: 10.5 August Marketing Report: Scot Rutledge

- Scot shared brochures about the Polytechnic open house and the Art Reach direct mail postcard.
- He talked about a successful email campaign.
- He shared a few videos of family testimonials.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Each Board member thanked the staff who spoke during public comments. They told them that their voices are being heard.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - October 12, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Mark Noll, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy, Mark Noll

**The September 14, 2022 Regular Meeting was adjourned at 5:56 PM.**

Minutes Approved by:



Date:

10-12-22

## 13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters  
9.14.2022 Executive Session information provided by Joseph Askar, Solicitor

Start Time: 3:31pm



End Time: 4.20pm

**Issues:**

- Union Negotiation Update
- Discussion of settlement agreements pertaining to the terms and conditions of each; student file # 282-2022, ee #0182 and ee #1476.

**Board Attendees & Add'l Attendees:**

L. Clark (left 3:44)  
E. Elder  
S. Robinson  
M. Noll  
M.D. Castellano (left 4:06)  
S. Korb, Esquire (4:00 - 4:05)  
Antoinette Oliver, Esquire (4:09 - 4:12)  
D. Leroy

JAskar

**Personnel Attendees:**

E. Woelfel  
J. Shoaf  
N. Granito  
M. Schulte  
F. Spigelmyer  
J. Askar



**October 12, 2022 Regular Meeting @ 4:30 PM (Wednesday, October 12, 2022)**

*Generated by Cassandra Kirkland on Friday, October 14, 2022*

**Members present**

Edward Elder (in person), Steve Robinson (in person), Melissa DiSanto Castellano (via Zoom), Marc Strawderman (via Zoom), Dan LeRoy (in person), Mark Noll (in person)

**Members not present**

Tom Dorsey, Logan Clark

**Meeting called to order at 4:32 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments

1. Erin Mills (9-12 Academic Advisors)- Discussed the decision to unionize.

2. Lauren Graham (K5 School Counselor)- Expressed her concerns and requested more dialogue with administration,

3. Teresa Martin (Union President Special Ed Assoc.)- Requested adjusted time to enable staff to attend board meetings.

4. Brianna Estel (Special Education Teacher)- Expressed her concerns about teacher salaries and asked for equal compensation.

5. Sarah Miller (Special Education Teacher)- Discussed low morale among teachers

Mr. Elder thanked everyone for their comments.

3. Board

Action, Minutes: 3.1 Approval of September 14, 2022 Regular Meeting Minutes

Recommend the Board of Trustees approve the September 14, 2022 Regular Meeting Minutes as presented

Motion by Dan LeRoy, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

4. Finance

Action: 4.1 Approval of Investment Agreement  
(Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the investment agreement between The Pennsylvania Cyber Charter School and Raymond James Financial Services Advisors, Inc.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 4.2 Approval of Finance Reports  
(Consent Vote 4.1 & 4.2)

Matthew Schulte announced that the June 30, 2021 financial statement received the Government Finance Officers Association (GFOA) award and was proficient in all categories. Steve Robinson congratulated them.

Recommend the Board of Trustees approve the following finance reports:

\* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of September 30, 2022

\* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of September 30, 2022

\* Accounts Receivable Reports as of September 30, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, and 2022/2023 school years

\* Preliminary Accounts Receivable Report as of September 30, 2022 for the 2021/2022 school year

\* Check Registers for the month of September 2022

\* Treasurer's Report as of September 30, 2022

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 5. Education

Action: 5.1 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 113-20  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement related to Student File No. 113-20, as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.2 Approval of Keystone State Testing Contracts  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the Keystone State Testing Contracts as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.3 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the October 2022 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action, Information: 5.4 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the October 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.5 Approval of Splash Lagoon Agreement  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the agreement with Splash Lagoon for a Family Link exclusive park rental.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.6 Approval of Pittsburgh History Club  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the Pittsburgh History Club as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.7 Approval for Use of Penn State Wilkes Barre Facilities  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the University Release and Indemnification Agreement and Organization Acknowledgement of Responsibility for COVID-19 Precautions as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.8 Approval of International Tours Guidelines and Chaperone Expectations  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the International Tour Guidelines and Chaperone Expectations Document.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action, Discussion: 5.9 Approval of International Tour Greece 2024  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the proposal for a 2024 Greece International Tour led by Michelle Rodgers and Michael Bergstrom. The Tour will take place after the last day of school in June or July of 2024.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.10 Approval of University of Pittsburgh Greensburg Field Student for Fall 2022  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve University of Pittsburgh Greensburg field student, Payton Miller for the fall of 2022

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 5.11 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 436-21  
(Consent Vote 5.1 through 5.11)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement related to Student File No. 436-21 , as presented

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 6. Facilities and Grounds

Action: 6.1 Approval of MOU  
(Consent Vote 6.1 & 6.2)

Recommend the Board of Trustees approve the MOU between PA Cyber and MITCS(Midland Innovation and Technology Charter School) as presented

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 6.2 Approval of Physical Branding Proposal  
(Consent Vote 6.1 & 6.2)

Recommend the Board of Trustees approve the Harrisburg physical branding proposal as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 7. Personnel

Action: 7.1 Approval of September 2022 Employee Leave Report  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the September 2022 Employee Leave Report as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the Resignations and Payroll Adjustments as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.4 Approval of Revised Job Description  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the following revised job descriptions, as presented:

- Academic Advisor (no classification change)
- Special Education Academic Advisor (no classification change)

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.5 Approval of Special Education Liaison  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the supplemental role of Special Education Liaison, as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 7.6 Approval of Revised 2022-2023 Supplemental Pay Schedule  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the revised 2022-2023 Supplemental Pay Schedule, as presented.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 8. Technology

Action: 8.1 Approval of DQE Communications Metro Ethernet & Internet Service Order Agreement for 617 Midland Avenue Office  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the DQE Communications Metro Ethernet & Internet Service Order Agreement for 12 months at our 617 Midland Avenue building. This circuit will be used to setup network equipment for remote sites off of our Local Area Network (LAN).

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.2 Approval of Student Laptop Purchase  
(Consent Vote 8.1 through 8.6)

Dan LeRoy asked, "What is the average life span of the laptops?" Dean Phillips answered 4-5 years.

Recommend the Board of Trustees approve the purchase of 6,000 Dell Latitude 3330 laptops from GDC under COSTARS # 199069 in the amount of \$ 4,413,480 for the 2023-2024 school year as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.3 Approval of Student HP Printer Purchase  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 6,000 HP 4155e Printers for student inventory for the 2023-2024 school year in the amount of \$ 583,080 per the COSTARS Software Agreement 003-004 199069 as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.4 Approval of GumDrop Case Purchase for Student Laptops  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 8,000 GumDrop Cases from GDC under COSTARS #199069 in the amount of \$ \$220,960 for the 2023-2024 school year as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.5 Approval of Mice Purchase for Student Laptops

(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 6,000 Logitech Mice from GDC under COSTARS # 199069 in the amount of \$ 26,100 for the 2023-2024 school year as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 8.6 Approval of Technology Recycle

(Consent Vote 8.1 through 8.6)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Mark Noll, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 9. Operations

Action: 9.1 Approval of Years of Service Awards

(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approve the order of frames for employee time of service gifts

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

Action: 9.2 Approval of Sprout Social Contract

(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approve the contract renewal for Sprout Social.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

-We are continuing with the advocacy and meeting with returning legislative members.

-PA Cyber is sponsoring a new museum on the North Side of Pittsburgh

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer and Jennifer Shoaf had no comments but asked Dr. Jay Barris to provide an update on travel.

Dr. Barris:

- The France trip was cancelled-Students will be going to Italy instead-Chaperones will be selected soon.

-He asked Michelle Rodgers to give an update on the 2024 Greece trip.

-Ms. Rodgers thanked everyone for these trips and said they will spend ten days in Greece.

-Brian Hayden commented on how organized these trips are.

Discussion, Information: 10.3 Enrollment Report: Nicole Granito, COO

Current enrollments are on track with budgeted figures

Discussion, Information: 10.4 Regional Office Report: Eric Woelfel, DCOO

-All of the Back to School family events have ended this past month

Eric thanked Dave Veon, Jane Camp and their teams for their hard work

-Nicole Granito discussed the physical branding of all of the regional offices

Harrisburg will be the last location to be rebranded until a new location is found.

Report: 10.5 Marketing Report: Scot Rutledge: Director of Marketing & Communications  
 -Great growth in social media  
 -Web market is staying steady  
 -Will be attending the Moonshot Museum tonight after meeting

Discussion, Information: 10.6 Lincoln Learning Consolidated Services Report  
 There were no questions or comments.

11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Melissa Castellano- Thanked everyone who addressed the Board and commended staff for their hard work in opening school and all their efforts.

Marc Strawderman- Didn't have any comments but expressed thanks to the staff that spoke.

Dan LeRoy- Congratulated the Finance staff. He expressed his appreciation and assured the staff that the Board is listening actively.

Mark Noll- Congratulated Matt & Finance. He expressed concern about morale and assured the staff that they are paying attention.

Steve Robinson- Also congratulated Matt and his team. He said the Board is listening and said he believes that this will work out for both parties.

Mr. Elder- The Board is sincere and listening

12. Adjournment

Information: 12.1 Next Regular Meeting - November 9, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Mark Noll.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy, Mark Noll

**The October 12, 2022 Regular Meeting was adjourned at 5:14 PM.**

Minutes Approved By:  Date: 11-9-2022

13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters  
 10-12-2022 Executive session information provided by Joseph Askar, Solicitor

Start Time: 4:02pm  
 End Time: 4.22pm

Issues:

- Board members met solely to discuss personnel and Board committees
- Discussion of settlement agreements pertaining to the terms and conditions of two (2) students
- Parent Issue/alleged security threat
- Bldg Damage Assessment from car accident



**Board Attendees**

D. Leroy  
E. Eider  
S. Robinson  
M. Noll  
M.D. Castellano  
M. Strawderman

JAskar

**Add'l Attendees**

E. Woelfel	Jenn Shoaf
M. Schulte	F. Spigelmyer
N. Granito	J. Askar

**November 9, 2022 Regular Meeting @ 4:30 PM (Wednesday, November 9, 2022)**

Generated by Cassandra Kirkland on Tuesday, November 15, 2022

**Members present**

Edward Elder (in person), Steve Robinson (in person), Melissa DiSanto Castellano (via Zoom), Marc Strawderman (via Zoom), Logan Clark (via Zoom), Dan LeRoy (in person)

**Members not present**

Tom Dorsey, Mark Noll

**Meeting called to order at 4:34 PM****1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

1. Nicole Carson - via Zoom (5th Grade Special Education Teacher) - Expressed concerns about teacher burnout
2. Jessica Bridge - via Zoom (5th Grade Special Education Teacher) - Expressed her concerns and would like fair and equitable pay for Special Education teachers and discussed the current policy of teacher training in Midland for a year. She suggested PA Cyber utilize regional offices to train teachers.
3. Stephanie Holtz - via Zoom (Special Education Teacher) - Discussed low morale among teachers and teachers feeling overworked. She also thanked the Board for attending the last negotiations.
4. Justin Dewitt - via Zoom (Special Education Teacher) - Thanked the Special Education teachers & Board for showing up at the last negotiation session. He hoped they would attend next session in December. He mentioned equity/morale/ burnout/ feeling unappreciated.
5. Katie Kubis - in person (former Special Education Teacher )- Discussed low morale around teachers and would the Board to ask or consider why.
6. Logan Clark -via Zoom (Board Member) - Responded with a few questions for the teachers. There was then a conversation with responses from Justin Dewitt, Stephanie Holtz, Kylie Malesic, Shenandoah Hoskinson, Nicole Blackmore, Bonnie Hunter, Kristin Williams.

**3. Board**

Action, Minutes: 3.1 Approval of October 12, 2022 Regular Meeting Minutes

Recommend the Board of Trustees approve the October 12, 2022 Regular Meeting Minutes, as presented.

Motion by Steve Robinson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

#### 4. Finance

Action: 4.1 Approval of Opening of New Bank Account and Signature Card Agreement  
(Consent Vote - 4.1, 4.2, & 4.3)

Recommend the Board of Trustees approve the opening of a new bank account and associated signature card agreement.

Motion by Steve Robinson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 4.2 Approval of CPA Engagement Letter for Audit, ACFR, and Tax Compliance Services  
(Consent Vote - 4.1, 4.2, & 4.3)

Recommend the Board of Trustees approve and appoint Deluzio & Company LLP as independent auditor for the school for the fiscal year ended June 30, 2022 in accordance with the letter of engagement dated September 30, 2022 for preparation of audit, ACFR and tax compliance services.

Motion by Steve Robinson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 4.3 Approval of Finance Reports  
(Consent Vote - 4.1, 4.2, & 4.3)

Recommend the Board of Trustees approve the following finance reports:

- \* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of October 31, 2022
- \* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of October 31, 2022
- \* Accounts Receivable Reports as of October 31, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020 and 2022/2023 school years
- \* Preliminary Accounts Receivable Report as of October 31, 2022 for the 2021/2022 school year
- \* Check Registers for the month of October 2022
- \* Treasurer's Report as of October 31, 2022

Motion by Steve Robinson, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

#### 5. Education

Action: 5.1 Approval of Parent Request for Student to be Excused From Compulsory School Attendance  
(Consent Vote 5.1 through 5.6)

Steve Robinson (Board Member) asked if it is necessary for the Board to approve these requests. Joe Askar (Solicitor) stated that it is.

Recommend the Board of Trustees approve the Request to be Excused From Compulsory School Attendance (Student I.H.) per PA School Code (24 P.S. § 13-1330 Exceptions to Compulsory Attendance) as presented, which will result in a withdrawal.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.2 Approval of Special Education Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the November 2022 Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.3 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the November 2022 contracts requiring board signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.4 Approval of Elementary/Middle School Chess Club  
(Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the Elementary/Middle School Chess Club.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.5 Approval of Gateway Clipper, Inc. Agreement  
(Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and Gateway Clipper, Inc..

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.6 Ratification of Agreement with the Pittsburgh Airport Marriott  
(Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees ratify the agreement between The Pennsylvania Cyber Charter School and the Pittsburgh Airport Marriott.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## **6. Facilities and Grounds**

Action: 6.1 Sale of Property

Recommend the Board of Trustees approve Board Resolution for sale of property as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## **7. Personnel**

Action: 7.1 Approval of Job Descriptions Classifications  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the following job descriptions, as presented:  
-Senior Applications Manager (IT06)

-Social Media and Marketing Assistant (SS04)  
-Academic Technology Specialist (to replace Education Technology Trainer position; IT02)

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.2 Approval of October 2022 Employee Leave Report  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the October 2022 Employee Leave Report as presented.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.4 Approval of New Hires  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## **8. Technology**

Action: 8.1 Ratification of DUO Purchase Agreement

Recommend the Board of Trustees ratify the DUO purchase agreement between The Pennsylvania Cyber Charter School and All Lines Technology.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## **9. Operations**

Action: 9.1 Ratification of Purchase of Apparel  
(Consent Vote 9.1 through 9.3)

Recommend the Board of Trustees ratify the purchase of the apparel as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 9.2 Approve Updated 2022-2023 School Calendar  
(Consent Vote 9.1 through 9.3)

Recommend the Board of Trustees approve revised 2022-2023 School Calendar as presented.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 9.3 Approval of National School Choice Week Promotions and Mailer  
(Consent Vote 9.1 through 9.3)

Recommend the Board of Trustees approve the National School Choice Week promotions and mailing.

Motion by Marc Strawderman, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Mentioned the election and moving forward.
- National Honor Society started ceremonies last week - next week's ceremony is in Pittsburgh, expressed that it is valuable to sit and talk with the families.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

Francie Spigelmyer (CAO)

- MTSS (Multi-Tier Support System) implementation Phase I moving to Phase II. Will be doing presentation with student improvement plan
- Induction Year 2
- There will be a proposal in January regarding dual enrollment

Jennifer Shoaf (DCAO)

- Graduation planning has started - we will be using same facilities as last year - more information will be shared with Seniors in January.
- New Science standards - more information will be available soon
- PA Cyber working with BVIU to train others - will share more at a later date

Discussion, Information: 10.3 Enrollment Report: Nicole Granito, COO

- No students on waitlist
- 3% under budgeted total student projection
- The finance team works closely to determine budgeted numbers

Discussion, Information: 10.4 Regional Office Report: Eric Woelfel, DCOO

- Held NJHS and NHS ceremonies in Harrisburg this week. He thanked Alesha Yaria & Mary Crapis for coordinating.
- Regional offices worked well on Fall events
- Shout out to Tom Brambley for the Polytechnic mobile lab

Discussion, Information: 10.5 Lincoln Learning Consolidated Services Report: Kris Colatriano  
There were no questions.

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

- Driving more traffic to website
- Growth in social media
- Marketing Department has won several MarCom awards for the polytechnic commercial.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Melissa Castellano- stated that we need to figure out a way to address issues. Stated that she attended the last negotiation session so she could hear both sides. She's heavily invested and taking everything in and wants to move forward in a positive manner. She thanked the tech dept for getting us back up and running.

Marc Strawderman- Thanked Melissa for her efforts of driving long hours to attend the last negotiation meeting and echoed the tech dept for getting us back up in running.

Logan Clark- Thanked everyone for sharing.

Dan LeRoy- Congratulated Scot & Marketing team, echoed sentiments of tech team efforts and stated he will attend the next negotiations on Dec. 12th.

Steve Robinson- Thanked everyone. He stated that many issues will be more than likely solved with the collective bargaining agreement. Hope to see same spirit of negotiations so both can ratify. Hopeful resolution sooner than later.

Edward Elder- Echoed sentiments of the Board

**12. Adjournment**

Information: 12.1 Next Regular Meeting - December 14, 2022 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

**The November 9, 2022 Regular Meeting was adjourned at 5:42 PM.**

Minutes Approved by: Cheryl D Leydig Date: 12/14/2022

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters  
11-09-2022 Executive session information provided by Joseph Askar, Solicitor

Start Time: 3:40pm  
End Time: 4:27pm

Issues:

- Special counsel Steve Korbelt updated to the Board as to Special Education Union negotiations
- Insurance appointed counsel, Eliana Weinblatt and Ben Wanger, provided the Board with an update as to the entity's internet breach
- Status on sale of 900 Midland Avenue bldg. now that an agreement of sale has been executed

**Board Attendees**

E. Elder  
S. Robinson  
M. Strawderman  
M.D. Castellano  
L. Clark  
D. LeRoy

**Personnel Attendees**

E. Woelfel J. Shoaf  
M. Schulte F. Spigelmyer  
N. Granito J. Askar  
D. Phillips (4-4:29)  
Steve Korbelt, Esq. (3:45-4:00pm)  
Ben Wanger Eliana Weinblatt, Esqs (4:00 - 4:26)

JAskar



**December 14, 2022 Regular Meeting @ 4:30 PM (Wednesday, December 14, 2022)**

*Generated by Cheryl Leydig on Monday, December 19, 2022*

**Members present**

Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

**Members not present**

Logan Clark, Mark Noll

**Meeting called to order at 4:39 PM**

1. Welcome

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

The meeting was called to order at 4:39 PM.

2. Public Comments

Procedural: 2.1 The meeting is now open for any public comments  
There were no public comments.

3. Board

Action, Minutes: 3.1 Approval of November 9, 2022 Regular Meeting Minutes  
Recommend the Board of Trustees Approve the November 9, 2022 Regular Meeting Minutes, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

4. Finance

Action: 4.1 Approval of VOYA Administration Agreement  
(Consent Vote: 4.1, 4.2, 4.3, & 4.5)

Recommend the Board of Trustees approve the Administration Agreement agreement between VOYA Financial etal and The Pennsylvania Cyber Charter School effective 01/01/2023.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 4.2 Approval of Information Sharing Agreements  
(Consent Vote: 4.1, 4.2, 4.3, & 4.5)

Recommend the Board of Trustees approve the updated Information Sharing Agreements for the appropriate investment providers associated with The Pennsylvania Cyber Charter School 403(b) plan.



Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 4.3 Approval of Purchase/Trade-in of Vehicles  
(Consent Vote: 4.1, 4.2, 4.3, & 4.5)

Recommend the Board of Trustees approve the purchase of (1) 2023 Toyota 4Runner and (3) 2023 Toyota Highlanders from New Holland Auto Group per the COSTARS state contract 026-E22-165 for a total cost of \$165,191, which includes the trade in allowance for (4) vehicles, which constitute the following vehicles in the school's fleet; (2) 2013 Ford Explorers and (2) 2014 Toyota Siennas.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 4.4 Approval of Acceptance of Annual Comprehensive Financial Report

Jeff Anzovino from Deluzio & Company LLP provided a summary of the audit report. He pointed out that the unmodified opinion is the highest level. He also stated that not many schools receive the Certificate of Achievement from the Government Finance Officers' Association.

Steve Robinson thanked Jeff and his team and Matt Schulte and his team.

Recommend the Board of Trustees accept the fiscal year ended June 30, 2022 independent Annual Comprehensive Financial Report (ACFR) as prepared by Deluzio & Company LLP

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 4.5 Approval of Finance Reports  
(Consent Vote: 4.1, 4.2, 4.3, & 4.5)

Recommend the Board of Trustees approve the following finance reports:

\* General Fund Balance Sheet and Profit & Loss Statement as of November 30, 2022

\* Accounts Receivable reports as of November 30, 2022 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022, and 2022/2023 school years

\* Check Registers for the month of November 2022

\* Treasurer's Report as of November 30, 2022

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

## 5. Education

Action: 5.1 Approval of the Affiliation Agreement -Neumann University-Student Teaching and/or Field Experience  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the Affiliation Agreement with Neumann University for student teaching and/or field experience as presented

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.2 Approval of Turnitin  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the purchase of licensing for Turnitin for students in grades 7 and 10 as a pilot program in the amount of \$8,500 as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.3 Approval of Special Education Contracts Requiring Signature  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the December 2022 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.4 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the December 2022 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.5 Approval of Neumann University Student Teacher  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approval Neumann University student, Tammi Jacobs, to student teach on the K-5 Academy in the CLASS setting with Mrs. Jenny Fath in the Spring 2023 semester.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.6 Approval of 2022-23 3-5 Academy Cyber Strong PSSA Prep Program  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the 3-5 Academy Strong PSSA Prep program for the 2022-2023 school year to run from February through April at a cost not to exceed \$5,500, with an anticipated cost of \$5,160 dollars as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.7 Approval of 2022-23 IMPACT Teacher Tutors  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the following teachers to serve as Teacher Tutors in the IMPACT program and be eligible to receive the \$30 per hour session stipend as stated on the Supplemental Pay Form for IMPACT Tutors with a cost not to exceed \$4,200.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.8 Approval of Addendum with Third Act, Inc.  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the Professional Service Addendum between The Pennsylvania Cyber Charter School and Third Act, Inc.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 5.9 Approval of Confidential Settlement Agreement and Release and Third Party Trust Agreement related to Former Student File No. 256-22  
(Consent Vote: 5.1 through 5.9)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release and Third Party Trust Agreement related to Former Student File No. 256-22, as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

## 6. Facilities and Grounds (no items)

## 7. Personnel

Action: 7.1 Approval of November 2022 Employee Leave Report  
(Consent Vote: 7.1 through 7.5)

Recommend the Board of Trustees approve the November 2022 Employee Leave Report as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.2 Approval of New Hires  
(Consent Vote: 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.3 Approval of Employee Changes  
(Consent Vote: 7.1 through 7.5)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.4 Approval of Confidential Settlement Agreement and Release  
(Consent Vote: 7.1 through 7.5)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release between the Pennsylvania Cyber Charter School, PCSEA, and Employee 0877, as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 7.5 Approval of COBRA Services and Business Associate Agreements  
(Consent Vote: 7.1 through 7.5)

Recommend the Board of Trustees approve the agreements between PA Cyber Charter School and P&A Administrative Services, Inc., as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of Blackboard Collaborate Agreement  
(Consent Vote: 8.1 through 8.4)

Recommend the Board of Trustees approve the renewal agreement with Blackboard Inc. for the Collaborate Ultra product in the amount of \$29,125.00 as presented.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 8.2 Ratification of Jigsaw Interactive, LLC Agreement  
(Consent Vote: 8.1 through 8.4)

Recommend the Board of Trustees approve the ratification of the agreement with Jigsaw Interactive, LLC for continued service and support of our live instructional platform.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 8.3 Approval of Mimecast Renewal  
(Consent Vote: 8.1 through 8.4)

Recommend that the Board of Trustees approve the renewal of a one year subscription to Mimecast in the amount of \$67,222.87 per COSTARS agreement 006-124 as presented.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Action: 8.4 Approval of Pitney Bowes Sourcewell State & Local FMV Lease Contract for Harrisburg and Philadelphia Regional Offices  
(Consent Vote: 8.1 through 8.4)

Recommend the Board of Trustees approve the Pitney Bowes Sourcewell State & Local MVP Lease contract for a 60 month lease of two Pitney Bowes SendPro C 425 postage meter machines for our Harrisburg and Philadelphia Regional Offices. The machines will be used for discounted postage rates for items shipped from these offices.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

## 9. Operations (no items)

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Continuing to work with our advocates - 20% of the legislature is new. The first parent advocacy meeting will be soon.
- Received letters from families asking Brian to recognize staff members: Kelly Moon (teacher) & Chuck Zielinske (Academic Advisor).
- Wished everyone happy holidays.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

Francie:

- Keystone testing is over - she thanked Sandra Fouch and her team.
- School Improvement Plan will be presented in January.
- What Happens Next project update.
- Counseling department is working on a support for mental health.

Jennifer Shaof (DCAO):

- ACCESS testing will take place in January
- Curriculum team has begun working on next school year
- Martin Luther King Day In-Service schedule

Discussion, Information: 10.3 Enrollment Report: Nicole Granito, COO

Enrollment is down 8.3% from last year and down 3% from the budgeted enrollment number.

Mr. Elder asked how the enrollment parameter was calculated. Nicole responded that it was determined by PDE when they renewed our charter.

Discussion, Information: 10.4 Regional Office Report: Eric Woelfel, DCOO

Winter Semi-Formal Dances:

- Greensburg - Flannel Fling
- Philadelphia - Northern Lights
- Erie - Snowflake Ball

Family Services hosted 500 events so far this year, and 300 are already planned for 2nd semester.

Discussion, Information: 10.5 Lincoln Learning Consolidated Services Report: Kris Colatriano

There was no report.

Information, Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

Scot reported that the process has started for a new website.

## 11. Board Comments

Action, Discussion: 11.1 Board Comments

President Elder advised of receiving a resignation letter from Mark Noll. He then asked for a motion to accept the letter of resignation.

All of the Board members thanked everyone and wished everybody a happy holiday season.

Mr. Elder asked when the Charter renewal will be. Brian Hayden stated that the current Charter will be in effect until June 30, 2025, so it should be sometime in 2024. Mr. Elder would like for the new Board members to understand the process. He thanked everyone and wished everyone "Happy Holidays!"

Recommend the Board of Trustees accept and approve the resignation of Trustee Mark Noll, effective immediately following the adjournment of this meeting.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

## 12. Adjournment

Information: 12.1 Next Regular Meeting - January 11, 2023 @ 4:30 PM

Action: 12.2 Adjourn

The meeting was adjourned at 5:22 PM.

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

**The December 14, 2022 Regular Meeting was adjourned at 5:22 PM.**

Minutes Approved by:  Date: 1-11-2023

13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held prior to the Regular Meeting at 3:30 PM.  
12/14/2022 Executive Session information was provided by Joseph Askar, Solicitor.

**Executive Session:**

Start Time: 3:32pm

End Time: 4:32pm

**Board Attendees**

E. Elder

S. Robinson

M. Strawderman

M.D. Castellano

T. Dorsey

D. LeRoy

**Add'l Attendees**

J. Askar

JAskar



**January 11, 2023 Regular Meeting @ 4:30 PM (Wednesday, January 11, 2023)**

Generated by Cassandra Kirkland on Thursday, January 12, 2023

**Members present**

Edward Elder (in person), Steve Robinson(in person), Melissa DiSanto Castellano (via Zoom), Dan LeRoy (via Zoom)

**Members not present**

Tom Dorsey, Marc Strawderman, Logan Clark

**Meeting called to order at 04:38 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President  
Call to Order Time: 4:38 pm

Procedural: 1.2 Roll Call  
Members not present  
Tom Dorsey, Marc Strawderman, Logan Clark

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments  
There were no public comments.

**3. Board**

Action, Minutes: 3.1 Approval of December 14, 2022 Regular Meeting Minutes  
Recommend the Board of Trustees Approve the December 14, 2022 Regular Meeting Minutes, as presented.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

**4. Finance**

Action: 4.1 Approval of Health Care Program Stop Loss Renewal  
(Consent Vote 4.1 through 4.4)

Recommend the Board of Trustees approve the Health Care Program Stop Loss Renewal effective January 1, 2023 through December 31, 2023

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy  
Action, Information: 4.2 Approval of Health Care Program/Life Insurance Program Rates for Calendar Year 2023  
(Consent Vote 4.1 through 4.4)

Recommend the Board of Trustees approve the Health Care/Life Insurance Program and Rates Renewal including Administrative Fees effective January 1, 2023 through December 31, 2023

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.3 Approval of PA Unemployment Insurance Bonded Service Agreement Renewal  
(Consent Vote 4.1 through 4.4)

Recommend the Board of Trustees approve the Pennsylvania Unemployment Insurance Bonded Service Agreement renewal effective January 1, 2023 through December 31, 2023

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.4 Approval of Accepting Return of Organization Exempt from Income Tax IRS Form 990  
(Consent Vote 4.1 through 4.4)

Matthew Schulte (Chief Financial Officer)- Advised the Board that due to the holidays and individuals being away from the office, the December financial statements are not fully complete. The Board agenda item was removed from the January meeting. The reports will be available at the next meeting.

Recommend the Board of Trustees accept the Return of Organization Exempt From Income Tax IRS Form 990 for fiscal year ended June 30, 2022

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## **5. Education**

Action: 5.1 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.3)

Recommend the Board of Trustees approve the January 2023 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.2 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.3)

Recommend the Board of Trustees approve the January 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.3 Approval of the Cyber Strong PSSA Prep Tutoring Sessions  
(Consent Vote 5.1 through 5.3)

Recommend the Board of Trustees approve the Cyber Strong PSSA Prep Tutoring Sessions for the Spring testing cycle as presented.

Motion by Dan LeRoy, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## **6. Facilities and Grounds (no items)**

## **7. Personnel**

Action: 7.1 Approval of 2022-2023 3-5 Academy Cyber Strong Tutors  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the following employees to plan and instruct the 3-5 Academy Cyber Strong sessions at a rate of \$30 dollars per hr.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.2 Approval of New Hires



(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.3 Approval of December 2022 Employee Leave Report

(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the December 2022 Employee Leave Report, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.4 Approval of Employee Changes

(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, and Payroll Adjustments, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.5 Ratification of Settlement Agreement and Release

(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees ratify the settlement agreement and release between PA Cyber, the PCSEA, and Employee Number 1958, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of Memorandum of Understanding for the Beaver County Regional Wide Area Network (BC RWAN)  
Recommend the Board of Trustees approve the Memorandum of Understanding (MOU) for the Beaver County Regional Wide Area Network (BC RWAN). This MOU is for a new Five (5)-Year agreement with DQE Communications for the consortium Commodity Internet, Internet2, and PAIUNet Connections.

Motion by Melissa DiSanto Castellano, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of contract web redesign with Wall to Wall Studios

Dan Leroy (Board Member)- Had a couple questions concerning the web redesign. #1) How did we select this vendor? #2) What is our goal for the website redesign? What is the timeframe?

Scot Rutledge (Director of Marketing and Communications)- Stated that they looked at several vendors and they wanted someone with the ability to work with a educational environment and a narrow scope. Wall to Wall met all the needs. The web redesign will eliminate third party data tracking and will allow for more first party tracking. The completed time frame for the launch is July 1, 2023.

Recommend the Board of Trustees approves SOW and Master Service Agreement between Wall to Wall studios and PA Cyber for work on the new website.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

-PA Cyber will be hosting a PA Charter School Leadership program in the Harrisburg Regional office.

-School Choice Week is approaching

-Next Tuesday, the new Governor will be sworn in and a new Secretary of Education was appointed.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO  
Francie Spigelmyer -Updates as to the progress of the Multi-Tiered Support System (MTSS), school improvement plan and the Martin Luther King Day In-service plans.

Jennifer Shoaf-Deputy Chief Academic Officer (DCCAO)- A full day is planned for MLK Day, last than a handful of items left on the back-order report, staff have begun working on the 2023-2024 course catalog, and the Class of 2023 will be the first class graduating utilizing the Graduation Pathways.

Discussion, Information: 10.3 Enrollment Report: Nicole Granito, COO  
-Current Enrollment of Students is 10, 500 (8.2% reduction from last year)

-Enrollment Services has remained busy in January

-We are currently 1.3% below the budgeted enrollment number.

Discussion, Information: 10.4 Regional Office Report: Eric Woelfel, DCOO  
Along with MLK Day activities each regional representative has organized a day of service.

Information, Report: 10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications  
-Increased traffic to website

-Mr. Elder commended Scot on the T.V. ads

-Will be filming at Moonshot Museum January 17, 2023.

Discussion, Information: 10.6 Lincoln Learning Consolidated Services Report: Kris Colatriano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments  
-All the Board Members wished everyone a Happy New Year.

-Dan LeRoy thanked all the staff for attending the meeting.

-He also mentioned that PA Cyber has two writing award recipients who will be recognized on MLK Day.

-Steve Robinson said that he hope that we will finish the school year strong.

-Mr. Elder said that at the February meeting an outline of the ACT 55 program will be shared.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - February 8, 2023 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

**The January 11, 2023 Regular Meeting was adjourned at 5:13 PM.**

Minutes Approved by: 

Date: 2-8-2023

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held prior to the Regular Meeting at 4:00 PM.  
1/11/2023 Executive Session information was provided by Joseph Askar, Solicitor.

**Executive Session:**

Start Time: 4:01pm

End Time: 4:33pm

**Board Attendees**

C. Elder  
S. Robinson  
M.D. Castellano  
D. LeRoy

**Add'l Attendees**

B. Hayden  
J. Askar  
N. Granito  
J. Shoaf  
E. Woelfel  
Special Counsel Jennifer W.

JAskar



## **February 8, 2023 Regular Meeting @ 4:30 PM (Wednesday, February 8, 2023)**

*Generated by Cassandra Kirkland on Monday, February 13, 2023*

### **Members present**

Edward Elder (in person), Steve Robinson (in person - left meeting @ 5:40pm), Melissa DiSanto Castellano (via Zoom - joined meeting @ 5:00pm), Mark Strawderman (via Zoom), Dan LeRoy (in person)

### **Members not present**

Tom Dorsey, Logan Clark

## **Meeting called to order at 04:38 PM**

### **1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President

Call to Order Time: 04:38 PM

Procedural: 1.2 Roll Call

### **2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

Special Education Teachers Shenandoah Hoskinson, Athena Wahal, Nicole Carson, Jennifer Fath, and Sarah Ochtun read comments collected from special education teachers regarding contract negotiations and concerns including a fair contract, equitable pay, morale and special education teacher workloads.

-At 5:00 pm Melissa Castellano (Board member) joined the meeting- She asked if these questions were violating confidentiality around negotiations. Joe Askar (Solicitor) responded that this is a public forum. He stated that the Board can determine if the comments are becoming repetitious, and Mr. Elder (Board President) discussed ending the public comments due to the repetition. Melissa Castellano expressed her concern that these items belong in the contract negotiations. Mr. Elder said more speakers were allowed, but, if they continued to be repetitious, he would stop them. PA Cyber Staff then left the Board meeting. Mr. Askar asked that the Minutes reflect that the Board was allowing more public comments, but the staff left the room. Melissa Castellano stated that the union reps and PSEA reps are not conveying these comments at the negotiation table, and it is her hope that the staff is expressing their concerns to them.

### **3. Board**

Action, Information, Minutes: 3.1 Approval of January 11, 2023 Regular Meeting Minutes

Recommend the Board of Trustees Approve the January 11, 2023 Regular Meeting Minutes, as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

### **4. Finance**

Action: 4.1 Approval of Proposal/Agreement

(Consent Vote 4.1 through 4.6)

Recommend the Board of Trustees approve the proposal/agreement with Industrial Appraisal Company.

Motion by Melissa DiSanto Castellano, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 4.2 Approval of Agreement  
(Consent Vote 4.1 through 4.6)

Recommend the Board of Trustees approve the agreement with Henderson Brothers, Inc.

Motion by Melissa DiSanto Castellano, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 4.3 Approval of Purchase/Trade-In of Vehicles  
(Consent Vote 4.1 through 4.6)

Recommend the Board of Trustees approve the purchase of (1) 2023 Chevrolet Suburban and (1) 2023 Chevrolet Tahoe from C\*Harper per the COSTARS contract 026-145 for a total cost of \$137,445, which includes the trade in allowance for one vehicle in the school's fleet which is (1) 2013 Chevrolet Suburban.

Motion by Melissa DiSanto Castellano, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 4.4 Approval of Finance Reports  
(Consent Vote 4.1 through 4.6)

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statements as of December 31, 2022 and January 31, 2023
- \* Internal Service Fund Balance Sheet and Profit & Loss Statements as of November, 30, 2022, December 31, 2022, and January 31, 2023
- \* Accounts Receivable Reports as of December 31, 2022 and January 31, 2023 for the 2015/2016, 2017/2018, 2018/2019, 2019/2020, 2021/2022, and 2022/2023 school years
- \* Check Registers for the months of December 2022 and January 2023
- \* Treasurer's Reports as of December 31, 2022 and January 31, 2023

Motion by Melissa DiSanto Castellano, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 4.5 Approval of Purchase of Vehicles  
(Consent Vote 4.1 through 4.6)

Recommend the Board of Trustees approve the purchase of (2) 2023 Dodge Ram 2500 Promasters for a total cost of \$117,681.94.

Motion by Melissa DiSanto Castellano, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 4.6 Approval of Purchase/Trade-in of Vehicles  
(Consent Vote 4.1 through 4.6)

Recommend the Board of Trustees approve the purchase of (1) 2023 Chrysler Pacifica (2) Chrysler Pacifica vans from Griffin Motors Company per COSTARS contract 026-E22-177 for a total cost of \$103,767.41, which includes the trade in allowance for (3) vehicles in the school's fleet which are (3) 2014 Toyota Sienna vans.

Motion by Melissa DiSanto Castellano, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

## 5. Education

Action: 5.1 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the February 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 5.2 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the February 2023 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 5.3 Approval of Dual Enrollment Agreement CCBC  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the dual enrollment agreement between the Community College of Beaver County (CCBC) and the Pennsylvania Cyber Charter School as presented

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 5.4 Approval of Agreement with Hilton Garden Inn - Exton/West Chester  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the agreement between the Pennsylvania Cyber Charter School and the Hilton Garden Inn-Exton/West Chester.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 5.5 Approval of Agreement with Best Western Premier the Central Hotel & Conference Center  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and the Best Western Premier the Central Hotel & Conference Center.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 5.6 Approval of Agreement with Pittsburgh Marriott North  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approved the agreement between The Pennsylvania Cyber Charter School and the Pittsburgh Marriott North.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 5.7 Ratification of Young Audiences Arts for Learning Agreement  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees ratify the agreement between The Pennsylvania Cyber Charter School and Young Audiences Arts for Learning.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 5.8 Approval of Agreement with Lutherlyn  
(Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and Lutheryn.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
 Not Present at Vote: Steve Robinson

Action: 5.9 Approval of Gateway Clipper, Inc. Agreement  
 (Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approved the agreement between The Pennsylvania Cyber Charter School and Gateway Clipper, Inc.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
 Not Present at Vote: Steve Robinson  
 Action: 5.10 Approval of Facility Rental Agreement  
 (Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the facility rental agreement between The Pennsylvania Cyber Charter School and the Zoological Society of Philadelphia (Philadelphia Zoo).

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
 Not Present at Vote: Steve Robinson

Action: 5.11 Approval of Back-to-School Pittsburgh Zoo Field Trip  
 (Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the 2023-2024 back-to-school Pittsburgh Zoo field trip.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
 Not Present at Vote: Steve Robinson

Action: 5.12 Approval of Penn State University Release and Indemnification Agreement  
 (Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the Penn State University Release and Indemnification Agreement as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
 Not Present at Vote: Steve Robinson

Action: 5.13 Approval of Confidential Settlement Agreement and Release - Student File No. 388-22  
 (Consent Vote 5.1 through 5.13)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release related to Student File No. 388-22, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
 Not Present at Vote: Steve Robinson

## **6. Facilities and Grounds (no items)**

## **7. Personnel**

Action: 7.1 Approval of Revised Job Description  
 (Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the following revised job description, as presented:  
-Special Education Enrollment Coordinator (no classification change)

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
Not Present at Vote: Steve Robinson

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
Not Present at Vote: Steve Robinson

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Resignations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
Not Present at Vote: Steve Robinson

Action: 7.4 Approval of January 2023 Employee Leave Report  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the January 2023 Employee Leave Report as presented.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
Not Present at Vote: Steve Robinson

Action: 7.5 Approval of FSA Services Agreements  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Business Associate Agreement and FSA Services Agreement between P&A Administrative Services, Inc. and PA Cyber as well as the association FSA Plan Document, as presented.

Motion by Marc Strawderman, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
Not Present at Vote: Steve Robinson

## **8. Technology**

Action: 8.1 Approval of DQE Communications Metro Ethernet & Internet Service Order Renewal Agreement for Midland and Pittsburgh-South Side Offices

(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the DQE Communications Metro Ethernet & Internet Service Order Renewal Agreement for Midland and Pittsburgh-South Side Offices. This renewal agreement is submitted as part of the E-rate program.

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy  
Not Present at Vote: Steve Robinson

Action: 8.2 Approval of Academic VMware Workspace ONE Standard (AirWatch) License Renewal  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the SHI quote for the 12 month renewal of 350 licenses of Academic VMware Workspace ONE Standard (AirWatch). These licenses provide mobile device management (MDM) for staff smartphones and school iPads.



Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 8.3 Approval of GumDrop Case Purchase for Student Laptops  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of 7,000 GumDrop Cases from GDC under COSTARS #199069 in the amount of \$ \$194,040 for the 2023 and 2024 school years as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 8.4 Approval of Technology Recycle  
(Consent Vote 8.1 through 8.6)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 8.5 Approval of Staff Laptop Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of twenty five (25) Dell Latitude 3330 laptops and fifteen (15) Dell 3570 laptops in the amount of \$45,924.95 per the COSTARS Software Agreement 199069

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 8.6 Approval of the Purchase of a HP SAN and ESX VMWare Support Contract  
(Consent Vote 8.1 through 8.6)

Recommend the Board of Trustees approve the purchase of a 2 year contract for HP Storage Area Network (SAN) and ESX/VMware Support in the amount of \$12,232.41

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

## **9. Operations**

Action: 9.1 Approval of Perlow Productions Estimates for Central/Eastern Graduation Ceremonies

(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approve the estimate by Perlow Productions for video and live streaming services for our Central/Eastern graduation ceremonies at an estimated cost of \$39,000 as presented.

Motion by Melissa DiSanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

Action: 9.2 Approval of Course Catalog Printing Estimate  
(Consent Vote 9.1 & 9.2)

Recommend the Board of Trustees approve PA Cyber to move forward with the printing, binding, and mail preparation of the 2023-2024 course catalogs at an estimated cost of \$40,043.00 + Postage.

Motion by Melissa DiSanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

-Jen Shoaf had a baby boy - everyone is doing well

-Spent 3 Weeks in Harrisburg:

Week#1- PCPS- Emerging Leaders Program meeting was held in the Harrisburg Regional Office

Week#2- School Choice Week- Speaker at the event, spoke with legislators

Week#3- Met with members of the Republican Policy Committee

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

School Improvement Plan (SIP) Update was presented by Francie Spigelmyer (CAO), Dr. Sandra Fouch (Director of Data and Assessment), Shawn Lanious (Principal K-5), Kevin Romasco (Principal 6-8), and Dr. Jay Barris (Principal 11-12)

- Dr. Fouch explained graduation and dropout rates.

- 4 & 5 year graduation rate has improved and the dropout rate has decreased.

- Shawn Lanious - Discussed the benefits of the Academic Intervention Specialist (Debra Kress).

- Kevin Romasco - Discussed what is done at the 6th-8th grade level.

- Dr. Jay Barris - Discussed working collaboratively to make sure students graduate.

Discussion, Information: 10.3 Enrollment Report: Nicole Granito, COO

Nicole Granito presented the enrollment report

Discussion, Information: 10.4 Regional Office Report: Eric Woelfel, DCOO

Regional office update

Report: 10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications

Discussion, Information: 10.6 Lincoln Learning Consolidated Services Report: Kris Colatrisano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

Marc Strawderman- thanked the teachers

Melissa Castellano- commended Academic Intervention Specialist, Deb Kress

Dan LeRoy- thanked everyone and also congratulated Jen Shoaf & family

## 12. Adjournment

Information: 12.1 Next Regular Meeting - March 8, 2023 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Melissa DiSanto Castellano, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

Not Present at Vote: Steve Robinson

**The February 8, 2023 Regular Meeting was adjourned at 6:07 pm.**

Minutes Approved by:  Date: 3-8-2023

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held prior to the Regular Meeting at 3:30 PM.

2/8/2023 Executive Session Information was provided by Joseph Askar, Solicitor:

Start Time: 3:37pm

End Time: 4:33pm

**Board Attendees**

E. Elder

S. Robinson

M.D. Castellano

D. LeRoy

M. Strawderman

JAskar

**Add'l Attendees**

B. Hayden N. Granito

M. Schulte F. Spigelmyer

N. Granito R. Bovalino

E. Woelfel J. Askar

Special Counsel Jennifer Will



**March 8, 2023 Regular Meeting @ 4:30 PM (Wednesday, March 8, 2023)**  
 Generated by Cassandra Kirkland on Wednesday, March 15, 2023

**Members present**

Edward Elder (in person), Tom Dorsey (via zoom), Steve Robinson (in person) , Melissa DiSanto Castellano (via zoom), Dan LeRoy (in person)

**Members not present**

Marc Strawderman, Logan Clark

**Meeting called to order at 4:32 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President  
 Meeting called to order at 4:32 PM

Procedural: 1.2 Roll Call  
 Melissa DiSanto-Castellano joined the meeting at 5:09PM

Not Present  
 Marc Strawderman  
 Logan Clark

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments  
 1. Kristi Hronas (Special Education Teacher)- Indicated that a teacher survey was conducted among the Special Education Staff.  
 2. Teresa Martin (Special Education Teacher & Union President)- Spoke on behalf of the Special Education Staff

**3. Board**

Action, Information, Minutes: 3.1 Approval of February 08, 2023 Regular Meeting Minutes  
 Recommend the Board of Trustees Approve the February 08, 2023 Regular Meeting Minutes, as presented.

Motion by Steve Robinson, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

**4. Finance**

Action: 4.1 Approval of Increase in Investment  
 (Consent Vote 4.1 through 4.3)

Recommend the Board of Trustees approve an increase in investment from up to \$20 million to up to \$40 million with F.N.B. Investment Advisors, Inc.

Motion by Tom Dorsey, second by Steve Robinson.  
 Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 4.2 Approval of Purchase/Trade-in of Vehicles  
(Consent Vote 4.1 through 4.3)

Recommend the Board of Trustees approve the purchase of (3) 2023 Toyota Highlanders from New Holland Auto Group per the COSTARS state contract 026-E22-165 for a total cost of \$122,669.00, which includes the trade in allowance for (3) vehicles, which constitute the following vehicles in the school's fleet; (2) 2013 Ford Explorers and (1) 2014 Toyota Sienna.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 4.3 Approval of New Deposit Account and Investment  
(Consent Vote 4.1 through 4.3)

Recommend the Board of Trustees approve the opening of a deposit account with The Huntington National Bank and the investment of up to \$25 million in Certificate of Deposit and Cash Sweep Account.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

## 5. Education

Action: 5.1 Approval of American Curriculum Consultants Coaching Cycles, Instructional Mentoring, and PD  
(Consent Vote 5.1 through 5.9)

Steve Robinson (Board Member) had questions about this and Danielle Phillips (9th & 10th grade Principal) responded.

Recommend the Board of Trustees approve American Curriculum Consultants to continue to provide the service of PD and Coaching cycles with the addition this year of Instructional Mentoring for Algebra I teachers at the 9-12 Academy during the 2022-2023 school year.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.2 Approval of 2022-2023 Summer Reading & Math Program  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the 2022-2023 Summer Reading & Math Program, tutors, and special project stipend.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.3 Approval of Special Education New and Revised contracts.  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the March 2023 New and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.4 Approval of Special Education Contracts Requiring Signature**  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the March 2023 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.5 Approval of Mobile Fab Lab Agreement**  
(Consent Vote 5.1 through 5.9)

Dan LeRoy (Board Member) had questions about the mobile lab. Eric Woelfel (DCOO) explained how we have utilized the Polytechnic Mobile Lab. Brian Hayden provided more detail about the equipment in the Polytechnic mobile labs.

Recommend the Board of Trustees approve the Mobile Fab Lab agreement between The Pennsylvania Cyber Charter School and The Carnegie Science Center as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.6 Approval of STATE ASSESSMENT CONTRACTS**  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve all contracts for the PSSA and Keystone assessments for the spring testing window (22-23SY) as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.7 Approval of Kindergarten Learning Coach Guides and Resource Book**  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the printing estimate from PMI Printing for learning coach guides and a student resource book to be used with the kindergarten Accelerate curriculum in the amount of \$14,620.00 as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.8 Approval of Licensing for Claris - FileMaker Pro (FMP)**  
(Consent Vote 5.1 through 5.9)

Recommended the Board of Trustees approve the Claris - FileMaker Pro (FMP) Annual Licensing Renewal quote for 100 licenses of FileMaker Pro (FMP) a 12-month subscription as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.9 Approval of Hershey Park Tickets**  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the purchase of 500 Hershey Park tickets.

Motion by Steve Robinson, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**6. Facilities and Grounds (No Items)**

**7. Personnel**

Action: 7.1 Approval of Revised Job Description  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the following revised job description, as presented:  
-Graphic Designer (no classification change)

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.2 Approval of February 2023 Employee Leave Report  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the February 2023 Employee Leave Report as presented.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 7.3 Approval of New Hires  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 7.4 Approval of Revised Employee Handbook Policy 301  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve revised Employee Handbook Policy 301: Academic Calendar/Emergency Closings, as presented.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 7.5 Approval of Revised Employee Handbook Policy 303  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve revised Employee Handbook Policy 303-Time Off/Extended Unpaid Leave/Proration of Time Off, as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

## 8. Technology

Action: 8.1 Approval of DQE Metro Ethernet and Internet Service Order Agreement for our Hardware Team  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the DQE Metro Ethernet and Internet Service Order Agreement for 24 months of 1 Gbps network access for our Hardware team at 518 Railroad Avenue, Midland. This agreement is submitted as part of the E-rate program and was chosen based on price, term and services.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 8.2 Ratification of BTPros State Testing PowerApp Build Agreement  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees ratify the BTPros State Testing PowerApp Build Agreement for \$60,000 as presented.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 8.3 Approval of Rollback Rx Maintenance and License Renewal  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the renewal of Rollback Rx from Horizon DataSys Corporation in the amount of \$48,750.00 as presented for the 2023-2024 school year.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 8.4 Approval of Beyond Trust Software Subscription Renewal  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the purchase of a three (3) year subscription of Beyond Trust (Formerly Bomgar) which includes 18 User Licenses in the amount of \$79,965.36 as presented.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 8.5 Approval of the Agreement to Rebuild the Wireless Network Infrastructure  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the attached statement of work to rebuild the Aruba ClearPass system in the amount of \$9,984 as presented.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano



**Action: 8.6 Approval of Loop Internet Master Service Agreement and Quote for our Wilkes-Barre Office**  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the Loop Internet Master Service Agreement and Quote for 100 Mbps Dedicated Fiber internet access for 36 months at our Wilkes-Barre office. This agreement is submitted as part of the E-rate program and was chosen based on price and services.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 8.7 Approval of Genius SIS Addendum**  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustee approve the Genius Student Information System(SIS) addendum as presented.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 8.8 Approval of Comcast Business Service Order Agreement for our State College Office**  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the Comcast Business Service Order Agreement for 250 Mbps upload and 25 Mbps download speeds of internet access for 36 months at our State College office. This agreement is submitted as part of the E-rate program and was chosen based on price and services.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 8.9 Approval to Purchase Core Firewalls**  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the purchase of two (2) core network firewalls in the amount of \$157,300.86 as presented.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 8.10 Approval of Network Switches Purchase**  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the purchase of several network switches in the amount of \$59,348 as presented.

Motion by Tom Dorsey, second by Steve Robinson.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

**Action: 8.11 Approval of Druva InSync Cloud Enterprise Agreement**  
(Consent Vote 8.1 through 8.11)

Recommend the Board of Trustees approve the purchase of Druva InSync Cloud Enterprise for employee use in the amount of \$112,489.50 per the COSTARS quote as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

## 9. Operations

Action: 9.1 Approval of 2023-2024 Student Planner Estimates  
 (Consent Vote 9.1 through 9.3)

Recommend the Board of Trustees approves the student planners for the 2023-24 school year in the amount of \$68,201.43 as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 9.2 Approval of Event Contract  
 (Consent Vote 9.1 through 9.3)

Recommend the Board of Trustees approve the Willows Event Contract Agreement between the Willows and PA Cyber pending final legal review and approval as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 9.3 Approval of 2023-2024 School Calendar  
 (Consent Vote 9.1 through 9.3)

Recommend that Board of Trustees approve the 2023-2024 School Calendar as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden  
 -Provided Marketing updates  
 -Discussed the Governor's budget address

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO  
 - Multi-Tiered System of Supports (MTSS)- is making great strides  
 - PSSA & Keystone Testing coming up in April/ May  
 - Check-Ins with Mentor/Mentee coming up

Discussion, Information: 10.3 Enrollment Report: Nicole Granito, COO  
 Nicole Granito presented the enrollment report.

Discussion, Information: 10.4 Regional Office Report: Eric Woelfel, DCOO  
 Eric Woelfel gave a regional office update.

Discussion, Information: 10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications  
 Scot Rutledge presented the marketing report and shared two "A day in the life" videos.

Discussion, Information: 10.6 Lincoln Learning Consolidated Services Report: Kris Colatriano  
No comments.

**11. Board Comments**

Discussion: 11.1 The meeting is now open for any Board comments  
Melissa Castellano joined the meeting at 05:09 PM

-All of the Board Members thanked the staff and asked that they share the Special Education survey results.  
-Mr. Elder asked them to send the survey to the Board Secretary to distribute to the Board Members.

**12. Adjournment**

Information: 12.1 Next Regular Meeting - April 12, 2023 @ 4:30 PM

Action: 12.2 Adjourn  
Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

**The March 8, 2023 Regular Meeting was adjourned at 5:16 PM**

Minutes Approved by:  Date: 5-11-2023

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held prior to the Regular Meeting at 4:00 PM  
3/8/2023 Executive Session information was provided by Joseph Askar, Solicitor:

Executive Session:

Start Time: 4:00pm  
End Time: 4:27pm

**Board Attendees**

E. Elder  
S. Robinson  
M.D. Castellano  
D. LeRoy  
T. Dorsey  
J. Askar

**Add'l Attendees**

B. Hayden N.Granito  
M. Schulte F. Spigelmyer  
N. Granito E.Woelfel

**REGULAR MEETING**  
**CANCELLED**

Re: No QUORUM

**PA CYBER CHARTER SCHOOL**  
**BOARD OF DIRECTORS**

**APRIL 2023**



---

Cassandra Kirkland, Board Secretary



## **May 10, 2023 Regular Meeting @ 4:30 PM (Wednesday, May 10, 2023)**

*Generated by Cassandra Kirkland on Monday, May 15, 2023*

### **Members present**

Edward Elder (in person), Tom Dorsey (via zoom), Steve Robinson (in person), Melissa DiSanto Castellano (via zoom), Marc Strawderman (via zoom), Logan Clark (via zoom) Dan LeRoy (in person)

Tom Dorsey joined the meeting at 4:38 PM

Melissa DiSanto-Castellano joined the meeting at 5:13 PM

Meeting called to order at 4:31 PM

### **1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

Procedural: 1.3 Call to Order - Edward Elder, President

### **2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

Sarah Ochtun (Special Education Teacher)-Shared a video that was done in collaboration with Special Education teachers.

Teresa Martin (Special Education Teacher)- Spoke on behalf of the Special Education Staff about being treated fairly.

### **3. Board**

Action, Information, Minutes: 3.1 Approval of March 8, 2023 Regular Meeting Minutes  
Recommend the Board of Trustees Approve the March 8, 2023 Regular Meeting Minutes, as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Tom Dorsey, Melissa DiSanto Castellano

### **4. Finance**

Action: 4.1 Approval of Finance Reports  
(Consent Vote 4.1 through 4.5)

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statements as of February 28, 2023 and March 31, 2023
- \* Internal Service Fund Balance Sheet and Profit & Loss Statements as of February 28, 2023 and March 31, 2023
- \* Accounts Receivable Reports as of February 28, 2023 and March 31, 2023 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022 and 2022/2023 school years
- \* Check Registers for the months of February 2023 and March 2023
- \* Treasurer's Reports as of February 28, 2023 and March 31, 2023

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Tom Dorsey, Melissa DiSanto Castellano

**Action: 4.2 Ratification of Agreement of Purchase/Trade-in of Vehicle**  
(Consent Vote 4.1 through 4.5)

Recommend the Board of Trustees ratify the agreement of the purchase of (1) 2023 Toyota Highlander from New Holland Auto Group per the COSTARS state contract 026-E22-165 for a total cost of \$35,568, which includes the trade in allowance for (1) vehicle, which constitutes the follow vehicle in the school's fleet; (1) 2014 Toyota Sienna.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Tom Dorsey, Melissa DiSanto Castellano

**Action: 4.3 Approval of Central Susquehanna Intermediate Unit Financial Software Adjusted Price Estimate**  
(Consent Vote 4.1 through 4.5)

Recommend the Board of Trustees approve the adjusted cost proposal from the Central Susquehanna Intermediate Unit for Financial Dashboard eService for the 2023/2024 school year through the 2027/2028 school year.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Tom Dorsey, Melissa DiSanto Castellano

**Action: 4.4 Approval of Purchase/Trade-in of Vehicle**  
(Consent Vote 4.1 through 4.5)

Recommend the Board of Trustees approve the purchase of (1) 2022 Chrysler Pacifica from Apple Chrysler Dodge Jeep Ram of Hanover per the COSTARS state contract 026-E23-221 for a total cost of \$30,345, which includes the trade in allowance for (1) vehicle, which constitutes the following vehicle in the school's fleet; (1) 2014 Toyota Sienna.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Tom Dorsey, Melissa DiSanto Castellano

**Action: 4.5 Approval of Purchase/Trade-in of Vehicle**  
(Consent Vote 4.1 through 4.5)

Recommend the Board of Trustees approve the purchase of (1) 2023 Toyota Highlander from New Holland Auto Group per the COSTARS state contract 026-E22-165 for a total cost of \$36,073.00, which includes the trade in allowance for (1) vehicle, which constitutes the following vehicle in the school's fleet; (1) 2014 Toyota Sienna.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Tom Dorsey, Melissa DiSanto Castellano

**Action: 4.6 Approval of Preliminary Budget**  
Tom Dorsey joined the meeting at 4:38 PM.

Recommend the Board of Trustees approve the Preliminary Budget of The Pennsylvania Cyber Charter School for the July 1, 2023 - June 30, 2024 school year as presented.

Motion by Steve Robinson, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Abstain: Logan Clark

Not Present at Vote: Melissa DiSanto Castellano

## **5. Education**

**Action: 5.1 Approval of Addendum with Baden Area Healthcare**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the Professional Service Addendum between The Pennsylvania Cyber Charter School and Baden Area Healthcare.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.2 Approval of Winsor Learning (Sunday System)  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve Winsor Learning (Sunday System) Dual Delivery, Materials, Digital Readers, and Professional Development (training) as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action, Information: 5.3 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the April 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.4 Approval of Special Education New and Renewal contracts.  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the May 2023 New and Renewal contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.5 Approval of Agreement with Kutztown University for Central/Eastern Graduation Ceremony  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the agreement with Kutztown University for the use of facilities for the Central/Eastern graduation ceremony as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.6 Ratification of Agreement with Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees ratify the agreement of the April 2023 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.7 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the May 2023 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.8 Approval of 2023-2024 Student Handbook  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the 2023-2024 Student Handbook as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.9 Ratification of Agreement with Sarah Heinz House  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees ratify the agreement between PA Cyber and Sarah Heinz House as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.10 Approval of Licensing for TeachTown- enCORE K-12 and Social Skills  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve TeachTown - enCORE K-12 and Social Skills for administrator, educator, and student access as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.11 Approval of Padlet  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Padlet Backpack Gold in the amount of \$1,120.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.12 Approval of Gimkit  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Gimkit in the amount of \$650.00 as presented.

Motion by Tom Dorsey, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.13 Approval of Education.com  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Education.com in the amount of \$1,899.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.14 Approval of OverDrive Agreement (BVIU)  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of OverDrive through the Beaver Valley Intermediate Unit Consortium in the amount of \$5,949.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
Not Present at Vote: Melissa DiSanto Castellano

Action: 5.15 Approval of Book Systems  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Book System's Atrium Express, OPAC Snapshot, Lexile MARC, SurfIt site licensing in the amount of \$1,370.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.



Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.16 Approval of Brainingcamp  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Brainingcamp licensing for digital math manipulatives in the amount of \$3,867.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.17 Approval of BrainPOP  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of BrainPOP, BrainPOP Jr., and BrainPOP Science student licensing in the amount of \$62,998.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.18 Approval of Fireplace, Inc. Smore Licensing  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Fireplace, Inc for Smore licensing in the amount of \$2,999.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.19 Approval of School Specialty  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of School Specialty for the Compass Digital product for access to Pennsylvania English Language Arts and Pennsylvania Mathematics digital resources in the amount of \$5,499.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.20 Approval of Omega Labs, Inc. Boom Learning  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Omega Labs, Inc Boom Learning for the Boom card teacher membership in the amount of \$4,100.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.21 Approval of Read Naturally  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Read Naturally's Read Live program in the amount of \$3,800.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.22 Approval of Discovery Education Mystery Science  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve Discovery Education, Inc. for Mystery Science resources in the amount of \$1,395.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.23 Approval of Edmentum Reading Eggs  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Edmentum for the product Reading Eggs in the amount of \$2,840.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.24 Approval of Edmentum ELL Foundation Library  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Edmentum for the ELL Foundations Library product in the amount of \$9,250.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.25 Approval of Edmentum ExactPath  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve licensing with Edmentum for the product Exact Path to be used as a diagnostic assessment and prescriptive learning solution for students in grades K-8 in the amount of \$199,479.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.26 Approval of Edmentum Study Island  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of licensing with Edmentum for the product Study Island for mathematics, English language arts, and science benchmarks in the amount of \$81,609.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.27 Approval of Learning A-Z  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Learning A-Z in the amount of \$45,815.18 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 5.28 Approval of Rosetta Stone  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Rosetta Stone, LLC for use with English Learners in the amount of \$26,495.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.29 Approval of Newsela**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Newsela's ELA, science, and social studies collections to be used with students in grades 6-8 in the amount of \$88,547.24 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.30 Approval of Legends of Learning**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Legends of Learning in the amount of \$14,400.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.31 Approval of Classkick**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Classkick Pro in the amount of \$10,399.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.32 Approval of Turnitin**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of licensing for Turnitin for grades 6-12 for ELA and social studies in the amount of \$43,878.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.33 Approval of IXL Learning**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve licensing with IXL Learning for students in grades 2-12 in the amount of \$192,285.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.34 Approval of OverDrive Inc.**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of OverDrive Inc.'s digital eBook collection in the amount of \$23,090.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

**Action: 5.35 Approval of Xello/Career Cruising**  
(Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Xello's Career Cruising and Xello software to be used in PA Cyber's career course offerings at a cost of \$29,635.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 5.36 Approval of FEV Tutor  
 (Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the licensing agreement with Focus Care, Inc. DBA FEV Tutor, Inc. for 6,000 hours of online tutoring for students in grades 3-12 in the amount of \$150,000.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 5.37 Approval of ExploreLearning Gizmos  
 (Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of ExploreLearning for Gizmos licensing in the amount of \$37,525.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 5.38 Approval of Nearpod  
 (Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the purchase of Nearpod for students in grades K-12 in the amount of \$200,000.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 5.39 Approval of Agreement with Robert Morris University for Western Graduation Ceremony  
 (Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve the agreement with Robert Morris University for the use of facilities for the Western graduation ceremony as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 5.40 Approval of Atlas Mapping Software  
 (Consent Vote 5.1 through 5.40)

Recommend the Board of Trustees approve licensing with Rubicon West LLC for the Atlas mapping software in the amount of \$37,255.00 as presented.

Motion by Tom Dorsey, second by Steve Robinson.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

## **6. Facilities and Grounds**

Action: 6.1 Approval of Ladder Pulls Philadelphia Regional Office  
 (Consent Vote 6.1 through 6.4)

Recommend the Board of Trustees approve quote for install of ladder pulls (door handles) for our Philadelphia Regional Office as presented.

Motion by Marc Strawderman, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 6.2 Approval of Second Amendment to the Facilities Agreement  
 (Consent Vote 6.1 through 6.4)

Recommend the Board of Trustees approve the second amendment to the facilities agreement between PA Cyber and Lincoln Learning Solutions as presented.

Motion by Marc Strawderman, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 6.3 Approval of Lease Agreement  
 (Consent Vote 6.1 through 6.4)

Recommend the Board of Trustees approve the lease between PA Cyber and 111 Madison Square, LLC as presented.

Motion by Marc Strawderman, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 6.4 Approval of PSI Proposals  
 (Consent Vote 6.1 through 6.4)

Recommend the Board of Trustees approve the Intertek PSI proposals as presented.

Motion by Marc Strawderman, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

## 7. Personnel

Action: 7.1 Approval of New Hires  
 (Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano  
 Action: 7.2 Approval of May Employee Changes  
 (Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees approve the Resignations and Payroll Adjustments as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 7.3 Approval of March & April 2023 Employee Leave Report  
 (Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees approve the March 2023 Employee Leave Report as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 7.4 Approval of NQTL Agreement  
 (Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and NQTL Analysis Service, as presented.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy  
 Not Present at Vote: Melissa DiSanto Castellano

Action: 7.5 Ratification of Agreement with Integrated Health  
(Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees ratify the agreement between PA Cyber Charter School and Integrated Health, LLC, as presented.

Motion by Steve Robinson, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 7.6 Approval of Revised COBRA Services Agreement  
(Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and P&A Administrative Services, Inc., as presented.

Motion by Steve Robinson, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 7.7 Ratification of Revised Job Description  
(Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees ratify the following revised job description, as presented:  
-SAP Supervisor (no classification change)

Motion by Steve Robinson, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 7.8 Approval of Revised Supplemental Pay Schedule  
(Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees approve the revised 2022-2023 Supplemental Pay Schedule, as presented.

Motion by Steve Robinson, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 7.9 Approval of Act 168 Agreement  
(Consent Vote 7.1 through 7.9)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and the Lancaster-Lebanon IU13, as presented.

Motion by Steve Robinson, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

## **8. Technology**

Action: 8.1 Approval of Network Switches Purchase  
(Consent Vote 8.1 through 8.3)

Recommend the Board of Trustees approve the purchase of several network switches in the amount of \$65,649.64 as presented.

Motion by Marc Strawderman, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 8.2 Approval to Retract Agenda Item 3.10 from the March 2023 Board Meeting  
(Consent Vote 8.1 through 8.3)

Recommend the Board of Trustees retract the approval to purchase several network switches in the amount of \$59,348 from Involta as presented at the March 2023 board meeting in the amount of \$59,348.

Motion by Marc Strawderman, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

Action: 8.3 Ratification of Laptop Purchase Agreement - Staff Refresh Project  
(Consent Vote 8.1 through 8.3)

Recommend the Board of Trustees ratify the agreement- purchase of eighty-four (84) Dell Latitude 3340 2-in-1 laptops and eighty-four (84) Dell 3570 laptops in the amount of \$193,593.12 per the COSTARS Software Agreement 199069

Motion by Marc Strawderman, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Not Present at Vote: Melissa DiSanto Castellano

## 9. Operations

Action: 9.1 Approval of Kirkpatrick Group Public Relations Firm Contract

Dan LeRoy & Logan Clark (Board Members)- Asked for details about this contract and Scot Rutledge (Marketing Director) addressed their questions.

Recommend the Board of Trustees approves the contract with the Kirkpatrick Group for Public Relations services as presented.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Dan LeRoy

No: Logan Clark

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

-Youth Town Hall at the Rendell Center - two PA Cyber students were chosen to ask the Governor questions

-Discussed PA Cyber team winning People's Choice Award at the 2023 Governor's STEM Competition State Finals

-Talked about PSSA's and upcoming Keystone Testing

-Thanked Teachers and Staff for all their hard work as we celebrate Teacher Appreciation Week

-Schedule Changes to Regular Board Meetings from 12 months to 10 months. No regular meetings for the month of July and December

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

-Thanked Teachers and Staff for Teacher Appreciation Week and all their hard work during PSSA's & upcoming Keystone testing

-Update on School Improvement Plan next month

-Talked about Student Assessment Teacher Survey

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

-2023/2024 Course Catalog is available

-Currently training staff to assist families with new course selections

-Sending email invitations to all staff to attend the graduation ceremonies

-ELD - ACCESS testing is completed - great participation - PA Cyber has over 220 English learners

Discussion, Information: 10.4 Enrollment Report: Nicole Granito, COO

Nicole Granito presented the enrollment report.

Discussion, Information: 10.5 Regional Office Report: Eric Woelfel, DCOO

Eric Woelfel gave a regional office update. He commended staff for all their efforts on the success of the Gateway Clipper Prom and Art Reach Showcase.

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

-Scot Rutledge welcomed new Graphic Designer, Ed Miles to the Marketing team.

-Moment in History series with Ruby Golding has reached over 10,500 views

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatrisano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments  
All of the Board Members thanked the Teachers and Staff for all their hard work.  
Mr. Elder and Steve Robinson commented that they are looking forward to Graduation.

**12. Adjournment**

Information: 12.1 Next Regular Meeting - June 14, 2023 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Steve Robinson, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Melissa DiSanto Castellano, Marc Strawderman, Logan Clark, Dan LeRoy

**The May 10, 2023 Regular Meeting was adjourned at 5:23 PM.**

Minutes Approved by: *Candice Rubland* Date: *6-21-2023*

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held prior to meeting at 3:30 PM.  
Executive Session: Information provided by Joseph Askar, Solicitor

Start Time: 3:32pm  
End Time: 4:18pm

**Board Attendees**

E. Elder            Tom Dorsey  
S. Robinson      Dan LeRoy  
M.D. Castellano   Marc Strawderman  
Logan Clark

**Add'l Attendees**

J.Askar



**June 14, 2023 Reorganization Meeting @ 4:30 PM (Wednesday, June 14, 2023)**

*Generated by Cassandra Kirkland on Wednesday, June 21, 2023*

**Members present**

Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

**Meeting called to order at 4:40 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Edward Elder, President

Procedural: 1.2 Roll Call

Members present -Edward Elder (in person), Tom Dorsey (via zoom), Steve Robinson (in person), Marc Strawderman (via zoom), Dan LeRoy (in person)

Members not present- Melissa DiSanto Castellano and Logan Clark

Action: 1.3 Appoint Solicitor to Preside Over Meeting

Recommend the Board of Trustees appoint Joseph Askar, Solicitor, to preside over the Reorganization Meeting.

Motion by Steve Robinson, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

**2. Board-Reorganization**

Action: 2.1 Appointment of the 2023-2024 President of the PA Cyber Charter School Board of Trustees

Nomination of: STEVE ROBINSON

Nomination by: Edward Elder

Nomination Seconded by: Tom Dorsey

Recommend the Board of Trustees approve the appointment of STEVE ROBINSON as President of the PA Cyber Charter School Board of Trustees.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 2.2 Appointment of the 2023-2024 Vice-President of the PA Cyber Charter School Board of Trustees

Nomination of: EDWARD ELDER

Nomination by: Steve Robinson

Nomination Seconded by: Tom Dorsey

Recommend the Board of Trustees approve the appointment of EDWARD ELDER as Vice-President of the PA Cyber Charter School Board of Trustees.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 2.3 Appointment of the 2023-2024 Secretary of the PA Cyber Charter School Board of Trustees

Nomination of: CASSANDRA KIRKLAND

Nomination by: Edward Elder

Nomination Seconded by: Dan LeRoy

Recommend the Board of Trustees approve the appointment of CASSANDRA KIRKLAND as Secretary of the PA Cyber Charter School Board of Trustees.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 2.4 Appointment of the 2023-2024 Assistant Secretary of the PA Cyber Charter School Board of Trustees

Nomination of: CHERYL LEYDIG  
 Nomination by: Steve Robinson  
 Nomination Seconded by: Dan LeRoy

Recommend the Board of Trustees approve the appointment of CHERYL LEYDIG as Assistant Secretary of the PA Cyber Charter School Board of Trustees.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 2.5 Appointment of the 2023-2024 Treasurer of the PA Cyber Charter School Board of Trustees  
 Nomination of: MATTHEW SCHULTE  
 Nomination by: Dan LeRoy  
 Nomination Seconded by: Tom Dorsey

Recommend the Board of Trustees approve the appointment of MATTHEW SCHULTE as Treasurer of the PA Cyber Charter School Board of Trustees.

Motion by Steve Robinson, second by Tom Dorsey.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 2.6 Appointment of 2023-2024 Solicitor of the PA Cyber Charter School Board of Trustees  
 Brian Hayden presided over this motion.

Nomination of: JOSEPH ASKAR  
 Nomination by: Edward Elder  
 Nomination Seconded by: Tom Dorsey

Recommend the Board of Trustees approve the appointment of JOSEPH ASKAR as Solicitor of the PA Cyber Charter School Board of Trustees.

Motion by Tom Dorsey, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 2.7 Designation of Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2023-2024 School Year  
 Brian Hayden amended the motion to state the following: PA Cyber Board of Trustees will meet the 2nd Wednesday of every month, with the exception of July and December, at 4:30 p.m. at 1200 Midland Avenue, Midland, PA 15059.

Recommend the Board of Trustees approve the following Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2022-2023 school year:

DATE: Second Wednesday of Each Month  
 TIME: 4:30 p.m.  
 LOCATION: 1200 Midland Avenue, Midland, PA 15059

Motion by Steve Robinson, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

### 3. Adjournment

Action: 3.1 Adjourn

Recommend the Board of Trustees approve the adjournment of the Reorganization meeting.  
 Motion by Dan LeRoy, second by Steve Robinson.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

**The June 14, 2023 Reorganization Meeting was adjourned at 4:52 PM.**

Minutes Approved by: *Cassandra Kulland* Date: 9-14-2023

**June 14, 2023 Regular Meeting @ Immediately Following Reorganization Meeting Wednesday, June 14, 2023  
(Wednesday, June 14, 2023)**

*Generated by Cassandra Kirkland on Wednesday, June 21, 2023*

**Members present-** Edward Elder (in person), Tom Dorsey (via zoom), Steve Robinson (in person), Marc Strawderman (via zoom), Dan LeRoy (in person)

**Members not present-** Melissa DiSanto Castellano and Logan Clark

**Meeting called to order at 4:53 PM.**

**1. Welcome**

Procedural: 1.1 Call to Order - President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

1. Teresa Martin (Special Education Teacher)- Introduced the recipient of a scholarship award.
2. Jonathan Smith- (2023 PA Cyber Graduate)- Read his essay on how his Special Education Teacher inspired him.
3. Sarah Ochtun (Special Education Teacher)- She addressed the Board regarding Board Agenda items related to employee salaries.
4. Nicole Carson (Special Education Teacher)- Spoke on integrity

**3. Board**

Action, Minutes: 3.1 Approval of May 10, 2023 Regular Meeting Minutes  
Recommend the Board of Trustees Approve the May 10, 2023 Regular Meeting Minutes, as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

**4. Finance**

Action: 4.1 Approval of Local Education Agency Agreement to Participate in ACCESS Program  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees approve the Chief Financial Officer to execute the Pennsylvania School-Based ACCESS Program (SBAP) Local Education Agency Agreement to Participate for school year 2023-2024 subject to review and approval by the solicitor.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman

No: Dan LeRoy

Action: 4.2 Approval of CPA Engagement Letters for Audit, ACFR and Tax Preparation Services  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees approve and appoint Deluzio & Company LLP as independent auditor for the school for the fiscal years ended June 30, 2023, June 30, 2024 and June 30, 2025 in accordance with the letter of engagement dated May 9, 2023 and letter of preparation dated May 2, 2023 for preparation of the audit, Annual Comprehensive Financial Report and IRS Tax Form 990 Return of Organization Exempt from Income Tax.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman

No: Dan LeRoy

Action: 4.3 Approval of Property/Casualty, Workers Compensation, Excess Liability, Cyber Liability, Educators Legal Liability, Business Auto, Crime, Pollution, and Travel & Accident Insurance Program Renewal  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees approve the Property/Casualty, Workers Compensation, Excess Liability, Cyber Liability, Educators Legal Liability, Business Auto, Crime, Pollution, and Travel & Accident Insurance Program renewal for the policy period of June 30, 2023-June 30, 2024.

Motion by Edward Elder, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
No: Dan LeRoy

Action: 4.4 Approval of Finance Reports  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees approve the following finance reports:  
\* General Fund Balance Sheet and Profit & Loss Statement as of April 30, 2023  
\* Internal Service Fund Balance Sheet and Profit & Loss Statement as of April 30, 2023  
\* Accounts Receivable Reports as of April 30, 2023 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022 and 2022/2023 school years  
\* Check Registers for the month of April 2023  
\* Treasurer's Report as of April 30, 2023

Motion by Edward Elder, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
No: Dan LeRoy

Action: 4.5 Approval of Line of Credit Amendment and Corporate Resolution  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees approve the Interest Rate Modification Amendment and Corporate Resolution of the same.

Motion by Edward Elder, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
No: Dan LeRoy

Action: 4.6 Approval of The Pennsylvania Cyber Charter School 2023-2024 Fiscal Year Final Budget  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees approve the final budget of The Pennsylvania Cyber Charter School for the 2023-2024 Fiscal Year.

Motion by Edward Elder, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
No: Dan LeRoy

Action: 4.7 Approval of Commitment of Fund Balance  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees commit appropriate fund balance to fund the following future expenditures:

1. Recognize the utilization \$870,387 of committed fund balance during the 2022-2023 school year for medical insurance premium increases. Recommend committing an additional amount of funds to be determined based upon final audit results of the 2022-2023 school year in order to maintain the school's ten-year funding level.
2. Recognize the utilization of \$5,929,448 of committed fund balance during the 2022-2023 school year for Pennsylvania State Employees' Retirement System (PSERS) employer's contribution increases. Recommend committing an additional amount of funds to be determined based upon final audit results of the 2022-2023 school year in order to maintain the school's five-year funding level.
3. Recognize the utilization of \$1,528,596 of committed fund balance during the 2022-2023 school year for office lease obligations. Recommend committing an additional amount of \$2,271,921 for a total commitment of \$10,569,536 to fund future office lease obligations.

Motion by Edward Elder, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
No: Dan LeRoy

Action: 4.8 Approval of Decommittment and Recommitment of Stabilization Fund Balance

(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees de-commit the balance of \$32,189,000 for the Stabilization Fund and commit a balance of \$36,972,000 for the Stabilization Fund to maintain the School's funding level in accordance with the Stabilization Fund Commitment Policy.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman

No: Dan LeRoy

Action: 4.9 Approval of Authorization for CFO/Board Treasurer to Assign Fund Balance  
(Consent Vote 4.1 through 4.9)

Recommend the Board of Trustees authorize the Board Treasurer/CFO to assign available fund balance for Post Employment Benefit Expense Obligations, Special Education Legal Expense Obligations, and Construction/Renovation Project Expense Obligations.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman

No: Dan LeRoy

## 5. Education

Action: 5.1 Approval of Licensing for Renaissance (Star Reading/Math)  
(Consent Vote 5.1 through 5.8)

Recommended the Board of Trustees approve the Renaissance Products and Services quote for Star Reading/Math Annual Licenses Subscription of 300 in the form of a 12-month subscription as well as four hours of training as presented.

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.2 Approval of Licensing for Rethink – Applied Behavior Analysis (ABA) Therapy Software  
(Consent Vote 5.1 through 5.8)

Recommended the Board of Trustees approve the Rethink – Applied Behavior Analysis (ABA) Therapy Software quote for administrator, educator, and student access as presented.

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.3 Approval of Eden Resort & Suites Agreement  
(Consent Vote 5.1 through 5.8)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and Eden Resort & Suites.

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.4 Approval of Gateway Clipper, Inc. Agreement  
(Consent Vote 5.1 through 5.8)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and Gateway Clipper, Inc..

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.5 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.8)

Recommend the Board of Trustees approve the June 2023 contract requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.6 Approval of Special Education New(Blank), Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.8)

Recommend the Board of Trustees approve the June 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.7 Approval of Addendum #2 with Third Act, Inc.  
(Consent Vote 5.1 through 5.8)

Recommend the Board of Trustees approve the Professional Services Addendum #2 between The Pennsylvania Cyber Charter School and Third Act Inc..

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 5.8 Approval of TutaPoint Inc. Licensing  
(Consent Vote 5.1 through 5.8)

Recommend the Board of Trustees approve the licensing agreement with TutaPoint Inc. for 10,000 hours of online tutoring for students in grades K-12 in the amount of \$390,000.00 as presented.

Motion by Marc Strawderman, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

## **6. Facilities and Grounds**

Action: 6.1 Approval of Third Amendment to Allentown Regional Office Lease Agreement

Recommend the Board of Trustees approve the third amendment to the lease agreement between The Pennsylvania Cyber Charter School and PennCap Properties as presented.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

## **7. Personnel**

Action: 7.1 Approval of Employee Changes  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Edward Elder, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman

No: Dan LeRoy

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Edward Elder, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman

No: Dan LeRoy

Action: 7.3 Approval of May 2023 Employee Leave Report  
(Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the May 2023 Employee Leave Report as presented.

Motion by Edward Elder, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
 No: Dan LeRoy

Action: 7.4 Approval of Revised Job Description  
 (Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the following revised job description, as presented:  
 -Marketing Manager (no classification change)

Motion by Edward Elder, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
 No: Dan LeRoy

Action: 7.5 Approval of 2023-2024 Salary Schedule and Classification by Position  
 (Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve the 2023-2024 Salary Schedule and Classification by Position, as presented.

Motion by Edward Elder, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
 No: Dan LeRoy

Action: 7.6 Approval of Revised Employee Handbook Policy 383  
 (Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees approve revised Employee Handbook Policy 383-Benefits, as presented.

Motion by Edward Elder, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
 No: Dan LeRoy

Action: 7.7 Approval of Employee Salaries, Daily, and Hourly Rates  
 (Consent Vote 7.1 through 7.8)

Dan LeRoy explained that he was voting "No", because there is no mechanism in place to evaluate administrators.

Recommend the Board of Trustees approve Employee Salaries, Daily, and Hourly Rates, as presented.

Motion by Edward Elder, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
 No: Dan LeRoy

Action: 7.8 Approval of Revised Employee Handbook Policy 303  
 (Consent Vote 7.1 through 7.8)

Recommend the Board of Trustees revised Employee Handbook Policy 303-Time Off/Extended Unpaid Leave/Proration of Time Off, as presented.

Motion by Edward Elder, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman  
 No: Dan LeRoy

## **8. Technology**

Action: 8.1 Approval of the Imperva DDOS Protection Renewal Agreement  
 (Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of Imperva Enterprise 20 Subscription, DDoS Protection, and five additional sites for a term of 12 months in the amount of \$33,601.53 as presented.

Motion by Tom Dorsey, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.2 Approval of the Kaseya Renewal Agreement  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the renewal of the Kaseya software agreement for a 36 month term and \$990,763.01 as presented.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.3 Approval of the Involta Managed Services Renewal Agreement  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the renewal of the Involta Managed Services Agreement in the amount of \$11,117.73 per month for a total amount of \$133,412.76 over a 12 month term as presented.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.4 Approval of the Parent Square Renewal Agreement  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the annual renewal of a Parent Square subscription for the 2023-2024 school year in the amount of \$36,465 as presented.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.5 Approval of Technology Recycle  
(Consent Vote 8.1 through 8.7)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.6 Approval of Staff Laptop Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of thirty (30) Dell Latitude 3340 2-in-1 laptops in the amount of \$33,732.30 per the COSTARS Software Agreement 199069

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

Action: 8.7 Approval of Licensing with Jigsaw Interactive  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the renewal of licensing with Jigsaw Software, LLC to be used as PA Cyber's live instructional platform for the 2023-2024 school year in the amount of \$601,393.00 as presented.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of PA Cyber Charter Annual Report  
Recommend the Board of Trustees approve PA Cyber's Charter Annual Report (CAR) pending final review and approval by PA Cyber's CEO.

Motion by Edward Elder, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy



## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Thanked Mr. Elder for his 22 years of service as the PA Cyber Charter School Board President
- Thanked everyone for their hard work with the Kutztown and Robert Morris University graduation ceremonies.
- Wished everyone a great summer

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

- Wrapping up induction process for this school year
- Thanked Mentors and Mentees
- Reminder about the required 2 year induction starting in 2024

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

- Thanked Melanie Rosenberger, the Marketing team and the Board Members that helped to make graduation a success.
- Getting ready to send out teacher schedules for next school year
- Working to set-up Intervention products that were approved at the last Board meeting
- Act 55 Safety Training in August, currently working on travel arrangements for all staff.

Discussion, Information: 10.4 Enrollment Report: Nicole Granito, COO

Nicole Granito presented the enrollment report. Mr. Elder asked, "What the budgeted number of students was for last school year?" Nicole Granito responded that it was 10,758.

Discussion, Information: 10.5 Regional Office Report: Eric Woelfel, DCOO

Eric Woelfel presented the Regional Office Report. Strong registration for the summer clubs and hosting Art reach camps.

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

- Graduation stream rate had over 3000 views
- Strong trends due to advertising
- Entering Phase Four of the website re-design
- Received a lot of great graduation stories that will be presented in future.

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatrisano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

All of the Board Members congratulated Mr. Elder on his 22 years of service as Board President. They thanked staff for all their hard work this school year and at graduation, encouraged other Board members to attend, thanked Jonathan Smith and his favorite academic advisor Kendra Slater and assured teachers that the Board is concerned about teacher contracts.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - August 9, 2023 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Tom Dorsey, Steve Robinson, Marc Strawderman, Dan LeRoy

**The June 14, 2023 Regular Meeting was adjourned at 5:51 PM.**

Minutes Approved by *Camelia Ruland* Date: *9-14-2023*

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal/Personnel and Annual School Safety Report was held prior to the Reorganization Meeting and the Regular Meeting at 4:15 PM 6/14/2023 Executive Session information was provided by Joseph Askar, Solicitor:

Executive Session:

Start Time: 4:15 PM

End Time: 4:39 PM

**Board Attendees**

- E. Elder
- S. Robinson
- T. Dorsey
- D. LeRoy
- M. Strawderman

**Add'l Attendees**

- B. Hayden    N. Granito
- M. Schulte    F. Spigelmyer
- N. Granito    R. Bovalino
- E. Woelfel    J. Askar
- Special Counsel: Steve Korb, Esquire

**REGULAR MEETING**  
**CANCELLED**

Re: No QUORUM

**PA CYBER CHARTER SCHOOL**  
**BOARD OF DIRECTORS**

**August 2023**



---

Cassandra Kirkland, Board Secretary



**September 13, 2023 Regular Meeting @ 4:30PM (Wednesday, September 13, 2023)**

*Generated by Cassandra Kirkland on Wednesday, September 20, 2023*

**Members present-**Steve Robinson (In person), Edward Elder (in person), Melissa Disanto-Castellano (via zoom), Dan LeRoy (in person)

**Members not present-** Tom Dorsey, Marc Strawderman and Logan Clark

**Meeting called to order at 4:40 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

1. Keely McFall (Special Education Academic Advisor)- Talked about safety concerns in the workplace

**3. Board**

Action, Minutes: 3.1 Approval of June 14, 2023 Regular Meeting Minutes  
(Consent Vote 3.1 through 3.2)

Recommend the Board of Trustees approve the June 14, 2023 Regular Meeting Minutes, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action, Minutes: 3.2 Approval of June 14, 2023 Reorganization Meeting Minutes  
(Consent Vote 3.1 through 3.2)

Recommend the Board of Trustees approve the June 14, 2023 Reorganization Meeting Minutes, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

**4. Finance**

Action: 4.1 Approval of Finance Reports

(Consent Vote 4.1 through 4.2)

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheet and Profit & Loss Statement as of May 31, 2023
- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of May 31, 2023
- \* Accounts Receivable Reports as of May 31, 2023 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022 and 2022/2023 school years
- \* Check Register for the month of May 2023
- \* Treasurer's Report as of May 31, 2023

- \* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of June 30, 2023 and July 31, 2023
- \* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of June 30, 2023 and July 31, 2023
- \* Accounts Receivable Reports as of June 30, 2023 and July 31, 2023 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022
- \* Preliminary Accounts Receivable Report as of June 30, 2023 and July 31, 2023 for the 2022/2023 school year
- \* Check Registers for the month of June 2023 and July 2023
- \* Treasurer's Report as of June 30, 2023 and July 31, 2023

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 4.2 Approval of Depositories and Authorized Signors  
(Consent Vote 4.1 through 4.2)

Recommend the Board of Trustees approve the 2023-2024 Depositories and Authorized Signors for The Pennsylvania Cyber Charter School

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 5. Education

Action: 5.1 Approval of Learnwell Services Contract

(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the LEARNWELL contract as presented

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.2 Ratification of Licensing for Houghton Mifflin Harcourt (HMH)

(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the Houghton Mifflin Harcourt (HMH) Technology Renewal 2023 quote for Reading Inventory Annual Licenses Subscription of 2,000 and Math Inventory Annual License Subscription of 2,000 in the form of a 12-month subscription as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.3 Ratification of Licensing for Pathful Inc.

(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the Pathful Inc. Licensing Annual Licensing Renewal Quote for 1,400 licenses of Pathful Explore a 12-month subscription as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.4 Ratification of Licensing for Rethink Vizzle Classroom Bundle Access

(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the the Rethink Vizzle Classroom Bundle Access quote for administrator, educator, and student access as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.5 Ratification of Special Education New, Renewal and Revised contracts.

(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the August 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.6 Ratification of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the August 2023 contract requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.7 Approval of Agreement with TapSnap - Philadelphia Zoo Rendezvous  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.8 Approval of Agreement with TapSnap - Pittsburgh Zoo Rendezvous  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.9 Approval of Agreement with TapSnap - Central/Eastern Prom  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.10 Approval of Agreement with TapSnap - Western Prom  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.11 Ratification of Memorandum of Understanding - Allentown Regional Office  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Pennsylvania State Police Bethlehem Barracks.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.12 Ratification for the renewal agreement of the Memorandum of Understanding - Erie Regional Office  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Millcreek Township Police Department.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action, Information: 5.13 Ratification of the MOU between PA Cyber and RMU  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the MOU between PA Cyber and Robert Morris University to offer College In High School courses for the 23-24 school year.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.14 Ratification of Memorandum of Understanding - State College Regional Office  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the State College Police Department.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.15 Ratification of Memorandum of Understanding - South Side Regional Office  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement of the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Pittsburgh Police Department.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.16 Approval of Civics Club  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Civics Club as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.17 Approval of Jr. Bible Adventurers Club  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Jr. Bible Adventurers Club as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.18 Approval of The Parent Institute's Parent Involvement Library  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the renewal of The Parent Institute's Parent Involvement Library product in the amount of \$5,094.00 as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.19 Approval of Confidential Settlement Agreement and Release - Student File No. 213-23  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release related to Student File No. 213-23, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.20 Ratification of Agreement with TransPerfect  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement with TransPerfect International LLC for document translation and interpretation services.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.21 Ratification of TransPerfect Interact Portal  
(Consent Vote 5.1 through 5.37)

Motion by the Board of Trustees to approve and ratify the signature of the CEO for the renewal agreement for use of the Interact Portal through TransPerfect.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.22 Approval of School Physician Contract  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the 23-24 SY Agreement for School Physician Services as presented

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.23 Approval of Dental Services Contract  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the 23-24SY Agreement to Provide Dental Services as presented

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.24 Ratification of CSI-(School Improvement Plan)  
(Consent Vote 5.1 through 5.37)

Recommend the Board Of Trustees approve the CSI (School Improvement Plan) as presented

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.25 Approval of Settlement Agreement and Release - Student File No. 517-21  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release related to Student File No. 517-21, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.26 Approval of "Project Go School Attendance Support"  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve PROJECT GO-Philadelphia, as presented

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.27 Approval of the School Improvement Plan (SIP) as part of Comprehensive Support and Improvement (CSI) for the 23-24 SY  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the School Improvement Plan (SIP) as part of Comprehensive Support and Improvement (CSI) for the 23-24 SY as presented

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.28 Approval of Agreement with Acclaim Productions, LLC.  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and Acclaim Productions, LLC.



Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.29 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the September 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.30 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the September 2023 contracts requiring signatures to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.31 Approval of Employee Safety and Compliance Resource (ACT 126)-Vector Solutions  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Employee Safety and Compliance Resource (ACT 126)-Vector Solutions annual subscription as presented

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.32 Approval of Middle School Creative Writing Club  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Middle School Creative Writing Club as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.33 Approval of Vinyl Design and Beyond Club  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Vinyl Design and Beyond Club as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.34 Approval of Game Creation and Design Club  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Game Creation and Design Club as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.35 Approval of Trading Card Gamers Club  
(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Trading Card Gamers Club as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.36 Approval of Receipt, Release, and Indemnification Agreement with Ardent Community Trust of Pennsylvania (20 00 2096 0 04)

(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Receipt, Release, and Indemnification Agreement with Ardent Community Trust of Pennsylvania as it relates to termination of a third party funded educational special needs trust.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.37 Approval of Receipt, Release, and Indemnification Agreement with Ardent Community Trust of Pennsylvania (20 00 2093 0 09)

(Consent Vote 5.1 through 5.37)

Recommend the Board of Trustees approve the Receipt, Release, and Indemnification Agreement with Ardent Community Trust of Pennsylvania as it relates to termination of a third party funded educational special needs trust.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 5.38 Approval of MOU between LPPACS and PA Cyber

Dan LeRoy left the room at 4:49 PM and returned to the meeting at 4:50 PM. He abstained from the vote due to being employed by LPPACS.

Recommend the Board of Trustees approve the 2023-2024 Memorandum of Understanding between Lincoln Park Performing Arts Charter School (LPPACS) and The Pennsylvania Cyber Charter School for shared employees as presented.

Motion by Edward Elder, second by Melissa DiSanto Castellano.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano

Abstain: Dan LeRoy

## 6. Facilities and Grounds

Action: 6.1 Approval of Wilkes Barre Regional Office Parking Lease

(Consent Vote 6.1 through 6.3)

Recommend the Board of Trustees approve the parking lease agreement between The Pennsylvania Cyber Charter School and City Center LP.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 6.2 Approval of RT Professional Services Proposal

(Consent Vote 6.1 through 6.3)

Recommend the Board of Trustees approve RT Environmental proposal as presented.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 6.3 Approval of Lease Agreement

(Consent Vote 6.1 through 6.3)

Recommend the Board of Trustees approve lease between 2848 Main LLC and The Pennsylvania Cyber Charter School for 722 Midland Avenue location as presented.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 7. Personnel

Action: 7.1 Approval of New Hires

(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.2 Approval of June 2023, July 2023, and August 2023 Employee Leave Reports  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the June 2023, July 2023, and August 2023 Employee Leave Reports, as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.4 Approval of Revised Job Description  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the following revised job description, as presented:  
-LMS (Learning Management System) Administrator [no classification change]

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.5 Approval of Settlement Agreement and Release  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School, the PSEA/NEA for employee 1604 as presented.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 7.6 Approval of CBA  
(Consent Vote 7.1 through 7.6)

Recommend the Board of Trustees to approve the negotiated terms and conditions of the new collective bargaining agreement with the PSEA Special Education Teachers. Said terms and conditions are being reduced to a formal agreement which shall be subject to ratification by the PSEA and final legal review.

Motion by Dan LeRoy, second by Melissa DiSanto Castellano.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## **8. Technology**

Action: 8.1 Approval of Student HP Printer Purchase for 2024-2025 School Year  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the purchase of 5,000 HP 4155e Printers for student inventory for the 2024-2025 school year in the amount of \$412,300 per the COSTARS Software Agreement 003-004 199069 as presented.

Motion by Edward Elder, second by Dan LeRoy.  
Final Resolution: Motion Carries  
Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 8.2 Approval of Security Operation Center (SOC) and Consultation Services Agreements  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the purchase of the All Lines Security Operation Center (SOC) and Consultation Services Agreements for a one year term and \$165,509.10 as presented.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 8.3 Approval of Staff Laptop Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the purchase of twenty five (25) Dell 3340 2 in 1 laptops and twenty five (25) Dell 3580 laptops in the amount of \$63,484.5 per the COSTARS Software Agreement 199069

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

Action: 8.4 Approval of State Testing PowerApp Build Agreement - Phase II  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the BTPros State Testing PowerApp Build Agreement (Phase II) for \$23,250 as presented.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

## 9. Operations (NO ITEMS)

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Thanked staff for all their hard work and smooth start to the new school year.
- Received positive feedback and responses from students and their family at the Regional Office kick-offs.
- Happy to ratify the collective bargaining agreement and hopeful for the others.
- Advocacy continuing to work with the Senate and will be meeting with the Education committee next week.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

- Shared updates on the School Improvement Plan
- Highlighted the Attendance Dept.
- Growth mindsets: move from fixed mindsets to growth mindsets

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

- Thanked staff for hard work and great start to the school year.
- Gave update on backordered books and materials
- Rolled out new courses this school year
- Title I, II and IV grants have been approved
- Benchmark testing will begin next week

Discussion, Information: 10.4 Enrollment Report: Nicole Granito, COO (August)

Discussion, Information: 10.5 Enrollment Report: Nicole Granito, COO (September)  
Nicole Granito presented the Enrollment report.

Discussion, Information: 10.6 Regional Office Report: Eric Woelfel, DCOO (August)

Discussion, Information: 10.7 Regional Office Report: Eric Woelfel, DCOO (September)

- Eric Woelfel presented the Regional Office report.
- Back to School kick-offs will end in 2 weeks
- Zoo Rendezvous starts next week
- Art Reach begins Monday, September 18th.

Report: 10.8 Marketing Report: Scot Rutledge, Director of Marketing and Communications (July)

**Report: 10.9 Marketing Report: Scot Rutledge, Director of Marketing and Communications (August)**

- Showed the Board the new student planners and t-shirts designed by Ed Miles, the new Graphic Designer.
- Received an Emmy nomination (October 14th) for the documentary on Ruby Golding.
- Social Media is doubling
- New website coming soon

Discussion, Information: 10.10 Lincoln Learning Consolidated Services Report: Kris Colatriano

**11. Board Comments**

Discussion: 11.1 The meeting is now open for any Board comments

All of the Board thanked the staff for all their hard work to a great start to the school year. Congratulated Scot Rutledge on his Emmy nomination. Thanked Collective Bargaining Association for coming to an agreement and their late nights and patience. Thoughts, prayers and kind sentiments for Board member, Tom Dorsey.

**12. Adjournment**

Information: 12.1 Next Regular Meeting - October 11, 2023 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Steve Robinson, Melissa DiSanto Castellano, Dan LeRoy

**The September 13, 2023 Regular Meeting was adjourned at 5:27 PM**

Minutes Approved By: Cassandra Kirkland Date: 10-12-23

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters

9-13-2023 Executive Session information provided by Joseph Askar, Solicitor

Start Time: 3:06pm

End Time: 4:24pm

**Board Attendees**

E. Elder  
S. Robinson  
D. LeRoy

**Add'l Attendees**

B. Hayden J. Shoaf  
M. Schulte F. Spigelmyer  
N. Granito R. Bovalino  
E. Woelfel J. Askar  
Special Counsel: Steve Korbel, Esquire



## **October 11, 2023 Regular Meeting @ 4:30PM (Wednesday, October 11, 2023)**

*Generated by Cassandra Kirkland on Tuesday, October 17, 2023*

**Members present-** Steve Robinson (in person), Marc Strawderman (via Zoom), Logan Clark (via zoom), Dan LeRoy (in person)

**Members not present-** Edward Elder, Tom Dorsey, and Melissa DiSanto-Castellano

### **Meeting called to order at 4:40 PM**

#### **1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

Presentation: 1.3 Student Council Presentation

1. Nicole Davis (Virtual Class Instructor & Student Council Co-Advisor)
2. Thomas Naughton (Blended Classroom Teacher 9th-12th grade)
3. Lanie Fichtenmeyer (11th grade PA Cyber Student)
4. Abagayle Kane (9th grade PA Cyber Student)

Lanie and Abagayle presented a Student Council presentation on the PASC 2024 Leadership Convention. The 2024 convention theme of "Lead Your Own Adventure" takes inspiration from Choose Your Own Adventure fantasy books. Leaders across the state are invited to attend the convention either in person with Lincoln Park on their campus in Midland or online with PA Cyber via Zoom. Save the date: November 1-2, 2024. They urge everyone to please consider sponsoring this initiative and help them bring this state-wide convention to Midland.

#### **2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments  
There were no Public Comments.

#### **3. Board**

Action, Minutes: 3.1 Approval of September 13, 2023 Regular Meeting Minutes  
Logan Clark (Board Member) had concerns about Act 55 Training along with a correction to the September minutes. Joe Askar the Solicitor addressed his questions. The minutes were amended to reflect executive session participants.

Recommend the Board of Trustees approve the September 13, 2023 Regular Meeting Minutes, as corrected.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

#### **4. Finance**

Action: 4.1 Approval of Finance Reports  
(Consent Vote 4.1 through 4.2)

Logan Clark (Board Member)- had a question about the FNB credit card statement and requested copies of the transactions. Matt Schulte (Chief Financial Officer) explained the process goes through a three point check process and it would be thousands of receipts. We have a third party auditing company that verifies this information as well.

Recommend the Board of Trustees approve the following finance reports:

- \* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of August 31, 2023
- \* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of August 31, 2023
- \* Accounts Receivable Reports as of August 31, 2023 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022 school years
- \* Preliminary Accounts Receivable Report as of August 31, 2023 for the 2022/2023 school year

- \* Check Registers for the month of August 2023
- \* Treasurer's Report as of August 31, 2023

Motion by Marc Strawderman, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Marc Strawderman, Dan LeRoy  
 No: Logan Clark

Action: 4.2 Approval of electricity commodity pricing agreement through Beaver County Intermediate Unit  
 (Consent Vote 4.1 through 4.2)

Recommend the Board of Trustees permit the Board Treasure/CFO to enter into an agreement for electricity commodity pricing through a consortium program administered by the Beaver County Intermediate Unit

Motion by Marc Strawderman, second by Dan LeRoy.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Marc Strawderman, Dan LeRoy  
 No: Logan Clark

## 5. Education

Action: 5.1 Approval of 2023-2024 IMPACT Teacher Tutors  
 (Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the following teachers to serve as Teacher Tutors in the IMPACT program and be eligible to receive the \$30 per hour session stipend as stated on the Supplemental Pay Form for IMPACT Tutors.

Motion by Dan LeRoy, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.2 Approval of Special Education New, Renewal and Revised contracts.  
 (Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the October 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.3 Approval of Special Education Contracts Requiring Signature  
 (Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the October 2023 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.4 Approval of State Assessments Keystone Winter Testing Contracts  
 (Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the December 2023 State Assessments Keystone Winter contracts as presented

Motion by Dan LeRoy, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.5 Approval of Anime Fan Club  
 (Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the Anime Fan Club as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.6 Approval of Addendum with Tutapoint

(Consent Vote 5.1 through 5.6)

Recommend the Board of Trustees approve the Addendum to the Master Services Agreement between The Pennsylvania Cyber Charter School and Tutapoint Inc as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 5.7 Approval of Amended and Restated Curriculum License and Service Agreement for Extension Term for Curriculum Licensed Materials for the July 1, 2023 thru August 30, 2025.

(Consent Vote 5.7 through 5.8) Dan LeRoy left the room at 5:04pm and returned 5:06pm.

Recommend the Board of Trustees to approve Amended and Restated Curriculum License and Service Agreement for Extension Term for Curriculum Licensed Materials for the term of July 1, 2023 thru August 30, 2025. Said agreement shall be subject to final review by legal and administration.

Motion by Marc Strawderman, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark

Abstain: Dan LeRoy

Action: 5.8 Approval of Amended and Restated Curriculum License and Service Agreement for Extension Arts Education Services for the term of July 1, 2023 thru August 30, 2025.

(Consent Vote 5.7 through 5.8) Dan LeRoy left the room at 5:04pm and returned 5:06pm.

Recommend the Board of Trustees to approve Amended and Restated Curriculum License and Service Agreement for Extension Arts Education Services for the term of July 1, 2023 thru August 30, 2025. Said agreement shall be subject to final review by legal and administration.

Motion by Marc Strawderman, second by Logan Clark.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark

Abstain: Dan LeRoy

## **6. Facilities and Grounds (No Items)**

## **7. Personnel**

Action: 7.1 Approval of New Hires  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.2 Approval of September 2023 Employee Leave Report  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the September 2023 Employee Leave Report as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 7.4 Approval of Employee Sabbatical Leave (#1598)  
(Consent Vote 7.1 through 7.4)



Recommend the Board of Trustees approve Sabbatical Leave for Employee #1598 from February 1, 2024 through June 5, 2024.

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of DUO Renewal Agreement  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the DUO renewal agreement between The Pennsylvania Cyber Charter School and All Lines Technology for an amount of \$15,006 as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 8.2 Approval of Manage Engine Renewal Agreement  
(Consent Vote 8.1 through 8.7)

Recommend that the Board of Trustees approve the renewal of the ManageEngine software agreement for a 12 month term and \$8,460 as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 8.3 Approval of GumDrop Case Purchase for 2024/25 Student Tech Kits  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of 7,500 GumDrop Cases from GDC under COSTARS #199069 in the amount of \$206,850 for the 2024/25 school year as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 8.4 Approval of Headset Purchase for 2024/25 Student Tech Kits  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of 6,000 Gumdrop USB Headsets for the 2024/25 school year in the amount of \$71,760 per the COSTARS agreement 003-004; 199069

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 8.5 Approval of Laptop Purchase for 2024/25 Student Tech Kits  
(Consent Vote 8.1 through 8.7)

Dan LeRoy (Board Member)-Asked what was the average life span on Dell computers? Dean Phillips (Senior Technology Director) stated the life of a student laptop varies by each student's use typically four years. The consumer based life span is three to five years. Dan LeRoy asks what happens if a laptop malfunctions? The tech department will replace laptops after 3-5 years depending on usage and they w.

Recommend the Board of Trustees approve the purchase of 4,500 Dell Latitude 3340 laptops from GDC under COSTARS #199069 in the amount of \$3,294,450 for the 2024/25 school year as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 8.6 Approval of Digital Tablet Purchase for 2024/25 Student Tech Kits  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of 4,500 digital tablets in the amount of \$157,500 for the 2024/25 school year as presented.

Motion by Dan LeRoy, second by Marc Strawderman.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

Action: 8.7 Approval of Acquia-Widen Digital Asset Management (DAM) Purchase Agreement and Clear Digital Service Agreement  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the Acquia-Widen Digital Asset Management (DAM) Application Purchase Agreement and Clear Digital Implementation Services Agreement in the amount of \$111,850 as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

## 9. Operations

Action: 9.1 Approval of 2023-24 Apparel Purchase  
Recommend the Board of Trustees approve the 2023-24 apparel purchase with estimated cost of \$38,157.50 as presented.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

-Thanked Special Education Teachers on approving contract.

-Attended(PCPS) Pennsylvania Coalition of Public Charter Schools Annual Conference last week

-Also, attended the PA Appropriations and Education Committee Conference at Community College of Beaver County

-Thanked PA Cyber Staff again for all their hard work for a smooth positive start to the school year.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

-Inservice was held last Monday, October 9th. Teachers shared Growth Mindset Presentation

-Vector Solutions- Mandated Reporter Training

-Will present School Improvement Plan at the November Regular Board Meeting

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

-All back order items have shipped.

-Graduation Pathways- window opened in October, results in January

-Every year, PA Cyber needs to report the results of Act 35 Civics Reporting. Schools must administer a locally developed assessment to students on US History, government, and civics at least once between grades 7-12. PA Cyber assesses students in Grade 8. PA Cyber sends a certification to all students who receive a perfect score

In 2022-2023, PA Cyber assessed 823 8<sup>th</sup> grade students.

769 students passed the assessment.

236 students received a perfect score.

Discussion, Information, Report: 10.5 Regional Office Report: Eric Woelfel, DCOO

-Back to School Events (Zoo Rendezvous) ended. Eric Woelfel commended Jane Camp and Dave Veon for all their hard work.

-National Honor Society & National Junior Society ceremonies in person and online in November

-Another Regional office in Allentown -Steve Robinson (Board President) wanted to know the status of the Allentown office. Eric Woelfel (DCOO) said the office is coming along well.

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing & Communications

-Moments in History- Moonshot Museum launches Friday, October 13th.

-Request from last Board meeting 30 Spot commercial will air soon- Brian Hayden (CEO) explained that Emily Bending made the commercial in-house. Mr. Robinson(Board President) congratulated Scot Rutledge on all his hard work.

-Updated on status of the new website, currently making content updates.

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatiano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

-Marc Strawderman- reiterated the smooth transition of a great school year

-Logan Clark-echoed the sentiments of a great start to the new school year

-Dan LeRoy congratulated Student Council and their advisors. He was happy to see the countdown to November 2024.

Also, congratulated 8th graders on perfect score.

-Mr. Robinson- Thanked Teresa Martin for her leadership and team for all their hard work. We have begun work on the

Virtual Teacher contracts. He is encouraged and hopeful about future of contract.

**12. Adjournment**

Information: 12.1 Next Regular Meeting - November 08, 2023 @ 4:30 PM

Action: 12.2 Adjourn

The Meeting end time: 5:36 PM

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Dan LeRoy, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Marc Strawderman, Logan Clark, Dan LeRoy

**The October 11, 2023 Regular Meeting was adjourned at 5:36 PM.**

Minutes Approved by:  Date: 11-9-2023

**13. Executive Session**

Discussion: 13.1 Executive Session for Legal and Personnel Matters was held prior to meeting at 4:00 PM. 10.11.2023  
Executive Session Information provided by Joseph Askar, Solicitor  
Executive Session:

Start Time: 3:07pm  
End Time: 4:35pm

**Board Attendees**

Dan LeRoy  
Marc Strawderman  
Steve Robinson  
Logan Clark

**Add'l Attendees**

B. Hayden      J. Shoaf  
M. Schulte      F. Spigelmyer  
N. Granito      J. Askar  
E. Woelfel  
Special Counsel: Nette Oliver, Esquire



**November 8, 2023 Regular Meeting @ 4:30PM (Wednesday, November 8, 2023)**  
 Generated by Cassandra Kirkland on Wednesday, November 15, 2023

**Members present:**

Steve Robinson (in person), Edward Elder (in person) Tom Dorsey (via Zoom), Logan Clark (via zoom), Dan LeRoy (in person)

**Members not present:**

Marc Strawderman and Melissa DiSanto-Castellano

**Meeting called to order at 4:41 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

Joe Askar (Solicitor) requested to add a motion to amend the agenda to include Agenda Item 7.5 under Personnel

Action: 1.3 Approval of Amending the Agenda to Include a Section 7.5  
 Recommend the Board of Trustees amend the agenda to include a section 7.5; which shall read as follows: A motion by the Board of Trustees to approve the personnel action as discussed and recommended by special counsel in executive session.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

No Public Comments

**3. Board**

Action, Minutes: 3.1 Approval of October 11, 2023 Regular Meeting Minutes

(Consent Vote 3.1 through 3.2)

Logan Clark (Board Member) stated that the Recommended Action in Item 3.1 of the October 11, 2023 Minutes needed to be changed from "as presented" to "as corrected". At the October 11, 2023 Board Meeting, Logan Clark asked for a correction to the list of executive session participants at the September 13, 2023 Board Meeting. The minutes were then amended to reflect the correct list of executive session participants.

Recommend the Board of Trustees approve the October 11, 2023 Regular Meeting Minutes, as corrected.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 3.2 Approval to Appoint New Board Member  
 (Consent Vote 3.1 through 3.2)

Joe Askar (Solicitor)- Administered the Oath of Office for the newly appointed Board Member John Haynes.

Recommend the Board of Trustees approve the addition of Mr John Haynes to the Board of Trustees of the Pennsylvania Cyber Charter School.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

#### 4. Finance

Action: 4.1 Approval of Finance Reports

Logan Clark (Board Member) - Requested receipt details for the following dates: Sept 13th , August 9th, July 12th, June 14th, May 10th, April 12th, March 13th, and February 7th . He requested that the financial reports be made available further in advance of the day of the meeting. Logan commented on his reason for his abstention. Joe Askar (Solicitor) will provide the abstention form.

Recommend the Board of Trustees approve the following finance reports:

- \* Preliminary and Unaudited General Fund Balance Sheet and Profit & Loss Statement as of September 30, 2023
- \* Preliminary and Unaudited Internal Service Fund Balance Sheet and Profit & Loss Statement as of September 30, 2023
- \* Accounts Receivable Reports as of September 30, 2023 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022, 2023/2024 school years
- \* Preliminary Accounts Receivable Report as of September 30, 2023 for the 2022/2023 school year
- \* Check Registers for the month of September 2023
- \* Treasurer's Report as of September 30, 2023

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy

Abstain: Logan Clark

#### 5. Education

Action: 5.1 Approval of Special Education New, Renewal and Revised contracts.

(Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve the November 2023 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.2 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve the November 2023 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.3 Approval of Splash Lagoon Agreement  
(Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve the agreement with Splash Lagoon for a Family Link exclusive park rental.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.4 Approval of Family Link Field Trip to Kalahari Resort & Conventions  
(Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve the Family Link field trip to Kalahari Resort & Conventions.

Motion by Dan LeRoy, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.5 Approval of Rental, Release, and Indemnification Agreement  
 (Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve the Penn State University Rental, Release, and Indemnification Agreements.

Motion by Dan LeRoy, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.6 Approval of Quizziz  
 (Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve the purchase of Quizziz for a pilot for 15 teachers in the amount of \$3,000.00 as presented.

Motion by Dan LeRoy, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.7 Approval of Testing Contracts for PSSA and Keystones SPRING 2024  
 (Consent Vote 5.1 through 5.10)

Edward Edward (Board Member) commented on the high cost of testing facility agreements.

Recommend the Board of Trustees approve PSSA and Keystone State Testing Contracts for the Spring 2024 assessment window as presented.

Motion by Dan LeRoy, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.8 Approval of Keystone State Testing Contracts for December 2023-Additional Costs (Increased Enrollments)  
 (Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve additional funds (enrollment numbers and regional office capacities) for December 2023 Keystone Testing venues as presented.

Motion by Dan LeRoy, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.9 Approval of Edmentum ExactPath  
 (Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve licensing with Edmentum for the product Exact Path to be used as a diagnostic assessment within the special education department for students in grades 8-12 in the amount of \$33,075.00 as presented.

Motion by Dan LeRoy, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 5.10 Approval of Revised Social Media and Electronic Communications Policy  
 (Consent Vote 5.1 through 5.10)

Recommend the Board of Trustees approve revised policy 816 Social Media and Electronic Communications as presented.

Motion by Dan LeRoy, second by Edward Elder.  
 Final Resolution: Motion Carries  
 Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

## 6. Facilities and Grounds (No Items)

## 7. Personnel

Action: 7.1 Approval of October 2023 Employee Leave Report  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the October 2023 Employee Leave Report as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 7.2 Approval of Employee Changes  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve Employee Salaries, Daily, and Hourly Rates as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 7.3 Approval of New Hires  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 7.4 Approval of Special Education Bargaining Unit Salaries  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve Special Education Bargaining Unit Member Salaries for 2022-2023 and 2023-2024, as presented.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 7.5 Approval of the Personnel Action as Discussed and Recommended by Special Counsel in Executive Session  
(Consent Vote 7.1 through 7.5)

Recommend the Board of Trustees approve the Personnel Action as Discussed and Recommended by Special Counsel in Executive Session

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey

No: Logan Clark, Dan LeRoy

## 8. Technology

Action: 8.1 Approval of DQE Communications Renewal Metro Ethernet and Internet Service Order Agreement for 617 Midland Avenue Office

(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the DQE Communications Metro Ethernet and Internet Service Order Agreement to renew for 12 months our 75 Mbps internet circuit at our 617 Midland Avenue building. This circuit will be used to setup and test network equipment, off our Local Area Network (LAN), before deployment.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 8.2 Approval of Canon Solutions America, Inc. Lease and Return Schedules  
(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the Canon Solutions America, Inc. Lease and Return Schedules through OMNIA Partners Public Sector Cooperative purchasing contract as presented.

Motion by Dan LeRoy, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 8.3 Approval of Technology Recycle  
(Consent Vote 8.1 through 8.9)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Dan LeRoy, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 8.4 Approval of Student Backpack Purchase  
(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the purchase of 5,500 student backpacks for the 2024-25 school year in the amount of \$65,065 per the COSTARS agreement 003-004; 199069.

Motion by Dan LeRoy, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 8.5 Approval of Mice Purchase for Student Laptops  
(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the purchase of 4,000 Logitech Mice from GDC under COSTARS # 199069 in the amount of \$ 17,000 for the 2024-2025 school year as presented.

Motion by Dan LeRoy, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 8.6 Approval of Ink Purchase for Student Printers  
(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the purchase of 6,000 HP 67 Black Ink in the amount of \$70,380 per the COSTARS Software Agreement 199069 for 2024/25 student technology kits.

Motion by Dan LeRoy, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 8.7 Approval of Printer Cable Purchase  
(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the purchase of 5,500 printer cables for the 2024-2025 school year in the amount of \$5,445 from GDC per the COSTARS Agreement 003-004 199069 as presented.

Motion by Dan LeRoy, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

Action: 8.8 Approval of USB Adapter Purchase for Student Laptops  
(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the purchase of 2,000 USB Adapters from GDC under COSTARS # 199069 in the amount of \$5,360 for the 2024-2025 school year as presented.

Motion by Dan LeRoy, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy



Action: 8.9 Approval of Student Calculator Purchase  
(Consent Vote 8.1 through 8.9)

Recommend the Board of Trustees approve the purchase of 5,000 TI-34 calculators for the 2024-2025 school year in the amount of \$81,500 from Underwood Distributing Company as presented.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

## 9. Operations (No Items)

## 10. Reports

Discussion, Information: 10.1 CEO Report: Brian Hayden

- National Honor Society and National Junior Honor Society ceremonies started last week
- Congratulated Scot Rutledge and the Marketing team on the Emmy nomination for Moments in History - Ruby T. Golding. WQED won the nomination but it was a great accomplishment to be nominated.
- On Tuesday, November 14th there will be a visit to the Capital in Harrisburg with PA Cyber family advocacy families

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

- Talked about the five Graduation Pathways.
- The Graduation Pathways were implemented with the students in the 2023 school year
- 36% of the PA Cyber students chose the Evidence-Based Pathway; 28% chose the Keystone Proficiency Pathway; 10% were Special Ed; no students used a waiver.
- Dan LeRoy (Board Member)- wanted to know more about the Evidence-Based Pathway. Jen Shoaf explained that students have to submit three criteria under this pathway which is a very detailed pathway, earning an industry recognized credential. Most students use this option to meet Pathway 5.

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

- In October, there were six placements in different newspapers in PA with an OpEd piece.
- Launched new website - all photography is PA Cyber, made in-house.
- Thanked web committee and Mark Haney for all their hard work and effort.
- Steve Robinson- (Board President)- wanted to know who's responsible for maintaining the website. Scot said that the Marketing department is responsible for the updates and maintenance.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

- Tom Dorsey- Thanked staff for the wonderful job done all year and wished everyone a good holiday.
- Logan Clark- Attended the NHS ceremony. He thanked everyone.
- John Haynes- Said he was glad to be here and he looks forward to working with team.
- Dan LeRoy- Welcomed Tom Dorsey back and welcomed new board member. He sent holiday wishes.
- Ed Elder- Thanked Francie Spigelmeyer and team for the efforts made. He wished everyone good holiday experiences.
- Steve Robinson- echoed everyone sentiments. He wished everyone a nice holiday season.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - January 10, 2024 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Dan LeRoy, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Logan Clark, Dan LeRoy

**The November 8, 2023 Regular Meeting was adjourned at 5:42 PM.**

Minutes Approved By: *Cassandra Kurland* Date: 1-18-2024

**13. Executive Session**

11-8-2023 Executive Session information provided by Joseph Askar, Solicitor

Start Time: 3:30 pm  
End Time: 4:28 pm

Board Attendees

D. LeRoy  
E. Elder  
S. Robinson

L. Clarke

T. Dorsey

Add'l Attendees

B. Hayden  
F. Spiegelmyer

J. Shoaf  
E. Woelfel

N. Granito

R. Bovalino

J. Askar, Esq

Special Counsel: Nette Oliver, Esquire  
Steve Korbel, Esquire

# REGULAR MEETING CANCELLED

Re: Due to lack of quorum

PA CYBER CHARTER SCHOOL  
BOARD OF DIRECTORS

January 2024



---

Cassandra Kirkland, Board Secretary



**January 18, 2024 Rescheduled Regular Meeting @ 3:30PM (Thursday, January 18, 2024)**  
*Generated by Cassandra Kirkland on Monday, January 22, 2024*

**Members present:** Steve Robinson (in-person), Edward Elder (in-person), Tom Dorsey (via Zoom), Marc Strawderman (via Zoom), Logan Clark (via Zoom), Dan LeRoy (via Zoom), John Haynes (via Zoom)  
**Members not present:** Melissa DiSanto-Castellano

**Meeting called to order at 3:31 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

Mr. Robinson announced that the Public Comments would be moved to the end of the agenda.

1). Shenandoah Hoskinson (Special Education Teacher)- spoke about staff not being able to attend the special board meeting until after 4:00 pm without taking PTO.

**3. Board**

Action, Minutes: 3.1 Approval of November 8, 2023 Regular Meeting Minutes

Recommend the Board of Trustees Approve the November 8, 2023 Regular Meeting Minutes, as presented.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

**4. Finance**

Action: 4.1 Approval of the Settlement Agreement and Release related to PennRidge School District's appeals for the 18/19, 19/20, 20/21 and 21/22 school years as presented.

(Consent Vote 4.1, 4.4, 4.5, 4.6)

Recommend the Board of Trustees approve the Settlement Agreement and Release related to PennRidge School District's appeals for the 18/19, 19/20, 20/21 and 21/22 school years as presented.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 4.2 Approval of Acceptance of Annual Comprehensive Financial Report  
(Consent Vote 4.2, 4.3)

Lisa Altschaffl, CPA Partner (Deluzio & Company LLP)- Spoke about Deluzio & Company completing the Annual

Comprehensive Financial Report for the fiscal year ending June 30, 2023, the 2023 Income Tax Form and the 990 Income Tax Form.

Recommend the Board of Trustees accept the fiscal year ended June 30, 2023 independent Annual Comprehensive Financial Report (ACFR) as prepared by Deluzio & Company LLP

Motion by Edward Elder, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 4.3 Approval of Acceptance of Return of Organization Exempt from Income Tax Form 990  
(Consent Vote 4.2, 4.3)

Recommend the Board of Trustees accept the Return of Organization Exempt from Income Tax IRS Form 990 for fiscal year ended June 30, 2023 as prepared by Deluzio & Company LLP

Motion by Edward Elder, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 4.4 Approval of Finance Reports  
(Consent Vote 4.1, 4.4, 4.5, 4.6)

Recommend the Board of Trustees approve the following finance report:

- \* General Fund Balance Sheet and Profit & Loss Statements as of October 31, 2023 and November 30, 2023
- \* Internal Service Fund Balance Sheet and Profit & Loss Statements as of October 31, 2023 and November 30, 2023
- \* Accounts Receivable Reports as of October 31, 2023 and November 30, 2023 for the 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2021/2022, 2022/2023, and 2023/2024 school years
- \* Check Registers for the months of October 2023 and November 2023
- \* Treasurer's Reports as of October 31, 2023 and November 30, 2023

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Abstain: Logan Clark

Action: 4.5 Approval of Health Care Program Stop Loss Renewal  
(Consent Vote 4.1, 4.4, 4.5, 4.6)

Recommend the Board of Trustees approve the Health Care Program Stop Loss Renewal effective January 1, 2024 through December 31, 2024

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 4.6 Approval of Health Care Program/Life Insurance Program Rates for Calendar Year 2024  
(Consent Vote 4.1, 4.4, 4.5, 4.6)

Recommend the Board of Trustees approve the Health Care/Life Insurance Program and Rates Renewal including administrative fees effective January 1, 2024 through December 31, 2024

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

## **5. Education**

Action: 5.1 Approval of Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement - Student File No. 258-23

(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement related to Student File No. 258-23, as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.2 Approval of Dual Enrollment Agreement Penn State University  
(Consent Vote 5.1 through 5.14)

Recommend the Dual Enrollment Agreement for the Pennsylvania Cyber Charter School and Penn State University as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.3 Approval of the 2023-2024 K-5 Academy Cyber Strong Program  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the 3-5 Academy Cyber Strong PSSA Prep program for the 2023-2024 school year to run from February through April at a cost not to exceed \$5,500 with anticipated costs of \$5,160 as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.4 Approval of Tutors for the 2023-2024 K-5 Academy Cyber Strong Program  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the K-5 Academy staff to serve as tutors for the K-5 Academy Cyber Strong PSSA prep program for the 2023-2024 school year at a rate of \$30 dollars per hour in accordance with PAcYber's current supplemental pay schedule.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.5 Approval of Hershey Park Tickets  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the purchase of Hershey Park tickets.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.6 Approval of Kennywood Park Tickets  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the purchase of Kennywood Park tickets.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.7 Approval of Facility Rental Agreement  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the facility rental agreement between The Pennsylvania Cyber Charter School and the Zoological Society of Philadelphia.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.8 Approval of Gettysburg Field Trip  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve a Family Link field trip to Gettysburg.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.9 Approval of Origami Club  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the Origami Club as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.10 Approval of Otherwords Club  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve Otherwords Club as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.11 Approval of Monsters U. Club  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve Monsters U. Club as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.12 Approval of Club Hope  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve Club Hope as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.13 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the January 2024 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 5.14 Approval of Special Education New, Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.14)

Recommend the Board of Trustees approve the January 2024 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

## **6. Facilities and Grounds**

Action: 6.1 Approval of Allentown Regional Office Lease

Recommend the Board of Trustees approve the Allentown Regional Office lease agreement between The Pennsylvania Cyber Charter School and Cedar Point West Associates, L.P.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

## 7. Personnel

Action: 7.1 Approval of New Hires

(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by John Haynes, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 7.2 Approval of November 2023 and December 2023 Employee Leave Reports  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the November 2023 and December 2023 Employee Leave Reports as presented.

Motion by John Haynes, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 7.3 Approval of PA Educator Agreement  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and Pennsylvania Educator's Clearinghouse, PA-Educator.net, as presented.

Motion by John Haynes, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 7.4 Approval of Employee Changes  
(Consent Vote 7.1 through 7.4)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by John Haynes, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

## 8. Technology

Action: 8.1 Approval of Consolidated Communications Business Services Agreement for Warrendale Office

(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the Consolidated Communications Business Services Agreement for 200 Mbps Dedicated Internet Access and 2 Business Access Lines at our Warrendale office. This 36 month agreement is submitted as part of the E-rate program and was chosen based on price, term and services. The Business Access Lines, for fax and security, are not E-rate eligible services.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries



Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 8.2 Approval of Staff Laptop Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the purchase of twenty five (25) Dell 3340 2 in 1 laptops in the amount of \$28,110.25 per the COSTARS Software Agreement 199069.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 8.3 Approval of Comcast Business Service Order Agreement for Greensburg Office  
(Consent Vote 8.1 through 8.4)

Recommend the Board of Trustees approve the Comcast Business Service Order Agreement for 250 Mbps/25 Mbps Business Internet Access at our Greensburg office. This 36 month agreement is submitted as part of the F-rate program and was chosen based on price, term and services.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

Action: 8.4 Approval of Mimecast Renewal  
(Consent Vote 8.1 through 8.4)

Recommend that the Board of Trustees approve the renewal of a one year subscription to Mimecast in the amount of \$99,505.60 per COSTARS agreement 006-124 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

## **9. Operations**

Action: 9.1 Approval of Renewal of Super Saturday Sponsorship with Carnegie Museum of Natural History

Recommend the Board of Trustees approves the renewal of PA Cyber sponsorship for Carnegie Museum of Natural History Super Saturdays

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

## **10. Reports**

Discussion, Information: 10.1 CEO Report: Brian Hayden

-Curriculum review process was started.

-Spoke about regional offices doing community service projects for MLK Day.

-The Governor will deliver his budget address in February.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

-Francie Spigelmyer said the Curriculum Dept. is currently working on attendance data for the Multi-Tiered System of Support (MTSS).

-Shawn Lanious (K-5 Principal)- Spoke about Multi-Tiered System of Support (MTSS) Implementation.

-Dr. Sandra Fouch (Director of Data and Assessment • Student Data)- presented graduation data to the Board.

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

The first curriculum review meeting was held.

PA Cyber is also looking for a new Live Instructional Platform.

Discussion, Information: 10.4 Enrollment Report: Nicole Granito, COO

Presented the enrollment report

Discussion, Information: 10.5 Regional Office Report: Eric Woelfel, DCOO  
All regional offices participated in Martin Luther Kind activities.  
Third STEM Coordinator has been hired and all three Polytechnic vans will be on the road.  
Art Reach Spring Semester will begin Monday, January 22, 2024

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications  
-Gearing up for School Choice Week  
-Press Release from Harrisburg office was featured on MLK Day on the local news and aired 3 times that day (recorded video was shown).

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano  
There were no questions.

**11. Board Comments**

Discussion: 11.1 The meeting is now open for any Board comments

-Board members had brief comments about positive happenings at PA Cyber and well wishes for everyone.  
-Dan LeRoy and Steve Robinson responded to the public comment.

**12. Adjournment**

Information: 12.1 Next Regular Meeting - February 14, 2024 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, Dan LeRoy, John Haynes

**The January 18, 2023 Rescheduled Regular Meeting was adjourned at 4:30 PM.**

Minutes Approved by:  Date: 2-14-2024

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held January 10, 2024 prior to the Rescheduled Regular Meeting January 18, 2024. The Executive Session information was provided by Joseph Askar, Solicitor.

**Executive Session:**

Start Time: 4:15 pm

End Time: 4:25 pm

**Attendees**

J. Haynes  
E. Elder

M. Strawderman

**Add'l Attendees**

B. Hayden                      J. Shoaf  
F. Spigelmyer                E. Woelfel

N. Granito                      R. Bovalino

M. Schulte                      J. Askar, Esq.



**February 14, 2024 Regular Meeting @ 4:30PM (Wednesday, February 14, 2024)**  
*Generated by Cassandra Kirkland on Tuesday, February 20, 2024*

**Members present-** Steve Robinson (in-person), Edward Elder (in-person), Tom Dorsey (via Zoom), Marc Strawderman (via Zoom), Logan Clark (via Zoom), John Haynes (in-person).

**Members not present:** Melissa DiSanto-Castellano, Dan LeRoy

**Meeting called to order at 4:38 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments  
The following PA Cyber Staff commented on their desire to work remotely:

1. Joni Defibaugh (Academic Advisor)
2. Lindsay Kostyak (Academic Advisor) on behalf of (AA) Ellen Quinn
3. Brandy Geist (Academic Advisor)
4. Cary Deleuze (Academic Advisor) on behalf of (AA) Barbara Starkweather
5. Lyndsay Bittner (School Counselor K-5)

**3. Board**

Action, Minutes: 3.1 Approval of January 18, 2024 Rescheduled Regular Meeting Minutes  
Recommend the Board of Trustees approve the January 18, 2024 Rescheduled Regular Meeting Minutes, as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

**4. Finance**

Action: 4.1 Approval of Invoice  
(Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the payment of additional expenses associated with the school's June 30, 2023 audit report in the amount of \$14,795 to Deluzio and Company, LLP.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 4.2 Approval of Finance Reports  
(Consent Vote 4.1 & 4.2)

Recommend the Board of Trustees approve the following finance reports:  
\* General Fund Balance Sheet and Profit & Loss Statement as of December 31, 2023

- \* Internal Service Fund Balance Sheet and Profit & Loss Statement as of December 31, 2023
- \* Accounts Receivable Reports as of December 31, 2023 for the 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2022/2023 and 2023/2024 school years
- \* Check Registers for the month of December 2023
- \* Treasurer's Report as of December 31, 2023

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, John Haynes

No: Logan Clark

## 5. Education

Action: 5.1 Approval of High School Cyber Strong Keystone Test Prep Sessions  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the High School Cyber Strong Keystone Test Prep Program for the 2023-2024 school year to run from March through May at a cost not to exceed 4,000 with anticipated costs of 3,000.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 5.2 Approval of Special Education Contracts Requiring Signature  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the February 2024 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 5.3 Approval of Special Education Renewal and Revised contracts.  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the February 2024 revised and renewal contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action, Information: 5.4 Approval of Cyberstrong PSSA Prep Tutoring Sessions at the 6-8 Academy  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve 13 staff members to instruct the Cyberstrong PSSA Prep Tutoring Sessions starting February 12, 2024, and ending on April 19, 2024.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 5.5 Approval of 2023-2024 Summer Reading & Math Program  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the 2023-2024 K-5 Summer Reading and Math Program, tutors, and project stipend for a total not to exceed \$12,872.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 5.6 Approval of National Parks Exploration Club  
(Consent Vote 5.1 through 5.9)

Recommend the Board of Trustees approve the National Park Exploration Club as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 5.7 Approval of Confidential Settlement Agreement and Release – Student File No. 296-22  
(Consent Vote 5.1 through 5.9)

Recommended the Board of Trustees approve the Confidential Settlement Agreement and Release related to Student File No. 296-22, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 5.8 Approval of Confidential Settlement Agreement and Release – Student File No. 295-22  
(Consent Vote 5.1 through 5.9)

Recommended the Board of Trustees approve the Confidential Settlement Agreement and Release related to Student File No. 295-22, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 5.9 Approval of Licensing for Claris - FileMaker Pro (FMP)  
(Consent Vote 5.1 through 5.9)

Recommended the Board of Trustees approve the Claris - FileMaker Pro (FMP) Annual Licensing Renewal quote for 100 licenses of FileMaker Pro (FMP) a 12-month subscription as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

## **6. Facilities and Grounds**

Action: 6.1 Approval of Facilities and Maintenance Agreement  
Recommend the Board of Trustees approve the Third Amendment to Facilities and Maintenance Services Agreement between PA Cyber and Lincoln Learning Solutions as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

## **7. Personnel**

Action: 7.1 Approval of Revised 2023-2024 Supplemental Pay Schedule  
(Consent Vote 7.1 through 7.3)

Recommend the Board of Trustees approve the revised 2023-2024 supplemental pay schedule, as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 7.2 Approval of New Hires  
(Consent Vote 7.1 through 7.3)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 7.3 Approval of Employee Changes  
(Consent Vote 7.1 through 7.3)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Tom Dorsey, second by Marc Strawderman.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

## **8. Technology**

Action: 8.1 Approval of Non-Instructional Staff Laptop Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of thirty (25) Dell Precision 3580 laptops in the amount of \$30,922.50 per the COSTARS Software Agreement 199069.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 8.2 Approval of Keyboard Purchase for Staff - Replenish Inventory  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of 100 Cherry Keyboards from GDC under COSTARS # 199069 in the amount of \$6,489.00 for the 2023-2024 school year as presented.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 8.3 Approval of Headset Purchase for Staff - Replenish Inventory  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of 100 Headsets for the 2023-2024 school year in the amount of \$11,501 per the COSTARS-3 Hardware agreement, Contract #: 003-E22-627

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 8.4 Approval of Academic VMware Workspace ONE Standard (AirWatch) License Renewal  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the renewal of 230 Academic VMware Workspace ONE Standard (AirWatch) licenses in the amount of \$5,439.50.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 8.5 Approval of Technology Recycle  
(Consent Vote 8.1 through 8.7)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 8.6 Approval of Cisco SmartNet Support Renewal for Core Switches  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the three (3) year Cisco SmartNet support agreement renewal as presented in the amount of \$14,655.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 8.7 Approval of Instructional Staff Laptop Purchase - Replenish Inventory  
(Consent Vote 8.1 through 8.7)

Recommend the Board of Trustees approve the purchase of thirty (25) Dell Latitude 3340 2 in 1 laptops in the amount of \$24,123 per the COSTARS Software Agreement 199069.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

## **9. Operations**

Action: 9.1 Approval of Course Catalog Printing Estimate  
(Consent Vote 9.1 through 9.4)

Recommend the Board of Trustees approve PA Cyber to move forward with the printing, binding, and mail preparation of the 2024-2025 course catalogs at an estimated cost of \$41,663.00 + Postage. (estimated \$5,727)

Motion by Marc Strawderman, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 9.2 Approval of HearCorp proposal for Central/Eastern Graduation Ceremonies  
(Consent Vote 9.1 through 9.4)

Recommend the Board of Trustees approve the quote by HearCorp for video and live streaming services for our Central/Eastern graduation ceremonies at a cost of \$44,838.00 as presented.

Motion by Marc Strawderman, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

Action: 9.3 Approval of Warehouse Agreement  
(Consent Vote 9.1 through 9.4)

Recommend the Board of Trustees approve the Second Amendment to Warehouse, Distribution, and Procurement Agreement between PA Cyber and Lincoln Learning Solutions as presented.

Motion by Marc Strawderman, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, John Haynes

No: Logan Clark

Action: 9.4 Approval of 2024-2025 School Calendar  
(Consent Vote 9.1 through 9.4)

Recommend the Board of Trustees approve the 2024-2025 School Calendar as presented.

Motion by Marc Strawderman, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

## **10. Reports**

Discussion, Information: 10.1 CEO Report: Brian Hayden  
Discussed the Governor's budget address

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO  
There was no report - Francie Spigelmyer was not in attendance.

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO  
Updates on reviewing vendors for the live instructional platform and curriculum RFI process

Discussion, Information: 10.4 Enrollment Report: Nicole Granito, COO  
Nicole Granito presented the enrollment report.  
New student enrollment and budgeted enrollment numbers are both up from 2022-2023.

Discussion, Information: 10.5 Regional Office Report: Eric Woelfel, DCOO  
Eric Woelfel presented the Regional Office Report.  
-Family Services offering over 80 activities this semester.  
-Margaret J. Wheatly, the author of the book *Perserverance* will be visiting the South Side office and the Greensburg Office. He encouraged everyone to attend the event.

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications  
-Substantial growth on Tik Tok  
-2000 views on social media post on "How to deal with stress".  
-Loretta Farley, a PA Cyber parent, wrote an op-ed that was published in the Pittsburgh Post Gazette.

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatiano  
There were no questions.

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments  
Board members thanked the academic advisors and expressed gratitude for family service events.

## 12. Adjournment

Information: 12.1 Next Regular Meeting - March 13, 2024 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Logan Clark, John Haynes

**The February 14, 2024 Regular Meeting was adjourned at 5:23 PM.**

Minutes Approved By:  Date: 3-14-24

## 13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held February 14, 2024 prior to the Regular Meeting.  
Executive Session:

Start Time: 4:06 pm

End Time: 4:33 pm



**Board Attendees**

J. Haynes S. Robinson  
E. Elder T. Dorsey  
M. Strawderman L. Clark

**Add'l Attendees**

B. Hayden J. Shoaf  
E. Woelfel M. Schulte  
N. Granito J. Askar, Esq



**March 13, 2024 Regular Meeting @ 4:30PM (Wednesday, March 13, 2024)**

*Generated by Cassandra Kirkland on Friday, March 15, 2024*

**Members present:** Steve Robinson (in-person), Edward Elder (in-person), Tom Dorsey (via Zoom), Dan LeRoy (via Zoom), John Haynes (in-person)

**Members not present:** Marc Strawderman, Melissa DiSanto-Castellano, Logan Clark

**Meeting called to order at 4:55 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

1. Keely McFall (9-12 SPED Academic Advisor)-Discussed the environment in regional offices.
2. Chuck Zielinske (Academic Advisor)-Spoke on behalf of Guidance Counselors.
3. Allison Steel (Academic Advisor)- Discussed roster sizes.
4. Erin Mills (Academic Advisor)-Discussed additional workloads during staff shortages.

**3. Board**

Action, Minutes: 3.1 Approval of the February 14, 2024 Regular Meeting Minutes

Recommend the Board of Trustees approve the February 14, 2024 Regular Meeting Minutes, as presented.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

**4. Finance**

Action: 4.1 Approval of Finance Reports

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheets and Profit & Loss Statements as of January 31, 2028 and February 29, 2024
- \* Internal Service Fund Balance Sheets and Profit & Loss Statements as of January 31, 2024 and February 29, 2024
- \* Accounts Receivable Reports as of January 31, 2024 and February 29, 2024 for the 2016/2017, 2017/2018, 2018/2029, 2019/2020, 2022/2023 and 2023/2024 school years
- \* Check Registers for the months of January 2024 and February 2024
- \* Treasurer's Reports as of January 31, 2024 and February 29, 2024

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **5. Education**

Action, Discussion: 5.1 Approval of EF National Parks Domestic Tour

Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the proposal for a 2025 Domestic National Parks tour led by Danielle Schlessinger and Breanne Paraniuk. The tour will take place in June of 2025.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.2 Approval of Student's Request to be Released From Compulsory School Attendance

Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve student N.R.'s Request to be Released From Compulsory School Attendance per PA School Code (24 P.S. § 13-1330 Exceptions to Compulsory Attendance) as presented, which will result in a withdrawal.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.3 Approval of Confidential Settlement Agreement and Release – Student File No. 365-23

Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the Confidential Settlement Agreement and Release related to Student File No. 365-23, as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.4 Approval of Special Education Revised Contracts

Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the March 2024 revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.5 Approval of Special Education Contracts Requiring Signature

Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the March 2024 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.6 Approval of the 2024-2027 Comprehensive Support and Improvement (CSI) Plan

Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the 2024-2027 Comprehensive Support and Improvement (CSI) Plan as presented

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.7 Approval of Agreement with Kutztown University for Central/Eastern Graduation Ceremony  
Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the agreement with Kutztown University for the use of facilities for the Central/Eastern graduation ceremony as presented.

Motion by Edward Elder, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.8 Approval of 3rd VC Virtual Presentation with Josh and Gab  
Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the 3rd Virtual Field Trip, Josh & Gab, on April 19th at a cost not to exceed \$400.

Motion by Edward Elder, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.9 Approval of Amazing Animal Presentation for 3rd Grade VC Students  
Consent Vote:(5.1-5.10 & 5.13)

Recommend the board approve the 3rd grade VC Virtual Field Trip, Amazing Animals, for cost not to exceed \$156.00.

Motion by Edward Elder, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.10 Approval of Subscription Renewal Agreement for eTranscript Platform, Parchment Inc.  
Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve the 3-year renewal of the subscription agreement for the eTranscript platform from Parchment Inc..

Motion by Edward Elder, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.11 Approval of Amended and Restated Curriculum License and Service Agreement (Curriculum)  
Consent Vote:(5.11-5.12)  
Edward Elder left the room at 5:15 PM and Dan LeRoy muted online, and they returned to the room at 5:16 PM.

Recommend the Board of Trustees approve the Amended and Restated Curriculum License and Service Agreement for Extension Term for Curriculum Licensed Materials as presented.

Motion by John Haynes, second by Tom Dorsey.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Tom Dorsey, John Haynes  
Abstain: Edward Elder, Dan LeRoy

Action: 5.12 Approval of Amended and Restated Curriculum License and Service Agreement (Arts Education Services)  
Consent Vote:(5.11-5.12)  
Edward Elder left the room at 5:15 PM and Dan LeRoy muted online, and they returned to the room at 5:16 PM.

Recommend the Board of Trustees approve the Amended and Restated Curriculum License and Service Agreement for Extension Term for Arts Education Services as presented.

Motion by John Haynes, second by Tom Dorsey.  
Final Resolution: Motion Carries

Yes: Steve Robinson, Tom Dorsey, John Haynes  
Abstain: Edward Elder, Dan LeRoy

Action: 5.13 Approval of State Testing Contract AMENDED due to Unexpected Hotel Closure  
Consent Vote:(5.1-5.10 & 5.13)

Recommend the Board of Trustees approve state assessment contracts for the Monroeville testing site as presented

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **6. Facilities and Grounds (No Items)**

## **7. Personnel**

Action: 7.1 Approval of New Hires  
Consent Vote:(7.1-7.3)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 7.2 Approval of Employee Changes  
Consent Vote:(7.1-7.3)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 7.3 Approval of February 2024 Employee Leave Report  
Consent Vote:(7.1-7.3)

Recommend the Board of Trustees approve the February 2024 Employee Leave Report as presented.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **8. Technology**

Action: 8.1 Approval of Druva InSync Cloud Enterprise Renewal Agreement

Consent Vote:(8.1-8.2)

Recommend the Board of Trustees approve the purchase of the Druva InSync Cloud Enterprise renewal agreement in the amount of \$298,492.50 per the COSTARS quote as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 8.2 Approval of All Covered Proposal  
Consent Vote:(8.1-8.2)

Recommend the Board of Trustees approve the proposal between PA Cyber and All Covered as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **9. Operations**

Action: 9.1 Approval of 2024-2025 Student Planner Estimates

Recommend the Board of Trustees approves the estimate for the 24-25 school year student planners for the amount of \$76,895.18 as presented.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **10. Reports**

Discussion, Information: 10.1 CEO Report: Brian Hayden

-Spoke about the Governor's budget

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

-Spoke about the Teacher Talk Initiative and the upcoming two-year induction plan.

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

-The Curriculum Department met with Vendors this week to preview various instructional presentations.

-PDE monitored ACCESS testing and PA Cyber was highly commendable.

Discussion, Information: 10.4 Enrollment Report: Nicole Granito, COO

-Presented the enrollment report.

-New student enrollment and budgeted enrollment numbers are both up from 2022-2023.

Discussion, Information: 10.5 Regional Office Report: Eric Woelfel, DCOO

-Family Services will host 70 events this month

-Prom coming up the theme is "Viva Las Vegas"

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

-Growth in website

-Jet 24 Action News interviewed Brian Hayden (CEO) about the Governor's proposed budget cuts for cyber charter schools.

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatrisano

There were no comments.

## **11. Board Comments**

Discussion: 11.1 The meeting is now open for any Board comments

-Board members thanked the staff for expressing their concerns.

-They also all agreed that PA Cyber should get our message out about legislative advocacy.

**12. Adjournment**

Information: 12.1 Next Regular Meeting - April 10, 2024 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

**The March 13, 2024 Regular Meeting was adjourned at 5:52 PM.**

Minutes Approved By: Cassandra Kullond Date: 4-10-24

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held prior to Regular meeting at 3:30 PM 3/13/2023. Executive Session information was provided by Joseph, Askar, Solicitor:

**Executive Session:**

Start Time: 3:38 pm  
End Time: 4:46 pm

**Board Attendees**

J. Haynes      S. Robinson  
E. Elder        D. Leroy  
T. Dorsey

**Add'l Attendees**

B. Hayden      F. Spigelmyer  
E. Woelfel      M. Schulte  
N. Granito      J. Askar, Esq  
Jen Weil, Esquire



**April 10, 2024 Regular Meeting @ 4:30PM (Wednesday, April 10, 2024)**

*Generated by Cassandra Kirkland on Friday, April 12, 2024*

**Members present:** Steve Robinson (in-person), Edward Elder (in-person), Tom Dorsey (via Zoom), Dan LeRoy (via Zoom), John Haynes (in-person)

**Members not present:** Marc Strawderman, Melissa DiSanto-Castellano, Logan Clark

**Meeting called to order at 4:32 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

1. Keely McFall-(9-12 SPED Academic Advisor)-Discussed the environment in regional offices.
2. Valerie Nizer- (Academic Advisor)-Expressed safety concerns due to inclement weather.
3. Erin Mills- (Academic Advisor) Had a question regarding an agenda item.

**3. Board**

Action, Minutes: 3.1 Approval of the March 13, 2024 Regular Meeting Minutes

Recommend the Board of Trustees approve the March 13, 2024 Regular Meeting Minutes, as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 3.2 Approval of Amending the Agenda to Include a Section 3.3

Recommend the Board of Trustees amend the agenda to include a section 3.3; which shall read as follows: A motion by the Board of Trustees to Remove Logan Clark as a Board of Trustee in accordance to Section 3.4, Removal; of the Bylaws.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, John Haynes

No: Dan LeRoy

Action: 3.3 Approval to Remove a Board of Trustee

Recommend the Board of Trustees Remove Logan Clark as a Board of Trustee in accordance to Section 3.4, Removal; of the Bylaws.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, John Haynes

No: Dan LeRoy

**4. Finance**

Action: 4.1 Approval of Purchase/Trade-in of Vehicle



Recommend the Board of Trustees approve the purchase of (1) 2024 Toyota Highlander from New Holland Auto Group per the COSTARS state contract 026-E22-165 for a total cost of \$35,302, which includes the trade in allowance of (1) 2014 Toyota Sienna.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **5. Education**

Action: 5.1 Approval of 2024-2025 Student Handbook

Consent Vote:(5.1-5.5)

Recommend the Board of Trustees approve the 2024-2025 Student Handbook as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.2 Approval of Agreement with Robert Morris University for Western Graduation Ceremony

Consent Vote:(5.1-5.5)

Recommend the Board of Trustees approve the agreement with Robert Morris University for the use of facilities for the Western graduation ceremony as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.3 Approval EF TOURS-TRIP TO JAPAN (June 23, 2026-July 1, 2026) PROPOSAL

Consent Vote:(5.1-5.5)

Recommend the Board of Trustees approve the PA CYBER Global Education Club Proposal for a TRIP TO JAPAN- "Backtracking the Golden Route" provided by EF Tours for 6/23/2026-7/1/2026 as presented

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.4 Approval of Special Education Contracts Requiring Signature

Consent Vote:(5.1-5.5)

Recommend the Board of Trustees approve the April 2024 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 5.5 Approval of Special Education New, Renewal and Revised contracts.

Consent Vote:(5.1-5.5)

Recommend the Board of Trustees approve the April 2024 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **6. Facilities and Grounds**

Action: 6.1 Approval of Pashek MTR Proposal

Dan LeRoy asked for clarification on this motion, and Nicole Granito answered.

Recommend the Board of Trustees approval the professional services proposal Pashek MTR as presented.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **7. Personnel**

Action: 7.1 Approval of March 2024 Employee Leave Report

Consent Vote:(7.1-7.4)

Recommend the Board of Trustees approve the March 2024 Employee Leave Report, as presented.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 7.2 Approval of New Hires

Consent Vote:(7.1-7.4)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 7.3 Approval of Employee Changes

Consent Vote:(7.1-7.4)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 7.4 Approval of IH21 Biometric Screening Agreement

Consent Vote:(7.1-7.4)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and Integrated Corporate Health, LLC, as presented.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **8. Technology**

Action: 8.1 Approval of Rollback Rx Maintenance and License Renewal

Consent Vote:(8.1-8.2)

Recommend the Board of Trustees approve the renewal of Rollback Rx from Horizon DataSys Corporation in the amount of \$48,750.00 as presented for the 2024-2025 school year.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

Action: 8.2 Approval of Staff Laptop Purchase  
Consent Vote:(8.1-8.2)

Recommend the Board of Trustees approve the purchase of fifty (50) Dell 3340 2 in 1 laptops in the amount of \$46,820.50 per the COSTARS Software Agreement 199069

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

## **9. Operations (No Items)**

## **10. Reports**

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Continuing to monitor what is happening with the PA Legislature.
- Art Showcases in the Regional Offices.
- Graduation is approaching.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO  
Francie Spigelmyer was not present at the Board meeting.

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

- Will be emailing staff to inform of graduation details.
- Round one of curriculum RFI vendors is complete. All five vendors that came received communication from the Curriculum Dept. Round two will begin. The selected vendors will return in May.
- PSSA testing window is approaching for 3rd-8th grade

Discussion, Information, Presentation: 10.4 Enrollment Report: Nicole Granito, COO

- Presented the enrollment report.
- New student enrollment and budgeted numbers are up.

Discussion, Information, Presentation: 10.5 Regional Office Report: Eric Woelfel, DCOO

- The regional offices have been busy. Eric recognized Dave Veon and the LPPAC staff for their efforts with the Art Reach program.
- The Art Reach Showcases have taken place at the regional offices.
- Family Link has a lot of events planned. They just wrapped up the event with the solar eclipse. The Gettysburg two-day event is a favorite.

Steve Robinson had a question about the Safe2Say program that was referenced in the Student Handbook.

Report: 10.6 Marketing Report: Scot Rutledge, Director of Marketing and Communications

- Steady growth with enrollment and graduation data on social media.
- Media coverage is remaining strong

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatiano  
There were no comments.

## **11. Board Comments**

Discussion: 11.1 The meeting is now open for any Board comments

- Board members thanked the staff for expressing their concerns.

## **12. Adjournment**

Information: 12.1 Next Regular Meeting - May 8, 2024 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by John Haynes, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Dan LeRoy, John Haynes

**The April 10, 2024, Regular Meeting was adjourned at 5:13 PM**

Minutes Approved By: 

Date: 5-9-2024

### 13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters

There was no Executive Session.



**May 8, 2024 Regular Meeting @ 4:30PM (Wednesday, May 8, 2024)**

*Generated by Cassandra Kirkland on Monday, May 13, 2024*

**Members present:** Steve Robinson (in-person), Edward Elder (in-person), Tom Dorsey (via Zoom), Marc Strawderman (via Zoom) Dan LeRoy (in-person), John Haynes (in-person)

**Members not present:** Melissa DiSanto-Castellano

**Meeting called to order at 4:40 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

1. Keely McFall-(9-12 SPED Academic Advisor)-Discussed work policies

2. Loretta Fairley-(PA Cyber Parent of two students/ PA Cyber graduate)- Advocated for a fair contract.

3. Brandy Geist- (Academic Advisor)-Spoke about delayed negotiations and pay freeze

4. Cary Deleuze (Academic Advisor)- Talked about the option to work from home/settling their contract

5. Joni Defibaugh (Academic Advisor)-Spoke about expenses

6. Erin Mills (Academic Advisor)- Explained how the Academic Advisor are the first point of contact and dissatisfied with the movement of negotiations.

**3. Board**

Action, Minutes: 3.1 Approval of the April 10, 2024 Regular Meeting Minutes

Recommend the Board of Trustees approve the April 10, 2024 Regular Meeting Minutes, as presented.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Discussion, Information: 3.2 Proposal of ByLaw Changes

**4. Finance**

Action: 4.1 Approval of the Settlement Agreement between Millcreek Township School District and the Pennsylvania Cyber Charter School, PDE: Case number BBFM-00-2019-23.

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees approve the Settlement Agreement between Millcreek Township School District and the Pennsylvania Cyber Charter School, PDE: Case number BBFM-00-2019-23.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.2 Approval of First National Bank Wealth Management Non-Standard Compensation Agreement

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees approve the Chief Financial Officer to execute the Non-Standard Compensation Agreement with First National Bank Wealth Management to continue to receive a 30% fee discount.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.3 Appointment of New Broker

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees appoint Henderson Brothers as the new insurance broker for the property, inland marine, general liability, employee benefits liability, sexual misconduct and molestation, educators legal liability, workers compensation, school leaders legal liability, crime, excess liability, privacy & information security and student accident coverage policies for the school.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.4 Appointment of New Broker

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees appoint VADM, LLC dba Adamson Insurance Agency as the new insurance broker for the automobile coverage policy for the school.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.5 Approval of Finance Reports

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees approve the following finance reports:

\* General Fund Balance Sheet and Profit & Loss Statement as of March 31, 2024

\* Internal Service Fund Balance Sheet and Profit & Loss Statement as of March 31, 2024

\* Accounts Receivable Reports as of March 31, 2024 for the 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2022/2023 and 2023/2024 school years

\* Check Register for the month of March 2024

\* Treasurer's Report as of March 31, 2024

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.6 Approval of Preliminary Budget

Recommend the Board of Trustees approve the Preliminary Budget of The Pennsylvania Cyber Charter School for the July 1, 2024 - June 30, 2025 school year.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, John Haynes

Abstain: Dan LeRoy

## **5. Education**

Action: 5.1 Approval of Special Education Renewal contracts

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the May 2024 Renewal contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.2 Approval of Special Education Contracts Requiring Signature

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the May 2024 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.3 Approval of Agreement with Hilton Garden Inn - Exton/West Chester

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the agreement between the Pennsylvania Cyber Charter School and the Hilton Garden Inn - Exton/West Chester.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.4 Approval of Agreement with Best Western Premier - The Central Hotel and Conference Center

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the agreement between the Pennsylvania Cyber Charter School and the Best Western Premier - The Central Hotel and Conference Center.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.5 Approval of Vista Higher Learning French Materials

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Vista French language textbooks, workbooks, and online access as presented.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.6 Approval of LearnWell Agreement

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the agreement with LearnWell as presented.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.7 Approval of Reading Eggs

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of 3P Learning, Inc. for the product Reading Eggs in the amount of \$6,160.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.8 Approval of Barber National Institute Agreement  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the agreement with Barber National Institute as presented.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.9 Approval of Book Systems  
Recommend the Board of Trustees approve the purchase of Book System's Atrium Express, OPAC Snapshot, Lexile MARC, SURFit site licensing in the amount of \$4,110.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.10 Approval of Brainingcamp  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Brainingcamp licensing for digital math manipulatives in the amount of \$10,680.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.11 Approval of Classkick  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Classkick Pro in the amount of \$11,126.93 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.12 Approval of Edmentum ELL Foundations Library  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Edmentum for the ELL Foundations Library product in the amount of \$8,250.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.13 Approval of Edmentum ExactPath K-8  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve licensing with Edmentum for the product ExactPath to be used as a diagnostic assessment for students in grades K-8 in the amount of \$145,779.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.14 Approval of Edmentum ExactPath 9-12 Special Education  
Consent Vote:(5.1-5.33)



Recommend the Board of Trustees approve licensing with Edmentum for the product ExactPath to be used as a diagnostic assessment for students in grades 9-12 in the special education department in the amount of \$86,981.45 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.15 Approval of Edmentum Study Island  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of licensing with Edmentum for the product Study Island for mathematics, English language arts, and science benchmarks in the amount of \$59,375.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.16 Approval of Education.com  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Education.com in the amount of \$1,899.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.17 Approval of ExploreLearning Gizmos  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of ExploreLearning for Gizmos licensing in the amount of \$37,604.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.18 Approval of Learning A-Z  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Learning A-Z in the amount of \$53,897.97 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.19 Approval of OverDrive Inc.  
Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of OverDrive Inc.'s digital eBook collection and MethodLearning ACT and SAT prep content in the amount of \$45,680.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.20 Approval of Rosetta Stone

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Rosetta Stone, LLC for use by our ELD department in the amount of \$25,500.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.21 Approval of TeachTown, Inc.

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of TeachTown, Inc. - enCORE K-12 and Social Skills in the amount of \$35,980.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.22 Approval of Xello/Career Cruising

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Xello's Career Cruising and Xello software to be used in PA Cyber's career course offerings at a cost of \$29,275.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.23 Approval of Coach Compass Digital

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of EPS Operations, Inc. for the Coach Compass Digital product for access to Pennsylvania English Language Arts and Pennsylvania Mathematics digital resources in the amount of \$5,499.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.24 Approval of Gimkit

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Gimkit in the amount of \$1,000.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.25 Approval of Legends of Learning

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Legends of Learning in the amount of \$6,500.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.26 Approval of Omega Labs, Inc. Boom Cards

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Omega Labs, Inc Boom for the Boom card teacher subscription in the amount of \$6,600.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.27 Approval of Read Naturally, Inc.

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Read Naturally's Read Live program in the amount of \$3,230.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.28 Approval of RethinkED Autism, Inc.

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of RethinkED Autism, Inc. for the Vizzle product and Rethink courseware in the amount of \$14,450.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.29 Approval of Wallwisher, Inc. Padlet

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Wallwisher, Inc. Padlet in the amount of \$5,200.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.30 Approval of BVIU OverDrive

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of OverDrive through the Beaver Valley Intermediate Unit Consortium in the amount of \$6,246.45 as presented.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.31 Approval of BVIU Discovery Education Mystery Science

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the purchase of Discovery Education's Mystery Science through the Beaver Valley Intermediate Unit Consortium in the amount of \$5,055.00 as presented.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.32 Approval of IXL Learning

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve licensing with IXL Learning for students in grades 2-12 in the amount of \$214,685.00 as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.33 Approval of At-Home Tutoring Services

Consent Vote:(5.1-5.33)

Recommend the Board of Trustees approve the three year licensing agreement with At-Home Tutoring Services as presented pending final legal review.

Motion by Tom Dorsey, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

## **6. Facilities and Grounds**

Action: 6.1 Approval of Peoples Gas Agreement

Recommend the Board of Trustees approve the agreement between Peoples Natural Gas Company LLC and PA Cyber as presented.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

## **7. Personnel**

Action: 7.1 Approval of New Hires

Consent Vote:(7.1-7.3)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 7.2 Approval of Employee Changes

Consent Vote:(7.1-7.3)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments, as presented.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 7.3 Approval of April 2024 Employee Leave Report

Consent Vote:(7.1-7.3)

Recommend the Board of Trustees approve the April 2024 Employee Leave Report, as presented.

Motion by Tom Dorsey, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

## **8. Technology**

Action: 8.1 Approval of Headset Purchase for Students - Replenish Inventory  
Consent Vote:(8.1-8.4)

Recommend the Board of Trustees approve the purchase of 1,500 Headsets in the amount of \$17,835.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 8.2 Approval of Ink Purchase for Student Printers - Replenish Inventory  
Consent Vote:(8.1-8.4)

Recommend the Board of Trustees approve the purchase of 1,500 HP 67 Black Ink in the amount of \$17,325 per the COSTARS Software Agreement 003-E22-627.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 8.3 Approval of the Imperva DDOS Protection Renewal Agreement  
Consent Vote:(8.1-8.4)

Recommend the Board of Trustees approve the purchase of Imperva Enterprise 20 Subscription, DDoS Protection for a term of 12 months in the amount of \$33,875.25 as presented.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

Action: 8.4 Approval of Beyond Trust Software Subscription Renewal  
Consent Vote:(8.1-8.4)

Recommend the Board of Trustees approve the purchase of a one (1) year subscription of Beyond Trust (Formerly Bomgar) in the amount of \$28,254.42 as presented.

Motion by Edward Elder, second by Tom Dorsey.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

## **9. Operations (NO ITEMS)**

## **10. Reports**

Discussion, Information: 10.1 CEO Report: Brian Hayden

-Advocacy with the PA Legislature

-Thanked Jen Shoaf and Curriculum team for work with curriculum RFI reviews.

-Also, thanked Graduation committee for all their hard work in prepping for Graduation.

Discussion, Information: 10.2 Academic Updates: Jennifer Shoaf, DCAO

-Graduation ceremonies will commence June 5th & 7th

-There were about 1000 student applications for Graduation, received a total of 600 so far (260 Kutztown & 320 RMU).

-Prepping for Keystone Testing May 13th

Discussion, Information, Report: 10.3 Enrollment Report: Nicole Granito, COO

Nicole Granito was not present for the meeting, but enrollment report was shared with the Board.

Discussion, Information, Report: 10.4 Regional Office Report: Eric Woelfel, DCOO

- Hosted the 2nd Annual Poly Awards
- The Western region Prom was held May 3rd on the Gateway Clipper
- The Central/Eastern Prom will be held May 10th, the theme is Viva Las Vegas
- Summer Clubs will be available throughout the region.

Report: 10.5 Marketing Report: Scot Rutledge, Director of Marketing and Communications

- Web traffic continues to gain
- Highlighted graduates and teachers during "Teacher Appreciation Week", website this month.
- Congratulated Jennie Harris on her Communicator Award and Ed Miles was selected by the Genesis Collective to paint a mural in Beaver Falls.

Discussion, Information: 10.6 Lincoln Learning Consolidated Services Report: Kris Colatrisano

## 11. Board Comments

Discussion: 11.1 The meeting is now open for any Board comments

- Board members thanked the staff; told them they are appreciated and excited about graduation.

-Mr. Robinson (Board President)

-Complimented Nicole Granito and Matt Schulte for the new insurance broker.

-Stated that the Board operates as one and should operate as one.

-Addressed the issues and concerns of the negotiation process

## 12. Adjournment

Information: 12.1 Next Regular Meeting - June 12, 2024 @ 4:30 PM

Action: 12.2 Adjourn

The meeting end time was 5:30PM.

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Tom Dorsey, Marc Strawderman, Dan LeRoy, John Haynes

**The May 8, 2024, Regular Meeting was adjourned at 5:30 PM**

Minutes Approved By:  Date: 6-12-24

## 13. Executive Session

Discussion, Information: 13.1 Executive Session for Legal and Personnel Matters was held prior to the Regular meeting at 3:00 PM 5/8/2024. Executive Session information was provided by Joseph Askar, Solicitor:

**Executive Session:**

Start Time: 3:03 pm

End Time: 4:36 pm

### Board Attendees

J. Haynes S. Robinson  
E. Elder D. Leroy  
T. Dorsey M. Strawderman

### Add'l Attendees

B. Hayden R. Bovalino  
E. Woelfel M. Schulte  
J. Shoaf J. Askar, Esq  
Nette Oliver, Esquire



**June 12, 2024 Reorganization Meeting @ 4:30 PM (Wednesday, June 12, 2024)**

*Generated by Cassandra Kirkland on Tuesday, June 18, 2024*

**Members present**

Steve Robinson (in-person), Edward Elder (in-person), Marc Strawderman (via Zoom) Dan LeRoy (in-person), John Haynes (in-person)

**Members not present**

Tom Dorsey, Melissa Disanto-Castellano

**Meeting called to order at 4:40 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

Information: 1.3 Appoint Solicitor to Preside Over Meeting

**2. Board-Reorganization**

Action: 2.1 Appointment of the 2024-2025 President of the PA Cyber Charter School Board of Trustees

Consent Vote: (2.1-2.5)

Nomination of: Steve Robinson

Nomination by: John Haynes

Nomination Seconded by: Dan LeRoy

Recommend the Board of Trustees approve the appointment of STEVE ROBINSON as President of the PA Cyber Charter School Board of Trustees.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 2.2 Appointment of the 2024-2025 Vice-President of the PA Cyber Charter School Board of Trustees

Consent Vote: (2.1-2.5)

Nomination of: Edward Elder

Nomination by: John Haynes

Nomination Seconded by: Dan LeRoy

Recommend the Board of Trustees approve the appointment of EDWARD ELDER as Vice-President of the PA Cyber Charter School Board of Trustees.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 2.3 Appointment of the 2024-2025 Secretary of the PA Cyber Charter School Board of Trustees

Consent Vote: (2.1-2.5)

Nomination of: Cassandra Kirkland

Nomination by: John Haynes

Nomination Seconded by: Dan LeRoy

Recommend the Board of Trustees approve the appointment of CASSANDRA KIRKLAND as Secretary of the PA Cyber Charter School Board of Trustees.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 2.4 Appointment of the 2024-2025 Assistant Secretary of the PA Cyber Charter School Board of Trustees  
Consent Vote: (2.1-2.5)

Nomination of: Cheryl Leydig

Nomination by: John Haynes

Nomination Seconded by: Dan LeRoy

Recommend the Board of Trustees approve the appointment of CHERYL LEYDIG as Assistant Secretary of the PA Cyber Charter School Board of Trustees.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 2.5 Appointment of the 2024-2025 Treasurer of the PA Cyber Charter School Board of Trustees  
Consent Vote: (2.1-2.5)

Nomination of: Matt Schulte

Nomination by: John Haynes

Nomination Seconded by: Dan LeRoy

Recommend the Board of Trustees approve the appointment of MATT SCHULTE as Treasurer of the PA Cyber Charter School Board of Trustees.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 2.6 Appointment of 2024-2025 Solicitor of the PA Cyber Charter School Board of Trustees

Nomination of: Joe Askar

Nomination by: Edward Elder

Nomination Seconded by: John Haynes

Recommend the Board of Trustees approve the appointment of JOE ASKAR as Solicitor of the PA Cyber Charter School Board of Trustees.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 2.7 Designation of Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2024-2025 School Year

Recommend the Board of Trustees approve the following Day, Time, and Place for the Regular Meetings of the PA Cyber Charter School Board of Trustees for the 2024-2025 school year:

DATE: Second Wednesday of Each Month

TIME: 4:30 p.m.

LOCATION: 1200 Midland Avenue, Midland, PA 15059

Motion by Dan LeRoy, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes



### 3. Adjournment

Action: 3.1 Adjourn

Recommend the Board of Trustees approve the adjournment of the Reorganization meeting.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

**The June 12, 2024 Reorganization Meeting was adjourned at 4:45 PM.**

Minutes Approved By  Date: 8-14-24



**June 12, 2024 Regular Meeting @ 4:30PM (Wednesday, June 12, 2024)**

*Generated by Cassandra Kirkland on Tuesday, June 18, 2024*

**Members present**

Steve Robinson (in-person), Edward Elder (in-person), Marc Strawderman (via Zoom) Dan LeRoy (in-person), John Haynes (in-person)

**Members not present**

Tom Dorsey, Melissa DiSanto-Castellano

**Meeting called to order at 4:45 PM**

**1. Welcome**

Procedural: 1.1 Call to Order - Steve Robinson, President

Procedural: 1.2 Roll Call

**2. Public Comments**

Procedural: 2.1 The meeting is now open for any public comments

1. Nicole Carson-(Special Education Teacher)-Introduced the recipient of a scholarship award
2. Emalee Rindt- -(PA Cyber Student)-Read her essay on how her Special Education teacher Janeen Coble impacted her time at PA Cyber.
3. Keely McFall- (9-12 SPED Academic Advisor)-Discussed work policies
4. David Trevino--(Midland Council President)-Spoke about the financial needs of the Midland Borough

**3. Board**

Action, Minutes: 3.1 Approval of the May 8, 2024 Regular Meeting Minutes

Consent Vote:(3.1-3.3)

Recommend the Board of Trustees approve the May 8, 2024 Regular Meeting Minutes, as presented.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 3.2 Approval of Amended Bylaws

Consent Vote:(3.1-3.3)

Recommend the Board of Trustees approve the Pennsylvania Cyber Charter School Amended Bylaws as presented.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 3.3 Approval to acknowledge and accept board member Melissa Castellano's resignation

Consent Vote:(3.1-3.3)

Recommend a motion to acknowledge and accept board member Melissa Castellano's resignation effective May 8, 2024.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

#### **4. Finance**

Action: 4.1 Approval of Local Education Agreement to Participate in ACCESS Program

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees approve the Chief Financial Officer to execute the Pennsylvania School Based ACCESS Program (SBAP) Local Education Agency Agreement to Participate for school year 2024-2025.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.2 Approval of PA Unemployment Insurance Bonded Service Agreement Renewal

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees approve the Pennsylvania Unemployment Insurance Bonded Service Agreement renewal effective July 1, 2024 through June 30, 2025.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.3 Approval Appointment of New Broker

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees appoint Henderson Brothers Inc. as the new insurance broker for the automobile coverage policy for the school.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.4 Approval of Property, Inland Marine, General Liability, Employee Benefits Liability, Sexual Misconduct & Molestation, Workers Compensation, Excess Liability, Privacy & Information Security (Cyber Liability), School Leaders Legal Liability, Automobile, Crime, Pollution and Business Travel Accident Insurance Program Renewal

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees approve the Property, Inland Marine, General Liability, Employee Benefits Liability, Sexual Misconduct & Molestation, Workers Compensation, Excess Liability, Privacy & Information Security (Cyber Liability), School Leaders Legal Liability, Automobile, Crime, Pollution, Business Travel Accident Insurance Program Renewal.

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.5 Approval of Finance Reports

Consent Vote:(4.1-4.5)

Recommend the Board of Trustees approve the following finance reports:

- \* General Fund Balance Sheets and Profit & Loss Statements as of April 30, 2024 and May 31, 2024
- \* Internal Service Fund Balance Sheets and Profit & Loss Statements as of April 30, 2024 and May 31, 2024
- \* Accounts Receivable Reports as of April 30, 2024 and May 31, 2024 for the 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2022/2023 and 2023/2024 school years
- \* Check Registers for the months of April 2024 and May 2024
- \* Treasurer's Reports as of April 30, 2024 and May 31, 2024

Motion by Edward Elder, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.6 Approval of The Pennsylvania Cyber Charter School 2024-2025 Fiscal Year Final Budget

Dan LeRoy (Board of Trustee)-explained his reason for voting no on this board agenda item.

Recommend the Board of Trustees approve the final budget of The Pennsylvania Cyber Charter School for the 2024-2025 fiscal year.

Motion by Edward Elder, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes

No: Dan LeRoy

Action: 4.7 Approval of Commitment of Fund Balance

Consent Vote:(4.7-4.9)

Recommend the Board of Trustees commit the appropriate fund balance to fund the following future expenditures:

1. Recognize the utilization of \$940,018 of committed fund balance during the 2023-2024 school year for medical insurance premium increases. Recommend committing an additional amount of funds to be determined based upon final audit results of the 2023-2024 school year in order to maintain the school's ten-year funding level.
2. Recognize the utilization of \$3,742,165 of committed fund balance during the 2023-2024 school year for Pennsylvania State Employees' Retirement System (PSERS) employer's contribution increases. Recommend committing an additional amount of funds to be determined based upon final audit results of the 2023-2024 school year in order to maintain the school's five-year funding level.
3. Recognize the utilization of \$1,781,138 of committed fund balance during the 2023-2024 school year for office lease obligations. Recommend committing an additional amount of B for a total commitment of C to fund future office lease obligations.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.8 Approval of Decommitment and Recommitment of Stabilization Fund Balance

Consent Vote:(4.7-4.9)

Recommend the Board of Trustees de-commit the balance of \$36,972,000 for the Stabilization Fund and commit a balance of \$40,760,000 for the Stabilization Fund to maintain the school's funding level in accordance with the Stabilization Fund Commitment Policy.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 4.9 Approval of Authorization for CFO/Board Treasurer to Assign Fund Balance

Consent Vote:(4.7-4.9)

Recommend the Board of Trustees authorize the Board Treasurer/CFO to assign available fund balance for Post Employment Benefit Expense Obligations, Special Education Legal Expense Obligations, and Construction/Renovation Project Expense Obligations.

Motion by John Haynes, second by Dan LeRoy.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

## **5. Education**

Action: 5.1 Approval of Licensing for Pathful Inc.

Consent Vote:(5.1-5.29)

Recommended the Board of Trustees approve the Pathful Inc. Licensing Annual Licensing Renewal Quote for 1,400 licenses of Pathful Explore a 12-month subscription as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

**Action: 5.2 Approval of the Commonwealth University Affiliation Agreement**  
**Consent Vote:(5.1-5.29)**

Recommend the Board of Trustees approve the Affiliation Agreement between PA Cyber and the Commonwealth University of Pennsylvania.

**Motion by John Haynes, second by Edward Elder.**  
**Final Resolution: Motion Carries**  
**Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes**

**Action: 5.3 Approval of Professional Services Agreement with Third Act, Inc.**  
**Consent Vote:(5.1-5.29)**

Recommend the Board of Trustees approve the Professional Services Agreement with Third Act, Inc.

**Motion by John Haynes, second by Edward Elder.**  
**Final Resolution: Motion Carries**  
**Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes**

**Action: 5.4 Approval of Memorandum of Understanding - Greensburg Police Department**  
**Consent Vote:(5.1-5.29)**

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Greensburg Police Department.

**Motion by John Haynes, second by Edward Elder.**  
**Final Resolution: Motion Carries**  
**Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes**

**Action: 5.5 Approval of Memorandum of Understanding - Swatara Township Police Department**  
**Consent Vote:(5.1-5.29)**

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Swatara Township Police Department.

**Motion by John Haynes, second by Edward Elder.**  
**Final Resolution: Motion Carries**  
**Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes**

**Action: 5.6 Approval of Memorandum of Understanding - Midland Police Department**  
**Consent Vote:(5.1-5.29)**

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Midland Police Department.

**Motion by John Haynes, second by Edward Elder.**  
**Final Resolution: Motion Carries**  
**Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes**

**Action: 5.7 Approval of Memorandum of Understanding - Springfield Township Police Department**  
**Consent Vote:(5.1-5.29)**

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Springfield Township Police Department.

**Motion by John Haynes, second by Edward Elder.**  
**Final Resolution: Motion Carries**  
**Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes**

**Action: 5.8 Approval of Memorandum of Understanding - Northern Regional Police Department**

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Northern Regional Police Department.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.9 Approval of Memorandum of Understanding - Wilkes-Barre City Police Department

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the Memorandum of Understanding between The Pennsylvania Cyber Charter School and the Wilkes-Barre City Police Department.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.10 Approval of Agreement with TapSnap - Pittsburgh Zoo Rendezvous

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap (Pittsburgh Zoo Rendezvous).

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.11 Approval of RMU College in High School Enrollment Agreement

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the renewal of RMU (College in High School) MOU as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.12 Approval of Agreement with TapSnap - Philadelphia Zoo Rendezvous

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap (Philadelphia Zoo Rendezvous).

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.13 Approval of Agreement with TapSnap - 2025 Western Prom

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap (2025 Western Prom).

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.14 Approval of Agreement with TapSnap - 2025 Central/Eastern Prom

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the agreement between The Pennsylvania Cyber Charter School and TapSnap (2025 Central/Eastern Prom).

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.15 Approval of Special Education New, Renewal and Revised contracts.  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the June 2024 New, Renewal and Revised contracts to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.16 Approval of Special Education Contracts Requiring Signature  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the June 2024 contracts requiring signature to provide Special Education Services for students in accordance with IEPs, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.17 Approval of Agreement with CCBC for In-Service  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the agreement between the Community College of Beaver County (CCBC) and The Pennsylvania Cyber Charter School for the use of facilities for PA Cyber's back-to-school in-service event as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Abstain: Steve Robinson

Action: 5.18 Approval of HearCorp for In-Service  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the estimate by HearCorp for audio, video, and live streaming services for PA Cyber's in-service event at a cost of \$15,216.38 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.19 Approval of Atlas Mapping Software  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve licensing with Rubicon West LLC for the Atlas mapping software in the amount of \$39,118.00 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.20 Approval of Class  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees ratify the agreement with Class as PA Cyber's live instructional platform as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.21 Approval of TransPerfect

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the agreement with TransPerfect International LLC for document translation and interpretation services as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.22 Approval of Nearpod

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the purchase of Nearpod, Inc's collection of programs for students in grades K-12 in the amount of \$210,238.02 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.23 Approval of Fireplace, Inc. Smore Licensing

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the purchase of Fireplace, Inc for Smore licensing in the amount of \$3,150.00 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.24 Approval of BrainPOP

Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the purchase of BrainPOP, BrainPOP Jr., and BrainPOP Science student licensing in the amount of \$67,020.00 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.25 Approval of Confidential Settlement Agreement and Release – Former Student File No. 221-22

Consent Vote:(5.1-5.29)

Recommended the Board of Trustees approve the Confidential Settlement Agreement and Release related to Former Student File No. 221-22, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.26 Approval of Newsela

Consent Vote:(5.1-5.29)



Recommend the Board of Trustees approve the purchase of Newsela's ELA, science, and social studies collections to be used with students in grades 6-12 in the amount of \$171,003.42 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.27 Approval of School Physician Contract  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the Agreement to provide physician services as presented

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.28 Approval of Renaissance Learning  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve the purchase of Renaissance Learning, Inc for the product STAR360 to be used as a progress monitoring tool within the special education department in the amount of \$73,547.92 as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 5.29 Approval of Quaver Social Emotional Learning  
Consent Vote:(5.1-5.29)

Recommend the Board of Trustees approve Quaver (Social Emotional Learning Lessons) as presented

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

## **6. Facilities and Grounds**

Action: 6.1 Approval of Fourth Amendment to Allentown Regional Office Lease Agreement

Consent Vote:(6.1-6.3)

Recommend the Board of Trustees approve the 4th amendment to the lease agreement between The Pennsylvania Cyber Charter School and Denholtz 974 Marcon Blvd., LLC.

Motion by Dan LeRoy, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 6.2 Approval to terminate lease agreement with Cedar Point West Associates, L.P.  
Consent Vote:(6.1-6.3)

Recommend the Board of Trustees approve to terminate the lease agreement between The Pennsylvania Cyber Charter School and Cedar Point West Associates, L.P. for space located at 470 S. Cedar Crest, Allentown, PA.

Motion by Dan LeRoy, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 6.3 Approval to Advertise Bids  
Consent Vote:(6.1-6.3)

Recommend the Board of Trustees approve to advertise for bids for the PA Cyber Operations Center Project.

Motion by Dan LeRoy, second by John Haynes.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

## **7. Personnel**

Action: 7.1 Approval of May 2024 Employee Leave Report

Consent Vote:(7.1-7.7)

Recommend the Board of Trustees approve the May 2024 Employee Leave Report as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes

No: Dan LeRoy

Action: 7.2 Approval of PA Educator Agreement

Consent Vote:(7.1-7.7)

Recommend the Board of Trustees approve the agreement between PA Cyber Charter School and Pennsylvania Educator's Clearinghouse, PA-Educator.net, as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes

No: Dan LeRoy

Action: 7.3 Approval of New Hires

Consent Vote:(7.1-7.7)

Recommend the Board of Trustees approve the New Hires, as presented, on a provisional basis not to exceed 90 days to ensure compliance with Acts 168 and 153 of 2014.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes

No: Dan LeRoy

Action: 7.4 Approval of Employee Salaries, Daily, and Hourly Rates

Consent Vote:(7.1-7.7)

Recommend the Board of Trustees approve Employee Salaries, Daily, and Hourly Rates as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes

No: Dan LeRoy

Action: 7.5 Approval of Employee Changes

Consent Vote:(7.1-7.7)

Recommend the Board of Trustees approve the Resignations, Other Employee Deactivations, Status/Title Changes, and Payroll Adjustments as presented.

Motion by John Haynes, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes

No: Dan LeRoy

Action: 7.6 Approval of 2024-2025 Salary Schedule and Classification by Position  
Consent Vote:(7.1-7.7)

Recommend the Board of Trustees approve the 2024-2025 Salary Schedule and Classification by Position, as presented.

Motion by John Haynes, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes  
No: Dan LeRoy

Action: 7.7 Approval of Revised and New Job Descriptions  
Consent Vote:(7.1-7.7)

Recommend the Board of Trustees approve the following revised and new job descriptions, as presented:

- Assistant System Engineer (New)
- Director of Professional Development and School Safety and Security Coordinator (Revised)
- ELD Program Supervisor (Revised, Title Change only)
- Federal Programs Supervisor (Revised, Title Change only)

Motion by John Haynes, second by Edward Elder.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Marc Strawderman, John Haynes  
No: Dan LeRoy

## **8. Technology**

Action: 8.1 Approval of the Microsoft Enrollment for Education Solutions (EES) Agreement - 5 year term

Consent Vote:(8.1-8.4)

Recommend the Board of Trustees approve the renewal of the Microsoft EES Agreement with the Intermediate Unit 13 (IU13) for a five year term as presented with final pricing to be ratified at our August 2024 board meeting.

Motion by Dan LeRoy, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 8.2 Approval of an Amendment to the Zoom Educational Account Agreement  
Consent Vote:(8.1-8.4)

Recommend the Board of Trustees approve the attached amendment to the Zoom Education Account Agreement as presented.

Motion by Dan LeRoy, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 8.3 Approval of Technology Recycle  
Consent Vote:(8.1-8.4)

Recommend that the Board of Trustees approve the attached list of PA Cyber technology items to be recycled or written off as presented.

Motion by Dan LeRoy, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

Action: 8.4 Approval of the Parent Square Renewal Agreement  
Consent Vote:(8.1-8.4)

Recommend the Board of Trustees approve the annual renewal of a Parent Square subscription for the 2024-2025 school year in the amount of \$39,249.17 as presented.

Motion by Dan LeRoy, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

## **9. Operations**

Action: 9.1 Approval of PA Cyber Charter Annual Report

Recommend the Board of Trustees approve PA Cyber's Charter Annual Report (CAR) pending final review and approval by PA Cyber's CEO

Motion by Edward Elder, second by John Haynes.  
Final Resolution: Motion Carries  
Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

## **10. Reports**

Discussion, Information: 10.1 CEO Report: Brian Hayden

- Continued advocacy with the PA Legislation - legislature is still working on a budget
- Thanked the Board of Trustees for attending both graduations
- Thanked the Graduation Committee, Marketing Team and Teachers for all their hard work and efforts for graduation.

Discussion, Information: 10.2 Academic Updates: Francie Spigelmyer, CAO

- Thanked the Academic team in her absence.
- Expressed how helpful the Mindset surveys were.
- Induction wrap-up sessions ended - twenty-seven teachers were inducted.
- Gave a shout-out to the Academic Specialist said they're a key component to graduation rates.

Discussion, Information: 10.3 Academic Updates: Jennifer Shoaf, DCAO

- Thanked everyone who attended, planned and participated in graduation.
- All Staff event was held June 5th to prepare everyone for the instructional changes.
- Last year curriculum held RFI meeting in May, all 60 members shared their thoughts and opinions they will take time to reflect and prepare for future.

Discussion, Information: 10.4 Enrollment Report: Nicole Granito, COO

- Nicole Granito presented her enrollment report.
- Enrollment department gearing up for a busy time of the year

Discussion, Information: 10.5 Regional Office Report: Eric Woelfel, DCOO

- The Family Service team kicked off their summer events with the theme parks.
- Summer Camps and clubs started Monday.

Report: 10.6 Marketing Report - Scot Rutledge, Director of Marketing and Communications

- Scot Rutledge shared two highlight reels from graduation
- Also, shared a few social media comments from PA Cyber about Graduation Day.

Discussion, Information: 10.7 Lincoln Learning Consolidated Services Report: Kris Colatriano

No comments

## **11. Board Comments**

Discussion: 11.1 The meeting is now open for any Board comments

- All the Board members thanked the Teachers and Staff for all their hard work and expressed sentiments about graduation.
- Marc Strawderman was thankful to give his son his diploma at the Eastern graduation.
- Dan Leroy-Congratulated the graduates, thanked the staff and scholarship winners and the teachers. He shared his thoughts on the cyber charter legislation.

**12. Adjournment**

Information: 12.1 Next Regular Meeting - August 14, 2024 @ 4:30 PM

Action: 12.2 Adjourn

Recommend the Board of Trustees approve the adjournment of this regular meeting.

Motion by Dan LeRoy, second by Edward Elder.

Final Resolution: Motion Carries

Yes: Steve Robinson, Edward Elder, Marc Strawderman, Dan LeRoy, John Haynes

**The June 12, 2024 Regular Meeting was adjourned at 5:51PM**

Minutes Approved By:  Date: 8-14-24

**13. Executive Session**

Discussion, Information: 13.1 Executive Session for Legal, Contract, Personnel Matters, and Annual School Safety Report was held prior to the Regular meeting at 3:00 PM 6/12/2024. Executive Session information was provided by Joseph Askar, Solicitor:

**Executive Session:**

Start Time: 3:03 pm

End Time: 4:24 pm

**Board Attendees**

J. Haynes                      S. Robinson  
E. Elder                         D. Leroy  
M. Strawderman

**Add'l Attendees**

B. Hayden                      R. Bovalino  
E. Woelfel                      M. Schulte  
J. Shoaf                         F. Spigelmeyer  
A. Bovalino                      J. Askar, Esq  
David Nichkey, Core A.

## PA Cyber Vision Statement

Inspire today's learners to be tomorrow's thinkers.

## PA Cyber Mission Statement

Empower all students and families to become active participants in their own learning and equip them with skills for the future. We achieve this through engaging content, delivered by innovative teaching in a culture of caring.

## PA Cyber's Core Values

The school's beliefs are represented by our core values which provide direction to all employees. This is represented by the mnemonic device ISPIE which stands for Integrity, Service, Professionalism, Innovation, and Excellence. These core values have become an integral part of the school culture.

## General Policies and Guidelines on Legal and Ethical Standards

The Pennsylvania Cyber Charter School (“PA Cyber”) Board of Trustees (“Board”), Officers, and employees have a duty of loyalty to PA Cyber and to the public whose interest they are sworn to serve. The maintenance of extremely high standards of honesty, integrity, impartiality, and conduct is essential to assure the retention of both student and public trust in PA Cyber. The preservation of that trust and of PA Cyber’s reputation requires close observance of these standards on the part of its Trustees and Officers.

PA Cyber requires that its Trustees, Officers, and other representatives avoid possible misconduct and conflicts of interest through informed judgment and careful regard for the standards of conduct and responsibilities as set forth in this Policy. In all situations, including those where there are no applicable legal principles, the law is unclear or in conflict, PA Cyber’s Board and Officers are expected to exercise reasonable judgment in the discharge of their responsibilities and conduct themselves in a manner that PA Cyber can support.

The purpose of this Policy is to provide guidance and a general standard of conduct with respect to actual or apparent conflicts. Under the Pennsylvania Public Official and Employee Ethics Act, 65 Pa. C.S. § 1101 *et seq.* (“the Ethics Act”) and the State Legislature’s declaration, people have the right to be assured that the financial interests of public officials and employees will not conflict with the public trust. Public officials and employees must adhere to the principle prohibiting them from entering into situations where private interests may conflict with official duties. Compliance with this Policy will be the responsibility of every representative of PA Cyber including, but not limited to, Trustees and Officers.

## Definitions

The following words and phrases used in this Policy shall have the meanings given to them in this section, unless the context clearly indicates otherwise:

**Aggregate.** The total of all gifts received from a single source as reported in each individual’s Statement of Financial Interest (“SOFI”).

**Authority of Office or Employment.** The power provided by law, the exercise of which is necessary to the performance of duties and responsibilities unique to a particular public office or position of public employment.

**Business.** Any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust or any legal entity organized for profit.

**Associated Business.** Any business in which a director, officer, owner, or employee is the public official, employee, or a member of their immediate family or in which any of those persons has a financial interest.

**Conflict or Conflict of Interest.** Use by a public official or public employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of himself/herself, a member of his/her immediate family, or a business with which he/she or a member of his/her 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 public official or public employee, a member of his/her immediate family or a business with which he/she or a member of his/her immediate family is associated.

**Contract.** An agreement or arrangement for the acquisition, use or disposal by the Commonwealth or a political subdivision of consulting or other services or of supplies, materials, equipment, land or other personal or real property. The term shall not mean an agreement or arrangement between the State or political subdivision as one party and a public official or public employee as the other party, concerning his/her expense, reimbursement, salary,

wage, retirement or other benefit, tenure or other matters in consideration of his/her current public employment with the Commonwealth or a political subdivision.

**De Minimis Economic Impact.** An economic consequence that has an insignificant effect.

**Financial Interest.** Any financial interest in a legal entity engaged in business for profit that comprises more than FIVE PERCENT (5%) of the equity of the business or more than 5% of the assets of the economic interest in indebtedness.

**Governmental Body.** Any department, authority, commission, committee, council, board, bureau, division, service, office, officer, administration, legislative body or other establishment in the executive, legislative or judicial branch of a state, a nation or a political subdivision thereof or any agency performing a governmental function.

**Governmental Associated with Public Official or Employee.** The State governmental body, or any political subdivision or office thereof, that is or was employing the public official or employee or to which the public official or employee is or has been appointed or elected.

**Honorarium.** 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.

**Immediate family.** A parent, spouse, child, brother or sister.

**Income.** Any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, partnership or other entity resulting from termination or withdrawal therefrom upon assumption of public office or employment or any other form of recompense or any combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income. The term does not include gifts, governmentally mandated payments or benefits, retirement, pension or annuity payments funded totally by contributions of the public official or employee, or miscellaneous, incidental income of minor dependent children.

**Indirect interest in real estate.** Any business entity, the assets of which are 80% or more in real property.

**Ministerial action.** An action that a person performs in a prescribed manner in obedience to the mandate of legal authority, without regard to or the exercise of the person's own judgment as to the desirability of the action being taken.

**Nonministerial actions.** An action in which the person exercises his/her own judgment as to the desirability of the action taken.

**Person.** A business, governmental body, individual, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

**Political subdivision.** Any county, city, borough, incorporated town, township, school district, vocational school, county institution district, and any authority, entity or body organized by the aforementioned.

**Public employee.** Any individual employed by the Commonwealth or a political subdivision who is responsible for taking or recommending official action of a nonministerial nature with regard to:

The term shall not include individuals who are employed by the Commonwealth or any political subdivision thereof in teaching as distinguished from administrative duties.

**Public official.** Any person elected by the public or elected or appointed by a governmental body or an appointed official in the executive, legislative or judicial branch of the Commonwealth or any political subdivision thereof,



provided that it shall not include members of advisory boards that have no authority to expend public funds other than reimbursement for personal expense or to otherwise exercise the power of the State or any political subdivision thereof.

- A. contracting or procurement;
- B. administering or monitoring grants or subsidies;
- C. planning or zoning;
- D. inspecting, licensing, regulating or auditing any person; or
- E. any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

**Represent.** To act on behalf of any other person in any activity which includes, but is not limited to, the following: personal appearances, negotiations, lobbying and submitting bid or contract proposals which are signed by or contain the name of a former public official or public employee.

**Solicitor.** A person elected or appointed to the office of solicitor for the political subdivision.

**Source.** Any person who is a provider of an item reportable when referring to statement of financial interests.

## Restricted Activities

PA Cyber's Trustees, Officers and employees shall be restricted from engaging in the following activities:

A) The use of confidential information, obtained through, or as a consequence of, employment with or acting as a Trustee or Officer for PA Cyber, must be limited to the proper conduct of PA Cyber's operations. Neither PA Cyber nor any of its Trustees or Officers may use or permit others to use such confidential information for the purpose of furthering a private interest or as a means of making a profit. Nothing in this provision shall be interpreted as prohibiting the practice of "whistleblowing."

B) It is the policy of PA Cyber that all Trustees, Officers, and other representatives must avoid potential conflicts of interest. A potential conflict exists whenever a Trustee, Officer or other representative has an outside interest, direct or indirect interest, which conflicts with the individual's duty to PA Cyber or adversely affects the individual's judgment in the discharge of his or her duties with PA Cyber. The appearance of a conflict of interest may be just as damaging to PA Cyber's reputation as a real conflict.

PA Cyber's name is not to be used as leverage by Trustees or Officers to enhance their own opportunities when dealing with others in their political, investment, or retail purchasing activities.

In the event that a potential conflict of interest does arise involving an Officer or Trustee, its nature and extent should be fully disclosed immediately to the Chairperson of the Board of PA Cyber ("Chairperson") who, after making a thorough review of the circumstances, will report to the Executive Committee of the PA Cyber's Board ("Executive Committee") who will determine appropriate action to be taken.

In the event a potential conflict of interest does arise involving a member of the Board, its nature and extent should be fully disclosed immediately to the Chairperson and to the Executive Committee.

C) Where voting conflicts are not otherwise addressed by the Constitution of Pennsylvania or by any law, rule, regulation, order or ordinance, the following procedure shall be employed. Any public official or public employee who, in the discharge of his/her 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 his interest as a public record in a written memorandum filed with the person responsible for recording the minutes of the

104  
**Conflict of Interest and Code of  
Ethics Policy**

Adopted Date  
07/01/2005  
Revision Date  
01/14/2008,06/25/2012,  
05/16/2016  
Effective Date:  
05/17/2016

meeting at which the vote is taken, provided that whenever a governing body would be unable to take any action on a matter before it because the number of members of the body required to abstain from voting under the provisions of this section makes the majority or other legally required vote of approval unattainable, then such members shall be permitted to vote if disclosures are made as otherwise provided herein. In the case of a three-member governing body of a political subdivision, where one member has abstained from voting as a result of a conflict of interest and the remaining two members of the governing body have cast opposing votes, the member who has abstained shall be permitted to vote to break the tie vote if disclosure is made as otherwise provided above.

D) No contract or transaction between PA Cyber and a Trustee or Officer, or any organization in which the Trustee or Officer has a financial or beneficial interest or is serving as a trustee or officer shall be authorized unless it has been adopted and approved in accordance with The Public School Code of 1949, 24 P.S. § 1-101, et seq.

No Trustee or Officer or his spouse or child or any business in which the person or his spouse is associated, shall enter into a contract valued at \$500.00 or more with PA Cyber or any subcontract valued at \$500.00 or more with any person who has been awarded a contract with PA Cyber, unless 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 Officer shall not have any supervisory or overall responsibility for the implementation or administration of the contract. Any contract or subcontract made in violation of this provision shall be voidable by a court of competent jurisdiction if the suit is commenced within ninety (90) days of the making of the contract or subcontract.

E) Trustees and Officers should carefully scrutinize outside employment to avoid potential conflicts of interest. No employee or Trustee shall tutor or counsel as a private enterprise, for compensation, pupils assigned to any class of PA Cyber to which the employee is assigned. Employees may tutor or counsel pupils enrolled in other schools unless such private enterprise conflicts with or impairs the proper discharge of official duties.

F) It is the philosophy of PA Cyber to encourage a full awareness and interest in civic and community responsibility. The Trustees and Officers shall have the opportunity to support civic or community activities as they desire.

G) Trustees and Officers must be constantly aware when considering election or appointment to corporate or community boards, public offices, or commissions, that serving in such capacity will not place them in a position where a potential conflict of interest may exist.

Unless specifically approved by the Board or designee committee of the Board, a Trustee or Officer shall not serve on the Board or Trustees of any entity which is direct competition with PA Cyber. Should a conflict develop, PA Cyber reserves the right to request the Trustee or Officer involved to divest himself or herself of one of the conflicting interests.

H) Trustees, Officers and employees shall be restricted from purchasing property of any kind from PA Cyber, either directly or indirectly, except in a manner approved by the Board for the particular sale involved, unless:

1. There is an open and public bid process, including public notice and subsequent public disclosures of all bids considered and contracts awarded, and
2. The Trustee or employee did not act in an official capacity in connection with the sale, and
3. The Trustee or employee was not privy to non-public information received in the course of his office or employment.

I) PA Cyber expects all Trustees and Officers to render efficient and courteous service to the students of PA Cyber at all times without expectation of reward.

No person shall offer or give to a public official, public employee or a member of his immediate family or a business with which he is 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

104  
**Conflict of Interest and Code of  
Ethics Policy**

Adopted Date  
07/01/2005  
Revision Date  
01/14/2008,06/25/2012,  
05/16/2016  
Effective Date:  
05/17/2016

public official or public employee would be influenced thereby.

No public official or public employee 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 public official or public employee that the vote, official action, or judgment of the public official or public employee or nominee or candidate for public office would be influenced thereby.

Trustees and Officers shall not refer a PA Cyber parent or student to a service, service provider or product in return for anything of value. Employees making referrals as part of their official duties shall make referrals to more than one provider of any non-unique service or product. For example, PA Cyber counselors shall refer parents or students to more than one counselor or provider of medical services where comparably qualified persons are available.

To avoid even the implication of any impropriety, it is important that any cash or gifts received by Trustees or Officers be declined or redirected to PA Cyber as a contribution.

J) Trustees, Officers and employees shall not advertise business or professional activities on PA Cyber property or use PA Cyber work hours, property or services to perform or promote personal or commercial enterprises or to campaign or raise money for any candidates for political office.

K) No public official or public employee shall accept an honorarium.

L) Trustees, Officers and employees shall be restricted from participating in the review and approval of publications or materials for PA Cyber purchase if the Trustee or employee is the author/editor of or has any financial interest in the sale of such publication or materials.

M) No former public official or public employee shall represent a person, with promised or actual compensation, on any matter before the governmental body with which he has been associated for one (1) year after he leaves that body.

N) No person shall use, for any commercial purpose, information copied from Statements of Financial Interests required by the Ethics Act or from lists compiled from such statements.

O) A Trustee or Officer shall not acquire or appropriate, to his or her own personal use, any PA Cyber property, service, or revenue opportunity on the basis of or under situations not available to members of the public.

P) A Trustee or Officer shall not use PA Cyber funds for the purpose of making contributions or expenditures in connection with the support of any candidate for any election to any local, state, or federal office.

Q) It is commonly recognized that there is a direct correlation between illegal or improper payments and inaccurate records. To guarantee the accuracy of PA Cyber's books and records, the following principles shall be observed:

1. All transactions or conduct of PA Cyber business shall be properly reflected in PA Cyber's books;
2. Unrecorded funds, money or other assets of PA Cyber shall not be established or maintained;
3. Any payment is prohibited if no record of its disbursement is entered in PA Cyber's accounting records; and
4. False and/or fictitious entries in the books or records of PA Cyber or issuing false or misleading documents shall be prohibited.

## Statement of Financial Interest

Section 1104 of the Ethics Act requires each public official of the Commonwealth to file annual statements of their personal financial interests. This filing requirement applies to members of PA Cyber Board and Trustees. Those individuals required to file Statements of Financial Interest must file annually by May 1 and a copy of these must be kept on file at PA Cyber. Board members appointed to the board between January 1 and May 1 must file their report

no later than May 1 of the year in which they were appointed. Board members appointed after May 1 must file their report by May 1 of the following year. Only one Statement of Financial Interest is required for each year.

A penalty may be assessed for failure to file. Further, any individual required to submit a Statement of Financial Interest shall be prohibited from taking the oath of office, enter or continue upon his duties, or be compensated from public funds, unless he has complied with the requirements of the Ethics Act for filing Statements of Financial Interest.

## Penalties

A) Any person who violates the provisions of section 1103(a), (b) and (c) of the Ethics Act (relating to restricted activities) commits a felony and shall, upon conviction, be sentenced to pay a fine of not more than \$10,000.00 or to imprisonment for not more than five (5) years, or both.

B) Any person who violates the provisions of section 1103(d) through (j), 1104 (relating to statement of financial interests required to be filed) or 1105(a) (relating to statement of financial interests) of the Ethics Act commits a misdemeanor and shall, upon conviction, be sentenced to pay a fine of not more than \$1,000.00 or to imprisonment for not more than one (1) year, or both.

In addition to any other civil remedy or criminal penalty provided for in the Ethics Act, failure to timely file a Statement of Financial Interests or filing of a deficient statement may result in a penalty of up to \$25 per day, for a maximum of \$250.00.

C) Any person who obtains financial gain from violating any provision of the Ethics Act, in addition to any other penalty provided by law, shall pay a sum of money equal to three times the amount of the financial gain resulting from such violation into the State Treasury or the treasury of the political subdivision. Treble damages shall not be assessed against a person who acted in good faith reliance on the advice of legal counsel.

D) The penalties prescribed above do not limit the power of agencies or commissions to discipline officials or employees. Any person who obtains a financial gain in violation of the Ethics Act may, in addition to the above penalties, be required to pay restitution plus interest to the appropriate governmental body.

## Conflict of Interest Resolution

A) In the event that a question of conflict of interest or the appearance of conflict of interest arises, a Trustee or employee should apprise his superior and the Board President ("President"), who will investigate and report the fact of the inquiry and results of his investigation to the CEO and the Board for resolution. A Trustee having a conflict question shall take it to the President who, if he cannot resolve it with counsel, will refer the question to the Board for resolution.

B) A person serving as an administrator for PA Cyber shall not receive compensation from another charter school or from a company that provides management or other services to another charter school in accordance with the Public School Code of 1949, 24 P.S. 17-1715-A.

1. "Administrator" shall include the Chief Executive Officer and all other employees who by virtue of their positions exercise management or operational oversight responsibilities.
2. A person who serves as an administrator for a charter school shall be a public official as defined by 65 Pa. C. S. § 1101, et seq.
3. A violation of this provision shall constitute a violation of 65 PA.C.S. § 1103 (a) and the violator shall be subject to the penalties imposed under the jurisdiction of the state ethics commission.

104  
**Conflict of Interest and Code of  
Ethics Policy**

Adopted Date  
07/01/2005  
Revision Date  
01/14/2008,06/25/2012,  
05/16/2016  
Effective Date:  
05/17/2016

C) All violations of the foregoing policy are subject to appropriate censure or disciplinary action, including termination of employment and any penalties as prescribed by law.

D) Any contract or subcontract made in violation of this policy shall be voidable by the Board of Trustees and subject to termination for the Board's convenience.

### Administration of the Policy

The Board shall adopt this Policy and delegate to the CEO the responsibility of its administration throughout PA Cyber. It shall be the responsibility of all Trustees, Officers and representatives of PA Cyber to be familiar with this Policy and to abide by the letter and spirit of its provisions at all times.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH PA CYBER'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

## Acknowledgement of the Conflict of Interest and Code of Ethics Policy

I, \_\_\_\_\_, a \_\_\_\_\_ of The Pennsylvania Cyber Charter School (“PA Cyber”) have read the entire Conflict of Interest and Code of Ethics Policy (“Policy”), which consists of 12 pages, understand it and agree to comply with the Policy.

By signing below, I agree to abide by the Policy and understand that all violations of the Policy are subject to appropriate censure or disciplinary action, including termination of employment and penalties as prescribed by law.

X \_\_\_\_\_

**(User Signature) (Date)**

(MAINTAIN ONE COPY AND RETURN ONE COPY TO PA CYBER)

Conflict of Interest and Code of Ethics Policy

## Classification:

- A. All PA Cyber personnel shall be classified exempt or non-exempt according to standard criteria established by the federal Fair Labor Standards Act (FLSA) and any applicable state laws.
- B. Position descriptions shall be prepared by the immediate supervisor of the subject position, in consultation with the Human Resources Department, with final approval by the department's Executive Administrator and Board of Trustees.

## Status:

- A. Regular Full Time employees include all those employees not categorized as Part Time or Per Diem employees. All regular full time employees of PA Cyber will be provided with PA Cyber-authorized benefits. (See No. 383-Benefits).
- B. Per Diem employees are those who are employed by PA Cyber on an as-needed basis with no expectation of continuous employment. Per Diem employees shall be paid only for the time they actually perform work for PA Cyber and shall not be provided with any PA Cyber-authorized benefits, including leave (except as may otherwise be required by law) or paid holidays.
- C. Part Time employees include all those employees who work less than 30 hours per work week. Part Time employees shall not be provided with any PA Cyber-authorized benefits, including leave (except as may otherwise be required by law) or paid holidays.

## Work Schedules:

The normal work schedule for regular full time PA Cyber employees is eight (8) hours a day, five (5) days per week from 8:00 a.m. through 4:00 p.m. unless defined otherwise by a valid and enforceable contract. Staffing needs and operational demands may necessitate variations in work starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Any such adjustments to the established work schedule must be authorized by Executive Administration. Employees shall only work the schedule they are authorized to work. Supervisors shall advise employees of any adjustments to the normal established work schedule giving as much notice as possible. Employees will be permitted a paid 35 minute lunch break. Supervisors are responsible for planning and directing the work of their staff in order to meet organizational demands.

## Time Keeping:

Federal and state laws require PA Cyber to keep an accurate record of time worked by all employees in order to calculate employee pay and/or benefits.

All PA Cyber employees must enter time in PA Cyber's approved time entry system. Non-exempt employees shall accurately record the exact time they begin and end their work each day, through the time entry system. By entering their time the employee is verifying that their representation of the time worked is accurate. Non-exempt employees of PA Cyber shall not perform any work for PA Cyber which they do not report and "off the clock" work is prohibited for non-exempt employees. Supervisors shall not direct non-exempt employees to not enter or report time worked; or, direct non-exempt employees to enter or report less than the time worked.

Supplemental positions require signature of an additional time-sheet provided to employees by their immediate supervisor. At the end of each pay period, employees in supplemental positions are required to submit supplemental time sheets indicating all hours worked in relation to the relevant position. The time sheets must be signed by the

**300**  
**Work Schedules / Timekeeping /**  
**Paydays**

**Adopted Date**  
7/1/2005  
**Revision Date**  
7/1/2005, 01/31/2008,  
06/25/2012, 04/15/2013,  
11/21/2016  
**Effective Date:**  
11/22/2016

employee and submitted to their immediate supervisor. The supervisor shall review the time-sheets for every employee under his/her supervision and, if accurate, sign them and provide copies of the signed time-sheets to payroll for processing. In addition to reviewing timesheets when applicable all supervisors must validate time entry submitted by employees in PA Cyber's time entry system prior to approval. In the event a supervisor determines that a discrepancy, error, mistake, or omission exists in regard to either a time-sheet or time entry in PA Cyber's time entry system provided by an employee, the supervisor shall immediately address and resolve that issue with the subject employee. Supervisors must validate and approve all time entry and time sheets by the established payroll deadline for each pay period.

Altering, omitting, falsifying, tampering with time records, recording time on another employee's time record, failing to meet payroll deadlines, or any other violation of this policy may result in disciplinary action, up to and including termination of employment.

### Frequency and Manner of Pay:

All employees shall be paid semi-monthly on the 15th and the last day of the month. Payment for overtime worked by non-exempt employees in the current pay period will be paid in the following pay period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees can access itemized statements of wages through PA Cyber's Human Resources Management System.

### Reporting Violations:

In the event that any employee reasonably feels that this policy has been violated, the employee is urged to report such an alleged violation to his/her immediate supervisor. If the immediate supervisor is the person alleged to have violated this policy, the employee may report the alleged violation directly to the Director of Human Resources without fear of reprisal. PA Cyber prohibits retaliation for reporting potential violations. PA Cyber is committed to investigating all reasonable allegations of wrongdoing.



## Academic Calendar

The PA Cyber employment year runs from July 1 to June 30. All regular full time personnel shall be required to work a minimum of at least 190 days, or more depending on their position, during the year. PA Cyber observes eight holidays during which the school is closed. No employee shall be expected to work on these days, however, if reasons necessitate work by a regular full time non-exempt employee on one of the eight holidays, those employees will receive pay according to policy. An official academic calendar will be submitted to the Board of Trustees for approval each year and posted to SharePoint following Board approval

## Blackout Dates

There are certain weeks during the school year which no school employee shall be permitted to schedule time off in excess of one day within a blackout period. In the event a school employee wishes to request one day of planned time off during the blackout period a request may be submitted to the employee's direct supervisor who maintains the discretion to approve or deny said request based on staffing needs and other considerations. No planned time off shall be approved for school-wide in service days. If a school employee wishes to request planned time off in excess of one day within a blackout period requests shall be submitted to the Director of Human Resources for approval. Only requests based on extenuating circumstances will be considered for approval. Blackout dates are typically at the beginning and end of the school year, during assessment windows, employee in-service days, and other peak times. Blackout dates for each academic year will be identified on the official academic calendar. If a school employee is ill or has an emergency during this time, the regular policy for reporting off must be followed. If an employee fails to report to work during a blackout date for any reason other than an unplanned, excused absence, the employee may be subject to disciplinary action, up to and including termination.

## Emergency Closings

At times, emergencies such as severe weather, fires, or power failures, can disrupt PA Cyber's operations. If such an event occurs, a notification will be sent by a member of the Executive Administration to each affected employee's PA Cyber email account. It is the responsibility of each employee to monitor work email for emergency notifications.

## 302 Hours of Work Policy

Adopted Date  
11/21/2016  
Revision Date  
n/a  
Effective Date:  
11/22/2016

The Pennsylvania Cyber Charter School establishes the time and duration of working hours during each work week for all school employees. The established work schedule for all non-exempt employees, unless noted otherwise in a valid and enforceable agreement, is Monday through Friday from 8:00 a.m. through 4:00 p.m. each day.

Non-exempt employees may be required to work outside of the established work schedule based on the needs of the organization; however they may not work outside of the established work schedule unless directed, or approved, by their direct supervisor to do so. Work includes any activity that an employee is required, requested, or permitted to perform in the interest of PA Cyber.

Non-exempt employees may not perform any work without compensation and thus are not permitted to work off the clock at any time. In order to accurately log all time worked, non-exempt employees must track and enter exact start and end times in PA Cyber's approved time entry system. See Employee Handbook Policy 300: Work Schedules, Time Entry, Paydays.

Time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked. This includes all types of work related communication including, but not limited to phone calls, emails, and text messages. Non-exempt employees may not use electronic communications for work purposes outside of the established work schedule unless directed, or approved, to do so. Using approved forms of electronic communication to report off is not work and will be permitted.

While non-exempt employees must be paid for all hours worked whether pre-approved or not, failure to adhere to school procedures for preapproval of time worked outside of the established workday will be addressed through PA Cyber's disciplinary process. Violation of this policy may result in disciplinary action up to and including termination.

If you believe a violation of this policy has occurred please contact your direct supervisor and/or the Director of Human Resources. Any reports of possible violations will be promptly and thoroughly investigated. If it is determined that a violation has occurred PA Cyber will take appropriate action to correct the issue. PA Cyber prohibits retaliation for reports of potential violations.

## Employee Handbook Policy 303: Time Off/Extended Unpaid Leave/Proration of Time Off

Adopted Date:  
07/01/2005  
Revision Dates:  
01/31/2008;  
10/12/2009; 6/27/2011;  
6/24/2013; 6/23/2014;  
7/21/2014; 4/20/2015;  
6/19/2017; 11/19/2018;  
6/17/2019; 7/15/2019;  
6/22/2020; 3/8/2023;  
6/14/2023  
Effective Date: 7/1/2023

### 1. TIME OFF FOR FULL-TIME REGULAR EMPLOYEES

Full-time regular employees are designated as 260 day, 200 day, or 190 day employees depending on their position.

- A. Full-time regular, non-instructional, 260-day employees shall have twenty-four paid time off (PTO) days each year. This PTO can be used as vacation, sick, or personal leave. PTO may be taken in half or full day increments only. A half day may be taken from 8-12 or 12-4 only. If summer hours are approved, employees taking a half day must work 8-12 or 11-3. Planned absences must be approved in advance by the employee's supervisor consistent with the staffing needs of PA Cyber and the employee's department. The supervisor has a right to deny a request for planned PTO based on these considerations. Please note the exception of the black-out dates referenced in Employee Handbook Policy Number 301. In addition to the twenty-four PTO days, to be used at an employee's discretion with supervisor approval, there are eight paid holidays and twenty-one additional paid days the office is closed.

Beginning June 30, 2020, earned PTO days not used by the end of each school year convert into an equivalent number of Sick Leave days. On July 1 of any given school year no Employee shall have more than twenty-four (24) days of available PTO. Earned sick leave not used by the end of each school year may be carried forward into the next year. Earned Sick Leave days shall accumulate without limit.

Sick leave may be utilized for the purpose of attending to the medical needs of the employee or the Employee's family. Sick Leave may be taken in half or full day increments only. A half day may be taken from 8-12 or 12-4 only. If summer hours are approved, employees taking a half day must work 8-12 or 11-3. Employees need not seek prior supervisor approval for the use of Sick Leave. However, employees must provide their supervisor with notice of an intention to use Sick Leave prior to the start of their workday or with as much advance notice of an intention to use Sick Leave as is possible under the circumstances. Employees using sick time may be required to submit a valid medical excuse provided by a physician.

Departing employees who leave in good standing will receive a payout for accumulated PTO as of the employee's last day of employment. Payout shall be at employee's daily rate for each accumulated PTO day. Retiring employees will also receive a payout of \$100 per day for a maximum of one-hundred twenty (120) days of earned but unused Sick Leave as of the employee's last day of employment. In no event can the number of earned but unused Sick Leave days subject to this payout exceed one-hundred twenty (120) days.

- B. Full-time regular, instructional, 260 day employees: Blended Classroom Teachers, ELD Teachers, Title I Teachers, College and Career Teachers, and Physical Education Teachers shall have twenty-four paid time off (PTO) days each year. This PTO can be used as vacation, sick, or personal leave. PTO may be taken in half or full day increments only. A half day may be taken from 8-12 or 12-4 only. If summer hours are approved, employees taking a half day must work 8-12 or 11-3. Planned absences must be approved

## Employee Handbook Policy 303: Time Off/Extended Unpaid Leave/Proration of Time Off

Adopted Date:  
07/01/2005  
Revision Dates:  
01/31/2008;  
10/12/2009; 6/27/2011;  
6/24/2013; 6/23/2014;  
7/21/2014; 4/20/2015;  
6/19/2017; 11/19/2018;  
6/17/2019; 7/15/2019;  
6/22/2020; 3/8/2023;  
6/14/2023  
Effective Date: 7/1/2023

in advance by the employee's supervisor consistent with the staffing needs of PA Cyber and the employee's department. The supervisor has the right to deny a request for PTO/IPTO based on these considerations. Please note the exception of the black-out dates referenced in Employee Handbook Policy Number 301.

PTO taken on instructional days is considered to be Instructional Paid Time Off (IPTO). IPTO is a subset of PTO thus any IPTO used reduces the total number of PTO days available. For teachers with three or fewer instructional days per week a maximum of five IPTO days may be used each school year on days where live instruction is conducted. For teachers with four or more instructional days per week a maximum of eight IPTO days may be used each school year on days where live instruction is conducted. On a day when any instruction occurs the full day is considered to be instructional for purposes of IPTO—meaning that even if all instruction occurs in the morning and a half day is taken in the afternoon it is to be recorded as a half day IPTO.

The IPTO days used for live instructional days cannot be used to extend a holiday or any other school provided break. To use a planned IPTO day for a live instructional day, an employee must submit a request to his/her supervisor via email. Text messages and voicemails will not be accepted. Regularly scheduled Office Hours are considered instructional time when live course sessions are in progress. Office Hours that are to be conducted during summer months (following the last day of school in June until the first day of school in August/September) after live course sessions end will not count toward one of the designated five or eight IPTO days.

PTO days during the summer months for instructional staff designated in this section are not to exceed six consecutive workdays. Any request that will exceed more than six consecutive workdays must be submitted to and approved by the CAO and will be approved only for extenuating circumstances beyond the control of the teacher.

When an IPTO day has been requested and approved for a live instructional day, the teacher is responsible for posting a slide in Blackboard Collaborate alerting the students of the teacher's absence. A video lesson must also be created and posted in the designated folder in the Learning Management System, accompanied by class activities that when combined equal the same amount of class time the student would have had if the teacher was not off. When an IPTO has been requested and approved for a live instructional day, Office Hours are also cancelled for that day. Teachers cannot request IPTO days for the same class section for two consecutive weeks. (i.e. Monday 9am and 10am sections on October 20<sup>th</sup> and then again on October 27<sup>th</sup>). Missing two consecutive weeks of the same class section requires supervisor approval and valid excuse based on extenuating circumstances beyond the control of the teacher. Teachers are required to have two emergency lessons prepared and uploaded into the Learning Management System at all times. The naming structure of these lessons must follow the guidelines set forth in the naming conventions document. Emergency lessons are for emergency purposes only (i.e. illness, death in the family, etc.). After using an emergency lesson, a new one must be prepared and uploaded. Requesting a ½ day IPTO constitutes using a full emergency lesson and another must be uploaded after its use.

## Employee Handbook Policy 303: Time Off/Extended Unpaid Leave/Proration of Time Off

Adopted Date:  
07/01/2005  
Revision Dates:  
01/31/2008;  
10/12/2009; 6/27/2011;  
6/24/2013; 6/23/2014;  
7/21/2014; 4/20/2015;  
6/19/2017; 11/19/2018;  
6/17/2019; 7/15/2019;  
6/22/2020; 3/8/2023;  
6/14/2023  
Effective Date: 7/1/2023

In addition to the twenty-four PTO days, to be used at an employee's discretion with supervisor approval, there are eight paid holidays and twenty-one additional paid days the office is closed.

Beginning June 30, 2020, earned PTO days not used by the end of each school year convert into an equivalent number of Sick Leave days. On July 1 of any given school year no Employee shall have more than twenty-four (24) days of available PTO. Earned sick leave not used by the end of each school year may be carried forward into the next year. Earned Sick Leave days shall accumulate without limit.

Sick leave may be utilized for the purpose of attending to the medical needs of the employee or the Employee's family. Sick Leave may be taken in half or full day increments only. A half day may be taken from 8-12 or 12-4 only. If summer hours are approved, employees taking a half day must work 8-12 or 11-3. Employees need not seek prior supervisor approval for the use of Sick Leave. However, employees must provide their supervisor with notice of an intention to use Sick Leave prior to the start of their workday or with as much advance notice of an intention to use Sick Leave as is possible under the circumstances. Employees using sick time may be required to submit a valid medical excuse provided by a physician.

Departing employees who leave in good standing will receive a payout for accumulated PTO as of the employee's last day of employment. Payout shall be at employee's daily rate for each accumulated PTO day. Retiring employees will also receive a payout of \$100 per day for a maximum of one-hundred twenty (120) days of earned but unused Sick Leave as of the employee's last day of employment. In no event can the number of earned but unused Sick Leave days subject to this payout exceed one-hundred twenty (120) days.

### 2. EXTENDED UNPAID LEAVE

Extended unpaid leave may be granted to a full-time regular employee in exceptional circumstances for any purpose consistent with the needs of PA Cyber upon request to Human Resources and with the approval of the Board of Trustees. Any extended unpaid leave approved by the Board of Trustees shall: be used only after all other leave available to the full-time regular employee requesting the extended unpaid leave has been exhausted; be granted no more than one time in any given school year; and, in no event shall any extended unpaid leave be granted for longer than a period of eight weeks.

### 3. PRO-RATION OF TIME OFF

All full-time regular employees hired after July 1 in any given school year will have their total PTO earned for the partial employment year pro-rated based upon their date of hire.

Total PTO earned on an employment year basis, whether partial or full, may be used prior to earning with supervisor approval and in observation of the additional guidelines described in policy 303; however, actual earned PTO is earned on the first day of each month of a given year at a rate of two days per month July through June of each school year for 260 day employees and at a rate of one day per month September



## Employee Handbook Policy 303: Time Off/Extended Unpaid Leave/Proration of Time Off

**Adopted Date:**  
07/01/2005  
**Revision Dates:**  
01/31/2008;  
10/12/2009; 6/27/2011;  
6/24/2013; 6/23/2014;  
7/21/2014; 4/20/2015;  
6/19/2017; 11/19/2018;  
6/17/2019; 7/15/2019;  
6/22/2020; 3/8/2023;  
6/14/2023  
**Effective Date:** 7/1/2023

through June for 200/190 day employees. Employees that use PTO time in excess of their actual earned PTO and resign employment will have payment for pro-rated unearned days deducted in the computation of employee's final paycheck. Employees that use PTO time in excess of their actual earned PTO and move to a different time off category will have payment for pro-rated unearned days deducted in the computation of employee's next regular paycheck.

## Purpose:

The purpose of this policy is to provide direction for the consideration and compensation of overtime and the application of compensatory time. Non-exempt employee overtime shall be kept to a minimum and shall be used only for emergencies or for the performance of essential services where there are no other alternatives to the use of overtime. Whenever feasible and appropriate, supervisors shall adjust work schedules in order to minimize the need for overtime per PA Cyber guidelines. No overtime shall be scheduled or worked without prior approval of the designated supervisor.

## Scheduling, Recording, and Working Overtime:

There may be times when PA Cyber cannot meet its operating requirements or other needs during regular working hours. If this happens, employees may be scheduled to work overtime hours. Overtime will be offered on a volunteer basis. When volunteers do not meet the demand for operations, overtime shall be assigned. When possible, advance notice of a mandatory overtime assignment will be provided. PA Cyber will try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Employees are responsible for documenting time worked, including overtime, in designated time keeping system. Altering, omitting, falsifying, tampering with time records, recording time on another non-exempt or Per Diem employee's time record, or any other violation of this policy may result in disciplinary action, up to and including termination of employment.

Supervisors are responsible for monitoring, reviewing, and approving overtime.

## Eligibility for Overtime:

In accordance with the Federal Labor Standards Act (FLSA) and state wage and hour laws, nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. For the purposes of this policy, PA Cyber's workweek begins Saturday morning at 12:01 a.m. and ends the following Friday at 12:00 midnight.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

Overtime pay is based on the actual hours worked. For this reason, paid time off for personal, sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay. Under PA Cyber policy, designated paid holidays and paid school closed days will be considered hours "worked" and included in overtime calculations although not required by law.

**POLICY  
ADMISSION OF BEGINNERS  
TO KINDERGARTEN & FIRST GRADE**

**1. PURPOSE**

The Board shall establish age requirements for the admission of beginners which are consistent with statute and sound educational practice, and which insure the equitable treatment of all eligible children.

**2. GUIDELINES**

The following guidelines are set forth with respect to age requirements:

1. Beginners are children entering the lowest grade of the primary school. A child is eligible for admission to kindergarten (K-5) if he/she has attained the age of 5 years on or before August 30 of the entering year. The child must also meet the admissions policy for entry age of the school district of residence to be eligible for admission to PA Cyber.
2. A child may enter first grade of the entering year if he/she has attained the age of 6 years on or before August 30 of the entering year.
4. PA Cyber shall require that each child who registers for entrance to school exhibit his/her birth certificate or similar documentation as proof of age and birth date.
5. PA Cyber shall also require that each child who registers for entrance to school provide a certificate of required immunizations.
6. Eligible children are required to meet any additional enrollment requirements of PA Cyber.

Statutory Reference: Section 1304, Public School Code of 1949, as amended.





## ADMISSION OF BEGINNERS TO KINDERGARTEN & FIRST GRADE

Adopted Date  
07/01/2005  
Revision Date  
04/06/2012, 3/21/2022  
Effective Date:  
3/21/2022

### Definition

"Attribution" -An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.

"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.

"Electronic Record"- any record created, generated, sent, communicated, received or stored by electronic means.

### Statement of Policy

Under certain conditions electronic records and signatures satisfy the requirements of a written signature when transacting business. The Pennsylvania Cyber Charter School (PA Cyber) wishes to promote effective and efficient use of electronic communications to conduct business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic records and signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed and stored. PA Cyber adopts the following policy with respect to the use of electronic records and signatures in connection with the transaction of PA Cyber business.

### Electronic Records

Electronic records created or received by the PA Cyber shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. PA Cyber shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by PA Cyber shall be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the PA Cyber agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or PA Cyber policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures.

### Electronic Signature

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or rule of law that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by PA Cyber shall be permitted in accordance with the provisions of this policy and all applicable state and federal law. 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:

1. The electronic signature identifies the individual signing the document by his/her name and title;
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 affixed;

4. The electronic signature conforms to all other provisions of this policy.

### Acceptance, Use and Issuance of Electronic Records and Signatures

1. PA Cyber shall develop and maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby PA Cyber can (a) verify the attribution of a signature to a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
2. PA Cyber shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.
3. PA Cyber shall designate individuals who are authorized to utilize an electronic signature in connection with PA Cyber business and shall require each designated individual to sign a statement of exclusive use.
4. PA Cyber shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with PA Cyber business.
5. PA Cyber will receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.
6. PA Cyber will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

## Introductory Statement

This handbook was developed to give employees important information about the policies, benefits, and working conditions at PA Cyber. The handbook also explains what the PA Cyber Administration expects of employees by making them aware of the culture and values of the organization.

This employee handbook cannot cover every situation or answer every question about policies and benefits at PA Cyber. In order to maintain an up to date and comprehensive handbook PA Cyber may need to make additions or changes to the information contained within the handbook. PA Cyber retains the right to add, change, or cancel policies contained here within at any time without prior notice. If PA Cyber makes changes to the handbook, we will inform you of the changes.

THIS EMPLOYEE HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT TO BE CONSTRUED AS AN EMPLOYMENT AGREEMENT OR CONTRACT.

## Employee Acknowledgement Form

The employee handbook has been prepared for your information and understanding of the policies, procedures, and benefits of The Pennsylvania Cyber Charter School (PA Cyber) and should be read carefully. Upon completion of your review of the handbook, please read and sign the statement below and return it to a Human Resources representative for inclusion in your employee file.

I have received and read a copy of the PA Cyber Employee Handbook and I understand that it is my responsibility to comply with the policies and procedures contained in the handbook provided to me, and any changes to them, which includes Policy Number 703 Unlawful Harassment and Policy Number 703.1 Sexual Harassment. I understand that I should consult the Human Resources Department if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that PA Cyber will not change or cancel its employment-at-will policy. I understand that PA Cyber may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized by the Chief Executive Officer of PA Cyber and shall only be implemented following the approval of the Board of Trustees

I understand and acknowledge that there is no specified length to my employment at PA Cyber and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I understand and acknowledge that "at will" means that PA Cyber may terminate my employment at any time, with or without cause or advance notice.

I understand and acknowledge that this handbook is not a contract of employment or a legal document.

EMPLOYEE'S NAME: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PA Cyber does not offer tenured or guaranteed employment. Employment is at will. "At will" means that employees are free to resign at any time, with or without cause. Likewise, "at will" means that PA Cyber may terminate an employment relationship at any time, with or without cause or advance notice.

Each at will employee is subjected to a "training period" of 30 working days during which training will be delivered to the employee and performance will be scrutinized. The employee at the end of the 30 days will be given an evaluation of their work performance by their supervisor and if the employer/employee relationship continues it remains at will.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between PA Cyber and any employee. The provisions in the handbook have been developed at the discretion of management and may be amended or cancelled at any time, at the sole discretion of PA Cyber.

This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook, any other school documents, or any verbal statement to the contrary. These provisions may not be changed or added to without the express written approval of the Executive Director and Chief Executive Officer of PA Cyber with the approval of the PA Cyber Board of Trustees.

To give equal employment and advancement opportunities to all people, we make employment decisions at PA Cyber based on each person's performance, qualifications, and abilities. PA Cyber does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, genetic information, ancestry, or any other characteristic protected by law. PA Cyber also prohibits and will not engage in retaliation against any person who, in good faith: reports a violation of this policy; makes a claim of discrimination or harassment; provides information in an investigation of a potential violation of this policy; or otherwise engages in protected activity under the law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to PA Cyber.

PA Cyber promotes and will enforce equal employment practices at all levels of employment, including but not necessarily limited to application, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about this policy, or you feel there has been a violation of this policy, talk with your immediate supervisor, the Human Resources Department, or the Director of Personnel. Each employee is expected to uphold PA Cyber's EEO policy. If it is determined that anyone has violated this policy, that person will be subject to disciplinary action, up to and including termination of employment

PA Cyber is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

In order to comply with the Immigration Reform and Control Act of 1986, every new employee at PA Cyber is required to complete the Employment Eligibility Verification Form I-9 and present supporting documentation to prove identity and employment eligibility.

If a former PA Cyber employee is rehired, the employee must complete another Form I-9 if the previous I-9 with PA Cyber is more than three years old, if the original I-9 is no longer accurate, or if PA Cyber did not retain the original I-9.

If employees have questions or want information regarding immigration laws, contact the Human Resources Department. Employees are encouraged to voice concerns about related matters to their supervisor or the Human Resource Office without any threat of repercussion.



It is very important to PA Cyber that we protect our confidential school information and trade secrets. Confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Student lists
- Customer preferences
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Scientific data
- Technological data
- Technological prototypes

If you have access to confidential information, we may ask that you sign a non-disclosure agreement as a condition of your employment.

If you improperly use or disclose a trade secret or confidential school information, you will be subject to disciplinary action, up to and including termination of employment and legal action. This provision applies even if disclosure or use of the confidential school information or trade secret does not benefit you in any manner.

## Employment Information Requirements

PA Cyber relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in PA Cyber's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

All individuals employed with PA Cyber are also expected to comply with the employment eligibility verification requirements of the U.S. Department of Justice. Citizens and non-citizens must show identification documents and complete Form I-9 at the time of hire.

Every employee is required to obtain the following background checks and clearances. These documents must be kept on file in the employee's personnel file and must be current. No employee is permitted to work without these clearances.

1. Act 114 of 2006, 24 P.S. §1-111 Background Check
2. Federal Criminal History Background Check (CHRI) – FBI Fingerprint-Based Report
3. Act 34 Background Check-Pennsylvania State Police Request for Criminal Records
4. Act 151 Background Check-Department of Public Welfare Child Abuse History Clearance
5. Act 24 of 2011, 24 P.S. §1-111 Background Check

204  
Changes in Personal Information

Adopted Date  
07/01/2005  
Revision Date  
06/25/2012  
Effective Date:  
07/01/2012

It is important that PA Cyber have certain personal information about you in our records. An employee must inform the Personnel Department as soon as there is a change to his/her personal information including, but not limited to: Mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other related information. The Personnel Department also needs to have information about who to contact in case of an emergency. To change personal information, or to address questions about what information is required, employees may contact the Human Resources Department and/or Personnel Department.

## Classification

- A. All PA Cyber personnel shall be classified exempt or non-exempt according to standard criteria established by the federal Fair Labor Standards Act (FLSA) and any applicable state laws.
- B. Position descriptions shall be prepared by the immediate supervisor of the subject position, in consultation with the Human Resources Department, with final approval by the department's Executive Administrator and Board of Trustees.

## Status

- A. Regular Full Time employees include all those employees not categorized as Part Time or Per Diem employees. All regular full time employees of PA Cyber will be provided with PA Cyber-authorized benefits. (See No. 383-Benefits).
- B. Per Diem employees are those who are employed by PA Cyber on an as-needed basis with no expectation of continuous employment. Per Diem employees shall be paid only for the time they actually perform work for PA Cyber and shall not be provided with any PA Cyber-authorized benefits, including leave (except as may otherwise be required by law) or paid holidays.
- C. Part Time employees include all those employees who work less than 30 hours per work week. Part Time employees shall not be provided with any PA Cyber-authorized benefits, including leave (except as may otherwise be required by law) or paid holidays.

## Work Schedules

The normal work schedule for regular full time PA Cyber employees is eight (8) hours a day, five (5) days per week from 8:00 a.m. through 4:00 p.m. unless defined otherwise by a valid and enforceable contract. Staffing needs and operational demands may necessitate variations in work starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Any such adjustments to the established work schedule must be authorized by Executive Administration. Employees shall only work the schedule they are authorized to work. Supervisors shall advise employees of any adjustments to the normal established work schedule as soon as practical. Employees will be permitted a paid 35 minute lunch break. Supervisors are responsible for planning and directing the work of their staff in order to meet organizational demands.

## Time Keeping

Federal and state laws require PA Cyber to keep an accurate record of time worked by all employees in order to calculate employee pay and/or benefits.

All PA Cyber employees must enter time in PA Cyber's approved time entry system. Non-exempt employees shall accurately record the exact time they begin and end their work each day, through the time entry system. By entering their time the employee is verifying that their representation of the time worked is accurate. Non-exempt employees of PA Cyber shall not perform any work for PA Cyber which they do not report and "off the clock" work is prohibited for non-exempt employees. Supervisors shall not direct non-exempt employees to not enter or report time worked; or, direct non-exempt employees to enter or report less than the time worked.

Supplemental positions require signature of an additional time-sheet provided to employees by their immediate supervisor. At the end of each pay period, employees in supplemental positions are required to submit supplemental time sheets indicating all hours worked in relation to the relevant position. The time sheets must be signed by the

**300**  
**Work Schedules / Timekeeping /**  
**Paydays**

**Adopted Date**  
7/1/2005  
**Revision Date**  
7/1/2005, 01/31/2008,  
06/25/2012, 04/15/2013,  
11/21/2016  
**Effective Date:**  
11/22/2016

employee and submitted to their immediate supervisor. The supervisor shall review the time-sheets for every employee under his/her supervision and, if accurate, sign them and provide copies of the signed time-sheets to payroll for processing. In addition to reviewing timesheets when applicable all supervisors must validate time entry submitted by employees in PA Cyber's time entry system prior to approval. In the event a supervisor determines that a discrepancy, error, mistake, or omission exists in regard to either a time-sheet or time entry in PA Cyber's time entry system provided by an employee, the supervisor shall immediately address and resolve that issue with the subject employee. Supervisors must validate and approve all time entry and time sheets by the established payroll deadline for each pay period.

Altering, omitting, falsifying, tampering with time records, recording time on another employee's time record, failing to meet payroll deadlines, or any other violation of this policy may result in disciplinary action, up to and including termination of employment.

## Frequency and Manner of Pay

All employees shall be paid semi-monthly on the 15th and the last day of the month. Payment for overtime worked by non-exempt employees in the current pay period will be paid in the following pay period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees can access itemized statements of wages through PA Cyber's Human Resources Management System.

## Reporting Violations

In the event that any employee reasonably feels that this policy has been violated, the employee is urged to report such an alleged violation to his/her immediate supervisor. If the immediate supervisor is the person alleged to have violated this policy, the employee may report the alleged violation directly to the Director of Human Resources without fear of reprisal. PA Cyber prohibits retaliation for reporting potential violations. PA Cyber is committed to investigating all reasonable allegations of wrongdoing.

## Academic Calendar

The PA Cyber employment year runs from July 1 to June 30. All regular full time personnel shall be required to work a minimum of at least 190 days, or more depending on their position, during the year. PA Cyber observes six holidays during which the school is closed. (See No. 305-Holidays). No employee shall be expected to work on these days, however, if reasons necessitate work by a regular full time non-exempt employee on one of the six holidays set forth in No. 305-Holidays, those employees will receive holiday pay as set for in No. 305-Holidays. An official academic calendar will be submitted to the Board of Trustees for approval each year and posted to SharePoint following Board approval

## Blackout Dates

There are certain weeks during the school year which no school employee shall be permitted to schedule time off in excess of one day within a blackout period. In the event a school employee wishes to request one day of planned time off during the blackout period a request may be submitted to the employee's direct supervisor who maintains the discretion to approve or deny said request based on staffing needs and other considerations. No planned time off shall be approved for school-wide in service days. If a school employee wishes to request planned time off in excess of one day within a blackout period requests shall be submitted to the Director of Human Resources for approval. Only requests based on extenuating circumstances will be considered for approval. Blackout dates are typically at the beginning and end of the school year, during assessment windows, employee in-service days, and other peak times. Blackout dates for each academic year will be identified on the official academic calendar. If a school employee is ill or has an emergency during this time, the regular policy for reporting off must be followed. If an employee fails to report to work during a blackout date for any reason other than an unplanned, excused absence, the employee may be subject to disciplinary action, up to and including termination.

## Emergency Closings

At times, emergencies such as severe weather, fires, or power failures, can disrupt PA Cyber's operations. If such an event occurs, a notification will be sent by a member of the Executive Administration to each affected employee's PA Cyber email account. It is the responsibility of each employee to monitor work email for emergency notifications.

## 302 Hours of Work Policy

Adopted Date  
11/21/2016  
Revision Date  
n/a  
Effective Date:  
11/22/2016

The Pennsylvania Cyber Charter School establishes the time and duration of working hours during each work week for all school employees. The established work schedule for all non-exempt employees, unless noted otherwise in a valid and enforceable agreement, is Monday through Friday from 8:00 a.m. through 4:00 p.m. each day.

Non-exempt employees may be required to work outside of the established work schedule, which may include but not be limited to overtime, based on the needs of the organization; however they may not work outside of the established work schedule unless directed, or approved, by their direct supervisor to do so. Work includes any activity that an employee is required, requested, or permitted to perform in the interest of PA Cyber.

Non-exempt employees may not perform any work without compensation and thus are not permitted to work off the clock at any time. In order to accurately log all time worked, non-exempt employees must track and enter exact start and end times in PA Cyber's approved time entry system. See Employee Handbook Policy 300: Work Schedules, Time Entry, Paydays.

Time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked. This includes all types of work related communication including, but not limited to phone calls, emails, and text messages. Non-exempt employees may not use electronic communications for work purposes outside of the established work schedule unless directed, or approved, to do so. Using approved forms of electronic communication to report off is not work and will be permitted.

While non-exempt employees must be paid for all hours worked whether pre-approved or not, failure to adhere to school procedures for preapproval of time worked outside of the established workday will be addressed through PA Cyber's disciplinary process. Violation of this policy may result in disciplinary action up to and including termination.

If you believe a violation of this policy has occurred please contact your direct supervisor and/or the Director of Human Resources. Any reports of possible violations will be promptly and thoroughly investigated. If it is determined that a violation has occurred PA Cyber will take appropriate action to correct the issue. PA Cyber prohibits retaliation for reports of potential violations.

**303**  
**Time Off/Extended Unpaid Leave/  
Pro Ration of Time Off**

**Adopted Date**  
07/01/2005  
**Revision Date**  
01/31/2008,07/01/2009,  
10/12/2009,06/27/2011,  
06/24/2013,06/23/2014,  
07/21/2014,04/20/2015  
06/19/2017  
**Effective Date:**  
07/01/2017

## Time Off for Full Time Regular Employees

Full-time regular employees are designated as 260 day, 216 day, or 206 day employees depending on their position.

A. Full-time regular, non-instructional, 260 day employees shall have twenty-four paid time off (PTO) days each year. This PTO can be used as vacation, sick, or personal leave. PTO may be taken in half or full day increments only. A half day may be taken from 8-12 or 12-4 only. If summer hours are approved, employees taking a half day must work 8-12 or 11-3. Planned absences must be approved in advance by the employee's supervisor consistent with the staffing needs of PA Cyber and the employee's department. The supervisor has a right to deny a request for planned PTO based on these considerations. Please note the exception of the black-out dates referenced in Employee Handbook Policy Number 301. In addition to the twenty-four PTO days, to be used at an employee's discretion with supervisor approval, there are six paid holidays and twenty-one additional paid days the office is closed. Employees in this category may carry over up to fifteen PTO days from one school year to the next not to exceed thirty-nine total PTO days available in any one school year. Unused PTO days at the end of each school year in excess of the maximum allowable carry over will be forfeited. PTO balances are not an accrued or earned benefit payable upon termination or resignation.

B. Full-time regular, instructional, 260 day employees: Blended Classroom Teachers, ESL Teachers, Special Education Teachers, Title I Teachers, and Keystone Teachers shall have twenty-four paid time off (PTO) days each year. This PTO can be used as vacation, sick, or personal leave. PTO may be taken in half or full day increments only. A half day may be taken from 8-12 or 12-4 only. If summer hours are approved, employees taking a half day must work 8-12 or 11-3. Planned absences must be approved in advance by the employee's supervisor consistent with the staffing needs of PA Cyber and the employee's department. The supervisor has the right to deny a request for PTO/IPTO based on these considerations. Please note the exception of the black-out dates referenced in Employee Handbook Policy Number 301.

PTO taken on instructional days is considered to be Instructional Paid Time Off (IPTO). IPTO is a subset of PTO thus any IPTO used reduces the total number of PTO days available. For teachers with three or fewer instructional days per week a maximum of five IPTO days may be used each school year on days where live instruction is conducted. For teachers with four or more instructional days per week a maximum of eight IPTO days may be used each school year on days where live instruction is conducted. On a day when any instruction occurs the full day is considered to be instructional for purposes of IPTO-meaning that even if all instruction occurs in the morning and a half day is taken in the afternoon it is to be recorded as a half day IPTO.

The IPTO days used for live instructional days cannot be used to extend a holiday or any other school provided break. To use a planned IPTO day for a live instructional day, an employee must submit a request to his/her supervisor via email. Text messages and voicemails will not be accepted. Office Hours are considered instructional time when live course sessions are in progress. Office Hours that are to be conducted during summer months (following the last day of school in June until the first day of school in August/September) after live course sessions end will not count toward one of the designated five or eight IPTO days.

PTO days during the summer months for instructional staff designated in this section are not to exceed six consecutive work days. Any request that will exceed more than six consecutive work days must be submitted to and approved by the CAO and will be approved only for extenuating circumstances beyond the control of the teacher.

When an IPTO day has been requested and approved for a live instructional day, the teacher is responsible for posting a slide in Blackboard Collaborate alerting the students of the teacher's absence. A video lesson must also be created and posted in the designated folder in the Learning Management System, accompanied by class activities that when combined equal the same amount of class time the student would have had if the teacher was not off.

When an IPTO has been requested and approved for a live instructional day, Office Hours are also cancelled for that day. Teachers cannot request IPTO days for the same class section for two consecutive weeks. (i.e. Monday 9am and 10am sections on October 20th and then again on October 27th). Missing two consecutive weeks of the same



## 303 Time Off/Extended Unpaid Leave/ Pro Ration of Time Off

Adopted Date  
07/01/2005  
Revision Date  
01/31/2008,07/01/2009,  
10/12/2009,06/27/2011,  
06/24/2013,06/23/2014,  
07/21/2014,04/20/2015  
06/19/2017  
Effective Date:  
07/01/2017

class section requires supervisor approval and valid excuse based on extenuating circumstances beyond the control of the teacher. Teachers are required to have two emergency lessons prepared and uploaded into the Learning Management System at all times. The naming structure of these lessons must follow the guidelines set forth in the naming conventions document. Emergency lessons are for emergency purposes only (i.e. illness, death in the family, etc.). After using an emergency lesson, a new one must be prepared and uploaded. Requesting a ½ day IPTO constitutes using a full emergency lesson and another must be uploaded after its use.

In addition to the twenty-four PTO days, to be used at an employee's discretion with supervisor approval, there are six paid holidays and twenty-one additional paid days the office is closed. Employees in this category may carry over up to fifteen PTO days from one school year to the next not to exceed thirty-nine total PTO days available in any one school year. Unused PTO days at the end of each school year in excess of the maximum allowable carry over will be forfeited. PTO balances are not an accrued or earned benefit payable upon termination or resignation.

C. Full time regular 216 and 206 day employees shall have ten paid time off (PTO) days of leave each year to use at their discretion. This PTO can be used as vacation, sick, or personal leave. PTO may be taken in half or full day increments only. A half day may be taken from 8-12 or 12-4 only or, for those with a 7:30 start time from 7:30-11:30 or 11:30-3:30 only. If summer hours are approved, employees taking a half day must work 8-12 or 11-3. Planned absences must be approved in advance by the employee's supervisor consistent with the staffing needs of PA Cyber and the employee's department as determined solely by PA Cyber. In all instances that those full time regular 216 or 206 day employees wish to take a planned leave during the academic year, those employees must have sufficient on-demand lessons prepared to cover the entire duration of the planned leave. Failure to have sufficient on-demand lessons to cover the entire duration of planned leave may result in disciplinary action, up to and including termination. Please note the exception of the black-out dates referenced in Employee Handbook Policy Number 301.

### Extended Unpaid Leave

Extended unpaid leave may be granted to a full-time regular employee in exceptional circumstances for any purpose consistent with the needs of PA Cyber upon request to Human Resources and with the approval of the Board of Trustees. Any extended unpaid leave approved by the Board of Trustees shall: be used only after all other leave available to the full-time regular employee requesting the extended unpaid leave has been exhausted; be granted no more than one time in any given school year; and, in no event shall any extended unpaid leave be granted for longer than a period of eight weeks.

### Pro Ration of Time Off

All full-time regular employees hired after July 1 in any given school year will have their total PTO earned for the partial employment year pro-rated based upon their date of hire.

Total PTO earned on an employment year basis, whether partial or full, (may be used prior to earning with supervisor approval and in observation of the additional guidelines described in policy 303; however, actual earned PTO is earned on the first day of each month of a given year at a rate of two days per month July through June of each school year for 260 day employees and at a rate of one day per month September through June for 216/206 day employees. Employees that use PTO time in excess of their actual earned PTO and resign employment will have payment for pro-rated unearned days deducted in the computation of employee's final paycheck. Employees that use PTO time in excess of their actual earned PTO and move to a different time off category will have payment for pro-rated unearned days deducted in the computation of employee's next regular paycheck. Employee earned PTO is not payable if unused upon termination or resignation.

All regular full time employees may be granted paid holiday leave on the following days:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

If regular full time non-exempt (hourly) employees work on a recognized holiday, those employees will receive their regular wages for the hours they worked on the holiday, plus holiday pay for that day. Holiday pay will be calculated at the employee's straight time pay rate as of that holiday multiplied by the number of hours the employee would normally work on that day.

PA Cyber provides a comprehensive workers' compensation insurance program to our employees. This program is provided at no cost to you.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you immediately report any work-related injury or illness, (within one hour if possible) to your supervisor and the Human Resources Benefits Specialist regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and enables us to investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Except as may be required by law, neither PA Cyber nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor, or any other injury that is not work related.

309  
Bereavement Leave

Adopted Date  
07/01/2005  
Revision Date  
01/31/2008,05/21/2012  
Effective Date:  
05/21/2012

Regular full time employees will be granted paid bereavement leave due to the death of an immediate family member or a near relative. Regular full time employees in need of bereavement leave are required to contact their immediate supervisor to request the leave. Regular full time employees who request paid bereavement leave will be granted a total of three (3) days for immediate family members and one (1) day (the day of the funeral) for a near relative. This bereavement leave is in addition to any other leave to which a regular full-time employee might be entitled during the Academic Year.

For purposes of this policy "immediate family" includes: spouse, parents, stepparents, grandparents, grandchildren, siblings, children, stepchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law. For purposes of this policy, a "near relative" includes: first cousin, aunt, uncle, niece, and nephew and a person with whom the employee has made a home.

## 311 Jury Duty

Adopted Date  
07/01/2005  
Revision Date  
05/21/2012  
Effective Date:  
05/21/2012

Jury duty is a recognized civic responsibility which PA Cyber encourages all employees to fulfill. Employees summoned for jury duty by the court may request up to one (1) week paid leave for jury duty. This paid jury duty leave is in addition to any other leave to which an employee might be entitled during the Academic Year. Thereafter, an employee may request unpaid jury duty leave for the absence. Employees may also use any available personal time off (PTO) benefits they may have.

Employees requesting jury duty leave must present their jury duty summons to their supervisor as soon as possible so that proper arrangements can be made to cover the absence. PA Cyber expects employees to come to work whenever the court schedule permits.

Subject to the terms, conditions, and limitations of the applicable plans, PA Cyber will continue to provide all benefits for the full period of unpaid jury duty leave.

## Benefits Continuation (COBRA)

PA Cyber offers coverage under our Health Plan(s) to full time active employees in eligible employment classes and their dependents

For the purposes of this policy, the term Health Plan may include many benefits which fall under the COBRA statute, including but not limited to: coverage under a traditional Major Medical plan, membership in a Health Maintenance Organization (HMO), Dental coverage, and Vision coverage, coverage under a Health Flexible Spending Account (FSA) or coverage under a Health Reimbursement Arrangement (HRA).

In accordance with our insurance contract(s) and plan document(s), employees who are no longer working on a full time active basis may lose eligibility for coverage under our Health Plan(s) for themselves and their dependents.

When an employee or their dependent loses eligibility under a Health Plan, they may be eligible to continue their coverage under a Federal law called COBRA. COBRA allows for individuals who would otherwise lose their coverage to continue their coverage, on a premium paying basis, for a period of 18, 29 or 36 months depending upon the reason they lost coverage. The events that may cause a loss of coverage are referred to as "Qualifying Events."

Qualifying Events may include but are not limited to:

- Termination of the covered employee's employment for any reason other than "gross misconduct."
- Reduction in the covered employee's hours of employment.
- Covered employee becomes entitled to Medicare.
- Divorce or legal separation of the employee.
- Death of the covered employee.
- Loss of "dependent child" status under the plan rules.

ABC Company will provide a general notice of COBRA rights when you first become covered under a Health Plan. This notice contains important information regarding your rights and responsibilities under COBRA. It is your responsibility to read this notice. If you have misplaced your general notice and would like a new copy, please contact the Human Resources department.

In the event that you or your dependents experience a Qualifying Event, ABC Company will send you a COBRA election notice which gives you the opportunity to elect continuation coverage at the full cost of the insurance at PA Cyber's group rates plus an administration fee. It is very important that you respond to these notices promptly as ABC Company is restricted to a limited election period in accordance with our insurance contract(s). ABC Company cannot extend the election period for COBRA coverage or the grace period for COBRA payments.

## Introduction

The Educational Reimbursement Program is subject to the availability of funds. The Board reserves the right to make changes as the organization deems necessary in order to ensure the financial viability of The Pennsylvania Cyber Charter School.

Prior to proceeding with the Educational Reimbursement Process, it is recommended that all employees read this policy for full understanding. The program is designed to assist employees in furthering their knowledge, professional skills, and job related effectiveness through higher education in fields of interest that would benefit the organization.

After six (6) months of full-time employment, all full-time regular employees in good standing are eligible for the preapproval of courses for future educational reimbursements pending completion of all other requirements as defined by the Educational Reimbursement Policy. Reimbursements for courses which either relate directly to the employee's job responsibilities or are required as part of an overall job –related degree program shall be eligible. In sum, the coursework must be in a field that is directly related to his/her current position or to a position that they would qualify to attain within the organization. This will be determined by the CEO and/or his designees, other Executive Administrators which include the CFO, CAO, COO, CTO, DCAO, and DCOO (herein after referred to as "Designees")

All coursework/programs must have prior documented approval of the CEO and/or his Designees prior to the start of the coursework/program. There shall be no exceptions. It is advisable that application for consideration be made at least a semester in advance of the course/program to allow the appropriate Executive Administrator time to consider approval of the request for reimbursement.

Former employees, employees who have been given notice of termination, or those employees who have been notified that they will be involuntarily terminated will be permitted to submit paperwork for reimbursement of their preapproved coursework for up to 15 calendar days following the date of termination if all other requirements for reimbursement have been met.

## Non-certified staff (job position does not require bachelor's degree)

A non-certified employee will be reimbursed for individual courses that have been pre-approved by his/her supervisor and administrator to be in a field that is directly related to his/her current position or to a position that he/she would qualify to attain within the organization. Reimbursement will be at 100% of the course tuition and fees up to a maximum of \$175 per credit/\$525 per course and not to exceed \$2,625 per calendar year total (January- December). Books, school supplies and late payment fees do not qualify for reimbursement. Tuition reimbursement will be applied towards the fiscal year in which the course is completed.

To qualify for reimbursement, the course must be pre-approved in writing by submitting the Education Reimbursement Course Pre-Approval Form with the corresponding class syllabi prior to the start of the coursework and a course grade of 2.0 or C, or better must be earned. If the grading system is Pass/Fail, then a course grade of Pass must be earned to qualify for tuition reimbursement.

After an approved course is completed, an employee must submit the Non-Certified Staff Request for Educational Reimbursement Form along with a copy of the following documents in order to receive the actual reimbursement: certification of course completion/grade, tuition payment receipt verification and the written approval of his/her supervisor/administrator.

## Certified Staff (job position requires bachelor's degree)

A certified employee will be reimbursed for individual courses that have been pre-approved by his/her supervisor and

**382**  
**Educational Reimbursement**

**Adopted Date**  
07/01/2005  
**Revision Date**  
07/01/2007,06/25/2012,  
08/19/2013,06/15/2015  
**Effective Date:**  
06/15/2015

administrator to be in a field that is directly related to his/her current position or to a position that he/she would qualify to attain within the organization. Reimbursement will be 75% of the course tuition and fees up to a maximum of \$2440 per calendar year (January-December). Books, school supplies and late payment fees do not qualify for reimbursement. Tuition reimbursement will be applied towards the fiscal year in which the course is completed.

To qualify for reimbursement, the course must be pre-approved in writing by submitting the Education Reimbursement Course Pre-Approval Form with the corresponding class syllabi prior to the start of the coursework and a course grade of 2.0 or C, or better must be earned. If the grading system is Pass/Fail, then a course grade of Pass must be earned to qualify for tuition reimbursement.

After an approved course is completed, an employee must submit the Certified Staff Request for Educational Reimbursement Form along with a copy of the following documents in order to receive the actual reimbursement: certification of course completion/grade, tuition payment receipt verification and the written approval of his/her supervisor/administrator.



## Disclaimer

PA Cyber has established a variety of employee benefit programs designed to assist its regular full-time employees and their eligible dependents in meeting the financial burdens that can result from illness and to help plan for retirement. This portion of the Employee Handbook contains very general descriptions of the benefits to which regular full-time employees may be entitled as an employee of PA Cyber. Please be advised that this general description is not intended to, and does not, provide you with all the details of those benefits. Your rights can be determined only by referring to the full text of the official plan documents in consultation with applicable laws and regulations. To the extent any of the information in this Employee Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. For more information regarding any benefit programs offered by PA Cyber, please refer to the Summary Plan Description or contact the Human Resources Department.

PA Cyber reserves the right to modify, add or delete the benefits it offers at any time and at its sole discretion. PA Cyber follows federal COBRA guidelines related to health benefits to former employees, their spouses and/or survivors. (See No. 313 – Benefits Continuation).

## Medical Insurance

All regular full time employees shall be eligible to participate and receive individual and up to family medical and prescription drug coverage under PA Cyber's Group Health Plan subject to the co-payments, deductibles, premium sharing and Wellness Choice Program requirements of the base and enhanced plans as set forth by PA Cyber's Board of Directors. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Dental Insurance

All regular full time employees shall be eligible to participate and receive individual and up to family dental insurance coverage under PA Cyber's Group Dental Plan subject to the co-payments, deductibles and premium sharing of the plan as set forth by PA Cyber's Board of Directors. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Vision Insurance

All regular full time employees shall be eligible to participate and receive individual and up to family vision insurance coverage under PA Cyber's Group Vision Plan subject to the co-payments, deductibles and premium sharing of the plan as set forth by PA Cyber's Board of Directors. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Life Insurance

All regular full time employees shall be eligible to participate and receive Basic Term Life Insurance coverage for the employee in the amount of \$50,000 for which the full premium for such coverage is paid for by PA Cyber. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Basic Accidental Death & Dismemberment, Short-Term, and Long-Term Disability

All regular full time employees shall be eligible to participate and receive Basic Accidental Death and Dismemberment, Short-Term and Long-Term Disability coverage for the employee subject to the coverage amounts, limits, offset provisions, etc. set forth by PA Cyber's Board of Directors. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Wellness Benefit

PA Cyber encourages its employees to adopt a healthy lifestyle. Accordingly, PA Cyber will reimburse all current, regular full-time employees in an amount up to, but not to exceed, \$20.00 per month for the costs associated with the employee's membership fees or contract with a health club or fitness center for physical fitness programs that feature cardiovascular, aerobic, muscle toning, or conditioning activities. In order to determine eligibility for the reimbursement, a copy of the employee's contract or agreement with the fitness center must be received, or if this is not available, proof of membership. This must be submitted on an annual basis to continue the reimbursement.

Reimbursement is not available for: pool-only facilities (unless as part of an instructional swim program), social clubs, equipment, uniforms, greens fees, transportation, lodging, meals, fitness clothing and vitamins.

## Retirement Program

PA Cyber participates in the Public School Employees' Retirement System (PSERS). PSERS is a defined benefit plan, which means that PSERS bases your retirement benefit on years of service credit and final average salary. The cost of the PSERS program is shared by the employee, PA Cyber, and the Commonwealth of Pennsylvania. PSERS has specific definitions of full and part time employees which may vary from those definitions otherwise contained in this Employee Handbook. There are also a number of different retirement options. Accordingly, and because PSERS is a state-wide retirement program governed by state law, PA Cyber employees are urged to consult the PSERS booklet you were provided when you were hired, or to consult the Human Resources Department for details. All employees are required to participate in the PSERS program.

## Voluntary Retirement Savings Plan- 403(b)

Employees are eligible to participate in the PA Cyber Non-ERISA 403(b) Plan according to the guidelines set forth in the plan by the PA Cyber Board of Directors. Detailed information regarding this voluntary retirement savings plan can be obtained from the Human Resources Department

Our workplace safety program is a top priority at PA Cyber. We want PA Cyber to be a safe and healthy place for employees, customers, and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate PA Cyber safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

As an employee of PA Cyber you have certain rights regarding the use of hazardous materials in the workplace. PA Cyber will provide you with information regarding the following:

1. What chemicals are used in the workplace (MSD Sheets)?
2. Where the chemicals are located?
3. Physical and health hazards associated with the chemicals.
4. Protection measures that must be taken to prevent exposure.
5. What to do in case of exposure to the chemicals?

For additional information on hazardous materials in the workplace consult your supervisor.

504  
Use of Telephones and Voicemail

Adopted Date  
07/01/2005  
Revision Date  
07/01/2007  
Effective Date:  
07/01/2007

Use of PA Cyber telephones for personal calls is discouraged. PA Cyber telephones and voice- messaging systems should be used only for use in relation to your job duties or for PA Cyber purposes. If you make personal calls on PA Cyber business phones, we may require that you pay us for any charges and excessive personal calls during your workday or on the PA Cyber telephone system may result in disciplinary action, up to and including termination.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

Voice mail messages recorded on PA Cyber equipment are the property of PA Cyber. As a result, employees have no expectation of privacy in any voice mail messages left on the PA Cyber voice- messaging system and should act and treat the system accordingly. Voice mail messages can be disclosed, monitored, copied, retrieved or reviewed by PA Cyber at any time with or without permission, prior to or otherwise, of the employee.

## Purpose

The purpose of this policy is to provide direction for the consideration and compensation of overtime and the application of compensatory time. Non-exempt employee overtime shall be kept to a minimum and shall be used only for emergencies or for the performance of essential services where there are no other alternatives to the use of overtime. Whenever feasible and appropriate, supervisors shall adjust work schedules in order to minimize the need for overtime per PA Cyber guidelines. No overtime shall be scheduled or worked without prior approval of the designated supervisor.

## Scheduling, Recording, and Working Overtime

There may be times when PA Cyber cannot meet its operating requirements or other needs during regular working hours. If this happens, employees may be scheduled to work overtime hours. Overtime will be offered on a volunteer basis. When volunteers do not meet the demand for operations, overtime shall be assigned. When possible, advance notice of a mandatory overtime assignment will be provided. PA Cyber will try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Employees are responsible for documenting time worked, including overtime, in designated time keeping system. Altering, omitting, falsifying, tampering with time records, recording time on another non-exempt or Per Diem employee's time record, or any other violation of this policy may result in disciplinary action, up to and including termination of employment.

Supervisors are responsible for monitoring, reviewing, and approving overtime.

## Eligibility for Overtime

In accordance with the Federal Labor Standards Act (FLSA) and state wage and hour laws, nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. For the purposes of this policy, PA Cyber's workweek begins Saturday morning at 12:01 a.m. and ends the following Friday at 12:00 midnight.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

Overtime pay is based on the actual hours worked. For this reason, paid time off for personal, sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay. Under PA Cyber policy, designated paid holidays and paid school closed days will be considered hours "worked" and included in overtime calculations although not required by law.

We will reimburse you for reasonable business travel expenses if the immediate supervisor approves the travel in advance. After a trip is approved, you should make your travel arrangements through PA Cyber's designated travel coordinator.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to discuss all potential travel expenses with your immediate supervisor prior to the scheduled trip.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by PA Cyber, you may not use that vehicle for personal reasons unless you get advance approval.

When a business trip is over, submit your completed travel expense report within 30 days. With your expense report, you must also submit receipts for every expense item.

See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

## Responsibility

1. The Board of Trustees is responsible for establishment of policies in conformance with state laws.
2. The Chief Executive Officer, or his/her designee, is responsible for implementing policies.
3. The Chief Financial Officer is responsible for establishing administrative regulations for cellular devices.
4. The Director of Telecommunications/Network/Infrastructure, or his/her designee, is responsible for securing competitive bid pricing for cellular device services in accordance with E-rate guidelines, PA Cyber's purchasing policies, and applying for E-rate reimbursement of cellular services.
5. The Chief Financial Officer or his/her designee (Purchasing Agent), is responsible for establishing procurement procedures for cellular devices.
6. The Director of Telecommunications/Network/Infrastructure is responsible for working with staff in implementing policies and regulations and administering cellular device procedures.
7. The Director of Telecommunications/Network/Infrastructure, or his/her designee, shall be responsible for maintaining appropriate cellular device records.
8. The Chief Financial Officer or his/her designee, is responsible for prescribing appropriate accounting procedures.
9. Cellular device users are responsible for following all Board Policies and administrative regulations, including PA Cyber's technology policies.

## General Guidelines

1. The administration will assign use of cellular devices based on need and availability.
2. School cellular devices issued to employees shall at all times remain the property of PA Cyber. Employees who use school cellular devices acknowledge and agree that school cellular devices shall be returned upon request by PA Cyber.
3. All employees issued a school cellular device must sign a school Cellular Device Usage Agreement form.
4. Use of school cellular devices shall be for school business only.
5. The school shall not reimburse personal cellular device bills for school related business calls/data transactions, except for extraordinary or emergency circumstances. Extraordinary or emergency circumstances should be rare, and under no circumstances routine and systematic.
6. Only cellular devices and services outlined in the schools cellular device contract shall be permitted to be disbursed to employees, at the discretion of PA Cyber.
7. School cellular device users shall not "loan" or otherwise make available their cellular device to non-school personnel.
8. Cellular device users are responsible for all calls/data transactions on their respective device.
9. Voicemail messages, text messages, and any other data stored or transmitted on school cellular devices shall be considered the property of PA Cyber. As a result, employees have no expectation of privacy in any voicemail messages, text messages, or other data stored or transmitted thereon. Any such data may be disclosed, copied, retrieved or reviewed at any time, with or without the permission of the employee, by PA Cyber.

518  
Workplace Monitoring

Adopted Date  
07/01/2005  
Revision Date  
n/a  
Effective Date:  
07/01/2005

PA Cyber may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

All computer equipment, services, or technology that we furnish you are the property of PA Cyber. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is always done ethically and with respect.



580  
Personal Automobile Use

Adopted Date  
07/01/2005  
Revision Date  
n/a  
Effective Date:  
07/01/2005

PA Cyber is not responsible for damage to your personal automobile when you are using it for PA Cyber business. PA Cyber will reimburse you based upon actual miles driven times the rate established by the federal government. This shall totally compensate you for all gasoline mileage, wear and tear, and insurance costs associated with the business use of the vehicle. You must keep accurate records of the personal use of your car. Any attempt to be reimbursed for miles not actually driven while on PA Cyber business may lead to disciplinary action up to and including termination.

The Pennsylvania Cyber Charter School (hereinafter "PA Cyber") recognizes that its employees are our most valuable asset, and the most important contributors to our continued growth and success. PA Cyber is firmly committed to the safety of our employees. PA Cyber will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

**This policy applies to:**

- Vehicles owned, leased or rented to PA Cyber
- Personally owned vehicles driven by employees, officers, representative, and agents of PA Cyber on behalf of PA Cyber

**The following policy has been established to encourage safe operation of vehicles, and clarify insurance issues relating to drivers and PA Cyber.**

- A. All drivers must adhere to safety policies including vehicle use and cell phone/hand held device use policy.
- B. All drivers must have a valid driver's license.
- C. Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations.
- D. Should your record fall into our insurance carriers guidelines of an, unacceptable driver, your employment may be terminated if you are required to drive or operate a vehicle to undertake your job duties with PA Cyber.
- E. If you are required to drive or operate a vehicle to undertake your job duties with PA Cyber, you must notify your supervisor of any change in your license status or driving record.

**Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]**

The following chart serves as a guideline for evaluating an employee's Motor Vehicle Record (MVR). An employee with an MVR grade of "poor" will possibly not be insurable by our insurance carrier and could jeopardize their employment if they are unable to be insured and are required to drive or operate a vehicle to undertake their job duties with PA Cyber. Note that any "major" violation is a "poor" score.

Minor Violations	Number of At-Fault Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	Driving under influence of alcohol/drugs Failure to stop/report an accident Reckless driving/speeding contest Driving while impaired Making a false accident report Homicide, manslaughter or assault arising out of the use of a vehicle Driving while license is suspended/revoked Careless driving Attempting to elude a police officer

## When operating your own vehicle for PA Cyber Business

- A. Your Personal Auto Liability insurance is the primary payer. PA Cyber's insurance is in excess of your coverage.
- B. You should carry at least \$300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to PA Cyber each year, by either a copy of your policy's Declaration page or a Certificate of Insurance.
- C. PA Cyber is not responsible for the Physical Damage to your vehicle. You must carry your own Collision and Comprehensive coverage.
- D. Report mileage for expense reimbursement.

## If in an accident

- A. Take necessary steps to protect the lives of yourself and others.
- B. Comply with Police instructions.
- C. Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- D. Report the accident to PA Cyber as soon as possible.

## Cell Phones/Hand Held Devices

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a PA Cyber employee, but also the welfare of others who could be put in harm's way by inattentive driving.

Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Many countries and localities have prohibited mobile phone/hand held device use while driving. For these reasons, drivers may not use hand held devices to place work-related calls or while operating a vehicle while on company business.

The Anti-texting Law is effective March 8, 2012 and provides for the following:

- Makes it a primary offense to use an Interactive wireless Communication device (IWCD) to send, read or write a text-based message.
- Defines an IWCD as a wireless phone, personal digital assistant, smartphone, portable or mobile computer or similar devices that can be used for texting, instant messaging, emailing or browsing the internet.
- Defines a text-based message as a text message, instant message, email or other written communication composed or received on an IWCD.
- Institutes a \$50 fine for convictions.
- Makes clear that this law supersedes and preempts any local ordinances restricting the use of IWCDs by drivers.

As a driver, your first responsibility is to pay attention to the road. When driving on PA Cyber business, or driving while conducting business on behalf of the company in any other manner, the following applies:

### Procedures:

Definition - Mobile Hand Held Units: Hand held devices may include cell phones, pagers, palm pilots, faxes and other communication devices.

- Allow voicemail to handle your calls and return them when safe.
- Obey the Anti-texting Law at all times.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
- Ask a passenger to make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1.
- If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
- When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

**Obey the Law:**

PA Cyber is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for PA Cyber.

**Other Safe Driving Precautions:**

Use better judgment when road conditions are poor. Limit or avoid driving when rain, snow, or other severe weather conditions threaten your safety.

Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.

Do not drive if your ability to drive safely is impaired by the influence of medications. Laptop computers should never be used at any time while driving.

If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while driving. Be aware of and practice defensive driving techniques and maneuvers.

In the event of a life-threatening emergency, call 911. If an accident or illness should occur, no matter how slight, notify your manager or supervisor immediately so that appropriate medical treatment can be administered. With the number of reported cases of AIDS and other blood borne pathogens continuing to rise, it is imperative that employees take extreme care in case of an accident, both on and off the job. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on a blood borne pathogen. Use caution to avoid contact with these body fluids. Each first aid kit contains plastic gloves, please be sure to use them. If this is not possible, use a strong disinfectant, to clean up afterwards. On the job injuries will be handled in accordance with Workers' Compensation laws. Any employee who is injured while on the job must notify the Human Resource department immediately to be eligible for coverage provided under our Workers' Compensation policy.

## 605 Military Leave

Adopted Date  
07/01/2005  
Revision Date  
n/a  
Effective Date:  
07/01/2005

PA Cyber will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state law. You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA and any applicable state law based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Human Resources Department for more information.

**670  
Resignation**

**Adopted Date**  
07/01/2005  
**Revision Date**  
05/21/2012  
**Effective Date:**  
07/01/2005

Resignation is a voluntary act initiated by the employee to terminate employment with PA Cyber. Although advance notice is not required, PA Cyber requests at least two weeks written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled with Human Resources to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

PA Cyber shall comply with the provisions of the Family and Medical Leave Act (FMLA), as amended. PA Cyber provides family and medical leaves of absences ("FMLA leave") to eligible employees who require a leave of absence relating directly to: childbirth, adoption, or placement of a foster child; to care for a child, spouse, or parent with a serious health condition; because of an employee's own serious health condition which renders him/her unable to perform the functions of his/her position; for a qualifying exigency when a spouse, child, or parent is on active duty or has been notified of impending activation in support of a contingency operation; or, to care for a service member when the employee is a spouse, child, parent, or next of kin of a covered service member who is recovering from a serious injury or illness sustained in the line of active duty.

Required notices of FMLA rights and responsibilities shall be posted in a conspicuous place on the PA Cyber premises.

## Definitions

A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; a period of incapacity requiring more than three day's absence from work and continuing treatment by a health care provider; or continuing treatment by a health care provider.

A "health care provider" is any doctor of medicine or osteopathy, podiatrist, optometrist, and nurse practitioner, or nurse midwife performing within the scope of their practice as defined under state law.

## Eligibility

Under the FMLA, eligible employees are those who have been employed for at least 12 months by PA Cyber; have worked at least 1,250 hours during the 12-month period prior to the time leave would begin; and work at a location with at least 50 employees within a 75 mile area.

Hours are calculated based upon actual hours that the employee worked, including overtime. Periods of paid or unpaid leave, holidays, etc. which are not work time for purposes of the Fair Labor Standards Act are excluded. PA Cyber's records of employment shall control for purposes of determining the number of hours worked for purposes of eligibility. An employee returning from fulfilling his or her National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours.

Eligibility for an FMLA leave shall be based entirely on the eligibility criteria set forth in the FMLA. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required thereby. In the case of any conflict between this policy and the FMLA and/or regulations promulgated thereunder, the FMLA and applicable regulations shall govern.

## Amount of Leave

The FMLA allows for up to a maximum of 12 weeks of unpaid leave in a 12 month period, except for qualified service member leave, which may allow for up to 26 weeks of unpaid leave in a 12 month period. Any combination of leave may not exceed the maximum limit.

The 12-month period will start from the date when the first FMLA leave begins. Employees shall be required to first use any accrued paid leave time before taking unpaid FMLA leave. FMLA leave shall also run simultaneously with any short term paid leave or worker's compensation leave.

## Spousal Exception

Married couples who are both employees shall be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for the employee's parent with a



serious health condition. If the leave is requested for the care of a sick child or the other spouse, each spouse is entitled to 12 weeks of leave.

## Requesting Leave

All requests for FMLA leave shall be made to the Director of Human Resources on the forms provided. In all cases, employees seeking FMLA leave will be asked to complete a "Request for FMLA Leave" form. Requests for leave should be made at least 30 days in advance of foreseeable events and as soon as possible and practicable for unforeseeable events. An employee's failure to give 30 days' notice of foreseeable leave with no reasonable excuse for the delay may result in a denial of leave until 30 days after proper notice is given.

All employee requests for FMLA leave are contingent upon a determination by PA Cyber that the employee is eligible for leave.

## Certification

Employees may be asked to provide additional information, such as a health care provider's medical certification, so that PA Cyber can better assess the employee's condition, or that of their spouse, child, or parent, and entitlement to FMLA leave. Employees requesting an FMLA leave because of their own or a family member's serious health condition must provide appropriate medical certification. Certification of Health Care Provider forms are available in the PA Cyber Human Resources Department. The information required shall include: the date on which the serious health condition commences; the probable duration of the condition; appropriate sufficient medical facts to determine entitlement to FMLA leave; and the estimated amount of time needed for the FMLA leave.

Employees must also provide Certification of Qualifying Exigency for Military Leave or Certification for Serious Injury or Illness of Covered Service member for Military Family Leave when such leave is requested. The appropriate certification forms will be provided by the PA Cyber Human Resources Department.

Failure to provide requested certification in a timely or complete manner may result in denial or delay of FMLA leave.

## Benefit Continuation

Subject to the terms, conditions and limitations of the applicable plans, PA Cyber will continue to provide health insurance benefits, if applicable, for the full period of the approved FMLA leave. An employee who elects not to return to work for PA Cyber following the expiration of any unpaid FMLA leave shall reimburse PA Cyber for the cost of maintaining coverage during the FMLA leave, unless a serious health condition or other circumstances reasonably beyond the employee's control preclude a return to work.

## Reinstatement

With the potential exception of certain key employees, when FMLA leave ends an employee shall be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. Employees returning from worker's compensation leave shall be treated in accordance with the law. An employee on FMLA leave is requested to provide the PA Cyber Human Resources Department with at least two (2) weeks advance notice of the date the employee intends to return to work. If an employee fails to report to work promptly at the end of the approved leave period, PA Cyber will assume that the employee has resigned.

681  
**Employer Paid FMLA Leave**

Adopted Date  
07/01/2005  
Revision Date  
07/1/2008,08/17/2015,  
06/19/2017  
Effective Date:  
01/01/2018

Full-time regular employees who request leave under the Family and Medical Leave Act (FMLA) and are deemed eligible under applicable law shall be granted the following employer paid FMLA leave which shall run concurrently with the FMLA leave:

1. Up to four weeks of paid maternity leave for the birth or adoption of a child, or placement of a foster child per FMLA year; or
2. Up to two weeks of paid paternity leave for the birth or adoption of a child, or placement of a foster child per FMLA year.

Married or unmarried couples who are both employees of PA Cyber shall be restricted to a combined total of four weeks of paid leave for childbirth, adoption, or placement of a foster child.

Multiple births, adoptions, or foster placements in one FMLA year do not increase maximum employer paid leave.

If an employee extends his/her FMLA leave beyond the available employer paid days, once all employer paid leave is exhausted the employee is required to apply any other available paid leave to run concurrently with FMLA leave before beginning unpaid FMLA leave.

Any employee requesting employer paid leave must provide PA Cyber's Benefits Coordinator thirty days' notice of the requested leave, or as much notice as practicable if the leave is not foreseeable. The requesting employee must complete all necessary Human Resources forms and provide all documentation as required by the Human Resources Department and FMLA law to substantiate the request.

PA Cyber expects employees to follow certain work rules and to conduct themselves in ways that protect the interests and safety of all employees and PA Cyber.

While it is impossible to list every action that is unacceptable conduct, the following list contains some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment. This list is not exhaustive; it is only meant to be a guide:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Excessive tardiness
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Since employment with PA Cyber is voluntary and at will, employees may terminate their employment at any time, with or without cause or without advance notice, and for any or no reason whatsoever. Likewise, PA Cyber may terminate your employment at any time, with or without cause or advance notice.

## Smoking

It is against Pennsylvania law to smoke on school property. This law applies equally to all employees, vendors, and visitors. As a public school, PA Cyber's policy concerning smoking or tobacco use states that such use must occur 50 or more feet from any building owned or leased by the school.

## Nicotine Delivery System

PA Cyber is committed to being a drug-free, healthful and safe workplace. Electronic cigarettes, personal vaporizers, and/or electronic nicotine delivery systems are prohibited from use on school property. As a public school, PA Cyber's policy concerning the use of such devices states that such use must occur 50 or more feet from any building owned or leased by the school.

## Drug and Alcohol Use

PA Cyber is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

If a PA Cyber employee violates any of the following work rules, they may be subject to discipline up to and including termination:

- Use, possession, distribution, selling, or being under the influence of alcohol or illegal drugs while on PA Cyber premises or while conducting any business-related activity away from PA Cyber premises.
- Use of illegal drugs during non-working hours, depending upon the individual circumstances.
- Failure to report a conviction of any criminal drug statute.

PA Cyber will further exercise its right to inspect any work station on their premises at random. Employees have no expectation of privacy in workspaces and environs and these places may be searched for controlled substances at any time.

Violation of any of the above requirements, will lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. Failure to attend a treatment program could lead to other legal consequences.

Questions regarding this policy or issues related to drug or alcohol use at work can be directed to the Human Resources Department without fear of reprisal.

## Definition

PA Cyber strictly prohibits all forms of sexual harassment at the work place. This policy applies to all employees, supervisors, students, vendors and non-employees who have contact with our employees or students. Sexual harassment includes, but is not limited to, unwelcome conduct on the basis of sex such as sexual advances, requests to an employee for sexual favors, and other visual, verbal, or physical conduct of a sexual or offensive nature when either:

- a. Submission to such conduct is made an explicit or implicit term or condition of employment, continued employment, or advancement;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- c. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is not limited to harassment between a man and a woman. Sexual harassment can also occur between or among men, or between or among women.

## Reporting Misconduct

Any and all complaints of sexual harassment shall be immediately reported to the Director of Human Resources or Chief Operations Officer without fear of reprisal. The employee can bypass anyone involved in the harassment in reporting it. All complaints and related information will be thoroughly investigated and handled in a discrete manner to the fullest extent possible; however, it may be necessary to include and speak with other employees in order to fully investigate a claim of harassment. The results of the investigation shall be promptly reported to the person(s) making the complaint(s).

## Investigation

Employees who, after investigation, have been determined to have been engaging in the harassment of their co-workers or students or the use of improper, offensive, or abusive language which violates the sensitivities of their co-workers or students will be subject to disciplinary action, up to and including termination. Appropriate action may also be taken to correct the effects of the harassment and to deter any future harassment.

## Retaliation

PA Cyber expressly prohibits retaliation against any employee who, in good faith, complains of harassment or who participates in an investigation and any violation of this prohibition may result in disciplinary action, up to and including termination.

## Required Signature

All PA Cyber employees are required to sign an acknowledgment form as proof that they have received, read and understand PA Cyber's sexual harassment policy. This acknowledgment form is to be returned to the Human Resources Department so that it can be kept in the employee's personnel file.

## Definition

PA Cyber is committed to maintaining a work and learning environment free of all unlawful discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's sex, color, race, ancestry, religion, national origin, age, disability, veteran status, or other protected group status. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected status or that of his or her relatives, friends or associates. It also includes conduct that persons in a protected group status would find offensive or objectionable.

## Consequences

Any form of harassment against our employees or students by anyone, including supervisors, other employees, and other students, outside personnel or vendors will not be tolerated. PA Cyber employees found to be engaging in harassment shall be subject to immediate discipline, up to and including termination.

## Reporting a Complaint

Any and all complaints of harassment shall be immediately reported to Director of Human Resources or the Chief Operations Officer without fear of reprisal. The employee can bypass anyone involved in the harassment in reporting it. All complaints and related information will be thoroughly investigated and handled in a discrete manner to the fullest extent possible; however, it may be necessary to include and speak with other employees in order to fully investigate a claim of harassment. The results of the investigation shall be promptly reported to the person(s) making the complaint(s).

## Investigation

Employees who, after investigation, have been determined to have been engaging in the harassment of their co-workers or students or the use of improper, offensive, or abusive language which violates the sensitivities of their co-workers or students will be subject to disciplinary action, up to and including termination. Appropriate action may also be taken to correct the effects of the harassment and to deter any future harassment.

## Retaliation

PA Cyber expressly prohibits retaliation against any employee who, in good faith, complains of harassment or who participates in an investigation and any violation of this prohibition may result in disciplinary action, up to and including termination.

## On-Time Expectation

All employees are expected to be ready to work at the assigned starting time and to work diligently, except for scheduled lunch and other breaks, until the assigned quitting time. Non-exempt employees cannot work through lunch or outside of their established start and ending times for the work day without the prior approval of their supervisor.

## Notice of Absence, Late, Early Departure

Whenever possible, employees must inform their supervisors in advance of any absence, late arrival, or early departure. Employees must report all absences, late arrivals, and early departures to the immediate supervisor as soon as they are known by leaving a message on the supervisor's voicemail or email. In the case of an unscheduled absence or late arrival not previously arranged, the employee must leave a voicemail or email message with the supervisor at least one hour before the employee is scheduled to start for the day. Be advised that these notice requirements are mandatory and, even if satisfied, will not preclude measures taken for absentee or tardiness problems.

## Prohibited Conduct

Tardiness, unauthorized, unexplained, and/or excessive absences are prohibited. Unauthorized early departure is also prohibited. Except as may otherwise be approved by the Board of Trustees pursuant to PA Cyber Personnel Policy No. 303, any absence taken by an employee who has exhausted their PTO or any other accrued leave shall be considered an unauthorized absence. Any unauthorized absences which accrue beyond one day shall be considered job abandonment and grounds for termination. Failure to abide by these policies will result in disciplinary action which may include but not be limited to termination. Additionally, failure to abide by these policies may result in the deduction or docking of PTO in an amount of time commensurate with any unauthorized, unexplained, and/or excessive absences.

**705**  
**Personal Appearance**

**Adopted Date**  
07/01/2005  
**Revision Date**  
n/a  
**Effective Date:**  
07/01/2005

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about PA Cyber. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent PA Cyber, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.



706  
Return of Property

Adopted Date  
07/01/2005  
Revision Date  
n/a  
Effective Date:  
07/01/2005

PA Cyber may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at PA Cyber, you must return all PA Cyber property immediately.

If you do not return our property and if the law allows, we may withhold money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

## 710 Security Inspections

Adopted Date  
07/01/2005  
Revision Date  
05/21/2012  
Effective Date:  
07/01/2005

PA Cyber expects to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. PA Cyber prohibits the possession, transfer, sale, or use of these materials on our premises or during use of any vehicle belonging to PA Cyber.

PA Cyber may provide employees with desks, lockers, and other storage devices for convenience but these are always the sole property of PA Cyber. Because they are the property of PA Cyber, a school representative or authorized agent may be permitted to inspect them at any time, either with or without advance notice to employees.

PA Cyber also prohibits theft and the unauthorized possession of property that belongs to employees, PA Cyber, visitors, and customers. To help enforce this policy, inspection of employees and other persons who enter or exit our premises, as well as inspection of any packages or other belongings they carry with them, may be required. If an employee wishes to avoid having his/her belongings inspected, it is advised to leave those personal belongings at home.

PA Cyber encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from PA Cyber supervisors and management.

PA Cyber strives to ensure fair and honest treatment of all employees, expects supervisors, managers, and employees to treat each other with mutual respect, and encourages employees to give positive and constructive criticism to one another.

PA Cyber hopes to demonstrate its commitment to employees by responding effectively to employee concerns and, while recognizing it cannot expect to correct or eliminate every cause for concern, it also realizes a responsibility to provide employees with a method for bringing concerns to their supervisors where open discussion can take place in order to arrive at a mutually satisfactory conclusion.

If employees disagree with PA Cyber rules of conduct, policies, practices, or compensation they are encouraged to state their concerns through the problem resolution procedure described in this policy. Employees will not be penalized, formally or informally, for making a complaint as long as the complaint is addressed in a reasonable, business-like manner, by using the following problem resolution procedure. An employee may stop the procedure at any step.

1. The employee presents the problem to his/her supervisor after the incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to discuss the issue with his/her supervisor, the problem may be presented to any other member of management.
2. The supervisor, or other member of management, responds to the problem during discussion or after consulting with appropriate administrators, when necessary. The supervisor or other member of management shall document the discussion.
3. The employee may present the problem to the Human Resources Department if it is believed that the issue is not resolved or the concern has not been properly addressed.
4. The Human Resources Department counsels and advises the employee, helping them put the problem in writing, visits with any supervisors involved in addressing the matter, if necessary, and may direct the employee to the Executive Director for a review of the problem.
5. The employee may present the problem to the Executive Director of PA Cyber in writing.
6. The Executive Director reviews and considers the problem. The Executive Director informs the employee of the decision and forwards a copy of the written response to the Human Resources Director for the employee's file. The Human Resources Director has authority to make any adjustment that is determined to be appropriate to resolve the problem or to make the determination that no change is needed.

PA Cyber prohibits employees from bringing personal pets or other animals into the workplace. This applies to all Cyber School Buildings and all vehicles used by the Cyber School at all times. Exceptions include any animal required to assist an employee, or customer, visitor, vendor, parent or student of PA Cyber (i.e. dogs for the blind).

This policy is intended to facilitate the effective and efficient delivery of education and related services to our students, parents, and members of the community. In order to accomplish this objective, it is necessary to treat every employee of the school in a fair and consistent manner; to establish, to the best of our ability, safe, clean working conditions; and to provide a workplace, equipment, and materials appropriate for the tasks at hand. The presence of animals in the workplace can be disruptive, non-hygienic, and potentially unsafe.

Please refer any questions concerning this policy to the Human Resource department.

PA Cyber assumes no responsibility for personal property that is lost, damaged or stolen. If employees bring personal property into the office or onto company property, they do so at their own risk and are encouraged to take appropriate steps to safeguard the items.

PA Cyber prohibits any items in the office or on company property that are sexually suggestive, offensive, demeaning to specific individuals or groups, or disruptive to the work environment, including firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the school's policies.

## Introduction

Like all organizations, PA Cyber is faced with risks from wrongdoing, misconduct, dishonesty, and fraud. As with all business exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

The impact of misconduct and dishonesty may include:

- the actual financial loss incurred
- damage to the reputation of PA Cyber and PA Cyber's employees
- negative publicity
- the cost of investigation
- loss of employees
- loss of customers
- damaged relationships with PA Cyber's students, parents, and suppliers
- litigation
- damaged employee morale

PA Cyber's goal is to establish and maintain a business environment of fairness, ethics, and honesty for PA Cyber's employees, students, parents, guests, suppliers, and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.

PA Cyber is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the disciplinary action against offenders up to and including termination where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

## Purpose

The purpose of this document is to communicate PA Cyber's policy regarding the deterrence and investigation of suspected misconduct and dishonesty to employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

## Definition of Misconduct and Dishonesty

This policy of misconduct and dishonesty includes but is not limited to:

- Acts which violate PA Cyber's School Ethics and Conduct policy and any other PA Cyber's policy
- Theft or other misappropriation of assets, including assets of PA Cyber, PA Cyber's employees, students, parents, guests, suppliers or anyone else with whom we have a business relationship
- Misstatements and other irregularities in company records, including the intentional misstatement of the results of operations
- Wrongdoing
- Forgery or other alteration of documents
- Fraud and other unlawful acts

- Any similar acts

PA Cyber specifically prohibits these and any other illegal activities in the actions of its employees, managers, executives and others responsible for carrying out the agency's activities. PA Cyber prohibits any activity which causes embarrassment, adverse publicity, or public censure even if the conduct is technically legal.

## Reporting Responsibilities

It is the responsibility of every employee, supervisor, manager and executive to immediately report suspected misconduct or dishonesty to their supervisor, the Director of Finance and Compliance, the Director of Administration or the Board President. Supervisors, when made aware of such potential acts by subordinates, must immediately report such acts to the Director of Administration or the Director of Finance and Compliance or the Board President. Multiple methods of reporting and a direct hotline to the Board President is designed to protect employees and ensure the following:

Any reprisal against any employee or other reporting individual because the individual, in good faith reported a violation is strictly forbidden.

Due to the important yet sensitive nature of the suspected violations, effective professional follow up is critical. Managers, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstance perform any investigative or other follow up steps on their own. All relevant matters, including suspected but unproved matters, will be referred immediately to PA Cyber's auditor and attorney.

## Additional Responsibilities of Supervisors

All employees have a responsibility to report suspected violations. However, employees with supervisory and review responsibilities at any level have additional deterrence and detection duties. Specifically, personnel with supervisory or review authority have three additional responsibilities.

- First, you must become aware of what can go wrong in your area of authority.
- Second, you must put into place and maintain effective monitoring, review, and control procedures that will prevent acts of wrongdoing.
- Third, you must put into place and maintain effective monitoring, review and control procedures that will detect acts of wrongdoing promptly should prevention efforts fail.

Authority to carry out these three additional responsibilities is often delegated to subordinates. However, accountability for their effectiveness cannot be delegated and will remain with supervisors and managers.

Assistance in effectively carrying out these responsibilities is available upon request from the Director of Administration or his/her designee.

## Responsibility and Authority for Follow Up and Investigation

The Director of Administration has the primary responsibility for all investigations involving the organization. The Director may request the assistance of an independent auditor in any investigation, including the evaluation of internal controls.

An investigative team will be chosen by the Director of Administration and will have the power to undertake investigations of alleged wrongdoings to the fullest extent provided by applicable laws and agency procedures.

## Reported Incident Follow Up Procedure

Care must be taken in the follow up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow up and investigation is underway, and to avoid making statements which could adversely affect the agency, an employee, or other parties.

Accordingly, the general procedure for follow up and investigation of reported incidents are as follows:

- Employees and others must immediately report all factual details as indicated above under Policy and Responsibilities.
- The Director of Administration has the responsibility for follow up and, if appropriate,
- Investigation of all reported incidents.
- All records related to the reported incident will be retained wherever they reside.
- Do not communicate with the suspected individuals or organization about the matter under investigation.
- The Director of Administration may also notify the auditor of all reported incidents so that it may be
- Determined whether this matter should be brought to the attention of the Board of Directors.
- The Director of Administration may also obtain the advice of an attorney at any time throughout the course of an investigation or other follow up activity on any related matter to the report, investigation steps, proposed disciplinary action or any anticipated litigation.
- Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
- All inquiries from an attorney or any other contacts from outside of PA Cyber including those from law enforcement agencies or from the employee under investigation, should be referred to PA Cyber's attorney.

Investigative or other follow up activity will be carried out without regard to the suspected individual's position, level or relationship with PA Cyber.

## Questions or Clarification Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Director of Administration, who shall be responsible for the administration, revision, interpretation, and application of this policy.



## Disclaimer

PA Cyber has established a variety of employee benefit programs designed to assist its regular full-time employees and their eligible dependents in meeting the financial burdens that can result from illness and to help plan for retirement. This portion of the Employee Handbook contains very general descriptions of the benefits to which regular full-time employees may be entitled as an employee of PA Cyber. Please be advised that this general description is not intended to, and does not, provide you with all the details of those benefits. Your rights can be determined only by referring to the full text of the official plan documents in consultation with applicable laws and regulations. To the extent any of the information in this Employee Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. For more information regarding any benefit programs offered by PA Cyber, please refer to the Summary Plan Description or contact the Human Resources Department.

PA Cyber reserves the right to modify, add or delete the benefits it offers at any time and at its sole discretion. PA Cyber follows federal COBRA guidelines related to health benefits to former employees, their spouses and/or survivors. (See No. 313 – Benefits Continuation).

## Medical Insurance

All regular full time employees shall be eligible to participate and receive individual and up to family medical and prescription drug coverage under PA Cyber's Group Health Plan subject to the co-payments, deductibles, and premium sharing as set forth by PA Cyber's Board of Trustees. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Dental Insurance

All regular full time employees shall be eligible to participate and receive individual and up to family dental insurance coverage under PA Cyber's Group Dental Plan subject to the co-payments, deductibles, and premium sharing of the plan as set forth by PA Cyber's Board of Trustees. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Vision Insurance

All regular full time employees shall be eligible to participate and receive individual and up to family vision insurance coverage under PA Cyber's Group Vision Plan subject to the co-payments, deductibles, and premium sharing of the plan as set forth by PA Cyber's Board of Trustees. New employees are eligible for coverage the 1st day of the month following employment. Detailed coverage information can be obtained from the Human Resources Department.

## Life Insurance

All regular full time employees shall be eligible to participate and receive Basic Term Life Insurance coverage for the employee in the amount of \$50,000 for which the full premium for such coverage is paid for by PA Cyber. New employees are eligible for coverage the 1st day of employment. Detailed coverage information can be obtained from the Human Resources Department.

## Basic Accidental Death & Dismemberment, Short-Term, and Long-Term Disability

All regular full time employees shall be eligible to participate and receive Basic Accidental Death and Dismemberment, Short-Term, and Long-Term Disability coverage for the employee subject to the coverage amounts, limits, offset provisions, etc. set forth by PA Cyber's Board of Trustees. New employees are eligible for coverage the 1st day of employment. Detailed coverage information can be obtained from the Human Resources Department.

## Wellness Benefit

PA Cyber encourages its employees to adopt a healthy lifestyle. Accordingly, PA Cyber will reimburse all current, regular full-time employees in an amount up to, but not to exceed, \$20.00 per month for the costs associated with the employee's membership fees or contract with an approved health club, fitness center, or virtual health/fitness program for physical fitness that features cardiovascular, aerobic, muscle toning, or conditioning activities.

To determine eligibility for reimbursement, a copy of the PA Cyber Wellness Benefit Reimbursement Request Form must be submitted and include a copy of the employee's contract or agreement with the fitness center or, if this is not available, proof of membership as well as proof of payment. This must be submitted on a bi-annual or annual basis to continue the reimbursement. January-June to be submitted July 1 and no later than August 15th and July-December (or January - December full year) to be submitted Jan 1 and no later than February 15th. After February 15, no payment will be made for prior year. Approval shall be at the sole discretion of PA Cyber.

Reimbursement is not available for: pool-only facilities (unless as part of an instructional swim program), social clubs, equipment, uniforms, greens fees, transportation, lodging, meals, fitness clothing and vitamins.

## Retirement Program

PA Cyber participates in the Public School Employees' Retirement System (PSERS).. The cost of the PSERS program is shared by the employee, PA Cyber, and the Commonwealth of Pennsylvania. PSERS has specific definitions of full and part time employees which may vary from those definitions otherwise contained in this Employee Handbook. There are also a number of different retirement options. Accordingly, and because PSERS is a state-wide retirement program governed by state law, PA Cyber employees are encouraged to consult the PSERS Active Member Handbook, or to consult the Human Resources Department for details. All employees are required to participate in the PSERS program.

## Voluntary Retirement Savings Plan- 403(b)

Employees are eligible to participate in the PA Cyber Non-ERISA 403(b) Plan according to the guidelines set forth in the plan by the PA Cyber Board of Trustees. Detailed information regarding this voluntary retirement savings plan can be obtained from the Human Resources Department

All employees of The Pennsylvania Cyber Charter School ("PA Cyber") are subject to the obligations and protections of the Pennsylvania Whistleblower Law, 43 Pa.C.S. §§ 1421-1428. PA Cyber 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 PA Cyber 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 the funds or resources of PA Cyber.

PA Cyber 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.

## Employee Handbook Policy 681: Employer Paid FMLA Leave

Adoption Date:  
07/01/2005  
Revision Dates:  
07/01/2008; 08/17/2015;  
06/19/2017  
Effective Date:  
01/01/2018

Full-time regular employees who request leave under the Family and Medical Leave Act (FMLA) and are deemed eligible under applicable law shall be granted the following employer paid FMLA leave which shall run concurrently with the FMLA leave:

1. Up to four weeks of paid maternity leave for the birth or adoption of a child, or placement of a foster child per FMLA year; or
2. Up to two weeks of paid paternity leave for the birth or adoption of a child, or placement of a foster child per FMLA year.

Married or unmarried couples who are both employees of PA Cyber shall be restricted to a combined total of four weeks of paid leave for childbirth, adoption, or placement of a foster child.

Multiple births, adoptions, or foster placements in one FMLA year do not increase maximum employer paid leave.

If an employee extends his/her FMLA leave beyond the available employer paid days, once all employer paid leave is exhausted the employee is required to apply any other available paid leave to run concurrently with FMLA leave before beginning unpaid FMLA leave.

Any employee requesting employer paid leave must provide PA Cyber's Benefits Coordinator thirty days' notice of the requested leave, or as much notice as practicable if the leave is not foreseeable. The requesting employee must complete all necessary Human Resources forms and provide all documentation as required by the Human Resources Department and FMLA law to substantiate the request.

## Purpose

The 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 GASB Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the school.

## Authority

Participation of the school in any such activity shall be in accordance with Board policy.

## Delegation of Responsibility

The responsibility to coordinate the compilation and preparation for all information necessary to implement this policy is delegated to the Business Office Staff Accountant under the direction of the Business Manager and Director of Finance.

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 Manager and Director of Finance 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 school's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary information."

## Guidelines

In order to associate debt with acquired assets, and to avoid net asset deficits, any asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. The asset life of these assets shall be considered relative to the time of the respective debt amortizations. Also, all computers will be capitalized.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets accounts shall be not less than \$1,500.00.

The capitalization threshold shall be set at a level that will capture at least 80% of all fixed assets.

The assets listed below do not normally individually meet capitalization threshold criteria

1. Classroom furniture
2. EDP Equipment (except Computers)

These asset category costs may be capitalized and depreciated as groups when that group's acquisition cost exceeds the capitalization threshold in any given fiscal year.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year.

All reported capital assets except land and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight line method over the following useful lives:

Description	Governmental Activities Estimated Lives
Site Improvements and Improvements and Equipment	5-40 years Buildings 10-40 years Furniture 3-15 years

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.

### Purpose

The Pennsylvania Cyber Charter School (PA Cyber) has enacted the following policy in an effort to ensure the financial integrity of the organization and compliance with reporting guidelines. PA Cyber's primary objective is to maintain a prudent level of financial resources to protect the organization against revenue shortfalls or unpredictable expenditures.

The Treasurer shall plan and manage annual revenue and expenditure budgets to ensure the organization has the resources to:

- Provide sufficient cash flow for daily financial needs
- Offset significant economic downturns or revenue shortfalls
- Provide funds for unforeseen expenditures

This policy and procedures herein supersede all previous policies regarding the organization's fund balance and reserve policies.

### DEFINITIONS

Fund balance shall be reported in governmental funds in the following categories:

- Fund balance – The excess of total assets over total liabilities in a governmental fund.
- Nonspendable fund balance – Amounts that are not in a spendable form or are required to be maintained intact.
- Restricted fund balance – Amounts constrained to specific purposes by their providers through constitutional provisions or by enabling legislation.
- Committed fund balance – Amounts constrained to specific purposes by the highest level of decision making authority of PA Cyber itself. These amounts cannot be used for any other purpose unless the highest level of decision making authority of PA Cyber takes action to remove or change the constraint.
- Assigned fund balance – Amounts PA Cyber intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- Unassigned fund balance – Amounts that are available for any purpose; these amounts are reported only in the General Fund

The Board of Trustees delegates to the Treasurer the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

### OPERATIONAL GUIDELINES

The following guidelines address the classification and use of fund balance in governmental funds:

- Classifying fund balance amounts

Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of these classifications. The general fund may also include an unassigned amount.

B. Prioritization of Fund Balance Use

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the organization to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the organization that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

C. Minimum Unassigned Fund Balance

The organization shall maintain a minimum unassigned fund balance in its General Fund ranging from three percent to eight percent of the subsequent year's budgeted expenditures and outgoing transfers. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

D. Replenishing Deficiencies

Upon utilization of committed fund balance during a current year, the Board at its discretion may choose to replenish said fund balance in order to maintain a level of commitment for specific purposes as long as such replenishment does not conflict with afore stated guidelines. The calculations used to determine an appropriate level of commitment will be reviewed by the Board annually and adjusted if necessary upon Board approval.

When unassigned fund balance falls below the minimum three percent, the organization shall replenish deficiencies using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by the Treasurer to replenish funding deficiencies:

- The organization will reduce recurring expenditures to eliminate any structural deficit, or
- The organization will increase revenues or pursue other funding sources, or
- Some combination of the two options noted above

E. Surplus Fund Balance

Should unassigned fund balance of the General Fund ever exceed the maximum eight percent, the organization will consider such fund balances surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing, or other recurring expenditures.

Upon adoption of this policy, the Board of Trustees authorizes the Treasurer to establish any standards and procedures which may be necessary for its implementation. The Treasurer shall review this policy at least annually and make any recommendations (if any) for changes to the Board of Trustees.

This policy may be amended from time to time at the Board of Trustees discretion.



### Purpose

The Pennsylvania Cyber Charter School (PA Cyber) is self-funded for various health care costs provided to its employees. Each year PA Cyber must budget for these health care expenses of its employees and their dependents.

PA Cyber has developed the following policy in an effort to ensure the financial integrity of the organization given its self-funded status. The primary objective of this policy is to maintain a prudent level of financial resources to protect the organization against the associated risk of future yearly premium/claims increases in order to maintain competitive benefit levels to its employees, to ensure availability of funds to pay for all claims incurred but not yet paid and to provide a sufficient transition period of coverage for employees during periods of extreme economic downturn and/or cash flow needs..

The Board shall assign the responsibility of achieving PA Cyber's Health Care Fund Balance Policy's primary objective to the Treasurer. The Treasurer shall accomplish this objective through the analysis of national as well as comparative organization level cost trends related to providing employee health care coverage; both present and future.

It shall be the policy of PA Cyber to maintain a minimum health care fund balance that contains sufficient funds to cover all incurred but not reported (IBNR) claims for the most recently completed billing period and to cover 90 days of projected premiums/claims. It shall be the policy of PA Cyber to maintain a maximum health care fund balance equal to the minimum health care fund balance plus sufficient funds to cover three consecutive years of annual health care program costs rate increases at the national trends rate for the most recently completed year's premiums/claims.

The Treasurer reserves the right to use the fund balance between the minimum and maximum fund balance as deemed necessary to operate the fund. If the fund balance of the Health Care Fund were to fall below the minimum, deposit premiums are to be increased to a level that maintains a balance of at least the minimum. Any excess of the fund balance above the maximum must either be returned to the General Fund or deposit premiums must be reduced until the fund balance falls below the maximum.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") shall designate one or more bank(s) and trust companies as depository(s) for the safeguarding of school funds by a majority vote of the Board in accordance with the Bylaws and pursuant to 24P.S. § 6-621.

### Authority

- A. Each designated depository shall be federally secured and insured by the FDIC and such deposits shall be so secured and insured in accordance with law.
- B. Each designated depository shall be advised not to cash checks payable to PA Cyber but to deposit said checks to PA Cyber's accounts.

## Bonding

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

### Purpose

Prudent trusteeship of the resources of the Pennsylvania Cyber Charter School ("PA Cyber" or "the Charter School") dictates that employees responsible for the safekeeping of funds be bonded. On an annual basis, at a minimum, the adequacy of such coverage shall be subject to review by the Board of Trustees with the insurance agent for PA Cyber.

PA Cyber shall be indemnified against loss of money by bonding of employees and/ or Board of Trustees members holding the following positions and in the amount indicated:

Title of Employee/Board of Trustees Member	Amount of Bond
Treasurer	\$25,000.00
Secretary	\$25,000.00

All other employees shall be covered under a blanket bond in the amount of \$500,000.00.

The Board of Trustees ("Board") shall bear the cost of bonding each employee required to be bonded by this policy or by statute. See 24 P.S. §§ 4-409, 4-431, and 4-436.

## Purpose

It is the policy of the Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") that the annual budget may be amended periodically throughout the school year as circumstances, funding levels and needs change.

## Authority

- A. The Board shall have the power to amend the budget to authorize the transfer of any unencumbered balance or portion thereof from one appropriation to another.
- B. The CEO or his designee shall present a resolution with a detailed listing of proposed budget adjustments by fund, function and class for approval. The resolution shall specify the source of funds for each amendment.

### Purpose

It is the policy of the Board of Trustees (" Board") of The Pennsylvania Cyber Charter School ("PA Cyber") to establish a system of control over the adopted budget to assure that funds are available for approved programs and that PA Cyber remains financially sound.

### Authority

- A. No expenditure may exceed the adopted budget line for fund, function and class.
- B. The CEO or his designee shall ascertain that funds are available in the appropriate budget line item prior to the release of any purchase order or commitment. No funds shall be released unless funds are available in the appropriate budget line item.

### Purpose

The budget shall be designed to reflect the Pennsylvania Cyber Charter School's ("PA Cyber") objectives for the education of its students. Therefore, it must be organized and planned to ensure adequate understanding of the financial needs associated with program implementation, support and development. This necessitates a continuous review of the financial requirements of PA Cyber's programs.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") consider the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the education plan for PA Cyber. 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 PA Cyber.

### Authority

- A. The budget should be studied by each member of the Board during its preparation but, once adopted, it deserves the support of all members of the Board regardless of their position when adoption was voted.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognize the need to establish a mechanism for the acceptance and use of gifts, bequests or grants made to PA Cyber.

### Authority

- A. The Board accepts with gratitude bequests for the advancement of education or for the general welfare of its students and staff.
- B. All bequests shall be accepted by a resolution of the Board setting forth the identity of the grantor (unless the grantor requests anonymity), the stipulated use of the bequest, the time period over which the bequest is to be expended and limitations, if any, which apply to the use of funds.
- C. The CEO shall see to the investment of all trust funds received with the term of the investment consistent with the period of the intended use of the funds and the purpose of PA Cyber.
- D. The CEO, in consultation with key staff, shall determine the most appropriate use of trust funds consistent with the intent of the grantor and the purpose of PA Cyber. Recommended uses shall be submitted by resolution for approval of the Board.

### Guidelines

- A. No bequest or grant of funds shall be accepted if conditions associated with the grant would be antithetical to the mission of PA Cyber.
- B. No bequest or grant of funds shall be accepted for any purpose inconsistent with the ideals of a free and democratic society.



### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognize the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of credit cards and debit cards (referred to collectively as "Credit Cards"). The authorization, handling and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors.

Although the cards are issued in PA Cyber's employee's name, they are considered School property and should be used with good judgment. Purchases can be made in person, over the telephone, or on the internet in accordance with the purchasing policies, procedures and guidelines of PA Cyber.

### Authority

Credit cards shall not be used in order to circumvent the general purchasing procedures established by Pennsylvania State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of PA Cyber and serve a valid and proper purpose shall be paid for by credit card.

Under no circumstances shall credit cards be used for personal purchases. The credit card is for business related purchases only and personal charges are not to be made to the card. Purchases are limited to meals, refreshments, travel, small supplies and other PA Cyber -related items.

Prohibited Transactions:

- Cash Advances
- Leases
- Personal purchases of any kind
- Alcohol, narcotics or other controlled substances
- Services of any contractual nature unless approved by executive administration (excluding car rentals)

The cardholder is the only person entitled to use the card and is responsible for all charges made against the card. Improper use of the card can be considered a misappropriation of PA Cyber funds. Inappropriate or illegal use of the credit card may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/ or possible referral to law enforcement authorities for prosecution.

All authorized holders of the company credit card shall review and sign the Pennsylvania Cyber Charter School Credit Card Program Employee Agreement From.

### Responsibilities

All charges are billed directly to and paid directly by PA Cyber. Therefore, any personal charges on the credit card could be considered misappropriation of PA Cyber funds since the cardholder cannot pay the bank directly.

Credit card holders are expected to comply with internal control procedures in order to protect PA Cyber's assets. This includes keeping receipts, coding transaction to the appropriate general ledger code, reviewing the transaction for propriety, reconciling monthly statements and following proper card security measures. Cardholders are responsible for reconciling their monthly statement and resolving any discrepancies by contacting the supplier first

## Credit Card/Debit Card

**Adopted Date**  
05/10/2010  
**Revision Date**  
09/15/2014  
**Effective Date:**  
09/16/2014

and then the bank.

The CEO shall annually submit for Board approval the position titles authorized to use PA Cyber's credit card(s) in conducting school business.

## Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognize its responsibility to the taxpayers to be sure that public monies expended by PA Cyber are utilized for the furtherance of pupil education in a manner that will ensure full *value* to the taxpayers, consistency, and adherence to all applicable statutes, and that adequate constraints and records are established to ensure that end.

## Authority

The Chief Executive Officer ("CEO") or his designee has the authority and responsibility, in conjunction with the Board, to prepare the budget. The Board has the authority and responsibility to approve the budget, the bids, and pass necessary resolutions authorizing the expenditures of PA Cyber.

## Responsibility

To meet the goals of this policy, the Board requires the CEO or his designee to establish sound accounting procedures based upon State and federal recommended accounting procedures; and upon the recommendation of the local, state, and federal auditors, will institute effective business practices and recommend suitable accounting equipment, where necessary in order to improve financial efficiencies.

In accordance with State law, the Board will authorize an annual audit by an independent auditor. In addition, a Board audit committee may be established.

### Purpose

It is the purpose of this policy to establish financial reporting requirements to the Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber").

### Delegation of Authority

The CEO or his designee shall, as soon as is practicable after the end of each fiscal year, submit to the Board an annual financial statement for PA Cyber for the past year. Such statement shall include itemized data with respect to all assets of PA Cyber, outstanding indebtedness, if any, and such other information relating to the finances of PA Cyber as the Board may deem necessary or proper.

On a monthly basis, the CEO or his/her designee shall prepare a monthly financial report for PA Cyber's operating fund including:

- A. Balance Sheet and Profit & Loss Statement;
- B. Accounts Receivable Report;
- C. Listing of Disbursements; and
- D. Treasurer's Report.

## Purpose

The Pennsylvania Cyber Charter School ("PA Cyber") shall optimize its return through investment of its unencumbered cash balances in such ways as to minimize non-invested balances and maximize return on investments in accordance with, and as permitted by, state and federal law.

## Objective

The primary objectives of investment activities, in order of priority, shall be:

- A. Legality - all investments shall be made in accordance with applicable laws of the Commonwealth of Pennsylvania;
- B. Safety- safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be insured through the mitigation of credit risk and interest rate risk;
- C. Liquidity - investment shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. Fiscal year operations anticipated cash flow shall be developed so that investments can be made, with maturities concurrent with anticipated cash demands; and,
- D. Yield - investment shall be made with the objective of attaining a market average rate of return through the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

## Key Definitions

- **Short-Term:** any period twelve (12) months or less.
- **Long-Term:** any period exceeding forty- eight (48) months duration.
- **Midrange-** any period between short-term and long-term.
- **Credit Risk-** the risk of loss of principal. Due to the failure of the security issue or backer of the issue.
- **Interest Rate Risk-** the risk that the market value of securities will fall due to changes in interest rates.
- **Investment Program.** The specifically enumerated and board approved investment strategy

## Authority

The PA Cyber Board of Trustees ("Board") directs the Chief Financial Officer ("CFO") to develop written procedures that will ensure compliance with this policy. Such procedures shall include a disclosure form for designated individuals involved in the investment process and or required written statements for advisors and bidders. The Board shall approve such procedure at its discretion.

The Board shall delegate a designated individual the responsibility to manage the charter schools investment program, in accordance with written board approved procedures for operation of the investment policy and a Board approved investment program.

Investments permitted by this policy are those defined in § 440.1 of the Pennsylvania School Code, as amended, which are collateralized in accordance with applicable laws.

All securities shall be purchased in the name of the Charter School and custody of the security shall be specified within PA Cyber's investment policy.

PA Cyber funds may be withdrawn from approved public depositories, or negotiable instruments owned by the Charter School may be sold before maturity, at the sole discretion of the Board so long as such withdrawals or sales are beneficial to PA Cyber and are permissible in accordance with applicable state and federal law. No commitment of the Board may be put in default at the time payment is properly and promptly due.

### Responsibility

All investment advisors or bidders shall verify in writing that they received a copy of this policy and the attendant procedures. Such written statement shall indicate that they have read and understood the policy, procedures, and all applicable statutes related to PA cyber investments, as well as their intent to comply fully with these requirements.

The designated individual responsible for investments shall report monthly to the board following:

- A. Amount of funds invested; return interest earned and received to date;
- B. Types and amounts of each investment in the interest rate on each;
- C. Transactions occurring since the last report;
- D. Names of the institutions where the investments are placed;
- E. Current market value of the funds invested as of the end of the month being reported; and,
- F. Other information required by the Board.

The Board shall require all investment advisors/bidders to submit annually any or all of the following:

- A. audited financial statements;
- B. proof of National Association of Securities Dealers certification;
- C. proof of state registration; and, d. proof of surety bonds.

### Disclosure

Designated officers and employees involved in the Charter School's investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.

### 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.

It shall be the responsibility the investment advisor and/ or bidders to maintain all necessary documents to permit independent audit of the Charter School's investments.

## Purpose

Proper school operation requires that adequate basic insurance programs be provided for the protection of Pennsylvania Cyber Charter School ("PA Cyber") employees

## Authority

The Board of Trustees ("Board") has the authority and responsibility to provide adequate insurance coverage to protect PA Cyber's interests. Such coverage shall be in accordance with the following guidelines:

Liability Insurance for PA Cyber shall include coverage for liability as a result of general liability, acts of employees including sexual abuse, educator's liability, corporal punishment, disputes with contractors, landlord and tenant difficulties, and errors and omissions of Board Members and administrators.

Travel Accident Insurance shall include coverage for Board Members while in the performance of their duties.

Health Care Insurance shall include coverage for hospital care for administrators and regularly employed persons, medical-surgical treatment for administrators and regularly employed persons, and major medical expenses for administrators and regularly employed persons.

Group Life Insurance shall include coverage for administrators and regularly employed persons.

In placing insurance, the Board shall be guided by the requirements of PA Cyber's Charter, service of the insurance agent and carrier, scope of coverage provided by policy, price of desired coverage, recommendations by various consultants utilized by the organization and assurance of coverage.

### Purpose

It is the purpose of the Board of Trustees (the "Board") to effect the prompt payment of bills but, at the same time, to ensure that due care has been taken in the review of such bills.

### Authority

Each bill or obligation of The Pennsylvania Cyber Charter School ("PA Cyber") must be fully itemized and verified by the CFO or his designee before a check can be drawn for its payment.

### Delegation of Responsibility

- A. It shall be the responsibility of the CFO or his designee, upon receipt of an invoice, to verify that the purchase invoice is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is in a classification for which the Board budgeted, and the invoice is for the amount contracted.
- B. Upon the approval of an order, the CFO or his designee shall prepare a check for payment and cancel the commitment placed against the appropriate account.
- C. No check shall be made out to cash and all checks shall be executed in accordance with the Bylaws and other financial policies.



### Authority

Employment of all permanent, temporary, and part-time Pennsylvania Cyber Charter School ("PA Cyber") personnel must be approved by the Board of Trustees ("Board"). Authorization to pay follows therefrom.

### Delegation of Responsibility

Actions by the Board to employ or re-employ shall include the name of the individual and the position title

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.

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy are required of all employees.

Salary or wages may be withheld for unapproved or excessive time off in accordance with Board policy by the Payroll Department with the approval of the Director of Employee Relations and HR Policy Administration to the extent permitted by applicable law.

### Purpose

The Pennsylvania Cyber Charter School ("PA Cyber"), receiving pupils who are residents of another school district, shall assess the per pupil allotment in accordance with the Pennsylvania School Code.

### Responsibility

It shall be the responsibility of PA Cyber's CEO or designee to invoice the per pupil allotment for students enrolled in PA Cyber. The Selected Expenditures per Average Daily Membership rates that a charter school must use when billing a resident school district are periodically posted and updated on the Pennsylvania Department of Education's website. Billings based upon such rates will be made in accordance with the Pennsylvania school code and invoice instructions promulgated by the Pennsylvania Department of Education.

## Purpose

Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.

## Authority

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") authorizes the establishment of petty cash funds in the care of the CEO or other administrators charged with the responsibility for the management and administration of budgetary allocations/ appropriations or to those serving in acting capacities.

## Delegation of Responsibility

Each responsible person shall ensure that petty cash funds are spent only for designated purposes for which the fund was 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 PA Cyber 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.

## Purpose

To ensure compliance with the Pennsylvania Prevailing Wage Act.

## Prevailing Wage Act

The Charter School Law requires Boards of Trustees of charter schools to comply with the Pennsylvania Prevailing Wage Act. This Act requires every public entity to ensure that the prevailing wage rates are paid to workers employed on any construction, reconstruction, demolition, alteration, or repair work in excess of \$25,000. The prevailing wages, as determined by the Department of Labor and Industry, must be incorporated into the bidding specifications and the final contract for any work that falls under the Pennsylvania Prevailing Wage Act.

## Definitions

- **Maintenance Work** means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased.
- **Public Work** means construction, reconstruction, demolition, alteration and/or repair work other than maintenance work, done under contract and paid for in whole or in part out of the public body's funds where estimated cost of total project is in excess of \$25,000. Note that this does not include work under a rehabilitation or manpower training program.

## Determining Whether the Prevailing Wage Act Applies

Whenever a project is to be undertaken that includes work on The Pennsylvania Cyber Charter School's ("PA Cyber") property, the administration of the Charter School shall determine whether the work qualifies as Public Work as defined by this policy before presenting the proposed project to the Board of Trustees of PA Cyber's approval. If in doubt, the administration shall seek an opinion from the Charter School's legal counsel.

## Obtaining the Prevailing Minimum Wage Rates

If the administration has determined that a project is subject to the Pennsylvania Prevailing Wage Act, before drafting public bidding specifications for the project, the administration will request a determination of the general prevailing minimum wage rates from the Department of Labor and Industry. Generally this will be done by completing the electronic form maintained on the Department of Labor and Industry's website. Once obtained from the Department of Labor and Industry, the prevailing minimum wage rates are good for one hundred twenty (120) days only. If the contract is not awarded within one hundred twenty (120) days from the determination rate, a new request must be submitted with the Department of Labor and Industry.

## Appealing the Prevailing Minimum Wage Rates

On receipt of the prevailing minimum wage rates from the Department of Labor and Industry, the administration shall immediately review the rates with the architect, construction manager, or other construction professional to determine if the rates are appropriate. If the rates do not appear to be appropriate, the administration shall instruct legal counsel for PA Cyber to file a petition to review the determination of the prevailing minimum wage rates with the Secretary of Labor and Industry. This must be done within ten (10) days of the issuance of the specifications for the particular contract.

Once the specifications are published, a potential bidder or union representatives may also file a challenge to the prevailing minimum wage rates issued for the project. If PA Cyber receives notice of a challenge, it will issue a notice telling all potential bidders that the prevailing minimum wage rates contained in the specifications have been challenged, and that the closing date for submission of bids will be extended until five days after the final determination by the Secretary of Labor and Industry of the prevailing minimum wage rates.

### Required Contract Provisions

The administration shall ensure that the general prevailing minimum wage rates (including contributions for employee benefits) obtained from the Department of Labor and Industry are contained in the specifications for any project that is subject to the Pennsylvania Prevailing Wage Act.

In addition, the specifications for a project should contain the form of the contract that will be signed with the prevailing bidder. In addition to the prevailing minimum wage rates, this contract must also include:

- A. A requirement that the workers shall be paid at least the prevailing minimum wage rates as determined by the Department of Labor and Industry;
- B. A requirement that the prevailing minimum wage rates apply to work performed both by the contractor and by any subcontractors hired by the contractor;
- C. A requirement that the contract inserted into each subcontract contains the same requirements with respect to the prevailing minimum wage as are included in the contractor's agreement with PA Cyber;
- D. A prohibition from contractor employing any workers on the project except for those for whom a prevailing minimum wage rate has been obtained. The contract will further provide that if the contractor must employ such an employee to complete the contracted work, that the contractor will notify PA Cyber, which will then obtain a determination of the prevailing minimum wage rate for the omitted trade.
- E. A requirement that the contractor and each of its subcontractors post for the entire period of construction the prevailing minimum wage rates obtained from the Department of Labor and Industry in a prominent and easily accessible place at the work site and at the places used to pay workers their wages. This posting shall contain at least the name of the project, the name of PA Cyber, the crafts and classifications of workers in the determination made by the Department of Labor and Industry, and the prevailing minimum wage rate for each craft and classification, and a statement advising workers that if they have been paid less than the prevailing minimum wage rate for their job classification or that the contractor or subcontractor is not complying with the Pennsylvania Prevailing Wage Act, they may file a protest in writing with the Secretary of Labor and Industry within 3 months of the date of the occurrence, objecting to the payment to a contractor to the extent of the amount due or to become due to them as wages for work performed on the public work project. Any changes in the prevailing minimum wage rate shall also be posted.
- F. A requirement that the contractor and subcontractors keep an accurate record showing the name, craft or classification, number of hours worked per day and the actual hourly rate of wage paid, including employee benefits, to each worker employed on the project. The contract shall require the contractor to include the deductions from each worker. The contract shall further require the contractor to keep the records for two (2) years from the date of payment, and it shall require the contractor to make the records available to PA Cyber or the Department of Labor and Industry on request.
- G. A requirement that apprentices shall be limited to numbers in accordance with a bona fide apprenticeship program registered with an approved by the Pennsylvania Apprenticeship and Training Council.

- H. A requirement that wages shall be paid without deductions except authorized deductions and that employers who are not parties to a contract requiring contributions to employee benefits which the Department of Labor and Industry has determined to be included in the prevailing minimum wage rate shall pay the monetary equivalent directly to the workers.
- I. A prohibition from paying workers on a lump sum basis, a piece work system, or a price certain for the completion of a certain amount of work regardless of the average hourly earnings that result from these payment methods.
- J. A requirement that the contractor and each of its subcontractors file a statement each week and a final statement at the conclusion of the work, under oath, on the form drafted by the Department of Labor and Industry, certifying that workers have been paid wages in strict conformity with the provisions of the contract as required by the Pennsylvania Prevailing Wage Act or if wages remain unpaid to set forth the amount of wages due and owing to each worker respectively.
- K. A provision allowing PA Cyber, if directed by the Secretary of Labor and Industry, to withhold the amount of unpaid wages for the benefit of the workers whose wages have not been paid and to pay those wages directly to the worker, and that payments made directly to workers under an order from the Secretary of Labor and Industry shall be treated as if they were payments made to the Contractor.
- L. A provision allowing PA Cyber to terminate the contract if the Secretary of Labor and Industry determines that the contractor has failed to comply with the Pennsylvania Prevailing Wage Act and directs PA Cyber to terminate the contract. An additional provision shall be included stating that in the event of a termination of the contract for failure to pay the prevailing minimum wage, regardless of any other provision of the contract, PA Cyber shall only be required to pay the contractor for work actually performed as of the date of termination for which the required wages were paid.

In addition, the contract shall incorporate, by reference, the provisions of the Pennsylvania Prevailing Wage Act and the Department of Labor and Industry's prevailing wage regulations.

### Requirements during the Project

During the course of the project, the administration of PA Cyber shall periodically check to ensure that the prevailing minimum wage rates are being posted in accordance with the Pennsylvania Prevailing Wage Act.

### Requirements before Final Payment

Before final payment is made to any contractor, the administration of PA Cyber will ensure that the final statement under oath from the contractor and each of its subcontractors has been received. If such a final statement has not been received, or if the statement shows that the prevailing minimum wage rates have not been paid, the administration will inform the Treasurer of PA Cyber, who shall withhold final payment to the contractor until a satisfactory statement is received.

However, if a contractor complies with the Pennsylvania Prevailing Wage Act but a subcontractor fails to do so, PA Cyber shall make the final payment to the contractor despite the subcontractor's failure to comply. If the contractor or subcontractor does not comply with the requirements of the Pennsylvania Prevailing Wage Act, the Treasurer will then inform the Secretary of Labor and Industry.

### Purpose

The Board of Trustees ("Board") recognizes its responsibility under law to insure the real and personal property of The Pennsylvania Cyber Charter School ("PA Cyber"), and has adopted this policy to ensure for Actual Cost Value and Replacement Cost.

### Authority

The Board has the authority and responsibility to provide adequate insurance coverage to protect PA Cyber's interest in its buildings and properties.

- A. Such coverage shall be in accordance with the following guidelines.
  1. Basic Fire Coverage shall include damage as a result of fire and lightning, windstorm and hail, explosion, sonic boom, vandalism and malicious mischief, riot and civil commotion, direct aircraft and vehicle damage, smoke, debris removal and sprinkler leakage.
  2. Board Perils Coverage shall include, in addition to the above, damage as a result of falling objects, weight of ice, snow and sleet, collapse of building, freezing of pipes, water damage, sprinkler leakage, glass breakage, theft of part of building, and debris removal.
  3. All Risk Coverage shall include, in addition to the above, all risk of direct physical damage of loss, debris removal and boiler and machinery insurance.
  4. In placing insurance, the Board shall be guided by service of the insurance agent, scope of coverage provided by policy, price of desired coverage and recommendations of the PSBA Insurance Trust, or similar association.

## Purpose

The Board of Trustees (the "Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognizes the importance of the right of the public to have access to the public records of PA Cyber. This includes public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the PA Cyber's independent auditor and the audit conducted by the Commonwealth's auditor general's office.

The Board also recognizes its obligation to represent the best interests of all of its constituents. Therefore, the Board will make the results of both PA Cyber's accountants' audit and the auditor general's audit available to the public at Charter School.

The Board believes that the three (3) available audits - local, state and federal - provide adequate safeguards for the public interest.



### Purpose

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 be made in a manner that ensures the best interests of The Pennsylvania Cyber Charter School ("PA Cyber" or "Charter School").

### Authority

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the CEO unless the contemplated purchase is for more than \$25,000, in which case, prior approval is required from the Board.

All purchase requests must be referred to the CEO or to his designee, who shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might already be available.

There shall be a reasonable effort made to obtain, in writing, at least three quotations from independent sources for the supplies, equipment or services desired whenever possible.

### Guidelines

Purchase requests shall be submitted on an approved requisition form. Upon the placement of a purchase order, the CEO designee shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

### Purpose

It is the purpose of this policy to establish financial supervision and controls for the administration of the various activities that involve The Pennsylvania Cyber Charter School ("PA Cyber") Special Purpose Funds.

### Authority

Student Body Funds are not part of PA Cyber funds but shall be supervised by the CEO, approved by the Board of Trustees ("Board"), and the CEO shall countersign all checks drawn upon them.

### Guidelines

- A. Funds of any PA Cyber student body organization may be deposited or invested in such banks whose accounts are insured by FDIC and approved by the Board.
- B. Funds collected shall be turned in to the student organization's custodian of the fund or to the CEO before the end of each school day to be safeguarded until they are deposited as soon thereafter as possible.
- C. The custodian of such funds shall furnish a bond in such amount and with surety as the Board may approve, conditioned upon the faithful performance of the duties as custodian.
- D. Records shall be maintained of the receipts and disbursements of all such funds in designated accounts according to the activity involved.
- E. Disbursements from such funds shall be made by check only upon the request of the authorized advisor and the approval of the custodian of the fund.
- F. All checks shall be signed by the person authorized to approve such disbursements.
- G. All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.
- H. No funds shall be expended without the approval of the faculty advisor of the organizations, a student representative of the organization and the CEO.
- I. A financial report of the condition of each Special Purpose Fund organization shall be submitted to the Board, no less than every other month.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognizes that individuals and organizations in the community may wish to contribute money, supplies or equipment to enhance or extend the instructional program. This policy is intended to establish guidelines and procedures for such gifts.

### Gifts

- A. The Board has the authority to accept such gifts and donations as may be made to PA Cyber. The Board may authorize that the CEO or his designee be authorized to accept gifts of cash or property valued up to \$5,000.00. Gifts exceeding \$5,000.00 shall be accepted by the Board.
- B. The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of PA Cyber.
- C. Any gift accepted by the Board, or its designee, shall become the property of PA Cyber, and may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of PA Cyber.
- D. In the case of gifts, or donations by or through a Parent Advisory Council, the Board is authorized to approve receipt upon certification by the CEO that the property is appropriate to PA Cyber's purposes and needs. At the close of each school term, the CEO shall submit to the Board a detailed statement of these gifts and donations.
- E. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.
- F. The Board will make every effort to honor the intent of the donor in its use of the gift so long as the intent of the gift is consistent with the purpose of PA Cyber, but reserves the right to utilize any gift it accepts in the best interest of the educational program of PA Cyber.
- G. In no case shall acceptance of a gift be considered to be an endorsement by PA Cyber of a commercial product or business enterprise or institution of learning.

### Delegation of Responsibility

The CEO and the Board shall provide potential donors with a description of acceptable gifts/ donations to PA Cyber. All such gifts/ donations shall be recorded in the appropriate inventory listing and property records. Such statement shall be audited in accordance with all financial records/statements of PA Cyber.

### General District Wide Expectations

The Pennsylvania Cyber Charter School agrees to implement the following requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this District Wide Parent/Family Engagement Policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two- way, and meaningful communication involving student academic learning and other 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 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 section 1118 of the ESEA.*

The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

### Implement District Wide Required Components

1. The Pennsylvania Cyber Charter School will take the following actions to involve parents in the joint development of its district wide parent/family engagement plan under section 1112 of the ESEA:
  - Annual Parent Title I Meetings to inform parents of their participation in Title I, the Title I involvement requirements and their rights to be involved.

- Review and revise school-parent compact with parents and school staff annually.
  - Provide all parents with a copy of the district/LEA parent/family engagement policy each year.
  - Have Parents participate in an annual parent involvement survey.
2. The Pennsylvania Cyber Charter School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
- Develop a Parent Advisory Council.
  - Annually meet with school staff and the Parent Advisory Council to review and update the parent/family engagement policy and parent compact.
  - Review parent involvement survey results with school staff and the Parent Advisory Council and use the results to revise the parental programs
3. The Pennsylvania Cyber Charter School will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- Work with the Federal Programs and Academic Departments to ensure that the school is providing necessary learning tools and educational programs in accordance with guidelines of Title I Part A and ESSA.
  - Meetings between invited parents, administration and staff for professional development needs and training to provide most effective teaching tools and resources to increase student achievement. Discussion to include PSSA, Keystone, and local assessment data and results.
4. The Pennsylvania Cyber Charter School, to the extent feasible and appropriate, will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs by:
- Inviting program members to participate in parent meetings held during the school year.
  - Inviting program members to participate in professional development activities.
  - Organizing and participating in joint transition-related training of school staff, Head Start staff and other early childhood development programs.
  - Conducting meetings involving parents and programs participants to discuss development and assessments needs of individual children.
5. The Pennsylvania Cyber Charter School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent/family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (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 school district will use the findings of the evaluation about its parent/family engagement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parent/family engagement policies
- Work with the Parent Advisory Council.
  - The Federal Programs, Curriculum, and Academic Departments will enhance the alignment of current curriculum with developed Title I Programs. The catalyst for integration will be innovative

technology to assist the needs of all children.

- The Program/Policy will be evaluated initially by Federal Programs, Academic Departments, and Senior Administrators on meeting the needs of all students, with concentrations in the areas of reading, writing, speaking, listening and mathematics.
  - Program/policy evaluation findings will be shared with parents via meetings, surveys, and other means of communication to work collectively to update and improve policies as needed.
6. The Pennsylvania Cyber Charter School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, the State's academic content standards,
- the State's student academic achievement standards,
  - the State and local academic assessments including alternate assessments,
  - the requirements of Part A,
  - how to monitor their child's progress, and
  - how to work with educators:

By undertaking the actions described here:

- Provide assistance to Title I parents as appropriate in understanding standards, state and local assessments, the requirements of Part A, monitoring a child's progress and working with educators by conducting workshops at host locations such as Intermediates, PA Cyber Host Sites, enlistment of County and State Parent Advisory Committees and Workshops.
  - Provide parents with PDE websites and Department of Ed websites specific to academic standards, assessments, ESSA, and Title I Part A.
  - Organize and participate in joint transition-related training of school staff, Head Start staff and other early childhood development programs.
  - Conduct meetings involving parents and programs participants to discuss development and assessments needs of individual children
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
- Providing parents with a Parent Resource Center.
  - To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with home instruction programs, and training to support needs of children.
  - Having parent activities at a variety of times throughout the day to meet the needs of parents.

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Annual Parent Title I Meetings to inform parents of their participation in Title I, the Title I involvement requirements and their rights to be involved.
  - Additional meetings that are devoted specifically to addressing an understanding of academic standards, assessment, enrichment and remediation for parents to support their children.
  - Communicate to parents updates and changes to Federal and State policies, assessments and mandates of ESSA.
  - Jointly with parents, review school-parent compact outlining how parents, the entire school staff and students share in the responsibility for improved student achievement.
  - Staff Professional Development.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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, by:
- Inviting program members to participate in parent meetings held during the school year.
  - Inviting program members to participate in professional development activities
  - Organizing and participating in joint transition-related training of school staff, Head Start staff and other early childhood development programs.
  - Conducting meetings involving parents and programs participants to discuss development and assessments needs of individual children.
- E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Mailings
  - Random phone call reminders
  - Emails
  - Postings on PA Cyber's instructional platform

### Discretionary District Wide Components

- Adopting and implementing model approaches to improving parental involvement;
- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;

- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.



### Purpose

The Pennsylvania Cyber Charter School ("PA Cyber") recognizes its responsibility for the support and improvement of the educational program. To this purpose, the curriculum shall be developed and evaluated on a continuing basis in accordance with the best in educational theory and practice and, in accordance with Chapter 4 of Title 22 of the Pennsylvania Code, as to Academic Standards and Assessments and/ or any regulations promulgated thereafter.

### Definition

Curriculum shall be defined as all planned learning activities of PA Cyber, such as courses of study, subjects, class organization, and evaluation of student achievement. It shall include the provisions of applicable state law as well as subjects and procedures within the discretionary powers of the Board of Trustees ("Board").

### Delegation of Responsibility

The Board directs that:

- A. No course of study shall be taught at PA Cyber unless it has been reviewed by the Board and determined to be in accordance with the grant of Charter. If a change is determined to be warranted, the Pennsylvania Department of Education shall be duly notified before any change in curriculum is made consistent with the provisions of the grant of Charter.
- B. A course of study is to be prepared for each curriculum area. This course of study shall contain objectives, subject content, basic instructional activities, references to approved instructional materials, and procedures for evaluation of student achievement.
- C. Staff shall use the course of study in planning instruction and judging student progress.
- D. The course of study shall be available for public examination.
- E. The CEO shall be responsible for the continuous evaluation of the effectiveness of each course of study and shall recommend to the Board such revisions or new courses of study deemed to be in the best interests of the students.
- F. The CEO's recommendation to the Board shall include the following information about the proposed course of study:
  1. Its applicability to students and an enumeration of the group of students to be affected by it.
  2. Its description and content, including the instructional method where such method departs significantly from current practice and *is* an integral part of the course of study.
  3. Its rationale in terms of the goals of PA Cyber, especially when it is proposed to take the place of an existing course of study.
  4. The resources that its implementation will require: textbooks, materials, equipment, specially trained personnel.
  5. The evaluative methods and standards by which its efficacy will be monitored and measured.
- G. With prior approval, the CEO may conduct pilot programs considered necessary for the continued growth of the instructional program and is authorized to seek State, federal, and private aid for such programs.
- H. The Board is committed to the support of a full range of educational programs to meet the individual needs

of its students. These commitments include, but are not limited to, state mandated programs in basic academic subjects, special education for the handicapped/ disabled, guidance counseling, instruction for the homebound, independent study, and summer school for remedial and/ or enrichment.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") directs the CEO to develop and implement a systematic short-range and long range plan for the continuing qualitative assessment of the progress of the educational program toward the goals established by the Board. To this end, the CEO shall recommend such tests and methods as may be indicated by generally accepted professional practice and best professional judgment.

### Authority

The Board reserves the right to review tests and to approve those which serve a legitimate purpose without infringing upon the personal rights of the students or their parents. The results of any evaluation may be released by the CEO employing school data, but such data may not be traceable to individuals.

### Delegation of Responsibility

The CEO shall be responsible for a plan and procedure for an evaluation of the educational program.

### Purpose

The Board of Trustees ("Board") believe that the goals and objectives of The Pennsylvania Cyber Charter School ("PA Cyber") are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular or required curricular program.

### Definition

For purposes of this policy, "11 extracurricular 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 conducted wholly or partly outside the regular school day, contribute to attainment of PA Cyber objectives and be available to all students who voluntarily elect to participate, subject to the eligibility requirements of this policy.

### Delegation of Responsibility

- A. The CEO shall be responsible for the development and administration of extracurricular activities.
- B. Any extracurricular activity shall be considered to be under the sponsorship of PA Cyber when it has been recommended by the CEO and approved by the Board.

### Authority

- A. Interscholastic activities shall not be scheduled to conflict with any educational activity necessary for meeting the requirements of the officially approved curriculum.
- B. Any extracurricular activity shall be considered to be under the sponsorship of PA Cyber when it has been recommended by the CEO and approved by the Board.
- C. PA Cyber shall maintain the program of extracurricular activities at no cost to participating students, except that PA Cyber's responsibility for the provision of supplies shall have the same exemptions as those listed in PA Cyber's policy on regular school supplies. Students may be required to assume all or part of the costs of travel and attendance at extracurricular events and trips. Financial obligations shall not prevent a student from participating in an extracurricular activity for which he/ she otherwise is entitled to join.
- D. Under charter school law, students are eligible to participate in the extracurricular activities of their school district of residence. School districts cannot limit participation of PA Cyber students in extracurricular activities on the basis that the activity is "full" with school district students. PA Cyber students must be given an equal opportunity to compete for "spaces" in extracurricular activities. School districts are not required to provide transportation for a PA Cyber student to or from the extracurricular activity. There may be additional requirements that the district of residence and PA Cyber need to consider if the student participating or seeking to participate in extracurricular activities is a student with a disability.
- E. The resident school district may charge PA Cyber for PA Cyber student participation in extracurricular activities since these costs were part of the per-pupil payment that is paid to PA Cyber. This fee is on a "cost basis." This means the resident school district will neither lose nor make money. This will be determined by the school district using the expenses of each activity, including coach or director, uniforms, transportation and miscellaneous cost developing policies to establish which school building PA Cyber students may participate in extracurricular activities.
- F. Disputes regarding a PA Cyber student's participation in the school district's extracurricular activities should

be resolved between the school district and PA Cyber.

### Eligibility Requirements

This policy mandates that students achieve minimum levels of academic and behavioral performance in order to participate in extracurricular activities. The students participating in extracurricular activities will have earned that opportunity through their educational progress and citizenship as well as their physical skills and artistic or other talents.

### Standards

#### A. Behavior

1. Any student may be prohibited from participation in any extracurricular activity at the direction of the CEO if the student violates the attendance, citizenship, or behavior standards of PA Cyber in accordance with the Student Code of Conduct.

Additionally, PA Cyber's Code of Conduct for Students remains in effect and is enforceable in relation to all clubs and activities.

- #### B. All students in grades 3 and 5 must achieve basic or better in PSSA in order to participate in extracurricular activities with exceptions for students with IEPs and/ or Section 504 Plans who will be measured in accordance with the accommodations/modifications for testing set forth in their respective IEPs or 504 Plans. Students failing to meet these criteria may participate providing they:

1. Participate in a mandatory support/remediation program; and
2. Submit a weekly report to the sponsor certifying that the student has performed work in all classes.

#### C. Academic

1. All students in grades 5 and 6 are eligible to participate in extracurricular activities until the end of the second report period. From the end of the second report period forward, the academic eligibility provisions for students in grades 5 through 6 apply.
2. For students in grade 5 through 6, failures in two (2) or more subjects which meet five (5) periods a week shall result in the student being declared ineligible for participation in extracurricular activities.
3. Summer School- For purposes of determining academic eligibility, the mark earned in summer school shall replace the subject failure. The value of the summer school mark shall be used to calculate the grade point average of the student.
4. These standards apply to all students in grades 5 and 6 who are participating in extracurricular activities including students in both regular and special education classes, as modified by IEP Goals and/ or 504 Plans in the latter case.
5. For a student transferring into PA Cyber, eligibility will be determined by the last marking period of the school the student last attended. If such marks are unobtainable, the student may participate in extracurricular activities until future eligibility is determined by the results of the first marking period in the new school.
6. It is the responsibility of the sponsor of any activity to be familiar with the eligibility policies listed above and to monitor his or her activity to assure adherence to the policies. Before a student is permitted to participate in any extracurricular activity, the sponsor must ensure that only students

meeting eligibility criteria are, in fact, participants.

7. All coaches and sponsors are required to report to the CEO or designee, necessary participant information on a timely basis. This information is critical to complete an accurate student accounting of participation in extracurricular activities.
8. A student's parent(s) may appeal an eligibility ruling by a sponsor to the CEO.

#### D. Attendance

Any student having three (3) or more unexcused absences or lateness during the prior report card period shall be ineligible for extracurricular activities. Further, any student absent from school shall be ineligible for participation in any after school extracurricular activity on that date of the absence.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognize that field trips, when used for teaching and learning, provide educationally sound and important enhancements to the instructional program. A field trip is any planned journey for one or more students away from PA Cyber premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

### Procedure

Field Trip Requests for the upcoming school year should be presented for approval to the CEO three (3) months prior to planned date of the field trip.

Whenever it is determined that the health, safety or welfare of those who are traveling might be adversely affected, the CEO and Board reserve the right to withdraw approval for participation in the trip. PA Cyber will assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the CEO or Board withdraws its approval. The withdrawal of approval will not be arbitrary.

The staff will be notified of the approval or disapproval of a Field Trip Request in a timely fashion. This process works best when deadlines for submitting requests are adhered to.

### Authority

Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations. PA Cyber staff act as a sponsor or assistant for an officially approved school activity under school guidelines during instructional hours.

The Board does not endorse, support or assume responsibility in any way for any staff member of PA Cyber that takes students on trips or solicits students for trips not approved by the Board or CEO.

### Guidelines

- A. All Field Trips must be recommended to the CEO for approval. Completed plans must be submitted to the CEO for final approval no later than three (3) weeks prior to the trip.
- B. All trips taken during regular school hours on days scheduled for instruction must have a verifiable educational purpose directly related to current study. Field trips are intended to enrich and extend the curriculum. They should not be used as an incentive or reward.
- C. All trips must provide for adequate rest, nutritious and timely meals, and reasonable hours of departure and return. Provision for student health and safety should be clearly stated in the Field Trip Request form.
- D. Advance arrangements for eating, transportation, and health safeguards for carrying out the itinerary must be confirmed for each participant making the trip. Parents and students should agree in advance on the recommended amount of spending money, if any, each student will have. Please note that visiting souvenir shops is not part of itineraries for field trips. A detailed, approved, itemized itinerary must be left on file in the school office along with a list of addresses and telephone numbers where students and adults on the trip may be reached in case of an emergency. The final written plans will include the roster of participants for the trip and must be approved in writing by the CEO.
- E. All trip itineraries should avoid planned non-supervised time. Chaperones must assume responsibility for

students throughout the entire trip. A teacher/ sponsor shall not change an approved itinerary while the trip is in progress, except where the health, safety or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. If there is any necessary deviation from the established itinerary and/ or time schedule, affecting either the entire group or any member of the group, the individual in charge of the trip should use a pre-determined system for notifying parents and the CEO of the change immediately.

- F. Students and parents should be prepared and informed as to the purpose of the trip, what to look for when they arrive, itinerary, and specific expectations and goals for student learning.
- G. Teachers should remind students that their manners and behavior reflect upon the image of PA Cyber and that the School Code of Conduct is applicable to actions of students on field trips away from PA Cyber premises.
- H. Signed parental permission forms and medication and emergency treatment forms for each student are required before a student may attend a field trip.
- I. Each trip shall be properly monitored and supervised. All adult parent chaperones must have full child abuse, criminal and FBI clearances on file with PA Cyber prior to being permitted to accompany students on a field trip.
- J. In the event of an emergency situation, the teacher/sponsor(s) is responsible for notifying the CEO by telephone as soon as possible.
- K. Students are expected to travel to and from the field trip with the staff responsible for the trip. Student travel by any other means is considered not under school jurisdiction and the Board assumes no liability for students who are for any reason transported by parents or in private cars.



## Purpose

The Board of Trustees (“Board”) of The Pennsylvania Cyber Charter School (“PA Cyber”) 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 PA Cyber 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.

Every member of the Board is qualified and authorized to serve as a hearing examiner.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") to the extent of its resources, shall support PA Cyber's educational programs with the best available books and instructional materials.

### Definition

Textbooks, library books, and instructional materials are those approved by the Board, obtained as a result of an official selection procedure and made accessible for student use.

### Responsibility

The Chief Executive Officer (CEO) shall develop a procedure for the selection of books and materials and make recommendations for Board approval.

### Selection Guidelines

- A. A formally defined selection procedure shall be established and made known to staff and community.
- B. Content of titles selected shall be in accordance with professional criteria of validity, democratic consideration of respect for all people, adherence to the adopted curriculum, and the abilities and maturity of the student user.
- C. Wherever possible, materials shall represent the many religious, racial, ethnic, and cultural groups and their contribution to the heritage of the United States.
- D. Examination of available offerings shall be made by professional staff who<sup>1</sup> if advisable, may consult with non-school representatives.
- E. Each selected work shall be factually accurate and possess literary or artistic value.
- F. In textbooks where controversial issues are discussed, opposing viewpoints shall be presented.
- G. A listing of all approved books and instructional materials shall be prepared for use by staff and available for public examination.
- H. Inventories shall be maintained to assist in requisitioning.
- I. Wherever possible, use of textbooks for home study shall be encouraged.
- J. All students shall be held accountable for damage or loss of such books or materials in accordance with procedures developed by the CEO.
- K. No student shall be denied use of required books or materials because of financial need.

## Purpose

The Board of Trustees (“Board”) declares it to be the policy of The Pennsylvania Cyber Charter School (“PA Cyber”) to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in PA Cyber regardless of race, sex, color, religion, sexual orientation, national origin, ancestry, handicap or any other class protected by applicable federal or state laws.

## Authority

In order to achieve this purpose, the Board directs the CEO to assume the responsibility of coordinating all compliance activities.

## Responsibility

It shall be the duty of the CEO to:

- A. Review current and proposed curriculum guides and textbooks to detect any bias regarding race, sex, color, religion, sexual orientation, national origin, ancestry or handicap; ascertaining whether instructional or supplemental materials fairly depict the contribution of both sexes and the various races, ethnic groups and the like towards the development of human society.
- B. Develop an ongoing program of in-service education for school personnel designed to identify and solve problems of racial, sexual, sexual orientation, religious, national or cultural bias in all aspects of PA Cyber’s program.
- C. Review current and proposed programs, activities and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, sex, sexual orientation, or national origin in any duty, work, play, classroom or school practice except as may be permitted under State regulations.
- D. Ensure that tests, procedures or guidance and counseling materials, which are designed to evaluate student progress or rate aptitudes or analyze personality, establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, sex, sexual orientation, national origin or any other legally protected class.

## Implementation

It shall be the duty of the administrators to ensure that:

- A. All employees and students deal fairly and courteously with one another to ensure an educational environment free of intimidation and harassment. Ethnic, racist or sexist slurs or other personal derogation are offensive and unacceptable behavior. Sexual harassment is also a form of unlawful and unacceptable sexual discrimination and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- B. Any employee or student who violates the policy against student harassment commits misconduct for which appropriate discipline may be imposed, up to and including termination for employees and expulsion for students.
- C. Any student who believes he/she has been subjected to unlawful discrimination or harassment or that he/she is subject to a racially or sexually hostile environment should make a complaint to his/her administrator.

## Evaluation

The CEO shall report annually to the Board on progress made in the program for school and classroom practices.

## Religious Beliefs and Customs

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

No religious belief or non-belief should be promoted by The Pennsylvania Cyber Charter School ("PA Cyber") or its employees, and none should be disparaged. Instead, PA Cyber should encourage all students and staff members to appreciate and be tolerant of each other's religious views. PA Cyber should foster understanding and mutual respect among diverse students and parents.

In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs or cultural beliefs unless there are clear issues of law and/ or overriding concerns that would prevent such excuse. The Chief Executive Officer ("CEO") will be in charge of making this determination.

## Response of Charter School, as Non-Party, to Subpoena, Custody and/or Protection from Abuse Orders

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

In situations when The Pennsylvania Cyber Charter School ("PA Cyber") is not party to a legal proceeding but PA Cyber's records custodian or other employee is served with a subpoena to testify and/ or produce confidential student records at an administrative, civil or criminal proceeding and/ or is requested to comply with a custody and/ or protection from abuse order, PA Cyber's Board of Trustees ("Board") sets forth the following guidelines:

- A. PA Cyber records custodian/employee served with any such subpoena or order shall immediately notify the CEO of service of same and in turn, the CEO shall immediately provide legal counsel with a copy of the document at issue in order to enable PA Cyber to comply or to object in a timely manner.
- B. No student records shall be disclosed by PA Cyber nor shall testimony be given without review by legal counsel of the subpoena and/ or court order to determine if proper service has been accomplished and that steps have been taken to comply with the Family Educational Rights and Privacy Act ("FERPA"), which provides certain protections to confidential student information.
- C. Legal counsel must determine if the subpoena or court order seeks information or testimony unrelated to the proceeding, in order to file a motion to quash or modify, or in the case of testimony, to submit written objections. If counsel determines that there are concerns about whether any/ all of the student records should be disclosed, a motion for a protective order may be filed asking the judge to review the records to determine the extent and/ or terms of disclosure. Lastly, counsel may advise compliance, but pursuant to FERPA, PA Cyber shall first make a reasonable effort to notify the parents/ guardians of the student at issue or the student, if eighteen years or older to obtain written permission to release student records and/ or to testify to contents of student records and/ or confidential information known by PA Cyber employee. FERPA also requires PA Cyber to keep a record of any student records which it discloses.
- D. Generally, PA Cyber will be responsible for those student records for which it has "possession, custody or control." "Possession" means actual physical possession and "custody and control" means that the employee served has the right to obtain the records upon request.
- E. No confidential student records shall be released in advance of the proceeding unless the parents/ guardians or student consent to such disclosure as FERPA requires that such persons shall have the opportunity to first object to such disclosure.
- F. In the case of a court order setting forth terms of custody and/ or protection from abuse, a charter school shall only abide by the terms of the document, if it is signed by a judge and no other conflicting order is already in the student file. In case of conflict, the Charter School shall abide by the court signed order with the most current date.
- G. In the absence of an officially signed court order, PA Cyber shall assume that both parents have legal custody until/unless either parent presents the Charter School with an order revoking or modifying physical and/ or legal custody or a protection from abuse order.
- H. In the event that the PA Cyber is presented with a valid protection from abuse order or order terminating legal custody related to a PA Cyber student, the PA Cyber may notify the police in the event that PA Cyber employees are contacted by the subject of the order regarding the student or in the event the parent/ guardian who is the subject of a protection from abuse order comes to and/ or on the PA Cyber facility/ grounds.
- I. The Parent/Student Handbook shall contain a provision which advises parents/ guardians that it is the policy of the PA Cyber not to accommodate parental requests related to custody/ domestic matters absent a validly issued court order or subpoena.
- J. PA Cyber may not require a custody order or agreement as a condition of enrollment in any circumstances other than:

## Response of Charter School, as Non-Party, to Subpoena, Custody and/or Protection from Abuse Orders

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

1. If the parent enrolling the child is relying on a court order or custody agreement as the basis for enrolling the child; or
2. If the resident is seeking to enroll the child under 24 P.S. §1302(a) (1), which requires "appropriate legal documentation to show dependency or guardianship." However, such order or agreement cannot be required if a "sworn statement", as set forth in this section of the PA Public School Code is completed and provided to PA Cyber.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognizes that the preparation of a calendar is necessary for the efficient operation of PA Cyber.

### Authority

The Board shall determine annually the days and the hours when PA Cyber shall be in session for instructional purposes in accordance with State law. Such school calendar shall normally consist of 180 days for students.

### Delegation of Responsibility

The CEO shall prepare a school calendar for Board consideration, annually.



### Purpose

The Board of Trustees of The Pennsylvania Cyber Charter School ("PA Cyber") adopts this Policy regarding Service Animals in School in accordance with applicable provisions of: Title II of the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, and its implementing regulations at Section 28 C.F.R. Part 35. Additionally, this Policy addresses requirements and considerations regarding service animals under applicable provisions and implementing regulations of Section 504 of the Rehabilitation Act (Section 504), 29 U.S.C. § 794; and applicable provisions and implementing regulations of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), 20 U.S.C. § 1400.

### Service Animals Defined under the ADA

Pursuant to Section 28 C.F.R. § 35.104, a Service Animal is defined as: any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to:

- A. assisting individuals who are blind or have low vision with navigation and other tasks,
- B. alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- C. providing non-violent protection or rescue work,
- D. pulling a wheelchair,
- E. assisting an individual during a seizure,
- F. alerting individuals to the presence of allergens,
- G. retrieving items such as medicine or the telephone,
- H. providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- I. helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

### Service Animals in School

Pursuant to Section 28 C.F.R. § 35.106: a public entity shall make information regarding services, programs or activities applicable to applicants, participants, beneficiaries and other interested persons, in such a manner as to apprise such persons of the protections against discrimination assured them.

Generally, PA Cyber will modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability. The term "disability" is defined under Section 28 C.F.R. § 35.104.

Exceptions: The Charter School may ask an individual with a disability to remove a service animal from the premises if:

- A. The animal is out of control and the animal's handler does not take effective action to control it; or
- B. The animal is not housebroken.

28 C.F.R. § 35.136(b).

If PA Cyber properly excludes a service animal under § 35.136(b), the CEO shall give the individual with a disability the opportunity to obtain services and accommodations without having the service animal on the premises. 28 C.F.R. § 35.136(c).

A service animal must be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). 28 C.F.R. § 35.136(d).

PA Cyber is not responsible for the care or supervision of a service animal. 28 C.F.R. § 35.136(e).

PA Cyber shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal:

- A. PA Cyber may ask if the animal is required because of a disability; and
- B. What work or task the animal has been trained to perform.

For a service animal, PA Cyber shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Generally, PA Cyber may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). 28 C.F.R. § 35.136(f).

## Direct and Immediate Threats

PA Cyber reserves the right to exclude an individual if that individual presents a direct and immediate threat to others in the building or school. 28 C.F.R. § 35.139(a). To make this determination, PA Cyber will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk. 28 C.F.R. § 35.139(b). PA Cyber will not rely solely on speculation, stereotypes or generalizations about individuals with disabilities. 28 C.F.R. § 35.130(h).

## Access to Areas

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a place of public accommodation where members of the public, program participants, clients, customers, patrons, or invitees, as relevant, are allowed to go. 28 C.F.R. § 35.136(g).

PA Cyber shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If PA Cyber normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal. 28 C.F.R. § 35.136(h).

## Miniature Horses

PA Cyber shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability only if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, PA Cyber shall consider--

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Other requirements which apply to service animals pursuant to this policy and applicable federal regulations shall also apply to miniature horses. 28 C.F.R. § 35.136(i).

The CEO or his/her designee is directed to inform the Board of any new requirements regarding service animals and to develop and implement any procedures that may be necessary to effectuate this policy.

The CEO will seek and obtain any necessary or required trainings relative to effectuating this policy and that address issues with regard to service animals and safety including any training regarding the proper way to interact with service animal in the school setting.

## Students with Disabilities

In addition to the requirements and parameters regarding service animals above, the decision as to whether to allow an animal in school for a student with a disability under Section 504 or IDEA, even if that animal does not meet the definition of a "service animal" shall be made on a case by case basis in accordance with applicable state and/or federal laws and regulations, including applicable sections of Section 504 and/or IDEA and ADA.

The parent or guardian of a student with a disability, who believes that an animal is necessary to ensure a free and appropriate public education to the student, is directed to notify the CEO or the Student's IEP team or Section 504 team in accordance with applicable state and federal laws and regulations and in accordance with this policy.

Such a request for an animal in school shall be evaluated and made in accordance with applicable state and federal laws and regulations, including: ADA, Section 504, IDEA and/or Chapter 711 of Title 22 of the Pennsylvania Code.

In an effort to fully understand the scope of the request and need, PA Cyber reserves all rights applicable under Section 504 and/or IDEA to request documentation and/or relevant information regarding such requests, to the extent those rights are not specifically precluded by other applicable regulations.

### Purpose

The Board of Trustees ("Board") encourages and provides equal access to the formation of student clubs and activities that promote the educational mission of the Pennsylvania Cyber Charter School ("PA Cyber") and enhance the social and educational experience of its students.

This policy is intended to: (1) identify curriculum-related clubs and their parameters; (2) identify non-curriculum-related clubs and their parameters; (3) identify non-school-sponsored clubs; and (4) set forth basic procedures for the recognition and operation of student clubs and activities.

### Curriculum-Related Clubs or Activities

A student club or activity is considered to be curriculum-related if any one of the following criteria are met:

- A. The subject matter of the group is actually taught or will soon be taught in a regularly offered course;
- B. The subject matter of the group concerns the body of the course as a whole;
- C. Participation in the group is required for a particular course; or
- D. Participation in the group results in academic credit.

Administration is responsible for creating and maintaining for distribution a list of curriculum-related student clubs and activities that meet one of the above-criteria.

If a student wishes the Board to recognize a club or activity as a curriculum-related club or activity, he or she shall seek a faculty sponsor/mentor, who will make written application to Administration setting forth how the proposed club or activity meets one of the above-stated (4) four criteria. Administration will then refer the written application to the Board with a recommendation with respect to recognizing the proposed student club or activity as curriculum-related. Upon receipt of the recommendation, the Board shall make a decision whether to recognize the club as curriculum-related club or activity.

If the student club or activity is approved as a curriculum-related club or activity, at the discretion of Administration, the student club or activity may meet during normal school hours at the time and location approved in advance by Administration.

Each curriculum-related student club or activity shall be organized and operated with the assistance and under the supervision of the PA Cyber faculty sponsor/mentor, who shall be approved in advance by Administration and who shall supervise and assist with the club's/activity's operations.

The PA Cyber faculty sponsor/mentor shall file with Administration whatever reports Administration deems necessary and appropriate with respect to the operation of the club or activity and in particular with respect to meeting the above-stated criteria.

### Non-Curriculum-Related Student Clubs or Activities

These are clubs and activities that are related to the educational mission of PA Cyber but which do not qualify as curriculum-related clubs or activities.

Administration is responsible for creating and maintaining a list of non-curriculum-related student clubs or activities for distribution.

If a student wishes the Board to recognize a club or activity as a non-curriculum-related club or activity, he or she shall seek a faculty sponsor/mentor, who will make written application to Administration setting forth how the

proposed club or activity meets one of the above-stated (4) four criteria. Administration will then refer the written application to the Board with a recommendation with respect to recognizing the proposed student club or activity as non-curriculum-related. Upon receipt of the recommendation, the Board shall make a decision whether to recognize the club as a non-curriculum-related club or activity.

Each club or activity approved by the Board shall have a PA Cyber faculty sponsor approved by Administration who shall supervise and assist with the club's/activity's operations.

All meetings shall take place before school or after school during non-instructional hours at a time and location approved in advance by Administration.

### Non-Approved School Clubs or Activities

These are clubs or activities which do not meet the requirements set forth above and which have not been given Board approval.

These are not clubs or activities that will be endorsed by PA Cyber and Administration may endorse announcements with the following: "PA Cyber does not recognize this as a school-sponsored activity or club and PA Cyber does not endorse the views of the club or activity or of its participants."

Nonetheless, 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 and Administration is directed to comply with applicable federal and state laws regarding student expression, assembly and speech.

### General Requirements for All Student Clubs and Activities

All meetings shall be voluntary and student-initiated. A PA Cyber faculty member pre-approved by Administration must be present for meetings or activities.

Students shall not be denied access to a student club or activity or to the formation of a student club or activity on the basis of race, sex, color, religion, sexual orientation, national origin or disability or for any other legally protected reason.

No meeting or activity may include or endorse any conduct which is unlawful or which materially or substantially interferes with the orderly conduct, education or activities within PA Cyber.

PA Cyber's Code of Conduct for Students and Faculty remain in effect and are enforceable in relation to all clubs and activities.

Students may only invite outside speakers to meetings with approval from Administration. Such outside speakers may not be in regular attendance at the meetings or control the meetings or activities of the group and may be required to provide proof of criminal history and child abuse clearances.

All groups shall be allowed the opportunity to announce such meetings by means of posters, bulletin boards, public announcements, student newspaper(s), school website, etc. so long as prior approval is given by Administration.

Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials.

Students are required to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

Bulletin boards must conform to the following:

- A. Administration has the authority to restrict the use of certain bulletin boards.
- B. Bulletin board space should be provided by Administration for the use of students and student organizations.
- C. Administration may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

Administration may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

No monies may be collected, solicited or disbursed in connection with any student club or activity without prior permission of Administration or, where appropriate, the Board.

Student travel in connection with any club or activity must be pre-approved by the Board.

Administration is directed to implement procedures and create forms to carry out this policy. Administration is directed to consult with the school nurse regarding any medical forms that may be warranted.

### Reservation of Right to Terminate

The Board reserves the right to terminate its recognition of any student club or activity.

## Application for Curriculum-Related Clubs or Activities

1. Name of Applicant:
  
2. Name of Organization:
  
3. General purpose for the club or activity:
  
4. Names of student officers or organizing students:
  
5. Name of Faculty Sponsor/Mentor\*:
  
6. Proposed schedule of meetings and activities and location:
  
7. Does the club meet one of the following criteria? In addition, if the club or activity meets criteria b., please state the basis for your conclusion:
  - a. The subject matter of the group is actually taught or will soon be taught in a regularly offered course. (Yes) (No)
  
  - b. The subject matter of the group concerns the body of the course as a whole. (Yes) (No)  
Explanation:
  
  - c. Participation in the group is required for a particular course (Yes) (No)
  
  - d. Participation in the group results in academic credit. (Yes) (No)
  
8. The applicant has read and fully understands PA Cyber's Student Clubs and Activities Policy and regulations. The club or activity shall comply with and abide by the Policy and regulations.

9. The applicant and the club or activity recognize that PA Cyber reserves the right to terminate the curriculum-related club or activity.

---

Signature of Faculty Sponsor/Mentor (Applicant)

---

Signature of Student

---

Administration Endorsement (Yes) (No)

---

Board Secretary  
Board Approval (Yes) (No)

*\*The Faculty Sponsor/Mentor is subject to the pre-approval of the CEO.*



## Application for Non-Curriculum-Related Clubs or Activities

1. Name of Applicant:
2. Name of Organization:
3. General purpose for the club or activity:
4. Names of student officers or organizing students:
5. Name of Faculty Sponsor/Mentor\*:
6. Proposed schedule of meetings and activities and location\*\*:
7. Are you requesting that this club or activity be school sponsored? (Yes) (No)

If you are requesting that the club or activity be school sponsored, please set forth below the reasons in support of your request:

8. The applicant has read and fully understands PA Cyber's Student Clubs and Activities Policy and regulations. The club or activity shall comply with and abide by the Policy and regulations.
9. The applicant and the club or activity recognize that PA Cyber reserves the right to terminate the non-curriculum-related club or activity.

## Student Clubs and Activities

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

---

Signature of Faculty Sponsor/Mentor (Applicant)

---

Signature of Student

---

Administration Endorsement (Yes) (No)

---

Board Secretary

Board Approval (Yes) (No)

\*The Faculty Sponsor/Mentor is subject to the pre-approval of the CEO.

\*\*The time and location of the meetings shall take place either before or after school during non-instructional hours which must be approved in advance by the CEO.

### Purpose

In order to ensure accountability for the prudent storage and use of school records, the Board of Trustees directs that a school records inventory system be established and maintained for all school records.

### Delegation of Authority

The Chief Executive Officer (CEO) shall be responsible for the design and implementation of a school records inventory system. Such system shall be maintained in accordance with PA Cyber Policy 804: Record Retention and Destruction and shall be verified by periodic inventories. This delegation carries with it the delegation of whatever authority is necessary for the successful implementation of an effective school records inventory system.

### School Records Inventory System

School records shall be stored in accordance with directives established by the CEO. Moreover, the CEO shall implement procedures for school records storage, retrieval, and review by authorized designated personnel so authorized by the CEO and through the delegation of whatever authority is deemed necessary by the CEO.

### Annual Public Notice of Gifted Education Services and Programs and Notification of Rights Under the Family Educational Rights and Privacy Act

The Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059

It is the responsibility of the Pennsylvania Department of Education to ensure that gifted children residing in the Commonwealth who are in need of specially designed instruction are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 1997 (IDEA '97)

The IDEA '97 requires each state educational agency to publish a notice to parents, in newspapers or other media before any major identification location or evaluation activity. The IDEA '97 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of their Confidentiality rights. The Pennsylvania Cyber Charter School (PA Cyber) fulfills the above duties with this annual notice.

## Gifted Education Services and Programs

The PA Cyber is required by the IDEA '97 to provide a free appropriate public education to school age children who have been identified as gifted and in need of specially designed instruction.

## GIEP

School age children who have been identified as gifted and are in need of specially designed instruction must be described in a Gifted Individualized Education Program (GIEP).

## Screening

Each educational agency must establish and implement procedures to locate, identify, and evaluate school age students suspected of being eligible for gifted education. These procedures include screening activities which include but are not limited to: review of group based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, first, second, and third grades); vision screening (every grade level); motor screening; and speech; and speech and language screening.

Except as indicated above or otherwise announced, publicly screening activities take place in an ongoing fashion throughout the school year. Screening is conducted at PA Cyber unless other arrangements are necessary. If parents need additional information about the purpose, time, and location of screening activities, they should call or write to the Special Education Contact for The Pennsylvania Cyber Charter School, Director of Special Education.

PA Cyber  
652 Midland Avenue  
Midland, PA 15059

## Evaluation

When screening indicates that a student may be eligible for gifted education, the PA Cyber will seek parental consent to conduct an evaluation. "Evaluation" means procedures used in the determination of whether a child is gifted and

the nature and extent of the specially designed instruction and related services that the child needs. The term procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children

This evaluation is called gifted multidisciplinary evaluation (GMDEL). It is conducted by a multidisciplinary team (MDT) which includes a teacher, other qualified professionals who work with the child, and the parents. The GMDE process must be conducted in accordance with specific timelines and must include protection in evaluation procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially or culturally biased.

The GMDE process results in a written evaluation report called a Comprehensive Evaluation Report (CER). This report makes recommendations about a student's eligibility for gifted education and the need for specially designed instruction. Once parental consent for evaluation is obtained, the school has timelines and procedures specified by law which it must follow.

Parents who think their child is eligible for specially designed instruction may request at any time that PA Cyber conduct a GMDE. Requests for a GMDE should be made in writing to the Gifted Education Contact person. If a parent makes an oral request for a GMDE PA Cyber shall provide the parent with a form for that purpose.

Parents also have the right to obtain a gifted independent education evaluation (GIEP). PA Cyber must provide to parents on request information about where a GIEP may be obtained under certain circumstances a GIEP may be obtained at public expense.

## Educational Placement

The determination of whether a student is eligible for specially designed instruction is made by the Gifted Individualized Education Program (GIEP) team. A single test or procedure may not be the sole factor in determining that a child is exceptional. The GIEP team must include at least two members in addition to the parent(s). Other required members include at least one regular education teacher of the child (if the child is, or may be participating in the regular education environment), at least one gifted education teacher, or where appropriate, at least one gifted education provider, and a representative of PA Cyber. If the student is determined to be eligible for specially designed instruction the GIEP team develops a written education plan called a GIEP. The GIEP shall be based on the results of the gifted multidisciplinary evaluation. The GIEP team may decide that a student is not eligible for specially designed instruction. In that instance recommendations for educational programming in regular education may be developed from the CER.

A GIEP describes a student's current educational levels, goals, objectives, and the individualized programs and services which the student will receive. GIEPs are reviewed on an annual basis. The GIEP team will make decisions about the type of services, the level of services, the level of intervention and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with specialized instruction.

## Annual Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)

PA Cyber protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by IDEA '97) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing regulations as well as IDEA '97 and its implementing regulations.

"Education records" means those records that are directly related to the student including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. "Educational agency",

for purposes of this notice means PA Cyber. For all students, the educational agency maintains education records which include but are not limited to:

Personally identifiable information -confidential information that includes but is not limited to the students name, name of parents and other family members the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record PA Cyber will comply w1th a request to inspect and review education records without unnecessary delay and before any meeting regarding a GIEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing. Indicating the records the parents wish to inspect to the school principal or other designated school official Parents have the right to a response from the school to reasonable requests for explanations and Interpretations of the records. Parents have the right to request copies of the records While PA Cyber cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. PA Cyber will decide whether to amend the record and will notify the parents in writing of its decision. If PA Cyber refuses to amend a record it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing

PA Cyber will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's name, address and telephone number, his or her grades, attendance record, classes attended, grade level completed and year completed may be maintained without the limitation "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education records including the name of the party, the date access was given and the purpose for which the party is authorized to use the records.

3. Parents have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

"Consent" means the parent (s) have been fully informed regarding the activity requiring consent in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time information may be disclosed without consent to school officials with legitimate educational interests A school official is a person employed by the school, Midland is (the chartering district). or intermediate unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor. medical consultant. or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational<sup>1</sup> interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information

Upon written request. PA Cyber discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

4. Parents have a right to file a complaint with the US Department of Education concerning alleged failures by PA Cyber to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office. U.S Department of Education, 400 Maryland Avenue. S.W. Washington. D.C. 20202-4605 Mode of Communication The content of this notice has been written in straight-forward simple language If a person does not understand any of this notice he or she should ask the Special Education Contact for an explanation PA Cyber will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language the school district will arrange for communication of this notice in the mode normally used by the parent (e g., sign language, Braille. or oral communication). For more information you may contact the PA Cyber Gifted Education Department or visit the PDE Gifted Education website.

### Mode of Communication

The content of this notice has been written in straight-forward simple language. If a person does not understand any of this notice he or she should ask the Special Education Contact for an explanation.

PA Cyber will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g. . sign language, Braille. or oral communication).

For more information you may contact the PA Cyber Gifted Education Department or visit the PDE Gifted Education website

The Pennsylvania Cyber Charter School (“PA Cyber”) prohibits the full-time hiring of any relative of a full-time employee of PA Cyber. Relatives of employees of PA Cyber may be hired for part-time service so long as they are not hired in an area that will place them in line to either directly or indirectly report to a relative. Further, to avoid impropriety or the appearance thereof in its hiring practices, PA Cyber prohibits the employment, in any capacity, either full-time or part-time, relatives of PA Cyber’s Board of Trustees (“Board”).

In accordance with the Pennsylvania Public Official and Employee Ethics Act, (“Act”) (65 Pa. C. S. § 1101.1, et seq.), a Trustee, required to vote on an employment 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 his/her interest as public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken. Employment matters which could result in a conflict of interest include, but are not limited to, decision(s) to: hire, determine initial salary and/or salary increase/decrease/bonus, discipline or to fire an individual who is or will be employed, whether by contract or at-will, by PA Cyber as an administrator, staff person, independent contractor or other capacity, who is a relative of an employee (parent, spouse, child, brother or sister) or a Trustee.

For purposes of this policy, in order to avoid any suggestion of impropriety, “relative” is defined more broadly than the Act’s definition of an “immediate family member” and will include a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step” relation. This policy will apply equally to those who have established a cohabitation relationship. PA Cyber will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- A. Individuals who are related by blood or marriage are permitted to work at PA Cyber, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative.
- B. No relatives are permitted to work in the same department or in any other positions in which PA Cyber believes an inherent conflict of interest may exist.
- C. Employees who marry while employed are treated in accordance with these guidelines.
- D. Relatives of PA Cyber employees who wish to apply for a position at the school will be required to apply and be selected through the normal recruitment and selection process. No preferential treatment in hiring will be given to relatives of employees of PA Cyber.
- E. In addition, PA Cyber recognizes that, at times, employees and their “close friends,” “domestic partners,” or “significant others” may be assigned to positions that create a coworker or supervisor-subordinate relationship. PA Cyber will, in its discretion, exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.

This policy applies to all categories of employment at PA Cyber, including regular, temporary, and part-time classifications.



### Purpose

This policy sets forth standards to determine what bidders are not responsible and procedures to disqualify or suspend or debar non-responsible bidders from contracting or subcontracting with The Pennsylvania Cyber Charter School ("PA Cyber"). It applies to all contracts which PA Cyber is required by law to award to the lowest responsible bidder.

### Policy

PA Cyber shall solicit bids from and shall award contracts to or consent to subcontracting only with "responsible bidders" as that term is defined by law. Bidders, contractors, or affiliates may be disqualified, suspended or debarred if they are deemed "not responsible" in order to protect PA Cyber and the public's interest in accordance with the standards and procedures adopted by PA Cyber and any other applicable law.

### Authority

PA Cyber adopts this policy and procedure under its powers to make rules and regulations to manage school affairs and competitive bidding provisions of section 7-751 of the Public School Code. 24 P.S. § 7-751.

### Responsibility

The CEO is generally responsible to implement and enforce this policy and may designate subordinate officers or employees to perform any functions provided for in this policy.

### Definitions

- A. **Adequate Evidence** means evidence sufficient to support a reasonable belief in the truth of the fact or conclusion it is offered to support and does not require proof in accordance with technical rules of evidence.
- B. **Affiliates** means persons having an overt or covert relationship such that any one of them directly or indirectly controls or have the power to control another.
- C. **Bidders** means any person responding to an invitation for bids or otherwise seeking to contract with PA Cyber or with its contractors.
- D. **Contractor** means any person independent of PA Cyber who does or seeks to do business with PA Cyber pursuant to mutual agreement and includes persons who subcontract with PA Cyber.
- E. **Conviction** means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, including a plea of nolo contendere.
- F. **Debarment** means exclusion as a contractor for a specified time.
- G. **Disqualification** means exclusion as a contractor from bidding on any particular contract with PA Cyber; a contractor so excluded is "disqualified".
- H. **Indictment** means a formal accusation of a criminal offense and includes any information or other filing by a competent authority charging a criminal offense.
- I. **Legal Proceedings** means any civil or criminal judicial proceeding, including appeals.

- J. **Person** means an individual, company, firm, association, corporation, partnership, or other legal entity.
- K. **Public Prosecutor** means an official having legal authority in any jurisdiction to file or to prosecute indictment.
- L. **Suspension** means exclusion as a contractor in bidding for a contract or being awarded a contract for a period of time or until some stated future occurrence; a contractor so excluded is "suspended".

### Disqualification

#### A. Cause for Disqualification

A bidder or contractor may be disqualified with respect to any particular bid or contract award for any one or more of the following causes:

1. Any cause set forth in the above sections of this policy;
2. Inadequate financial resources to perform the contract;
3. Inadequate experience, organization, or technical resources to perform the contract;
4. Any other facts or circumstances showing a reasonable likelihood of inability to perform the contract.
5. Discrimination in the bidder's or contractor's employment or business practices on the basis of race, color, sex or national origin.

#### B. Period of Disqualification

Disqualification may be imposed for any particular bid or contract award and applies only to the bid or contract award.

### Responsibility for Agents

Bidders, contractors, and affiliates are deemed responsible for the acts of persons acting for or on their behalf, such that:

- A. The fraudulent, criminal or other improper conduct of any officer, director, shareholder, partner, employee or other associate may be imputed to the bidder, contractor or affiliate when the conduct occurred in connection with the individual's performance of duties for or on behalf of the bidder, contractor or affiliate, or with his/her knowledge, approval or acquiescence. Acceptance of the benefits derived from such conduct shall be evidence of such knowledge, approval or acquiescence;
- B. The fraudulent, criminal or other improper conduct of bidder, contractor or affiliate may be imputed to any officer, director, shareholder, partner, employee, or other associate who participated in, knew of or had reason to know of the conduct; and
- C. The fraudulent, criminal or other improper conduct of one bidder, contractor or affiliate participating in a joint venture or similar arrangement may be imputed to other participating bidders, contractors, or affiliates if the conduct occurred for or on behalf of the joint venture or similar arrangement or with the knowledge, approval or acquiescence of other participants. Acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval or acquiescence.

## Disqualification, Suspension or Debarment of Bidders

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

### Records

The Hearing Officer shall maintain records of all persons disqualified for the purpose of enforcing this policy.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber"), in desiring to develop a comprehensive crisis and emergency response plan for the PA Cyber, adopts this policy and directs administration to develop procedures to:

- A. Raise awareness among local law enforcement officers and school officials by conducting exercises relating to school emergency and crisis management plans;
- B. Establish a relationship and agreement of understanding with local law enforcement officers;
- C. Raise awareness among school officials and students by conducting awareness training relating to the school environment that includes awareness of signs of terrorism;
- D. Raise community awareness of any potential threats as well as vulnerabilities;
- E. Prepare the school staff to act in a crisis situation;
- F. Consider a closed-campus approach to limit visitors;
- G. Consider a closed-computer access approach to limit unwanted computer transmissions;
- H. Consider a single entry point for all attendees, staff and visitors;
- I. Focus patrols by law enforcement officers on and around school grounds;
- J. Ensure that school officials will always be able to contact school buses;
- K. Ensure that emergency communications from and to schools are working;
- L. Report any suspicious activity to law enforcement authorities;
- M. Install secure locks for all external and internal doors and windows;
- N. Install window and external door protections with quick-release capability;
- O. Consider establishing a safe area (or safe areas) within the school for assembly and shelter during emergencies.

## Purpose

The following guidelines shall apply to emergencies that affect the operation of The Pennsylvania Cyber Charter School ("PA Cyber").

## Authority

PA Cyber's system of emergency preparedness shall ensure that the health and safety of students and staff are safeguarded, the time necessary for instructional purposes is not unduly diverted, minimum disruption to the educational program occurs, and students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of PA Cyber shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the CEO, consistent with these guidelines.

Bomb threats and reports of fire shall normally require the evacuation of the threatened school or building.

The CEO and other administrators in charge of PA Cyber are required to develop plans to be used when schools are closed for emergencies during the day. A copy of each emergency plan is to be forwarded to the Board of Trustees ("Board") and a copy is to be retained in the PA Cyber administrative office.

## Delegation of Responsibility

The CEO shall develop procedures for the handling of school emergencies which include: a plan for the prompt and safe evacuation of PA Cyber and safe dispersal of students from school property which shall be practiced monthly in fire drills conducted in accordance with law, the conduct of bus evacuation drills twice a year in accordance with law, a plan for the sequestration of students in a safe place other than the school, design of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of students, instruction in emergency preparedness and survival techniques as a part of the regular curriculum of the school, the immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency, cooperation with local agencies such as police department or fire department or civil defense, instruction of staff members in the techniques of handling emergencies, the continual evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster, and the arrangement for an annual inspection by fire police officials.

If a developing storm leads to a decision by the CEO to close the school at noon, every attempt shall be made to have that information on radio and television by 11:00 a.m. If the decision is to close school during the afternoon but before regular dismissal time, every attempt will be made to have that information broadcast by 1:00 p.m.

Prompt relays will be sent to all Board members.

### On-Site Supervision

1. Pupils must not be left alone or unsupervised during emergency closings.
2. Areas of the building to be used shall be easily accessible to entrances and to the office.
3. All staff members must remain in the building until all pupils are dismissed. If the pupils are still in the building beyond one (1) hour after the official closing time, the procedures described below are to be followed. All other staff members may leave the building one hour after the official closing time.
4. The CEO is to remain in the school to supervise the pupils. Additional personnel shall be retained

## Emergency Evacuation of School

- only if there is a need beyond the CEO. The CEO does not receive extra compensation.
5. The number of persons needed during an emergency shall be determined by the CEO.
  6. The CEO shall list a minimum of ten (10) staff members in priority order who will assist with the supervision of pupils who may still be in the building one (1) hour after the official dosing time.
  7. The CEO shall be the last person to leave the building after all pupils are dismissed and no other emergencies exist. Just prior to leaving, the CEO shall notify the Board President that everyone has been dismissed.

Special Situations-- Individual School building closings because of problems relating to heating, air conditioning, plumbing, vandalism, etc. will be made as deemed necessary.

Emergency Evacuation Drills on Buses - PA Cyber will conduct two emergency evacuation drills on buses during each school year. The first will be conducted during the first week of the first school term and the second, during the month of March, and at such other times as the CEO requires. 24 P.S. § 1517

Fire Drills -- Fire drills shall be held at least twice monthly throughout the school year, except in December, January and February, when one drill is required. Additional fire drills beyond these requirements are to be held when needed to ensure a high degree of order and control under all school conditions. A record of the dates and times of fire drills shall be maintained at PA Cyber. These drills shall be held at irregular intervals and at different times during the school day. 24 P.S. § 1517

Advance notice of fire drill shall be given to persons in charge of the cafeteria, medical, and science area, administrative offices in the building, and to the custodian. This advance notice shall not be given more than one (1) hour prior to calling the drill. In the absence of an advance notice, it shall be assumed an emergency exists.

Fire drill procedures pertaining to each room and all other school areas must be posted conspicuously.

The status of all fire drill plans shall be reported annually, in September.

All guests in a facility must participate in a scheduled fire drill and may be requested by the CEO to assist, if necessary.

In the event of a fire near the school, the CEO or his designee shall consult with the local fire department to determine the action to be taken to ensure the safety of school personnel.

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognizes that it is important that the students understand fire safety and evacuation procedures.

### Purpose

The purpose of fire drills is to prepare building staff, students, and visitors for an organized evacuation in case of a fire or other emergency. Fire drills are also an opportunity to systematically identify various fire safety issues as to:

1. Allow occupants to familiarize themselves with drill procedures, the location of fire exits, and the sound of the fire alarm.
2. Identify problems with the fire alarm system and its components.
3. Determine if additional equipment is necessary.
4. Monitor evacuation of the building to assess effectiveness, efficiency and safety.
5. Document the amount of time it takes to evacuate a building and compliance with drill procedures.
6. Ensure Charter School compliance with state and local statutes, laws, and regulations.

### Guidelines

When a fire drill is always held in the same way and at the same time, it loses much of its value. When an actual fire happens, and the students cannot follow the exact procedure they have practiced over and over, panic may ensue. Therefore, drills should be carefully planned to simulate actual fire conditions. Not only should they be held at varying times, but students should use different means of exit.

Fire exit drills should be designed to familiarize the occupants with all available means of exit, particularly emergency exits that are not habitually used during the normal occupancy of the building. Every fire exit drill shall be an exercise in school management for the CEO and teachers.

The chief purpose of every drill shows control of classes so that the teachers will form its ranks quickly and silently, halt, turn, or direct it as desired. Great stress shall be laid upon the execution of each drill in a brisk, quiet, and orderly manner.

Running shall be prohibited.

If for any reason a line becomes blocked, some of the students should be taken to another exit in order to prevent panic conditions arising as a result of inactivity.

In exiting the building, the "Building Evacuation" plan should be followed.

1. All visitors shall leave the building immediately following a fire alarm signal.
2. Emergency Evacuation Route Maps are posted in each classroom, storage area, meeting room and office. Directions cover the primary evacuation route only. Should this route be blocked, teachers and/or administrators are to lead the children to the nearest safe exit.
3. All windows must be closed prior to departing rooms. Once the class has departed the room, the door should be closed.
4. During the evacuation, all students are to be in line and silent.
5. All teachers, including specialists are to bring their roll book with them as they depart the school.

6. Students, staff and visitors will re-enter the building promptly and in orderly fashion when instructed after the drill is completed.

**Fire Drills:**

1. Unannounced;
2. Held monthly per PA Public School Code 24 P.S. § 15-1517;
3. Scheduled at various times, but when most occupants are in the building; and
4. Well documented.

### Procedure:

- A. Per PA Code: 1 Fire Drill Per Month
  1. All directions are to be posted in every classroom.
  2. During evacuation, all students are to be in line and silent.
  3. All teachers, including specialists, are to bring roll book with them as they depart the school.
  4. Directions cover the primary evacuation route only. Should this route be blocked, teachers are to lead children to the nearest safe exit.
  5. In an actual evacuation of the school, not a drill, classes will be taken to the after directed to do so by an Administrator.
  6. Close windows.
  7. Close doors after departing rooms.
  8. Once the class is out of the building and in their designated area, the teacher should take roll making sure all students are present.
  9. Once a complete search of the building has determined that no students are in the building and the CEO gives the all clear signal, the teachers and students may return to their classrooms.

### Specific Duties

CEO	Checking front area
Facilities Manager	Internal supervision
Office Manager	Collect attendance from Classes and report to the CEO
Building Maintenance	Check locker rooms, check special education
Student Services Coordinator	Check 1 <sup>st</sup> floor bathrooms
Curriculum Specialist	Check 1 <sup>st</sup> floor classrooms
Counselor	Check 2 <sup>nd</sup> floor classrooms
Librarian Asst	Check 2 <sup>nd</sup> floor bathrooms



### Fire Drill Maps

Should be posted in a highly visible area in every classroom, storage area, meeting room and office.

1. Copy of full school floor plan with the following:
  - a. identified hazards--for potential explosion;
  - b. fire alarms; and
  - c. fire extinguishers;
2. Set of "You're Here" and evacuation route for all classrooms; and
3. Assigned evacuation designations for Charter School rooms.

### Fire Safety Training for Charter School Staff

1. Staff should know how to operate the fire extinguisher and fire hoses.
2. Staff should have a clear understanding of their roles and responsibilities.
3. Staff should know the location of fire alarm boxes and how to operate them.

### Duties of Fire Discoverer . RACE

<u>R</u> escue	Remove all people from immediate danger
<u>A</u> larm	Pull the nearest fire alarm.
<u>C</u> ontain	Contain the fire by closing any doors that will isolate it, Analyze the situation and determine if the fire is controllable.
<u>E</u> xtinguish	If fire is controllable; attempt to extinguish it with a fire extinguisher.
<u>E</u> vacuate	Orderly remove all students and staff from the area.

### Person on Fire

1. Yell to the victim to STOP, DROP and ROLL.
2. Do not allow victim to run.
3. Roll victim to put out fire or throw a blanket to smother flames.
4. Inform other occupants to leave the immediate area:
  - a. Designate someone to inform office and nurse of the situation
  - b. The office should immediately call 9-1-1 for medical backup
5. Perform necessary immediate first-aid on the victim:
  - a. Smother fire by rolling the victim on the ground
  - b. Deluge with water

- c. As a last resort, spray with dry chemical fire extinguisher
6. After the fire is extinguished, remove hot and smoldering clothing careful not to remove skin along with clothing from the victim.
7. Cool the victim with water or ice packs. Go to emergency shower if close by.
8. Submit an incident report to the main office.

It is the duty of the Facilities Manager to make sure all appliances for the extinguishment of fires and fire exits are properly maintained.

As required by law, on or before the tenth day of April of each year, PA Cyber CEO shall certify to the Department of Education that the required emergency evacuation drills have been held.

### Purpose

With the recent onset of technological advancements, server security has become vulnerable to numerous threats throughout the web environment. Therefore, the Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognizes that it is of the utmost importance to ensure that PA Cyber's internet server is secure. With this in mind, PA Cyber has developed the following policy to provide direction in implementing internet server and network security measures.

### Definitions

**Firewall:** Any hardware and/or software designed to examine network traffic using policy statements (rulesets) to block unauthorized access while permitting authorized communications to or from a network or electronic equipment.

**Firewall Configuration:** The system settings affecting the operation of a firewall appliance.

**Firewall Ruleset:** A set of policy statements or instructions used by a firewall to filter network traffic.

**Host:** Any computer connected to a network.

**Host Firewall:** A firewall application that addresses a separate and distinct host. Examples include, but are not limited to: Symantec's Norton Personal Firewall, Zone Labs' ZoneAlarm, native firewall functionality supplied under operating systems, e.g. Mac OS X, Linux, Windows XP.

**Least privilege:** This principle means that each individual will have access only to systems and information that he or she needs access to for a school-related purpose. Primarily, this principle limits the damage that can result from an accident or error.

**Legally/Contractually:** Information that is required to be protected by applicable law or statute (e.g., FERPA, HIPPA) or which, if disclosed to the public, could expose PA Cyber to legal or financial obligations. Examples include, but are not limited to, occurrences of personally-identifiable information, e.g. social security numbers ("SSNs"), personnel records, student records, medical records, names in connection with SSNs, and credit card numbers.

**Network Device:** Any physical equipment attached to the PA Cyber network designed to view, cause or facilitate the flow of traffic within a network. Examples include, but are not limited to: routers, switches, hubs, and wireless access points.

**Network Firewall:** A firewall appliance attached to a network for the purpose of controlling traffic flows to and from single or multiple hosts or subnets.

**Public Information:** Information that is available to all members of PA Cyber community and may be released to the general public. PA Cyber reserves the right to control the content and format of Public Information. This information is not restricted by charter school, state, federal or international statute or law regarding disclosure or use.

**Technology Resources:** 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.

**User:** Any person who has signed PA Cyber's Acceptable Use and Internet Safety Policy and is permitted by PA Cyber to utilize any portion of School's Technology Resources including, but not limited to, students, employees, contractors, consultants, vendors and agents of PA Cyber.

### Use of Technology

Network accounts will be used only by the authorized User of the account for its authorized purpose. The principle of least privilege applies, so Users should only have the privileges they need to perform their assigned tasks -and no more. All communications and information accessible via the network should be assumed to be the property of PA Cyber and shall not be disclosed. PA Cyber reserves the right to review all communication on PA Cyber's Technology Resources. Users shall respect the privacy of the other Users on the system.

The Users of Technology Resources at PA Cyber agree that they have the responsibility to act in an ethical and legal manner in accordance with all PA Cyber policies, including, but not limited to, PA Cyber's Acceptable Use and Internet Safety Policy, CIPA Policy, and FERPA Policy, along with all applicable federal and state laws.

### Security/Firewalls

Network servers are extremely important for the existence of PA Cyber. Servers are essential because they store confidential information, valuable resources, e- mails and other resources of PA Cyber community. Once a server gets compromised, it may be very difficult to retrieve important documents and files.

Therefore, all important data must be backed-up and PA Cyber's network must be protected from infiltration by subscribing to network security. A firewall can act as a powerful weapon to detect hacking attempts and notify PA Cyber of any impending threat

A firewall is an appliance (a combination of hardware and software) or an application (software) designed to control the flow of Internet Protocol (IP) traffic to or from a network or electronic equipment. Firewalls are used to examine network traffic and enforce policies based on Instructions contained within the Firewall's Ruleset. Firewalls represent one component of a strategy to combat malicious activities and assaults on computing resources and network-accessible information. Other components include, but are not limited to, antivirus software, intrusion detection software, patch management, strong passwords/passphrases, and spyware detection utilities.

Firewalls are typically categorized as either "Network" or "Host". A Network Firewall is most often an appliance attached to a network for the purpose of controlling access to single or multiple hosts, or subnets. A Host Firewall is most often an application that addresses an individual host (e.g., personal computer) separately. Both types of firewalls (Network and Host) can be and often are used jointly.

### Requirements

- A. A Network Firewall is required in all instances where Legally/Contractually Restricted Information is stored or processed.
- B. A Host Firewall is required in all instances where Legally/Contractually Restricted Information is stored or processed and the operating environment supports the implementation
  1. Both the Network and Host Firewalls afford protection to the same operating environment, and the redundancy of controls (two separate and distinct firewalls) provides additional security in the event of a compromise or failure.
  2. All maintenance of Network Firewall Rulesets must be performed by the designated PA Cyber administrator unless permitted by a documented agreement between PA Cyber and the school, vendor, consultant, and/or contractor assuming the Firewall Administrator's responsibilities.
  3. Where equipment is used to capture, process or store data identified as Legally/Contractually Restricted Information and the equipment is accessible via an Internet connection, a Host Firewall

appropriately installed, configured and maintained is required where the operating environment supports that installation. The maintenance of the Host Firewall's Configuration and Ruleset is the responsibility of that system's administrator.

Where equipment is used to capture, process or store data identified as internal or public and the equipment is accessible via an Internet connection, a Host and/ or Network Firewall is recommended.

Use of a Host Firewall is recommended for any individual Host with access to the Internet; its maintenance is the responsibility of the individual user or designated support personnel.

### Procedures

- A. All Network Firewalls installed and implemented must conform to the current standards as determined by PA Cyber. Unauthorized or non-standard equipment is subject to immediate removal, confiscation, and/or termination of network connectivity without notice.
- B. All Firewall implementations must adopt the position of "least privilege" and deny all inbound traffic by default.
- C. Firewalls must be installed within production environments where Legally/Contractually Restricted Information is captured, processed or stored, to help achieve functional separation between web-servers, application servers and database servers.
- D. Firewalls require periodic review to ensure they afford the required levels of protection
- E. Firewall Rulesets and Configurations must be backed up frequently to alternate storage (not on the same device). Multiple generations must be captured and retained in order to preserve the integrity of the data, should restoration be required. Access to rulesets and configurations and backup media must be restricted to those responsible for administration and review.
- F. Network Firewall administration logs (showing administrative activities) and event logs (showing traffic activity) are to be reviewed by the CO or his designee. Appropriate access to logs and copies is permitted to those responsible for Firewall and/or system maintenance, support and review.

### Third Party Access

Third Party Access is defined as granting technology resource data access to an individual who is not an employee of PA Cyber.

Examples of Third Party Access include, but are not limited to:

1. Software vendor who is providing technical support;
2. Contractor or consultant;
3. Service provider; and
4. An individual providing outsources services to PA Cyber requiring access to applications or data.

Third Party Access is only to be provided after the Third Party has signed a Non-Disclosure Agreement and PA Cyber's Acceptable Use and Internet Policy which must be included in their formal contract with PA Cyber. PA Cyber students and staff may never permit another individual to utilize their user name to access PA Cyber's network.

## Internet Security/Firewall

**Adopted Date**  
09/23/2014  
**Revision Date**  
n/a  
**Effective Date:**  
09/24/2014

The CEO or his designee may develop additional procedures, as needed, to implement this Policy implement this Policy.

### Purpose

The purpose of this Lockdown and Shelter-in-Place Policy is to act as a guide for The Pennsylvania Cyber Charter School ("PA Cyber"), school employees, students, Board members, and community members to address a wide range of potential crisis situations in the PA Cyber or surrounding area. This Policy will provide guidance prior to, during, and after any emergency or potential crisis situation.

### Decision Making

1. When a volatile incident exists at the PA Cyber Facility or surrounding area, prior to police arrival, any decision to evacuate, Lockdown, or shelter-in- place will be made by the CEO or his designee.
2. When the local police department arrive at the scene, they will be the lead agency. The local will coordinate and direct all actions. PA Cyber will comply with all local police department instructions.

### Lockdown

At the order of the CEO or his designee or the local police, Lockdown procedures may be issued in situations involving dangerous intruders, severe weather, other incidents in or around the PA Cyber, or other crisis situations that may result in harm to persons inside the school building.

1. The CEO or his designee will issue the Lockdown order by announcing a warning over the public address system, sending a messenger to each classroom or other alternate method.
2. Direct all students, staff and visitors into classrooms or secure rooms.
3. Lock all external and internal doors.
4. Cover windows of classrooms.
5. Everyone is to remain in his/her assigned room.
6. The local police department and/ or the CEO or his designee shall determine whether the Lockdown shall be internal or external.
  - a. External(Soft)Lockdown: If the threat to students is outside the school, the CEO may order an External Lockdown. Under the External Lockdown, the external doors to the school are locked, and no person may enter or leave the school. However, students, staff, and visitors are free to move within the confines of the school.
  - b. Internal(Hard) Lockdown: If the threat to students is within the school or unknown, the CEO may order an Internal Lockdown. Under the Internal Lockdown, all doors are locked. No person may leave his/her assigned room. No one will be permitted to enter or leave PA Cyber.
7. The Lockdown shall not be lifted until the local police department states that the danger is over or has been removed.
8. When the local police department consents to lifting the Lockdown, the CEO or his designee shall notify PA Cyber by making an announcement over the Public address system, sending a messenger to each classroom or other alternate method.
9. No person may enter or leave the school until the local police department consents to lifting the Lockdown.

### Shelter-In-Place

Shelter-in-Place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into Lockdown once inside.

At the order of the CEO or his designee or the local police department, Shelter-in-Place procedures may be issued in situations involving severe weather or other incidents in or around PA Cyber that may result in harm to persons inside the school building.

1. The CEO or his designee will issue the Shelter-in-Place order by announcing a warning over the Public address system, sending a messenger to each classroom or other alternate method.
2. All students, employees, and visitors will be moved to his/her designated safe area.
3. Teachers will take class roster. The CEO or his designee will contact each teacher for a headcount
4. All exterior doors and windows shall be closed.
5. If necessary, any ventilation or other system that pulls in air from outside shall be turned off.
6. Begin Lockdown, if needed.
7. All persons must remain in safe areas until the local police department states that the danger is over or has been removed.
8. No person may enter or leave the school until the local police department consents to lifting the Shelter-in-Place order.



## Equipment Donation, Disposal, and Recycling

The Board of Trustees of the Pennsylvania Cyber Charter School (hereinafter the "school") recognizes that, from time-to-time, it may be advantageous for the school to dispose of outdated or surplus school-owned equipment in a manner other than through the sale of those items for a fair and reasonable amount under the direction of the Director of Finance & Compliance Officer or his designee. Moreover, the Board desires to recycle unsalvageable school-owned equipment to the extent it is appropriate and economically feasible to do so.

For purposes of this policy, "equipment" is defined to include school-owned personal property, which term may include, but not be limited to technology items such as computers, displays, peripherals, and printers. Equipment shall be considered "outdated" if it exists in a condition that would permit the school to fix or refurbish the item, but has surpassed its useful life with regards to the rigors of use, software, and/or educational value to a student or employee of the school. Equipment shall be considered "unsalvageable" if it is unable to be fixed, refurbished, or re-distributed in an economical fashion to another student or employee.

In those instances in which the Board desires to donate outdated or surplus equipment, the following guidelines shall apply.

The school shall not donate any such equipment to entities other than either:

- A. school districts of the Commonwealth of Pennsylvania which have resident students enrolled in the school,  
or
- B. non-profit entities located within the Commonwealth of Pennsylvania.

If the school, by and through its Board, is desirous of donating such equipment, it must first offer the equipment on a pro-rata basis to school districts that have resident students enrolled in the school. Equipment offered to the school districts that have resident students enrolled in the school shall be accomplished through the use of Penn\*Link, the official electronic mail service for the Pennsylvania Department of Education, or via other means, under the direction of the Director of Finance & Compliance Officer or his designee, reasonably calculated to reach all applicable school districts.

If the school districts refuse the donations, then the school may donate the equipment to those non-profit entities located within the Commonwealth of Pennsylvania designated by the Board.

Any school district or non-profit entity accepting a donation of equipment from PA Cyber shall be responsible for all costs associated with that school district or entity taking possession of the equipment, including transportation, shipping, postage, and/or distribution costs.

**Any and all equipment donated by the school is donated on an "as is" basis and the school makes no warranty whatsoever, either express or implied, as to the condition of the equipment. The school specifically disclaims the Implied Warranty of Fitness for a Particular Purpose and the Implied Warrant of Merchantability with regard to the equipment.**

Unsalvageable equipment shall be documented, removed from inventory, and recycled using appropriate reasonable methods, as determined by the Director of Finance & Compliance Officer or his designee.

## Purpose

It is the policy of the Board of Trustees ("Board") to advertise and obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost saving to The Pennsylvania Cyber Charter School ("PA Cyber").

- A. All construction, reconstruction, repairs, maintenance or work of any nature upon any school building or upon any school property or upon any building or portion of building, made by PA Cyber where the entire cost, value, or amount of such construction, reconstruction, repairs, maintenance or work, including labor and material is in excess annual state procurement guidelines shall be done under separate contracts to be entered into by PA Cyber with the lowest responsible bidder, under proper terms, after due public notice has been given asking for competitive bids.
- B. Written or telephonic price quotations from at least three (3) qualified and responsible contractors shall be requested by the Board for all contracts that exceed annual state procurement guidelines or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.
- C. Any construction, reconstruction, repairs or work of any nature, where the entire cost or value, including labor and material, is less than the annual state procurement guidelines that require three (3) quotations may be performed by PA Cyber's own maintenance personnel. The Board may authorize the , COO or Chief Executive Officer ("CEO") to award contracts for construction, reconstruction, repairs or work of any nature, where the entire cost or value, including labor and materials, is at the annual state procurement guideline amount or less, without soliciting competitive bids, subject, however, to the provisions set forth above in paragraph number 2.
- D. As required by code, every contract for construction, reconstruction, alteration, repair, improvement or maintenance of public works shall comply with the provisions of the Act of March 3, 1978, known as the "Steel Procurement Act."
- E. No person, consultant, firm or corporation contracting with PA Cyber for purposes of rendering personal or professional services to PA Cyber shall share with any PA Cyber Board member or employee, and no PA Cyber Board member or employee shall accept, any portion of the compensation or fees paid by PA Cyber for the contracted services provided to PA Cyber except under the following terms and conditions:
  1. Full disclosure of all relevant information regarding the sharing of the compensation or fees shall be made to the Board.
  2. The Board must approve the sharing of any fee or compensation for personal or professional services prior to the performance of said services.
  3. No fee or compensation for personal or professional services may be shared except for work actually performed.
  4. No shared fee or compensation for personal or professional services may be paid at a rate in excess of that commensurate for similar personal or professional services.
- F. PA Cyber is prohibited from evading the provisions of this policy as to advertising for bids or purchasing materials or contracting for services piecemeal for the purpose of obtaining prices under annual state procurement requirements requiring bids.

## Responsibility

- A. Bid specifications shall be approved by the CEO or his designee before being published.
  1. The Public School Code requires PA Cyber to comply with the Pennsylvania Prevailing Wage Act. This Act requires every public entity to ensure that the prevailing wage rates are paid to workers employed on any construction, reconstruction, demolition, alteration, or repair work in excess of Twenty-Five Thousand Dollars (\$25,000.00). The prevailing wages, as determined by the Department of Labor and Industry, must be incorporated into the bidding specifications and the final contract for any work that falls under the Pennsylvania Prevailing Wage Act.
- B. The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action in accordance with the Pennsylvania School Code. Such emergency must be declared by the Board and stated by resolution at an emergency meeting which does not require public notice pursuant to the Sunshine Act.
- C. Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened and the contractor may submit a revised bid proposal at the discretion of PA Cyber or the contractor may lose the right to bid if circumstances as determined by the Board require.
- D. Bids shall be opened by the solicitor and/or an appointed designee. Bids will either be opened at the next regularly scheduled Board Meeting after the closing date of the bids or the results of the bid tabulation will be reported at the next regularly scheduled Board meeting. The Board shall accept the bid of the lowest responsible bidder, kind, quality, and material being equal, but shall have the right to reject any and all bids, or select a single item from any bid.
- E. There are exceptions to contracts or purchases which do not require advertising, bidding or price quotations and are set forth at 16 Pa. C.S.A. § 1802(h) and include but are not limited to professional service contracts involving professional expertise (i.e., medical, legal, architects, engineers, CPAs) and specifically those involving construction management services.

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognizes the need to establish regulations for school-issued Technology Resources consistent with the educational mission of the PA Cyber.

### Definitions

**Technology Resources:** means technologies, devices and resources used to access, store or communicate information. This definition includes, but is not limited to: computers, laptops, Wads, modems, printers, scanners, fax machine and transmissions, telephonic equipment, audio-visual equipment, digital cameras, e-readers, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications, multi-media resources, hardware and software, including the Moodle software (abbreviation for "Modular Object-Oriented Dynamic Learning Environment").

**Remote Access of Technology Resources:** means a situation where a PA Cyber employee or agent, using client management software, accesses a Technology Resource in the student's possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the PA Cyber Network with the Technology Resource, does not constitute remote access of the technology Resource. Remote access of Technology Resources does not include voluntary participation by the student or other User in web conferences, chat rooms or other web-based activities not required as part of PA Cyber's academic program.

**Software maintenance:** means any software or configuration changes sent out to all Technology Resources even if it only affects certain Technology Resources that are necessary for the maintenance and security of PA Cyber's Technology Resources and to ensure that only authorized software is installed on the Technology Resources.

### Repair and Maintenance of Technology Resources

Technology Resources are the property of PA Cyber. Students are responsible for the appropriate use of Technology Resources whether in the Charter School facility or if used in the student's home. Vandalism to any Technology Resource or any of their accessories is strictly prohibited by PA Cyber Student Code of Conduct.

### Remote Access

Certain Technology Resources may be equipped with the ability to be accessed remotely in the following two scenarios:

- A. **Technical Problems:** In some instances it may be necessary for PA Cyber to access the Technology Resource remotely to resolve a technical problem. If this is needed, the student will be asked for permission, if permission for remote access is given, a permanent record of the approval will be logged along with the time, date and duration of the access. PA Cyber will only implement remote access software that automatically creates a record of its activation. If the student does not wish to have the technical problem resolved remotely the student may decline the request for remote access and request to send the equipment in for repair. However, a student does not need to ask for permission prior to remote software maintenance as defined above. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Technology Resource if the files are deemed to be a threat to the operation or security of the Network or are stored in unauthorized software.
- B. **A Technology Resource Reported Missing or Stolen:** If the student or parent/guardian believes the Technology Resource is missing or stolen, a written report of the incident must be filled out by the student and parent/guardian and filed with police. Once the report is filed, PA Cyber may initiate the following procedures for reporting Technology Resources, missing or stolen, which provide as follows:

## Remote Access and Monitoring of School-Issued Technology

Adopted Date  
09/23/2014  
Revision Date  
n/a  
Effective Date:  
09/24/2014

1. Activate Internet Protocol tracking may be used with parent/ guardian and student consent for the sole purpose of retrieving the equipment.
2. At no time will the Technology Resource's camera be activated remotely nor will screen shots, audio, video or on-screen text be remotely monitored.

NOTE: The Board of Trustees may from time to time approve other tracking technologies; however, no tracking technology will be used unless its function and capabilities have first been explained to the parent/ guardian and student.

### Review of Student Records

The Charter School's Student Information System permits only authorized PA Cyber users to remotely access student records and various remote levels of access are permitted depending on the reason for review and level of authority of authorized user.

### Review of Student Work Files and Electronic Mail

Student work .files may only be remotely accessed by PA Cyber instructor assigned to the specific subject class in which the student is enrolled.

At no time will any PA Cyber employee, other than as stated above, review a student's work files or electronic mail stored on the Technology Resource, except as follows:

- A. After the Student Technology Resource has been returned for reason of disenrollment or for a replacement Technology Resource because of a defective Technology Resource, student work files and/ or electronic mail may be reviewed before the Technology Resource is reassigned, sold or disposed of by PA Cyber.
- B. Additionally, if PA Cyber has a reasonable suspicion that a student is violating PA Cyber's rules or policies, authorized PA Cyber administrators may remotely access and/or take custody of the Technology Resource and review student work files, web history, digital pictures, and/or electronic mail. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence that the student has violated state or federal law, PA Cyber Code of Conduct, or PA Cyber policies. The scope of the search must be reasonably related to the violation that justified the search.

## Solicitation

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

Solicitation, distribution of literature/printed materials and the sale of merchandise by an employee for any purpose is prohibited while an employee is on his/her work time ("work time" does not include meal periods, authorized rest breaks or any period when employees are properly not engaged in the performance of their work tasks). Employees who are not on work time may not solicit employees who are on work time or distribute literature/ printed materials of any kind in working areas.

Solicitation of employees or distribution of advertising materials, handbills or printed or written literature of any kind to employees on the premises of the school by persons who are not school employees is prohibited at any time. This policy does not include school-authorized vendors.

The school bulletin boards and other areas where information is posted are provided for advertising of school functions or information. Posting of any literature/printed materials unrelated to such functions or information is strictly prohibited unless permitted by law.

## Visitors

The School welcomes students and parents to visit any of the school's locations. The School locations are open on school days between 8 AM and 4 PM. If visitors want to see a specific staff member, they should make an appointment to assure that the person they want to see will be available in the building when they arrive.

The following guidelines govern visitations:

- Visitors must sign in at the reception desk, show proper photo identification, and obtain a visitor's badge
- Visitors must be escorted by staff members at all times
- Visitors must sign out at the reception desk before they leave the location
- For the safety and security of staff and students, PA Cyber does not permit parents, guardians, siblings, relatives, or others to wait within our buildings during program activities
- The school has the authority to deny access to or require removal from the program or school location for any individual who disrupts or disturbs the learning environment or who lacks a valid or legal purpose for entering the program or school. Repeat offenders may be permanently barred.

The administrator or program supervisor will consider the following factors in the approval process:

- Purpose and duration of the visit
- Classroom activities planned during the visit
- Number of previous observations
- Needs of the other students in the class

If any visitor threatens, verbally abuses, or harasses a school employee, student, or another visitor, a building administrator will direct the visitor to leave the property. If a visitor refuses to leave cooperatively, he/she will be removed by local law enforcement. In all cases, violators will be subject to the Commonwealth of Pennsylvania laws. If the visitation is for a parent/guardian or teacher-initiated parent conference concerning the parent's or guardian's student, it must be scheduled in advance with the program administrator or teacher. Upon arrival at the facility, a person visiting the facility for this purpose must register, sign in, and need to show photo identification at the reception desk of the program or School, and obtain a visitor's badge prior to proceeding to the conference site.

If the visitation is for any other purpose, arrangements must be made in writing at least five (5) school days in advance through the office of the administrator. No visitor may confer with a student in the facility, other than the student of whom he/she is the parent or guardian, without prior permission of the program administrator. All visitors who wish to photograph or videotape any person or any part of any building or to tape record or use any electronic device to record any conversation or activity of any kind must have prior written permission and approval from the building Administrator or designee. All facility visitations must be made at least five (5) school days in advance through the office of the program administration and with the approval of the building administrator.

## Board of Trustees Policy

### Title IX Policy<sup>1</sup>

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., protects students and employees 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 Pennsylvania Cyber Charter School (“Charter School”) to comply with Title IX. This policy covers student on student, employee on student, student on employee and employee on employee sexual harassment. Title IX also applies to third-party conduct affecting students or employees within the educational environment.

For purposes of this policy, “sex” shall be inclusive of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; and will provide an educational environment free from discrimination on the basis of sex.

The School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission, and employment.

- Sexual Harassment:
  - Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or

---

<sup>1</sup> This policy applies to all alleged incidents under Title IX that occur on or after August 1, 2024.

This Policy applies to the School’s education programs and activities, including locations, events, or circumstances where the School exercises substantial control over both the Respondent and the context in which the conduct occurred. This Policy also extends to the effects of out-of-school misconduct, including online conduct, when such conduct limits or denies a person’s access to the School’s education program or activities. The School may also extend jurisdiction to out-of-school and/or to online conduct when the conduct affects a substantial Recipient interest.



benefit from the recipient's education program or activity (i.e., creates a hostile environment)."

- School employee, agent, or other person authorized by the School to provide an aid, benefit, or service under the School's education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct.
- "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).
- Sex Discrimination:
  - Disparate Treatment: Any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that excludes a person from participation in, denies a person benefits of, or otherwise adversely affects a term or condition of a person's participation in a School program or activity.
  - Disparate Impact: Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate negative impact on the basis of sex. This impact excludes a person from participation in, denies a person benefits of, or otherwise adversely affects a term or condition of a person's participation in a School program or activity.
- Retaliation
  - Intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

Additional sex-based misconduct: Bullying, hazing, online harassment or misconduct, invasion of sexual privacy, etc.

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the School investigate and make a determination about alleged discrimination under Title IX:

1. A “complainant,” which includes: a student or employee of the School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or a person other than a student or employee of the School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the School’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
3. The School’s Title IX Coordinator.

Inquiries about Title IX may be referred to the School’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both.

The School’s Title IX Coordinator is:

U.S. Dept. of Education-Office for Civil Rights:

Dr. Frances Spigelmyer, CAO  
Midland Office  
652 Midland Avenue  
Midland, PA 15059  
Phone: 724-221-9211  
Email: [frances.spigelmyer@pacyber.org](mailto:frances.spigelmyer@pacyber.org)

Lyndon Baines Johnson  
Department of Education Building  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
1-800-421-3481  
[ocr@ed.gov](mailto:ocr@ed.gov)

School’s nondiscrimination policy and grievance procedures can be located at:  
<https://pacyber.sharepoint.com/sites/ResourceCenter>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to:  
<https://pacyber.sharepoint.com/sites/ResourceCenter>

All employees are expected to report all known details of actual or suspected sex discrimination, sex-based harassment, retaliation, and/or Other Sex-Based Misconduct to appropriate officials immediately.

## 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.**

## Public Comment

**Adopted Date**  
10/19/2015  
**Revision Date**  
n/a  
**Effective Date:**  
10/20/2015

The Pennsylvania Cyber Charter School (“PA Cyber”) holds monthly meetings of the Board of Trustees. In accordance with the Pennsylvania Sunshine Act, PA Cyber seeks to provide the public with a reasonable opportunity to comment on matters of concern, official action or deliberation which are or may be before the Board prior to taking official action. See 65 Pa. C.S. § 710.1(a).

In order to ensure an opportunity for all interested persons to comment without unreasonably extending the duration of board meetings, PA Cyber hereby adopts a policy that restricts the time for each member of the public who wishes to comment at Board meetings to three minutes per person.

### Purpose

This written policy outlines the proper procedures for ensuring compliance by The Pennsylvania Cyber Charter School ("PA Cyber") with the requirements of the Pennsylvania Right-to-Know Act ("RTKA"), 65 P.S. § 67.101 et seq., as amended, which allows Requesters to inspect and obtain copies of Public Records.

### Definitions

For purposes of this policy, the terms set forth below shall have the following meanings:

"Business Day" shall mean a calendar day in which the administrative office of PA Cyber is open for business and does not include any school day in which the administrative offices are closed due to inclement weather, emergencies, holidays, or weekends.

"Financial Record" shall mean any account, voucher or contract dealing with the receipt of disbursement of funds; or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments of expenses paid to an officer or employee of PA Cyber, including the individual's name and title; and a financial audit report excluding the audit's underlying work papers.

"Public Record" shall mean a record, including a financial record, of PA Cyber that: (i) is not exempt from disclosure under Pennsylvania's Right-to-Know Act (ii) is not exempt from being disclosed under any other federal or state law, regulation, judicial order or decree; and, (iii) is not protected by a privilege.

"Record" shall mean information, regardless of physical form or characteristics, that documents a transaction or activity of PA Cyber and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of PA Cyber.

"Requester" shall mean a person who is a legal resident of the United States and requests a record under the RTKA, or an agency making such a request.

### Open Records Officer

Requests for access to public records must be directed to the Open Records Officer of the Pennsylvania Cyber Charter School. Any employee of PA Cyber who receives a request for access to public records under the RTKA shall immediately forward such a request to the Open Records Officer.

The Open Records Officer bears the primary responsibility for receiving requests submitted to PA Cyber under the RTKA, directing requests to other appropriate persons within PA Cyber or to appropriate persons in other agencies, tracking PA Cyber's progress in responding to requests, and issuing timely interim and final responses under the RTKA.

Upon receipt of a request under the RTKA, the Open Records Officer shall take the following steps in order to track the status of PA Cyber's response to the request:

- Note the date on which the written request was received by PA Cyber;
- Compute the day on which the five (5) Business Day period for PA Cyber's response will expire and make a notation of that date on the written request;
- Maintain an electronic or paper copy of the written request, including all documents submitted with the request; and,

- If the written request is denied, either in full or in part, maintain the written request for at least thirty (30) days, or, if an appeal is filed, until a final disposition is reached regarding the appeal.

The Open Records Officer will respond to a written request within five (5) business days after its receipt. During that period, the Open Records Officer will make a good faith effort to locate the requested record, determine if it constitutes a public record, redact any confidential portions to allow for disclosure, and prepare an appropriate response. If the response given within the five (5) business day timeframe is an interim response because additional time is needed to respond to the request for the reasons set forth in the RTKA, Section 902, the Open Records Officer shall provide a final response to the request within thirty (30) days of the date of the letter constituting the interim response.

The person designated to act as the Open Records Officer for PA Cyber is identified as follows:

Joseph Askar, Solicitor  
The Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059  
[rtk@pacyber.org](mailto:rtk@pacyber.org)

## Requests

All requests for public records shall be made in writing and directed to the Open Records Officer. Written requests may be submitted in person, by mail, by e-mail, or by facsimile.

All Requesters should use the RTKA Request Form PA Cyber has developed for this purpose and which is available by accessing PA Cyber's website at: [www.pacyber.org](http://www.pacyber.org). A uniform request form created by the Pennsylvania Office of Open Records will also be accepted and is available by accessing the website of the Pennsylvania Office of Open Records at: <https://www.openrecords.pa.gov/RTKL/Forms.cfm>. All requests should contain sufficient information to identify the records being requested, and should include the name and address to which PA Cyber should direct its response.

Requests for public records made in person shall be made during regular business hours on Business Days. Regular business hours are 8:00 a.m. to 4:00 p.m. Eastern Standard Time on Business Days.

PA Cyber will not respond to verbal requests or any written request that does not identify the requester.

## Inspection

After determining that a record requested in a Public Record, PA Cyber will allow inspection and duplication, if requested.

The inspection of a Public Record by a Requester shall take place at the PA Cyber administrative offices during regular business hours unless an alternative location is designated by PA Cyber.

Except for duplicates made and delivered to a Requester pursuant to this policy, no Public Record shall be removed from the control or supervision of PA Cyber. PA Cyber retains the right to ensure the integrity of its records under inspection pursuant to this policy, including but not limited to requiring supervised or monitored inspection of Public Records.

## Fees

PA Cyber will assess the following fees under the RTKA:

*Printing Copies of Non-Paper Records or Photocopying:* (which is either a single-sided copy or one side of a doublesided black-and-white copy of a standard 8.5" x 11" page): 15¢ per page

*Certification of a Record:* \$1 per record, plus notarization fees, if applicable.

*Postage:* Actual cost beyond a single postage stamp.

*Specialized Documents:* (e.g., but not limited to, color copies, non-standard sized documents, blue prints): Actual cost.

The Pennsylvania Cyber Charter School may require prepayment of the fees authorized hereunder if the anticipated cost to fulfill the request exceeds \$100.00.

The check or money order used to pay any fees hereunder shall be made payable to:

*The Pennsylvania Cyber Charter School.*

In no event shall the fees charged pursuant to this policy exceed the maximum charges set forth in the fee structure established by the Pennsylvania Office of Open Records.

## Appeals

If a written request for access to a record is denied or deemed denied, a Requester may file an appeal with the Pennsylvania Office of Open Records within 15 business days of the mailing date of PA Cyber's response, or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the Requester asserts that the record is a Public Record and shall address any grounds stated by PA Cyber for delaying or denying the request. The address of the Pennsylvania Office of Open Records is:

Office of Open Records  
333 Market Street, 16th Floor  
Harrisburg, PA 17101-2234

## Posting of Policy

A copy of this policy shall be posted in PA Cyber's administrative offices in an area accessible to the public and on PA Cyber's website.

Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, PA 15059

*Annual Public Notice of Special Education Services and Programs and Rights for  
Students with Disabilities  
And  
Notification of Rights under the Family Educational Rights and Privacy Act*

All children with disabilities residing in the Commonwealth, regardless of the severity of their disabilities, and who are in need of special education and related services, are to be located, identified and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1200 et. seq. ("IDEA 2004").

Chapter 711 of Title 22 of the Pennsylvania Code requires the publication of a notice to parents regarding public awareness activities sufficient to inform parents of children applying to or enrolled in the Cyber Charter School of available special education services and programs and how to request those services and programs and of systematic screening activities that lead to the identification, location and evaluation of children with disabilities enrolled in the charter school.

In addition, the federal Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of their confidentiality rights.

The Cyber Charter School fulfills its duties with this annual notice and has incorporated several sections of the PaTTAN Procedural Safeguards Notice into the Board-approved Child Find Notice, Policies and Procedures described below. **The Cyber Charter School also directs parents to the procedural safeguards notice from PaTTAN available at the school's main office for additional information regarding rights and services.** Parents may contact the school Director of Special Education at the Pennsylvania Cyber Charter School, One Lincoln Park, Midland, PA 15059 (724) 643-1180 at any time to request a copy of the procedural safeguards notice or with any other questions about special education, services, screenings, policies or procedures. The Procedural Safeguards Notice is made available to parents by the school: (1) upon initial referral or parent request for evaluation; (2) upon filing by parents of their first State complaint under 34 CFR §§300.151 through 300.153 and upon filing by parents of their first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request.

The purpose of this annual notice is to comply with the school's obligations under Chapter 711 of Title 22 of the Pennsylvania Code and to describe: (1) the types of disabilities that might qualify the child for special education, (2) the special education programs and related services that are available, (3) the process by which the Cyber Charter School screens and evaluates such students to determine eligibility, (4) the special rights that pertain to such children and their parents or legal guardians and (5) the confidentiality rights that pertain to student information.

A copy of this Annual Notice is also available on the school's website at: [[www.pacyber.org](http://www.pacyber.org)]



### Qualifying for special education and related services

Under the federal Individuals with Disabilities Education Improvement Act of 2004, or "IDEA 2004," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need special education and related services: mental retardation; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance; orthopedic impairment; autism; traumatic brain injury; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities.

IDEA 2004 provides legal definitions of the above-listed disabilities, which may differ from those terms used in medical or clinical practice or daily language.

### Services for Protected Handicapped Students

Under Section 504 of the federal Rehabilitation Act of 1973, some school age children with disabilities who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program and otherwise qualify under the applicable laws.

The Cyber Charter School must ensure that qualified handicapped students have equal opportunity to participate in the school program and activities to the maximum extent appropriate for each individual student. In compliance with applicable state and federal laws, the Cyber Charter School provides to each qualifying protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and activities to the maximum extent appropriate to the student's abilities and to the extent required by the laws.

These services and protections for "protected handicapped students" may be distinct from those applicable to eligible or thought-to-be eligible students. The Cyber Charter School or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the school Director of Special Education, One Lincoln Park, Midland, PA 15059.

### Children Below Mandatory School Age

Most Charter Schools do not enroll students under school age. If a Cyber Charter School admits children below school age, the Commonwealth provides early intervention services to eligible children with special needs. Any questions about services available to children under school age should be directed to the CEO, One Lincoln Park, Midland, PA 15059.

### Programs and Services for Children with Disabilities

Charter Schools ensure that children with disabilities are educated to the maximum extent possible in the regular education environment or "least restrictive environment". To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling or other removal of students with disabilities from the general educational

environment occurs only when the nature or severity of the disability is such that education in general education classes, even with the use of supplementary aids and services cannot be achieved satisfactorily. Programs and services available to students with disabilities, might include: (1) regular class placement with supplementary aides and services provided as needed in that environment; (2) regular class placement for most of the school day with itinerant service by a special education teacher either in or out of the regular classroom; (3) regular class placement for most of the school day with instruction provided by a special education teacher in a resource classroom; (4) part time special education class placement in a regular public school or alternative setting; and (5) special education class placement or special education services provided outside the regular class for most or all of the school day, either in a regular public school or alternative setting.

Depending on the nature and severity of the disability, a Cyber Charter School can provide special education programs and services in locations such as: (1) the Cyber Charter School the child would attend if not disabled, (2) an alternative regular public school either in or outside the school, (3) a special education center operated by a public school entity or IU, (4) an approved private school or other private facility licensed to serve children with disabilities, (5) a residential school, (6) approved out-of-state program, or (7) the home.

Special education services are provided according to the educational needs of the child, not the category of disability. Types of service that may be available, depending upon the child's disability and needs include, but are not limited to: (1) learning support; (2) life skills support; (3) emotional support; (4) deaf or hearing impaired support; (5) blind or visually impaired support; (6) physical support; (7) autistic support; and (8) multiple disabilities support.

Related services are designed to enable the child to participate in or access his or her program of special education. Examples of related services that a child may require include but are not limited to: speech and language therapy, transportation, occupational therapy, physical therapy, school nursing services, audiologist services, counseling, or training. Some students may also be eligible for extended school year services if determined needed by their IEP teams in accordance with Chapter 711 regulations.

The Charter School, in conjunction with the parents, determines the type and intensity of special education and related services that a particular child needs based exclusively on the unique program of special education and related services that the school develops for that child. The child's program is described in writing in an individualized education program, or "IEP," which is developed by an IEP team consisting of educators, parents, and other persons with special expertise or familiarity with the child. The participants in the IEP team are dictated by IDEA 2004. The parents of the child have the right to be notified of and to be offered participation in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but reviewed at least annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational benefit to the student. In accordance with IDEA 2004, there may be situations in which a Cyber Charter School may hold an IEP team meeting if the parents refuse or fail to attend the IEP team meeting.

IEPs generally contain: (1) a statement of present levels of academic achievement and functional performance; (2) a statement of measurable annual goals established for the child; (3) a statement of how the child's progress toward meeting the annual goals will be measured and when periodic reports will be provided; (4) a statement of the special education and related services and supplementary aids and services and a statement of the program modifications or supports for school

personnel that will be provided, if any; (5) an explanation of the extent, if any, to which the child will not participate with nondisabled children in the regular class and in activities; (6) a statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the child on State and school assessments; and (7) the projected date for the beginning of the services and modifications and the anticipated frequency, location and duration of those services or modifications.

Beginning not later than the first IEP to be in effect when the child turns 14, or younger if determined appropriate by the IEP Team, and updated annually, thereafter, the IEP must include appropriate measurable postsecondary goals and transition services needed to assist in reaching those goals. The Cyber Charter School must invite the child to the IEP team meeting at which the transition plan is developed.

Beginning not later than one year before the child reaches the age of majority under State law, the IEP must include a statement that the child has been informed of the child's rights, if any, that will transfer to the child on reaching the age of majority.

### Screening and Evaluation Procedures for Children to Determine Eligibility

#### Screening

The Cyber Charter School has established a system of screening which may include prereferral intervention services to accomplish the following:

- (1) Identification and provision of initial screening for students prior to referral for a special education evaluation.
- (2) Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum.
- (3) Identification of students who may need special education services and programs.

The screening process includes:

Hearing and vision screening in accordance with Section 1402 of the Public School Code of 1949 (24 P. S. § 14-1402) 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.

Screening at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.

The Cyber Charter School has established and implements procedures to locate, identify and evaluate children suspected of being eligible for special education. These procedures involve screening activities which may also include but are not limited to: review of data and student records; motor screening; and speech and language screening. The school assesses the current achievement and performance of the child, designs school-based interventions, and assesses the effectiveness of interventions. If the concern can be addressed without special education services, or is the result of limited English proficiency or appropriate instruction, a recommendation may be made for interventions other than a multidisciplinary team evaluation. Parents nevertheless have the right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process.

In accordance with Chapter 711, in the event that the Cyber Charter School would meet the criteria in 34 CFR 300.646(b)(2) (relating to disproportionality), as established by the State Department of Education, the services that would be required 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.

Except as indicated above or otherwise announced publicly, screening activities take place in an on-going fashion throughout the school year. Screening is conducted at the Charter School, unless other arrangements are necessary or arranged.

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not to be considered an evaluation for eligibility for special education and related services.

If parents need additional information regarding the purpose, time, and location of screening activities, they should call or write the Director of Special Education of Cyber Charter School at:

Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, PA 15059  
(724) 643-1180

**Screening or prereferral intervention activities may not serve as a bar to the right of a parent to request an evaluation, at any time, including prior to or during the conduct of screening or prereferral intervention activities.**

## Evaluation

An evaluation under IDEA 2004 involves the use of a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent that may assist in determining whether the child is a child with a disability and the content of the child's IEP. The Cyber Charter School does not use any single measure or assessment as a sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child. Technically sound instruments are used to assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors.

Parental consent must be obtained by the Cyber Charter School prior to conducting an initial evaluation to determine if the child qualifies as a child with a disability, and before providing special education and related services to the child. Parental consent for an evaluation shall not be construed as consent for their child to receive special education and related services. The screening of a child by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not considered to be an evaluation for eligibility for special education and related services; therefore, parental consent is not required in this instance.

The law contains additional provisions and due process protections regarding situations in which parental consent for an initial evaluation is absent or refused discussed more fully below and in the PaTTAN Procedural Safeguards Notice. If you have any questions about where to obtain a copy of the PaTTAN Procedural Safeguards Notice, kindly contact the Director of Special Education at One Lincoln Park, Midland, PA 15059 (724) 643-1180.

The evaluation process is conducted by a Multi-Disciplinary Team (MDT) which includes a teacher, other qualified professionals who work with the child, the parents and other members as required by law. The MDE process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the Multi-Disciplinary Evaluation may not be racially or culturally biased.

The MDE process results in a written report called an Evaluation Report (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction.

Parents who think their child is eligible for special education may request, at any time, that the Cyber Charter School conduct a Multi-Disciplinary Evaluation. **Requests for a Multi-Disciplinary Evaluation must be made in writing to the Director of Special Education of the Cyber Charter School at One Lincoln Park, Midland, PA 15059.**

If a parent makes an oral request for a Multi-Disciplinary Evaluation, the Cyber Charter School shall provide the parent with a form(s) for that purpose. If the public school denies the parents' request for an evaluation, the parents have the right to challenge the denial through an impartial hearing or through voluntary alternative dispute resolution such as mediation.

Reevaluations are conducted if the Cyber Charter School determines that the educational or related services needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or if the child's parent or teacher requests a reevaluation. A reevaluation may occur not more than once a year, unless the parent and the Cyber Charter School agree; and must

occur once every 3 years, unless the parent and the Cyber Charter School agree that a reevaluation is unnecessary. Students with mental retardation must be reevaluated every two years under State law.

### **Educational Placement**

The determination of whether a student is eligible for special education is made by an Individualized Education Program (IEP) team. The IEP team includes: the parents of a child with a disability; not less than one regular education teacher, if the child is, or may be, participating in the regular education environment; not less than one special education teacher, or when appropriate, not less than one special education provider; a representative of the school who is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of children with disabilities, is knowledgeable about the general education curriculum, and is knowledgeable about the availability of resources of the School; an individual who can interpret the instructional implications of evaluation results, who may be a member of the team described above; other individuals, at the discretion of the parent or the agency, who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and whenever appropriate, a child with a disability. IEP team participation is directly addressed by the regulations. If the student is determined to be eligible for special education, the IEP team develops a written education plan called an IEP. The IEP shall be based in part on the results of the Multi-Disciplinary Evaluation. The IEP team may decide that a student is not eligible for special education. In that instance, recommendations for educational programming in regular education may be developed from the ER.

Placement must be made in the "least restrictive environment" in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### **Parents and Surrogate Parents**

For purposes of this Notice, the Cyber Charter School considers parents to be biological or adoptive parents of a child; a foster parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decision for the child; an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent.

A surrogate parent must be appointed when no parent can be identified; a public agency, after reasonable efforts, cannot locate a parent; the child is a ward of the State under the laws of Pennsylvania, or the child in an unaccompanied homeless youth as defined by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sec. 11434a(6). A person selected as a surrogate parent must not be an employee of the SEA, the Cyber Charter School or any other agency that is involved in the education or care of the child; has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents; and has 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, and educational placement of the child and the provision of FAPE to the child. Reasonable efforts must be made to ensure the assignment of surrogate parent not more than 30 days after it is determined that the child needs a surrogate parent.

### Prior Written Notice

The Cyber Charter School will notify the parent whenever the charter school:

- a. Proposes to initiate or to change the identification, evaluation, or educational placement of your child, or the provision of a free appropriate public education (FAPE) to your child; or
- b. Refuses to initiate or to change the identification, evaluation, or educational placement of your child, or the provision of FAPE to your child.
- c. Change of placement for disciplinary reasons.
- d. Due process hearing, or an expedited due process hearing, initiated by the charter school.
- e. Refusal of the Cyber Charter School to agree to an independent educational evaluation (IEE) at public expense.

In Pennsylvania, prior written notice is provided by means of a Prior Written Notice Form/Notice of Recommended Educational Placement. You should be given reasonable notice of this proposal or refusal so that if you do not agree with the Cyber Charter School you may take appropriate action. Reasonable Notice means ten days.

#### The prior written notice must:

Describe the action that the Cyber Charter School proposes or refuses to take;

1. Explain why the Cyber Charter School is proposing or refusing to take the action;
2. Describe each evaluation procedure, assessment, record, or report the Cyber Charter School used in deciding to propose or refuse the action;
3. Include a statement that you have protections under the procedural safeguards provisions in Part B of IDEA;
4. Tell how you can obtain a description of the procedural safeguards if the action that the Cyber Charter School is proposing or refusing is not an initial referral for evaluation;
5. Include resources for you to contact for help in understanding Part B of the IDEA;
6. Describe any other choices that your child's IEP Team considered and the reasons why those choices were rejected; and
7. Provide a description of other reasons why the Cyber Charter School proposed or refused the action.

The notice must be:

- 1) Written in language understandable to the general public; and
- 2) Provided in your native language or other mode of communication you use, unless it is clearly not feasible to do so.
- 3) If your native language or other mode of communication is not a written language, the Cyber Charter School will ensure that:
  - a) The notice is translated for you orally or by other means in your native language or other mode of communication;
  - b) You understand the content of the notice; and
  - c) There is written evidence that 1 and 2 have been met.

*Native language*, when used with an individual who has limited English proficiency, means the following:

- a. The language normally used by that person, or, in the case of a child, the language normally used by the child's parents;
- b. In all direct contact with a child (including evaluation of a child), the language normally used by the child in the home or learning environment.

For a person with deafness or blindness, or for a person with no written language, the mode of communication is what the person normally uses (such as sign language, Braille, or oral communication).

### Parental Consent

*Consent* means:

- a. You have been fully informed in your native language or other mode of communication (such as sign language, Braille, or oral communication) of all information about the action for which consent is sought;
- b. You understand and agree in writing to that action, and the consent describes that action and lists the records (if any) that will be released and to whom; **and**
- c. You understand that the consent does not negate (undo) an action that has occurred after you gave your consent and before you withdrew it.

### Revocation of Consent

- a. You must submit written documentation to the Cyber Charter School staff revoking consent for special education and related services;
- b. When you revoke consent for special education and related services, you must be provided with Prior Written Notice;
- c. Special education and related services cannot cease until you are provided with Prior Written Notice;
- d. Prior notice is defined as ten calendar days;
- e. Cyber Charter School staff cannot use mediation or due process to override your revocation of consent;
- f. The Cyber Charter School will not be considered in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further special education and related services;
- g. The Cyber Charter School is not required to amend the child's educational records to remove any references to the child's receipt of special education and related services because of the revocation of consent.
- h. The Cyber Charter School is not required to convene an IEP team meeting or develop an IEP for the child for further provision of special education and related services.

### Need for Parental Consent

#### **1. Initial Evaluations (34 CFR §300.300)**

- a. General Rule: Consent for initial evaluation



The Cyber Charter School cannot conduct an initial evaluation of your child to determine whether your child is eligible under Part B of the IDEA to receive special education and related services without first providing you with prior written notice of the proposed action and without obtaining your consent. The Cyber Charter School must make reasonable efforts to obtain your informed consent for an initial evaluation to decide whether your child is a child with a disability. Your consent for initial evaluation does not mean that you have also given your consent for the Cyber Charter School to start providing special education and related services to your child. If your child is enrolled in public school or you are seeking to enroll your child in a public school and you have refused to provide consent or failed to respond to a request to provide consent for an initial evaluation, the Cyber Charter School may, but is not required to, seek to conduct an initial evaluation of your child by utilizing the Act's mediation or due process complaint, resolution meeting, and impartial due process hearing procedures. The Cyber Charter School will not violate its obligations to locate, identify and evaluate your child if it does not pursue an evaluation of your child in these circumstances.

- b. Special rules for initial evaluation of wards of the State  
Under Pennsylvania law, if a child is designated a ward of the state, the whereabouts of the parent are not known or the rights of the parent have been terminated in accordance with State law. Therefore, someone other than the parent has been designated to make educational decisions for the child. Consent for an initial evaluation should, therefore, be obtained from the individual so designated. *Ward of the State*, as used in the IDEA, encompasses two other categories, so as to include a child who is:
  1. A foster child who does not have a foster parent;
  2. Considered a ward of the State under State law; or
  3. In the custody of a public child welfare agency.

## 2. Consent for Initial Placement in Special Education (34 CFR §300.300)

### *Parental consent for services*

The Cyber Charter School must obtain your informed consent before providing special education and related services to your child for the first time. The Cyber Charter School must make reasonable efforts to obtain your informed consent before providing special education and related services to your child for the first time.

If you do not respond to a request to provide your consent for your child to receive special education and related services for the first time, or if you refuse to give such consent, the Cyber Charter School may not use the procedural safeguards (i.e. mediation, due process complaint, resolution meeting, or an impartial due process hearing) in order to obtain agreement or a ruling that the special education and related services as recommended by your child's IEP Team may be provided to your child without your consent.

If you refuse to give your consent for your child to start receiving special education and related services, or if you do not respond to a request to provide such consent and the Cyber Charter School does not provide your child with the special education and related services for which it sought your consent, the charter school:

1. Is not in violation of the requirement to make FAPE available to your child for its failure to provide those services to your child; and
2. Is not required to have an IEP meeting or develop an IEP for your child for the special education and related services for which your consent was request.

**3. Consent for Reevaluations (34 CFR §300.300)**

*The Cyber Charter School must obtain your informed consent before it reevaluates your child, unless the Cyber Charter School can demonstrate that:*

1. It took reasonable steps to obtain your consent for your child’s reevaluation; and
2. You did not respond.

**4. Documentation Reasonable Efforts to Obtain Parental Consent (34 CFR §300.300)**

The Cyber Charter School must maintain documentation of reasonable efforts to obtain parental consent for initial evaluations, to provide special education and related services for the first time, to reevaluation and to locate parents of wards of the State for initial evaluations. The documentation must include a record of the charter school’s attempts in these areas, such as:

1. Detailed records of telephone calls made or attempted and the results of those calls;
2. Copies of correspondence sent to the parents and any responses received; and
3. Detailed records of visits made to the parent’s home or place of employment and the results of those visits.

**5. Consent Not Required Related to Evaluation**

Your consent is not required before the Cyber Charter School may:

1. Review existing data as part of your child’s evaluation or a reevaluation; or
2. Give your child a test or other evaluation that is given to all children unless, before that test or evaluation, consent is required from all parents of all children.

**6. Refused Consent to a Reevaluation**

If you refuse to consent to your child’s reevaluation, the Pennsylvania Cyber Charter School may, but is not required to, pursue your child’s reevaluation by using the mediation, due process complaint, resolution meeting, and impartial due process hearing procedures to seek to override your refusal to consent to your child’s reevaluation. As with initial evaluations, the Cyber Charter School does not violate its obligations under Part B of the IDEA if it declines to pursue the reevaluation in this manner.

The Cyber Charter School may not use your refusal to consent to one service or activity to deny you or your child any other service, benefit, or activity.

**7. Disagreements with an Evaluation**

**a. Independent Educational Evaluations (34 CFR §300.502)**

**1) General**

As described below, you have the right to obtain an independent educational evaluation (IEE) of your child if you disagree with the evaluation of your child that was obtained by the charter school. If you request an IEE, the Cyber Charter School must provide you with information about where you may obtain an IEE and about the charter school’s criteria that apply to IEEs.

**2) Definitions**

- a) *Independent educational evaluation* means an evaluation conducted by a qualified examiner who is not employed by the Cyber Charter School responsible for the education of your child.
- b) *Public expense* means that the Cyber Charter School either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to you, consistent with the provisions of Part B of the IDEA, which allow each State to use whatever State, local, Federal and private sources of support are available in the State to meet the requirements of Part B of the Act.

**3) Parent right to evaluation at public expense**

You have the right to an IEE of your child at public expense if you disagree with an evaluation of your child obtained by the charter school, subject to the following conditions:

- a) If you request an IEE of your child at public expense, the Cyber Charter School must, without unnecessary delay, either: (a) File a due process complaint to request a hearing to show that its evaluation of your child is appropriate; or (b) Provide an IEE at public expense, unless the Cyber Charter School demonstrates in a hearing that the evaluation of your child that you obtained did not meet the charter school's criteria.
- b) If the Cyber Charter School requests a hearing and the final decision is that the charter school's evaluation of your child is appropriate, you still have the right to an IEE, but not at public expense.
- c) If you request an IEE of your child, the Cyber Charter School may ask why you object to the evaluation of your child obtained by the charter school. However, the Cyber Charter School may not require an explanation and may not unreasonably delay either providing the IEE of your child at public expense or filing a due process complaint to request a due process hearing to defend the charter school's evaluation of your child.
- d) You are entitled to only one IEE of your child at public expense each time the Cyber Charter School conducts an evaluation of your child with which you disagree.
- e) Cyber Charter School criteria

If an IEE is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the Cyber Charter School uses when it initiates an evaluation (to the extent those criteria are consistent with your right to an IEE).

Except for the criteria described above, a Cyber Charter School may not impose conditions or timelines related to obtaining an IEE at public expense.

**b. Parent-initiated evaluations**

If you obtain an IEE of your child at public expense or you share with the Cyber Charter School an evaluation of your child that you obtained at private expense:

- 1) The Cyber Charter School must consider the results of the evaluation of your child, if it meets the charter school's criteria for IEEs, in any decision made with respect to the provision of FAPE to your child; **and**
- 2) You or the Cyber Charter School may present the evaluation as evidence at a due process hearing regarding your child.

**c. Requests for evaluations by hearing officers**

If a hearing officer requests an IEE of your child as part of a due process hearing, the cost of the evaluation must be at public expense.

**ANNUAL NOTICE OF RIGHTS REGARDING STUDENT 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 consent under FERPA, your consent must be obtained before personally identifiable information is disclosed to parties other than officials of participating agencies. Except under the circumstances specified below, your consent is not required before personally identifiable information is released to officials of participating agencies for purposes of meeting a requirement of Part B of the IDEA.

Your 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 TO CONFIDENTIAL INFORMATION RELATED TO STUDENT (34 CFR §300.611)**

**1. Related to the confidentiality of information, the following definitions apply:**

- a. *Destruction* means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
- b. *Education 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)).
- c. *Participating agency* means any charter school, agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part B of the IDEA.
- d. *Personally identifiable (34 CFR §300.32)* means information that has:
  - 1) Your child's name, your name as the parent, or the name of another family member;
  - 2) Your child's address;
  - 3) A personal identifier, such as your child's social security number or student number; or
  - 4) A list of personal characteristics or other information that would make it possible to identify your child with reasonable certainty.

**2. Access Rights (34 CFR §300.613)**

**a. Parent Access**

The Cyber Charter School must permit you to inspect and review any education records relating to your child that are collected, maintained, or used by the Cyber Charter School under Part B of the IDEA. The Cyber Charter School must comply with your request to inspect and review any education records on your 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 you have made a request.

- 4) Your right to inspect and review education records includes:

- 5) Your right to a response from the Cyber Charter School to your reasonable requests for explanations and interpretations of the records;
- 6) Your right to request that the Cyber Charter School provide copies of the records if you cannot effectively inspect and review the records unless you receive those copies; **and**
- 7) Your right to have your representative inspect and review the records.
  - a) The Cyber Charter School may presume that you have authority to inspect and review records relating to your child unless advised that you do not have the authority under applicable State law governing such matters as guardianship, or separation and divorce.
  - b) 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.
  - c) On request, each Cyber Charter School must provide you 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 Cyber Charter School must keep a record of parties obtaining access to education records collected, maintained, or used under Part B of the IDEA (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.

**3. Fees**

The Cyber Charter School may charge a fee or copies of records (34 CFR §300.617) that are made for you under Part B of the IDEA, if the fee does not effectively prevent you from exercising your right to inspect and review those records.

The Cyber Charter School may not charge a fee to search for or to retrieve information under Part B of the IDEA.

**4. Amendment of Records at Parent's Request (34 CFR §300.618)**

If you believe that information in the education records regarding your child collected, maintained, or used under Part B of the IDEA is inaccurate, misleading, or violates the privacy or other rights of your child, you may request the Cyber Charter School that maintains the information to change the information.

The Cyber Charter School must decide whether to change the information in accordance with your request within a reasonable period of time of receipt of your request.

If the Cyber Charter School refuses to change the information in accordance with your request, it must inform you of the refusal and advise you of the right to a hearing for this purpose.

**5. Opportunity for a Records Hearing (34 CFR §300.619)**

The Cyber Charter School must, on request, provide you an opportunity for a hearing to challenge information in education records regarding your child to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of your child.

**a. 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, reasonable 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.
- 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.

**b. Result of Hearing (34 CFR §300.620)**

If, as a result of the hearing, the Cyber 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 you in writing. If, as a result of the hearing, the Cyber Charter School decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of your child, you may place in the records that it maintains on your child a statement commenting on the information or providing any reasons you disagree with the decision of the participating agency.

Such an explanation placed in the records of your child must:

1. Be maintained by the Cyber Charter School as part of the records of your child as long as the record or contested portion is maintained by the participating agency; **and**
2. If the Cyber Charter School discloses the records of your child or the challenged portion to any party, the explanation must also be disclosed to that party.

**c. Safeguards (34 CFR §300.623)**

**Each Cyber Charter School must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.**

One official at each Cyber Charter School 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 your State's policies and procedures regarding confidentiality under Part B of the IDEA and FERPA.

Each Cyber 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.

**6. Destruction of Information (34 CFR §300.624)**

**The Cyber Charter School must inform you when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child, and the information must be destroyed at your request.**

However, a permanent record of your 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.

### PROCEDURES FOR DISCIPLINARY EXCLUSION OF CHILDREN WITH DISABILITIES.

There are special rules in Pennsylvania for excluding children with disabilities for disciplinary reasons;

---

#### AUTHORITY OF SCHOOL PERSONNEL (34 CFR §300.530)

**1. Case-by-case determination**

School 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, the Cyber Charter School 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*). The Cyber Charter School 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 to an interim alternative educational setting. A Cyber Charter School 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:

- a. 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**
- b. 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), the charter school, the parent, and relevant members of the IEP Team (as determined by the parent and the charter school) 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 the charter school's failure to implement the child's IEP.**

If the charter school, the parent, and relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability.

If the charter school, the parent, and relevant members of the child's IEP Team determine that the conduct in question was the direct result of the charter school's failure to implement the IEP, the Cyber Charter School must take immediate action to remedy those deficiencies.

6. **Determination that behavior was a manifestation of the child's disability**

If the charter school, 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 the Cyber Charter School 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, the Cyber Charter School must return the child to the placement from which the child was removed, unless the parent and the school 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 the charter school;
- 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 the charter school; 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, the Cyber Charter School must notify the parents of that decision, and provide the parents with a procedural safeguards notice.

Change Of Placement Because Of Disciplinary Removals (34 CFR §300.536)

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 Whether a pattern of removals constitutes a change of placement is determined on a case-by-case basis by the Cyber Charter School and, if challenged, is subject to review through due process and judicial proceedings.

#### Determination of Setting (34 CFR §300.531)

The IEP 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.

The Cyber Charter School 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 the Cyber Charter School 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 a Cyber Charter School 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 resulting a determination within 10 school days after the hearing.
2. Unless the parents and the Cyber Charter School 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 Cyber Charter School has filed a due process complaint related to disciplinary matters, the child must (unless the parent and the State Educational Agency or Cyber Charter School 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 either a Cyber Charter School for any amount of time is considered a change in placement and requires 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 Cyber 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 (34 Cfr §300.534)**

#### **1. General**

If a child has not been determined eligible for special education and related services and violates a code of student conduct, but the Cyber Charter School 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**

**A Cyber Charter School 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 of appropriate educational agency, or a teacher of the child;
- b. The parent request 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 Cyber Charter School personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to the charter school's director of special education or to other supervisory personnel of the charter school.

#### **3. Exception**

**A Cyber 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 Cyber 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 the charter school, and information provided by the parents, the Cyber Charter School must provide special education and related services in accordance with Part B of the IDEA, including the disciplinary requirements described above.

**B. REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES (34 CFR §300.535)**

**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.

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 Cyber Charter School reports a crime committed by a child with a disability, the charter school: 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.

**THIS ANNUAL NOTICE AND STATEMENT OF POLICY AND PROCEDURES HAS BEEN WRITTEN IN ACCORDANCE WITH CHAPTER 711 OF TITLE 22 OF THE PA CODE.**

**THE CONTENT OF THIS NOTICE HAS BEEN WRITTEN IN STRAIGHTFORWARD, SIMPLE LANGUAGE. IF A PERSON DOES NOT UNDERSTAND ANY OF THIS NOTICE, HE OR SHE SHOULD ASK THE CEO OF THE CYBER CHARTER SCHOOL FOR AN EXPLANATION. THE CYBER CHARTER SCHOOL WILL ARRANGE FOR AN INTERPRETER FOR PARENTS WITH LIMITED ENGLISH PROFICIENCY. IF A PARENT IS DEAF OR BLIND OR HAS NO WRITTEN LANGUAGE, THE SCHOOL WILL ARRANGE FOR COMMUNICATION OF THIS NOTICE IN THE MODE NORMALLY USED BY THE PARENT (E.G., SIGN LANGUAGE, BRAILLE, OR ORAL COMMUNICATION).**

THIS NOTICE IS ONLY A SUMMARY OF THE SPECIAL EDUCATION SERVICES, EVALUATION AND SCREENING ACTIVITIES, AND RIGHTS AND PROTECTIONS PERTAINING TO CHILDREN WITH DISABILITIES, CHILDREN THOUGHT TO BE DISABLED, AND THEIR PARENTS AND IS ONLY A SUMMARY OF THE CONFIDENTIALITY RIGHTS REGARDING STUDENT INFORMATION.

FOR MORE INFORMATION OR TO REQUEST EVALUATION OR SCREENING OF A CYBER CHARTER SCHOOL STUDENT CONTACT THE CEO OF THE CYBER CHARTER SCHOOL AT THE PENNSYLVANIA CYBER CHARTER SCHOOL ONE LINCOLN PARK, MIDLAND, PA 15059 (724) 643-1180.

NOTHING IN THIS NOTICE IS INTENDED TO CONFLICT WITH OR SUPPLANT THE INFORMATION CONTAINED IN THE PENNSYLVANIA DEPARTMENT OF EDUCATION'S CURRENT "PROCEDURAL SAFEGUARDS NOTICE" WHICH IS AVAILABLE THROUGH THE SCHOOL FOR YOUR REVIEW OR WITH APPLICABLE STATE AND/OR FEDERAL LAWS.

---

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**Access to Instructional Materials Policy**

The Pennsylvania State Board of Education adopted the National Instructional Materials Accessibility Standard (NIMAS) as defined in the Education of Individuals with Disabilities Education Improvement Act of 2004 ("IDEA"), for the purpose of providing print instructional materials in alternate accessible formats or specialized formats to blind persons or other persons with print disabilities in a timely manner. Pursuant to the state regulations which incorporate the IDEA, the Pennsylvania Cyber Charter School ("Charter School") will adopt NIMAS to ensure the timely provision of high quality, accessible instructional materials to children who are blind or other persons with print disabilities. The NIMAS refers to a standard for source files of print instructional materials created by publishers that may be converted into accessible instructional materials.

The Charter School, shall, in a timely manner, provide print instructional materials in specialized, accessible formats (that is, Braille, audio, digital, large-print, and the like) to children who are blind or other persons with print disabilities, as defined in 2 U.S.C.A. § 135a (regarding books and sound-reproduction records for blind and other physically handicapped residents; annual appropriations; and purchases).

The Charter School, shall, in a timely manner, provide instructional materials under subsection (a) if they take steps to ensure that children who are blind or other persons with print disabilities have access to their accessible format instructional materials at the same time that students without disabilities have access to instructional materials. The Charter School will not withhold instructional materials from other students until instructional materials in accessible formats are available.

Receipt of a portion of the instructional materials in alternate accessible or specialized format will be considered receipt in a timely manner if the material received covers the chapters that are currently being taught in the student's class.

If a child who is blind or other person with a print disability enrolls in the Charter School after the start of the school year, the School shall take steps to ensure that the student has access to accessible format instructional materials within 10 school days from the time it is determined that the child requires printed instructional materials in an alternate accessible or specialized format.

(f) The Charter School may coordinate with the National Instructional Materials Access Center (NIMAC) to facilitate the production of and delivery of accessible materials to children who are blind or other persons with print disabilities. The NIMAC refers to the central repository, established under section 674(e) of the Education of Individuals with Disabilities Education Act, which is responsible for processing, storing and distributing NIMAS files of textbooks and core instructional materials.

(g) Schools coordinating with NIMAC shall require textbook publishers to deliver the contents of print instructional materials to the NIMAC in NIMAS format files on or before delivery of the print instructional materials to the School. Schools that choose not to coordinate with NIMAC may require that publishers deliver the contents of print instructional materials to the NIMAC in NIMAS format files on or before delivery of the print instructional materials to the School.

**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.**

ADOPTED this 29 day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, PA 15059**

**Board of Directors Policy**

**Alternate Assessment of Students Policy**

The CEO or his designee shall ensure that all children with disabilities are included in all general state and districtwide 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 challenging academic content standards and challenging student academic achievement standards or if the state has adopted alternate academic achievement standards, measure the achievement of children with disabilities against those standards.

The school must maintain information regarding the number of children who: participate in regular assessments; were provided accommodations in order to participate in those assessments; participate in alternate assessments.

The CEO or his 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. This responsibility includes the obligation to find and secure appropriate PSSA or PASA test administration facilities for students who are otherwise educated in the cyber setting.

The CEO or his designee is directed to monitor student participation in statewide assessment to foster participation.

The CEO or his designee is directed to provide training opportunities to personnel regarding statewide assessment participation and PSSA and PASA requirements.

The CEO or his designee is directed to make PA's guidelines regarding statewide assessments available to personnel.

The CEO or his designee is directed to develop procedures to prepare students in test-taking techniques prior to test administration and to familiarize families with testing facilities utilized (i.e., location, time, and other logistics as necessary).



The CEO or his designee is directed to review assessment data and use data to drive any needed program changes. The CEO or his designee is directed to report to the Board what changes are recommended and needed.

The CEO or his 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 districtwide assessments consistent with law.

IEPs must, if the IEP team determines that the child shall take an alternate assessment on a particular statewide or districtwide 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 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.**

ADOPTED this 9 day of March, 2009

Edward T. Elder

President

Brenda K. Smith

Secretary

**Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, PA 15059**

**Board of Directors Policy**

**Assistive Technology (AT) Policy and Procedures**

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 is not intended to include standard equipment made available to all students by virtue of the fact that they are enrolled in a cyber charter school.

**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.

#### THEREFORE

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., no, 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 school's responsibility to provide assistive technology devices and services when included as part of a student's IEP. The school is responsible for the maintenance and repair of assistive technology devices used to implement a child's IEP.

The CEO or his designee is directed to seek any necessary assistance from the Commonwealth regarding the purchase and payment for Assistive Technology and should inform the family not to assume the device will be billed to Medical Assistance (MA), even if a child's MA number is provided on an equipment acquisition form. If the device is billed to MA, the CEO or his designee will notify the parents by sending a transfer of ownership letter. When the parents are in receipt of the transfer of ownership letter, the billing process has begun. If the billing is ultimately rejected by MA, the parents will be informed by letter. The CEO or his designee may not delay or deny a student's receipt of assistive technology while it attempts to secure MA funding.

**Additional Administrative Procedures:** The CEO or his 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 his 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 appropriately AT devices, review of recommendations from qualified personnel including speech language pathologists regarding AT, and the maintenance of AT by the cyber charter school 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 is 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 his 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 his designee is further directed to have a plan in place to provide AT services without interruption.

The CEO or his designee is charged with making personnel aware of the availability of AT resources.

**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.**

ADOPTED this 9 day of March, 2009

Edward T Elder

President

Brenda K. Smith

Secretary

# THE PENNSYLVANIA CYBER CHARTER SCHOOL

## Board of Trustees Policy

### CHILD FIND POLICY AND PUBLIC OUTREACH AWARENESS SYSTEM

In accordance with Chapter 711 of Title 22 of the Pennsylvania Code, the CEO or his designee shall ensure that children with disabilities, regardless of the severity of their disabilities, and who are enrolled at The Pennsylvania Cyber Charter School ("PA Cyber") and are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Child Find includes children who are suspected of having a disability under Section 300.8 of the federal regulations that implement IDEA 2004 and in need of special education, even though they are advancing from grade to grade; and highly mobile children, including migrant children, homeless youth and parentally placed private students, as appropriate.

#### Public Awareness

The CEO or his designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who are enrolled at PA Cyber.

PA Cyber shall publish annually a written notice (attached hereto), in means accessible to PA Cyber families. Such notice must be included in PA Cyber's Handbook and on PA Cyber's website. The Notice may also be made available in means accessible to the public, such as: at PA Cyber's main office, in PA Cyber's special education office, through local Intermediate Units and/or through other generally accessible print and electronic media, and with the Board meeting minutes a description of: child identification activities, of PA Cyber's special education services and programs, of the manner in which to request services and programs, and of the procedures followed by PA Cyber to ensure the confidentiality of student information pertaining to students with disabilities pursuant to state and federal law.

## Outreach Activities

The CEO or his designee shall ensure that the following outreach activities occur concerning programs and services for children with disabilities who attend PA Cyber:

- A) Offer parents and family (including foster and surrogate parents) information regarding training activities and publicize the availability of such activities to all parents (trainings in the areas of behavioral support, response to intervention, inclusive practices, transition, assistive technology, autism, and interagency coordination are important and parents may also be directed to PaTTAN training opportunities). Parental input is to be sought to determine what parent trainings are needed/desired;
- B) Provide to interested health and mental health professionals, daycare providers, county agency personnel and other interested professionals, including professionals and agencies who work with homeless and migrant or other highly mobile youth, wards of the state, as well as to students attending private schools (where applicable), information concerning the types of special education programs and services available in and through PA Cyber and information regarding the manner in which parents can request and access those services.
- C) Provide or obtain periodic training for PA Cyber's regular education staff and special education staff concerning the identification and evaluation of, and provision of special education programs and services to students with disabilities.
- D) The public outreach awareness system utilized by PA Cyber shall include methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.
- E) PA Cyber shall conduct child find activities to inform the public of its special education services and programs and the manner in which to request them.
- F) PA Cyber's Child Find effort must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.
- G) Efforts must be made to identify enrolled students who have a native language other than English and to ensure that notices and other outreach

efforts are available to them in their native language as required by law and unless it is clearly and absolutely not feasible to do so.

### **Screening**

The CEO or his designee shall establish a system of screening in order to:

- A) Identify and provide screening for students prior to referral for an initial special education multidisciplinary team evaluation;
- B) Provide peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum;
- C) Conduct hearing and vision screening in accordance with the Public School Code of 1949 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 if necessary;
- D) Identify students who may need special education services and programs;
- E) Maintain the confidentiality of information in accordance with applicable state and federal regulations.

### **Pre-Evaluation Screening**

The pre-evaluation screening process shall include:

- A) For students with academic concerns, an assessment of the student's functioning in the curriculum including curriculum-based or performance-based assessments;
- B) For students with behavioral concerns, a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty ("FBA" or functional behavior assessment);
- C) An intervention based on the results of the assessments conducted;
- D) An assessment of the student's response to the intervention, if applicable;
- E) A determination of whether or not the assessed difficulties of the student are the result of a lack of instruction or limited English proficiency;
- F) A determination of whether or not the student's needs exceed the functional capacity of the regular education program, without special

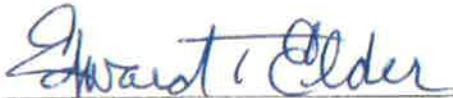
education programs and services, to maintain the student at an instructional level appropriate to the level and pace of instruction provided in that program;

- G) Activities designed to gain the participation of parents;
- H) Controls to ensure that if screening activities have produced little or no improvement within the specified timeframe after initiation, the student shall be referred for a multidisciplinary team evaluation.

The screening activities shall not serve as a bar to the right of a parent to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, PA Cyber may initiate a multidisciplinary team reevaluation without completion of the screening process in accordance with Chapter 711. Whenever an evaluation is conducted without pre-evaluation screening, the activities described shall be completed as part of that evaluation whenever possible.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE PENNSYLVANIA CYBER CHARTER SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this 29 day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Disciplinary Exclusions of Special Education Students Policy**

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 Chief Executive Officer (“CEO”) or his designee to implement procedures necessary to effectuate the following:

**AUTHORITY OF SCHOOL PERSONNEL (34 CFR §300.530)**

**1. Case-by-case determination**

The Pennsylvania Cyber Charter School (“Charter School”) 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, Charter School 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). Charter School 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. A charter school 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:

- a. 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
- b. 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), Charter School, the parent, and relevant members of the IEP Team (as determined by the parent and Charter School) 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 Charter School's failure to implement the child's IEP.

If Charter School, 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 Charter School, the parent, and relevant members of the child's IEP Team determine that the conduct in question was the direct result of Charter School's failure to implement the IEP, Charter School must take immediate action to remedy those deficiencies.

**6. Determination that behavior was a manifestation of the child's disability**

If Charter School, 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 Charter School 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, the Charter School must return the child to the placement from which the child was removed, unless the parent and Charter School 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 Charter School;
- 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 Charter School; 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, Charter School 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

Whether a pattern of removals constitutes a change of placement is determined on a case-by-case basis by Charter School 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.

Charter School 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 Charter School 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 charter school 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 the Charter School 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 Charter School has filed a due process complaint related to disciplinary matters, the child must (unless the parent and the State Educational Agency or Charter School 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 Charter School 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**

**A charter school 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 Charter School personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to Charter School's director of special education or to other supervisory personnel of the Charter School.

#### **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 Charter School, and information provided by the parents, Charter School must provide special education and related services in accordance with Part B of the IDEA, including the disciplinary requirements described above.

## **B. 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.

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, the charter school: 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.



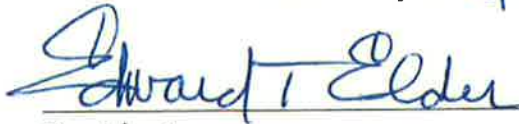
**NON-DISCRIMINATION**

Charter School 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 his 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 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.**

ADOPTED this 29 day of September, 2014

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Dispute Resolution and Alternative Dispute Resolution Policy**

It is the policy of the Pennsylvania Cyber Charter School ("Charter School") to ensure that disputes between parents and 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 Chief Executive Officer ("CEO") or his 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 his 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 his 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 his 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 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.**

ADOPTED this 29 day of September, 2014



President



Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**English as a Second Language/Bilingual Program Policy**

**Purpose:**

In accordance with the Pennsylvania Cyber Charter School (the "Charter School") Board of Trustees' ("Board") philosophy to provide a quality educational program to all students, the Charter School shall provide an appropriately planned instructional program for identified students whose dominant language is not English ("English as Second Language students").

The purpose of the program shall be to increase the English language proficiency of English as Second Language students so they can attain the state academic standards within the ESL program setting as well as within the regular classroom environment, to provide equal opportunities for English as Second Language students to participate in extra curricular activities, and to provide the cultural, social and emotional supports for English as Second Language students to adapt to this new cultural setting.

The Board declares it to be their policy to provide an equal opportunity for all students, including English as Second Language students, to achieve their maximum potential through the curriculum, instruction and programs offered in the Charter School. At no time shall the Charter School, including the Board, permit, condone, encourage or facilitate discrimination against students during the course of recruitment, admissions and enrollment, instruction, counseling and daily interactions with Charter School faculty and staff. Equal Education Opportunity Act, 20 U.S.C.A. § 1703; Title VI, Civil Rights Act of 1964, 42 U.S.C.A. § 2000d, et seq.

**Definition:**

English as Second Language students ("ESL students") are from diverse linguistic and cultural backgrounds. The Charter School must equip them with the skills to function, compete, and prosper in American society. ESL students must develop academic skills along with their general program peers while also learning English. As ESL students are in transition from their native language to English, the emphasis must be on developing academic skills that comply with Pennsylvania State Standards.

## **Responsibility**

The Charter School shall adopt an instructional program for each ESL student for the purpose of facilitating the student's achievement of English proficiency and academic standards ("ESL Program"). 22 Pa. Code. § 4.26. The CEO and the director of the ESL Program ("ESL Director") shall implement and supervise an ESL Program that meets the legal requirements for ESL Program compliance under federal and Pennsylvania law:

1. Based on an educational theory recognized as sound by some experts in the field or considered by experts as a legitimate experimental strategy;
2. Reasonably calculated, including provisions for resources and personnel, to implement the theory effectively; and
3. Evaluated and adjusted where needed to ensure language barriers are actually being overcome.

No Child Left Behind Act, 20 U.S.C.A. § 6812. The ESL program will come under the direction of the ESL Director. The ESL Director will be responsible for the assurance of the implementation of the program and that proper Charter School policies and procedures are being followed. The CEO and the ESL Director will be responsible for informing Charter School staff with instructional strategies and cultural needs of students who will receive ESL instruction. ESL teaching resource materials will be obtained by the ESL Director and kept in his/her office for reference for both program and non-program teachers.

All teachers instructing within the ESL Program shall hold the requisite certification and endorsements required by Pennsylvania law. Bilingual teachers must demonstrate academic language proficiency both in English and in the language of instruction. 22 Pa. Code § 403; No Child Left Behind Act, 20 U.S.C.A. § 6826.

## **ESL Program**

The goals of the Charter School's ESL Program are to assist the ESL students in using English, per the No Child Left Behind Act, 20 U.S.C.A. § 6812,:

1. to communicate in social settings;
2. to achieve academically in all content areas; and
3. in socially and culturally appropriate ways.

The CEO and the ESL Director shall implement and supervise the ESL Program, and further ensure that the ESL Program meets the legal requirements for ESL program compliance. The CEO and the ESL Director, in conjunction with appropriate certified

ESL teachers, shall develop and disseminate written procedures regarding the ESL Program. The procedures shall include, but will not be limited to, the following:

1. Detailed program goals;
2. Student enrollment procedures (i.e., Home Language Survey);
3. Assessment procedures for program entrance, measuring progress in gaining English proficiency, and program exiting;
4. Accommodations for ESL students in the general education classroom;
5. Grading policies; and
6. List of resources, including support agencies and interpreters.

No Child Left Behind Act, 20 U.S.C.A. § 6826. The ESL Program shall include daily instruction for ESL students, supporting the ESL Program's goals, and will receive curriculum aligned with Pennsylvania standards. 22 Pa. Code. § 4.26. Language instruction shall correspond to each ESL student's English proficiency level, which shall include both direct language instruction and adaptation of instruction in all content classes. The exact hours of direct language instruction will be determined based on each ESL student's needs. All ESL instruction shall be part of each ESL student's daily schedule, and will not interfere with or prohibit each ESL student's instruction in all grade level content classes.

ESL students will be placed in all appropriate grade level content classes. Each ESL student will receive instruction in all content areas, as other students in the class. Each ESL student will receive additional supplemental support and instruction from ESL teachers periodically for Language Arts class and for necessary content area classes. An ESL teacher will assist the classroom teacher in identifying and implementing teaching strategies that will help each ESL student achieve academic success in the classroom. During the initial period of language acquisition and development, the Charter School may grade the ESL student on a pass/fail basis.

The Pennsylvania English Language Proficiency Standards shall be incorporated in both ESL instruction and grade level content classes.

### **Program Goals and Objectives**

The Charter School has developed the following goals and objectives for the ESL Program.

Goal 1: To use English to communicate in social settings.

Objective: By the end of the school year, ESL students will improve and increase their ability to use English to participate in social

interactions. This will be evidenced by observation of ESL students in cooperative learning activities, playground interactions and personal conversation.

Objective: By the end of the school year, ESL students will improve and increase their ability to interact, through and with spoken and written English for personal expression and enjoyment. This will be evidenced by personal writing journals and book choice with reading log.

Goal 2: To use English to achieve academically in all content areas.

Objective: By the end of the school year, ESL students will improve and increase their ability to use English to interact in the classroom, evidenced by conversations with ESL teachers, observations of students in cooperative group settings, and observations of students in social interactions, report cards and test results.

Objective: By the end of the school year, ESL students will improve and increase their ability to use English to obtain, construct and provide subject matter information in spoken and written form. This will be evidenced by an increase in standardized testing content area scores, a portfolio of ESL student work, and ESL teachers' observations of the ESL students' ability to pose questions and have discussions in content area classes.

Goal 3: To use English in socially and culturally appropriate ways.

Objective: By the end of the school year, ESL students will improve and increase their ability to use the appropriate language variety, register, and genre according to the audience, purpose and setting. This will be evidenced by ESL student academic presentations, observations of ESL students' social conversations with peers, and conversations with ESL teachers.

Objective: By the end of the school year, ESL students will improve and increase their ability to use nonverbal communication appropriate to audience, purpose and setting. This will be evidenced by observations of ESL students by ESL teachers.

The success of the ESL program will be measured by: ESL students increasing scores within their level of the program; ESL students testing to the next level of the program; and ESL students testing out of the program as evidenced by yearly English proficiency testing. Success will also be measured by an increase in academic scores on a content area standardized test. 22 Pa. Code § 403; No Child Left Behind Act, 20 U.S.C.A. § 6841.

The ESL Director will also look at student portfolios and ESL teacher narratives to demonstrate progress of each ESL student.

Attendance policies will be the same for ESL students as for English-speaking students.

The Student Handbook will clearly state the Charter School's policy and expectations regarding the ESL Program.

### **Enrollment of ESL Students:**

ESL students and families shall be provided translation and interpretation services to the extent needed to assist with the enrollment process. All students seeking first time enrollment in the Charter 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 a student may not be delayed in order to administer the Home Language Survey. The completed survey shall be filed in each student's permanent record folder through graduation. 22 Pa. Code § 11.11(e).

Based on the Home Language Survey responses, each student shall be assessed for potential placement in an ESL Program. A student will be exempt from assessment if the student meets two of the following three criteria:

1. Final grades of B or better in core subject areas (mathematics, language arts, science and social studies);
2. Scores on Charter School assessments that are comparable to the basic performance level on the annual Pennsylvania System of School Assessment ("PSSA"); or
3. Scores of basic in reading, writing and mathematics on the PSSA or the equivalent assessment from another state.

### **Identification & Placement of ESL Students:**

#### Entry Criteria

The Charter School will use the WIDA-ACCESS Placement Test (W-APT) to assess newly enrolled students for placement in the ESL program. The W-APT results will be one indicator for placement in the ESL program. Other indicators shall include current or previous grades, performance on state assessments, and Charter School-based formative or summative assessments. This ESL-Program eligibility criterion is aligned with requirements established by the Pennsylvania Department of Education.

Student placement in the ESL Program and designated instruction time (Beginner, Intermediate, Advanced) will comply with program guidelines and will be based upon



the instructional need of each ESL student. Instructional placement will be age and grade appropriate.

Parents may request an ESL student to be excused from the ESL Program if the instruction conflicts with the family's religious beliefs. 22 Pa. Code § 4.4(d)(3).

All ESL students shall have access to and should be encouraged to participate in all Charter School educational programs, opportunities, and extracurricular activities available. Equal Education Opportunity Act, 20 U.S.C.A. § 1703; Title VI, Civil Rights Act of 1964, 42 U.S.C.A. § 2000d, et seq.

### Exit Criteria

The exit criteria for ESL students is intended to establish valid and reliable evidence of a student's English language proficiency to exit from the ESL Program, in accordance with requirements established by the Pennsylvania Department of Education. ESL students may exit the ESL Program if they meet exit criteria provided under applicable federal and state laws and regulations.

Once an ESL student exits the ESL Program, he/she will be monitored for two years. During that time, the ESL Director will maintain bi-weekly contact with the classroom teacher to monitor the student's progress. Monitoring efforts will also include periodic review of grades. At the end of each year, the student progress will be evaluated, using the PSSA and Charter School assessments, to determine if the student is maintaining or demonstrates growth in language skills. Students will be placed back into the ESL Program if evidence does not support maintenance or growth of language skills.

### **Assessment of ESL Students**

In accordance with Pennsylvania academic standards and Charter School academic standards, the Charter School will monitor the progress of ESL students and will provide appropriate accommodations within the content areas to ensure achievement of the academic standards and curricular goals. 22 Pa. Code § 403; No Child Left Behind Act, 20 U.S.C.A. § 6842. The ESL Director will oversee the review, both annual and periodic, of ESL students.

Pennsylvania's assessments shall be administered to all ESL student annually to measure progress and determine each ESL student's English language proficiency for each language domain (Reading, Writing, Speaking and Listening/Understanding). Each designated ESL teacher will complete the annual grading and evaluation process for ESL students (English, Reading and Language Arts). Other considerations will include ESL student portfolios and teacher narratives regarding observations of each ESL student. Students with immigrant status who have lived in the United States for less than one year are exempt from participating in the PSSA and local assessments.

Throughout the course of the year, individual student progress will be evaluated on a continuous basis with each ESL teacher and the classroom teacher. Each teacher will modify ESL students' learning plans to ensure academic success for each ESL student.

A standardized form will be kept in each ESL student's permanent record folder through graduation. The form shall identify the date, level, and English proficiency score upon entering the ESL Program; report(s) of progress toward ESL Program goals; and academic standardized test scores. A narrative from the designated ESL teacher, regarding each ESL student's progress toward satisfying the ESL Program objectives, will also be part of the data collection and review process.

An ESL student may not be retained in a grade level based solely on his/her lack of English language proficiency. Before an ESL student is retained in a grade, the ESL Director must demonstrate that all appropriate modifications were made to instruction and assessment in order to allow the ESL student's meaningful access to the grade level content curriculum as well as to promote ESL instruction.

### **ESL Students with Disabilities**

All ESL students shall be eligible for special education services. All procedures for the screening, evaluation, IEP, and the provision of services and/or instruction for ESL students must be in compliance with governing state and federal laws and regulations.

The IEP team for an ESL student shall include either the ESL Director or an appropriate ESL teacher, or at a minimum, the IEP team shall receive input from either the ESL Director or the appropriate ESL teacher when appropriate. The IEP team for an ESL student shall consider the need for ESL instruction as it addresses the ESL student's needs related to the provision of Free Appropriate Public Education. In determining an ESL student's needs, the IEP team shall consider both special education services and ESL instruction simultaneously. Special education services do not replace ESL instruction.

ESL students receiving special education services must submit to Pennsylvania's annual assessments. Each ESL student may participate in assessments through the use of one or more state-approved accommodations appropriate to his/her disability. The IEP team may make decisions regarding assessment accommodations for ESL students with disabilities, considering the following:

1. Accommodations must not invalidate the results of the assessment;
2. Accommodations may be used for the entire assessment or only for part/parts of the assessment;
3. Determinations of any accommodation must be:

- Based on a student's disability;
- Made by the student's entire IEP team;
- Properly documented in the student's IEP; and
- Properly coded on the assessment.

### **Communications with ESL Parents/Guardians**

Communications with ESL parents and/or guardians must be in the parents'/guardians' preferred language and mode of communication. The Charter School will provide interpretation services (written and/or oral, depending on the preferred mode of communication). No Child Left Behind Act, 20 U.S.C.A. § 7012.

**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.**

ADOPTED this day 29 of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**Evaluation and Reevaluation Policy**

In accordance with applicable state and federal regulations, the Board of Trustees of the Pennsylvania Cyber Charter School ("Charter School") recognizes that in order to properly identify a student as eligible, the Charter School must have a process and procedures in place and therefore, directs as follows:

That the Charter School adopts this policy which sets forth procedural requirements for Evaluations and Reevaluations which are necessary to identify specific learning disabilities in accordance with its application for charter. To determine that a child has a specific learning disability, the Charter School shall address whether the child does not achieve adequately for the child's age or meet State-approved grade-level standards in one or more of the following areas, when provided with learning experiences and scientifically based instruction appropriate for the child's age or State-approved grade-level standards:

- (i) Oral expression.
- (ii) Listening comprehension.
- (iii) Written expression.
- (iv) Basic reading skill.
- (v) Reading fluency skills.
- (vi) Reading comprehension.
- (vii) Mathematics calculation.
- (viii) Mathematics problem solving.

(2) Use one of the following procedures:

- (i) A process based on the child's response to scientific, research-based intervention, which includes documentation that:

- (A) The student received high quality instruction in the general education setting.
- (B) Research-based interventions were provided to the student.
- (C) Student progress was regularly monitored.

(ii) A process that examines whether a child exhibits a pattern of strengths and weaknesses, relative to intellectual ability as defined by a severe discrepancy between intellectual ability and achievement, or relative to age or grade.

(3) Have determined that its findings under this section are not primarily the result of:

- (i) A visual, hearing or orthopedic disability.
- (ii) Mental retardation.
- (iii) Emotional disturbance.
- (iv) Cultural factors.
- (v) Environmental or economic disadvantage.
- (vi) Limited English proficiency.

(4) Ensure that underachievement in a child suspected of having a specific learning disability is not due to lack of appropriate instruction in reading or mathematics by considering documentation that:

(i) Prior to, or as a part of, the referral process, the child was provided scientifically-based instruction in regular education settings, delivered by qualified personnel, as indicated by observations of routine classroom instruction.

(ii) Repeated assessments of achievement were conducted at reasonable intervals, reflecting formal assessment of student progress during instruction, which was provided to the child's parents.

The IEP Team, which consists of a group of qualified professionals and the student's parents, reviews the evaluation materials to determine whether the child is a child with a disability. The Team shall include a certified school psychologist when evaluating a child for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairments, specific learning disability or traumatic brain injury. Other professionals include hearing or visual specialists, a medical doctor, and occupational, physical or speech therapists. The evaluation must include information from the child's

teacher(s), such as the results of informal tests and narrative statements describing the student's strengths and needs and also verbal and written input from the parent(s) as to the student's medical, social and academic history and observations from the home.

The initial evaluation shall be completed and a copy of the evaluation report presented to the parents no later than 60-calendar days after the agency receives written parental consent for evaluation, except that 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 will not be counted. The evaluator shall prepare and sign the full report of the evaluation containing information such as: a clear explanation of the testing and assessment results; a 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; a complete summary of all information obtain or reviewed from sources other than testing conducted by the evaluator; and specified recommendations for educational programming and/or placement, if necessary.

Parents may request an evaluation at any time, and the request must be in writing. The Charter School shall make the Permission to Evaluate form readily available for that purpose. If a request is made orally to any professional employee or administrator of the Charter School, that individual shall provide a copy of the Permission to Evaluate form to the parents within 10-calendar days of the oral request.

Copies of the Evaluation Report shall be disseminated to the parents at least 10 school days prior to the meeting of the IEP Team, unless this requirement is waived by a parent in writing.

### **Reevaluations**

Once the child has been identified as being eligible for special education, the child must be reevaluated to determine whether the child's needs have changed. A Reevaluation must be conducted every three years. An exception to this is if a child has mental retardation. For students who have been determined to have mental retardation, reevaluations must occur every two years.

The Reevaluation process begins with a review of existing evaluation data by the IEP Team, which once more includes the parents. The IEP Team shall also include a certified school psychologist when evaluating a child for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.

The information the IEP Team must review includes, but is not limited to, existing evaluation data, evaluations and information provided by the parents, current

classroom-based assessments and observations, observations by teachers and services providers, and whether any additions or modifications to the special education and related services are needed to enable the child to meet the measurable annual goals in the IEP and to participate as appropriate in the general curriculum.

At the end of the review, the IEP Team concludes either that no additional data are needed to determine continued eligibility for special education and related services, or that there is a need for additional data.

When additional data is needed to complete a Reevaluation to determine whether the child continues to be a child with a disability and still in need of special education, Charter School officials must also obtain written permission through a formal Permission to Re-Evaluate form. However, if the Charter School has made "reasonable attempts" to get permission and has failed to get a response, it may proceed with the Reevaluation.

Reasonable attempts must consist of:

- Documented Telephone calls
- Registered (return receipt required) and First Class Mail letters to the parents
- Visits to the home or parents' place of business

The reevaluation time line will be 60-calendar days, except that 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 will not be counted.

Copies of the reevaluation report shall be disseminated to the parents at least 10 school days prior to the meeting of the IEP team, unless this requirement is waived by a parent in writing.

All evaluations (whether an initial evaluation or a reevaluation) needed to determine a child's eligibility for special education services must be provided by the Charter School at no charge to the parents. If a child needs special education, the special programs and related services as determined by the IEP Team will be provided free by the Charter School.

The CEO or his designee is directed to implement all procedures in accordance with this policy.

**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.**

ADOPTED this 29 day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Exceptional Student Records Confidentiality Policy**

The Pennsylvania Cyber Charter School ("Charter School") recognizes the need to protect the privacy rights of Charter School's exceptional students and their parents. The classification, collection, use, maintenance and dissemination of any information about a student or his or her family raises issues regarding the privacy of that information. Thus, 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 Chief Executive Officer or his designee is designated as the administrator responsible for the maintenance, access, use and release of exceptional student records. This policy is to be used in combination with Charter School's Student Records Policy.

The CEO or his designee shall be responsible for the implementation of this policy.

**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 Charter School. Except under the circumstances specified below, parental consent is not required before personally identifiable information is released to officials of 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 TO CONFIDENTIAL INFORMATION RELATED TO STUDENT (34 CFR §300.611)

1. **Related to the confidentiality of information, the following definitions apply:**
  - a. ***Destruction*** means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
  - b. ***Education 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)).
  - c. ***Participating agency*** means any charter school, agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part B of the IDEA.
  - d. ***Personally identifiable (34 CFR §300.32)*** means information that has:
    - 1) A child’s name, a parent’s name, or the name of another family member;
    - 2) A child’s address;
    - 3) A personal identifier, such as a child’s social security number or student number; **or**
    - 4) A list of personal characteristics or other information that would make it possible to identify a child with reasonable certainty.
  
2. **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 Charter School to reasonable requests for explanations and interpretations of the records;
- 2) A parent’s right to request that 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.
  - a) 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.
  - b) 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.

- c) 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 Charter School.

**b. Other Authorized Access (34 CFR §300.614)**

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.

**2. Fees**

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.

**3. 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.

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 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.

**4. Opportunity for a 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. 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.
- 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.

**b. Result of Hearing (34 CFR §300.620)**

If, as a result of the hearing, 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 Charter School as part of the records of the child as long as the record or contested portion is maintained by Charter School; **and**
2. If Charter School discloses the records of the child or the challenged portion to any party, the explanation must also be disclosed to that party.

**c. 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 his 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, Charter School's records custodian and the CEO or his 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.

#### **5. Destruction of Information (34 CFR §300.624)**

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.

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 PDE 6-year cyclical monitoring period guidelines established by PDE.

---

### **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 of 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.

---

---

---

## **REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES AND RECORD TRANSMITTAL**

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.

---

---

## **ELECTRONIC TRANSMISSIONS**

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 Charter School at (724) 777-3241. 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.

---

---

## **ADMINISTRATIVE PROCEDURES:**

The CEO or his 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:

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;

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;

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

Maintain a current listing of the names and positions of those agents and employees of Charter School who are authorized by the school to have access to personally identifiable information of exceptional students.

An education record shall not be destroyed by 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 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 in the above paragraph, 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.

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 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.

**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.**

ADOPTED this 29 day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Extended School Year Services (“ESY”) Policy**

The Board of Trustees directs that the Pennsylvania Cyber Charter School (“Charter School”) comply with the requirements incorporated by reference in 34 CFR §300.106 (relating to extended school year services).

The Chief Executive Officer (“CEO”) or his designee is directed to ensure that the Charter School 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 Charter School 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 Charter School 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 Charter School's 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 his 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.**

**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.

ADOPTED this 29 day of September, 2019

\_\_\_\_\_

President

\_\_\_\_\_

Secretary

Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059

**BOARD OF TRUSTEES POLICY**

**Free Appropriate Public Education (FAPE) Policy**

The Pennsylvania Cyber Charter School ("Charter School") must ensure that FAPE is available to any individual child with a disability who needs special education and related services, even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade.

The determination that a child described above is eligible, must be made on an individual basis by the group responsible within the Charter School for making eligibility determinations.

**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.**

ADOPTED this 29 day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, PA 15059**

**Board of Directors Policy**

**Graduation and Dropout Rates Policy**

The Cyber Charter School recognizes the problem of school dropouts and the resulting negative impact of school dropouts on students as well as the community and directs the CEO or his designee to implement policies and procedures aimed to:

- Ensure that attendance rates of students with disabilities are comparable to those of all students;
- Verify the accuracy of graduation and dropout data;
- Develop, maintain, implement and participate in effective dropout prevention programs;
  - Ensure that highly mobile, migrant students receive comparable special education services, credit and partial credit for courses completed in other schools, in accordance with law;
  - Use data collected and maintained to improve graduation rates and drop-out prevention efforts at the Cyber Charter School;
  - Ensure that the dropout rate of the Cyber Charter School's students with disabilities is comparable to the state graduation rate;
  - Ensure that the dropout rate of the Cyber Charter School's students with disabilities is comparable to the state dropout rate;
  - Have in effect established goals for the performance of children with disabilities that address graduation rates and dropout rates, as well as such other factors as the State may determine and are consistent, to the extent appropriate, with any other goals and academic standards for children established by the State;
  - Report to the Board information regarding graduation and dropout rates and any programs that may be available to assist Administration in fulfilling Administration's responsibilities under this policy and promoting effective graduation efforts.

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.

ADOPTED this 9 day of March, 2009

Edward T. Elder

President

Brenda K. Smith

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Homeless Students Policy**

I. AUTHORITY

The McKinney-Vento Act ("ACT"), as amended and reauthorized by the No Child Left Behind Act of 2001 is the primary Federal law addressing the educational needs of homeless children and youth. The Act states that it is the policy of Congress that educational agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education as provided to other children and youths. Specifically, Section 11432(g)(3)(A) of the Act indicates:

"the local educational agency serving each child or youth to be assisted [under this Act] shall according to the child's best interest: (I) continue the child's or youth's education in the school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year; or (II) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (III) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend."

The Board of Trustees ("Board") of the Pennsylvania Cyber Charter School ("Charter School") recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other Charter School students. The Board shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law regulations.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation, and success in Charter Schools of homeless students, based on the recommendation of the Chief Executive Officer.

II. DEFINITIONS



According to the Act the term “school of origin” means the school in which the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. Sec. 11432(g)(3)(G).

Homeless students are defined as individuals lacking a fixed, regular and night-time residence, which include the following conditions:

- a) Sharing the housing of other persons due to loss of housing or economic hardship.
- 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.
- d) Abandoned in hospitals.
- e) Awaiting foster care placement.
- f) Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- g) Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar setting.
- h) Living as migratory children in conditions described in previous examples.
- i) Living as run-away children.
- j) Abandoned or forced out of homes by parents or caretakers.
- k) Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

The term “migratory children” means children who are, or whose parent or spouse are, migratory agricultural workers, including migratory dairy workers, or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain or accompany such parent or spouse who seeks to obtain temporary or seasonal employment in agricultural or fishing work. See 20 U.S.C. 6399(2).

The terms “enroll” and “enrollment” are defined to include attending classes and participating fully in school activities.

### III. DELEGATION OF RESPONSIBILITY

The Board designates the Chief Executive Officer or his/her designee to serve as the Charter School’s Liaison for homeless students and families.

The Charter School’s liaison shall coordinate with:

- a) Local service agencies that provide services to homeless children, youth and families.
- b) School districts on issues of records transfer, per pupil allocation, transportation and special education programs to ensure that homeless children who are in need of special education and related services are located, identified, and evaluated.
- c) State and local housing agencies responsible for comprehensive housing affordability strategies.

The Charter School Liaison has the following responsibilities:

1. Identify homeless children and youth including preschool age children;
2. Inform parents or guardians of educational rights and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children;
3. Disseminate public notice of the educational rights of homeless students where children and youth receive services under the Act and forms to such places as schools, family shelters, and food pantries;
4. Mediate enrollment disputes in accordance with the Enrollment Dispute section and ensure immediate enrollment pending resolution of disputes;
5. Inform the parent/ guardian of a homeless child or youth, and any unaccompanied youth, of all transportation options, including to

the school of origin, and assist in accessing these transportation services;

6. Assist children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records;
7. Understand the Pennsylvania Department of Education guidance issued for the education of homeless students in order to distribute information on the subject as well as to present workshops for school personnel, including office staff;
8. Collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

#### IV. GUIDELINES

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.

##### A. Enrollment/Placement

To the extent feasible, and in accordance with the student's best interest and parent/guardian's wishes, a homeless student shall continue to be enrolled in his/her school of origin while he/she remains homeless, or until the end of the academic year in which he/she obtains permanent housing.

Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the Charter School Liaison will consider the views of the student in determining where he/she will be enrolled.

The Charter School shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to school policies. However, the Charter School may require a parent/guardian to submit contact information.

The Charter School liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.

If the Charter School is unable to determine the student's grade level due to missing or incomplete records, the Charter School shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over the school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the Charter School's decision, their right to appeal, and the procedures to use for the appeal.

Appropriate school placement arrangements, based on the child's best interest, should be implemented through cooperative efforts of the respective chief school administrators of the Charter School, the chartering district, and any prior district of residence. Each case presents a unique set of circumstances and, therefore, requires an individualized response. In all cases, the Charter School shall comply, to the extent feasible, with the request made by a parent or guardian regarding school selection, shall attempt to minimize disruptions, and shall maintain the highest possible degree of continuity in programs for all homeless students. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

In the case of an unaccompanied youth, the Charter School will ensure that the Charter School Liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The Charter School must immediately contact the last school attended to obtain relevant academic and other records.

The Board shall admit to the Charter School, upon application, those school age children who are living at or assigned to a facility or institution, and who are residents of that district or another district of this Commonwealth. These facilities or institutions are defined by the Public School Code and include: an agency, supervised or licensed shelter, group home, maternity home, residence, facility, orphanage, or other institution for care or training of children or adolescents.

Homeless students may reside in hotels, motels, cars, tents, or temporarily doubled-up with a resident family because of lack of housing. In determining residence and, in the case of homeless children, equating "residence" and "domicile" (home) does not apply. They are presently unable to establish "homes" on a permanent basis. **Homeless families are not required to prove residency regarding school enrollment.**

B. Services

Homeless students shall be provided services comparable to those offered to other Charter School students including, but not limited to, transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

### C. Transportation

When the Charter School is required pursuant to laws of the Commonwealth to provide transportation, the Charter School shall coordinate transportation for homeless students with the chartering school district of residence or any previous district of residence. The district of origin, the Charter School, and the chartering school district shall agree upon a method to apportion the responsibility and costs of the transportation.

## V. SCHOOL/HEALTH RECORDS

The Charter School should immediately enroll and begin to provide instruction. The Charter School may contact the district of origin for oral confirmation that the child has been immunized. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within 30 days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed.

According to the Act, if the child or youth needs to obtain immunizations or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the liaison who shall assist in obtaining necessary immunizations or medical records. Sec. 11432(g)(3)(C)(iii).

## VI. TITLE I

Title I of the Elementary and Secondary Education Act I (Reauthorized January 2002) mandates that funds be reserved to serve homeless children. Section 1113(C)(3) of the Title I statute states, "A local educational agency shall reserve such funds as are necessary . . . to provide services comparable to those provided to children in schools funded under this part to serve –," (A) homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live. ..." Section 1115 also indicates that homeless children are eligible for services if they are attending schools served by a local education agency.

## VII. FISCAL RESPONSIBILITIES

Fiscal responsibilities apply to all homeless students, whether in regular or special education classes.

The Charter School should apply the following criteria when determining fiscal responsibility:

- A. The procedures outlined below will be followed in cases when the education of the child is provided by the district where the homeless student is temporarily living (doubled up, motel, shelter). The procedures shall also apply in cases when the district of prior attendance, where that is not the district the child attended when permanently housed, will educate the child.
  1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students;
  2. For homeless individuals in temporary shelters, the educating school district will send a PDE-4605 Determination of District of Residence for Student in Facilities or Institutions in Accordance with Section 1306 of School Code to the presumed district of residence;
  3. If PDE-4605 is acknowledged by the resident district, the educating district will enter the child on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition, and will report membership data according to PDE child accounting procedures; and,
  4. If PDE-4605 is disclaimed and a district of residence cannot be determined, the child will be considered a ward of the state. The educating district will enter the child on its rolls as a nonresident ward of the state, and will report membership according to PDE child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to Child Accounting.
- B. In cases when the education of the child is provided by the Charter School, that district of residence when the child was permanently housed will continue to be responsible for the per pupil allocation for a homeless

student for the period of temporary displacement and should maintain the homeless student on its roll as a resident student.

- C. In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not in the district of new residence, the Charter School will continue to educate the formerly homeless student, if requested by the student's parent or guardian, until the end of the academic year and should maintain the homeless student on its roll as a non-resident student.

The Charter School should advise the district of origin of its financial responsibility for the student and send a tuition bill. Upon notification of student becoming permanently housed, the Charter School should advise the district of residence of their financial responsibilities for the student and send a tuition bill.

#### VIII. ENROLLMENT DISPUTE PROCEDURE

If a dispute arises over school selection or enrollment, the child or youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute pursuant to Section 11432(g)(3)(E)(i) of the Act.

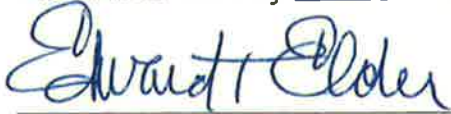
The parent or guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal.

The parent, guardian, child or youth must be referred to the Charter School Liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute.

In the case of an unaccompanied youth, the Charter School Liaison shall ensure that the child or youth is immediately enrolled in school pending resolution of the dispute.

**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.**

ADOPTED this day 29 of September, 2019



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**INCLUSION POLICY**

In accordance with applicable state and federal regulations regarding students with disabilities, the Board of Trustees of the Pennsylvania Cyber Charter School ("Charter School") 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 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, recess periods, 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 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 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 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 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 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 classroom and with what outcome(s);
2. What additional efforts (i.e. supplementary aids and services) in the regular classroom are possible;
3. What are the educational benefits available to the child in the regular 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 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 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 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 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 before 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 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.

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 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.**

ADOPTED this 29 day of September, 2014

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**INDEPENDENT EDUCATION EVALUATIONS (IEE)  
ADMINISTRATIVE PROCEDURES**

A parent who disagrees with an evaluation performed or obtained by Pennsylvania Cyber Charter School (“Charter School”) may request an independent educational evaluation (IEE) at public expense to the extent allowed by applicable state and federal regulations. If the request is received verbally, the staff member who receives the IEE request shall inform the parent that the staff member is forwarding the request to the CEO. The staff member is to forward the request to the CEO without delay.

The CEO or his designee shall take the following steps to the extent that they remain consistent with applicable state and federal regulations regarding IEEs:

The CEO may, upon receipt of the request for an IEE, request that the parent state their reasons for disagreement with the evaluation conducted or proposed by the Charter School. The CEO shall not require the parents to do so, however, and shall not delay the process for providing or disputing an IEE.

Within ten school days of receipt of a request for an IEE in writing from a parent, the CEO of Charter School shall issue a NOREP and Procedural Safeguards Notice to the Parent in which the CEO either approves or denies the request for the IEE.

If the parent refuses to consent to the decision not to provide an IEE, the CEO or his designee must file a Due Process Hearing Request with the Office for Dispute Resolution and notify the parent in writing that Charter School has done so. The parent must be copied on the Due Process Hearing Request in the same manner as it is sent to the Office for Dispute Resolution. The parent must be provided with a copy of the Procedural Safeguards Notice upon filing of a Due Process Hearing Request.

If the CEO consents to provide an IEE, the parent must receive written documentation from the CEO with the NOREP and the Procedural Safeguards Notice. The written documentation must include the following:

(1) Charter School will pay for an IEE provided the IEE meets all of the requirements of an appropriate evaluation as defined in the enclosed Charter School IEE policy. (The IEE policy will also be included with the written documentation).

(2) The CEO shall provide a list of qualified independent evaluators to the parent in the discipline requested.

(3) Charter School will not pay for the IEE until the CEO receives from the evaluator a complete copy of a report of that evaluation and determines that the evaluation meets all of the requirements of Charter School's policy.

(4) A request that the parents 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 is not required to do so and that Charter School would pay any cost not covered by such sources;

(5) Directions that the parent is responsible for arranging for the IEE and for ensuring that the evaluator contacts the CEO to arrange for payment of the evaluation.

(6) If the evaluation has already been conducted and paid for, the correspondence shall advise the parent that Charter School will not reimburse the parent for the IEE until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation meets all of the requirements of the Charter School IEE policy and documentation substantiating that the parent paid for or is responsible to pay for the costs of the evaluation requested to be reimbursed.

(7) The IEE shall be reviewed by the student's IEP and/or MD team and considered with respect to the provision of FAPE to the student. Where necessary and/or warranted as required by law, a team meeting shall be convened to discuss the results of the IEE and any changes in the provision of FAPE proposed as a result of the IEE.

**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.**

ADOPTED this 29 day of September, 2014



President



Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Directors Policy**

**Independent Evaluations Policy**

The Board of Directors recognizes that in accordance with applicable state and federal laws, including Chapter 711 of Title 22 of the Pennsylvania Code, a parent has the right to obtain an independent educational evaluation ("IEE") of his or her child if the parent disagrees with an evaluation by the Pennsylvania Cyber Charter School ("Charter School") to the extent permitted by law, including the right of the Charter School to file a due process complaint to show that its evaluation is appropriate and to contest the need for an independent evaluation.

If a parent requests an IEE, the CEO or his designee is directed to provide the parent with information about where the parent may obtain an IEE and about the Charter School's criteria that apply to IEEs. As this policy contains information about Charter School criteria, this policy should be provided to parents upon request.

An Independent educational evaluation or IEE is defined under applicable requirements as an evaluation conducted by a qualified examiner who is not employed by the Charter School.

Public expense is defined as follows: The Charter School either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent, consistent with the provisions of Part B of IDEA 2004.

A parent has the right to an IEE of his or her child at public expense if the parent disagrees with an evaluation of the child obtained by the Charter School, SUBJECT TO THE FOLLOWING CONDITIONS:

If a parent requests an IEE at public expense, the Charter School must, without unnecessary delay, either: (1) File a due process complaint to request a hearing to show that its evaluation of the child is appropriate; or (2) Provide an IEE at public expense, unless the Charter School demonstrates in a hearing that the evaluation obtained did not meet the Charter School's criteria.

The CEO or his designee is directed to notify parents when declining the parent's request for an IEE at public expense and the reason for denial of the IEE.

The CEO or his designee must not unreasonably delay either providing the IEE at public expense or initiating due process.

The CEO or his designee is directed to ensure that the IEP team considers a valid IEE.



The CEO or his designee is directed to 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 make that list reasonably available to any parent who requests it.

If the school initiates a hearing and the final decision is that the School's evaluation is appropriate, the parent still has the right to an independent evaluation, but not at public expense.

If a parent requests an evaluation at public expense, the Charter School shall ask in writing for the parent's reason why he or she objects to the public evaluation. However, it must be made clear that the explanation by the parent may not be required and the School may not unreasonably delay either providing the independent evaluation at public expense or initiating a hearing to defend its evaluation.

If a parent obtains an independent evaluation at private expense the results of the evaluation must be considered by the Charter School, if it meets Charter School criteria, in any decision made with respect to the provision of FAPE to the child and may be presented as evidence at a hearing relating to the child.

If an independent evaluation is at public expense, the criteria under which the evaluation is obtained including the location of the evaluation and qualifications of the examiner must be the same as the criteria that the Charter School uses when it initiates an evaluation to the extent that those criteria are consistent with the parents' right to an independent evaluation. This criteria must be made known to the parent.

The Charter School may not impose conditions or timelines related to obtaining an evaluation at public expense.

All evaluations performed must take into account the child's English language skills and ethnicity to ensure that the testing and evaluation will not be unfair or discriminatory. Tests must be given in the child's native language or mode of communication (such as Braille or sign language) of the child, unless it is clearly not feasible to do so.

Evaluations must also take into account the child's disability to be sure the test measures what it is supposed to measure.

The specific tests used in the evaluation process depend upon the problems the child is experiencing.

In most cases, the child will be given several tests to help find strengths and needs.

Teacher and IEP team member input must be considered.

Information that parents provide must also be included in the evaluation.

Evaluators must be properly certified and qualified to administer the tests, assessments and evaluation techniques used. Such certification and qualification requirements must meet those mandated in Pennsylvania.

Evaluation techniques must be consistent with the most up to date techniques commonly practiced in the evaluator's field.

Evaluations must not be racially, culturally or otherwise biased or discriminatory.

Recommendations must be based upon the child and must not be generalized.

A copy of the independent evaluation report must be made available to the IEP team.

Parents are to be given a release of records so that information from the Charter School (including records, observations and other information gathered regarding the child) about the child may be disclosed to the independent evaluator.

The Charter School will comply with and monitor changes in all state and federal time lines, procedures and due process requirements throughout the entire independent evaluation process. In the event that there are changes in state or federal law with regard to any part of this policy, the Charter School will comply with state and federal law.

**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.**

ADOPTED this 29 day of September, 2019



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, Pa 15059**

**Board of Trustees Policy**

**Individualized Education Program Policy (IEP)**

The Board of Trustees of the Pennsylvania Cyber Charter School ("Charter School") recognizes and directs that in addition to the federal requirements incorporated by reference, the state regulations require that the IEP of each student with a disability must include when appropriate:

(1) A description of the type or types of support as defined in this paragraph that the student will receive, the determination of which may not be based on the categories of the child's disability alone. Students may receive more than one type of support as appropriate and as outlined in the IEP and in accordance with this chapter. Special education supports and services may be delivered in the regular classroom setting and other settings as determined by the IEP team. In determining the educational placement, the IEP team must first consider the regular classroom with the provision of supplementary aids and services before considering the provision of services in other settings.

(i) Autistic support. Services for students with the disability of autism who require services to address needs primarily in the areas of communication, social skills or behaviors consistent with those of autism spectrum disorders. The IEP for these students must address needs as identified by the team which may include, as appropriate, the verbal and nonverbal communication needs of the child; social interaction skills and proficiencies; the child's response to sensory experiences and changes in the environment, daily routine and schedules; and, the need for positive behavior supports or behavioral interventions.

(ii) Blind-visually impaired support. Services for students with the disability of visual impairment including blindness, who require services to address needs primarily in the areas of accessing print and other visually-presented materials, orientation and mobility, accessing public and private accommodations, or use of assistive technologies designed for individuals with visual impairments or blindness. For students who are blind or visually impaired, the IEP must include a description of the instruction in Braille and the use of Braille unless the IEP team determines, after the evaluation of the child's reading and writing needs, and appropriate reading and writing media, the extent to which Braille will be taught and used for the student's learning materials.

(iii) Deaf and hard of hearing support. Services for students with the disability of deafness or hearing impairment, who require services to address needs primarily in the area of reading, communication, accessing public and private accommodations or use of assistive technologies designed for individuals with deafness or hearing impairment. For these students, the IEP must include a communication plan to address the language and communication needs, opportunities for direct communications with peers and professional personnel in the child's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the child's language and communication mode; and assistive technology devices and services.

(iv) Emotional support. Services for students with a disability who require services primarily in the areas of social or emotional skills development or functional behavior.

(v) Learning support. Services for students with a disability who require services primarily in the areas of reading, writing, mathematics, or speaking or listening skills related to academic performance.

(vi) Life skills support. Services for students with a disability who require services primarily in the areas of academic, functional or vocational skills necessary for independent living.

(vii) Multiple disabilities support. Services for students with more than one disability the result of which is severe impairment requiring services primarily in the areas of academic, functional or vocational skills necessary for independent living.

(viii) Physical support. Services for students with a physical disability who require services primarily in the areas of functional motor skill development, including adaptive physical education or use of assistive technologies designed to provide or facilitate the development of functional motor capacity or skills.

(ix) Speech and language support. Services for students with speech and language impairments who require services primarily in the areas of communication or use of assistive technologies designed to provide or facilitate the development of communication capacity or skills.

(2) Supplementary aids and services

(3) A description of the type or types of personnel support.

(4) The location where the student attends school and whether this is the school the student would attend if the student did not have an IEP.

(5) For students who are 14 years of age or older, a transition plan that includes appropriate measurable postsecondary goals related to training, education, employment and, when appropriate, independent living skills.

(6) The IEP of each student shall be implemented as soon as possible, but no later than 10 school days after its completion.

(7) Every student receiving special education and related services provided for in an IEP shall receive the special education and related services under that IEP, subject to the terms, limitations and conditions set forth in law.

(b) In addition to the requirements incorporated by reference with regard to development, review, and revision of IEP, the Charter School shall designate persons responsible to coordinate transition activities.

The CEO or his designee is directed to implement all procedures in accordance with this policy.

**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.**

ADOPTED this 29 day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Instruction Conducted in the Home and  
Homebound Instruction Policy**

The Board of Trustees directs the Chief Executive Officer ("CEO") or his designee to implement procedures needed to comply with applicable state and federal requirements, including the following as directed by the Pennsylvania Department of Education:

**INSTRUCTION CONDUCTED IN THE HOME**

Instruction conducted in the home is included in the definition of special education in the federal regulations and is recognized as a placement option on the continuum of alternative placements for students with disabilities. It is highly restrictive and should only be considered when less restrictive placements are not appropriate in accordance with applicable state and federal laws.

The use of instruction conducted in the home is typically restricted to students whose needs require full-time special education services and programs outside the school setting for the entire day.

Although a student placed by his or her Individualized Education Program ("IEP") team on instruction conducted in the home does not receive his or her program in the school setting, he or she remains entitled to a free appropriate public education equal to his or her non-disabled peers, unless this amount of instruction would jeopardize the child's health or welfare. In such cases, the IEP team can agree on fewer hours of instruction so long as the student still receives a free appropriate public education.

In all circumstances involving the placement of a student on instruction conducted in the home, the Pennsylvania Cyber Charter School ("Charter School") must file any report or other documentation promulgated by the PDE within 5 days of the placement or as required by PDE. Charter School must supply the PDE with information about the student that is required (his or her disability, and the anticipated length and reason for the placement). In addition, Charter School must provide information regarding the person in Charter School whom PDE can contact to discuss the placement if necessary.

Instruction conducted in the home is not an appropriate option if the IEP team is experiencing difficulty in arranging the program or placement that a student requires. In such cases, Charter School should continue to serve the student in accordance with his or her IEP while taking steps to promptly arrange for the services that the student requires. These steps may include seeking assistance from the PDE or from other child-serving agencies involved with the student.

Although instruction conducted in the home is not ordinarily permitted when the student has no condition preventing him or her from leaving the home, there are occasional, exceptional cases in which the parents and school agree to instruction conducted in the home as a short-term option. In these cases, the school must immediately file a report with the PDE utilizing the form required by PDE. As indicated on the form, the school is also responsible for informing the PDE when the short-term placement has concluded.

#### HOMEBOUND INSTRUCTION

"Instruction conducted in the home," which is listed in the continuum of special education alternative placements in federal regulations is not "homebound instruction," which describes the instruction a school may provide when a student has been excused from compulsory attendance under 22 Pa. Code §11.25 due to temporary mental or physical illness or other urgent reasons.

Although homebound instruction is not a special education placement option for students with disabilities, there are occasions when a student with a disability may receive homebound instruction due to a temporary excusal from compulsory attendance in the same manner as the student's non-disabled peers. Schools must also file any PDE required report or documentation with the PDE for students with disabilities for whom homebound instruction is approved and must also file a follow up report when the temporary placement has concluded and the student has returned to school as required by PDE. In addition, as indicated on the form, schools must attach to the form the physician's recommendation for homebound instruction.

If the temporary condition that precipitated the excusal from attendance for a student with disabilities results in a change in the student's need for specially designed instruction, the school may need to reevaluate the student. The school may also need to reconvene the student's IEP team to determine whether it is necessary to revise the IEP and change the student's placement to instruction conducted in the home.

The CEO or his designee is directed to implement procedures necessary to effectuate this policy, including obtaining any forms required by the Pennsylvania Department of Education and updating any forms and information as necessary.

**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.**

ADOPTED this day 29 of September, 2014

\_\_\_\_\_

President

\_\_\_\_\_

Secretary



**Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, PA 15059**

**Board of Directors Policy**

**Intensive Interagency Policy**

The CEO or his designee shall ensure that the Cyber Charter School identifies, reports and provides FAPE for all students with disabilities including those students needing intensive interagency approaches.

The Cyber Charter School must identify any students currently on instruction conducted in the home or students with disabilities on homebound instruction.

The CEO or his designee shall have procedures to ensure that services are located for difficult to place students.

The CEO or his designee shall utilize the Regional Interagency Coordinators to assist in interagency planning and to mitigate and/or eliminate barriers to placement.

The CEO or his designee shall ensure that training is provided regarding interagency approaches.

Where appropriate, other child serving systems, such as mental health, mental retardation, child protective services, juvenile probation, and drug-alcohol treatment services are used for difficult to place students.

**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.**

ADOPTED this 9 day of March, 2009

Edward T. Elder

President

Bruce H. Smith

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Directors Policy**

**Least Restrictive Environment**

The Board of Directors directs the CEO or his designee to ensure that, in accordance with applicable state and federal law, to the maximum extent appropriate, children with disabilities are educated with children who are nondisabled and that special classes, separate schooling, or other removal of children with disabilities from the regular 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 his 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 includes: instruction in regular classes with or without supplementary aids and services, special classes, special schools, home instruction and instruction in hospitals and institutions.

The CEO or his designee is directed to provide training opportunities for school personnel regarding inclusion.

The CEO or his designee is directed to make opportunities available for students to interact with nondisabled peers they need to be removed for any amount of time from the regular education environment.

The CEO or his 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 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.**

ADOPTED this 29 day of September, 2014

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**BOARD OF TRUSTEES POLICY**

**Nonacademic Services and Settings Policy**

In accordance with applicable state and federal regulations regarding students with disabilities, the Board of Trustees of Pennsylvania Cyber Charter School ("Charter School") recognizes and directs as follows:

(a) The Charter School must take steps, including the provision of supplementary aids and services determined appropriate and necessary by the child's IEP and/or Section 504 Team, to provide nonacademic and extracurricular services and activities in the manner necessary to afford children with disabilities an equal opportunity for participation in those services and activities as their nondisabled peers. Children with disabilities shall participate with nondisabled children in those services and activities to the extent appropriate under applicable state and federal laws and regulations.

(b) Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the Charter School.

(c) The Charter School must 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 when same are required to afford a student with equal opportunity or are otherwise required under IDEA 2004 and/or Section 504.

**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.**

ADOPTED this 29 day of September, 2014

\_\_\_\_\_

President

\_\_\_\_\_

Secretary

Pennsylvania Cyber Charter School  
One Lincoln Park  
Midland, PA 15059

Board of Directors Policy

**PARTICIPATION BY STUDENTS WITH DISABILITIES IN  
HIGH SCHOOL GRADUATION CEREMONIES**

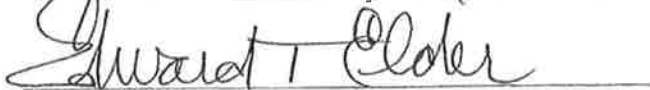
The Board of Directors recognizes that each year, students' accomplishments are celebrated through graduation ceremonies at which high school diplomas are bestowed upon students who have completed their high school requirements. The opportunity for classmates with disabilities to celebrate their accomplishments together occurs only once, and the opportunity to celebrate the receipt of a diploma several years after one's classmates have graduated diminishes the experience for students whose age peers have left high school several years earlier.

Therefore, in accordance with the Public School Code of 1949, the Cyber Charter School shall allow a student with a disability, whose individualized education program prescribes continued special education programs beyond the fourth year of high school, 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 regardless of whether the student has completed the individualized education program.

Nothing in this policy shall be construed to preclude a student with a disability from receiving a high school diploma when the student satisfactorily completes an individualized education program as required.

**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.**

ADOPTED this 9 day of March, 2009



President



Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**Physical Education Policy**

Physical education services, specially designed if necessary, must be made available to every child with a disability receiving FAPE, unless the charter school enrolls children without disabilities and does not provide physical education to children without disabilities in the same grades to the extent allowed by applicable laws and regulations.

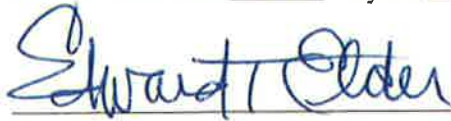
Each child with a disability must be afforded the opportunity to participate in the regular physical education program available to nondisabled children unless the child is enrolled full time in a separate facility; or the child needs specially designed physical education, as prescribed in the child's IEP.

If specially designed physical education is prescribed in a child's IEP, the Charter School must provide the services directly or make arrangements for those services to be provided through other public or private programs.

The child with a disability who is enrolled in a separate facility must receive appropriate physical education services.

**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.**

ADOPTED this 29 day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**Policy for the Prevention of Disproportionate Representation of Racial/Ethnic Groups in Special Education**

It is the policy of the Board of Trustees of Pennsylvania Cyber Charter School ("Charter School") 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 Charter School to comply with Chapter 711.23 of Title 22 of the Pennsylvania Code regarding student screening and disproportionality.

It is the policy of Charter School 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.

Charter School directs Administration to utilize such evaluative measures that mitigate against the potential for disproportionate representation as the result of inappropriate identification.

Charter School 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.

Charter School 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.

Charter School 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, each charter school and cyber charter school may develop a program of prereferral intervention services. Such services, 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 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.**

ADOPTED this 29 day of September, 2014

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Directors Policy**

**Positive Behavioral Support Policy and Procedures**

In accordance applicable state regulations, including Title 22 Pa. Code Chapter 711.46, the Pennsylvania Cyber Charter School's ("Charter School") Board of Trustees has established this policy to effectuate a program of positive behavior support at the Charter School. Some procedures have been included.

**DEFINITIONS:**

*Aversive techniques*--Deliberate activities designed to establish a negative association with a specific behavior.

*Positive behavior support plan*--A 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 behavior assessment and become part of the student's IEP. These plans include methods that utilize positive reinforcement and other positive techniques to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behavior to specific tangible rewards.

*Restraints* –

(i) The application of physical force, with or without the use of a device, for the purpose of restraining the free movement of a student's body. The term does not include briefly holding, without force, a student to calm or comfort him, guiding a student to an appropriate activity, or holding a student's hand to safely escort him from one area to another.

(ii) Excluded from this definition are hand-over-hand assistance with feeding or task completion and 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 and specified in the IEP. Devices used for physical or occupational therapy, seatbelts in wheel chairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices are examples of mechanical restraints which are excluded from this definition.

## **POSITIVE BEHAVIOR SUPPORT:**

**Positive rather than negative measures shall form the basis of positive behavior support programs to ensure that all of the Charter School's students shall be free from demeaning treatment, the use of aversive techniques and the unreasonable use of restraints.**

Positive techniques required for the development, change and maintenance of behavior shall be the least intrusive necessary.

## **RESEARCH-BASED PRACTICES:**

Behavior support programs must include research based practices and techniques to develop and maintain skills that will enhance an individual student's opportunity for learning and self-fulfillment.

## **FUNCTIONAL BEHAVIOR ASSESSMENT:**

Behavior support programs and plans shall be based on a functional assessment of behavior ("FBA") and utilize positive behavior techniques. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student must be the least intrusive necessary.

## **RESTRAINTS:**

The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques.

Restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the student is acting in a manner as to be a clear and present danger to himself, to other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective.

## **NOTIFICATION OF USE OF RESTRAINT AND PROCEDURES:**

The use of restraints to control the aggressive behavior of an individual student shall cause the charter school or Charter School to notify the parent of the use of restraint and shall cause a meeting of the IEP team within 10 school days of the inappropriate behavior causing the use of restraints in order to review the effectiveness and appropriateness of the current IEP, unless the parent, 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, reevaluation, a new or revised

positive behavior support plan or a change of placement to address the inappropriate behavior.

#### **INCLUSION OF USE OF RESTRAINTS IN A STUDENT'S IEP:**

The use of restraints may only be included in a student's IEP when:

- (i) Utilized with specific component elements of positive behavior support.
- (ii) Used in conjunction with the teaching of socially acceptable alternative skills to replace problem behavior.
- (iii) Staff are authorized to use the procedure and have received the staff training required.
- (iv) There is a plan in place for eliminating the use of restraint through application of positive behavior support.

The use of restraints may not be included in the IEP for the convenience of staff, as a substitute for an educational program or employed as punishment.

#### **PROHIBITION AGAINST PRONE RESTRAINTS:**

The use of prone restraints is **prohibited** in educational programs. Prone restraints are those in which a student is held face down on the floor.

#### **RESTRAINT REPORTING AND PROCEDURES:**

The Charter School shall maintain and report data on the use of restraints as prescribed by the Secretary of the Department of Education. The report is subject to review during cyclical compliance monitoring conducted by the Department.

#### **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. Mechanical restraints must prevent a student from injuring himself or others or promote normative body positioning and physical functioning.

## **PROHIBITION AGAINST AVERSIVE TECHNIQUES:**

The following aversive techniques of handling behavior are considered inappropriate and **may not** be used in educational programs:

- (1) Corporal punishment.
- (2) Punishment for a manifestation of a student's disability.
- (3) Locked rooms, locked boxes or 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.

## **ADDITIONAL REQUIREMENTS AND ADMINISTRATIVE PROCEDURES**

The CEO or his designee is directed to ensure that behavior support programs administered at the Charter School are in accordance with Title 22 Pa. Code Chapter 711, including the training of personnel for the use of specific procedures, methods and techniques, and for having written procedures on the use of behavior support techniques and obtaining parental consent prior to the use of restrictive or intrusive procedures or restraints.

The CEO or his designee may convene a review, upon Board approval, including the use of human rights committees, to oversee the use of restrictive or intrusive procedures or restraints; only to the extent the use of such procedures is allowed by law and this policy.

The CEO or his designee is further directed to make professional development opportunities provided by the Bureau of Special Education available to train staff regarding Positive Behavior Support.

The CEO or his designee is charged with using the most updated forms available through the Bureau of Special Education related to positive behavior support, including the use of any forms promulgated for functional behavior assessments and behavior support plans.

**REFERRALS TO LAW ENFORCEMENT**

Subsequent to a referral to law enforcement, for a student with a disability who has a positive behavior support plan, an updated functional behavior assessment and positive behavior support plan shall be required.

**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.**

ADOPTED this 29 day of September, 2014

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059

**Board of Trustees Policy**

**Program Options Policy**

In accordance with applicable state and federal regulations regarding students with disabilities, the Board of Trustees of the Pennsylvania Cyber Charter School ("Charter School") recognizes and directs as follows:

It is the Charter School's policy that children with disabilities have available to them the variety of educational programs and services available to nondisabled children.

The Chief Executive Officer or his designee is directed to implement all procedures in accordance with this policy.

**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.**

ADOPTED this 29 day of September, 2014

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Directors Policy**

**Psychological Services**

The Board of Directors directs that the CEO or his 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 include:

- (1) Administering psychological and educational test, 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 his 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 his 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.

**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.**

ADOPTED this 29 day of September, 2019

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**RELATED SERVICES**

The Board of Trustees of Pennsylvania Cyber Charter School ("Charter School") 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.

Charter School 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 Charter School 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 habilitative activities, such as language habilitation, 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.

(16) Transportation includes –

(i) Travel to and from school and between schools;

(ii) Travel in and around school buildings; and

(iii) Specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability.

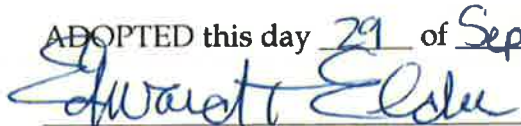
Charter School may provide related services to students in the home to students who require related services in the home as part of the IEP. When related services are not provided in the school, Charter School arranges transportation to and from the location of related services in accordance with applicable state and federal regulations.

Related services are provided to students during normal school hours during Charter School's regular school year as dictated by the student's IEP or during times and hours as otherwise agreed upon by the student's IEP team.

Related services are provided during the extended school year to the extent extended school year services are applicable for a particular student pursuant to state regulations and the student's IEP.

**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.**

ADOPTED this day 29 of September, 2014

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Directors Policy**

**Section 504 Policy**

The Board of Directors recognizes that all qualified persons with disabilities in the Pennsylvania Cyber Charter School ("Charter School") are entitled to a free appropriate public education under Section 504 of the Rehabilitation Act.

The Section 504 regulations define a person with a disability as any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

A "physical or mental impairment" includes:

(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or  
(B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Major life activity" includes: functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

For elementary and secondary education programs, a qualified person with a disability is a person with a disability who is of an age during which it is mandatory under state law to provide such services to persons with disabilities; of an age during which persons without disabilities are provided such services; or a person for whom a state is required to provide a free appropriate public education under IDEA 2004.

All school-age children who are individuals with disabilities as defined by Section 504 are entitled to a free and appropriate public education ("FAPE").

According to the U.S. Department of Education, an appropriate education includes: education services designed to meet the individual education needs of students with disabilities as adequately as the needs of nondisabled students are met; the education of each student with a disability with nondisabled students, to the maximum extent

appropriate to the needs of the student with a disability; evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and establishment of due process procedures that enable parents and guardians to receive required notices, review their child's records, and challenge identification, evaluation and placement decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

To be appropriate, education programs for students with disabilities must be designed to meet their individual needs to the same extent that the needs of nondisabled students are met. An appropriate education may include regular or special education and related aids and services to accommodate the needs of individuals with disabilities.

The quality of education services provided to students with disabilities must equal the quality of services provided to nondisabled students. Teachers of students with disabilities must be trained in the instruction of individuals with disabilities. Facilities and cyber classrooms must be comparable, and appropriate materials and equipment must be available.

Students with disabilities may not be excluded from participating in nonacademic services and extracurricular activities on the basis of disability. Persons with disabilities must be provided an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include physical education and recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

Students with disabilities and students without disabilities must be placed in the same setting, to the maximum extent appropriate to the education needs of the students with disabilities. This includes the cyber setting as accessed by non-disabled students.

A person with a disability must be placed in the regular education environment, unless it is demonstrated that the student's needs cannot be met satisfactorily with the use of supplementary aids and services. Students with disabilities must participate with nondisabled students in both academic and nonacademic services to the maximum extent appropriate to their individual needs.

As necessary, specific related aids and services must be provided for students with disabilities to ensure an appropriate education setting. Supplementary aids may include interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments

to the extent required in a cyber setting.

Section 504 requires the use of evaluation and placement procedures.

An individual evaluation must be conducted before any action is taken with respect to the initial placement of a child who has a disability, or before any significant change in that placement.

The CEO or his designee must establish standards and procedures for initial and continuing evaluations and placement decisions regarding persons who, because of a disability, need or are believed to need special education or related services. Procedures must ensure that tests and other evaluation materials: have been validated for the specific purpose for which they are used, and are administered by trained personnel in conformance with the instructions provided by their producer; are tailored to assess specific areas of education need and are not designed merely to provide a single general intelligence quotient; and are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

The CEO or his designee is directed to draw upon a variety of sources in the evaluation and placement process so that the possibility of error is minimized. All significant factors related to the learning process must be considered. These sources and factors include aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior.

Information from all sources must be documented and considered by a group of knowledgeable persons, and procedures must ensure that the student is placed with nondisabled students to the greatest extent appropriate.

Periodic reevaluation is required. This may be conducted in accordance with the IDEA 2004 and Chapter 711 regulations, which require reevaluation at three-year intervals (unless the parent and school district agree reevaluation is unnecessary) or more frequently if conditions warrant, or if the child's parent or teacher requests a reevaluation.

The CEO or his designee must have in effect procedural safeguards regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. Parents must be told about these procedures. In addition, parents or guardians must be notified of any evaluation or placement actions, and must be allowed to examine the student's

records. The due process procedures must allow the parents or guardians of students to challenge evaluation and placement procedures and decisions.

If parents or guardians disagree with the school's decisions, they must be afforded an impartial hearing. A review procedure also must be available to parents or guardians who disagree with the hearing decision.

It is the policy of the Board to provide a free and appropriate public education to each qualified disabled student within the Charter School, regardless of the nature or severity of the disability. Consequently, it is the intent of the Board to ensure that students who are disabled within the definition of Section 504 are identified, evaluated and provided with appropriate educational services.

## PROCEDURES

Students who are in need or are believed to be in need of services under Section 504 may be referred for evaluation by a parent/guardian, teacher, or other certified school employee. Requests should be directed to the CYBER CHARTER SCHOOL'S DIRECTOR OF SPECIAL EDUCATION AT: 652 Midland Avenue, Midland, PA 15059.

The Charter School will consider the referral, and based upon a review of the student's records, including academic, social, testing, and behavioral records, determine whether an evaluation is appropriate. Any student, who, because of a disability, needs or is believed to need special services, will be referred for evaluation. If a request for evaluation is denied, the Charter School will inform the parents or guardian of this decision and of their procedural rights.

## EVALUATION

The purpose of a student evaluation shall be to determine eligibility for accommodations as a disabled person under Section 504.

The Charter School's Section 504 evaluation procedures must ensure that:

Evaluation materials have been validated for the specific purpose for which they are used and are interpreted and/or administered by trained personnel in conformance with the instructions provided by their producer.

Tests and the evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient.

The eligibility determining team will take into account all records, test results, evaluations, teacher input, counselor input and consider the following when discussing eligibility and possible accommodations:

Determine if there are reasonable accommodations that can enable the student to participate in learning in the cyber environment.

Do not provide different or separate aid unless it is necessary to make benefits or services as effective as those being provided to all other students in the class.

Do not require the identical result or level of achievement as other students; rather, provide equal opportunity.

If the education of a person, in a regular environment with the use of reasonable supplementary aids, cannot be achieved satisfactorily, then the implementation of an IEP may be considered.

Other students' educational rights may not be significantly impaired by the accommodations.

The accommodations must be reasonable, must not fundamentally alter the cyber program, or present undue burden to the school.

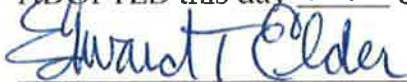
The accommodations being considered are for the child's current placement only.

No final determination of whether the student is a disabled individual within the meaning of Section 504 will be made without informing the parent or guardian of the student concerning the determination. With regard to a student who is determined to be disabled under Section 504 of the Rehabilitation Act of 1973, but who is not determined to be disabled under IDEA, the Charter School shall periodically conduct a re-evaluation of the student as required by law.

The CEO or his designee is directed to develop procedures necessary to implement this policy in a cyber setting.

**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.**

ADOPTED this day 29 of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**Special Education Policy**

The Board of Trustees of Pennsylvania Cyber Charter School ("Charter School") recognizes that Charter School is bound by Chapter 711 of Pennsylvania's Regulations, Charter School Services and Programs for Children with Disabilities.

The Board of Trustees of Charter School also recognizes that Charter School is not exempt from federal special education laws or regulations. These include but are not limited to the Individuals with Disabilities Education Improvement Act (2004) ("IDEA") and Section 504 of the Rehabilitation Act of 1973.

According to IDEA, schools shall ensure that all children with disabilities residing in the State, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Charter School must be able to document that children with disabilities, who are in need of special education programs and services, are identified and evaluated through child find activities. Child find includes public awareness activities that are sufficient to inform parents of the special education programs and services that are available and how to request those services.

Charter School must conduct systematic screening activities that lead to the identification and evaluation of children with disabilities. Basic screening procedures might include but are not limited to hearing and vision tests as well as grade level tests of academic performance.


Charter School must also have a system to evaluate the overall success and effectiveness of public awareness and child find activities. Such a system might include, but not be limited to, a community survey by mail or phone to determine how many residents had been reached by the public awareness and child find campaigns.

Charter School recognizes that:

- Children with disabilities must be admitted on the same basis as children without disabilities.
- Upon admitting a child with a disability, the school must provide services to address the child's specific needs.
- When a student with a disability transfers to the school, the school is responsible for ensuring that the student receives services that are described in an Individualized Education Program (IEP), either by adopting the old IEP or by developing a new IEP.
- Charter School will use the most current and appropriate versions of Special Education Formats.
- To meet the requirements of federal law, Charter School may provide the services itself, or contract with another entity, such as an intermediate unit or school district, to provide the services, respecting the least restrictive environment requirements.

**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.**

ADOPTED this 29 day of September, 2014

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Special Education Student Enrollment**

Administration must not deny enrollment or otherwise discriminate in admission practices on the basis of a child's need for special education or supplementary aids or services.

Administration shall comply with the Board's Student Admissions Policy which has been adopted by the Board of Trustees. Administration is further directed to make Admissions Policy available for inspection by auditors from the Pennsylvania Department of Education during any special education cyclical monitoring audit.

Administration shall comply with Section 24 P.S. 17-1723-A of the Charter School Law regarding enrollment and shall not discriminate in its admission policies or practices on the basis of intellectual ability (except to the extent specifically allowed by law), or athletic ability, measures of achievement or aptitude, 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 or regulations.

**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.**

ADOPTED this 29<sup>th</sup> day of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Trustees Policy**

**Special Education Training Policy**

The CEO or his designee shall ensure that in-service training appropriately and adequately prepares and trains personnel to address the special knowledge, skills and abilities to serve the unique needs of children with disabilities in the cyber school, including those with low incidence disabilities.

Personnel must be fully informed about their responsibilities for implementing state and federal special education laws in the cyber environment and are provided with technical assistance and training necessary to assist them in this effort.

Training must be a part of the School's Professional Development Plan and Act 48 credits are made available.

Trainings must be administered in areas including but not limited to: behavior support, reading, FAPE in the LRE, Transition, and At/Low Incidence, confidentiality, FBAs/Manifestation Determinations, use of positive behavior support, de-escalation techniques and emergency responses.

Appropriate instructional changes must take place as a result of the trainings.

Personnel should be asked about their training needs on a regular basis.

Instructional paraprofessionals are to receive 20 hours of staff development activities related to their assignment each year.

Personal care assistants are to receive 20 hours of staff development activities related to their assignment each school year (the 20 hours of training may include training required by the school-based ACCESS program).

Educational interpreters are to receive 20 hours of staff development activities relating to interpreting or transliterating services annually.

The CEO or his designee is directed to implement procedures necessary to ensure:

- (1) Personnel training needs are addressed;
- (2) General education and special education personnel receive training and professional development;
- (3) Personnel are to have the skills and knowledge necessary to meet the needs of students with disabilities.
- (4) Educational research, materials and technology are to be acquired and disseminated to teachers, administrators, and related services personnel as needed.

**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.**

ADOPTED this 29 day of September, 2019

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Directors Policy**

**Students with Specific Learning Disabilities Policy**

The Board of Trustees directs the CEO or his designee to develop procedures for the determination of specific learning disabilities that conform to the criteria in Section 711.25 of Title 22 of the Pennsylvania Code. These procedures are to be included in the school's annual report and any charter renewal application to the extent that a charter renewal application is required to be submitted:

To determine that a child has a specific learning disability, the Pennsylvania Cyber Charter School shall:

(1) Address whether the child does not achieve adequately for the child's age or meet State-approved grade-level standards in one or more of the following areas, when provided with learning experiences and scientifically based instruction appropriate for the child's age or State-approved grade-level standards:

- (i) Oral expression.
- (ii) Listening comprehension.
- (iii) Written expression.
- (iv) Basic reading skill.
- (v) Reading fluency skills.
- (vi) Reading comprehension.
- (vii) Mathematics calculation.
- (viii) Mathematics problem solving.

(2) Use one of the following procedures:

- (i) A process based on the child's response to scientific, research-based intervention, which includes documentation that:
  - (A) The student received high quality instruction in the general education setting.
  - (B) Research-based interventions were provided to the student.
  - (C) Student progress was regularly monitored.

(ii) A process that examines whether a child exhibits a pattern of strengths and weaknesses, relative to intellectual ability as defined by a severe discrepancy between intellectual ability and achievement, or relative to age or grade.

(3) Have determined that its findings are not primarily the result of any of the following:

- (i) A visual, hearing or orthopedic disability.
- (ii) Mental retardation.
- (iii) Emotional disturbance.
- (iv) Cultural factors.
- (v) Environmental or economic disadvantage.
- (vi) Limited English proficiency.

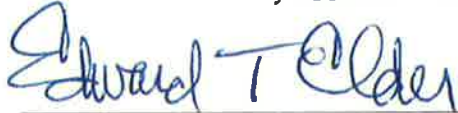
(4) Ensure that underachievement in a child suspected of having a specific learning disability is not due to lack of appropriate instruction in reading or mathematics by considering documentation that:

(i) Prior to, or as a part of, the referral process, the child was provided scientifically-based instruction in regular education settings, delivered by qualified personnel, as indicated by observations of routine classroom instruction.

(ii) Repeated assessments of achievement were conducted at reasonable intervals, reflecting formal assessment of student progress during instruction, which was provided to the child's parents.

**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.**

ADOPTED this day 29 of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**Surrogate Parent Policy**

Pennsylvania Cyber Charter School ("Charter School") 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 Charter School, 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).

Charter School 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.

Charter School 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"), Charter School 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 Charter School. 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, Charter School 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 Charter School 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, Charter School must obtain consent for an initial evaluation from the individual designated to represent the interests of the child.

The Chief Executive Officer or her designee is directed to develop procedures that may be necessary to implement this policy.

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.

ADOPTED this 29 day of September, 2016



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, PA 15059**

**Board of Directors Policy**

**Transition Services Policy**

For students who are 14 years of age or older, the Pennsylvania Cyber Charter School shall include a transition plan in the student's IEP, which includes appropriate measurable postsecondary goals related to training, education, employment and, when appropriate, independent living skills.

If determined appropriate by the IEP team, transition planning may begin prior to 14 years of age.

The student must be invited to the IEP team meeting where transition planning is being considered.

If the student does not attend the IEP meeting, the school must take other steps to ensure that the student's preferences and interests are considered.

Transition services are a coordinated set of activities for a student with a disability designed to be within a results oriented process, that is focused on improving the academic and functional achievement of the student with a disability to facilitate the student's movement from school to post school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation that is based on the individual student's needs taking into account the student's strengths, preferences, and interests as well as the fact that the student has been educated in a cyber setting.

Based on age appropriate assessment, the student's IEP team is to define and project the appropriate measurable postsecondary goals that address education and training, employment, and as needed, independent living.

The services/activities and courses of study that support that goal are to be included in student IEPs. For each service/activity, the location, frequency, projected beginning date, anticipated duration, and person/agency responsible are also to be included.

The CEO or his designee is directed to inform the Board of any new requirements regarding Transition Planning and any need to obtain additional services, training and/or assessment tools related to Transition Planning.

**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.**

ADOPTED this day 29 of September, 2014



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary



## STUDENT ATTENDANCE POLICY

All persons residing in the Commonwealth of Pennsylvania between the ages of six and twenty-one years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migrant, homeless, pregnant, married, or emancipated students.

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. All students enrolled in school must attend on a daily basis in accordance with the academic calendar. Parents and guardians are required by the compulsory attendance law to ensure their child attends an approved educational institution unless otherwise legally excused. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner which may be no later than at the age of 8 years, until the age of 17 or graduation from a high school, whichever occurs first. A beginner is a child who enters a school district's lowest elementary school grade that is above kindergarten.

State law requires all students to receive educational instruction for:

<b>Grade Level</b>	<b>Number of Days</b>	<b>Hours per Day</b>	<b>Hours per Year</b>
<i>Kindergarten</i>	<b>180</b>	<b>2.5</b>	<b>450</b>
<i>First through Sixth</i>	<b>180</b>	<b>5</b>	<b>900</b>
<i>Seventh through Twelfth</i>	<b>180</b>	<b>5.5</b>	<b>990</b>

PA Cyber offers a degree of flexibility within the academic model permitting students to have access to the program outside of the traditional Monday through Friday academic week. Students may complete work on Saturday and Sunday; however, weekends do not replace week day attendance according to our attendance requirements. Additionally, PA Cyber's academic calendar is independent from all local school districts and does not include snow days. Students are required to be in attendance in accordance with days listed on the academic calendar.

### Student enrolled at PA Cyber will meet attendance requirements by:

- Logging into the MySchool portal each day school is in session according to PA Cyber's academic calendar
- Attending all assigned live class sessions
- Maintaining adequate and consistent progress in coursework

"Adequate and consistent progress" is defined by completing all lessons and assignments in alignment with the recommended course pacing. Course pacing is determined by the teacher of each course.

*It is recommended for all students without a scheduled live session on a school day to log into the LMS no later than 7:00pm to ensure they are completing the minimum required hours.*

### Blended Classroom (BC) - Live Session Attendance

Attendance in the live component of the Blended Classroom is *mandatory* for all students unless otherwise exempt by the Blended Classroom Teacher. The criteria used to exempt a student from mandatory attendance in a blended class is as follows:

- Kindergarten – Beginning November 1, 2014 if a student has a passing grade for the course, he/she will not be required to attend a live blended session unless otherwise noted by the classroom teacher.
- Grades First through Twelfth – Students with an overall grade of C or below and/or are not meeting adequate and consistent progress will be required to attend a live blended session unless otherwise noted by Blended Classroom Teacher. Students will receive an email on the 25<sup>th</sup> of each month to notify if attendance in the upcoming month is mandatory.

Attendance is strongly recommended for all live blended sessions. Mandatory blended classroom attendance is typically determined on a monthly basis; however, the Blended Classroom Teacher reserves the right to determine attendance status at any time based on the individual student's needs for success. Failure to attend a blended class session for any given subject area will result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) calendar days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class at the teacher's discretion.

An accumulation of five (5) unexcused absences from any scheduled live session will equal one unlawful absence. This may be a combination of any virtual and/or blended courses.

#### Virtual Classroom (VC) - Live Session Attendance

Attendance in all assigned live, virtual sessions is *mandatory* for any student enrolled in a VC course. Failure to attend a virtual class session for any given subject area will result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) calendar days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class based upon the teacher's discretion.

An accumulation of five (5) unexcused absences from any scheduled live session will equal one unlawful absence. This may be a combination of any virtual and/or blended courses.

### **ABSENCES**

Parents/guardians are responsible for notifying the attendance department if their child is absent on a scheduled school day for any reason during the school year. All absences are treated as unlawful until a parent provides the school with a valid excuse.

#### **Excused Absences**

Excused or legal absences **must** be reported to the Attendance Department within three (3) calendar days of the absence. Failure to provide an excuse within this time frame will result in an unlawful absence.

The following reasons are considered lawful and excused in accordance with the Pennsylvania State Attendance Laws:

- **College Visit:** An excused absence may be approved for any student in 11<sup>th</sup> and 12<sup>th</sup> grade for college visitations. No more than three (3) absences will be excused for college visitations per school year. Written notification should be provided no later than 48 hours prior to the visit and approved by the Director of Attendance [Title 22 PA CODE 11.26].
- **Court Ordered Hearing:** An absence may be excused if resulting from the attendance of a student at the proceedings of a court or administrative hearing, if the student is a party to the action or under subpoena as a witness.
- **Death of a Family Member:** An absence may be excused for the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers and sisters.
- **Family Educational Trip:** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity (non-PA Cyber related). Written notification should be provided at least fourteen (14) days prior to the trip and must be approved by the Director of Attendance. No more than five (5) total absences will be excused for family educational trips per school year [Title 22 PA CODE 11.26].
- **Family Emergency:** An absence resulting from an urgent reason may be excused. PA Cyber shall strictly construe the term "urgent reason" as it applies to such absences and such excuse does not permit irregular attendance [Title 22 PA CODE 11.25].
- **Illness or injury:** An absence may be excused in which either illness or injury prevents the student from being physically or mentally able to participate in school. A note from a Commonwealth licensed practitioner will be required for any student missing more than three (3) consecutive school days due to illness or injury [Title 22 PA CODE 11.25].
- **Maternity Leave:** Pregnancy itself does not exempt a student or parents from compulsory attendance laws. Documentation from a Commonwealth licensed practitioner is required to excuse a student who is prevented from attending school due to pregnancy related illness or complications. In cases of normal pregnancy, only a Commonwealth licensed practitioner's statement will be accepted for excusal to discontinue attendance prior to the birth of a child and resuming attendance after the birth.
- **Medical or Dental Appointment:** An absence resulting from a medical (health care or therapy) or dental appointment for the student may be excused. Students and parents should make every effort possible to schedule appointments outside of scheduled live classroom sessions. Notice should be given to the attendance department prior to the absence, except in the case of an emergency [Title 22 PA CODE 11.23].

- **Out-Of-School Program:** Students are encouraged to participate in opportunities which provide real world exposure such as cooperative education, community service, job shadowing, and/or internships/apprenticeships; however, these opportunities should not interfere with any scheduled live sessions. Such absences shall be treated as education trips; therefore, no more than five (5) excused absences from a *live* classroom session will be approved for out-of-school opportunities. Approval from the Director of Attendance must be obtained seven (7) days prior to the activity. Non-virtual students attending an out-of-school program must still log attendance for the school day in the MySchool portal.
- **Observance of a Religious Holiday:** An absence may be considered excused if the tenets of a bona fide religion, to which the student or parent/guardian adheres, require observance of a religious event. Written notification should be provided at least fourteen (14) days prior to the holiday and must be approved by the Director of Attendance [Title 22 PA CODE 11.21].

#### Reporting Excused Absences

All valid excuses as identified above should be submitted either electronically or telephonically by a parent or guardian.

- **Electronic:** Submit the *Excusal Request Form* found in the Parent Portal. **\*Preferred\***
- **Telephone:** Contact the Attendance Department at 1-888-722-9237, ext. 7718.

All supporting documentation such as, but not limited, to a physician note must be submitted to the school through an email attachment to [attendance@pacyber.org](mailto:attendance@pacyber.org) or faxed to 717-558-0131. The student's name and student ID should be clearly communicated.

A maximum of ten (10) excused absences may be excused through written documentation by the parent; however, absences accumulating beyond ten (10) school days or the equivalent will require documentation from a Commonwealth licensed practitioner. The Director of Attendance holds the right to approve an excuse not listed if deemed appropriate and necessary.

#### **Unexcused Absences**

If a student has not met the attendance requirements and the school day is not determined to be excused, will be considered an unexcused/unlawful absence. The following reasons are considered unlawful and unexcused in accordance with the Pennsylvania State Attendance Laws:

- **Babysitting / Caretaking**
- **Chores**
- **Gainful employment**
- **Hunting, fishing, or other unapproved sporting events**
- **Oversleeping**
- **Truancy**
- **Unapproved educational travel**
- **Any other reason not approved as excused**

Students who are at any time in the school term unlawfully absent from school for ten (10) consecutive school days, can be removed from the active membership roll [Title 22 PA CODE 11.24].

#### No Internet Access or Power Outage

Internet access is essential for all cyber school students. In the event of internet failure or power outage, all students must have an alternative plan to go to a public library or public Wi-Fi enabled location with computer access to complete school work. If an alternate plan is not feasible due to extreme circumstances, notification to the Attendance Department must be made within 24 hours.

#### State Testing Attendance Policy

All students in grades 3-8 and high school are required to participate in PSSA's, Keystones, and/or other state assessments according to the laws outlined by The Pennsylvania Department of Education. An unexcused absence can be recorded for any student who is absent on a given testing day and does not participate in testing.

During designated state testing days, the State Testing Attendance Policy supersedes PA Cyber's traditional attendance policy. If a student is absent during an assigned testing day, the absence will be recorded as unlawful unless a valid excuse is provided. Completing curriculum coursework instead of the state testing is not considered meeting attendance requirements during that time unless otherwise approved by the CEO.

#### Post-secondary Institutions

Any student enrolled in college level courses at a community college, 2 - 4 year college, or university as part of a dual-enrollment program must still log attendance for the day in the MySchool portal.

#### PA Cyber Family Link Events/Field Trips

Students may be excused from any live classroom sessions for participation in a PA Cyber sponsored Family Link event or field trip. Students should notify their teacher prior to the absence. The absence will be marked excused after the Attendance Department confirms with the authorized field trip supervisor that the student attended the event. Students are responsible for watching the playback of the missed live session and meet all assignment deadlines. An Excusal Request Form does not need to be submitted. Attendance will be taken at the event.

#### Notification of Absences

Any and all absences will be reported to parents by means of an automated phone reporting system as well as an automated e-mail sent to the student's and parent's school issued email account. All absences will be reported to parents/guardians the next scheduled school day because of the ability for students to log in and submit coursework over a period of 24 hours.

- *Excused Absence* – Parents must submit the *Excusal Request Form* online or call the Attendance Department for any valid excuse within three (3) calendar days for an absence to be approved as excused.
- *Unexcused Absence* – If the parent does not provide a valid excuse within three (3) calendar days or the child was absent for an unlawful reason, a child will be marked as unexcused.
  - *First Unexcused Absence* – Parents will be notified of the unlawful absence by means of an automated phone reporting system as well as an automated e-mail sent to the student's and parent's school issued email accounts.
  - *Second Unexcused Absence* - Parents will be notified of the unlawful absence by means of an automated phone reporting system as well as an automated e-mail sent to the student's and parent's school issued email accounts.
  - *Third Unexcused Absence* - Parents will receive an **Official Notification of Truancy** sent by certified US Postal mail. Parents will also receive notice through their school issued parent e-mail account and will be required to contact the school to set up a Truancy Elimination Plan (TEP). The school district of residence will be notified of the student's unlawful absences.
  - *Subsequent Absences/ Violation of the Truancy Elimination Plan* – Parents will be notified by means of an automated phone reporting system as well as an automated e-mail sent to the parent's school issued email account. Student may be referred to local county Children and Youth Services for intervention of the habitually truant child and/or may be required to appear in court for sanctions from a Magisterial District Judge.

#### Truancy Overview

Pennsylvania defines truancy as when a student of compulsory school age does not attend school for three or more days without a valid excuse for the absences. Every parent, guardian, or person in a parental relationship who is responsible for a student age eight up through seventeen is responsible for making sure the student of compulsory age attends school on a regular basis. PA Cyber will notify the school district of residence of any student who is truant.

Students enrolled in PA Cyber who are outside of compulsory age are still required to be in attendance according to the academic calendar. Truant students outside of compulsory age will be addressed through PA Cyber's Code of Conduct requiring progressive disciplinary measures to be taken. Students outside of compulsory age must be dropped from the active membership roll after 10 consecutive unexcused absences have accrued.

#### Preventing Truancy

Consistent attendance and progress are key factors in reaching academic success within our school. Every day a student is absent, he/she is missing critical instructional time, which may result in decreased academic performance. Once enrolled with PA Cyber, students and their parents will be held accountable for completing work in a manner consistent with the attendance policy and the specific requirements of their chosen academic curriculum.

PA Cyber is committed to developing creative approaches to ensure our students and parents are active participants in the child's education. Attendance will be closely tracked by teachers, Principals, Academic Deans, and the Attendance Department. PA Cyber understands children are truant for many reasons. We are dedicated to understanding and addressing such issues. Every effort will be made to keep youth in school and reduce referrals to county courts, child welfare, or juvenile justice systems in order to effectively intervene and eliminate truant behavior.

### Truancy Elimination Plan

A Truancy Elimination Plan (TEP) is a school-family conference used to address chronic absences and/or academic difficulties. Students can be recommended for a TEP by the Supervisor of Attendance, teacher or other school staff.

Issues addressed will 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 health issues
5. Issues concerning family and home environment
6. Any other issues affecting the student's success

TEP meetings are an important step for the student's continued success; therefore, cooperation and participation by student and parent/guardian is mandatory.

### Resulting Penalties of Truant Youth

The laws of the Commonwealth of Pennsylvania provide for a \$300 per day fine and allow the court to impose educational parenting classes and community service sentences upon parents of a truant student who do not show they took reasonable steps to ensure the student's school attendance. It provides that the parent and student must appear at a hearing before the Magisterial District Judge. This law also provides that truant students can lose their driver's license for 90 days for a first offense and six months for a second offense. Additionally, students under the age of 13 shall be referred to a county children and youth agency for possible disposition as a dependent child. The Magisterial District Judge has the ability to suspend all or portions of a sentence if the child is no longer habitually truant.

## Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") recognizes the importance of providing all students and employees with a safe school and learning environment in order to promote the educational process. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying and cyberbullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and PA Cyber's ability to safely educate its students in a safe environment. Therefore, in order to ensure and promote a safe learning environment, it shall be the policy of PA Cyber to maintain an educational environment that is intolerant of bullying and cyber bullying in any form.

Since students learn by example, school administrators, faculty, staff and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect and to refuse to tolerate bullying and cyberbullying. This policy pertains to all students and staff, regardless of their status. This policy also applies to all students and staff whose conduct out of school materially and substantially interferes with the educational process at PA Cyber.

## Definitions

**Bullying and Cyberbullying** are defined as an intentional electronic, written, verbal or physical act, or a series of acts:

- A. directed at another student or students;
- B. which occurs in a "school setting", or occurs outside of school and PA Cyber reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational process or program in the school, and the outside-of-school conduct does in fact materially interfere with or substantially disrupt the educational process or program in the school;
- C. that is severe, persistent or pervasive; and
- D. that has the effect of doing any of the following:
  - E. substantially interfering with a student's education;
  - F. creating a threatening environment; or
  - G. substantially disrupting the orderly operation of the school.

Bullying and cyberbullying shall encompass acts that occur outside a school setting if those acts meet the requirements found in (A), (C) and (D) listed above.

**School Setting** shall mean in PA Cyber, on PA Cyber grounds, on PA Cyber property, using PA Cyber equipment and technology, on PA Cyber's server or PA Cyber's electronic, web-based, Internet or online programs, in PA Cyber vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by PA Cyber and any time spent necessarily traveling to and from these locations. Additionally, any student whose out of school conduct materially interferes with or substantially disrupts the educational process in the school is also subject to this policy.

**Cyberbullying** is often seen by sending harmful or cruel material, text messages and/ or images or engaging in other forms of social aggression and bullying using the Internet, cell phones, personal digital assistants ("PDAs") or other technology resources.

All students, staff, volunteers and contractors shall comply with PA Cyber's Acceptable Use and Internet Safety Policy, which is required under the Children's Internet Protection Act ("CIPA"), and review PA Cyber's Social Media and Networking Guidelines Policy when using any technology resources.

Cyberbullying via the Internet is seen through the use of any one or more of a number of methods, including, but not

limited to:

- A. Email sent to the intended victim;
- B. Blog entries regarding the intended victim;
- C. Posts on social networking websites, including, but not limited to, Facebook or MySpace;
- D. Posting victim's pictures on the Internet or networking websites with derogatory phrases or questions attached to them;
- E. Using instant messaging tools to harass victims;
- F. Creating an Internet parody of the intended victim;
- G. Creating fake Internet profiles for the victim on a public website;
- H. Creating or accessing an unauthorized website which harasses or bullies the victim;
- I. Using camera phones and/ or digital cameras to take embarrassing photographs of students and/ or staff and posting them online;
- J. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Cell phones are also often used for cyberbullying for things such as calling or text messaging the victim and/ or using a victims' cell phone to text or call another victim using harassing language.

The use of the Internet or PA Cyber email does not necessarily have to involve the creation of the offensive materials. Rather, the person creating the offensive material may do it on a home computer and then use PA Cyber's computers to take such actions as accessing it, viewing it, displaying it for others to see, disseminating copies of it to others or otherwise publicizing the contents.

PA Cyber strictly prohibits the above conduct and any conduct by any student or staff that creates or intends to create an intimidating, threatening, offensive or hostile learning environment.

## Guidelines

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of PA Cyber, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Since bystander support of bullying and cyberbullying can bolster these types of behaviors, PA Cyber prohibits both active and passive support for acts of bullying and cyberbullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the CEO of PA Cyber.

## Reporting Procedures

Any student who feels he or she has been bullied or cyberbullied shall have the right to file a complaint of such bullying. Complaints should be reported to the CEO. Complaints may also be reported directly to a teacher, guidance

counselor, or other administrator who shall immediately report the incident to the CEO in order to protect the alleged victim and for prompt investigation.

Any staff who sees any incidents of bullying or cyberbullying must immediately report the incident(s) to the CEO. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. It shall be the responsibility of the CEO to investigate promptly and thoroughly any and all bullying and cyberbullying complaints received or referred by other individuals and to make recommendations based upon the investigation. The investigation is to be commenced within three (3) school days after a report of any bullying is received.

The Board of Trustees requires the CEO to be responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes bullying or cyberbullying, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the bullying, PA Cyber shall take prompt corrective action to ensure the bullying and/ or cyberbullying ceases and will not reoccur.

Reports to the CEO may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The CEO shall immediately notify the parent or guardian of the perpetrator of the bullying and the parent or guardian of the victim of the bullying of the alleged incident.

### Consequences for Violations

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or cyberbullying may range from positive behavioral interventions up to and including in school or out of school suspension from PA Cyber or expulsion or other disciplinary removal from PA Cyber, in the case of a student, or suspension or termination in the case of an employee, as set forth in PA Cyber's student Code of Conduct or Employee Handbook.

In some cases, bullying and/ or cyberbullying may constitute criminal activity and the Police Department will be notified. This may lead to a criminal investigation and criminal charges against the student or staff.

Consequences for a student who commits an act of bullying and/ or cyberbullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with PA Cyber's student code of conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The following intervention strategies for protecting victims may be followed as needed:

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision at PA Cyber testing sites or other sites used by PA Cyber, at any activity sponsored, supervised or sanctioned by PA Cyber during any breaks, lunch times, bathroom breaks and in the hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that it is needed;
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying and/ or cyberbullying behavior. Personnel are to intervene



when prohibited behaviors are witnessed; and

- F. Check with the victim daily to ensure that there have been no incidents of retaliation from the offender or other parties.

### Retaliation Prohibited

The Board strictly prohibits retaliation or reprisal against any person who reports bullying and/ or cyberbullying incidents. Retaliation includes, but it is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying and/ or cyberbullying. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for students and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

### False Accusations

The Board prohibits any person from falsely accusing another of bullying and/ or cyberbullying. The consequences and appropriate remedial action for a student found to have falsely accused another of bullying and/ or cyberbullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have falsely accused another of bullying and/ or cyberbullying shall be disciplined in accordance with PA Cyber policies, procedures, and agreements.

### Annual Distribution of Information

The Board requires PA Cyber officials to annually disseminate the policy to all school staff, students, volunteers, independent contractors and parents along with a statement explaining that it applies to all applicable acts of bullying and cyberbullying that occur in PA Cyber, on PA Cyber grounds, on PA Cyber property, using PA Cyber equipment and/ or technology, on PA Cyber's server or PA Cyber's electronic, web-based, Internet or online programs, in PA Cyber vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by PA Cyber and any time spent necessarily traveling to and from these locations. Additionally, any student or staff's out of school conduct that materially and substantially interferes with the educational process in PA Cyber is also subject to this policy.

PA Cyber is required to post this policy on its website and make the policy available in every classroom. This policy shall also be posted at a prominent location within every PA Cyber building where such notices are usually posted. PA Cyber shall ensure this policy and its procedures for reporting bullying and cyberbullying incidents are reviewed with students and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.

### Compliance

As required by the Federal Broadband Data Improvement Act of 2008, PA Cyber shall educate elementary and secondary school aged students with computer access to the Internet about appropriate online behavior, including online interaction with other individuals on social networking websites, such as Facebook and MySpace, and in chat rooms and educate them regarding cyberbullying awareness and response.

The Board directs the Administration to develop any procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying and cyberbullying.

## Bullying

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

Acts of bullying and cyberbullying are prohibited by and a violation of PA Cyber's Acceptable Use and Internet Safety Policy and its Child Internet Protection Act (CIPA) Policy.

PA Cyber will comply with all applicable federal and state laws relating to bullying and cyberbullying, including, but not limited to, the requirements delineated in the Pennsylvania Charter School Law, 24 P.S. § 1701-A, et seq., the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h) and (1), and the Neighborhood Children's Internet Protection Act (N-CIPA) and any applicable implementing regulations.

PA Cyber will also comply with Chapter 711 of Title 22 of the Pennsylvania Code, the Public School Code, the applicable House Bill 1067 Public School Code amendments relating to safe schools and bullying, and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

### Purpose

The Board of Trustees ("Board") reaffirms its policy to provide comprehensive human growth and development instruction to The Pennsylvania Cyber Charter School ("PA Cyber") students. In accordance with PA Cyber policy and state law, such instruction should be part of the public school program and should be shared by the public schools, home, and community. The primary purposes of such instruction are to promote more wholesome family and interpersonal relationships; to help young people understand growth and development changes that occur between childhood and adolescence, including their sexuality at all levels of development and healthy physical health and safety habits.

The Board recognizes that the expression of human sexual behavior can be the source of many of life's most meaningful experiences as well as its most painful problems and the Board firmly asserts that abstinence from sexual activity during adolescence promotes good health and a healthy lifestyle. Such teachings will be conducted age appropriately in accordance with the standards set forth by the Pennsylvania's Department of Education's Academic Standards for Health, Safety and Physical Education and Chapter 4 of Title 22 of the Pennsylvania Code.

The Board firmly believes that successful pursuit of the mission of promoting a healthy lifestyle for all adolescents depends upon the cooperation of a broad spectrum of the community, including schools, families, religious institutions, health care providers, social service agencies, businesses, government, and media.

### Authority

In accordance with these Standards, the Board adopts the following policy objectives in order to promote a healthy lifestyle for all children.

- A. By grade 3, the Standards seek to establish guidelines for schools to enable students to acquire knowledge and skills to:
1. Identify and describe stages of growth and development;
  2. Identify and know location and function of major body organs and systems; systems;
  3. Explain the role of the food guide pyramid in a healthy diet;
  4. Know age appropriate drug information, i.e., proper use of medicine, w1healthiness of smoking, etc.;
  5. Identify types and causes of health problems in children;
  6. Understand personal hygiene practices;
  7. Identify health-related information, i.e., signs and symbols, terminology, etc.
  8. Identify media sources and environmental factors affecting health and safety;
  9. Identify the steps in a decision making process;
  10. Recognize and know how to respond to emergency situations and safe/unsafe practices in the home, school and community, i.e., fire safety, bullying, etc.;
  11. Recognize conflict situations and identify strategies to avoid or resolve such as walking away or asking for adult intervention;
  12. Identify and use safe practices in physical activity settings, i.e., proper equipment, knowledge of rules, etc.;

13. Identify and engage in physical fitness activities and effects of regular participation.
- B. By grade 12, the Standards seek to establish guidelines for schools to enable students to acquire knowledge and skills to:
1. Evaluate and analyze factors that impact growth and development and the body systems, i.e. 1 relationships, career choices, nutrition, etc.;
  2. Evaluate issues relating to the use/non-use of drugs;
  3. Identify and analyze factors that influence the prevention and control of health problems;
  4. Evaluate health care products and assess factors that impact adult health consumer choices;
  5. Compare and contrast the positive and negative effects of the media on adult personal health and safety;
  6. Examine and apply a decision making process to the development of short and long-term health goals;
  7. Analyze the interrelationship between environmental factors and community health;
  8. Assess the personal and legal consequences of unsafe practices in the home, school or community as well as the impact of violence on the victim and surrounding community;
  9. Analyze and apply strategies for the management of injuries such as CPR and advanced first-aid;
  10. Evaluate the benefits, risks and safety factors associated with self-selected life-long physical activities;
  11. Evaluate and engage in an individualized physical activity plan that support achievement of personal fitness and activity goals and promotes life-long participation;
  12. Analyze the effects of regular participation in a self-selected program of moderate to vigorous physical activities and evaluate how changes in adult health status may affect the responses of the body systems during moderate to vigorous physical activity;
  13. Evaluate factors that affect physical activity and exercise preferences
  14. Analyze the interrelationships among regular participation in physical activity, motor skill improvement and the selection and engagement in lifetime physical activities;
  15. Assess and use strategies for enhancing adult group interaction in physical activities.

## Delegation of Responsibility

The CEO shall direct the development and acquisition of curricula which comprehensively promote healthy behavior and which shall be taught in all grade levels, in an age appropriate manner. Such curricula shall focus on behavioral outcomes and will also utilize more innovative and effective methods to convey the message that abstinence is the most effective way of preventing pregnancy, sexually transmitted diseases and HIV infection; a voluntary parental education component, designed to enhance the frequency and effectiveness of parents' communication with their children; and, a mechanism for monitoring the efficacy of the curricula.

All PA Cyber staff share in the responsibility for understanding and promoting healthy adolescent behavior; therefore, PA Cyber Administration will develop and maintain a comprehensive plan for staff education on adolescent health.

The CEO is empowered to develop additional partnerships with health care providers that expand and maximize

access to in-school comprehensive health care for all children, which will have a positive and lasting effect on the lives of the children.

The PA Cyber Charter School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the PA Cyber Charter School that:

- The school will engage students, parents, teachers, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and related community services.

### School Health Councils

The School will create, strengthen, or work within existing school health councils to develop, implement, monitor, review, and as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, members of the school board, school administrators, teachers, health professionals, and members of the public.)

### Nutritional Quality of Foods and Beverages

**Fundraising Activities.** To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school will make available a list of ideas for acceptable fundraising activities.

**Rewards.** Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

**School-sponsored Events** (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above).

### Nutrition and Physical Activity Promotion and Food Marketing

**Nutrition Education and Promotion.** PA Cyber Charter School aims to teach, encourage, and support healthy eating by students. The school should provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food

preparation methods, and health-enhancing nutrition practices;

- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise); links with nutrition-related community services;
- Teaches media literacy with an emphasis on food marketing; and
- Includes training for teachers and other staff.

**Integrating Physical Activity into the Classroom Setting.** For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons.

**Communications with Parents.** The school will support parents' efforts to provide a healthy diets and daily physical activity for their children, the school will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analysis of school menus. Schools should encourage parents to give their children healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The school will provide parents a list of foods that meet the school's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the school will provide opportunities for parents to share their healthy food practices with others in the school community.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

**Food Marketing in Schools.** School-based marketing will be consistent with nutrition education and health promotion. As such, the school will limit food and beverage marketing to the food and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in ala carte lines or vending machines; sales of fruit for fundraisers; and coupons discount gym memberships.

**Staff Wellness.** PA Cyber Charter School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The school should establish and maintain a staff wellness committee composed of at least one staff member, school health council member, local hospital representative, dietitian or other health professional, recreation program representative, and employee benefits specialist. (The staff wellness committee could be a subcommittee of the

school health council.) The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually.

### Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 150 minutes/week for elementary school students and 225 minutes/week for middles and high school students) for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

### Monitoring a Policy Review

Monitoring. The Head of School or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.

The Head of School will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

Policy Review. To help with the initial development of the school's wellness policies the school will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school will review our nutrition and physical activity policies; provision of an environment that supports elements. The school will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.



## Anti-Discrimination

Adopted Date  
09/15/2014  
Revision Date  
n/a  
Effective Date:  
09/16/2014

The Pennsylvania Cyber Charter School ("PA Cyber") Board of Trustees ("Board") recognizes school administrators' and employees' obligations to comply with all applicable federal, state, and local laws in providing equal opportunity to all PA Cyber students. Pursuant to 22 Pa. Code § 12.4, and consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951 - 963), PA Cyber does not discriminate on the basis of race, sex, color, religion, sexual orientation, national origin, disability, genetic information or any other classification otherwise protected by law in the administration of its educational policies, admission policies, hiring policies, scholarship and aid programs, or in providing a free and full public education. No PA Cyber student may be subject to disciplinary action based upon race, sex, color, religion, sexual orientation, national origin, or disability.

### Purpose

The Board of Trustees ("Board") of The Pennsylvania Cyber Charter School ("PA Cyber") is committed to the provision of a healthful environment for its students and employees. The purpose of this policy is to help decrease the spread of flu among students and school staff during the 2014-2015 school year. The general preventive measures in this policy are designed to reduce the risk of introduction or spread of influenza in the school. This policy is in accordance with recommendations set forward by the U.S. Centers for Disease Control and Prevention, U.S. Department of Education and Pennsylvania Department of Health. This policy shall apply to all students and employees in all programs conducted by PA Cyber.

### Identification of Influenza/H1N1 Symptoms

The most important step in effectively preventing the spread of the flu among students and school staff is the successful identification of flu symptoms amongst those infected by the flu. Symptoms of influenza/H1N1 include fever (measured temperature of  $>100^{\circ}\text{F}$ ) and either cough or sore throat. Illness may be accompanied by other symptoms including headache, tiredness, runny or stuffy nose, diarrhea, and vomiting. These symptoms can vary from mild to severe.

Some students and staff are at a higher risk for complications of influenza. These individuals will be pre-identified and the school health staff will take steps to individually educate those individuals of the symptoms of influenza, and recommend to those individuals steps they can take to prevent being infected by influenza. Those individuals are:

1. Children  $< 6$  years old.
2. Adults 65 years of age and older.
3. Persons with: Chronic lung disease (including asthma); cardiovascular disease, kidney, liver or blood disorders (including sickle cell disease), nervous system, muscular or metabolic disorders (including diabetes); or suppressed immune system (dues to medications, HIV, cancer or organ transplant)
4. Pregnant Woman
5. Persons  $< 19$  years old who are receiving long-term aspirin therapy.

### Responses to Influenza/H1N1

To prevent the spread of influenza/H1N1, PA Cyber will adopt and promote the following guidelines

#### A. Stay home when sick

Students and staff members with flu-like symptoms will be asked not to come to school. Generally, individuals with flu-like symptoms should stay home for at least twenty-four (24) hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Since the usual duration of fever is two to four (2-4) days, this will allow most individuals to return after a period of three to five (3-5) days.

All students and staff who return to school after having flu-like symptoms must be evaluated by the school health staff upon return to school to make sure they are no longer ill with fever and are well enough to attend class.

#### B. Separation of ill students and staff

Students and staff who appear to have flu-like symptoms when they arrive at school or while they are at

school will be promptly separated from other students and staff and sent home as soon as possible.

Students and staff that feel flu-like symptoms at school are asked to report to the school health office immediately for treatment. Upon, after a medical examination by the school health staff, the individual is determined to have flu-like symptoms, that person will be prohibited from returning to class and will be kept in a "sick" room until any necessary arrangements can be made for that individual to go home.

The school will designate a space to be used as a sick room. A limited number of staff will be designated to care for ill persons until they can be sent home. Persons in charge of caring for ill persons will be instructed to have limited interactions with other students and staff to decrease the risk of spreading influenza/H1N1.

Staff members that provide care for persons with flu-like illness will use appropriate personal protective equipment, such as a mask.

### C. Hand hygiene

Influenza can spread through contaminated hands or objects that become contaminated with influenza. Students and staff are encouraged to wash their hands with soap and water regularly.

Hand sanitizers, which do not contain alcohol, will be distributed to all classrooms and offices throughout the school. All students and staff will be encouraged to use the hand sanitizers several times a day.

The school will provide time for all students and staff to wash their hands and/ or use the hand sanitizers whenever necessary, especially before eating, and after using the restroom.

All students will be educated on the importance of washing their hands. Notices will be prominently displayed throughout the school asking students and staff to wash their hands on a regular basis.

### D. Respiratory etiquette

Influenza viruses are thought to be spread mainly from person to person when an ill individual coughs or sneezes. Students and staff will be educated on the importance of covering their nose and mouth with a tissue when coughing or sneezing or to cough or sneeze into their upper sleeve, not their hands. Tissues will be readily available to students and staff. Tissues are to be immediately discarded after use. Students and staff will be encouraged to wash their hands after coughing or sneezing.

### E. Routine Cleaning

The school will regularly clean all areas and items that are more likely to have frequent hand contact (computers, desks, door knobs, etc.). The school will also clean these areas immediately when visibly soiled.

The school will ensure that custodial staff and other (such as classroom teachers) who use cleaners and disinfectants will read all instruction labels and understand safe and appropriate use.

### F. Absenteeism monitoring

The school will closely monitor the patterns of school absenteeism. It will be monitored on a daily basis and efforts should be made to determine if student or staff member is absent due to illness. Any increase in school absenteeism due to illness will be promptly reported to local and/ or state public health authorities for an appropriate response.

### G. Encourage vaccination

All students and staff will be encouraged to get vaccinated for the traditional influenza as well as H1N1.

## Authority

SC 1414.1

The Board shall permit students to possess emergency medicine, such as asthma inhalers and EpiPens, to self administer the prescribed medication used to treat reactions when such is parent-authorized.

Possession and use of emergency medicine by students shall be in accordance with state law and Board policy.

## Definitions

**Emergency medicine** shall mean a device used for self-administration of prescribed medication, such as asthma inhalers and EpiPens, to treat an acute asthma attack or allergic reaction.

**Self-administration** shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Guidelines: SC 1414.1 Title 22 Sec. 12.41

Before a student may possess or use emergency medicine during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant that is approved by the building principal or school nurse.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the 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 child is qualified and able to self administer the medication.

The student shall be made aware that the emergency medication is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an emergency medication.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession

and use of an emergency medication by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an emergency medication and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Report any use of the medication to the school nurse.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

## Delegation of Responsibility

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of emergency medications.

When an asthma inhaler, EpiPen or other form of emergency medication is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the building principal and school nurse.
2. Review pertinent information with the student and/or parent/guardian specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students possessing emergency medications.

### Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when:

1. Failure to take such medicine would jeopardize the health of the student.
2. The student would not be able to attend school if the medicine were not available during school hours.

### Definition

For purposes of this policy, medication shall include all medicines prescribed by physician and any over the counter medicines.

### Authority

SC 510 Title 22 Sec. 12.41

Before any medication may be administered to or by any student during school hours, the Board shall require:

1. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication.
2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

### Delegation of Responsibility:

The CEO or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse, designee or self-administered by the student upon written request.

All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school before performing this responsibility.

Building administrators and the head nurse shall review regularly the procedures administration and self administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

### Guidelines

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician or parent/guardian for administration or self- administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically:
  - a. Reason for taking this medication
  - b. How often and length of time.
  - c. What will happen if medication is not taken or is taken incorrectly?
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students taking medication during school hours.

The log shall be kept in a central place and shall include:

- a. Name of student.
- b. Name of medication
- c. Medication dosage
- d. Time of administration
- e. Route of administration
- f. Signature of student and the monitor of self-administration.
- g. Initiation and expiration date of drug.

### **Student Self-Administration**

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

### Work Permits

Minors between the ages of 14 and 17 are required to get employment certificates to work. Work permits can only be obtained from the student's home school district. PA Cyber cannot issue a work permit.

### Work Credit

Students may earn academic credit for work performed in connection with a job outside the home. PA Cyber students must meet the following criteria to receive work credit:

- Work at the same job for a minimum of six months to earn .5 credit
- Work at the same job for more than nine months to earn one full credit

### Work Limits

The Pennsylvania Department of Education, Federal Student Labor Laws, and Employment of Minors regulations specify the following work limits:

Hours for 14 and 15 year olds:

- 40 hours per work week during school vacations
- 18 hours per school week (Mon-Fri), plus eight additional hours on Sat. and Sun.
- 3 hours per school day
- 8 hours weekends, holidays, summer
- Hours must be between 7 AM and 7 PM

Hours for 16 and 17 year olds:

- 44 hours per workweek (Sun-Sat)
- 28 hours per school week (Mon-Fri), plus eight additional hours on Sat. and Sun.
- 8 hours per day
- Hours must be between 6 AM and 12 AM weekdays (during school vacations, may be employed until 1 AM).

For more information, please contact the Bureau of Labor Law Compliance, [www.li.state.pa.us/PWAGE/lcd.html](http://www.li.state.pa.us/PWAGE/lcd.html) or call 1-800-932-0665.



## Withdrawal from School

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff should be utilized to assist the student in pursuing career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

### Purpose

The purpose of this policy is to protect the health and well-being of all PA Cyber students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. PA Cyber will:

- A. Recognize that physical, behavioral, and emotional health is an integral component of a student's educational outcomes.
- B. Further recognize that suicide is one of the leading causes of death among young people.
- C. Understand the ethical responsibility to take a proactive approach in preventing suicide.
- D. Acknowledge the role of the school in providing an environment which helps to foster positive youth development.

The Suicide Prevention Policy is meant to be paired with support from the Guidance Department as well as the Student Assistance Program (SAP). It covers actions that take place in the school, at school-sponsored functions and activities, and at school sponsored out-of-school events where school staff are present. The policy applies to the entire school community, including educators, school and district staff, students, parents, guardians, and volunteers. The policy will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

### Protocols

All staff will receive initial (upon hire) and annual professional development as it relates to recognizing at-risk behaviors and suicide threats, referrals to the appropriate personnel, response procedures, postvention, and resources for youth suicide prevention. The training will also include information about student groups who are at higher risk for suicide such as those with mental and/or substance abuse disorders, those who are experiencing homelessness, and lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth.

### Prevention

- A. **Policy implementation:** The Director of Guidance and Pupil Services will serve as the district suicide prevention coordinator for the school. The district suicide prevention coordinator will be responsible for planning and coordinating implementation of the policy for the entire school.  
  
Each school will also have a suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. The school counselor in each school will serve as the suicide prevention coordinator. In the event that the school counselor cannot be reached, the Student Assistant Program personnel for each school and the principals for each school will act as the suicide prevention coordinator.
- B. **Publication and Distribution:** The Suicide Prevention Policy will be distributed annually and is to be included in all student and teacher handbooks as well as on the school website.
- C. **Procedures for Early Identification:** The school staff along with the Guidance Department and the Student Assistance Program (SAP) will work together to identify students who demonstrate risk factors for suicide. Staff will be made aware of risk factors, who to contact when there is a concern, and the check-in procedure with the student and family when a concern is raised.
- D. **Referrals:** Students exhibiting risk factors will be referred to the grade appropriate school counselor, who will then assess the situation and make a SAP referral. All school counselors and SAP staff will be familiar

with resources and agencies that may be called to assist a student with thoughts of suicide. The student's family will be informed about any concerns raised by school staff and will be given resources to seek help if needed.

### Intervention

When a student is identified as potentially suicidal, the student and the student's family will be contacted by the school counselor to assess the risk and facilitate the referral if necessary. If a school counselor is not available, a SAP representative and an administrator will fill this role until a school counselor can be reached.

For students at risk:

1. School staff will stay in contact with the student until a family member or help can be reached.
2. The principal, school counselor, and SAP team member will be notified as soon as possible. If a student verbalizes suicidal ideation during class, the teacher will ask the student to stay in class. The teacher will contact the school counselor and the principal to help assess the situation. The student should not be allowed to log out of class (if possible) until someone at the home can be reached by the school counselor or principal.
3. A phone call should be made to the family with the school counselor, the principal, and SAP on the line. If the student answers and no one is at home, the school counselor will speak to the student while the principal or SAP representative tries to reach a family member. It is possible that emergency services may need to be called.

#### Parental Notification and Involvement:

The principal, SAP representative or school counselor will contact the parent/guardian as soon as possible after a student expresses suicidal thoughts. If the student has exhibited any type of suicidal behavior, "means of restriction" or limiting the child's access to mechanisms for carrying out a suicide attempt will be discussed. Staff will inform the parent of suicide prevention resources in their area and encourage the parent to seek help. During the conversation, the principal, school counselor, or SAP representative will assess whether there is further risk of harm due to parent or guardian notification.

If the suicide threat is made during after-school hours, students will be directed to call a crisis line, such as the National Suicide Prevention Lifeline, provided to them in the student handbook.

### Methods of Responding to a Suicide or Suicide Attempt

**Suicide Attempt:** The school counselor will contact the family to offer any needed help. Mental health resources that the family may use will be discussed. A SAP referral will be made to give the student additional in-school support. The school counselor will also reach out to any other students that may have been impacted by the suicide attempt.

**Suicide:** The district suicide prevention coordinator, the school suicide prevention coordinator, SAP, and the principal will meet to discuss the implementation of an action plan.

1. *Verify the death.* Staff will talk with the parent/guardian or police to gather more information. The death should not be labeled a suicide until the cause of death has been confirmed.
2. *Assess the situation.* The Suicide Prevention Team will meet to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected.
3. *Share information.* Inform the staff who have contact with the student that a death has occurred.

4. *Avoid Suicide Contagion.* It should be explained to staff that one purpose of trying to identify and give services to other high risk students is to prevent another death. The team will work together to identify other students who are most likely to be significantly affected by the death. The warning signs and reporting procedures will be discussed with staff again.
5. *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 team will coordinate services for the students and staff in need of individual and small group counseling.

### Reporting Procedures

When a student expresses suicidal thoughts:

1. Contact the school counselor.
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

### Recommended Resources

**Staff:**

- Lifelines - Suicide Prevention Program - [violencepreventionworks.org](http://violencepreventionworks.org)
- Making Educators Partners in Youth Suicide Prevention - [sptsuniversity.org](http://sptsuniversity.org)
- More Than Sad- American Foundation for Suicide Prevention- [afsp.org](http://afsp.org)
- Suicide SAFE App for iPhone and Droid- SAMHSA The Trevor Project - [thetrevorproject.org](http://thetrevorproject.org)

**Students:**

- National Suicide Prevention Lifeline: The Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-8255.
- The Trevor Lifeline: Suicide prevention lifeline for lesbian, gay, bisexual, transgender, and questioning young people. Available 24 hours a day. Call 1-866-488-7386

# Suicide Prevention Policy

## Purpose:

The purpose of this policy is to protect the health and well-being of all PA Cyber students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. PA Cyber will:

- a) Recognize that physical, behavioral, and emotional health is an integral component of a student's educational outcomes.
- b) Further recognize that suicide is one of the leading causes of death among young people.
- c) Understand the ethical responsibility to take a proactive approach in preventing suicide.
- d) Acknowledge the role of the school in providing an environment which helps to foster positive youth development.

The Suicide Prevention Policy is meant to be paired with support from the Guidance Department as well as the Student Assistance Program (SAP). It covers actions that take place in the school, at school-sponsored functions and activities, and at school sponsored out-of-school events where school staff are present. The policy applies to the entire school community, including educators, school and district staff, students, parents, guardians, and volunteers. The policy will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

## Protocols:

All staff will receive initial (upon hire) and annual professional development as it relates to recognizing at-risk behaviors and suicide threats, referrals to the appropriate personnel, response procedures, postvention, and resources for youth suicide prevention. The training will also include information about student groups who are at higher risk for suicide such as those with mental and/or substance abuse disorders, those who are experiencing homelessness, and lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth.

## Prevention:

**Policy implementation:** The Director of Guidance and Pupil Services will serve as the district suicide prevention coordinator for the school. The district suicide prevention coordinator will be responsible for planning and coordinating implementation of the policy for the entire school.

Each school will also have a suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. The school counselor in each school will serve as the suicide prevention coordinator. In the event that the school counselor cannot be reached, the Student Assistance Program personnel for each school and the principals for each school will act as the suicide prevention coordinator.

**Publication and Distribution:** The Suicide Prevention Policy will be distributed annually and is to be included in all student and teacher handbooks as well as on the school website.

**Procedures for Early Identification:** The school staff along with the Guidance Department and the Student Assistance Program (SAP) will work together to identify students who demonstrate risk factors for suicide. Staff will be made aware of risk factors, who to contact when there is a concern, and the check-in procedure with the student and family when a concern is raised.

**Referrals:** Students exhibiting risk factors will be referred to the grade appropriate school counselor, who will then assess the situation and make a SAP referral. All school counselors and SAP staff will be familiar with resources and agencies that may be called to assist a student with thoughts of suicide. The student's family will be informed about any concerns raised by school staff and will be given resources to seek help if needed.

## **Intervention**

When a student is identified as potentially suicidal, the student and the student's family will be contacted by the school counselor to assess the risk and facilitate the referral if necessary. If a school counselor is not available, a SAP representative and an administrator will fill this role until a school counselor can be reached.

For students at risk:

1. School staff will stay in contact with the student until a family member or help can be reached.
2. The principal, school counselor, and SAP team member will be notified as soon as possible. If a student verbalizes suicidal ideation during class, the teacher will ask the student to stay in class. The teacher will contact the school counselor and the principal to help assess the situation. The student should not be allowed to log out of class (if possible) until someone at the home can be reached by the school counselor or principal.
3. A phone call should be made to the family with the school counselor, the principal, and SAP on the line. If the student answers and no one is at home, the school counselor will speak to the student while the principal or SAP representative tries to reach a family member. It is possible that emergency services may need to be called.

## **Parental Notification and Involvement:**

The principal, SAP representative or school counselor will contact the parent/guardian as soon as possible after a student expresses suicidal thoughts. If the student has exhibited any type of suicidal behavior, "means of restriction" or limiting the child's access to mechanisms for carrying out a suicide attempt will be discussed. Staff will inform the parent of suicide prevention resources in their area and encourage the parent to seek help. During the conversation, the principal, school counselor, or SAP representative will assess whether there is further risk of harm due to parent or guardian notification.

If the suicide threat is made during after-school hours, students will be directed to call a crisis line, such as the National Suicide Prevention Lifeline, provided to them in the student handbook.

## **Methods of Responding to a Suicide or Suicide Attempt**

**Suicide Attempt:** The school counselor will contact the family to offer any needed help. Mental health resources that the family may use will be discussed. A SAP referral will be made to give the student additional in-school support. The school counselor will also reach out to any other students that may have been impacted by the suicide attempt.

**Suicide:** The district suicide prevention coordinator, the school suicide prevention coordinator, SAP, and the principal will meet to discuss the implementation of an action plan.

1. *Verify the death.* Staff will talk with the parent/guardian or police to gather more information. The death should not be labeled a suicide until the cause of death has been confirmed.
2. *Assess the situation.* The Suicide Prevention Team will meet to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected.
3. *Share information.* Inform the staff who have contact with the student that a death has occurred.
4. *Avoid Suicide Contagion.* It should be explained to staff that one purpose of trying to identify and give services to other high risk students is to prevent another death. The team will work together to identify other students who are most likely to be significantly affected by the death. The warning signs and reporting procedures will be discussed with staff again.
5. *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 team will coordinate services for the students and staff in need of individual and small group counseling.

## **Reporting Procedures**

When a student expresses suicidal thoughts:

1. Contact the school counselor.
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

## **Recommended Resources**

### **Staff:**

Lifelines - Suicide Prevention Program - [violencepreventionworks.org](http://violencepreventionworks.org)

Making Educators Partners in Youth Suicide Prevention - [sptsuniversity.org](http://sptsuniversity.org)

More Than Sad - American Foundation for Suicide Prevention - [afsp.org](http://afsp.org)

Suicide SAFE App for iPhone and Droid- SAMHSA

The Trevor Project - [thetrevorproject.org](http://thetrevorproject.org)

**Students:**

**National Suicide Prevention Lifeline:** The Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-8255.

**The Trevor Lifeline:** Suicide prevention lifeline for lesbian, gay, bisexual, transgender, and questioning young people. Available 24 hours a day. Call 1-866-488-7386



**Pennsylvania Cyber Charter School  
652 Midland Avenue  
Midland, Pa 15059**

**Board of Trustees Policy**

**Truancy Elimination Policy**

The Pennsylvania Cyber Charter School ("PA Cyber") believes that good attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents are required to ensure their son/daughter maintains good attendance.

**Truancy - Overview**

A truancy is an unexcused absence. An unexcused absence is any absence from school or from any scheduled class without an acceptable reason. This also includes any student who leaves class without the permission of the teacher. Unexplained absences are recorded as truanies.

Any absence not verified by a parent/guardian, physician, court, or other agency, within three days of the student's return to school, is considered unexcused. A planned absence of three consecutive days or more without prior approval is considered unexcused.

School officials have the option to waive any action if there are documented chronic health conditions or other serious problems. Parents/Guardian must petition the Board of Trustees by submitting a written request and providing evidence to support the request.

When a child demonstrates truant behavior, PA Cyber will schedule a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan ("TEP") 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.

**Students that are absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from PA Cyber's rolls.**

For the first and second unlawful absences, PA Cyber will send the parent/guardian a notice of unlawful absence as well as attaching a copy of the legal penalties for violation of compulsory attendance requirements. In addition

to stating the legal consequences, the name and telephone number of a school contact person will be included.

For the third unlawful absence, PA Cyber will send the parent/ guardian a third notice of unlawful absence by **certified mail** providing the parents/guardians with official notice of child's third illegal absence. The school shall attach an explanation of the penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian. Three days after giving such notice, if the student and/or parent/guardian violates the compulsory attendance requirements again, the student and/or parent/guardian shall be liable without further notice.

According to the Public School Code, Charter School Law and accompanying guidance from the Pennsylvania Department of Education, PA Cyber is obligated to inform the student's district of residence whenever the student has accrued three (3) or more unlawful absences. The district of residence may bring an action against the parents and/or student who have violated the compulsory attendance laws.

After agreeing to a TEP, or if there is no agreement on a truancy elimination plan and three (3) days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, the school will send an official notice (**via certified mail**) of the unlawful absence to inform the child's parent/guardian that the child has violated the TEP or, if there is not a TEP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements. The notice will likewise advise the parent and/or guardian that the school district of residence will send a citation immediately to the magisterial district judge. After this notice, all future incidents of truancy will be referred by the district of residence directly to the magisterial district judge.

Children who are habitually and without justification 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 shall not be referred to the county children and youth agency for assessment as possibly needing services until after the school has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

#### **School-Family Conference and the TEP**

The TEP, as described in Section IV (A)(3) BEC 24 P.S. 13-1327, is designed to serve as guidance. The TEP is developed cooperatively with involved stakeholders through a school-family conference, which is required upon PA

Cyber's notice to the student's parent/guardian upon the third unlawful absence. Instructional Supervisor's are the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Therefore, Instructional Supervisor's should implement a plan of action including (but not limited to):

- Sharing and reviewing PA Cyber's policy on attendance and student responsibilities with students and families;
- Contacting the student's parent/guardian upon his/her absence;
- Meeting individually with students to discuss reason(s) for absence;
- Following up with the Academy Director;
- Making referrals to guidance counselors; and
- Collaborating with Student Assistance Teams as appropriate.

Pursuant to the BEC 24 P.S. 13-1327, schools are required to notify the parent/guardian regarding the need for a joint conference upon the third unlawful student absence. The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's attendance. Maintaining open communication between the student and adults will facilitate positive outcomes.

The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular attendance. The school-family conference provides both parties with the opportunity to identify, understand and explore all issues contributing to the student's truant behavior. Participation by the student and family is an integral component for this conference. In addition, representatives from relevant and/or involved community-based agencies, community services, and PA Cyber personnel should be invited to participate. During the school-family conference, a TEP shall be developed cooperatively with the student and other meeting participants as described in Section IV (A)(3) BEC 24 P.S. 13-1327.

Issues to be addressed at the school-family conference should include but not be limited to:

- Appropriateness of the student's educational environment;
- Possible elements of the school environment that inhibit student success;
- Student's current academic level and needs;
- Social, emotional, physical, mental and behavioral health issues;
- Issues concerning family and home environment and;
- Any other issues affecting the student's attendance.

The participants in the school-family conference should work collaboratively to conduct a holistic assessment to determine the reason(s) the student is exhibiting truant behavior. Every member should have a vested interest in and responsibility for

determining an appropriate plan to assist the student to succeed both socially and academically. This school-family conference also provides an opportunity to ensure that both the student and the family clearly understand the legal ramifications of not adhering to the state's compulsory attendance requirements. This methodology promotes full understanding and appreciation of the root causes of truancy as well as the resultant personal and societal impacts when truant behavior is not adequately addressed.

The primary goal of the school-family conference is the development of a comprehensive TEP which is understood by, agreed upon and supported by the student, the parent/guardian, the school representatives and all other conference participants. The TEP should include but not be limited to the following components as appropriate:

- Identification and provision of appropriate academic supports by the school and/or community organization(s);
- Identification and provision of appropriate social, emotional, physical, mental and behavioral health supports from the school and/or community organization(s);
- Identification of the school environment issues that affect the student's success and solutions to address these issues;
- Explanation of the student's strengths and responsibilities related to the TEP;
- Explanation of the family's strengths and responsibilities related to the TEP;
- Clarification of method(s) used for monitoring the effectiveness of the TEP;
- Explanation of the consequences for each stakeholder if the TEP is not fully implemented;
- Discussion of the benefits for successfully implementing the TEP;
- Following up and reporting the outcome of the TEP.

The TEP substantiates efforts made by PA Cyber, the family and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the "good faith" effort between the school and the student's family should future action be required (e.g. citation to the magisterial district judge and referral to the county children and youth agency upon the fourth unexcused absence).

# LOCALiQ

Erie Times-News | The Intelligencer  
Bucks County Courier Times  
The Daily American | Beaver County Times  
Pocono Record | Burlington County Times

PO Box 630531 Cincinnati, OH 45263-0531

## AFFIDAVIT OF PUBLICATION

Pa Cyber Charter School  
Cassandra Kirkland  
Pa Cyber Charter School  
652 Midland AVE  
Midland PA 15059-1433

### STATE OF PENNSYLVANIA, COUNTY OF BEAVER


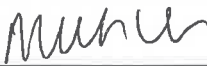
The Beaver County Times, Ellwood City Ledger, a daily newspaper of general circulation, published and having its place of business at Aliquippa, Beaver County, PA; that attached hereto is a facsimile of the printed notice which is exactly as printed and published in said newspaper issue dated on:

09/04/2024

That said newspaper was regularly issued and circulated on those dates.

Sworn to and subscribed before on 09/04/2024

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	\$76.41	
Tax Amount:	\$0.00	
Payment Cost:	\$76.41	
Order No:	10519984	# of Copies:
Customer No:	802226	1
PO #:		

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin

## MEETING NOTICE

The Pennsylvania Cyber Charter School Board of Trustees regular meeting for general purposes will be Wednesday, September 11, 2024 at 4:30 p.m. at 1200 Midland Avenue, Midland, PA. Posted by Cassandra Kirkland, Board Secretary.  
10519984 9/4/2024

**Regular Board Meeting Notice**

The Pennsylvania Cyber Charter School Board of Trustees  
Regular Meeting for General Purposes will be held:

Wednesday, September 11, 2024 at 4:30 p.m.  
at 1200 Midland Avenue, Midland, PA.

Please visit [pacyber.org](http://pacyber.org), About Us, Board of Trustees to  
check for any updates and how to join the meetings.

Posted by Cassandra Kirkland, Board Secretary.

# STATEMENT OF FINANCIAL INTERESTS

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME FIRST NAME MI SUFFIX

B I C K E R T O N R O B E R T L

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

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 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  held

A SCHOOL DIRECTOR  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 P A C Y B E R

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS

School Director Information in blocks 8-15 represents disclosure for the calendar year listed here: 2 0 2 3

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: Chase Bank Address: Interest Rate: 7.0

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: MGSoft - Net, Inc Address: 588 Third St. Pottsville, PA 17859 (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.)

Owner MGSoft - Net, Inc

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.)

MGSoft - Net, Inc

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: *[Signature]* Enter Current Date: 9-11-24

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS. SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.



COMMONWEALTH OF PENNSYLVANIA  
**STATE ETHICS COMMISSION**

Finance Building  
613 North Street, Room 309  
Harrisburg, PA 17120-0400  
(717) 783-1610 or Toll Free 1-800-932-0936  
[www.ethics.pa.gov](http://www.ethics.pa.gov)  
[ra-ethicswebmaster@pa.gov](mailto:ra-ethicswebmaster@pa.gov)  
Fax: (717) 787-0806



## STATEMENT OF FINANCIAL INTERESTS

**THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK IS NOT COMPLETED OR IF SIGNATURE OR DATE IS MISSING.**

**THOSE INDIVIDUALS WHO HOLD MORE THAN ONE OFFICE AND/OR POSITION MUST FILE A COPY OF THEIR FORM AT EACH FILING LOCATION.**

**YOU MAY FILE ONLINE AT: [WWW.ETHICS.PA.GOV](http://WWW.ETHICS.PA.GOV). A PAPER COPY MAY STILL BE REQUIRED TO BE SUBMITTED TO YOUR FILING LOCATION. FILERS SHOULD CHECK WITH THEIR FILING LOCATION FOR REQUIREMENTS.**

### **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 Commonwealth or political subdivision.**
- 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. Also, **review the filing chart for proper filing location.** Any questions may be directed to the State Ethics Commission at (717)783-1610 or Toll Free at 1-800-932-0936.

The Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act "Ethics Act," 65 Pa C.S. § 1101 et. seq.



# STATEMENT OF FINANCIAL INTERESTS INSTRUCTIONS

Please print neatly in capital letters. If you require more space than has been provided, please attach an 8 1/2" x 11" piece of paper to the form. Blocks 01 through 06 are for current information.

- Block 01** Enter your last name, first name, middle initial and suffix (if applicable) in the spaces provided. Public office candidates should use the exact name used on official nomination petition or papers.
- Block 02** List an office (business or governmental) or home address and daytime telephone number.
- Block 03** Check the box or boxes to indicate your status. See definitions on front page. If you are correcting a prior filing, please check the box designating an amended form.
- Block 04** Check the appropriate box (seeking, hold, held) for each position you list in the blocks below. List all public position(s) which you are seeking, currently hold, or have held in the prior calendar year. Please be sure to include job titles and official titles such as "member" or "commissioner" (even if serving as an alternate/designee).
- Block 05** List all Commonwealth agency(ies) or political subdivision(s) as to which you: (1) are presently seeking a public position or public office as a candidate (incumbent or non-incumbent) or nominee; (2) presently hold public office(s) or public employment; and/or (3) previously held a public office(s) or public employment during all or any portion of the calendar year listed in block 07. (The term "political subdivision" includes a county, city, borough, incorporated town, township, school district, vocational school, county institution, district, and any authority, entity or body organized by the aforementioned).
- Block 06** List your current occupation or profession. This information may be the same as stated in block 04.
- Block 07** List the calendar year for which you are filing this form. Like tax returns, the form discloses financial information for a prior calendar year. For example, for the form due May 1, 2024, block 07 would read "2023." The information in blocks 08 through 15 should represent financial interests for the calendar year listed in Block 7.
- Block 08** **REAL ESTATE INTERESTS:** List the address of any property which was involved in transactions (leasing, purchasing, or condemnation proceedings of real estate interests) with the Commonwealth or any other governmental body within the Commonwealth. If you have no direct or indirect interests in such a property, then check "NONE."
- Block 09** **CREDITORS:** List the name and address of any creditor and the interest rate of any debt over \$6,500 regardless of whether such debt is held solely by you or jointly by you and any other individual, including your spouse, where each obligor is fully responsible for the obligation. A joint obligation with other persons for which the filer is responsible only for a proportional share that is less than the reporting threshold, is not required to be reported. **Do not report a mortgage or equity loan on your home (or secondary home)**, or loans or credit between you and your spouse, child, parent or sibling. Car loans, credit cards, personal loans and lines of credit must be listed on the form if the balance owed was in excess of \$6,500 at any time during the calendar year. If you do not have any reportable creditor, then check "NONE."
- Block 10** **DIRECT OR INDIRECT SOURCES OF INCOME:** List the name and address of each source of \$1,300 or more of gross income - - including but not limited to gross income from the public position - - regardless of whether such income is received solely by you or jointly by you and another individual, such as a spouse. "Income" includes any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, partnership or other entity resulting from termination/withdrawal therefrom upon assumption of public office or employment or any other form of recompense or combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income but does not include gifts, governmentally-mandated payments or benefits, retirement, pension or annuity payments funded totally by contributions of the public official or employee, or miscellaneous incidental income of minor dependent children. Filers are not required to list income amounts. If you do not have ANY reportable source of income, then check "NONE."
- Block 11** **\*GIFTS:** For each source of gifts(s) valued at \$250 or more in the aggregate, list the following information: the name and address of the source; the circumstances, including a description of each gift; and the value of the gift(s). **Do not report political contributions otherwise reportable** as required by law, gift(s) from friends or family members (the term "friend" does not include a registered lobbyist or employee of a registered lobbyist), or any commercially-reasonable loan made in the ordinary course of business. The Commission has held that a person cannot be deemed a "friend" if that person and/or a business with which that person is associated is regulated by or has contracts with the public official's governmental body. If you did not receive any reportable gift, then check "NONE."
- Block 12** **\*TRANSPORTATION, LODGING OR HOSPITALITY EXPENSES:** List the name and address of each source and the amount of each payment/reimbursement by the source for transportation, lodging or hospitality that you received in connection with your public position if the aggregate amount of such payments/reimbursements by the source exceeds \$650 for the calendar year for which you are reporting. Do not report reimbursements made by a governmental body or by an organization/association of public officials/employees of political subdivisions that you serve in an official capacity. If you do not have any reportable expense payments/reimbursements, then check "NONE."
- Block 13** **OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS ENTITY:** List the name and address of the business entity for any office that you hold (Example: President, Vice President, Secretary, Treasurer), any directorship that you hold (through service on a governing board such as a board of directors), and any employment that you have in any capacity whatsoever as to any business entity. This block focuses solely on your status as an officer, director or employee, regardless of income. If you do not have any office, directorship or employment in any business entity to report, then check "NONE."
- Block 14** **FINANCIAL INTERESTS:** List the name and address and interest held in any business for profit of which you own more than 5% of the equity or more than 5% of the assets of economic interest in indebtedness. If you do not have any such financial interest to report, then check "NONE."
- Block 15** **TRANSFERRED BUSINESS INTERESTS:** List the name and address of any business in which you transferred a financial interest (as defined in block 14 above) to a member of your immediate family (parent, spouse, child, brother or sister), as well as the interest held, relationship to the individual, and date of transfer. If you did not transfer any such business interest, then check "NONE."
- Signature** Sign the form and enter the current date. **Back dating the form is a violation of law and could result in the initiation of civil, administrative and/or criminal penalties.**

\*Please note the Commission has long held that the receipt of things of value, such as gifts, transportation, lodging and hospitality from vendors, those regulated, and others, may form the basis for a conflict of interest under Section 1103(a) of the Ethics Act.

# STATEMENT OF FINANCIAL INTERESTS

## SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME FIRST NAME MI SUFFIX

C	L	A	R	K	L	O	G	A	N	T	
---	---	---	---	---	---	---	---	---	---	---	--

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

PA ( )

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 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 B O A R D M E M B E R  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 P A C Y B E R C H A R T E R S C H O O L B O A R D

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS

President/Engineer Information in blocks 8-15 represents disclosure for the calendar year listed here: 2 0 2 3

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: BC International Inc Address: 407 Lorenzo Lane Irwin, PA 15642 (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.)

BC International, Inc. 407 Lorenzo Lane Irwin, PA 15642 President/CEO

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 \_\_\_\_\_ Enter Current Date \_\_\_\_\_

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.  
SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.

# WHO MUST FILE, WHERE TO FILE, AND WHEN TO FILE

WHO MUST FILE	ORIGINAL COPY	ADDITIONAL FILINGS*	WHEN TO FILE
<b>A. STATUS BLOCK A - CANDIDATES</b> Statewide State Senate State House  Supreme Court Superior Court Common Pleas Court Traffic Court Municipal Court Commonwealth Court	<b>State Ethics Commission</b>	Append to nomination petition when filed with the State Bureau of Elections 210 North Office Building Harrisburg, PA 17120-0029	ON OR BEFORE THE LAST DAY FOR FILING A PETITION TO APPEAR ON THE BALLOT FOR ELECTION
<b>Constables / Deputy Constables</b>	<b>State Ethics Commission</b>	Append to nomination petition when filed with County Board of Elections	
Countywide City Borough Township Municipality (home rule charter)	File with the Clerk/ Secretary in the Municipality in which you are a candidate		
<b>Magisterial District Judges</b>	File with the County in which the Magisterial District is located		
School Director	File in the School District where you are a candidate		
Announced Write-in	For state office file with <b>State Ethics Commission</b> . For county or local office file with governing authority of political subdivision.	No additional copy required	Within 30 days of official certification of having been nominated or elected unless such person declines the nomination or office within that time frame.
Unannounced Write-in Winners of Nominations			
Unannounced Write-in Winners of Elections			
<b>B. STATUS BLOCK B - NOMINEE</b> State Level	<b>State Ethics Commission</b>	File with the Official or Body vested with the power of confirmation	10 days before official or body approves or rejects the nomination.
County/Local Level	Governing authority of political subdivision		
<b>C. STATUS BLOCK C - PUBLIC OFFICIAL</b> Commonwealth Public Officials such as: Members of Boards and Commissions (including alternates/designees); Heads of executive, legislative and independent agencies, boards and commissions; and persons appointed to positions designated as offices.	<b>State Ethics Commission</b>	File with <b>each</b> Agency, Board, Commission, Department, or Government Body in which employed or to which appointed. (make additional copies if needed)	FILE NO LATER THAN MAY 1 OF EACH YEAR A POSITION IS HELD AND OF THE YEAR AFTER LEAVING SUCH A POSITION.
<b>State House Member</b> <b>State Senate Member</b>	<b>State Ethics Commission</b>	File with the House Chief Clerk or Senate Secretary (whichever applies)	
<b>Local Public Officials serving in/as:</b> Counties; Boroughs; Townships; Home Rule Municipalities; Municipal Authorities; School Districts  Incumbent Judges and Magisterial District Judges who are not candidates file a Statement of Financial Interests for Judicial Officers with the Administrative Office of Pennsylvania Courts (AOPC).	File only with the governing authority of the respective local political subdivision	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <b>each</b> entity as required)	
<b>Constables / Deputy Constables</b>	<b>State Ethics Commission</b>		
<b>D. STATUS BLOCK D - PUBLIC EMPLOYEE</b> Commonwealth PUBLIC EMPLOYEE (Executive, Leg. & Independent Agencies)	File only with your Employer		
County City Borough Township Municipal (home rule) Municipal Authority School District	} EMPLOYEE File only with your political subdivision	No additional copy required	
<b>E. STATUS BLOCK E - SOLICITOR</b>	File with the governing authority of each political subdivision for which you are Solicitor	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <b>each</b> entity as required)	

\* FILER IS RESPONSIBLE FOR MAKING ANY ADDITIONAL COPIES.

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX

D O R S E Y T H O M A S M

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

[REDACTED] [REDACTED] PA [REDACTED] [REDACTED] [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. (See instruction page)

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 POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A B O A R D M E M B E R  seeking  hold  held

B

05 POLITICAL SUBDIVISION 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 P E N N S Y L V A N I A C Y B E R C H A R T E R S C H

B O O L

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

RETIRED Information in blocks 8-15 represents disclosure for the calendar year listed here: 2 0 2 4

08 REAL ESTATE INTERESTS (See instruction page) If NONE, check this box.

09 CREDITORS (See instruction page) If NONE, check this box.

Name: POLIE AND FIRRE FEDERAL Address: 901 ARCH ST PHILADELPHIA PA Interest Rate 6.9

CREDIT UNION 19107

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instruction page) If NONE, check this box.  (OFFICIAL USE ONLY)

Name: CITY OF PHILA PENSION Address: 1500 JFK BLVD 16 FLR, PHILA PA

SOCIAL SECURITY BENEFITS 300 SPRING GARDEN ST PHILA PA

11 GIFTS (See instruction page) If NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instruction page) If NONE, check this box.

Source (Name and Address) Value

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instruction page) 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 (See instruction page) If NONE, check this box.

Name and Address of Business Interest Held (i.e., 5%, 10%, etc.)

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instruction page) 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 Thomas M Dorsey Enter Current Date 5/3/24

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# STATEMENT OF FINANCIAL INTERESTS

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME FIRST NAME MI SUFFIX

ELDER EDWARD T

02 ADDRESS office (business or governmental) or home City State Zip

[REDACTED]

NOTE: THIS FORM IS FOR DISCLOSURE OF FINANCIAL INTERESTS. IT DOES 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 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  held

A BOARD OF TRUSTEE 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 PA CYBER CHARTER SCHOOL

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS

RETIRED 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

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.)

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 Edward T Elder Enter Current Date 4-3-2024

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS. SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.

# STATEMENT OF FINANCIAL INTERESTS

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01	LAST NAME	FIRST NAME	MI	SUFFIX
	H a y n e s	J o h n	W	

02	ADDRESS office (business or governmental) or home	City	State	Zip Code	Area Code	Phone
	798 Turnpike Street	Beaver	PA	15009	(202 )	213-8432

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 checked="" 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.)  seeking  hold  held

A B o a r d o f T r u s t e e

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 P A C y b e r C h a r t e r S c h o o l

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4)

Board of Trustee

07 YEAR SEE INSTRUCTIONS  
Information in blocks 8-15 represents disclosure for the calendar year listed here: 2 0 2 3

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: US Senate Federal Credit Union Address: 118 And St NE Washington, DC 20510 Interest Rate: 5.00%

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: Catlin Financial Address: 798 Turnpike St. Beaver, PA 15009 (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.)

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.)

Catlin Financial 798 Turnpike St. Beaver, PA 15009 100%

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:  Enter Current Date: 4/16/2021

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.  
SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.

# STATEMENT OF FINANCIAL INTERESTS

## SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME FIRST NAME MI SUFFIX

LeRoy DANIEL J

02 ADDRESS [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 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  held

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 PA CYBER CHARTER SCHOOL

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS

BOARD MEMBER 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: LENDING CLUB CORP. Address: 344 FAIR OR. EL MONTE CA 91731 Interest Rate: 10.2%

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: LPPACS Address: ONE LINCOLN PARK MIOWND PA 15059 (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.)

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  Enter Current Date 5-31-24

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.  
SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.

## **Addendum: Dan LeRoy Statement of Financial Interests**

### 10. Direct or Indirect Sources of Income:

Certify Ed (curriculum development): \$2,700  
Sophia Institute (advance on royalties): \$2,500  
Lincoln Park Performing Arts Center: \$2,100



# STATEMENT OF FINANCIAL INTERESTS

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01	LAST NAME	FIRST NAME	MI	SUFFIX
	R O B I N S O N	S T E P H E N	W	

02	ADDRESS office (business or governmental) or home	City	State	Zip Code	Area Code	Phone
					( )	

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 checked="" 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	T R U S T E E	<input type="checkbox"/> seeking	<input checked="" type="checkbox"/> hold	<input type="checkbox"/> held
B		<input type="checkbox"/> seeking	<input type="checkbox"/> hold	<input type="checkbox"/> 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	P A C Y B E R C H A R T E R S C H O O L
B	

06 OCCUPATION OR PROFESSION (This may be the same as block 4)	07 YEAR SEE INSTRUCTIONS
RETIRED	Information in blocks 8-15 represents disclosure for the calendar year listed here: 2 0 2 3

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

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.)

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 Stephen W. Robinson Enter Current Date 3/25/2024

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.  
SIGN THE FORM USING CURRENT DATE. DO NOT BACK DATE SIGNATURE.

# STATEMENT OF FINANCIAL INTERESTS

SEE INSTRUCTIONS FOR ADDITIONAL DETAILS

01 LAST NAME FIRST NAME MI SUFFIX

STR A W D E R M A N M A R C N

02 [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 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 P A C Y B E R C H A R T E R S C H O O L S C H O O L

B B O A R D M E M B E R

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 [REDACTED]

B [REDACTED]

06 OCCUPATION OR PROFESSION (This may be the same as block 4) B C

07 YEAR SEE INSTRUCTIONS Information in blocks 8-15 represents disclosure for the calendar year listed here: 2 0 2 3

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: Dept of Education 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: Laurel Life Address: York, PA

Wilson College Chambersburg, PA

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.)

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)

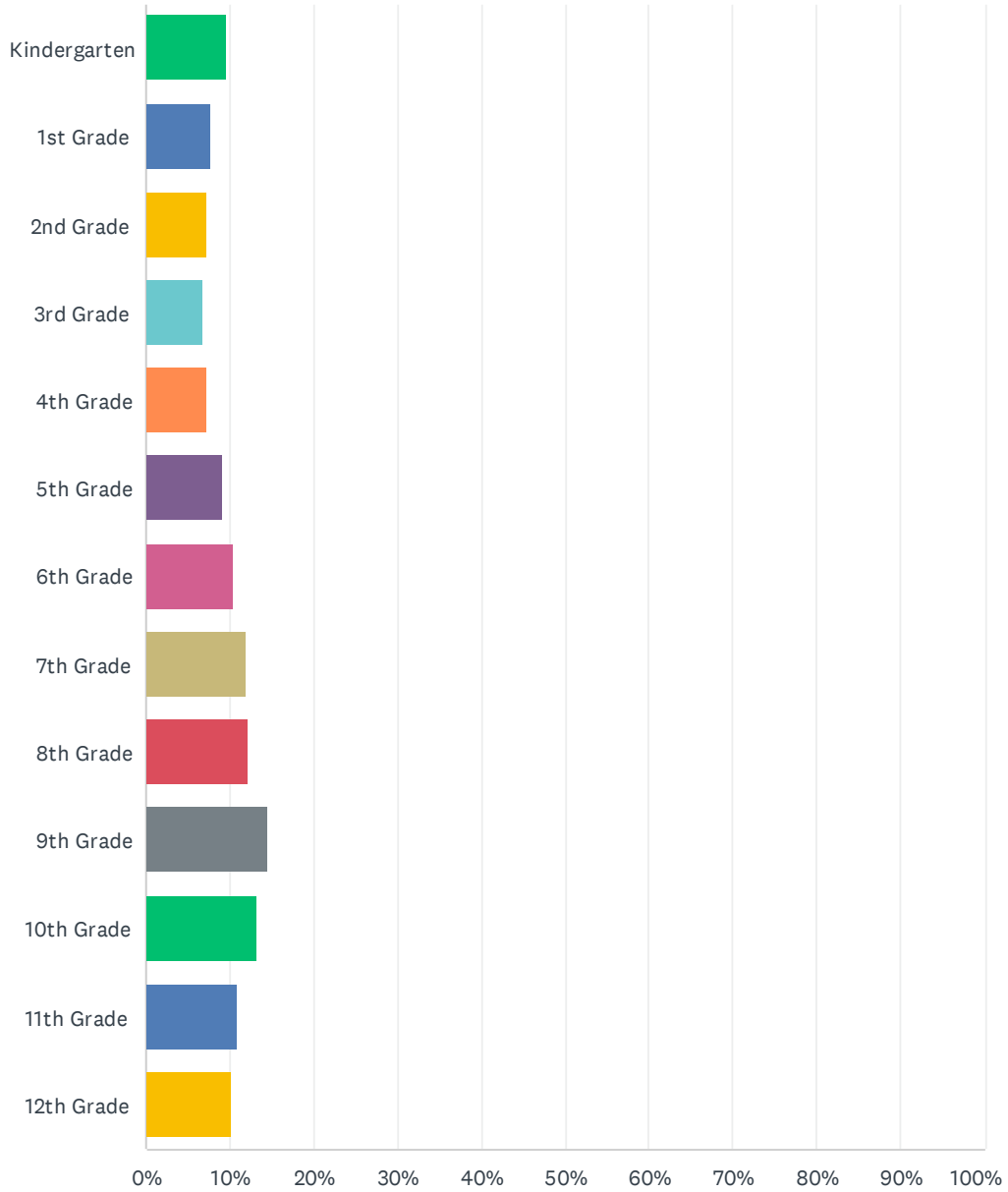
The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1106(b).

Signature: [Signature] Enter Current Date: 4/25/24

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# Q1 Please select your child's grade level. (Select all grade levels that apply if you have multiple children enrolled at PA Cyber)

Answered: 1,473 Skipped: 0

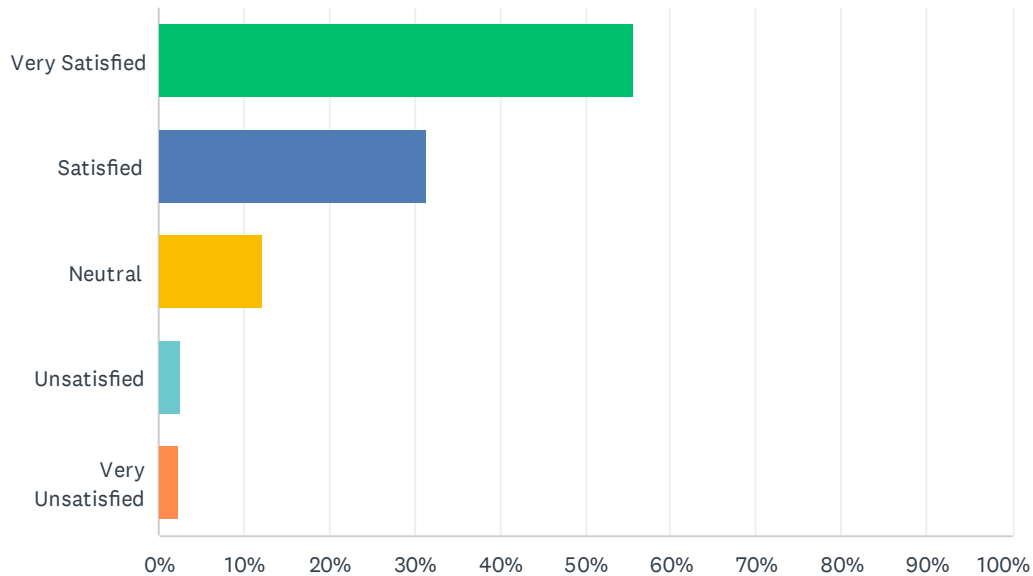


## Parent and Family Engagement Survey 2023-2024

ANSWER CHOICES	RESPONSES	
Kindergarten	9.57%	141
1st Grade	7.74%	114
2nd Grade	7.33%	108
3rd Grade	6.86%	101
4th Grade	7.33%	108
5th Grade	9.10%	134
6th Grade	10.52%	155
7th Grade	12.02%	177
8th Grade	12.22%	180
9th Grade	14.53%	214
10th Grade	13.24%	195
11th Grade	10.79%	159
12th Grade	10.25%	151
Total Respondents: 1,473		

**Q2 How satisfied are you with the communication between your family and your child(ren)'s teacher(s)? If your child(ren) has more than one teacher, please select all that apply.**

Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Satisfied	55.60% 819
Satisfied	31.30% 461
Neutral	12.08% 178
Unsatisfied	2.65% 39
Very Unsatisfied	2.31% 34
Total Respondents: 1,473	

#	COMMENTS (OPTIONAL)	DATE
1	They are great with my daughter	3/11/2024 1:47 PM
2	Na	3/11/2024 7:05 AM
3	Some teachers very satisfied, others not as satisfied.	3/10/2024 2:25 PM
4	I fell like u send waaay too many emails for 1 human being to keep up with in 1 day.i get mire emails in 1 day from u than i get spam in a week!!!@	3/9/2024 9:40 AM
5	Thank you	3/8/2024 8:07 PM
6	teachers usually available for office hours & have been helpful	3/8/2024 1:24 PM
7	All are excellent EXCEPT Ms. Refosco does not respond timely, if she responds.	3/8/2024 10:53 AM
8	The process seems cumbersome, and we don't seem to be getting the help we need	3/8/2024 10:38 AM

## Parent and Family Engagement Survey 2023-2024

9	My children have amazing teachers! Mrs.Grable, Ms. Colbert, Ms. Kalsey, Mr. Nagle, Ms.Gratteri, Ms. Rohanna & Ms. McKnight are outstanding teachers!	3/8/2024 10:12 AM
10	They are extremely informative and helpful. Always asking if we need anything.	3/8/2024 8:33 AM
11	Sometimes I don't have access to my pa cyber email. When the emails are forwarded to my private email I would like to be able to have access to respond.	3/7/2024 5:17 PM
12	She had one teacher that was not responding to emails. all the others have been great.	3/7/2024 2:01 PM
13	Some teachers I hear from often, some I never hear from	3/7/2024 12:19 PM
14	The ones that communicate are great .Others no real.communication	3/7/2024 8:55 AM
15	The teachers make sure that you receive an email and a phone call if your child is falling off of task	3/7/2024 6:56 AM
16	Math/science teacher is like pulling teeth. Social Studies/reading teacher is phenomenal about getting replying back.	3/6/2024 9:24 PM
17	I just wish every month each of their teachers would email letting me know if they need to attend the live classes.	3/6/2024 8:31 PM
18	Each teacher communicates differently	3/6/2024 7:46 PM
19	Some were not good at responding back	3/6/2024 6:56 PM
20	I don't have a cell phone, my email is blocked from your service, so teachers must email my child to get me. It is not anyone's fault. We have been homeless most of the school year and are now trying to get settled into an apartment. Joni, my children's advisor has kept me up to date on how well my kids are doing. This experience of being homeless and losing everything has taught my children to be INDEPENDENT and self RELIANT. They do everything for themselves and know I am here if they need support. They are growing up to be amazing men!	3/6/2024 5:41 PM
21	Mrs. Corman does such a great job pushing her students to their fullest potential in a encouraging manner.	3/6/2024 4:04 PM
22	Children could communicate better	3/6/2024 1:19 PM
23	Excellent communication between myself and my daughter's teachers. They are always quick to respond. Much appreciated!	3/6/2024 1:18 PM
24	Math teacher could conduct herself better	3/6/2024 1:02 PM
25	Not much interaction	3/6/2024 12:45 PM
26	Ms. Newell is especially helpful.	3/6/2024 11:55 AM
27	Mr. Dane O'Brien communicates very well and is most appreciated for consistently communicating.	3/6/2024 11:46 AM
28	I feel like there should be more communication. For example, if the child does something they shouldn't during class or if the child is struggling in something during class.	3/6/2024 11:33 AM
29	The teachers do a great job making sure students are where they need to be	3/6/2024 11:31 AM
30	Need to offer help to struggling kids not just yell about them being behind.	3/6/2024 11:15 AM
31	My oldest kid teachers are ruin when it comes to him not responding right away when they know about his disability	3/6/2024 11:06 AM
32	Ms. Refosco: poor or little communication and explanations of assignments	3/6/2024 10:58 AM
33	All you do is email me and never ask my input	3/6/2024 10:49 AM
34	Problem with motivating children to logon. I know it's the parents problem.	3/6/2024 10:48 AM
35	would like to talk to them more	3/6/2024 10:36 AM
36	Some of my child's teachers are very good at communicating my child's progress weekly and others I haven't got any updates at all.	3/6/2024 10:25 AM
37	LOVE THE TEACHERS GREAT COMMUNICATIO	3/6/2024 10:16 AM

## Parent and Family Engagement Survey 2023-2024

38	I wish there was better understanding grades	3/6/2024 10:14 AM
39	Dr. Taylor has gone above and beyond to help my daughter. Without her my daughter would not be successful in her studies. Dr. Taylor is an asset to your school. I'm so thankful for her.	3/6/2024 10:12 AM
40	Some teachers are fantastic at communication. Others I have gone all year with no contact.	3/6/2024 10:09 AM
41	Some teachers communicate regularly, some very little.	3/6/2024 10:06 AM
42	They communicate, when necessary	3/6/2024 10:02 AM
43	I would prefer texts due to my phone being in control and not ringing the phone if it doesn't want me talking	3/6/2024 10:02 AM
44	Teachers are on top of things and send alerts when things are a miss. They send comments for everything even if we are out due to travel they say " safe travels " or " hope you feel better!'	3/6/2024 9:59 AM
45	1. If you have multiple students it is very difficult to track them all since I have to log in under each student. Why can't I see them under the parent login and what's due for the week 2. I feel like there is more written work for the blended students. Things that perhaps would be a discussion in a virtual class seem to be written work for my student. 3. Why are live lessons mandatory if my student is behind since they haven't gotten to that work yet and don't understand the Live lesson 4. Attendance is a joke. Why is time mon to Friday only counted and if my students choose to take their break at a different time than the scheduled break and work through the scheduled break Why aren't those days counted for their attendance it seems unfair because they are still doing the same amount of days. 5. Teacher communication from some teachers is a joke. Other than a form email, I've barely heard from most of my students teachers, especially my 2nd graders when he has had reading problems. 6 the reading specialist for the elementary is arrogant and rude. Rather than getting to know my student and seeing the best way to help him after talking to me and the title 1 tutor she ignored everything we both said and just gave us a list of her qualifications and completely changed the plan that was working even after both I and the tutor expressed our concerns.	3/6/2024 9:57 AM
46	Unanswered emails between child and teacher until a parent email then the teacher answered	3/6/2024 9:57 AM
47	Our teacher goes above & beyond!	3/6/2024 9:56 AM
48	Sometimes it's hard to get ahold of the 5th grade teachers.	3/6/2024 9:55 AM
49	Mrs.Gill is absolutely amazing thank you	3/6/2024 9:54 AM
50	Thanks for everything u doing	3/6/2024 9:51 AM
51	I can not say enough about the faculty and staff everyone from the academic advisors, special education as well as to teachers. Everything has been amazing ever since we started. It's great organization	3/6/2024 9:50 AM
52	Would prefer heads up from teachers before my son is failing	3/6/2024 9:47 AM
53	My son has 4 teachers he's in live classes with all day and communication with 2 of them are fine the other 2 never get back to me when I have questions.	3/6/2024 9:44 AM
54	My children's teachers are wonderful!	3/6/2024 9:44 AM
55	My child has 3 teachers 2 of them are awesome. There is 1 who is quite a lot to deal with. The way she speaks to the students is sometimes totally unacceptable.	3/6/2024 9:43 AM
56	Awesome support, loving community.	3/6/2024 9:43 AM
57	Virtual teacher communication is great, blended is lackluster	3/6/2024 9:42 AM
58	Our team rocks!!	3/6/2024 9:41 AM
59	Some teachers are great	3/6/2024 9:41 AM
60	Its great at times but then other times it isn't where it needs to be.	3/6/2024 9:18 AM
61	Some of the synchronous classes are lacking thorough instruction.	3/6/2024 9:11 AM
62	Mrs.Bernardi is a wonderful teacher, my daughter loves learning because of her!	3/5/2024 10:28 PM

## Parent and Family Engagement Survey 2023-2024

63	The teachers are exceptional!	3/5/2024 9:01 PM
64	The teachers sometimes have waited until close to the end of a quarter before reaching out about low grades.	3/5/2024 11:02 AM
65	Love the weekly emails and teacher is very responsive.	3/5/2024 10:23 AM
66	I have communicated with some of my daughter's teachers and most of them have responded back quickly.	3/5/2024 5:21 AM
67	The Teachers all at PA Cyber are beyond the best teachers I have ever had for either one of my children.	3/4/2024 11:02 AM
68	with my step son who is in 6th grade, his teachers are very helpful and reply very fast with concerns and give options on how to help my step son with what he is struggling with or having and issue with. my daughter who is in 3rd grade on the other hand, her teacher isnt as helpful and doesnt suply my daughter with options or help when an issue is brought to their attention just because she has high grades i feel like they dont believe that she struggles.	3/4/2024 9:59 AM
69	Progress reports only come from my son's advisor not his teachers. His teachers are the ones who should be giving progress reports because they are the ones who work with my son every day.	3/4/2024 8:19 AM
70	Some teachers just give you 0s and say you signed papers deal with the grades.	3/2/2024 7:06 PM
71	We miss the personal feedback in math.	3/2/2024 4:08 PM
72	Mr. Marchionda and Ms. Braun are excellent with communicating and returning emails from parent.	3/2/2024 7:47 AM
73	Would like more info on classes that my daughter is behind on.	3/1/2024 10:59 PM
74	They are working with us through his IEP concessions	3/1/2024 12:45 PM
75	my sons second grade teacher is absolutely wonderful. couldn't ask for him to have a better teacher.	2/29/2024 10:37 PM
76	The teachers that are involved with my two children are phenomenal.	2/29/2024 9:48 PM
77	I get emails when needed, I check on her grades by myself and she send me screen shots!	2/29/2024 7:59 PM
78	My son's primary teacher, along with supporting teachers (Creative Arts and Physical Education) both respond to requests for clarifying information and questions in a timely fashion. I consistently receive responses within twenty-four hours, but typically receive a response within a six to eight hour time frame.	2/29/2024 3:27 PM
79	Hear regularly from Astronomy, Mythology, and Financial Literacy teachers. No direct communications from CIHS American Government and CIHS English Composition I teachers.	2/29/2024 12:37 PM
80	My son's case manager Dayna Raber is the best!	2/29/2024 12:26 PM
81	Mrs. Gill goes above and beyond. Weekly emails, resources, quarterly phone calls!	2/29/2024 12:25 AM
82	I have to send emails more than once at times. Right now I'm waiting for a response from 6 days ago.	2/28/2024 2:42 PM
83	It's a little strange for me to never have meet the teachers but I'm used to it now.	2/27/2024 9:11 PM
84	My students are new but I appreciate the teachers that have sent out emails about the course work.	2/27/2024 5:27 PM
85	Not sure if fully trained on how to handle students with a 504	2/27/2024 4:27 PM
86	Some teachers are very communicative and send regular updates (Ms. Testa, Ms. Pendergast, and Mrs. Lumley are especially great). Others are fairly hands-off unless we have a specific question or concern.	2/27/2024 9:52 AM
87	All emails are responded to in a timely fashion. I LOVE that my 7th grader has teachers that send weekly/monthly emails with updates. When I requested a meeting with one of my 3rd graders teachers she gave me a few options for dates/times within a couple days of my email.	2/26/2024 7:54 PM
88	my chld has an iep writer and when i have questions regarding his iep or teachers not following	2/26/2024 5:15 PM

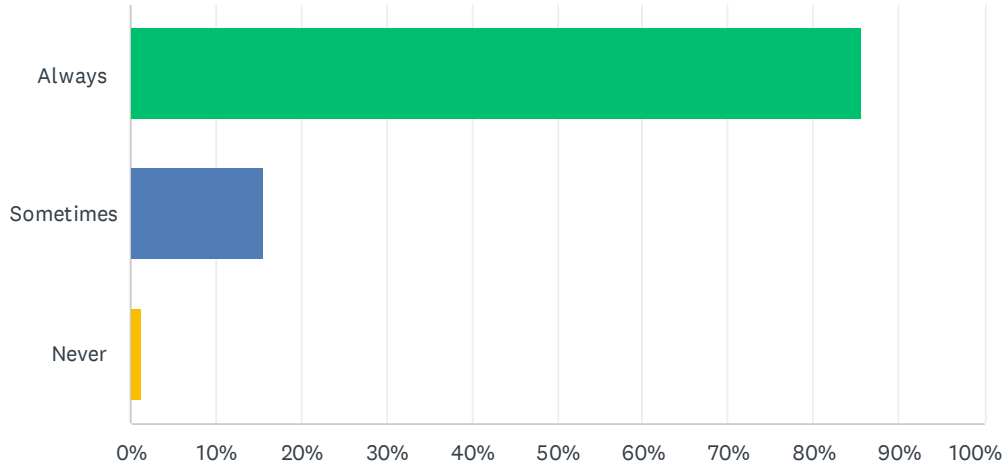


## Parent and Family Engagement Survey 2023-2024

	his iep and i bring it up to her i was responded with "i feel like the middle man"	
89	Mrs. Record and Mr. Ayre are great. Very glad to have them as my children's teachers this year.	2/26/2024 11:29 AM
90	We love Mrs Biega. She is very involved and keeps us up to date and informed!	2/26/2024 8:44 AM
91	still very new to the school	2/26/2024 8:14 AM
92	Teachers, as well as Academic Advisor, email and call regularly.	2/25/2024 9:26 AM
93	Ms. GALBREATH has a Gamtetah Gazette it's an awesome idea!	2/24/2024 1:07 PM
94	Most of the teachers have not communicated with me. There have been a few that give email updates.	2/24/2024 5:36 AM
95	Ignored often, passive aggression, snide responses/blast emails	2/23/2024 5:41 PM
96	Mrs.Gill is one of the best teachers she works with me very well especally when I inform her about things going on	2/23/2024 2:39 PM
97	The teachers communication is amazing. She gets back to me within 2 hours usually.	2/23/2024 1:48 PM
98	Our 2nd grader's initial teacher was absolutely horrible at communication.	2/23/2024 12:35 PM
99	would like more imput than just grades. for example participation and etc is also important	2/23/2024 12:06 PM
100	Some teachers are not communicating when there are issues and I am left to find out after a deal of time has passed	2/23/2024 11:56 AM
101	My son does not communicate effectively with anyone. Some of his teachers do email me directly but others I have had no contact with	2/23/2024 11:52 AM
102	I really wish we could text with the teachers. I can't always hear too well, or remember so it'd be soooooo much easier.	2/23/2024 11:38 AM
103	We appreciate the teachers who send out weekly emails or even mid-quarter emails stating our kids' progress and scores.	2/23/2024 11:36 AM
104	All of his teachers except for one are very good this year.	2/23/2024 11:36 AM
105	Eva Lumley is the best teacher he's had!	2/23/2024 11:34 AM

**Q3 My calls/emails to my child(ren)'s teacher(s) are returned in a timely manner. If your child(ren) has more than one teacher, please select all that apply.**

Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	85.81%	1,264
Sometimes	15.55%	229
Never	1.22%	18
Total Respondents: 1,473		

#	COMMENTS (OPTIONAL)	DATE
1	They get back to me right away	3/11/2024 1:47 PM
2	Na	3/11/2024 7:05 AM
3	None	3/10/2024 8:02 PM
4	Rarely have reason to contact the teacher	3/9/2024 7:05 PM
5	Thank you	3/8/2024 8:07 PM
6	Yes	3/8/2024 2:03 PM
7	All are excellent EXCEPT Ms. Refosco does not respond timely, if she responds.	3/8/2024 10:53 AM
8	While they answer, we continue to struggle and not understand what we are supposed to do	3/8/2024 10:38 AM
9	Issue with Student Advisor not teacher	3/8/2024 10:14 AM
10	Never had to call	3/8/2024 8:42 AM
11	Haven't had to email teachers, but my son's advisor is always prompt in responding when I contact her. She's fantastic!	3/7/2024 6:44 PM
12	usually prompt response when I reach out	3/7/2024 12:19 PM
13	I haven't emailed any teachers	3/7/2024 11:47 AM

## Parent and Family Engagement Survey 2023-2024

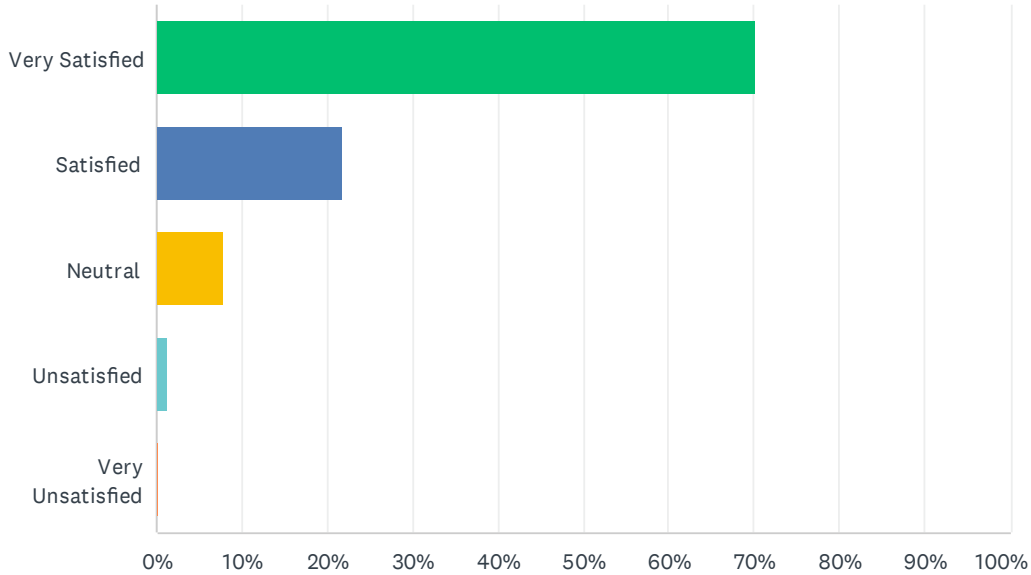
14	We just started PA Cyber, so I have no opinion at this point	3/7/2024 11:18 AM
15	My kids teachers call back the same day	3/7/2024 6:56 AM
16	Math/science teacher is like pulling teeth. Social Studies/reading teacher is phenomenal about getting replying back.	3/6/2024 9:24 PM
17	I can't communicate with my children's teacher. My emails are blocked. They must email my children or call their cells as I do not have a phone. We can't afford it. Some teachers have emailed me however, I can't reply as my email is blocked. I do check my children's grades by asking them to show me. They are doing fantastic and know they must do their best to live with me. I set very high standards and want them to be amazing men! They are doing incredible and I am so proud of them!!!	3/6/2024 5:41 PM
18	N/a	3/6/2024 1:29 PM
19	I am poor communicating.	3/6/2024 1:19 PM
20	Emailing the teacher through the students message icon has not been successful	3/6/2024 1:10 PM
21	I am always at work when I receive a voice call	3/6/2024 12:58 PM
22	Only one teacher will not return any emails. The rest of the teachers are awesome.	3/6/2024 11:52 AM
23	There is room for improvement here	3/6/2024 11:46 AM
24	Never had to contact teacher - my contact had been through advisor and GIEP	3/6/2024 11:43 AM
25	I have had a few cases where I didn't even receive an email back.	3/6/2024 11:33 AM
26	Could be better.	3/6/2024 11:17 AM
27	The only teacher that seems to take their time to reply would be 5th grade math teacher, Carrie Schlosser.	3/6/2024 10:59 AM
28	Rarely returned by Span II Ms. Refosco.	3/6/2024 10:58 AM
29	I've missed a few, but I always respond to emails	3/6/2024 10:48 AM
30	No contact	3/6/2024 10:46 AM
31	I haven't had to reach out	3/6/2024 10:45 AM
32	There are some teachers who never return emails.	3/6/2024 10:10 AM
33	Even though they are busy.	3/6/2024 10:09 AM
34	Mostly but not always by all teachers.	3/6/2024 10:09 AM
35	They call back , the minute they get a chance	3/6/2024 10:02 AM
36	I could do better with communication	3/6/2024 9:53 AM
37	I can not get into my email and have talked to two people and they have not helped me	3/6/2024 9:51 AM
38	Absolutely always with in a hr	3/6/2024 9:50 AM
39	I haven't called them.	3/6/2024 9:50 AM
40	Neutral	3/6/2024 9:48 AM
41	One teacher barely responses back to my emails	3/6/2024 9:44 AM
42	Very unsatisfied with Lincoln learning personnel.	3/6/2024 9:43 AM
43	I say always but I've never needed to call. However, get teachers are very good at emailing updates.	3/6/2024 9:42 AM
44	N/A	3/6/2024 9:09 AM
45	Most of the time the teachers have communicated promptly.	3/5/2024 11:02 AM
46	All but one of the teachers have responded back in a timely manner.	3/5/2024 5:21 AM

## Parent and Family Engagement Survey 2023-2024

47	Have never needed to make a call to the teacher	3/4/2024 9:28 PM
48	The communication is great with the teachers.	3/4/2024 11:02 AM
49	Never Called	3/3/2024 3:06 PM
50	We have not reached out by phone more than once.	3/2/2024 4:08 PM
51	My child's teachers respond via email and or phone, based on my preference, within a timely fashion and consistent office hours are also always available.	2/29/2024 3:27 PM
52	English teachers don't, otherwise very satisfied.	2/28/2024 8:57 AM
53	Have not had to contact a teacher yet. But contact with their advisor has been great.	2/28/2024 7:20 AM
54	I'm sending out emails today so hopeful I will get a response in a timely manner	2/27/2024 5:27 PM
55	Win teacher always answers same day	2/26/2024 8:55 PM
56	N/a haven't ever called them	2/26/2024 5:27 PM
57	still very new to the school	2/26/2024 8:14 AM
58	I haven't had to call this year we haven't had any issues.	2/24/2024 5:36 AM
59	No response	2/23/2024 5:41 PM
60	N/a i have never called so cannot answer this	2/23/2024 1:41 PM
61	Had problem with one teacher returning emails this year, but it has been rectified.	2/23/2024 12:49 PM
62	Per previous comment, our 2nd grader's initial teacher was absolutely horrible at returning emails. I am still waiting on her response from an email sent in August.	2/23/2024 12:35 PM
63	N/a	2/23/2024 12:04 PM
64	Some teachers are not responding at all, to my emails or my child's	2/23/2024 11:56 AM

**Q4 How satisfied are you with the communication between your family and your child(ren)'s Academic Advisor(s)? If your family works with more than one Academic Advisor, please select all that apply.**

Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Satisfied	70.06% 1,032
Satisfied	21.72% 320
Neutral	7.88% 116
Unsatisfied	1.22% 18
Very Unsatisfied	0.20% 3
Total Respondents: 1,473	

#	COMMENTS (OPTIONAL)	DATE
1	Communication is great	3/11/2024 1:47 PM
2	Normally I do not get a chance to actually answer the call but they make sure to leave a detailed message.	3/11/2024 1:02 PM
3	Na	3/11/2024 7:05 AM
4	None	3/10/2024 8:02 PM
5	We love our academic advisor!	3/10/2024 1:35 AM
6	Laura stays in touch every month and is a great resource	3/9/2024 7:05 PM
7	Lindsay is amazing - she goes above and beyond. She is very knowledgeable and always available.	3/8/2024 11:35 PM
8	Thank you	3/8/2024 8:07 PM

## Parent and Family Engagement Survey 2023-2024

9	Joni is awesome!!	3/8/2024 2:37 PM
10	I usually get a phone call about Payton's progress & i pass that on to Him	3/8/2024 1:24 PM
11	Jennifer Johnson is an amazing advisor!	3/8/2024 10:12 AM
12	She always politely keeps me informed of any changes in my children's grades, etc	3/8/2024 8:33 AM
13	hardly ever hear from our AA's - which is not always a bad thing	3/7/2024 12:19 PM
14	I love Hope Jenkins and Amber Carver	3/7/2024 6:56 AM
15	She is very attentive and on top of it	3/6/2024 9:14 PM
16	Our elementary/middle school advisor is amazing! Our high school advisor could be better!	3/6/2024 7:46 PM
17	Kari has been exemplary	3/6/2024 7:27 PM
18	Joni has been by our side since we transferred to PA Cyber. She is the person I trust the most in my life right now, this says a lot since I have never met her. After every court date and domestic violence issue, she has called me and was there for us. She helped us obtain clothing in the emergency battered women's shelter when my kids had no clothes! She called me after every court hearing where I was repeatedly let down by the court system which was supposed to protect me and my children. Joni is incredible. I know she is part of the reason my children are doing so amazing at PA Cyber. She spoke with them each to plan their classes for this year. She emailed me to let me know Michael has ALL As which is incredible since he had to learn braille to read and had severe dyslexia from head injury. Joni is an angel!	3/6/2024 5:41 PM
19	Cary DeLuze is amazing, Brian May can use some coaching	3/6/2024 3:15 PM
20	Thank you Lonnie for all your help!	3/6/2024 1:21 PM
21	I don't always get call backs ever since getting a new advisor. My old advisor, Mary, was great.	3/6/2024 1:01 PM
22	Lauren is always very thoughtful and caring!!!	3/6/2024 12:14 PM
23	Ms Lucci is fantastic	3/6/2024 12:04 PM
24	Cary Deluze is wonderful and reaches out often.	3/6/2024 11:46 AM
25	They reach out often to make sure everything is good and go over grades!	3/6/2024 11:33 AM
26	She's been very helpful for years.	3/6/2024 11:21 AM
27	Hope Jenkins will always be my favorite advisor! She's quick to respond and help in any way she can!	3/6/2024 10:59 AM
28	I don't have a problem with the school I'm having problems with my children and attendance	3/6/2024 10:48 AM
29	Wonderful!!	3/6/2024 10:40 AM
30	Hope checks in frequently and I really appreciate it.	3/6/2024 10:25 AM
31	Ms Rachel is always on top of everything and very professional and kind.	3/6/2024 10:22 AM
32	We luvvvvvv Tara Rittleman!	3/6/2024 10:21 AM
33	This is our first year with PA Cyber, and Rachel Korol has been AMAZING at checking in and providing our family with information and support.	3/6/2024 10:21 AM
34	Mrs. Amber Carver is the best , she has always been there for both of my children.	3/6/2024 10:09 AM
35	Carry is very diligent.	3/6/2024 10:07 AM
36	We do not feel that our advisor checks in as regularly as our past advisors. Doesn't always seem to be up to date on our child's activity. For example, during one phone call the advisor said everything looked good but the truth is that our child was far behind in several courses.	3/6/2024 10:06 AM
37	Jennifer Bozza has been the best advisor, who cares about my son's advancement over his years here with PA Cyber. She kept in touch with me as what was happening and what I could do to help him progress and stay up to date on classes. We are so happy she is and was his advisor.	3/6/2024 10:04 AM

Parent and Family Engagement Survey 2023-2024

38	The academic advisor checks in consistently	3/6/2024 10:02 AM
39	She is always there to help or get the help I need	3/6/2024 9:59 AM
40	She has been the only helpful person	3/6/2024 9:57 AM
41	Heidi is the BEST!	3/6/2024 9:53 AM
42	They are awesome	3/6/2024 9:53 AM
43	My daughter who attends 6th grade and her academic advisor does not always respond back. It's frustrating.	3/6/2024 9:52 AM
44	Cary deluze is amazing so thoughtful and so caring about her students needs	3/6/2024 9:50 AM
45	I would prefer if the regular check-ins could be done over email. The phone calls just to say that everything is going fine seem unnecessary.	3/6/2024 9:50 AM
46	Heidi Smith is incredible!!	3/6/2024 9:50 AM
47	Rarely call or email	3/6/2024 9:50 AM
48	She's amazing	3/6/2024 9:47 AM
49	Joni is so nice and extremely knowledgeable and always helpful	3/6/2024 9:46 AM
50	Laurie Wrona is a godsend!! She is just wonderful and amazing!!	3/6/2024 9:44 AM
51	Jenn Johnson is amazing but high-school level should take notes from Jennifer on how to present themselves and how to talk to parents	3/6/2024 9:44 AM
52	Ashley Hogan is the best!	3/6/2024 9:44 AM
53	Cary Deluze has been wonderful throughout our time.	3/6/2024 9:44 AM
54	Rachel is the best!	3/6/2024 9:44 AM
55	Ellen is amazing	3/6/2024 9:43 AM
56	My child's academic advisor is always on top of her work and any and all issues we may have.	3/6/2024 9:43 AM
57	I see my kids grades every day when I go to do lessons. I don't need a call every few weeks to tell me what their grades are.	3/6/2024 9:43 AM
58	She's great! She always calls to ask if we need anything to benefit my son's learning.	3/6/2024 9:42 AM
59	Jen Johnson is a fantastic advisor!	3/6/2024 9:42 AM
60	Valerie Nizer is amazing.	3/6/2024 9:42 AM
61	We have Ashley Hogan and she's awesome always making sure our kids don't need anything and very fast at getting back to us.	3/6/2024 9:42 AM
62	She (Rachel) is excellent at her job.	3/6/2024 9:41 AM
63	elya is amazing	3/6/2024 9:33 AM
64	love the fact they check in once a month to see if anything is needed or how my child is doing with everything	3/5/2024 7:36 PM
65	she is wonderful and so helpful!	3/5/2024 1:29 PM
66	The academic advisor isn't very helpful when there's an issue.	3/5/2024 11:02 AM
67	Calls to check in and is always very helpful!	3/5/2024 10:23 AM
68	Our AA's are AWESOME!!!!!! Victoria Petrella & Kari Ciccone	3/4/2024 9:28 PM
69	She is so nice and always there for us when we need her.	3/4/2024 11:02 AM
70	with my step son, his advisor is very responsive and helps with all concerns that we have with him and his academics; and my daughter, her advisor is not very responsive and it concerns me because my daughter is struggling but i feel like her struggle isnt taken seriously just because her grades are not showing that she is struggling and thats because i have to work	3/4/2024 9:59 AM

## Parent and Family Engagement Survey 2023-2024

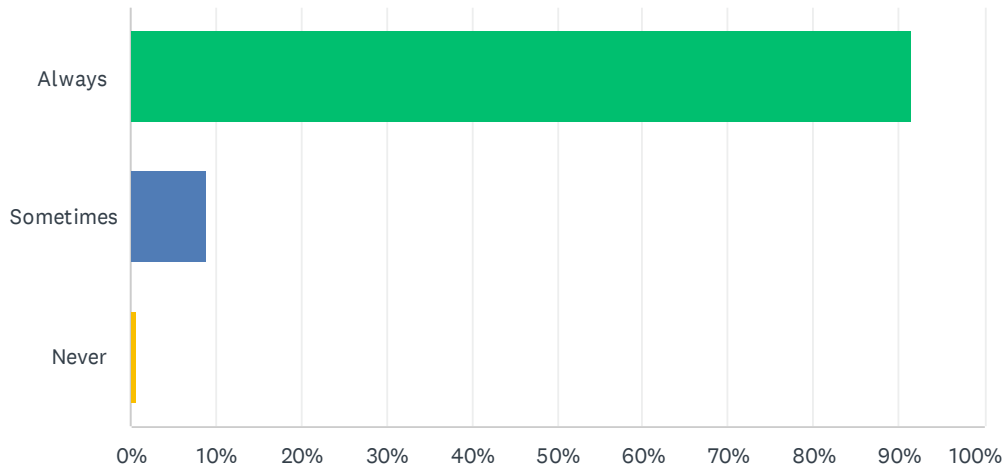
every single day with her until midnight just to get 1 days worth of school work done to where she can understand the material.

71	She is the best!	3/2/2024 4:08 PM
72	Courtney Lucci is fantastic!	2/29/2024 9:48 PM
73	We have a good plan to achieve my child's goals	2/29/2024 7:59 PM
74	My son's academic advisor consistently checks in to ensure that any questions or concerns are addressed. While I have not had any issues, I feel comfortable reaching out in order to receive a knowledgeable and timely response. Upon my son's transfer to PA Cyber, we were provided with necessary and relevant information in order to start. I have no issues of concern at this time.	2/29/2024 3:27 PM
75	Cary is awesome	2/29/2024 1:05 PM
76	Was surprized to learn in January 2024 that child wathen considered part-time (accelerated completion of asynchronous courses) and needed to enroll in additional course. Had we known in fall 2023, he would have added courses to graduate at end of 11th grade sooner.	2/29/2024 12:37 PM
77	Our advisor Kendra Slater is wonderful!	2/29/2024 12:26 PM
78	Keely McFall does a great job.	2/28/2024 8:57 AM
79	Heidi Smith is wonderful, fair and cares about my child's education	2/27/2024 4:27 PM
80	Elya Shaheen is wonderful! She reaches out regularly and helps address anything we need.	2/27/2024 9:52 AM
81	Rachel Korol always responds quicker than I expect her to be able to. Every request I have had has been granted, every question I have had has been answered-and all while being very pleasant to talk to. She is always calling to check and see how the kids and I are feeling with everything. I can't say enough good things about her.	2/26/2024 7:54 PM
82	Amy Rayz is awesome. She is proactive in her reach outs and very friendly.	2/26/2024 11:29 AM
83	Rachel Korol is an AMAZING help for me and my daughter. The best AA we have dealt with at PA Cyber by far. My son graduated from PA Cyber and his AA's were ok, but Rachel really made us feel like PA Cyber is the right fit for us.	2/26/2024 9:46 AM
84	Brandy Geist is great!	2/26/2024 8:44 AM
85	Islam Jaber is the best! She is awesome with routine check ins and call backs if necessary.	2/25/2024 9:26 AM
86	i have reached out when we had a family emergncy and no response of getting recieved email, where as when i let my choilds teacher he responded	2/25/2024 3:29 AM
87	I f9nd it refreshing she checks in. You dont see Principas or teachers calling in brick n mortar sc vi pols unless theres a problem. If we have a tech problem shes right on it!	2/24/2024 1:07 PM
88	Laura Lees is the best advisor we have had. All should be like her. We switched to her because we were having trouble with getting our supplies and communication throughout the year.	2/24/2024 5:36 AM
89	Our advisor (Charles Zielinske) is amazing!	2/23/2024 5:41 PM
90	tara is one of the best always returns calls and emails in a great time especially if i am informing her about something going on	2/23/2024 2:39 PM
91	Whenever she calls I can't always hear what she is saying. It's almost like she is calling on Bluetooth and isn't near the actual phone.	2/23/2024 1:48 PM
92	I find stuff out from other people before I hear from her, and when I call she never answers, n I email it takes days to get a response. Had much better experience in jr high	2/23/2024 1:24 PM
93	Kendra has been great.	2/23/2024 1:09 PM
94	Elya Shaheen is an amazing Academic Advisor! I could not be more pleased.	2/23/2024 12:44 PM
95	Tara Rittleman for middle school- very satisfied, Allison Steele for high school- unsatisfied, emails/calls are a month later, not very responsive when needed	2/23/2024 11:40 AM



**Q5 My calls/emails to my child(ren)'s Academic Advisor(s) are returned in a timely manner. If your family works with more than one Academic Advisor, please select all that apply.**

Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	91.38%	1,346
Sometimes	8.89%	131
Never	0.68%	10
Total Respondents: 1,473		

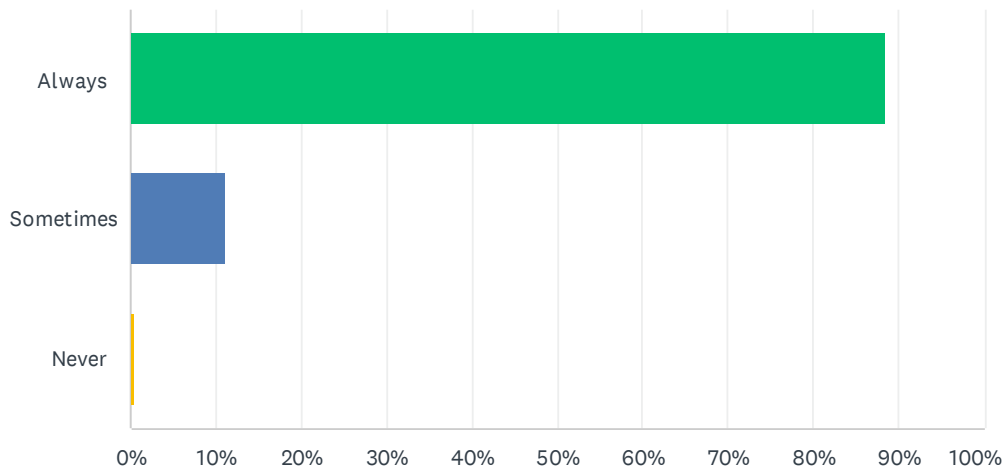
#	COMMENTS (OPTIONAL)	DATE
1	Our AA, Kari Ciccone, is always incredibly helpful!	3/11/2024 4:12 PM
2	They always get back to me right away	3/11/2024 1:47 PM
3	Na	3/11/2024 7:05 AM
4	None	3/10/2024 8:02 PM
5	Jennifer Johnson is wonderful!	3/10/2024 2:20 PM
6	Thank you	3/8/2024 8:07 PM
7	Yes	3/8/2024 2:03 PM
8	its usually me returning their calls	3/8/2024 1:24 PM
9	I'm the one that doesn't get back to them in a timely manner.	3/7/2024 4:28 PM
10	I usually hear back from them in some form - usually communicate with them by email	3/7/2024 12:19 PM
11	Again, elementary/middle school advisor is amazing. High school advisor not as good.	3/6/2024 7:46 PM
12	Again, Kari is great.	3/6/2024 7:27 PM
13	When I have called Joni she has answered or emailed me immediately. I work full time now and am exhausted when I get home My son Micheal also works full time from 5pm-2am while	3/6/2024 5:41 PM

## Parent and Family Engagement Survey 2023-2024

	attending high school in order to help us meet our financial needs	
14	She's great	3/6/2024 11:43 AM
15	Immediately	3/6/2024 10:07 AM
16	They are concerned, about my son grades	3/6/2024 10:02 AM
17	She is great!	3/6/2024 9:54 AM
18	With all nice way	3/6/2024 9:51 AM
19	BecaUs no email	3/6/2024 9:51 AM
20	Rarely call/email	3/6/2024 9:50 AM
21	Joni always returns my calls	3/6/2024 9:46 AM
22	Jenn yes - high-school depends on if they feel like it or it they just email student instead	3/6/2024 9:44 AM
23	Again Ashley is the best!	3/6/2024 9:44 AM
24	N/A	3/6/2024 9:42 AM
25	N/A	3/6/2024 9:09 AM
26	Love working with Hope Jenkins!	3/5/2024 10:23 AM
27	Again, AWESOME AA's! Very pleased	3/4/2024 9:28 PM
28	My child's academic advisor provides timely feedback when and if questions arise. I appreciate the role of the academic advisor at PA Cyber.	2/29/2024 3:27 PM
29	Keely McFall always returns calls and emails as soon as she can.	2/28/2024 8:57 AM
30	Returns calls/emails right away	2/27/2024 4:27 PM
31	Never called his new one	2/26/2024 5:27 PM
32	Can not really answer this question. My chides has had 3 different ones since the beginning of school.	2/26/2024 4:58 PM
33	Within even a couple hours or even sometimes minutes Rachel gets back to us.	2/26/2024 9:46 AM
34	only 1 time didnt for check in didnt get anything but it was me having to keep reaching out	2/25/2024 3:29 AM
35	With Laura Lees	2/24/2024 5:36 AM
36	Chuck is always reliable, helpful, supportive and knowledgeable.	2/23/2024 5:41 PM
37	At the beginning super fast response. After enrollment and a few weeks in delayed response if any.	2/23/2024 5:03 PM
38	Tara Rittlemann- always, Allison Steele- sometimes	2/23/2024 11:40 AM

## Q6 PA Cyber staff members (Enrollment, Tech Department, Guidance, Call Center, Teachers, Academic Advisors, Administration, etc.) are helpful when I have a question or need assistance.

Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES
Always	88.53% 1,304
Sometimes	11.07% 163
Never	0.41% 6
<b>TOTAL</b>	<b>1,473</b>

#	COMMENTS (OPTIONAL)	DATE
1	They always help me	3/11/2024 1:47 PM
2	Na	3/11/2024 7:05 AM
3	None	3/10/2024 8:02 PM
4	Thank you	3/8/2024 8:07 PM
5	Yes	3/8/2024 2:03 PM
6	Tech is always so helpful! Shane, Ronald and Anthony have helped and are so kind and professional with tech issues.	3/8/2024 10:12 AM
7	Still can't figure out how to do everything.	3/7/2024 4:28 PM
8	I think I'm not asking the right questions many timers	3/7/2024 12:19 PM
9	Usually	3/7/2024 8:55 AM
10	Math/science teacher is now refusing to help when asking about clarifying questions	3/6/2024 9:24 PM
11	The only thing that hasn't been fixed is the USB ports for their computers. Anything else the departments are very good at taking care of.	3/6/2024 8:31 PM
12	Needed replacement computer cord. Received replacement promptly.	3/6/2024 7:27 PM

## Parent and Family Engagement Survey 2023-2024

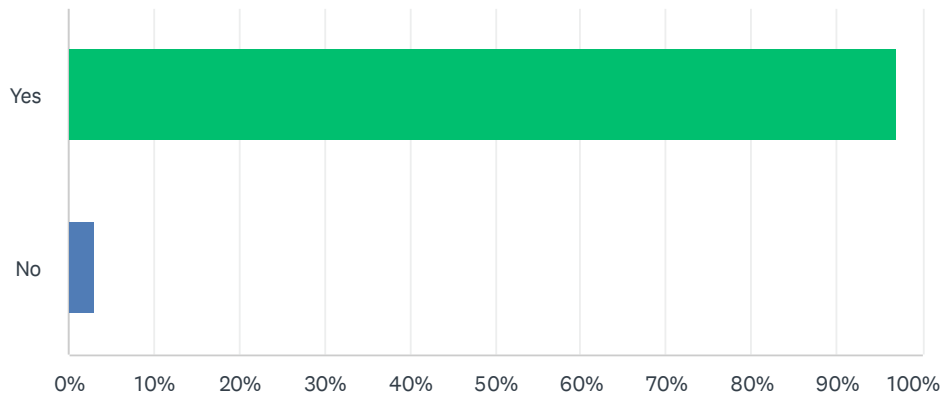
13	I can't reach them right now as I don't have a phone. I love PA CYBER and my boys have thrived there despite leaving domestic violence and abuse, being homeless, and fearing for our lives. My boys have lost everything and still they work hard to earn their education! We are more of a family today, just me and my boys, then we have ever been!	3/6/2024 5:41 PM
14	I once reached out about a field trip and never received a response to my inquiry	3/6/2024 1:00 PM
15	Wonderful!!	3/6/2024 10:58 AM
16	Never had to call	3/6/2024 10:38 AM
17	My son has IEP I ask he needs help in reading work and writing I got no way	3/6/2024 10:14 AM
18	Event Coordinator never responded to my emails	3/6/2024 10:13 AM
19	It's always someone else's problem, so they are not going to lift a finger to help	3/6/2024 10:08 AM
20	Very helpful	3/6/2024 10:07 AM
21	For the most part until my family was threatened by another child using this platform and met at this school and the school did nothing about it. in a real school building for kids they have zero tolerance for bullying and harassment. Pa Cyber does nothing. That's sad and quite dangerous for the children.	3/6/2024 10:03 AM
22	They are helpful	3/6/2024 10:02 AM
23	They are always very welcoming and happy to help!	3/6/2024 10:02 AM
24	If I ever need help and have to call or email I get a response immediately and the help that I need is always taken care of.	3/6/2024 9:52 AM
25	Nicole Carson, is amazing she really is a wonderful goes above and beyond	3/6/2024 9:50 AM
26	Mrs gill and Tara both have been great and wonderful when I have been keeping them updated with things going in they always tell me If I need something to reach out to them	3/6/2024 9:49 AM
27	Not excited about SAP or EAP. Child counselling did not help and was not productive.	3/6/2024 9:45 AM
28	Everyone is so friendly	3/6/2024 9:44 AM
29	Tech has returned communications promptly when needed	3/6/2024 9:44 AM
30	I have sent emails to tech support for a password reset to turn parent portal but never got s response. I am still unable to get into my portal	3/6/2024 9:43 AM
31	N/A	3/6/2024 9:09 AM
32	When Samuel's computer keyboard was not working they fixed it the next day! Thank you so very much!	3/5/2024 2:45 PM
33	Tech department has been amazing! Wish there was a chat for quick things though.	3/5/2024 10:23 AM
34	Teachers are usually sympathetic to curriculum errors.	3/2/2024 4:08 PM
35	Very patient and understanding	2/29/2024 9:48 PM
36	Set up was easy, and the IT department got her up and running in no time.	2/29/2024 7:59 PM
37	Absolutely, yes! We have been met with courtesy and friendliness when in need of a question being answered or other assistance. My son (and myself) have felt very welcomed to the PA Cyber community and having knowledgeable and personable staff members truly makes all the difference.	2/29/2024 3:27 PM
38	When I call in, they're helpful.	2/28/2024 8:57 AM
39	The teachers and advisors are very good, but the other departments are lacking in that category. The tech department's depends solely on who answers the phone.	2/26/2024 10:07 PM
40	Lisa who helps with our 504 plan has been hard to get ahold of and her assistance is sometimes lacking.	2/26/2024 7:45 AM
41	most of time tech teacher and guidance is great ssn teacher is meh	2/25/2024 3:29 AM

## Parent and Family Engagement Survey 2023-2024

42	Tech support I'd awesome and a must have!!! I have visual issues sometimes and tech helped me by fixing the screens and computer n letting me know how to enlarge the screen and verything as well esp with contrast they helped!! Fantatsic people!	2/24/2024 1:07 PM
43	Tech is the best. Always help well.	2/24/2024 5:36 AM
44	It would be nice if they would use the call back number that is left when we make a ticket instead of the number on file. As we left a specific call back number for a reason.	2/23/2024 7:42 PM
45	Awesome advisors, used to feel valued by admin, but not anymore.	2/23/2024 5:41 PM
46	Teachers don't respond to my daughter a lot through email.	2/23/2024 2:09 PM
47	Almost always	2/23/2024 12:01 PM
48	All staff, except Academic advisor Allison Steele	2/23/2024 11:40 AM
49	Called about an issue with the computer ans NEVER got a call back.	2/23/2024 11:38 AM
50	I put sometimes because it would be always. However the only issue I had was with tech.	2/23/2024 11:36 AM
51	We emailed the principal in the fall and never heard back.	2/23/2024 11:34 AM

## Q7 I know how well my child is progressing in school.

Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	97.01%	1,429
No	2.99%	44
<b>TOTAL</b>		<b>1,473</b>

#	COMMENTS (OPTIONAL)	DATE
1	I wish there was more programs for kids that struggle	3/11/2024 10:21 AM
2	Na	3/11/2024 7:05 AM
3	She's just learning how to do it she's new to this and so am I.	3/10/2024 12:37 PM
4	I check their grades regularly	3/9/2024 7:05 PM
5	Sometimes she cant even login	3/9/2024 9:40 AM
6	I like being able to see grades quickly and easily	3/8/2024 8:07 PM
7	They call me all the time	3/7/2024 6:05 PM
8	Not doing good at all..	3/7/2024 4:28 PM
9	I check daily	3/7/2024 1:33 PM
10	I know their grades...I can not keep up with the multiple places where homework assignments are found. They need to be all in one place for ease of parents to find!	3/7/2024 12:19 PM
11	Very easy to check the grades online I like that	3/7/2024 11:47 AM
12	Their advisor tells me but I can check their grades on my own. I wish I could have a reference to follow to know where each of my children should be academically	3/6/2024 8:31 PM
13	The benchmark testing needs to have an I dont know option. Otherwise it advances if child happens to pick correct answer and they don't know why.	3/6/2024 8:23 PM
14	I check in with my boys and ask how they are doing. I make sure they spend time on school work and get things done! They know I have high standards and want them to have a better life and more opportunities than I had in life!	3/6/2024 5:41 PM
15	My boys need updated iep and tutor in home	3/6/2024 5:25 PM

## Parent and Family Engagement Survey 2023-2024

16	She reads so much and so well now! She also has gotten WAY better at learning her coins and worth, which she struggled with last year.	3/6/2024 4:04 PM
17	only because he refuses to do the work because he needs one on one.	3/6/2024 12:53 PM
18	I can tell by looking at the grade books not by teacher communications	3/6/2024 11:33 AM
19	My 7th graders I think an still struggling a little but we are trying	3/6/2024 11:19 AM
20	I am able to look into assignments and grade book for specific progress! Awesome	3/6/2024 10:58 AM
21	Not well.... his own doing or not doing what he should do	3/6/2024 10:32 AM
22	Ot sure how grades work after doing work	3/6/2024 10:14 AM
23	Thanks to Dr. Taylor. She always reaches out on the plan she has set up for my daughter even though she doesn't have to do that	3/6/2024 10:12 AM
24	Your system is a joke.	3/6/2024 10:08 AM
25	At all times	3/6/2024 10:02 AM
26	It's so easy to see what is due and what has been grades	3/6/2024 9:59 AM
27	She's trying to work on. It is a differente diplomat education but is willing to help her iep.	3/6/2024 9:55 AM
28	Yes and no sometime a teacher say they have something miss but it's not on there or we did hand it in already	3/6/2024 9:55 AM
29	I love that I can check and see how the grades are doing for each of my kids!	3/6/2024 9:52 AM
30	Mrs levendusky is always in contact as well as Cary deluze. They also are very welcoming to phone calls and emails regarding questions and if you need support.	3/6/2024 9:50 AM
31	I do think it would be easier if assignments were zeroed out with opportunity to redo once due date has passed as opposed to the end of the semester, but that is just my opinion. I haven't had any issues with this, I just think it might be easier for those folks whose students aren't on pace to understand.	3/6/2024 9:48 AM
32	Do you send info to the newspapers in the communities to tell about how kids in area are doing for the 9 weeks like schools do? I have never seen any if so.	3/6/2024 9:47 AM
33	My Daughter not doing well in 2 classes	3/6/2024 9:43 AM
34	But, I need to get on my portal to see her grades. She will tell me and do work on her own.	3/6/2024 9:43 AM
35	He has all A and B grades with Pa Cyber. Public schooling he struggles and gets D and F grades.	3/6/2024 9:42 AM
36	He is behind and we are working on it.	3/5/2024 2:45 PM
37	My parent board isn't always kept up to date. I have to go through my student's board.	3/5/2024 11:02 AM
38	my daughter is struggling to keep up with the course load that she is given and i feel like no one seems to care about it, my step son is in 6th grade and only has half the course work that my 3rd grader has and i dont feel like this is fair nor am very disappointed that my concerns about my daughter are not being taken seriously or even addressed	3/4/2024 9:59 AM
39	We work together every day on his schooling so that I am always aware	3/4/2024 8:47 AM
40	We are new and still learning!	3/2/2024 10:26 AM
41	I check BUZZ every day and work with my daughter to stay on schedule. Also, teachers provide monthly emails and Barbara Starkweather (AA) always calls once a month with a progress report.	3/2/2024 7:47 AM
42	Would like to know more.	3/1/2024 10:59 PM
43	generally, in between yes and no	3/1/2024 8:13 AM
44	Sort of...mostly...I can see grades. I would like to see assessment results as well	3/1/2024 7:42 AM
45	Im having difficulty understanding how frequently the website is updated	3/1/2024 7:36 AM

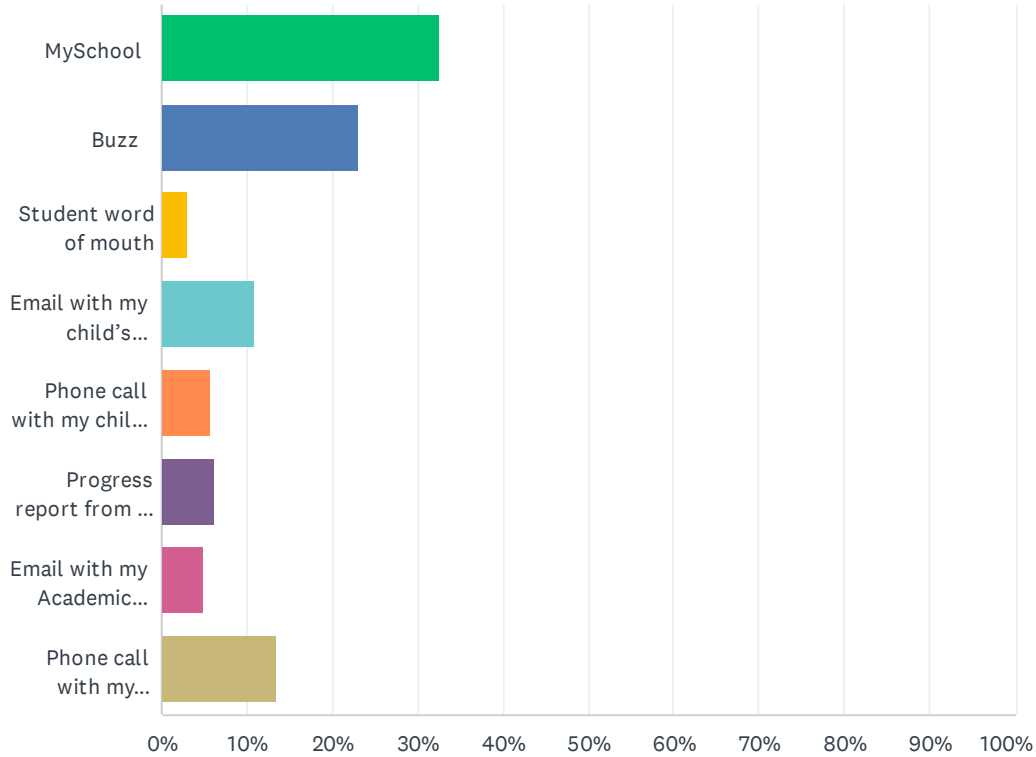
## Parent and Family Engagement Survey 2023-2024

46	As a mother and teacher, I appreciate the ease of accessing overall grade averages, as well as grades and responses to individual assignments. Timely responses to submitted assignments are the norm, and I appreciate the personal responses/notes that signify the teacher taking the time to review the assignments. It is wonderful, as well, for my son to receive regular certificates from his teacher, as this is something that allows him to know that he is being recognized.	2/29/2024 3:27 PM
47	yes and no bc I can see it on the computer, but when the teacher won't respond, we can't be on the same page	2/28/2024 2:42 PM
48	My students just started this week 02/26/2024	2/27/2024 5:27 PM
49	still extremely new to the school	2/26/2024 8:14 AM
50	she knows imfo but doing the printing off paperwork to turn in is tedious, just doing the computer work she knows the info.	2/25/2024 3:29 AM
51	I check daily	2/24/2024 5:36 AM
52	I only know by checking. If there is a problem, the teachers do not tell me, but rather pick on my child.	2/23/2024 5:41 PM
53	I wish that we had an occasional parent teacher conference so I knew what areas to help my daughter improve	2/23/2024 12:10 PM
54	i feel like i guess. But would like teachers input	2/23/2024 12:06 PM
55	There have been so many issues this year with Buzz being laggy, having trouble submitting assignments	2/23/2024 11:56 AM
56	I still have not figured out how to check the work he is doing daily	2/23/2024 11:52 AM



## Q8 Please select the way that you find most helpful in monitoring your child(ren)'s progress in school.

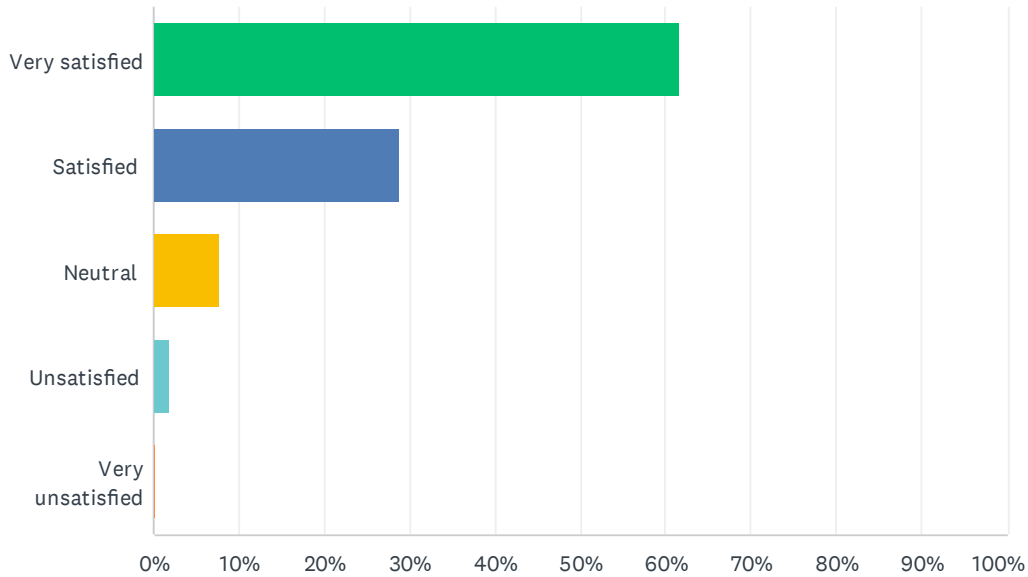
Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES	
MySchool	32.59%	480
Buzz	23.01%	339
Student word of mouth	3.05%	45
Email with my child's teacher(s)	10.93%	161
Phone call with my child's teacher(s)	5.77%	85
Progress report from my child's teacher(s)	6.18%	91
Email with my Academic Advisor	4.96%	73
Phone call with my Academic Advisor	13.51%	199
<b>TOTAL</b>		<b>1,473</b>

## Q9 Are you satisfied with the technology your child receives from PA Cyber?

Answered: 1,473 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	61.58%	907
Satisfied	28.78%	424
Neutral	7.60%	112
Unsatisfied	1.83%	27
Very unsatisfied	0.20%	3
<b>TOTAL</b>		<b>1,473</b>

#	COMMENTS (OPTIONAL)	DATE
1	I do feel that students in grade levels that require a lot of printing out work should receive printer ink	3/11/2024 4:12 PM
2	This is the best school she has been too	3/11/2024 1:47 PM
3	Yes	3/11/2024 7:05 AM
4	None	3/10/2024 8:02 PM
5	We have had a few problems with connection	3/9/2024 11:26 AM
6	Thank you	3/8/2024 8:07 PM
7	To question 8. I get on my son's computer to check his progress and also get calls from the academic advisor and the teachers emails. All 3 are great for me to stay on top of his progress.	3/7/2024 9:36 PM
8	I would like to know if there is a typing program or software the younger students can use to improve proper typing skills.	3/7/2024 5:17 PM

## Parent and Family Engagement Survey 2023-2024

9	headphones!	3/7/2024 12:19 PM
10	The inability of blocking porn ,and other sites while using split screens and doing other activities ,while sitting in on class.	3/7/2024 8:55 AM
11	The school laptops are unreliable. We use a home computer. Calling tech constantly is a pain..	3/6/2024 9:01 PM
12	The USB ports on their computers break/ get loose often and when I ask if they can replace it nothing ever happens.	3/6/2024 8:31 PM
13	I am so thankful for the internet service and technology PA Cyber has provided to our family. We would not be able to afford internet or a computer or any of these tools. It is imperative to have the tools you need to learn! Cell phones would be a great addition for students and parents with blockers to prevent children from emailing and texting unknown people. I have to had to keep my children safe from predators some in our own family. The world today is a sick place and our children need to learn and be children while we adults keep their little minds safe and free from unnecessary exposure to adult materials. .	3/6/2024 5:41 PM
14	A few times Technology could have prioritized better. Voicemail should not be an option.	3/6/2024 4:09 PM
15	Computer battery life is nor always satisfactory	3/6/2024 1:38 PM
16	A little hard to adjust to for newcomers	3/6/2024 1:10 PM
17	The computers and printers are adequate for the work they have to do	3/6/2024 1:05 PM
18	I have a few concern	3/6/2024 12:30 PM
19	The computer that was sent when she first started hasn't been working for a year now we've been using our own personal computers for her to log into school.	3/6/2024 12:00 PM
20	The printer is a hassle	3/6/2024 11:37 AM
21	Very grateful that's they get computers and printers but the computers get out dates and are running slower are starting to have more issues.	3/6/2024 11:33 AM
22	Use personal computer because kids are hard on tech and don't want to pay to replace it	3/6/2024 11:15 AM
23	due dates are off and all over the place. workbook is out of order.	3/6/2024 11:11 AM
24	So very satisfied	3/6/2024 11:00 AM
25	#8, appreciate the contact from advisor, and my school and student	3/6/2024 10:57 AM
26	He has had issues with his laptop not loading and having to reset it multiple times.	3/6/2024 10:45 AM
27	Equipment is not always the best quality. We have had to replace several things and our laptop cable had issues within weeks of receiving it.	3/6/2024 10:25 AM
28	printer isnt that great.	3/6/2024 10:23 AM
29	Daughter has had the same laptop for 8 years.... Same printer for for 8 years was replaced last week	3/6/2024 10:15 AM
30	I wish when my son started there have class to show him the program pa cyber works with .very lost	3/6/2024 10:14 AM
31	Its very slow and unreliable and I dont think it will last my son 9-12 grade	3/6/2024 10:10 AM
32	Tech is outdated and barely functional requiring frequent intervention from Tech.	3/6/2024 10:09 AM
33	Worst tech we have ever used for a home school curriculum. Very disappointing. Reach cyber technology is much more useful teaching platform.	3/6/2024 10:08 AM
34	Excellent School with Excellent Staff	3/6/2024 10:07 AM
35	We love PAcyber. Thank you!	3/6/2024 10:07 AM
36	Laptop could be updated. He has had his for 7 years now.	3/6/2024 10:05 AM
37	Helpful	3/6/2024 10:02 AM
38	I'm very happy I chose this program to hone school my child	3/6/2024 10:02 AM

## Parent and Family Engagement Survey 2023-2024

39	The computers seem to have issues after a coupl of years. We've been through 4 headsets this school year so far too so those def need maybe replaced with a diff brand.	3/6/2024 10:00 AM
40	Never could get the school supplied printer to work with her computer.	3/6/2024 10:00 AM
41	My child needed two headphone this year and they both arrived within days of my call	3/6/2024 9:59 AM
42	The power points and some projects that has to be done are hard to navigate when not shown how to do it and when your not very computer inclined so then my son skips them assignments because he doesn't want to do them because he doesn't no how to do alot of stuff on computers there should be some type of video for students on how to do things like this	3/6/2024 9:58 AM
43	I discovered that there was a guest server that they could use in order to have their internet usage not be tracked. Tech took it off for me, but I think it might be good if that was off all computers.	3/6/2024 9:57 AM
44	IT is awesome, fixes what needs to be fix.	3/6/2024 9:56 AM
45	Laptops need better monitoring and blocking abilities	3/6/2024 9:55 AM
46	Needs updated laptop	3/6/2024 9:55 AM
47	The tech is very VERY dated.	3/6/2024 9:55 AM
48	I love it	3/6/2024 9:54 AM
49	The laptop is old and is hard to read There should also be lessons on new technology and how to use it.and is very outdated.	3/6/2024 9:54 AM
50	The laptop my daughter received is a little frustrating to use because the keys stick making it hard to type without errors. It may seem insignificant, but when you're trying to write an essay and the keys are sticking and writing the same letter multiple times or not fully clicking down from the stickiness that it doesn't register the letter at all.	3/6/2024 9:54 AM
51	They could use better updated laptops	3/6/2024 9:53 AM
52	But her laptop give me hard time keep updating I have every 2-3 days turn off and back on to let her used it	3/6/2024 9:51 AM
53	The only thing is ink is very expensive and we have to buy it once we run out	3/6/2024 9:49 AM
54	We have a lot of pinter issues	3/6/2024 9:48 AM
55	Always having issues with printer	3/6/2024 9:48 AM
56	Have trouble with printer not connecting sometimes to scan papers. Have to wait a few minutes and try again.	3/6/2024 9:47 AM
57	Computer class for microsoft office for word, excel, power point is needed!	3/6/2024 9:45 AM
58	Computers are slow and screens are dark	3/6/2024 9:45 AM
59	We had to send the computer away to be fixed already. We just started this year.	3/6/2024 9:45 AM
60	Hey computer doesn't work that well at all!	3/6/2024 9:44 AM
61	We have gone through several computers due to technical problems within the computer	3/6/2024 9:44 AM
62	My son's laptop always needs plugged in or it doesn't hold charge	3/6/2024 9:44 AM
63	We switched to this school from CPDLF and we could not be more satisfied! We can tell that the school is very structured and everyone is in the same page! Kids love it too!	3/6/2024 9:44 AM
64	But the one printer stopped working so need another	3/6/2024 9:43 AM
65	Laptop keeps shutting down	3/6/2024 9:42 AM
66	He could use a new computer	3/6/2024 9:42 AM
67	The activity trackers die after 3-4 charges consistently but the computers are solid.	3/6/2024 9:41 AM
68	I know that the curriculum and and the technology is far better that what he was getting at	3/5/2024 2:45 PM

## Parent and Family Engagement Survey 2023-2024

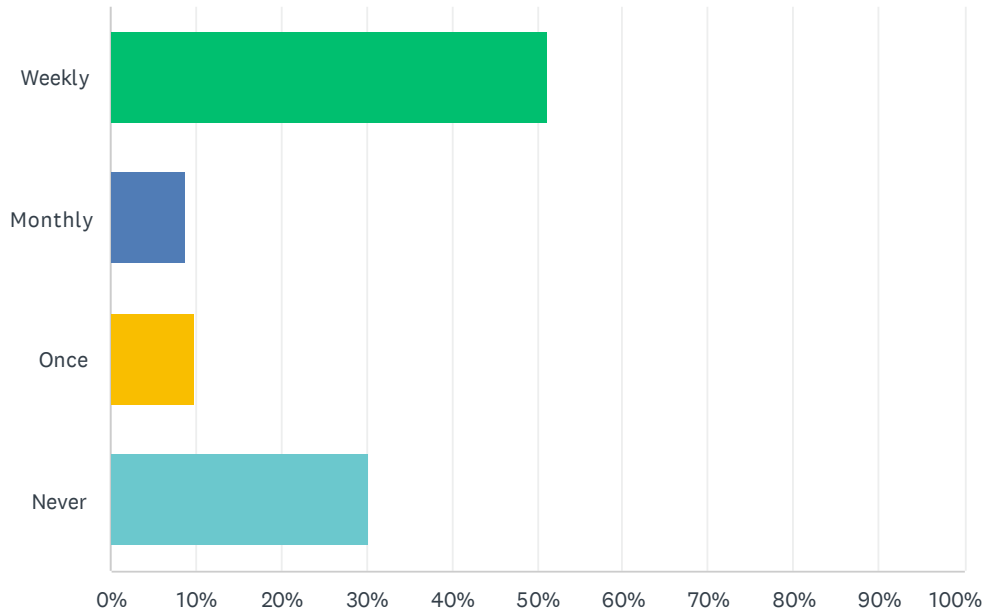
Marion Middle.		
69	He had so many tools to help him with his studies.	3/4/2024 11:02 AM
70	very easy to navigate for him and myself	3/4/2024 8:47 AM
71	I think an iPad/tablet would be helpful for written assignments. We do not like the tablet thing that connects to the laptop.	3/2/2024 1:02 PM
72	"Epic" can sometimes be unreliable for finding the suggested reading material in the coursework binders.	3/1/2024 6:21 PM
73	we have a computer from when she started in the 6th grade she has been using her own computer.	3/1/2024 2:09 PM
74	WOW	2/29/2024 9:48 PM
75	laptops seem to have constance issues we need to call about, the new printer doesn't have double sided print feature.	2/29/2024 5:35 PM
76	As both a parent and educator, I am extremely pleased via the technology and online resources for learning. The offering of a wide variety of learning sites and apps makes learning truly individualized, which is essential for all students. If referencing the tech materials, I have had no issues and am pleased with what is provided.	2/29/2024 3:27 PM
77	The printers always give us problems. I think it an HP problem.	2/29/2024 3:23 PM
78	I invested in a desktop computer to avoid using the school laptop as much, because it always lagged (and with a child with moderate to severe ADHD waiting forever for stuff to load is not easy to get them back on task when it loads up).	2/29/2024 1:45 PM
79	Laptop can be glitchy at times causing my child to use personal devises instead. This year, PA Cyber system issue was encountered.	2/29/2024 12:37 PM
80	There is not much interactive fun learning-it's just reading page after page of instructions. This is boring for 3rd grade kids. The material and work load is too much for their grade level.	2/28/2024 2:42 PM
81	I wish that the technology could receive faster updates.	2/28/2024 8:57 AM
82	Computers work fine. It can be difficult to connect the school-issued computers to the school-provided scanner, though.	2/27/2024 9:52 AM
83	Our computers are very slow. We often switch to an Apple product when doing work to save on downtime between content.	2/27/2024 6:22 AM
84	I do wish the headphones were a better quality as we have had 3 pairs stop working since the beginning of the year. We did get a replacement when I requested it. My 7th grader is a lot bigger than a lot of kids his age so I also wish there were an option for a larger headset for him as the standard ones are not comfortable for him.	2/26/2024 7:54 PM
85	Our laptop died and we were sent another older laptop and one of the keys is wonky, but we're just making due. The process the get things replaced through tech was such a hassel.	2/26/2024 9:46 AM
86	We love all the added websites and apps! They help my son progress and make it so enjoyable for him as hes learning! PA Cyber has been a blessing in my home!	2/26/2024 8:44 AM
87	Buzz at times goes down. Teachers at times have trouble presenting information to students.	2/24/2024 8:18 AM
88	Lots of problems with the keyboard buttons being not very responsive on the Dell laptops. Been a common problem with multiple computers.	2/23/2024 9:40 PM
89	Touch screen computers would be super helpful	2/23/2024 3:53 PM
90	Had to send laptop back for repair after 3 months	2/23/2024 1:41 PM
91	Wish they would find a way to block games, as he sometimes is playing games rather then doing class work	2/23/2024 1:24 PM
92	I would like to see the technology updated. We have had constant issues with assignments that are have been saved or submitted disappearing. The laptops having to be sent back a few times because of outdated laptops.	2/23/2024 1:19 PM

## Parent and Family Engagement Survey 2023-2024

93	The Dell computers have had continual problems since we have received them. Most frequent has been low disk space. Computers crash frequently requiring a rollback or needing them to be sent into tech. Never had so many problems with the computers till we received the Dell computers in all of the years we have been with PA Cyber.	2/23/2024 12:49 PM
94	Works but definitely has glitches	2/23/2024 12:10 PM
95	We had some computer issues this year.	2/23/2024 12:08 PM
96	some things after 3 years needs to be replaced but has never been, so we make due	2/23/2024 12:06 PM
97	Laptops could be bigger screened for power points and bell ringers to be seen fuller images	2/23/2024 11:56 AM
98	This year has had more tech issues than previous 6 years. It's making it hard for my child to progress with good grades.	2/23/2024 11:56 AM
99	The laptops are crap. Our youngest was issued a new one last year. Some of the keys have never worked unless you press hard, it doesn't hold a charge and will spontaneously shut down (even while plugged in charging and actively using it) but tech insists it's fine. Also, seniors need to make a tik tok style video for homework but they can't access it on their school laptops. The kids are stuck in a catch 22 between assignments and computer limitations sometimes.	2/23/2024 11:38 AM
100	He uses our personal laptop because he has too many problems with the school issued one.	2/23/2024 11:34 AM

### Q10 How often has your child participated in Virtual Classroom or Blended Classroom Teacher Tutoring/Office Hours this year? (Choose one)

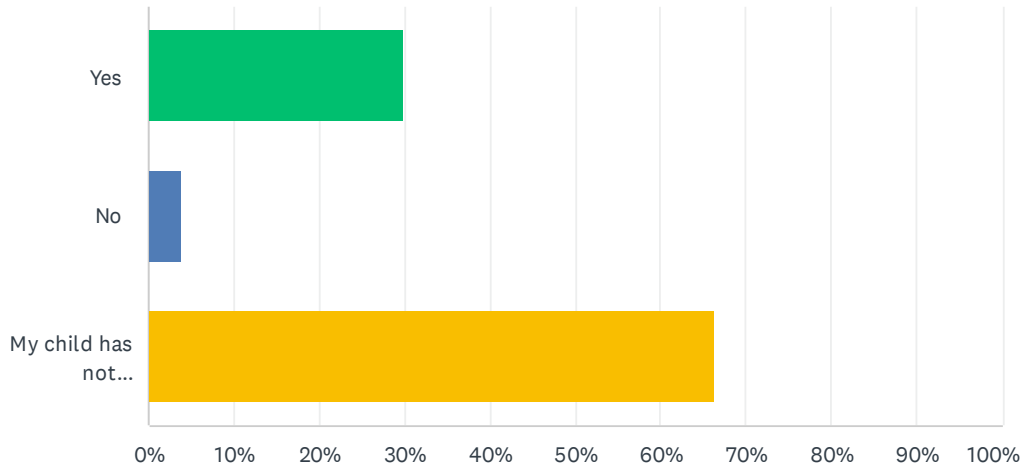
Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Weekly	51.07%	716
Monthly	8.84%	124
Once	9.84%	138
Never	30.24%	424
TOTAL		1,402

## Q11 If your child has participated in Teacher Tutoring/Office Hours, do you feel this has helped your child?

Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES
Yes	29.81% 418
No	3.85% 54
My child has not participated in Teacher Tutoring/Office Hours	66.33% 930
<b>TOTAL</b>	<b>1,402</b>

#	COMMENTS (OPTIONAL)	DATE
1	each time my student went on no teacher showed up	3/11/2024 7:58 AM
2	Na	3/11/2024 7:06 AM
3	My child an I are learning how to do it all. It's all new to us	3/10/2024 12:47 PM
4	Thank you	3/8/2024 8:25 PM
5	Payton tells me He always learns from the sessions	3/8/2024 1:26 PM
6	She is trying to set it up now. Yes, I feel it would help.	3/8/2024 11:33 AM
7	Not able to attend as much as needed due to time of office hours and classes	3/8/2024 10:55 AM
8	The tutoring is not helping to much, he struggles terribly in math.	3/7/2024 9:39 PM
9	That I am aware of	3/7/2024 12:46 PM
10	I don't think they have though I have suggested it. They seem to resist going if they do nto have a specific question	3/7/2024 12:22 PM
11	Not always	3/7/2024 8:59 AM
12	Waste of time	3/6/2024 9:03 PM
13	My children are independent explorers they have thrived and not needed any support. PA CYBER has given them the tools to be successful! I also love the encouraging emails their teachers send! It is awesome!!!	3/6/2024 5:45 PM



## Parent and Family Engagement Survey 2023-2024

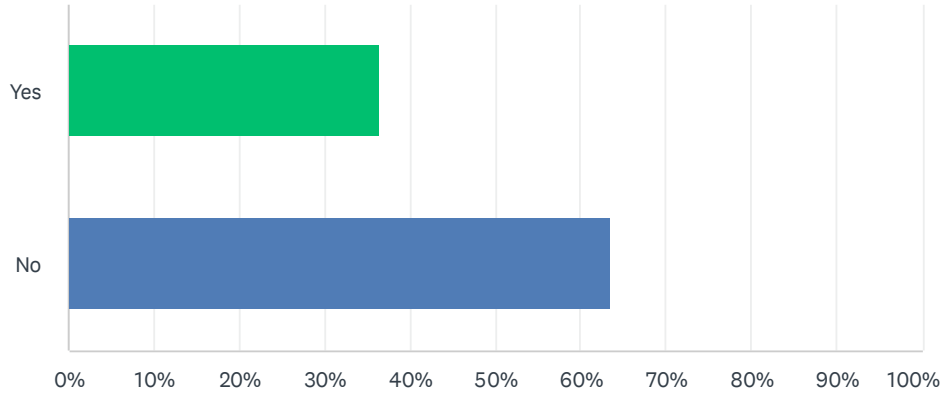
14	I ask that they do so	3/6/2024 1:31 PM
15	I didn't know this was available	3/6/2024 12:13 PM
16	Sara Swogger has a great tutoring class and has been helpful for my child.	3/6/2024 11:49 AM
17	I think she popped in here or there, but I am not sure	3/6/2024 11:46 AM
18	She just started.	3/6/2024 11:34 AM
19	Teacher isn't helpful during class so why for e kids to do extra time with them	3/6/2024 11:18 AM
20	Both of my children felt it wasn't very helpful as they were instructed to basically watch videos. I hired a local teacher to help tutor them.	3/6/2024 11:02 AM
21	Limited help received	3/6/2024 11:01 AM
22	She is scared to ask for help she thinks she's getting yelled at for not understanding	3/6/2024 10:46 AM
23	My child has speech therapy weekly and she's been able to speak a lot more clearly because of it	3/6/2024 10:32 AM
24	I appreciate that the teachers provide study groups and game reviews for students.	3/6/2024 10:24 AM
25	I say yes and no sometimes we long in no one there.	3/6/2024 10:18 AM
26	Sometimes they have even done this at different times if it didn't work out for my daughter	3/6/2024 10:14 AM
27	Video meets weekly. Tutoring no	3/6/2024 10:05 AM
28	Often it was only my child attending so he got one on one help	3/6/2024 10:02 AM
29	FEV tutor is a waste of time.	3/6/2024 9:59 AM
30	We will be doing so very soon.	3/6/2024 9:57 AM
31	Mrs. Newell is the best	3/6/2024 9:56 AM
32	Sharon Shaffer with Title one is amazing, caring and supportive.	3/6/2024 9:53 AM
33	Hours often conflict with class time and teachers have been amazing in both grades working around class schedules	3/6/2024 9:48 AM
34	During other classes	3/6/2024 9:47 AM
35	she just started	3/6/2024 9:47 AM
36	I wish he would	3/6/2024 9:46 AM
37	But she will be using it soon	3/6/2024 9:46 AM
38	Just enrolled the end of February 24	3/6/2024 9:45 AM
39	She was under the impression that it was more like tutoring, but the teacher was looking to answer specific questions. It wasn't what we expected.	3/6/2024 9:44 AM
40	We need an in-person tutor option.	3/6/2024 9:42 AM
41	a little bit. The question my student was asking wasn't really answered by the teacher at the time. So we did our best to help our child through the assignment	3/2/2024 10:26 PM
42	My children haven't participated but I love that it's available.	3/2/2024 1:06 PM
43	Needs more help.	3/1/2024 11:02 PM
44	They just started but we plan to take advantage of that time	3/1/2024 8:41 PM
45	Brantley has trouble paying attention.	3/1/2024 8:26 PM
46	reach out with options , ty curious ..	3/1/2024 12:40 PM
47	great support	2/29/2024 9:51 PM
48	CIHS Statistics teacher not student centered - was off putting to my child. We used external resources for tutoring.	2/29/2024 12:41 PM

## Parent and Family Engagement Survey 2023-2024

49	Why would we participate when we can't get returned responses from the teacher?	2/28/2024 2:43 PM
50	My child's German teacher was very helpful but were really struggling with my 11th graders math teacher. She doesn't seem to be explaining things well and the office hours were not helpful.	2/27/2024 9:18 PM
51	Their questions were answered.	2/26/2024 7:58 PM
52	he has other programs helping him	2/26/2024 12:57 PM
53	not yet	2/26/2024 9:42 AM
54	The student that needs the tutoring/ office hours has other classes during the offered tutoring time.	2/25/2024 3:54 PM
55	In the past, office hour help was phenomenal. Much better than the third party tutoring companies the school uses. My kids haven't need any help this year, though.	2/23/2024 9:44 PM
56	Have had very few good teachers over the years.	2/23/2024 5:42 PM
57	We love the tutoring but my child does get upset because there is so many kids in there that she is raising her hand to answer questions that she dont get called on but alot of the other kids do	2/23/2024 2:43 PM
58	In some classes	2/23/2024 1:13 PM
59	He is a new student and didn't really know how to use it. We did get clarification on what to do going forward	2/23/2024 12:30 PM
60	If he needs help he will take advantage of this	2/23/2024 11:41 AM

## Q12 Did you develop a daily schedule this year using the template found in the Student Planner on page 3?

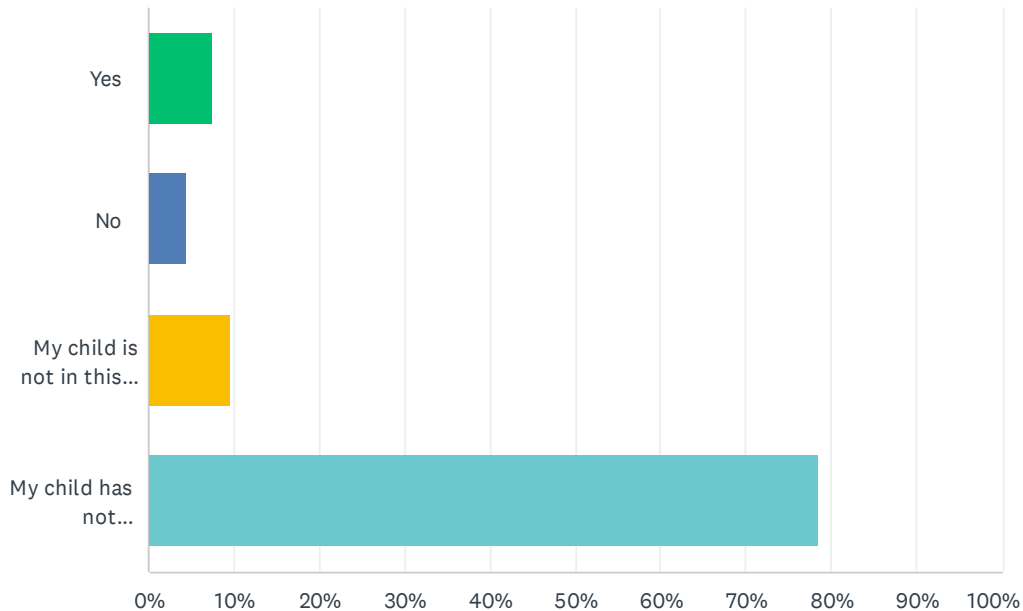
Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Yes	36.52%	512
No	63.48%	890
TOTAL		1,402

### Q13 If your child attended an FEV Tutor homework help session this year via Clever, do you feel FEV Tutor has been successful in helping your child with their homework? (grades 3-12)

Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Yes	7.56%	106
No	4.49%	63
My child is not in this grade range	9.56%	134
My child has not participated in services from FEV Tutor	78.39%	1,099
<b>TOTAL</b>		<b>1,402</b>

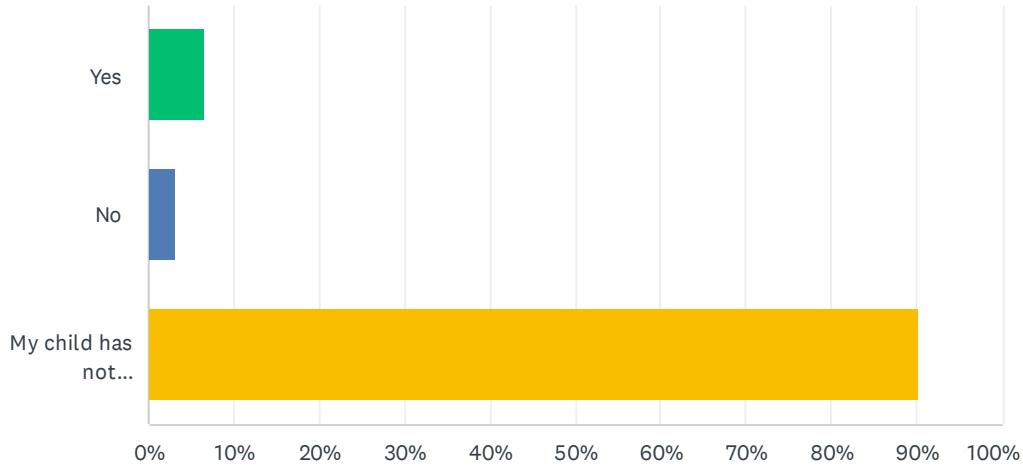
#	COMMENTS (OPTIONAL)	DATE
1	Na	3/11/2024 7:06 AM
2	She prefers the on demand sessions over the scheduled sessions.	3/10/2024 2:30 PM
3	My children have not needed a tutor but I'm very happy there is one available if needed	3/9/2024 7:07 PM
4	The tutor never actually helps with the actual question, it is very hard to get answers in chat, they give generalized examples to try and help but it does not help with the actual question	3/8/2024 8:25 PM
5	We are unsure how to access this	3/8/2024 10:40 AM
6	It depends	3/7/2024 9:39 PM
7	My child has not participated that I know of	3/7/2024 12:22 PM
8	I don't think he did this	3/7/2024 11:50 AM
9	My children have had to learn to work independently. Life has not been easy on them but they	3/6/2024 5:45 PM

## Parent and Family Engagement Survey 2023-2024

	have risen to every challenge! I am so proud of them!They are doing great!	
10	Tutoring was not on the topic that he need help with.	3/6/2024 2:08 PM
11	This is a fantastic resource that's very much needed and I hope it continues	3/6/2024 1:01 PM
12	I didn't know this was available	3/6/2024 12:13 PM
13	Did this once or twice but want to continue with it if need it for my 7th grader	3/6/2024 11:34 AM
14	She did not feel like it helped cover what she actually needed help with.	3/6/2024 11:02 AM
15	Our friends have tried and they suggested we don't even bother	3/6/2024 10:47 AM
16	The verdict is still out	3/6/2024 10:27 AM
17	They just don't like the automated voice	3/6/2024 10:19 AM
18	Not sure what it is .	3/6/2024 10:18 AM
19	We just use office hours	3/6/2024 10:04 AM
20	N/A	3/6/2024 10:01 AM
21	Kids won't....gives answers not actual help	3/6/2024 9:48 AM
22	she just started	3/6/2024 9:47 AM
23	Not this year. We tried last year it was not helpful.	3/6/2024 9:45 AM
24	No, it seemed like a chat or that was sending pasted answers. It was skirting around answering if it was a real person or not and was a completely creepy waste of time.	3/6/2024 9:44 AM
25	Can't understand the helpers on the call	3/6/2024 9:42 AM
26	We haven't used FEV yet but plan to do so if needed	3/1/2024 8:41 PM
27	switched to At-Home Tutoring Services	2/29/2024 9:51 PM
28	We were so disappointed in this tutoring. My child just wanted to talk to a person face to face and use her voice. Typing out questions and interacting by text was frustrating. My child thought she was talking to a computer not a person which she didn't understand going into it.	2/27/2024 9:18 PM
29	Did not want to help my child.	2/23/2024 5:42 PM
30	The technology was disappointing. There was a lot of wasted time due to the platform's technology being outdated	2/23/2024 5:06 PM
31	We plan to utilize this service soon	2/23/2024 1:43 PM
32	Yes for one and no for the other child because the tutor was not focused and pulled up the work for a different student on their roster.	2/23/2024 1:22 PM
33	In most cases	2/23/2024 1:13 PM

### Q14 If your child attended an At-Home Tutoring Services [formerly TutaPoint] homework help session this year via Clever, do you feel At-Home Tutoring Services has been successful in helping your child with their homework? (grades K-12)

Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Yes	6.63%	93
No	3.14%	44
My child has not participated in services from At-Home Tutoring Services	90.23%	1,265
<b>TOTAL</b>		<b>1,402</b>

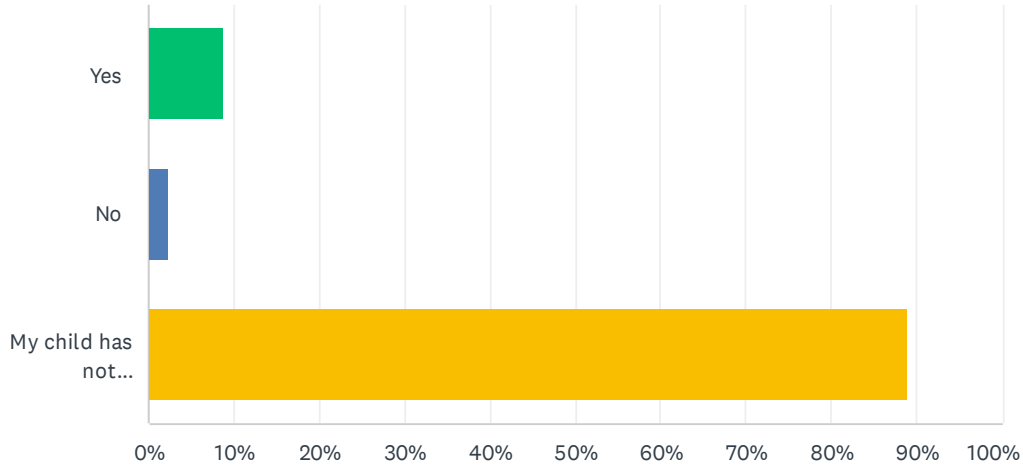
#	COMMENTS (OPTIONAL)	DATE
1	Yes	3/11/2024 7:06 AM
2	N/A	3/8/2024 8:25 PM
3	We are not sure how to access this	3/8/2024 10:40 AM
4	My daughter did use it last year and it was extremely helpful!	3/8/2024 10:13 AM
5	The only problem is the site is not user friendly and the tutor doesn't seem to have a lot of experience with technology.	3/6/2024 8:35 PM
6	Wasn't aware this was an option.i think it could help greatly	3/6/2024 1:31 PM
7	I hope this continues because it's been very helpful	3/6/2024 1:01 PM
8	I didn't know this was available	3/6/2024 12:13 PM
9	I had no idea about this and neither did my child	3/6/2024 11:43 AM
10	I would love more information on how I can sign my daughter up for this class.	3/6/2024 10:21 AM
11	We know they are real people it's just the voice that my child doesn't like. They wanted to hear a real voice.	3/6/2024 10:19 AM

## Parent and Family Engagement Survey 2023-2024

12	I would love this ,if we can figure it out.	3/6/2024 10:18 AM
13	I'm interested in using this service.	3/6/2024 10:06 AM
14	N/A	3/6/2024 10:01 AM
15	Never heard of this before now	3/6/2024 9:45 AM
16	They have not been doing it for very long.	3/4/2024 6:42 PM
17	Grades have not improved.	3/1/2024 11:02 PM
18	i tried doing it for my youngest but it didn't work I wasn't able to schedule	3/1/2024 9:07 AM
19	we have found wonderful tutors	2/29/2024 9:51 PM
20	not yet	2/26/2024 9:42 AM
21	Not Spanish	2/23/2024 1:13 PM

## Q15 If your child attended Title I Tutoring this year, do you feel it has helped your child improve in Math or Reading?

Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES
Yes	8.70% 122
No	2.28% 32
My child has not participated in Title I Tutoring	89.02% 1,248
<b>TOTAL</b>	<b>1,402</b>

#	COMMENTS (OPTIONAL)	DATE
1	Na	3/11/2024 7:06 AM
2	N/A	3/8/2024 8:25 PM
3	She does meet with her iep weekly	3/8/2024 9:22 AM
4	Not sure if the tutoring he is doing is Title I	3/7/2024 9:39 PM
5	Our title I tutored has been with my child for past few school year and she has been excellent and I've seen big improvements	3/7/2024 5:22 PM
6	He has a one on one with math tutor I'm not sure if this is same thing?	3/7/2024 11:50 AM
7	Not sure	3/7/2024 8:59 AM
8	Came in as a transfer student so still trying to adjust to the setting	3/7/2024 8:02 AM
9	My children have not attended any tutoring. They use youtube if they need help.	3/6/2024 5:45 PM
10	She might need some help with defining money has been her most struggle lately	3/6/2024 2:28 PM
11	This is vital for my children	3/6/2024 1:01 PM
12	I didn't know this was available	3/6/2024 12:13 PM
13	Did not know about this . I would like more information on this where can I find it	3/6/2024 11:41 AM
14	I can not say enough good things about this program and how it has helped my children.	3/6/2024 11:21 AM

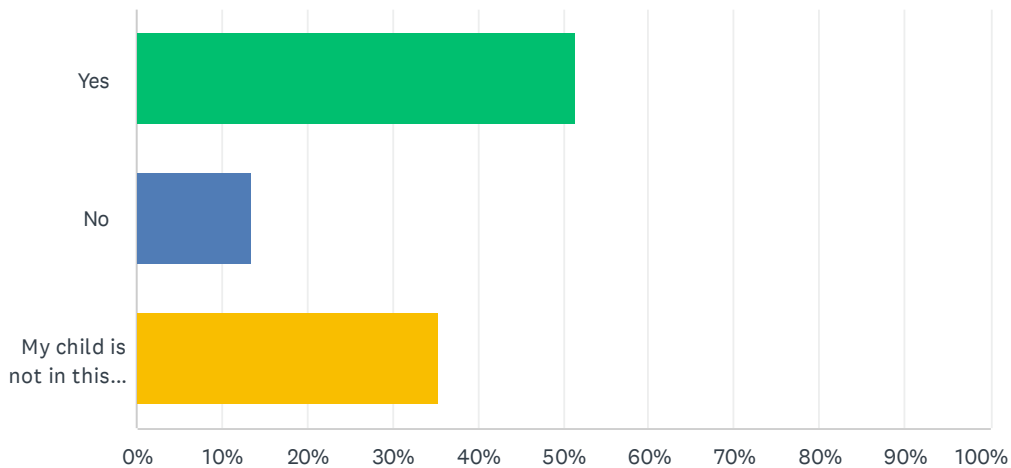


## Parent and Family Engagement Survey 2023-2024

15	I would love more information on how I can sign my daughter up for this class.	3/6/2024 10:21 AM
16	Not sure what this is	3/6/2024 10:18 AM
17	They don't really work with my child. Major lack of help.	3/6/2024 10:03 AM
18	N/A	3/6/2024 10:01 AM
19	Our title 1 tutor is amazing and the only person who has spent time knowing my students needs	3/6/2024 9:59 AM
20	Cancelled often	3/6/2024 9:45 AM
21	Sometimes, I do feel like he does not need to be in the class now as he has learned the fundamentals and skill building it needs to grow	3/1/2024 8:39 AM
22	just started	2/26/2024 9:42 AM
23	Kylie Malesic, our daughter's Title 1 tutor, has always gone above and beyond to accommodate any needs for our child's growth and development; the academic, as well as social improvement shows greatly with her assistance.	2/25/2024 9:36 AM
24	I am amazed at how much my daughters tutor had helped her	2/24/2024 7:54 AM
25	I asked for Title 1 at my son's IEP meeting and haven't gotten any.	2/23/2024 9:44 PM
26	My son has made fabulous improvement thanks to his title 1 tutor. She is wonderful and gets my 13 year old to actively participate every week. So grateful for her	2/23/2024 12:09 PM
27	My one child (autistic) tried it last year, it was not helpful.	2/23/2024 11:43 AM
28	In the pass, and Title I helped him alot	2/23/2024 11:33 AM

## Q16 Students in grades K-8 ELA and Math courses complete Exact Path Learning Paths via Clever during class each week. Do you feel this resource has helped your child strengthen their math, reading, and language arts skills?

Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Yes	51.28%	719
No	13.41%	188
My child is not in this grade range	35.31%	495
<b>TOTAL</b>		<b>1,402</b>

#	COMMENTS (OPTIONAL)	DATE
1	It keeps her motivated to keep trying	3/11/2024 7:58 AM
2	Na	3/11/2024 7:06 AM
3	He just feels like it's busy work and gets annoyed.	3/10/2024 8:35 PM
4	We're new just learning the system	3/10/2024 12:47 PM
5	I did not see a benefit. I can see it be helpful if it helps with targeting specific skills based upon students' individual needs.	3/8/2024 8:25 PM
6	have to use it more to know	3/8/2024 11:21 AM
7	Jordan loves Exact Path!	3/8/2024 11:04 AM
8	My child continues to struggle	3/8/2024 10:40 AM
9	we cant seem to log into clever. Have to contact IT support	3/7/2024 11:41 PM
10	Nothing helps my child in math	3/7/2024 9:39 PM
11	He rarely does it because it's optional he says	3/7/2024 11:50 AM
12	N/A	3/7/2024 11:20 AM

## Parent and Family Engagement Survey 2023-2024

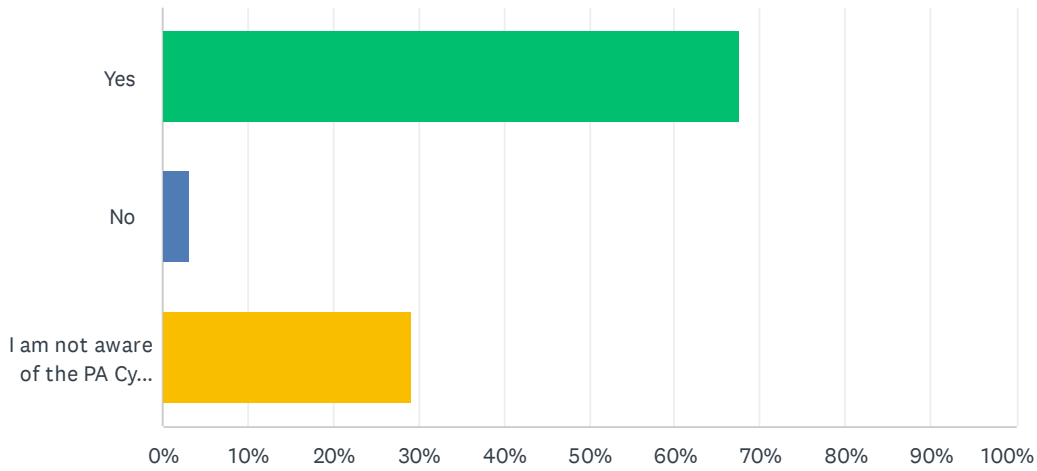
13	I think it is good practice. Hopefully it gives teachers a good idea where they need help.	3/7/2024 12:01 AM
14	I don't believe my children actually do their paths during class. They do complete stuff on exact path other times and it seems to help.	3/6/2024 8:35 PM
15	Unsure	3/6/2024 7:24 PM
16	Only the Kindergartener works in Exact Path on a daily/weekly basis. The other 2 just use it for diagnostics, unless their teacher directs them to use it.	3/6/2024 2:03 PM
17	Constant practice, practice makes permanent	3/6/2024 1:09 PM
18	It's not a challenge for any of my kids. It is way too easy for all of my kids.	3/6/2024 1:04 PM
19	I don't care for the independent lessons. Rosalie thrives with guidance and supportive directives and being monitored to stay on task.	3/6/2024 12:18 PM
20	My daughter says it doesn't help, she doesn't care for it	3/6/2024 12:08 PM
21	Primarily for my 4th grader but not my kindergartner.	3/6/2024 11:49 AM
22	Only a little bit struggles in reading	3/6/2024 11:41 AM
23	Not enough time in there!!!	3/6/2024 11:40 AM
24	I don't know if it helped	3/6/2024 11:24 AM
25	Reading yes math no.	3/6/2024 11:21 AM
26	Not familiar with this	3/6/2024 11:09 AM
27	He finds it hard to keep up	3/6/2024 10:27 AM
28	I appreciate the reports provided to see my child's areas of strengths and weaknesses.	3/6/2024 10:24 AM
29	It was difficult for her to navigate on her own.	3/6/2024 10:15 AM
30	What is this?	3/6/2024 10:11 AM
31	I am uncertain if helped or not.	3/6/2024 10:05 AM
32	We were out of town	3/6/2024 10:04 AM
33	But only a little bit not much help.	3/6/2024 10:03 AM
34	However they are a little childish for middle schoolers	3/6/2024 10:02 AM
35	N/A	3/6/2024 10:01 AM
36	I feel this is added busy work that stresses them out	3/6/2024 9:59 AM
37	I feel that it could be helpful, but my children are discouraged when they have to add "one more thing" to their daily tasks.	3/6/2024 9:54 AM
38	I'm sure it helps others but my child's is very annoyed by it	3/6/2024 9:53 AM
39	Not sure	3/6/2024 9:50 AM
40	We are not asked to do any ELA assignments other than benchmark.	3/6/2024 9:48 AM
41	Sort of. It's great for building skills and helping kids grow, but a lot of the students hate it.	3/6/2024 9:48 AM
42	Waste of time put my child behind on daily homework assignments. I prefer to not have to do this.	3/6/2024 9:47 AM
43	My child finds this frustrating :(	3/6/2024 9:44 AM
44	My child does not complete these tasks per our right to opt out	3/6/2024 9:43 AM
45	Even though is good and we really wanted her to do it , she barely had time after completing all the schoolwork to sit and do learning path.	3/6/2024 9:43 AM
46	never heard of this, might do it. Is this study island?	3/4/2024 1:21 PM
47	my child did not use Exact Path Learning Paths and she is in 3rd grade- she only uses study	3/4/2024 10:02 AM

## Parent and Family Engagement Survey 2023-2024

	island	
48	it has helped a little bit but there are somethings on exact path that my child hasnt learned in kindergarten	3/4/2024 9:58 AM
49	it does not give an accurate assessment of where the child actually is in their skills. I have said this for many years now but it never changes.	3/2/2024 10:26 PM
50	We are still new to PA CYBER so I'm not 100% familiar with it yet	3/2/2024 10:30 AM
51	My daughter is not consistent with Exact Learning. I am unable to gauge how this helps her.	3/2/2024 7:49 AM
52	My child really hasn't utilized this. It seems helpful though. If it was added to the daily class schedule, I would remember to have him do it more	3/1/2024 7:48 PM
53	He has not done that this year	3/1/2024 9:05 AM
54	As a mom and teacher, I am ecstatic that the Exact Learning Paths via Clever are made available to students, as it allows him to either advance or explore different concepts on a more in-depth basis. My son accesses this usually two to three times per month and it has a wonderful resource.	2/29/2024 3:31 PM
55	I feel it takes away from class time.	2/29/2024 3:25 PM
56	yes and no. Sometimes there is information that wasn't reviewed in lessons on quizzes. The videos are great learning tools. The amount of material btw buzz and clever is way too much for 3rd grade.	2/28/2024 2:43 PM
57	Does not always have enough time to complete exact path outside of live session with the other class work	2/28/2024 12:13 PM
58	It takes her a long time to complete and she says the diagnostic doesn't give an accurate reflection of where she is grade level wise. I don't know because I've never seen it.	2/27/2024 9:18 PM
59	My child does not use Exact Path every week.	2/27/2024 1:23 PM
60	Mr. Napolitan has an Exact Path challenge for extra credit. It's great motivation for my son to boost his math skills.	2/27/2024 9:53 AM
61	My 7th grader is newer to PA Cyber so I am not sure yet.	2/27/2024 8:41 AM
62	For our child, this has taught him to just guess on tests and questions. I was told I am not allowed to help him on Exact Path. If he doesn't know a question, to guess. It has advanced him to higher learning. When he gets a lower grade for more advanced work it can be hard for him to understand what went wrong. I've tried working with him on his Exact Path learning and providing extra practice outside of Exact Path.	2/26/2024 10:31 AM
63	Exact Path is full of confusing questions and occasional incorrect answers.	2/26/2024 7:45 AM
64	He doesnt like it alot of times but once hes doing it he does. It is set up somewhat like the learn ik ng path on abc mouse he had at 3 n forward.	2/24/2024 1:09 PM
65	Get rid of exact path	2/23/2024 9:44 PM
66	It frustrates him more than helps him.	2/23/2024 1:32 PM
67	No I feel it adds on too much extra work. 30 mins a day may not seem like much but it does when they have other projects to work on and there is time constraints.	2/23/2024 1:22 PM
68	He has only done exact path when participating in blended class sessions	2/23/2024 11:48 AM
69	The diagnostics only seem to bring stress to both of my children, therefore, they're neither accurate nor helpful.	2/23/2024 11:43 AM
70	He says it doesn't help him	2/23/2024 11:41 AM
71	Yes but she only has 1 class live class session per week on Tuesday. We weren't sure if we had to do it on our own or not.	2/23/2024 11:41 AM
72	I am unsure how to answer this question. I don't know or understand the exact path	2/23/2024 11:39 AM

### Q17 Are you and your child pleased with our selection of physical library books from the PA Cyber Online Library which is accessible via Clever? (grades K-12)

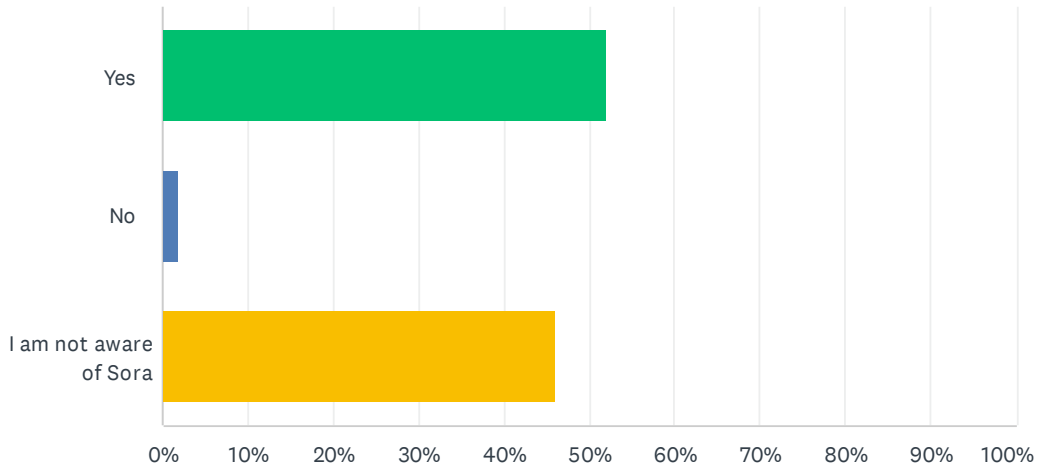
Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Yes	67.62%	948
No	3.21%	45
I am not aware of the PA Cyber Online Library	29.17%	409
<b>TOTAL</b>		<b>1,402</b>

### Q18 Are you and your child pleased with the selection of eBooks via Sora which is accessible via Clever? (grades K-12)

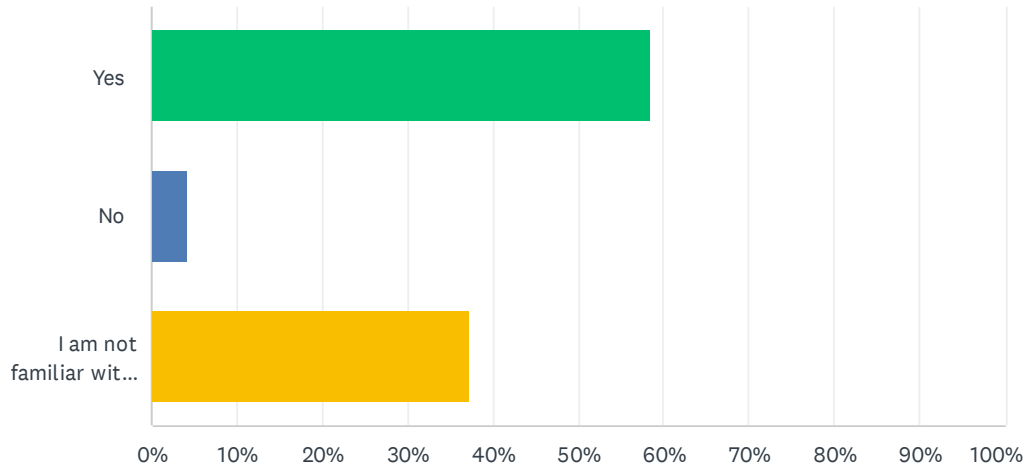
Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES
Yes	51.93% 728
No	1.93% 27
I am not aware of Sora	46.15% 647
<b>TOTAL</b>	<b>1,402</b>

### Q19 Does your child find BrainPOP via Clever helpful to understand ELA, math, science, and social studies skills? (grades K-12)

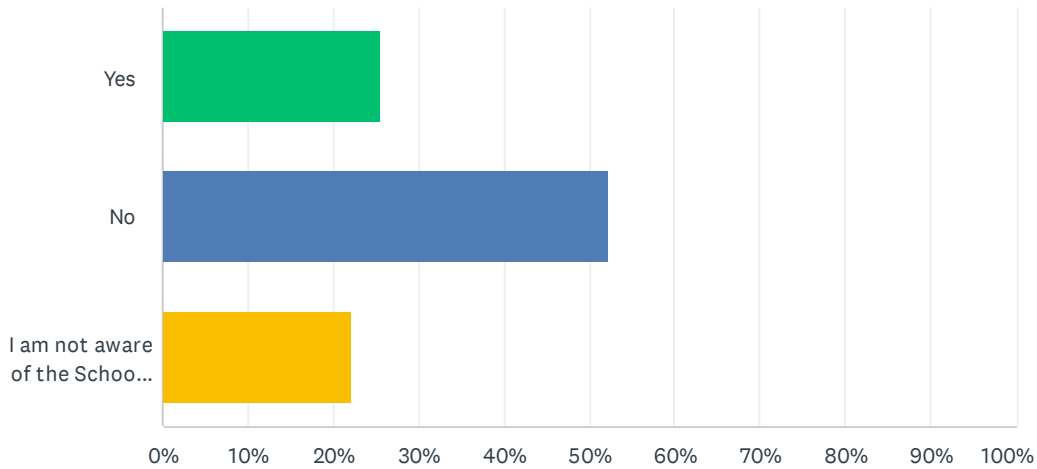
Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Yes	58.35%	818
No	4.28%	60
I am not familiar with BrainPOP	37.38%	524
<b>TOTAL</b>		<b>1,402</b>

## Q20 Have you accessed the School Counseling Department course card in Buzz that provides information on personal support, academic guidance, college/career planning, College Fairs, etc.?

Answered: 1,140 Skipped: 333

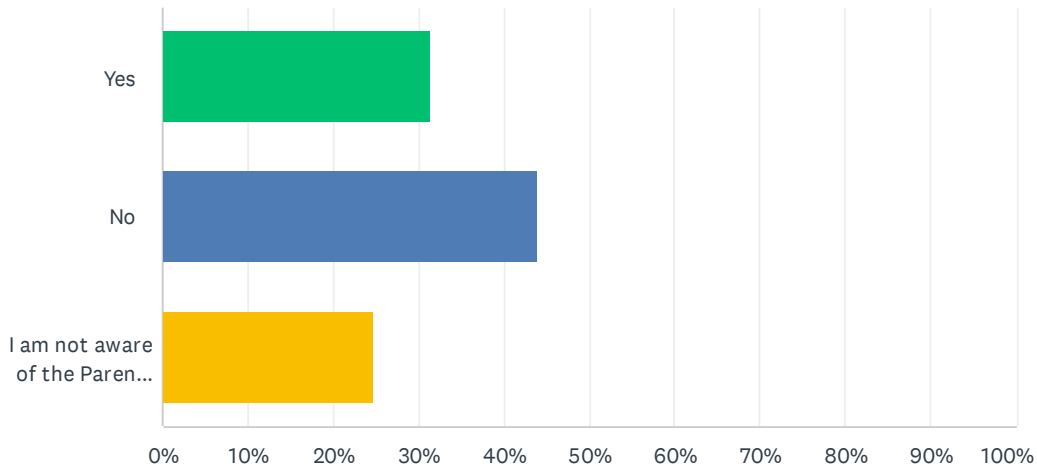


ANSWER CHOICES	RESPONSES	
Yes	25.53%	291
No	52.28%	596
I am not aware of the School Counseling Department course card	22.19%	253
<b>TOTAL</b>		<b>1,140</b>



## Q21 Have you accessed the Parent Online Resource Center/Parent Involvement Library in Buzz’s School Counseling Department course card that provides many helpful tips to help your child?

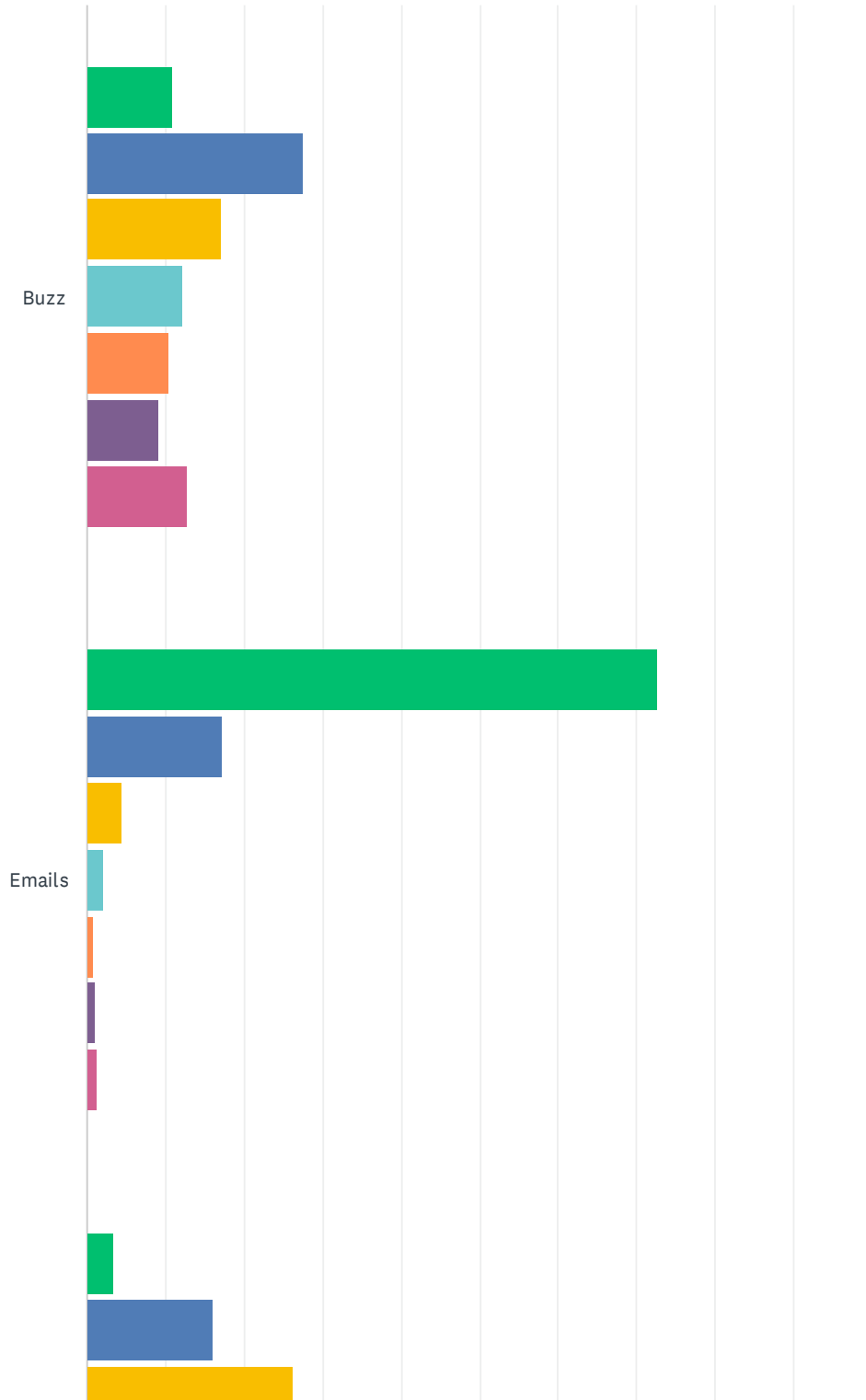
Answered: 1,140 Skipped: 333



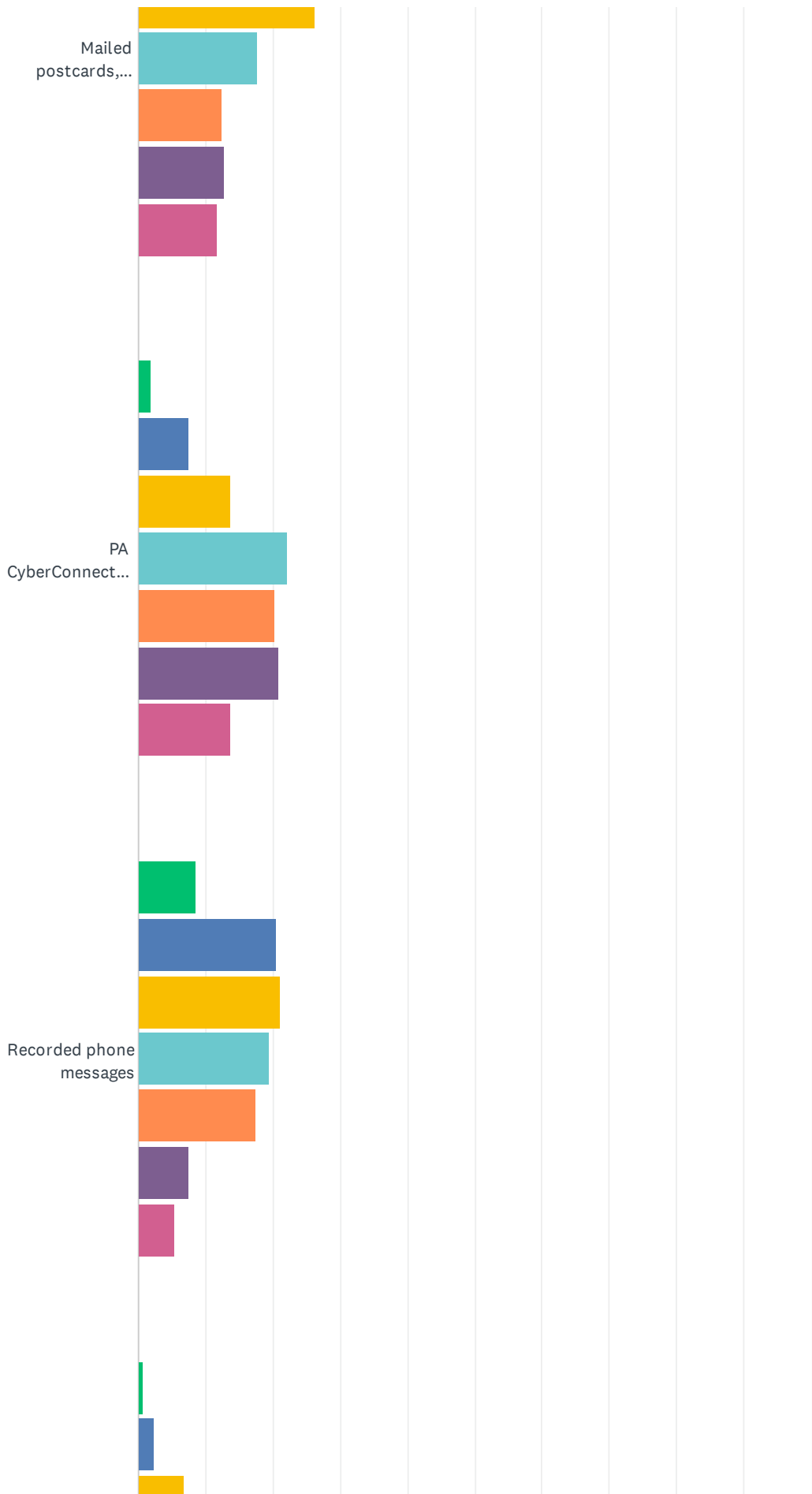
ANSWER CHOICES	RESPONSES	
Yes	31.40%	358
No	43.95%	501
I am not aware of the Parent Online Resource Center/Parent Involvement Library	24.65%	281
<b>TOTAL</b>		<b>1,140</b>

Q22 What method do you most prefer as a means of notification regarding meetings, events and other programs offered at PA Cyber? (Please rank in order 1-7 with 1 as your most preferred choice and 7 as your least preferred choice)

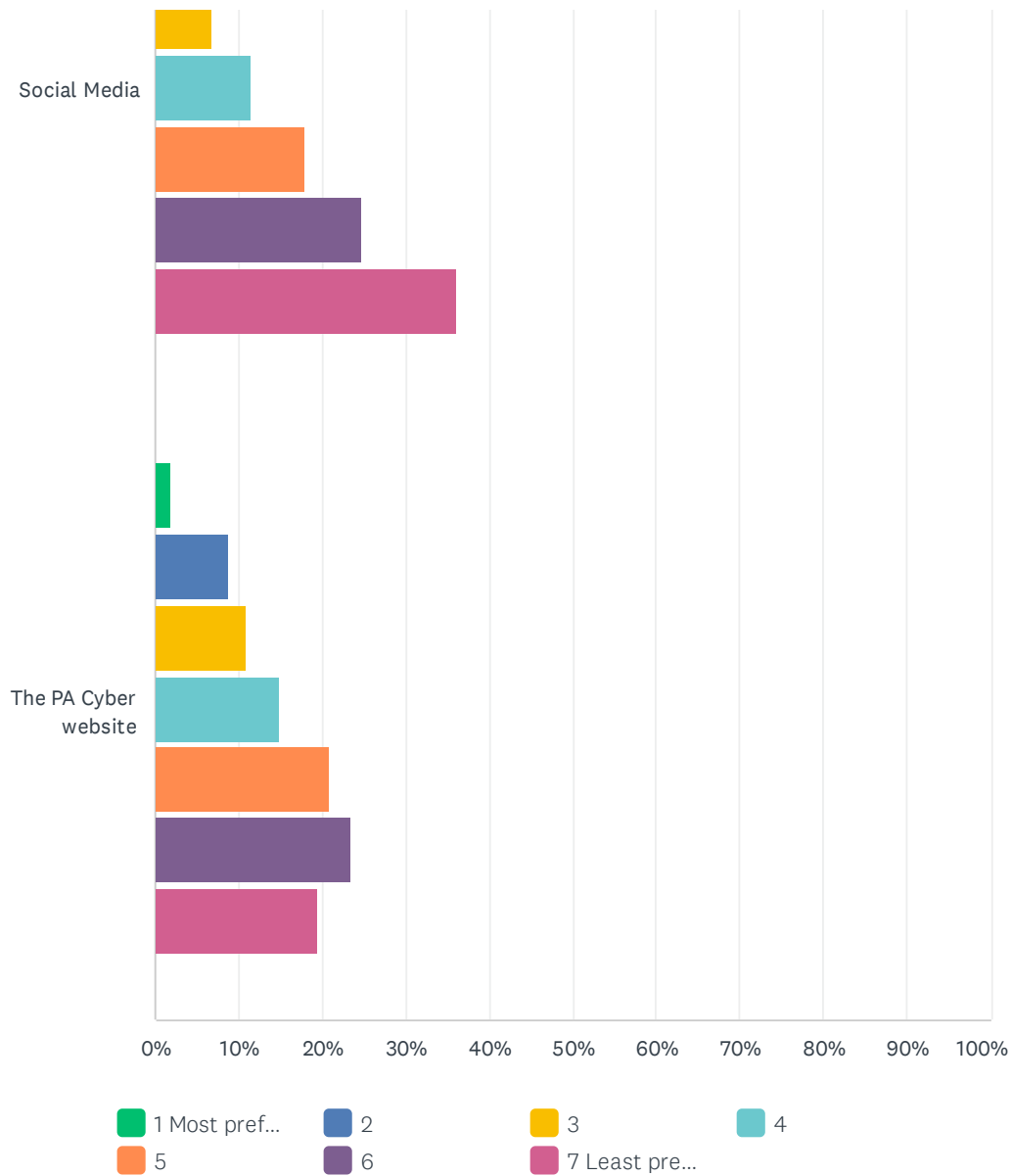
Answered: 1,140 Skipped: 333



# Parent and Family Engagement Survey 2023-2024



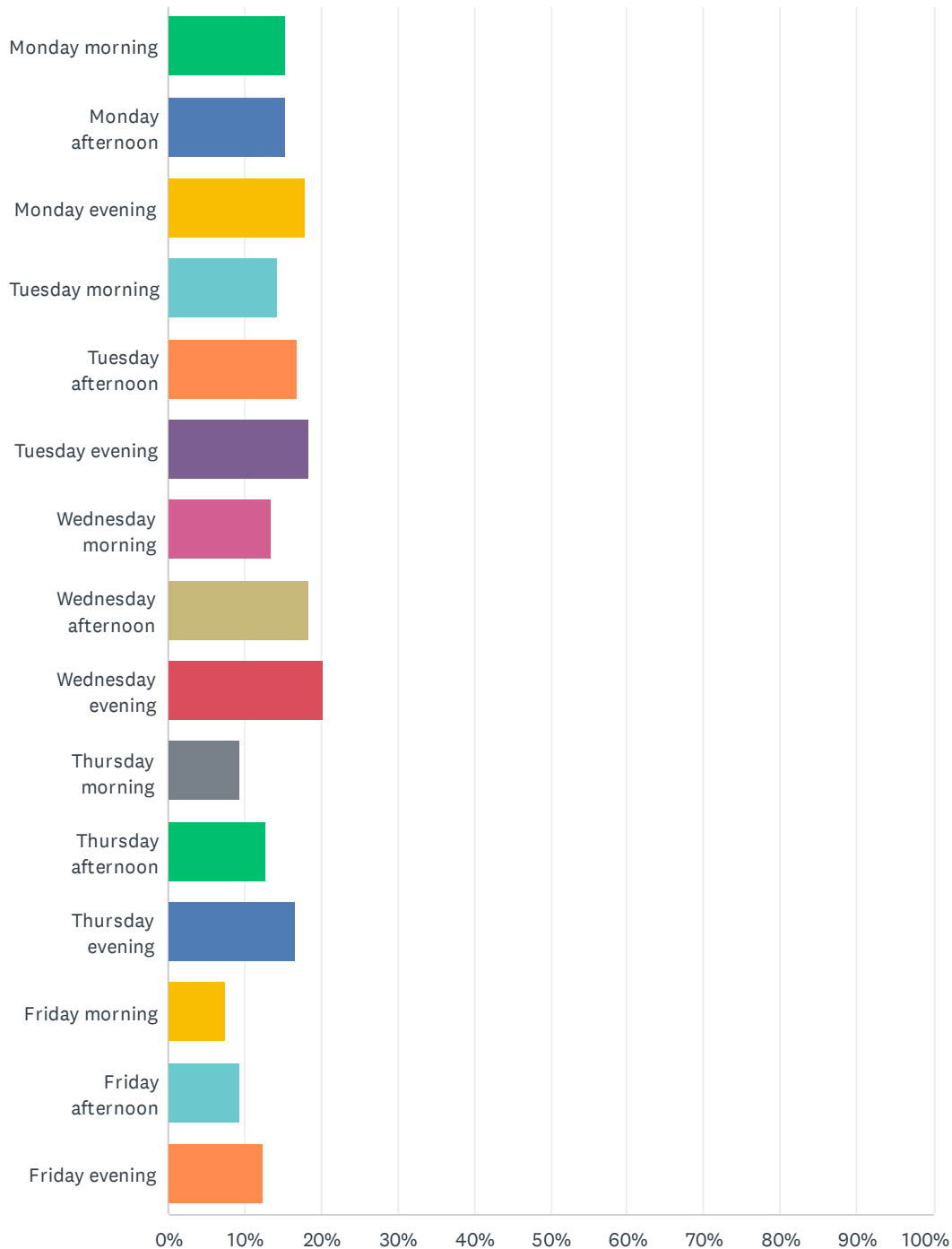
## Parent and Family Engagement Survey 2023-2024



	1 MOST PREFERRED	2	3	4	5	6	7 LEAST PREFERRED	TOTAL	WEIC AVEF
Buzz	10.79% 123	27.54% 314	17.11% 195	12.19% 139	10.44% 119	9.21% 105	12.72% 145	1,140	
Emails	72.72% 829	17.37% 198	4.47% 51	2.19% 25	0.79% 9	1.14% 13	1.32% 15	1,140	
Mailed postcards, brochures, flyers, letters	3.33% 38	15.96% 182	26.14% 298	17.72% 202	12.37% 141	12.81% 146	11.67% 133	1,140	
PA CyberConnect/ParentSquare	2.02% 23	7.46% 85	13.60% 155	22.11% 252	20.18% 230	20.96% 239	13.68% 156	1,140	
Recorded phone messages	8.60% 98	20.53% 234	21.05% 240	19.47% 222	17.46% 199	7.54% 86	5.35% 61	1,140	
Social Media	0.61% 7	2.37% 27	6.75% 77	11.49% 131	17.98% 205	24.82% 283	35.96% 410	1,140	
The PA Cyber website	1.93% 22	8.77% 100	10.88% 124	14.82% 169	20.79% 237	23.51% 268	19.30% 220	1,140	

### Q23 What day of the week and time would be most convenient for you to attend online meetings and workshops related to your child's education? (Please choose up to three)

Answered: 1,140 Skipped: 333

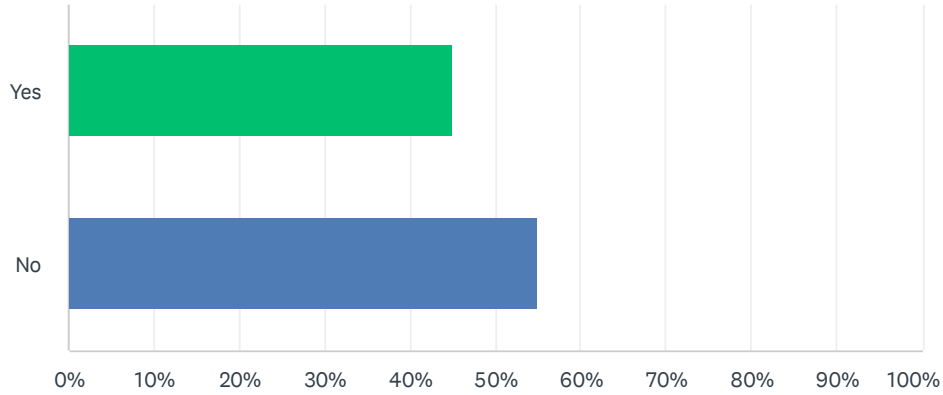


Parent and Family Engagement Survey 2023-2024

ANSWER CHOICES	RESPONSES	
Monday morning	15.44%	176
Monday afternoon	15.44%	176
Monday evening	17.98%	205
Tuesday morning	14.39%	164
Tuesday afternoon	16.84%	192
Tuesday evening	18.25%	208
Wednesday morning	13.33%	152
Wednesday afternoon	18.33%	209
Wednesday evening	20.18%	230
Thursday morning	9.30%	106
Thursday afternoon	12.81%	146
Thursday evening	16.67%	190
Friday morning	7.37%	84
Friday afternoon	9.47%	108
Friday evening	12.37%	141
Total Respondents: 1,140		

Q24 In an effort to meet the social needs of our students, PA Cyber has organized Family Link field trips and regional office events. Has your family participated in any of these offerings?

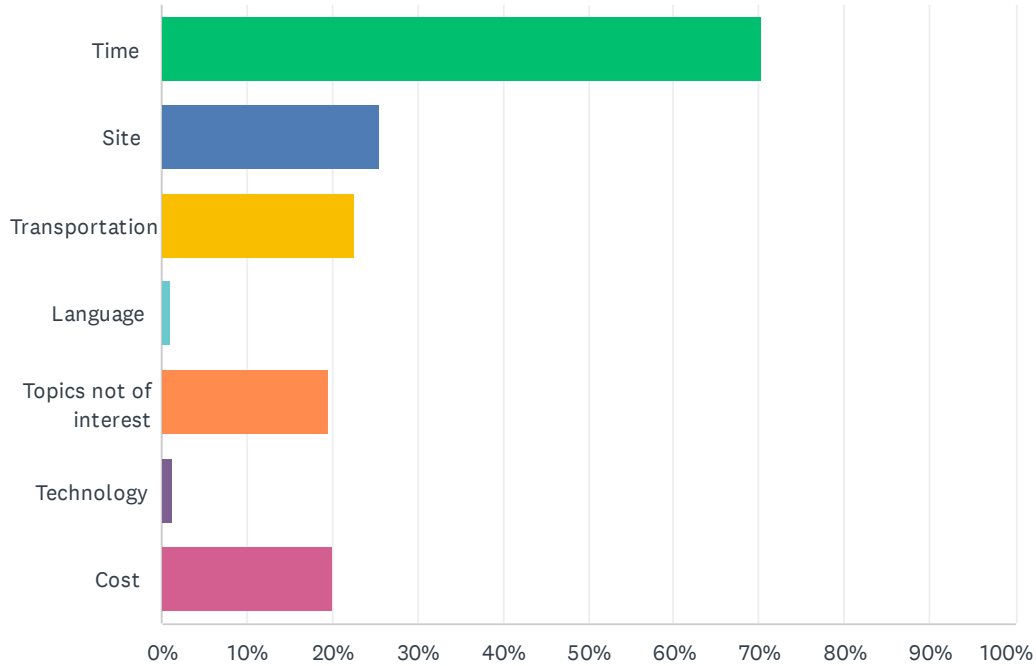
Answered: 1,140 Skipped: 333



ANSWER CHOICES	RESPONSES	
Yes	44.91%	512
No	55.09%	628
TOTAL		1,140

## Q25 What limits your participation in the parent-school meetings or events? (Please check all that apply)?

Answered: 1,079 Skipped: 394

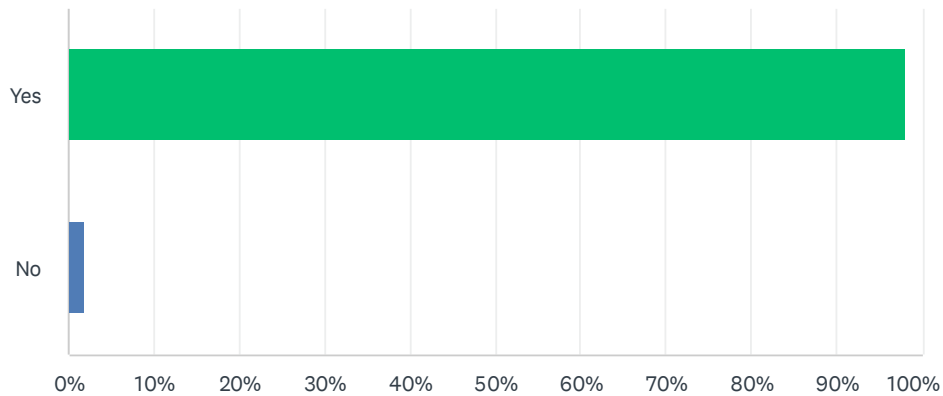


ANSWER CHOICES	RESPONSES	
Time	70.44%	760
Site	25.58%	276
Transportation	22.61%	244
Language	1.11%	12
Topics not of interest	19.56%	211
Technology	1.30%	14
Cost	20.02%	216
Total Respondents: 1,079		



## Q26 Would you recommend PA Cyber to other families?

Answered: 1,140 Skipped: 333



ANSWER CHOICES	RESPONSES
Yes	97.98% 1,117
No	2.02% 23
<b>TOTAL</b>	<b>1,140</b>

#	COMMENTS (OPTIONAL)	DATE
1	It really depends on the child for success.	3/12/2024 7:17 AM
2	Pa Cyber is the best school	3/11/2024 1:52 PM
3	Yes, because the curriculum and materials are provided. But my son finds the academics too easy and boring. No advanced courses offered.	3/11/2024 10:29 AM
4	Our family just began . I'm not sure yet.	3/9/2024 5:00 PM
5	I already have	3/8/2024 8:42 PM
6	Absolutely	3/8/2024 12:18 PM
7	I'm sure other families aren't as technologically illiterate as I am	3/8/2024 10:43 AM
8	younger grades curriculum is good, teachers are fantastic, work load is too much.	3/7/2024 8:08 PM
9	Love our experience!!!	3/7/2024 6:52 PM
10	Had to put No because there isn't a not sure answer..	3/7/2024 4:39 PM
11	I did refer someone who currently joined!	3/7/2024 2:13 PM
12	Only to families with two adults in the home unless the child can attend all virtual classes	3/7/2024 1:09 PM
13	100 percent. I do	3/6/2024 9:33 PM
14	100% I would recommend PA CYBER however I believe having a parent who is involved at home as I am in my children's life is imperative. I speak with my children daily about their course work and have set the standards which I expect from them. We have open honest communication and I expect them to get their work done.	3/6/2024 5:56 PM
15	I have multiple times	3/6/2024 1:41 PM
16	Absolutely! Taking my child out of local schools and placing her into this school was one of the	3/6/2024 1:31 PM

## Parent and Family Engagement Survey 2023-2024

best decisions I made. The curriculum is challenging and such a variety of different methods that any learner ( verbal, audio, visual, dual, etc.) can learn well. PA Cyber teaches everything the public schools neglect now. I am SO grateful PA Cyber exist my daughter is neurodivergent and needs concentrated patience and effort that I am able to give her here at home that in school she would just fall through the cracks. Love the constant updates on my childs attendance and grades and progress. I really believe this is the way school should be for all children. The teachers really do their best showing personal interest in each child and Im grateful my child does not slip through the cracks. Classes are a proper size so teacher is not stretched thin and the education is so enjoyable and informative in a very relatable way.

17	The Best!!!	3/6/2024 1:25 PM
18	Absolutely. PA Cyber teaches responsibility and encourages the self-starter in the student.	3/6/2024 1:23 PM
19	I recommend everyone I speak to, with autistic children struggling in public schools how amazing pacyber is with asd and their needs and the peace of no more bullying	3/6/2024 1:13 PM
20	I am always telling people I am so much happier with PA Cyber more than school they were going to	3/6/2024 12:02 PM
21	it is an amazing program 10 out of 10	3/6/2024 11:46 AM
22	I did this year and my aunt signed my cousin up he started this week!	3/6/2024 11:38 AM
23	I have	3/6/2024 11:08 AM
24	Absolutely	3/6/2024 11:05 AM
25	Best decision we made	3/6/2024 10:49 AM
26	undecided	3/6/2024 10:38 AM
27	It's just too much screen time for the kids and that is not healthy. They are addicted to watching now.	3/6/2024 10:30 AM
28	Absolutely not!	3/6/2024 10:29 AM
29	Only if they start at a elementary age	3/6/2024 10:28 AM
30	Depends	3/6/2024 10:27 AM
31	Not for blended classrooms-too many assignments	3/6/2024 10:26 AM
32	Great school with excellent teachers.	3/6/2024 10:20 AM
33	We recommend PAcyber to everyone.	3/6/2024 10:19 AM
34	Already have!	3/6/2024 10:17 AM
35	N/A	3/6/2024 10:16 AM
36	I have recommended many people.	3/6/2024 10:15 AM
37	Already have done so and plan to help a kindergartner start in fall	3/6/2024 10:13 AM
38	Recommend it all the time	3/6/2024 10:08 AM
39	I have tried but people don't t listen	3/6/2024 10:06 AM
40	I definitely have	3/6/2024 10:05 AM
41	Absolutely and we have	3/6/2024 10:00 AM
42	I have, brought 6 other families in.	3/6/2024 9:58 AM
43	Best decision we ever made for our family. PA Cyber has been amazing!	3/6/2024 9:57 AM
44	I have recommended it to other families it's a great program!	3/6/2024 9:55 AM
45	I was recommended by a PA Cyber graduate. Do yes always.	3/6/2024 9:55 AM
46	We do	3/6/2024 9:53 AM
47	Assign less homework	3/6/2024 9:52 AM

## Parent and Family Engagement Survey 2023-2024

48	Your teachers are subpar. I have seen my daughter submit assignments that are half completed. The parts she did do are sloppy - bad grammar, punctuation missing, and just thrown on the page. Yet, she will get 100%. This has happened many, many times in various classes.	3/6/2024 9:52 AM
49	Our field trips in the Harrisburg region are costly and lackluster, especially for older kids. It's the main thing I miss about our last cyber school, CCA. Their field trips were a huge selling point.	3/6/2024 9:52 AM
50	Absolutely would recommend!	3/6/2024 9:51 AM
51	0	3/6/2024 9:50 AM
52	We have! 2 other family members are now attending!	3/6/2024 9:50 AM
53	PA Cyber has helped my son to catch up and graduate on time.	3/6/2024 9:49 AM
54	I have to 2 others I believe have switched	3/6/2024 9:47 AM
55	I do frequently	3/6/2024 9:45 AM
56	Pa Cyber is a better option than brick and mortar school. However, I have noticed changes within the school that have not been a benefit to us this year.	3/5/2024 11:14 AM
57	I ALWAYS recommend PACyber!	3/5/2024 10:29 AM
58	PA Cyber has been a blessing for us! We are a proud PA Cyber family!	3/4/2024 9:31 PM
59	Undecided	3/4/2024 2:01 PM
60	yes, yes, HELL YES	3/4/2024 1:28 PM
61	I highly recommend PA Cyber as one of the best platforms to provide an outstanding curriculum to any age student	3/3/2024 12:15 PM
62	I often recommend PA Cyber to others.	3/2/2024 4:18 PM
63	depends on the grade and needs of the child	3/2/2024 12:40 PM
64	I already have!	3/1/2024 8:47 PM
65	Marley has a three year old younger brother, and we are currently planning on enrolling him in PACyber when he is ready for kindergarten.	3/1/2024 6:32 PM
66	We love Pa Cyber. It's been a blessing to our family that our son can learn from home and have such wonderful, friendly teachers!	3/1/2024 2:11 PM
67	i have had some ask about pa cyber and i told them everything they need to know and we love pa cyber!	3/1/2024 10:33 AM
68	I have several families that have me keep them posted on how it is working for us this year, being this is the first we have done this.	3/1/2024 8:10 AM
69	I have already talked to another family about P.A. Cyber and how great you guys are.	2/29/2024 10:59 PM
70	I am sorry that we did not begin sooner	2/29/2024 9:58 PM
71	only if a parent is a stay at home parent	2/29/2024 5:46 PM
72	I consistently recommend PA Cyber to other families!	2/29/2024 3:35 PM
73	I have to my cousin for her little girl for when she starts kindergarten	2/29/2024 3:00 PM
74	Already have made referrals.	2/29/2024 12:44 PM
75	I have recommended PA Cyber to several people and one family has enrolled their child.	2/29/2024 10:29 AM
76	Simply for the fact that so much is provided to us to make the schooling process simple. But it does take a lot of time and effort from the parent/learning coach	2/29/2024 12:32 AM
77	I wouldn't want another kid to go through losing some of their childhood, because of school	2/28/2024 2:50 PM
78	I have recommended it to several friends. It's exactly what my kids needed when they were feeling overwhelmed in brick and mortar school.	2/27/2024 9:30 PM

## Parent and Family Engagement Survey 2023-2024

79	I actually have recommended PACYBER to multiple FAMILIES.	2/27/2024 3:52 PM
80	Absolutely 100% yes! We are so thrilled with PACyber and haven't even accessed all the available resources yet.	2/27/2024 8:44 AM
81	This is the best school my child has been in. With the recent problems with brick and mortar schools I am happy to have chosen PaCyber.	2/26/2024 10:16 PM
82	We love PA Cyber. I recommend it all the time. I have also talked to my local legislators about the many benefits of PA Cyber.	2/26/2024 11:33 AM
83	I already have recommended PA Cyber to other families	2/26/2024 11:09 AM
84	But, must have the time to put into it, lots of work.	2/26/2024 10:27 AM
85	for most of the time i do to the people who i think can handle it. i felt like we were thrown in without the orientation so i feel lost, noone called like i was told they would to set it up and thats why we are behind	2/25/2024 3:34 AM
86	Best school in Pennsylvania!	2/25/2024 12:59 AM
87	I have many times over and will continue to do so.	2/24/2024 1:13 PM
88	Not anymore. Poor curriculum, tons of useless busy work and little real instruction, difficult teachers.	2/23/2024 5:53 PM
89	We absolutely love our experience with Pa cyber	2/23/2024 3:18 PM
90	I recommend PA Cyber to others all the time. Just yesterday in fact.	2/23/2024 11:52 AM
91	Pa Cyber has been excellent for our son.	2/23/2024 11:44 AM
92	With the exception of ArtsAlive and admin (principal) communication	2/23/2024 11:40 AM

## Q27 Do you have any suggestions on how we can assist your family with transitions into kindergarten, middle school, high school, and post-secondary education and/or career? (Response is optional)

Answered: 148 Skipped: 1,325

#	RESPONSES	DATE
1	My daughter did not start off at a good start. She was behind from the very first day she began her classes.	3/9/2024 5:00 PM
2	Na	3/9/2024 10:08 AM
3	No	3/8/2024 11:28 PM
4	No, doing a great job already.	3/8/2024 8:42 PM
5	No	3/8/2024 5:32 PM
6	no we actually just got a vehical	3/8/2024 3:57 PM
7	I would like some guidance with career planning for my son	3/8/2024 2:05 PM
8	N/A	3/8/2024 10:56 AM
9	All is outstanding!	3/8/2024 10:17 AM
10	I don't even know what to suggest. It was a horrible transition and turned out to be a bad fit for us	3/8/2024 9:05 AM
11	Everything is going well so far!	3/7/2024 9:41 PM
12	I wish there were local offices here in Philadelphia. My child my child will be on the middle school level soon and some career or life skill oriented things in person would be nice.	3/7/2024 5:31 PM
13	Required meetings with counselors to discuss career planning for high schoolers	3/7/2024 5:15 PM
14	No	3/7/2024 4:24 PM
15	Offer resources to help children overcome fear and anxiety	3/7/2024 1:09 PM
16	no	3/7/2024 7:07 AM
17	For middle school and High School I think in-person events at the local office are really helpful to get the kids excited about the next level. Teen trivia was great for this.	3/7/2024 12:19 AM
18	No	3/6/2024 9:33 PM
19	N/A	3/6/2024 9:30 PM
20	No	3/6/2024 9:18 PM
21	NA	3/6/2024 7:52 PM
22	No	3/6/2024 7:23 PM
23	None	3/6/2024 7:23 PM
24	Na	3/6/2024 6:23 PM
25	We do not have a car. We just got our first apartment after being homeless. We live in Evans City and there is no public bus transportation and no taxi service. There are no sidewalks. UBER is super expensive and I spend almost \$50-\$70 per trip.. We don't even have a grocery store so I must pay to have groceries delivered. WE are doing our best but it is hard.	3/6/2024 5:56 PM
26	None	3/6/2024 5:25 PM

Parent and Family Engagement Survey 2023-2024

27	No	3/6/2024 2:49 PM
28	No	3/6/2024 2:29 PM
29	Provide connection to vo-tech training.	3/6/2024 1:23 PM
30	No	3/6/2024 1:14 PM
31	N/A	3/6/2024 12:02 PM
32	Not at this time.	3/6/2024 11:52 AM
33	something touch screen for the kids in lower grades just because coloring assignments using a mouse can be a little stressful.	3/6/2024 11:46 AM
34	N/a	3/6/2024 11:20 AM
35	No	3/6/2024 11:09 AM
36	Not at this time	3/6/2024 11:08 AM
37	Na	3/6/2024 11:07 AM
38	N/a	3/6/2024 11:06 AM
39	Still New so no comments	3/6/2024 11:05 AM
40	Job shadowing opportunity	3/6/2024 11:00 AM
41	.	3/6/2024 10:59 AM
42	No suggestions	3/6/2024 10:58 AM
43	Improve communication with BOTH parents, don't be shady.	3/6/2024 10:56 AM
44	I think there could be a little more help transitioning into high school. Would of been nice for a middle school graduation, high school orientation, etc. Maybe even a high school student "buddy up"/mentor with an eighth grade student to give them advice for high school.	3/6/2024 10:54 AM
45	N/A	3/6/2024 10:52 AM
46	No	3/6/2024 10:50 AM
47	No	3/6/2024 10:43 AM
48	Na	3/6/2024 10:37 AM
49	We will be transferring at the end of the year. Your negative approach to education is discouraging.	3/6/2024 10:29 AM
50	N/A	3/6/2024 10:26 AM
51	Better communication, when new students co.e in to show better with the computer and how everything works for each classes	3/6/2024 10:25 AM
52	N/A	3/6/2024 10:24 AM
53	No	3/6/2024 10:22 AM
54	N/a	3/6/2024 10:17 AM
55	PACyber doesn't seem yo have a lot yo offer for post education option. I have seem other schools paired up with programs to help students with career options. Also, PACyber only allow certain colleges so my son could not take college course at our local university because he could not take a lighter load his senior year even though he has the necessary credits. Post school options are lacking at PACYBER compared to other schools.	3/6/2024 10:16 AM
56	N/A	3/6/2024 10:16 AM
57	No	3/6/2024 10:15 AM
58	Transition to high school. What will he need to know. What subjects might be offered. It would be great if all his teachers maybe started giving 5 minute short quizzes on things they might learn to peak interest for high school	3/6/2024 10:13 AM

## Parent and Family Engagement Survey 2023-2024

59	None noted	3/6/2024 10:11 AM
60	I'd love to see more "kindness day" and earth day topics. Different/new anti-bullying methods.	3/6/2024 10:11 AM
61	No	3/6/2024 10:11 AM
62	No	3/6/2024 10:08 AM
63	Teach them upgraded basics of the computer and softwsre on it.	3/6/2024 10:07 AM
64	No	3/6/2024 10:06 AM
65	No	3/6/2024 10:05 AM
66	No suggestions	3/6/2024 10:04 AM
67	No	3/6/2024 10:04 AM
68	That we are at now and with my 12 th grager special needs we are looking at transition her. Looking to find resources near us	3/6/2024 10:00 AM
69	I would like to see a regional chat room for kids. I did not know other PA Cyber families were in my town until we met them at the National Honors Society Induction Ceremony. We need to do better to support the social needs of our cyber kids.	3/6/2024 9:58 AM
70	Interactive clubs like chess/checkers, bird watching, etc. Stuff kids can do virtually all ages and it actually teaches and then offer different levels. My daughter loved the coding but after the 3rd year she got bored because it never got harder or challenging and she lost interest completely	3/6/2024 9:54 AM
71	None	3/6/2024 9:53 AM
72	No	3/6/2024 9:53 AM
73	Maybe have guidance reach out to 11th grade families. Career Forward seems to be a lot about furthering education, but some families may just be looking to graduate their student and get them out working/apprenticing and not going on to further education right away. This seems very overlooked.	3/6/2024 9:53 AM
74	N/a	3/6/2024 9:52 AM
75	No	3/6/2024 9:52 AM
76	N/A	3/6/2024 9:52 AM
77	No	3/6/2024 9:52 AM
78	Na	3/6/2024 9:50 AM
79	0	3/6/2024 9:50 AM
80	Maybe have trades the kids can learn. More hands on learning/activities closer to Williamsport with no cost.	3/6/2024 9:50 AM
81	Thank you	3/6/2024 9:50 AM
82	No	3/6/2024 9:50 AM
83	No suggestions, you all are doing a wonderful job.	3/6/2024 9:49 AM
84	no	3/6/2024 9:48 AM
85	Not at this time	3/6/2024 9:48 AM
86	My son will be starting kindergarten next year I would like some help with that	3/6/2024 9:47 AM
87	N/a	3/6/2024 9:47 AM
88	Offer a pre-k program	3/6/2024 9:45 AM
89	More student get togethers for social development.	3/6/2024 9:45 AM
90	No	3/6/2024 9:45 AM

Parent and Family Engagement Survey 2023-2024

91	No	3/6/2024 9:44 AM
92	No	3/6/2024 9:44 AM
93	Career workships more 1on1 with student.	3/6/2024 9:15 AM
94	no	3/5/2024 1:10 PM
95	My student took a year off in 10th grade to attend a brick and mortar school, which was a disaster. (my student previously attended Pa Cyber from 6th-9th grade with great success). However upon returning in 11th grade, we have found it difficult to get the needed help. Their 504 plan for instance has been an uphill battle to get it modified and implemented.	3/5/2024 11:14 AM
96	NA	3/5/2024 10:29 AM
97	Not at this time. Thank you.	3/4/2024 4:45 PM
98	My oldest daughter is in 8th grade and getting ready to transition to high school with PA Cyber next year. We were looking through the course catalog and were wondering if Astronomy could be offered as a virtual class as an option.	3/4/2024 3:58 PM
99	Provide all course materials before the start of school.	3/4/2024 1:37 PM
100	na	3/4/2024 12:52 PM
101	no	3/4/2024 11:07 AM
102	Perhaps offering a pre-school/pre-kindergarten program for students approaching kindergarten age in order for students to develop the familiarity of online learning.	3/4/2024 10:31 AM
103	provide the parents with a notebook or maybe suggest it to plan the lessons for their child for each day. the learning coach guides do help. but I've found out that writing it down in a notebook since there is more space to write and also write down what assignments are due etc	3/4/2024 10:14 AM
104	More onsite events that explore entering trade school and learning a trade.	3/4/2024 8:27 AM
105	No	3/4/2024 7:55 AM
106	N/A	3/3/2024 12:15 PM
107	I feel that there needs to be a real emphasis when moving from 2nd to 3rd grade about the amount of work load increase there is. When my student started third grade it was a complete shock to how much more work is expected. If we would have been told i think it would have been an easier transition. I have spoken with the advisor about this and she understood what I was saying but nothing seem to change with letting families know what to expect again this year when my second student moved from 2nd to 3rd grade.	3/2/2024 10:36 PM
108	Working with teachers more about grading things timely and making assignments clearer.They should give students no 0s should give some points for efforts 0 should not be allowed on assignments.	3/2/2024 7:15 PM
109	no	3/2/2024 12:40 PM
110	no	3/1/2024 12:47 PM
111	My son has an IEP due to severe anxiety, which your school has helped tremendously. He is now in 7th grade. I owe a lot of his progress due to the help from his special education teacher, Jessica Altman. She is a phenomenal IEP/special education teacher and my son has developed such a great bond/connection with her along with trust (which he has lost a lot of trust in professionals due to what he has had to endure). He will have one more year with her as he will soon be moving into high school. My suggestion to assist transitions from elementary to middle school and high school is if a child has that great connection with a specific special education teacher to allow that person to continue having that position with that child through their whole school career.	3/1/2024 10:07 AM
112	Teachers books for the elementary grades. Classroom events to prepare students for post secondary physical classroom experience.	3/1/2024 9:15 AM
113	no	3/1/2024 8:15 AM
114	no	3/1/2024 8:12 AM



Parent and Family Engagement Survey 2023-2024

115	not at this time	3/1/2024 8:10 AM
116	no	3/1/2024 7:57 AM
117	Have pre-K counts (or something similar) to help the younger kids transition in. For middle and high school letting the kids get on in the middle of August or so to meet teacher's other classmates and navigate how it is going to work. but make it optional.	2/29/2024 10:59 PM
118	If families are new, should really get paired up with a buddy. There is so much to learn.	2/29/2024 9:58 PM
119	no	2/29/2024 9:42 PM
120	no	2/29/2024 6:07 PM
121	Support with adding onsite vocational training	2/29/2024 12:30 PM
122	.	2/29/2024 9:28 AM
123	The Middle School Essentials course is not very helpful for students who have already been working with PA Cyber's LMS. It would be better to offer a course later in middle school that explains high school credits needed and various paths to fulfill those requirements so that students (and parents) can start planning their electives and courses. Also, a vocational school option/partnership would be wonderful, as would opportunities for internships, possibly even "work" at regional offices.	2/27/2024 9:58 AM
124	Supplies sent earlier and online opened earlier to look and go through material.	2/26/2024 10:27 AM
125	I would love it if our AA followed us all throughout Emma's education. I'm worried we will get a new AA when she goes into the higher grades, and her AA knows her and us so well and understands Emma's dyslexia, which is actually a struggle to do.	2/26/2024 9:57 AM
126	Pacyber is super great	2/26/2024 5:11 AM
127	None	2/25/2024 2:51 PM
128	It would be wonderful if pa cyber could offer a preschool program. Even if it costed some money I think my self and other parents would use the service	2/25/2024 9:43 AM
129	Open Communication	2/25/2024 9:18 AM
130	Please provide early access to materials and support.	2/25/2024 12:59 AM
131	Classes on importance of life after school. School is all a kid knows, and then it's done. What if a child can't afford to go to college, then what. Life is extremely difficult and way different than what it used to be. The job market is rough. How can a child survive is what pa cyber should focus on. Send a child away prepared for REAL life.	2/24/2024 8:28 AM
132	It might be helpful to keep the same advisor throughout. Not sure why there is is need to change. I have experienced and heard from others that most of the high school advisors do not have the same level of communication and care as the elementary / middle.	2/24/2024 5:44 AM
133	Get rid of the new intro to high school and intro to middle school classes. They don't need more graded busywork. We're already drowning in all the blended curriculum graded assignments. My kids have all been here since K. They know how to navigate and succeed at this school. My 8th grader will enter high school with 5 credits. I think he can handle PaCyber high school.	2/23/2024 9:52 PM
134	Better, more relevant/ concise curriculum, supportive teachers, and real social interaction with normal people.	2/23/2024 5:53 PM
135	Allow 2nd grade and up to have a combination of virtual and blended classes. I do not like that they have to choose one course of the other	2/23/2024 3:57 PM
136	Get rid of the High School Essentials class except for new students. My son has been in Pa Cyber since K, and the class was a huge waste of time. Provide opportunities for skills used in the real world, like driver's ed, CPR, and 1st Aid (I know CPR and 1st Aid are still available). These types of certificates and education is extremely useful and makes kids more marketable upon graduation. Offer a virtual option for all classes as all children learn differently.	2/23/2024 3:10 PM
137	More dual enrollment options or allowing dual enrollment outside of the PA Cyber college in	2/23/2024 12:51 PM

## Parent and Family Engagement Survey 2023-2024

	high school courses.	
138	For us, getting to meet the possible teachers before hand that teach middle school classes, would lessen anxiety for the change to that age group.	2/23/2024 12:47 PM
139	N	2/23/2024 12:24 PM
140	Let them see what it is like. Plan a day where they can experience it, meet the teachers virtually.	2/23/2024 12:17 PM
141	central calendar	2/23/2024 12:12 PM
142	Not at this time.	2/23/2024 11:52 AM
143	We would like to attend some of the programs, but I'm not good with technology and only learned how to sign up.	2/23/2024 11:44 AM
144	Mandatory recorded sessions for expected technology/ online tasks each year - especially when Pa Cyber is changing platforms, curriculums, etc	2/23/2024 11:42 AM
145	N/A	2/23/2024 11:41 AM
146	In person workshops for families	2/23/2024 11:40 AM
147	no	2/23/2024 11:39 AM
148	I feel PA Cyber does a great job already!	2/23/2024 11:37 AM

## Q28 Do you have any comments or suggestions for staff and administration regarding any areas that need improvement that you have not yet addressed in this survey? (Response is optional)

Answered: 187 Skipped: 1,286

#	RESPONSES	DATE
1	No	3/10/2024 12:59 PM
2	I think all kids should be required to have the video on and wear the headsets.	3/10/2024 12:33 PM
3	Na	3/9/2024 10:08 AM
4	No	3/8/2024 11:28 PM
5	N/A	3/8/2024 8:42 PM
6	No	3/8/2024 5:32 PM
7	no	3/8/2024 3:57 PM
8	N/A	3/8/2024 10:56 AM
9	I am so happy with what PAA cyber has done for my kids!	3/8/2024 10:17 AM
10	Many of the staff/advisors/etc didn't seem to have an individual interest in helping my son. It all felt very cookie cutter and like they had a script to read through instead of unique help for each student	3/8/2024 9:05 AM
11	The staff and educators at PA cyber have been very supportive and caring. It has been a blessing to myself, my son, and our family. Thank you all	3/7/2024 5:31 PM
12	set up transportation at the office for event trips	3/7/2024 4:34 PM
13	No	3/7/2024 4:24 PM
14	Keep up the great work y'all.	3/7/2024 1:31 PM
15	When families are coming to PA cyber from a brick and mortar, please either do a placement test or give the parents a list of knowledge the child needs for the grade they are coming to. My daughter was so far behind thanks to covid that she felt overwhelmed and the teachers didn't know why she didn't understand	3/7/2024 1:09 PM
16	You tube and other sites should be deactivated or extensively filtered on student computers and a system set up by which educational media can be made available to students if needed. My students spend a LOT of time looking at other sites when they should be attending class or doing school work	3/7/2024 12:27 PM
17	We appreciate all you do for our children to strengthen their minds.	3/7/2024 11:31 AM
18	It would be helpful if all pacyber communication could be directed to our personal email rather than only the pacyber email address.	3/7/2024 10:27 AM
19	no	3/7/2024 7:07 AM
20	For staff and advisors I would just like to suggest being more open to changing a students schedule should their teacher not be a good fit for their learning style . We had this experience this year. I insisted my child switch classes and it made a huge difference. Our AA did make the change but was very against it. My child has been so much more engaged in her new class. The former teacher was very nice and did a good job but just wasn't a good fit for this child. This small change made a huge impact on my child's learning and view of school. The new teacher even commented what a positive change it was to her classroom. Personalities in a classroom make a difference.	3/7/2024 12:19 AM

## Parent and Family Engagement Survey 2023-2024

21	No	3/6/2024 9:33 PM
22	N/A	3/6/2024 9:30 PM
23	My child is in first grade. Last year in Kindergarten we found the learning coach guides (printed books) to be extremely helpful. We were very surprised and disappointed when we re-enrolled this year and were told that we would not have them this year.	3/6/2024 9:20 PM
24	No	3/6/2024 9:18 PM
25	Certain books need to be looked over with material given online most of the time they do not match up and other times it asks for things to be handed in and it's the wrong material teacher is asking for.	3/6/2024 8:28 PM
26	Too much daily work in elementary school. Also, none of my kids have ever enjoyed Arts Alive, view it as a waste of time!	3/6/2024 7:53 PM
27	No	3/6/2024 7:23 PM
28	None	3/6/2024 7:23 PM
29	Na	3/6/2024 6:23 PM
30	PA CYBER may have one, I don't know, but a staff member who knows what it is like to flee domestic violence, lose everything, be homeless, live in a domestic violence shelter, and start over would be incredible to lean on for support. It would be incredible to have someone who knows what I am going through and can encourage me to keep being the super hero for my children. I am doing it all alone. I have been incredibly involved in my children's education as I served as the Parent Liason for North Allegheny's Special Education Parent Networking Group along with serving as their president. I wish we had some sort of group as there are so many more families similar to mine who are struggling and need to know how to find safety while keeping your kids in school. Domestic violence and abuse sees no color, no gender, no economic class, it hits everyone.	3/6/2024 5:56 PM
31	None	3/6/2024 5:25 PM
32	While I do find some lessons here & there a tad advanced for Second grade (mostly in math), overall we are happy having PA-Cyber as our school choice!	3/6/2024 4:19 PM
33	No	3/6/2024 2:49 PM
34	No	3/6/2024 2:29 PM
35	Extra curriculums after school and virtually, most art reach programs can only be attended by those who do blended schedule. My child who has changed from blended to full virtual now no longer benefits from any other forms of Art than the self paced class because there aren't any after school virtual ones.	3/6/2024 1:31 PM
36	N/A	3/6/2024 1:23 PM
37	If a student doesn't have a good relationship with one of their teachers, efforts should be made to place them with someone who is a better fit.	3/6/2024 1:16 PM
38	No	3/6/2024 1:14 PM
39	Target due dates in Buzz do not always match up with the daily assignment, which we find frustrating. For example, today (March 5th) is day 121 yet the ELA assignment for today has a target due date of February 23. This creates the appearance that assignments are always turned in late when in fact, they are not. We are told that teachers cannot make corrections to these target due dates.	3/6/2024 1:13 PM
40	I believe the technology department should be open and available before school hours. In this way, if there is an issue with a student's device, they can get the necessary help before class starts. Not everyone has alternate devices that can be used if their laptop isn't working.	3/6/2024 12:30 PM
41	No	3/6/2024 12:21 PM
42	N/A	3/6/2024 12:02 PM
43	N/A	3/6/2024 11:52 AM
44	keep up the great work	3/6/2024 11:46 AM

Parent and Family Engagement Survey 2023-2024

45	Cyber school bus/van that can get kids to school events for social engagement.	3/6/2024 11:32 AM
46	N/a	3/6/2024 11:20 AM
47	No	3/6/2024 11:09 AM
48	Not at this time	3/6/2024 11:08 AM
49	Na	3/6/2024 11:07 AM
50	N/a	3/6/2024 11:06 AM
51	Nope	3/6/2024 11:05 AM
52	Find phone calls inconvenient. Can't go to events due to school day.	3/6/2024 11:00 AM
53	.	3/6/2024 10:59 AM
54	No suggestions	3/6/2024 10:58 AM
55	Sixers game?	3/6/2024 10:57 AM
56	Stop being shady and doing things behind a parents back. Poor communication	3/6/2024 10:56 AM
57	The social aspect has been great, up until high school. There are some field trips that are not quite fitting for high school students. Also the dances are great! However, we have had to travel quite far for the dances. Is there anyway we can get a 9th/10th grade dance in Pittsburgh, other than just prom?	3/6/2024 10:54 AM
58	N/A	3/6/2024 10:52 AM
59	No	3/6/2024 10:50 AM
60	The time for tutoring. Every time makayla signs up it's always a hour off. We get 9am. She schedules 9am. Then the tutor has it listed for 10am. Maybe time zone? Idk but it happened every time.	3/6/2024 10:49 AM
61	No	3/6/2024 10:43 AM
62	I would love to have an assignments checklist pdf for every grade like was provided for kindergarten.	3/6/2024 10:41 AM
63	Reallocation of resources. With legislation wanting to cut funding, this is an area that would save a significant amount of money. Class kits are sent but the items provided are rarely used and items needed more like ink are only issued once. There is no time during the school day allocated for the Fine Arts, Gym and Future Forward. If my child was in public school, these are done during school hours. I feel their class schedule should allocate time for these courses. They should not have to be doing these courses plus homework out of school hours.	3/6/2024 10:38 AM
64	Na	3/6/2024 10:37 AM
65	There needs to be more options for times of events like artreach, so that children in virtual classes can also attend.	3/6/2024 10:29 AM
66	You really need to rethink your blended classes. Blended classes should not be ran the same way as your brick and mortar classes. It's time to move into the current century. You are way behind the other cyber schools when it comes to flexibility. So please stop lying to families about being flexible, because you are not.	3/6/2024 10:29 AM
67	I'm not sure if they are available at the high school level, but I would appreciate if languages were offered at the middle school level.	3/6/2024 10:27 AM
68	N/A	3/6/2024 10:26 AM
69	When sigh up to tell about the live class ,and how computer program works .	3/6/2024 10:25 AM
70	N/A	3/6/2024 10:24 AM
71	No	3/6/2024 10:22 AM
72	Mrs. Colantoni-Wojtas Communication could be better. We do appreciate how fast she gets things graded.	3/6/2024 10:19 AM

## Parent and Family Engagement Survey 2023-2024

73	Please let the parents or student know when an assignment has been reopened and needs to be redone.	3/6/2024 10:18 AM
74	N/a	3/6/2024 10:17 AM
75	I did get a bit frustrated this year as there are some limitations at PACYBER that affected us.	3/6/2024 10:16 AM
76	The 3rd grade curriculum is quite difficult for me to follow when it is time to submit my daughter's assignments.	3/6/2024 10:16 AM
77	No	3/6/2024 10:15 AM
78	Pa Cyber needs a zero tolerance for bullying. My child and family were harassed and threatened and all the principal said was they didn't do it on the school computer and they live across the state. Children should be protected on this platform. My daughter met this girl at this school and was in same class at one point. The kids are made and encouraged by staff to communicate and participate in breakout rooms during class time. My child was not protected from this nor my family for that matter. we received a death threat in this situation. For all i know this kids ain't or grandma could be my next door neighbor. Just cause the kids address is somewhere else does not mean we are safe.	3/6/2024 10:15 AM
79	A more personal approach from teachers or adviser. I wish goals could be set and achievements recognized on a personal level	3/6/2024 10:13 AM
80	Excellent Job	3/6/2024 10:11 AM
81	Yes the student teacher communication through email is not great teachers do not respond to either of my childrens emails until I email them then they respond right away	3/6/2024 10:11 AM
82	I think teachers need to do a little better following 504 plans from the start. I know it's hard with them having multiple students to worry about. But my daughters hasn't fully been followed since she's started with PA Cyber this year.	3/6/2024 10:09 AM
83	No	3/6/2024 10:08 AM
84	The only hesitation I have with field trips is that it's hard to make up the work. I wish that the kids didn't have schoolwork on the days. They participated in a field trip. Similarly I pulled my son out of PSSAs because last year when my other son did it, he had all all of that testing still had all of his schoolwork as well.	3/6/2024 10:08 AM
85	Teachers in blended classrooms should show a video of the lesson for students who are exempt or ahead, in case they would need further understanding and explanation. They should also have some sort of physical workbook for Language classes in order to retain knowledge and understanding.	3/6/2024 10:07 AM
86	The kids do live classes and having homework due at 8pm that same night isn't always do able..especially if we have sports. It's nicer when homework is due the next morning.	3/6/2024 10:06 AM
87	The books that are not being used.	3/6/2024 10:06 AM
88	No suggestions	3/6/2024 10:04 AM
89	No	3/6/2024 10:04 AM
90	Your attendance policy	3/6/2024 10:01 AM
91	Every child learns different ways that being said virtual, blended, etc. But we do what best for that individual so to have a class that on your own that not how they learn frustrating for the student that does all virtual and enjoys is and if any comes up or doesn't understand can be addressed. Career foward 8 I feel should be a class not a on your own recorded class. I also think maybe Arts Alive maybe have 2 different varieties of the classes so maybe students can choose what arts they are interested in and exploring them.	3/6/2024 10:00 AM
92	I would suggest that all new students be directed towards daily classes until they get the program up and running and then switch if they want to.	3/6/2024 9:59 AM
93	No	3/6/2024 9:58 AM
94	Attendance department. I asked a question about my child logging in every day, but may not be able to attend every class. They responded we are only concerned about daily attendance...how?	3/6/2024 9:58 AM

## Parent and Family Engagement Survey 2023-2024

95	Miss leading with Intentions not providing information about younger grades being able to complete more than one grade a year, etc. Just a lot of miss opportunities to challenge the younger youth and get their academic interest Taylored to their schedule	3/6/2024 9:54 AM
96	I have had 3 children attend and graduate Pacyber. With my second and third child I noticed a significant decrease in teacher quality, which was sad to see. The school has. Some excellent teachers like Mrs. Dinaples, and Mr. Smaller. However Miss Lesman for earth science was over the top annoying with the students in class and did not run a classroom that held the students attention. Mrs Lopez did not teach Spanishwell and expected students to come to spanishb2 more prepared then they actually were, failing to meet them and bridge the gap between Spanish 1 and Spanish 2. Mr. Fausti was incredible with his students. Miss Jeffers only reads the slides in class instead of engaging with the students. Pacyber used to boast about their excellent teachers and classroom experience. Now it is hit or miss if my child gets an excellent teacher or not.	3/6/2024 9:54 AM
97	I do believe taking advantage of the field trip opportunities is a bit difficult. I believe if the student is going to attend a field trip the daily lesson should be excused! (Maybe up to 3 field trips per year) We only went on one field trip because of this. My son doesn't want to attend field trips an then come home an have to do his school work. Also the costs of the trips. Which I know are discounted but as a low income single mom it makes it even more difficult. Also I believe there should be some sort of relief for internet costs. Im a current partipent of the acp (affordable connectivity program) but am worried if government funding is cut for this program I will have a hard time paying for internet ,which obviously is a must have for cyber school.. Also its kind of a bumner no school snow days are allotted . I believe its good to have some kind of days devoted for outside snow day play where the students don't have to make up or attend school.	3/6/2024 9:54 AM
98	None	3/6/2024 9:53 AM
99	No	3/6/2024 9:53 AM
100	Parent guide books should still be used in elementary grades beyond kindergarten. It is incredibly inconvenient to have to page through the books to find the assignments! There is other information in the guide books as well that I found helpful.	3/6/2024 9:53 AM
101	I feel that for larger projects it would be helpful to have all of the instructions/resources licated in one location for parents to access. I know the students need to complete each lesson daily but it can be a pain to go back and final all the things needed for a parent to help. For example my 3rd blended student is working on a speech/powerpoint presentation- it starts on 131 and goes through 140. It would be nice to have the rubric, worksheets/brainstorming pages, PowerPoint t instructions etc all in one location that can all be printed or downloaded all at once.	3/6/2024 9:53 AM
102	N/a	3/6/2024 9:52 AM
103	No	3/6/2024 9:52 AM
104	N/A	3/6/2024 9:52 AM
105	Hold students accountable for the quality of the work they turn in. It's abhorrent what passes and as a professional, I have had to work with these students when they enter the workforce. They can't even write a decent email with coherent sentences. I know from my daughter's work the poor quality that gets 100%. This is the fault of the teachers for allowing this work to be labeled excellent in school without teaching them to do better.	3/6/2024 9:52 AM
106	I understand that we are all different and I also understand that children are more acceptable to learning when it's presented in a calmer manner. I also understand sometimes it can be a little difficult getting things across to children who may be distracted or not interested. However, it's also hard to focus when your teacher is yelling more than she's praising their work. That kind of atmosphere often causes children to pull away and lose interest. It's also a bit unfair for those who are doing their work and doing their best to in return have to suffer and be yelled at as an entire class when they have done what they need to do.	3/6/2024 9:52 AM
107	Better field trips, formal dances in the Harrisburg region (prom for all high school grades), a centrally located calendar/to do list that shows the students what to do daily. It seems my kids have to jump from page to page to see what's due.	3/6/2024 9:52 AM
108	Up until 11th grade, there was great communication with teachers and IEP writer. While I do	3/6/2024 9:51 AM

## Parent and Family Engagement Survey 2023-2024

want my children to learn to be independent and successful, I do feel with kids there should still be updates with the parent especially with kids with IEPs. If you send an email to the child, I should go to the parent too.

109	We would love to participate in family link, outreach and other events but haven't been able to since about 3rd grade because of times they are held. Events are far from us so we would have to miss an entire school day of instruction. Both students are in daily virtual classes and this would be disrupted. I miss the field trips, events, and classes we used to be able to attend when my oldest (now 11th grade) was in self-paced K4-3rd. Smaller local groups and events may do well beneath regional direction. Same with more evening and weekend things. It's the only thing I feel my students have missed out on.	3/6/2024 9:51 AM
110	Na	3/6/2024 9:50 AM
111	0	3/6/2024 9:50 AM
112	Having kids be able to meet other kids that in their classes nearby.	3/6/2024 9:50 AM
113	Thank you	3/6/2024 9:50 AM
114	No	3/6/2024 9:50 AM
115	No suggestions, everything is great!	3/6/2024 9:49 AM
116	For administration: A Fair contract for your academic advisors and counselors!	3/6/2024 9:48 AM
117	Not at this time	3/6/2024 9:48 AM
118	No	3/6/2024 9:47 AM
119	N/a	3/6/2024 9:47 AM
120	The career forward class needs a major overhaul. Special education seems like a money grab, I removed my child and they are doing better without supports.	3/6/2024 9:46 AM
121	When a teacher has multiple children from the same family- 2 separate emails should be sent. We cannot tell which child the progress update is for because email addresses are hidden and no names at the top	3/6/2024 9:45 AM
122	No	3/6/2024 9:45 AM
123	No	3/6/2024 9:44 AM
124	No	3/6/2024 9:44 AM
125	More in person meet ups or opportunities for those in the Philly region	3/6/2024 9:15 AM
126	no	3/5/2024 1:10 PM
127	I believe the academic advisor needs to be more helpful. And I believe the 504 coordinators and staff need to work together with the parents to help the students be successful.	3/5/2024 11:14 AM
128	I think that the Arts Alive should be offered later in the day/evening that way kids who attend Virtual (live) courses m-f can attend as well!	3/5/2024 10:29 AM
129	My daughter is in 4th grade and loves her teacher, Mrs. Manning and the Blended curriculum but misses Midlandia. She was hoping that you could somehow incorporate Midlandia, specifically Dr. Algae, a bit more in the Blended Curriculum for 4th and 5th grade. Thanks!	3/4/2024 3:58 PM
130	Very long time to establish an IEP and implement it.	3/4/2024 3:16 PM
131	My children prefer lessons and learning experiences that use hands on materials, book, activities, etc...over lessons that are exclusively taught online.	3/4/2024 1:37 PM
132	Need a proof reader/editor for tests. Also make sure questions do not need a teacher's guide to be able to get the correct answer.	3/4/2024 1:28 PM
133	na	3/4/2024 12:52 PM
134	no	3/4/2024 11:07 AM
135	Perhaps recognizing when students have learning delays and have IEPs on file; Such students should be given consideration for a more lenient timeline when completing assignments.	3/4/2024 10:31 AM



## Parent and Family Engagement Survey 2023-2024

136	the length of the lessons for kindergarten	3/4/2024 10:14 AM
137	No	3/4/2024 7:55 AM
138	The school is overall the best by far...please continue doing what you are doing. I hope that the entire state of PA adopts your way of educating students.	3/3/2024 12:15 PM
139	H	3/2/2024 7:15 PM
140	Curriculum errors and vague test questions. I have addressed my concerns at the online meeting.	3/2/2024 4:18 PM
141	some are to pushy	3/2/2024 12:40 PM
142	Make live classes easier for kids to join. My kid struggles with getting into a 2nd system that is required. Also, make the marking period grading easier to understand.	3/1/2024 9:20 PM
143	no	3/1/2024 12:47 PM
144	My son has an IEP due to anxiety so I work with him everyday and teach all of his lessons to him to ensure that he is fully understanding them and learning everything properly. I love PA Cyber and it has really helped him in more ways than one; however, the one thing that I am shocked to see is the amount of grammar mistakes, especially in English, that the course has. I understand that mistakes will be made, but the amount of grammar mistakes all throughout the course in every subject is really astounding. The children are being graded, especially in English, for their correct punctuation, proper sentence usage and grammar, but if the course has so many mistakes that the children are learning from, how can they be graded on their mistakes when the course has so many within itself as well as how are they able to learn properly with all of the grammatical mistakes, especially those children who are struggling to begin with. The other thing I noticed with the Math course is how the lessons are set up. For example, when a new lesson is introduced, the first lesson will give a generalized explanation and can be very confusing how it is being explained. The children are expected to then take a test; however, the lessons after that is when they go in-depth explaining what they just had a test on. To me, I feel the in-depth explanation should be provided first as a lot of times they explain it in better terms than just generalized and confusing when it's first introduced. This can be very confusing and frustrating especially for those children who struggle to begin with. Those are just the top two things that I can think off the top of my head that I feel needs more improvement on in the courses. You are more than welcome to reach out to me to discuss this further if you are wanting any more specifics that may help in improving future courses. Lisa Shaffer 814-952-0449 or email lpisky@yahoo.com.	3/1/2024 10:07 AM
145	improvement in the Arts Alive videos. They have difficulty playing through.	3/1/2024 9:15 AM
146	no	3/1/2024 8:15 AM
147	no	3/1/2024 8:12 AM
148	nothing	3/1/2024 8:10 AM
149	no	3/1/2024 7:57 AM
150	no	2/29/2024 9:42 PM
151	Curriculum 9th grade, Earth Science this year is horrible. My child normally a good student is struggling. The phenomenons within the modules are ridiculous. Some info seems to be missing within the lessons as well.	2/29/2024 6:28 PM
152	no	2/29/2024 6:07 PM
153	PLEASE BRING BACK LITTLE LINCOLN!!! This years K curriculum was lacking a lot very inconsistent and all over the place, and the workbook pages were not in order. Some assignments from semester A were in semester B workbooks and vice versa. Also, the pages are not numbered in the computer and are not in order in the workbooks so its hard to find which page you are looking for. Also, review the third grade curriculum, if you expect the students to do all the work asked of them they will be in school for more than 8 hours. We had to condense and cut a lot of work due to the amount of time it would take. Also, lots of grammar and spelling mistakes in assignments and lessons that were picked up on by my 3rd grader, I do not believe this should be happening in a school curriculum focused on teaching kids proper grammar and spelling. Please please please bring back workbooks, printing has	2/29/2024 6:05 PM

## Parent and Family Engagement Survey 2023-2024

been so frustrating especially because some of the print buttons aren't even there and we got one ink cartridge for the year and it barely lasted 2 weeks.

154	It would be wonderful to see transportation offered to field trips and some on-site events, as the lack of adequate transportation at this time limits my son's involvement.	2/29/2024 3:35 PM
155	Difficulties with regular education teacher regarding IEP accommodations and access to the curriculum.	2/29/2024 12:30 PM
156	More resources for follow up work to do with my student to enforce what she learns. Ideas for learning area set up and how to create a better learning space.	2/29/2024 9:28 AM
157	It would be very helpful if other subjects besides language arts were available with audios for the student to click on to have the lesson pages read to them. This is time consuming for the parent.	2/29/2024 12:32 AM
158	We would love to participate in school activities, but we can't, because we don't have time with the workload that PA Cyber requires in 3rd grade. This is why we are switching schools next year. My child use to love school, but because of the amount work, she doesn't enjoy it any longer. All of her friends, whether they attend other online schools, homeschools, public, or private schools, do not have this amount of work. She feels like she doesn't have much play time after her school day is done. We are spending a good 5-6 hours on school daily. Around Christmas time, I started keeping the days around this time length whether she has completed the day or not. This is why we are so far behind. Family, social, and play time is important for kids. Before Christmas time, we were doing work from morning until bedtime. We are also still spending a lot of time on the weekends doing homework. Her education is important to us, but so is her childhood. Another issue is that the material is not written to be kid friendly. There are pages upon pages of information for them to read, but not a lot of interactive stuff. There should be more videos, games, and worksheets to engage kids at this age. The material is often confusing and not well written. A have caught several mistakes in the online material. There are not enough worksheets that parallel with the lessons and that are also age appropriate. Often the worksheets the school requires to be completed, doesn't pertain all of the lesson. I find that sometimes it only focuses on one part of the lesson (with several questions on that part) while leaving out other very important parts. For example, let's say they learned past and present verbs in the lesson. The questions would focus all on either the past or present verbs, but not on both past and present. There might be one question that opposes all the other questions. I find myself finding excellent online worksheets and have bought several grammar workbooks for my child, because the school seems to focus too much overall and doesn't focus as much on the basics for her age group. I have spent countless hours finding my own resources because of this. I am highly unsatisfied with this program. I am also disappointed in the delay of response from the teacher after emailing her about this concern. Yesterday marked the 5th day without a response, so I sent a 2nd email. I have not received one back yet. This is not the first time I have had to send more than one email to her. I do understand she has other students and times can seem busy. I could accept if she responded that she received the email, but needed more time to figure out the solution, but she hasn't responded at all. This leaves me unsure if she has even read the email.	2/28/2024 2:50 PM
159	Arts Alive is not an enjoyable way to learn about the Arts. Very disappointed with this subject. We lover everything else about PA cyber but every year have been disappointed with Arts Alive.	2/28/2024 1:52 PM
160	It would be nice if some events are later in the afternoon so students with single parents can participate in the offered in-person activities.	2/28/2024 11:47 AM
161	I feel as though everything is always 4 or 5 clicks away. Making things more streamlined for getting to different areas or seeing work at a glance would be more helpful.	2/28/2024 10:56 AM
162	Even though it's our second year I still feel like there's so much I don't know and don't take advantage of. So I don't really have any suggested improvements but I am impressed with the range of classes available for high school. My 8th grader decided to stay in PA Cyber because of all the science classes available.	2/27/2024 9:30 PM
163	More notification/training how to handle students 504/IEP's. In 5 years at PACyber, my child has never had a teacher go over a test/quiz where they see many most of the students got number 5 or number 10 wrong. I wish that the student test or quizzes would all give the correct answers once submitted. 75% of the time, you take the test and they never know why you got it wrong.	2/27/2024 4:36 PM

## Parent and Family Engagement Survey 2023-2024

164	I would have liked to have had a seminar/workshop for new students introducing them to Microsoft Office, Jigsaw, and Buzz. My student was familiar with Buzz, but struggled getting used Office (especially Power Point) and had trouble finding the recordings in Jigsaw.	2/27/2024 1:34 PM
165	The curriculum (BC lessons as well as quizzes and exams) is riddled with spelling and grammatical errors. This is very disappointing.	2/27/2024 9:58 AM
166	I would like to suggest that PaCyber staff stop promoting Blended Classes for new students or students unaccustomed to homeschool. Blended Classes can be much more overwhelming and very difficult to figure out for new comers. This is not just my personal opinion, it is held among every family I've spoken with that also has children in PaCyber.	2/26/2024 10:16 PM
167	The exact path learning path (at least for Kindergarten) can get extremely frustrating. The directions on each question are repeated every single question with no option to mute or turn it off.	2/26/2024 8:04 PM
168	Graded assignment worksheets should be provided with hard copies not have to print off. We travel a lot and not always by a printer.	2/26/2024 10:27 AM
169	I have an issue with Art Reach programs not being excusable for the virtual classes kids. My daughter wanted to do the Keys and Strings class at the Wilkes Barre office and she would miss half of a math class. Well, it would be unexcused and she would either have to not go to the keys and strings program or we switch to her phone and she finishes class there on her way to the lessons. In my eyes it's not fair for the virtual kids to not be able to participate in those activities. We switched from blended to virtual this past year, and that's the thing we dislike the most about virtual. The lack of the abilities for her to meet up with other kids.	2/26/2024 9:57 AM
170	None	2/26/2024 5:11 AM
171	None	2/25/2024 2:51 PM
172	My daughter starting Spanish this year. The teacher did not seem to understand allot of English . I have spoke to other parents and they have said doing virtual Spanish has been very hard and suggest to just do it blended. Having better teachers for this would be great. I think the older kids would benefit from school dances.	2/25/2024 9:43 AM
173	make sure things are followed through.	2/25/2024 3:34 AM
174	Get rid of the Accelerate blended curriculum. Please, all Lincoln.	2/23/2024 9:52 PM
175	Been here for 10 years, supported the school, yet feel completely not valued. Majority of teachers are bitter, lazy, incompetent, unsupportive, and even bullies. School has gone seriously downhill. Teachers feel brave behind a keyboard and we are powerless.	2/23/2024 5:53 PM
176	My biggest problem is teachers removing points for participation and extra bonuses from their grades. I also do not like that they get marked absent if they do not particpate for a question. Deducting points is one thing but sending in abscence is ridiculous.	2/23/2024 1:25 PM
177	It is difficult for my student to participate in field trips and regional events because the students are required to watch the playback recordings for missed classes.	2/23/2024 1:19 PM
178	We have been with PA Cyber for eight years now. We have gone from the Middlandia Series to the current curriculum, and in that time we have found that the previous Middlandia series was vastly superior for elementary school. To be frank, the current curriculum is awful. It reads as if it is meant for children in traditional, brick and mortar schools, and is filled with mistakes and blatantly false information. One example of this, for example, is that in a first grade lesson the lesson said that George Washington Carver invented peanut butter, which is completely untrue to the point of being a literal joke. Please revert to Middlandia or find a good replacement.	2/23/2024 12:43 PM
179	N	2/23/2024 12:24 PM
180	There needs to be a day at the end of every year where students and parents can meet/try the next year bc and bc classes while meeting the different teachers. Not every kid will excel with a roll of the dice on their teacher. Give a choice. We tried vc this year and it was horrible my 4th grader was bored and hated one of her teachers. We switched back to bc and Violet absolutely loves Mr Arye. In five mins of him explaining a concept she will have it and then they go on learning more.	2/23/2024 12:17 PM
181	Yes. I have two children in the 3rd grade blended program, which works very well for our family. However, we do not care for the LA & Math curriculum (black & white, monotonous) nearly as	2/23/2024 11:52 AM

## Parent and Family Engagement Survey 2023-2024

much as the Science & Social Studies curriculum (more colorful, understandable, with review/video & quiz, shorter & to the point- keeps kids engaged). We also don't like that the levels seem to be off. LA & Math are hard, while Science & SS are easier. They are so different from each other, that they almost seem like different grade levels. Other than that, excellent and we love the program.

182	We love the teachers who send out emails often regarding our students' grades and/or attendance. We rarely check attendance because we assume they are doing ok if we are not being contacted. However, when we looked at our son's attendance, he had been marked absent/nonresponsive multiple times and we had no idea.	2/23/2024 11:42 AM
183	Some inconsistency of teachers actually showing up for the virtual courses. Several have been cancelled including one teacher who has cancelled more than one.	2/23/2024 11:42 AM
184	N/A	2/23/2024 11:41 AM
185	Admin should at bare minimum return email	2/23/2024 11:40 AM
186	no	2/23/2024 11:39 AM
187	N/A	2/23/2024 11:37 AM

## Q29 If you have any additional comments or concerns, please let us know. (Response is optional)

Answered: 161 Skipped: 1,312

#	RESPONSES	DATE
1	My child and I are just learning this is all new <sup>3</sup> to us. We've already talked about going on some field trips and plan on it we are just learning everything	3/10/2024 12:59 PM
2	We have been happy with PA Cyber, especially the Virtual Classrooms. Thank you.	3/10/2024 11:35 AM
3	Na	3/9/2024 10:08 AM
4	No	3/8/2024 11:28 PM
5	N/A	3/8/2024 8:42 PM
6	Thankful for PA Cyber!!!	3/8/2024 5:32 PM
7	Thanks	3/8/2024 2:07 PM
8	I want Little Lincoln Learning to come back to PA Cyber. I feel like the curriculum for K-2 needs to be more interactive. I miss the Midlandian series and teachers like Dr. Alge and Mr. Read More.	3/8/2024 10:56 AM
9	Also, Jane Camp is outstanding at planning all the field trip events! My kids and I really enjoy the field trips!	3/8/2024 10:17 AM
10	We attended a field trip and the person whom we were supposed to meet was late or never showed. I am not sure because after over an hour standing in the cold rain with my senior grandmother, we did find a way to get out of the cold and that is when someone from. The stadium who was aware of the group trip allowed us in to watch the game. I would have appreciated some follow-up, an official apology and /or information about what occurred. This was my first field trip and wondering if it should be the last.	3/8/2024 9:04 AM
11	I wish all subjects had the speaker option to read the material to the student. Only L.A. has the option. For children learning to read it would be beneficial to have the speaker available. Also, I wish the schooling involved less screen time (yes I know it cyber school and impossible to avoid).	3/8/2024 8:12 AM
12	I think they should have more family trips and outings in Erie.	3/7/2024 8:24 PM
13	My child is still having problems with school work and getting it turned in..	3/7/2024 4:39 PM
14	It would have been greatly appreciated to know this was going to become my fourth job prior to the beginning of the school year. The blended classes do not work well in a single parent household with an elementary student. Thankfully now that I know what to expect, we'll be fine for next year, but this was a very rough transition.	3/7/2024 1:09 PM
15	My daughter is thriving being In Pa Cyber school! She had personal problems with peers and teachers at her home school (they play favorites there). Even though she was a national honor student and had hundreds of hours of volunteer within the school district..she was treated like an outcast by many. Teachers and faculty wouldnt help her. She needed to be done there. I wish we found Pa cyber a long time ago. Also they offer so many more classes that she would not have gotten to take at her home school. Many many more opportunities with Pa cyber ! We've been very very happy going with this school! Thank you ..it has changed My daughters life for the better!	3/7/2024 7:35 AM
16	ok	3/7/2024 7:07 AM
17	Pa Cyber has been a wonderful fit for our family.	3/7/2024 12:19 AM
18	No	3/6/2024 9:33 PM

## Parent and Family Engagement Survey 2023-2024

19	N/A	3/6/2024 9:30 PM
20	No	3/6/2024 9:18 PM
21	Na	3/6/2024 8:28 PM
22	There could be work in lesson plans. Not enough time is spent in math concepts especially. I would like to see more time spent in important aspects of learning.	3/6/2024 7:53 PM
23	No	3/6/2024 7:23 PM
24	None	3/6/2024 7:23 PM
25	Na	3/6/2024 6:23 PM
26	Just a sincere thank you to Joni and the incredible woman who worked to get us clothing from the grant while we were in the domestic violence shelter. If it were not for these two incredible ladies my kids would not have had clothes. We left without underwear as we had 5 minutes to evacuate our home. I'm sorry I can't recall her name at this time but these women have really made a difference in our lives and at times were the only two people who cared for my family. Thank you so much!	3/6/2024 5:56 PM
27	None	3/6/2024 5:25 PM
28	No	3/6/2024 2:49 PM
29	No	3/6/2024 2:29 PM
30	We are very happy with our choice of PA Cyber. My daughter adores her teachers. We are grateful for this learning option!	3/6/2024 1:41 PM
31	Make certain teachers post valid and accessible email addresses	3/6/2024 1:25 PM
32	No	3/6/2024 1:14 PM
33	Pacyber was the best decision our family has ever made. The teachers and staff are amazing and the education is better than public schooling. Wonderful IEP teams and services. Love PACyber ❤️	3/6/2024 1:13 PM
34	None	3/6/2024 12:21 PM
35	Teachers and staff are wonderful!	3/6/2024 12:12 PM
36	I would just like to say everyone teachers, academic advisors, tech department are wonderful! Very helpful!	3/6/2024 12:02 PM
37	N/A	3/6/2024 12:02 PM
38	N/A	3/6/2024 11:52 AM
39	I love all the work you all do and the community of helpful smiling members. Thank you	3/6/2024 11:32 AM
40	N/a	3/6/2024 11:20 AM
41	No	3/6/2024 11:09 AM
42	Not at this time	3/6/2024 11:08 AM
43	Na	3/6/2024 11:07 AM
44	N/a	3/6/2024 11:06 AM
45	All good	3/6/2024 11:05 AM
46	.	3/6/2024 10:59 AM
47	No comments or concerns	3/6/2024 10:58 AM
48	Your emailed progress reports ate not viewable for folks without a computer. Your school counseling services is shady and violates family law.	3/6/2024 10:56 AM
49	None	3/6/2024 10:52 AM
50	No	3/6/2024 10:50 AM

## Parent and Family Engagement Survey 2023-2024

51	We love this school	3/6/2024 10:49 AM
52	No	3/6/2024 10:43 AM
53	More field trips within the central PA region (State College office) area. There's plenty of in office activities that we love but external field trips in the area seem limited.	3/6/2024 10:41 AM
54	Na	3/6/2024 10:37 AM
55	Too much screen time for my kids. It's just way too much.	3/6/2024 10:30 AM
56	Your attendance policy is ridiculous. Do you know that your attendance department actively encourages students to sign on, but not to actually do any school work, just so that you can be counted as being present? Shame on you! I will be reporting this to the state.	3/6/2024 10:29 AM
57	N/A	3/6/2024 10:26 AM
58	N/A	3/6/2024 10:24 AM
59	More social events and field trips for the central region.	3/6/2024 10:21 AM
60	We are grateful for the ability and choice to cyber school. Thank you	3/6/2024 10:19 AM
61	We love PA Cyber, but this year assignments have been all over the place. Sometimes they are submitted in buzz, sometimes they are submitted in class kick, study island has to be submitted in buzz and I don't even know where IXL goes ..it's just too much to keep track of. Streamlining submission would be preferable	3/6/2024 10:18 AM
62	N/a	3/6/2024 10:17 AM
63	N/A	3/6/2024 10:16 AM
64	I don't think it's fair when a student gets kicked out of a video meet while trying to get their answers typed in. I know that the instructor thinks they are not participating when answers do not come in fast enough, but give the kids a break, give them a chance. Fortunately, most teachers are considerate	3/6/2024 10:16 AM
65	I wish there were more field trips and events closer to my home, I would like to attend but the travel is too far away.	3/6/2024 10:13 AM
66	I've said this before in blended classes the ability to have an A or B and be exempt from the weekly class for a whole month should not be a reward!! My student just gives up and really feels the teacher doesn't care!!	3/6/2024 10:13 AM
67	A tremendous education that we are grateful our daughter received	3/6/2024 10:11 AM
68	I'd love to see more "kindness day" and earth day topics. Different/new anti-bullying methods.	3/6/2024 10:11 AM
69	Student and teacher communication needs improvement big time	3/6/2024 10:11 AM
70	It has been a hard year for our family. I'm mom and the one that usually helps with school things. But I've been dealing with cancer and chemotherapy and a lot of hospitalizations. So my daughter, who used to be an A/B student is struggling and not doing so well. I wish there was a way to make things easier overall for my daughter but it's hard to find ways to help her get back to being successful. Her anxiety and adhd are at an all time high so it doesn't help matters.	3/6/2024 10:09 AM
71	No	3/6/2024 10:08 AM
72	I have been happy with Pacyber. It has been a transition between homeschooling and public school that has been super helpful for all four of my kids. I would recommend it. I feel that my kids have learned a lot and had a good education this way. I'm not gonna continue it all the way through simply because I don't like the idea of them staring at the screen all the time.	3/6/2024 10:08 AM
73	Physical workbooks in Language classes would be a great reference for the students to access.	3/6/2024 10:07 AM
74	More office activities in Harrisburg.. also more field trips near lancaster	3/6/2024 10:06 AM
75	The books that are not being used at all or not enough. Is there a way to maybe implement use of school text books and work books so they are not just sitting collecting dust.	3/6/2024 10:06 AM

Parent and Family Engagement Survey 2023-2024

76	Staff is very helpful	3/6/2024 10:05 AM
77	No more concerns or comments	3/6/2024 10:04 AM
78	No	3/6/2024 10:04 AM
79	I'm very satisfied with the curriculum and the amazing teachers.	3/6/2024 10:03 AM
80	You're based in Midland which is why we signed up and there are hardly if any events ever held in Midland. Why?	3/6/2024 10:01 AM
81	We recently went on the snow tubing trip that was canceled and wanted to know when we will we receive our refund back	3/6/2024 10:00 AM
82	Patrick loves his science class and the teachers are phenomenal! All his teachers are extremely good. I'm very happy with your program.	3/6/2024 9:59 AM
83	No	3/6/2024 9:58 AM
84	Parent text notification about homework, missed class, missed assignments when entered in buzz/my school.	3/6/2024 9:58 AM
85	This is the first year in PACyber that academic support seems somewhat off. It appears that staff has often changed and we were unable to feel a real connection to anyone.	3/6/2024 9:56 AM
86	My daughter takes dance lessons 3 days per week so the gym kit was not needed. As a cost savings maybe have parents and students opt in to getting the gym kit. This way if you don't need it PA Cyber is saving that money.	3/6/2024 9:55 AM
87	None	3/6/2024 9:53 AM
88	I don't im satisfied	3/6/2024 9:53 AM
89	N/a	3/6/2024 9:52 AM
90	N/A	3/6/2024 9:52 AM
91	Lincoln learning classes are a waste of time and do not address real needs of students. My son stopped going to writing workshop because it was just another English grammar lesson. He needs assistance with his personal writing assignments and practice actually writing sentences and paragraphs in a way that is relevant to his classes. Title 1 services are/ were haphazard and cancelled often.	3/6/2024 9:52 AM
92	I wish English was more like grammar and actual English instead of essay after essay.	3/6/2024 9:51 AM
93	Please allow parents to have their personal email as a point of communication. When you have 3 email accounts because you work it's hard to add a 4th to oversee as well.	3/6/2024 9:51 AM
94	In regards to the curriculum, we have found several typos throughout the year which seems odd	3/6/2024 9:51 AM
95	Na	3/6/2024 9:50 AM
96	0	3/6/2024 9:50 AM
97	The amount of extra school supplies that I get is such a waste. Maybe have parents fill out an online checklist, so that your not wasting thousands in school funds on things that the kids aren't even using throughout the year.	3/6/2024 9:50 AM
98	Field trips/camping trips near Williamsport with little to no cost.	3/6/2024 9:50 AM
99	Thank you	3/6/2024 9:50 AM
100	No	3/6/2024 9:50 AM
101	The only thing I would add is a picture day yearly for our growing children. Other than that critique everything is amazing and I'm so happy with the transition to this curriculum	3/6/2024 9:49 AM
102	I would like more field trips or events closer to home is hard to get to do things because of how far they are	3/6/2024 9:48 AM
103	N/a	3/6/2024 9:47 AM



Parent and Family Engagement Survey 2023-2024

104	No	3/6/2024 9:45 AM
105	No	3/6/2024 9:44 AM
106	No	3/6/2024 9:44 AM
107	possibly consider a picture day at the regional office...? (school picture day)	3/5/2024 8:50 PM
108	no	3/5/2024 1:10 PM
109	LOVE all the field trips and local activities in Harrisburg. The Harrisburg location does an amazing job! Shout out to the staff there and especially Mr. Howard for all of his hard work and always interacting with the kids!	3/5/2024 10:29 AM
110	Nothing further to add. Thank you.	3/4/2024 4:45 PM
111	I just wanted to say that the teachers at PA Cyber are excellent. No complaints or concerns. I really appreciate the fact that the teachers are very knowledgeable in the subjects they teach.	3/4/2024 3:58 PM
112	Teacher's should be flexible about attendance. This is a cyber school and one of the advantages is flexibility. Being absolute set in stone takes one of the advantages away from PA cyber.	3/4/2024 1:28 PM
113	PA Cyber is AWESOME!!	3/4/2024 11:12 AM
114	no	3/4/2024 11:07 AM
115	PA Cyber has been a blessing and as long as it continues to offer online learning, we are most likely to continue attending through grade school.	3/4/2024 10:31 AM
116	The work load needs to be less for Kindergarten if im being honest. Sometimes it is alot for my and myself as a parent. It can be difficult trying to get my child to do her lessons and then things on exact path along with that. the lessons are not difficult its just the length of the lessons	3/4/2024 10:14 AM
117	No	3/4/2024 7:55 AM
118	I Feel like the Future Forward Program in Fifth grade is completely Pointless. The program does not match what is in the buzz tabs and when asking the teacher for help she just said turn in the assignments and that's all you have to do. Well then what's the point of my kid even taking this class. Second grade with Mr. Griffy was great. But this teacher this year is not helpful or even engaged for this class. My kid would love to do the program but we are focusing on assignments only since the teacher was so unhelpful with the program.	3/2/2024 10:36 PM
119	B	3/2/2024 7:15 PM
120	It would be great to receive a little bit of paper for the printer each year.	3/2/2024 4:18 PM
121	Unable to access my PACyber email account and would like phone calls on progress on my child's education.	3/1/2024 11:07 PM
122	One issue we've had is that my son was not able to use the Xello app for his Future Forward. We contacted the teacher and the tech department, but it was never resolved.	3/1/2024 10:19 AM
123	I love that the school offers so much activities, field trips, speaker events, etc. I am fortunate that I am home with my son that we can take off anytime during the week to attend. However, I think of those parents who may not be able to get off work so their children can attend some of the fun, social events that may be, if it is even possible, to have a select few offered on a weekend day. Thank you though for all that you do offer.	3/1/2024 10:07 AM
124	PA Cyber has been great all around for us. Thank you for being here!	3/1/2024 8:19 AM
125	no	3/1/2024 8:12 AM
126	We are extremely pleased with the whole experience with Pacyber. You have gone above and beyond with my daughters IEP and accommodations. The teachers all contacted me regarding it and discussed how to structure her class work, testing and participation to assist her in having the best learning experience. We wish we would of had her enrolled in Pacyber years ago. The teachers have been phenomenal and she has had a 1000% better education Then she did at her previous public school. I will highly recommend to anyone who is considering it for their children.	3/1/2024 8:11 AM

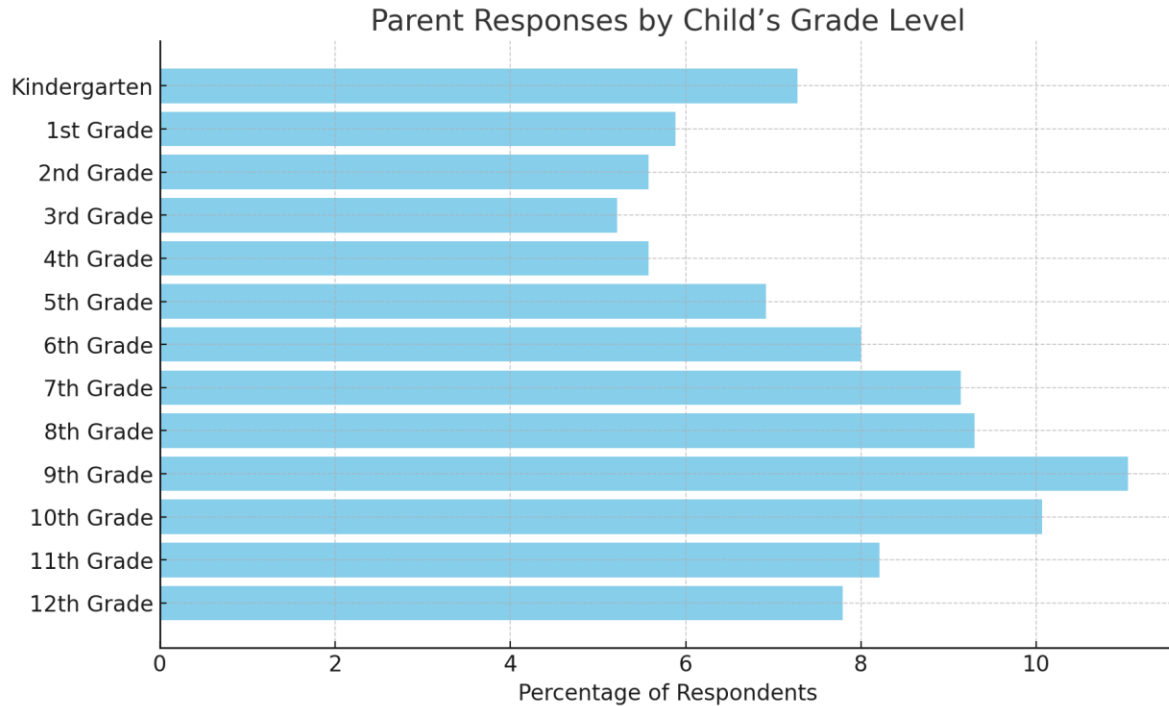
## Parent and Family Engagement Survey 2023-2024

127	My son seems to be doing well, esp. with the blended. When he gets frustrated he can walk away and regroup. This is so much better than being stuck in a classroom with frustration building up.	3/1/2024 8:10 AM
128	The lessons that are offered are terrific. There are so many extras to get involved with. This is my first year doing PA Cyber with my children. It was over whelming at first with all the new information to go through.	2/29/2024 9:58 PM
129	no	2/29/2024 9:42 PM
130	Thank you, PA Cyber! As a mom and a teacher, I am truly impressed by all that PA Cyber has to offer! It has been a true blessing to have this option available to my son and has far exceeded my expectations in a myriad of ways!	2/29/2024 3:35 PM
131	Very satisfied with special education department!	2/29/2024 12:30 PM
132	Parent sharing of what is helping their student in their area and work they do to add to their learning experience.	2/29/2024 9:28 AM
133	A lot is expected from the parents(especially for kindergarten). This is overwhelming at times with other younger children at home.	2/29/2024 12:32 AM
134	I think the clubs and school trips are great but maybe add some sort of transportation and even maybe suggest that parents can pay a small fee that would allow child to be picked up and dropped off from the clubs, location and the child's house or general area if there's a group of a large group of kids that gonna be in that same area doing that same club	2/28/2024 9:22 PM
135	All in all, I recommend to get back to the basics of learning. Thank you for your time.	2/28/2024 2:50 PM
136	I'd like an internet safety course to be required for students of all ages.	2/28/2024 9:02 AM
137	I appreciate the lab equipment, but it is rarely used, and trying to store everything gets difficult.	2/27/2024 4:36 PM
138	The Allentown regional office is lovely! Staff is warm and welcoming and plans excellent events.	2/27/2024 9:58 AM
139	This school is amazing and the teachers are some of the best I have seen, I continue to be impressed every time my child talks about their teachers.	2/26/2024 10:16 PM
140	I just want to thank PA Cyber and Rachel Korol (AA) for their amazing support. I transitioned my kids from homeschool to cyber school and it has been one of the best decisions I have ever made for my family. I can see my children learning, they have an increased thirst for knowledge and all around seem much happier with this schooling option.	2/26/2024 8:04 PM
141	I'd like to know the chain of command for who to go to when im not getting satisfaction from an iep writer and the acemdic advisor told me they don't get involved in those things	2/26/2024 5:20 PM
142	More ink should be provided to last the school year.	2/26/2024 10:27 AM
143	We have been with PA Cyber for 4 years now, and I have a son who graduated from PA Cyber. We have been so so pleased with this school, and it was really the right fit for us. The only issues we have had is the wonky tech (her laptop is pathetic lol) and the lack of virtual kids being able to participate in the Art Reach programs.	2/26/2024 9:57 AM
144	None	2/26/2024 5:11 AM
145	Thank you for all the hard work and support that the PA Cyber team provides!	2/25/2024 3:57 PM
146	None	2/25/2024 2:51 PM
147	How to get students enrolled in local sports activities such as soccer, baseball, basketball, football.	2/25/2024 12:59 AM
148	As a parent that suffers with chronic illness, PA Cyber Charter School is a blessing bestowed upon our household. Although I have limited mobility some days, I am still able to keep up to date with assignments with my children through Buzz, emails, and phone calls with the academic advisor. All of these resources are accessible on the PA Cyber laptop, which is very convenient and helpful. I am very thankful that my children are enrolled into this online school. I would definitely recommend PA Cyber to other families.	2/24/2024 9:28 PM
149	I would love if we co hi ld come up with a bus or something even to pay extra, I cannot drive	2/24/2024 1:13 PM

## Parent and Family Engagement Survey 2023-2024

and would love to take my kids. Have a 15mth old as well!

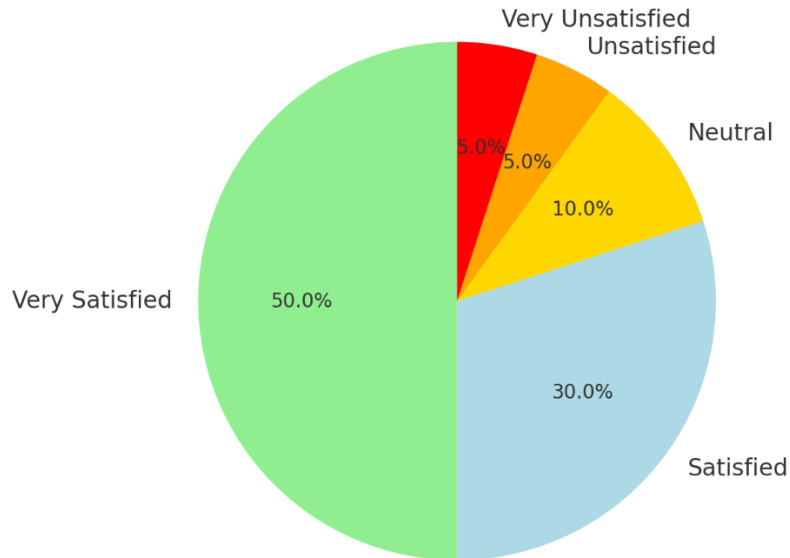
150	The kindergarten work books being in black and white make it very hard to do some of the assignments. Especially the math.	2/24/2024 12:00 PM
151	I would and have recommended PaCyber to anyone looking for online education for their child.	2/24/2024 9:03 AM
152	Give Jane Camp a raise.	2/23/2024 9:52 PM
153	Upon enrollment please take the time to make sure that all students know to make a File for each subject they are taking, and Save all assignments into those files before submitting the assignments.	2/23/2024 6:26 PM
154	We are no longer valued, quite the opposite. A few admin and teachers used to value us and we believed it- until this year. Nobody cares about NHS, Student Council, and Gifted events are only for western PA students. It's all very fake, nothing meaningful, and mediocrity is celebrated so long as a student has connections or is a bully. English teacher keeps failing my child, making false accusations to cheating, etc. My child must lower standards in order to pass. Little communication with anyone. It has been a long year and we are worn down. My child has no friends, and it's not for lack of trying. We live an hour and a half from our PACyber office, which is in a dangerous city/ district we moved out of. Staff and families are rude. Most families in this school are politically polarized, incredibly religious, and refuse to allow their children to make friends outside of school. Nothing gets addressed, yet we continue being asked to do more commercials for the school. I am ashamed to be in this school and that we ever recommended it to others. My child is an excellent student who is a great kid, treated poorly and deserves better. The only reason we've stayed is because our AA is awesome. Can only count maybe 4 teachers in 10 years through 3 children who were good. We made a huge mistake sticking this year out. My child has only been set back.	2/23/2024 5:53 PM
155	More classes & work/schooling available to IEP/Disabled students.	2/23/2024 2:15 PM
156	N	2/23/2024 12:24 PM
157	Have a first grader with Mrs. Record this year, we love her! Very excited to enroll my next child in kindergarten for the fall. We also really love our adviser, Valerie Nizer. Both women reach out often to check in and seem to genuinely care about my son.	2/23/2024 12:14 PM
158	Not at this time.	2/23/2024 11:52 AM
159	Love the college in high school options offered.	2/23/2024 11:42 AM
160	PA Cyber is doing a great job! 🙌	2/23/2024 11:41 AM
161	Please continue being a great school that provides an amazing education & so much support! We love being a PA Cyber family!	2/23/2024 11:37 AM



### **RESPONSE SUMMARY**

- Q1 (Grade Level Participation): The responses for each grade level were provided, and the percentages were calculated. For example, 9th grade had the highest participation at 14.53%, followed by 10th grade at 13.24%. Kindergarten and lower grades had fewer participants compared to the upper grades, suggesting higher engagement among parents of older students. The grade level with the least responses was **3rd grade**, with 101 responses, accounting for approximately 6.86% of the total responses.
- Q2 (Satisfaction with Communication): A pie chart displays the overall satisfaction levels. Approximately 50% of parents reported being "Very Satisfied" with communication, and another 30% were "Satisfied," indicating that the majority of parents are content with the level of communication with their children's teachers.

### Parent Satisfaction with Communication



#### **SATISFACTION DATA SUMMARY**

- Very Satisfied: 50% of respondents (approximately 737 parents) reported being very satisfied with communication between their family and their child's teacher(s).
- Satisfied: 30% of respondents (about 442 parents) indicated they were satisfied.
- Neutral: 10% of respondents (around 147 parents) had a neutral opinion.
- Unsatisfied: 5% (around 74 parents) reported being unsatisfied.
- Very Unsatisfied: Another 5% (around 74 parents) were very unsatisfied.

The majority of respondents (80%) expressed satisfaction, either as "Very Satisfied" or "Satisfied." Only 10% were neutral, and a smaller group (10%) expressed dissatisfaction, either "Unsatisfied" or "Very Unsatisfied." This suggests that most families are content with the communication practices, although there is a small percentage that could benefit from improvement.

#### **SATISFACTION TRENDS SUMMARY**

##### 1. High Levels of Satisfaction:

- The majority of parents, 80%, are either Very Satisfied (50%) or Satisfied (30%) with the communication between their family and their child's teacher(s). This suggests that most families feel that the school's communication practices meet or exceed their expectations.

##### 2. Low Dissatisfaction Levels:

- Only a small portion of parents, 10%, expressed dissatisfaction, with Unsatisfied (5%) and Very Unsatisfied (5%) responses. This indicates that while there is some room for improvement, dissatisfaction with communication is not widespread.

### 3. Neutral Responses:

- 10% of respondents selected Neutral, suggesting that a segment of parents neither feel particularly satisfied nor dissatisfied with the communication. These respondents may require more engagement or may feel indifferent about the current communication methods.

### **Key Trend Insights:**

- Overall Positive Outlook: With 80% of respondents expressing satisfaction, it is clear that the majority of parents have a positive perception of communication.
- Opportunities for Improvement: The 10% of dissatisfied respondents could reflect gaps in meeting the communication needs of certain families. This suggests a need to further explore what specific areas of communication might need refinement, such as clarity, frequency, or responsiveness.
- Neutral Segment: The neutral group represents an opportunity for the school to convert them into satisfied participants by addressing potential concerns or enhancing engagement strategies.

\*\*\*These trends indicate strong communication efforts but also highlight areas for targeted improvement.

---

### Q2-Comments on Communication Analysis

#### **Qualitative Analysis of Parent Comments on Communication:**

The comments from the parent satisfaction survey provide a range of insights into the communication between PA Cyber staff and parents. Here are some key themes and trends:

#### **1. Positive Feedback on Communication:**

- Consistent Praise for Teachers: Many parents expressed satisfaction with specific teachers who communicate regularly, are responsive, and go above and beyond to support students. For example, comments such as, "Mrs. Gill is absolutely amazing", "Our teacher goes above & beyond!", and "The teachers all at PA Cyber are beyond the best teachers I have ever had" highlight the positive impact of certain teachers on the parent experience.

- **Helpful and Responsive:** Some parents emphasized that teachers are informative and consistently ask if they need anything, with statements like, "They are extremely informative and helpful. Always asking if we need anything." and "I love that my 7th grader has teachers that send weekly/monthly emails with updates." This shows a strong connection between proactive communication and parent satisfaction.

## **2. Mixed Experiences Across Teachers:**

- **Inconsistent Communication:** A recurring theme is the inconsistency in communication among different teachers. Several parents pointed out that while some teachers are excellent at communicating, others are either non-responsive or communicate infrequently. Comments such as "Some teachers are fantastic at communication. Others I have gone all year with no contact." and "Some teachers communicate regularly, some very little." indicate that communication practices vary significantly among teachers, leading to dissatisfaction for some families.
- **Differing Approaches to Communication:** Parents also mentioned that each teacher communicates differently, with some teachers using more structured approaches (e.g., weekly updates) and others being more hands-off. One parent noted, "Each teacher communicates differently," highlighting the lack of a standardized communication approach.

## **3. Areas for Improvement:**

- **Communication Overload:** Some parents expressed frustration with the number of emails they receive, describing it as overwhelming. One parent stated, "I feel like you send way too many emails for one human being to keep up with," indicating that while communication is frequent, it may not always be digestible or efficient for parents.
- **Unresponsiveness and Delays:** Several comments mention teachers not responding to emails in a timely manner, or only responding after multiple follow-ups. For instance, one parent remarked, "I have to send emails more than once at times. Right now, I'm waiting for a response from 6 days ago." This highlights an issue with delayed communication, which may affect the timeliness of addressing academic concerns.
- **Lack of Personalization and Interaction:** Some parents expressed a desire for more direct and personalized communication, beyond just grades. Comments like, "I would like more input than just grades. For example, participation is also important," suggest that parents are looking for more comprehensive feedback on their child's overall engagement and progress.

## **4. Challenges with Communication Technology:**

- **Issues with Email:** A few parents pointed out technical difficulties with accessing emails. One parent mentioned, "Sometimes I don't have access to my PA Cyber email," and another expressed frustration with "unanswered emails between child and teacher until a parent email is sent." This indicates that technological barriers may sometimes impede effective communication.
- **Preference for Text Communication:** Several parents expressed a preference for text-based communication over emails or phone calls. One parent commented, "I really wish we could text with the teachers. It would be so much easier," highlighting a desire for alternative methods of communication that might be more convenient.

### **5. Suggestions for Improvement:**

- **More Frequent Updates:** Some parents expressed the need for more regular communication, particularly when a child is struggling. For example, one parent suggested, "I feel like there should be more communication if the child is struggling in something during class." Another comment read, "Would prefer heads up from teachers before my son is failing," indicating a need for earlier intervention from teachers.
- **Holistic Communication:** Some parents expressed a desire for more than just academic feedback. One parent mentioned, "They need to offer help to struggling kids, not just yell about them being behind," which suggests that communication should be more supportive and solutions-oriented when a child is facing challenges.

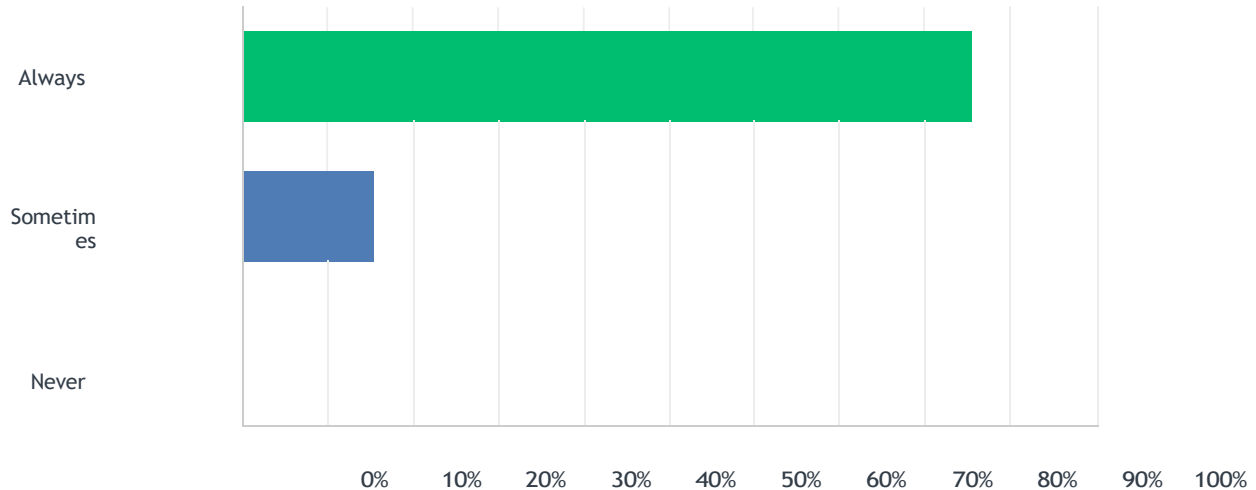
### **Conclusion:**

The parent comments reveal a range of experiences with communication at PA Cyber. While many parents are satisfied with the efforts of individual teachers, others note significant inconsistencies in communication frequency, responsiveness, and methods. To improve overall parent satisfaction, the school could focus on standardizing communication practices across teachers, offering more personalized feedback, and considering alternative methods like text messaging to meet the diverse needs of families. Additionally, addressing technical issues related to email access and communication overload may help streamline and enhance the parent experience.

---



Q3 My calls/emails to my child(ren)'s teacher(s) are returned in a timely manner. If your child(ren) has more than one teacher, please select all that apply.



### Analysis-Insights:

#### 1. Majority Satisfaction-QUANTITATIVE:

- **85.81%** of respondents indicated that teachers "Always" return calls/emails in a timely manner, showing a high level of satisfaction with teacher responsiveness.
- **15.55%** indicated that teachers "Sometimes" return calls/emails in a timely manner, suggesting occasional delays.
- A small percentage, **1.22%**, reported that teachers "Never" respond in a timely manner, reflecting an area for improvement.

#### 2. Qualitative Comments Breakdown:

- Many parents mentioned quick and effective communication, such as "They get back to me right away" or "My kid's teachers call back the same day." This aligns with the high satisfaction rate in the survey.
- However, some comments indicate dissatisfaction, particularly related to specific teachers. For example, several respondents mentioned issues with individual teachers (e.g., "Ms. Refosco does not respond timely, if she responds" and "Only one teacher will not return any emails. The rest of the teachers are awesome").

- There are also logistical barriers highlighted, such as a parent mentioning blocked emails and lack of access to a phone, which points to challenges some families face in communication.
- Other comments indicate that some parents rarely need to contact teachers, suggesting that communication isn't always necessary for every family, but those who do reach out expect prompt replies.

**Potential Areas of Improvement:**

- **Inconsistent Communication from Specific Teachers:** While overall communication is positive, there are specific teachers mentioned multiple times for not responding promptly. This suggests a need for targeted interventions with certain staff members.
- **Parent Accessibility Issues:** Some parents face obstacles like blocked email communication or lack of a phone, which requires the school to explore alternative communication methods or technical support.
- **Role Clarification:** A few comments indicate confusion about whether communication issues lie with teachers or student advisors, which may suggest the need for better role differentiation in terms of communication responsibilities.

---

---

Q4 How satisfied are you with the communication between your family and your child(ren)'s Academic Advisor(s)? If your family works with more than one Academic Advisor, please select all that apply.

**Overview of Responses:**

- **Total Respondents:** 1,473
- **Skipped:** 0

**Satisfaction Breakdown:**

- **Very Satisfied:** 70.06% (1,032 respondents)
- **Satisfied:** 21.72% (320 respondents)
- **Neutral:** 7.88% (116 respondents)
- **Unsatisfied:** 1.22% (18 respondents)
- **Very Unsatisfied:** 0.20% (3 respondents)

## **Insights:**

### **1. High Overall Satisfaction:**

- A significant majority of respondents (91.78%) reported being either "Very Satisfied" or "Satisfied" with the communication between their family and their child's Academic Advisor(s). This indicates a strong positive sentiment toward communication in this area.

### **2. Low Dissatisfaction:**

- Only 1.42% of respondents indicated dissatisfaction ("Unsatisfied" or "Very Unsatisfied"). This reflects that issues with communication may be isolated and not systemic.

### **3. Neutral Responses:**

- 7.88% of respondents selected "Neutral," suggesting that while communication may not be problematic for them, it might not stand out as particularly exceptional.

## **Themes in Open-Ended Comments:**

### **1. Positive Feedback:**

- Many respondents expressed praise for specific Academic Advisors, highlighting individual staff members who go "above and beyond" in communication. For example, advisors like Joni, Lindsay, and Cary DeLuze were frequently mentioned for their attentiveness and personal engagement.
- There were several comments describing Academic Advisors as "amazing," "knowledgeable," and "always available," with personal anecdotes about how advisors helped families through both academic and personal challenges.

### **2. Constructive Feedback:**

- A few respondents indicated that their communication experience varied depending on the specific advisor or the academic level of their child. Some families praised elementary and middle school advisors while noting room for improvement in high school advisor communication.
- There were isolated comments about lack of responsiveness, delayed responses, and inconsistent follow-ups. Some respondents expressed frustration when they were not contacted regularly or when communication was lacking.

### 3. Preferred Communication Methods:

- Some families mentioned a preference for communication via email over phone calls, especially for routine check-ins. They found phone calls about "everything being fine" to be unnecessary when regular updates could suffice.

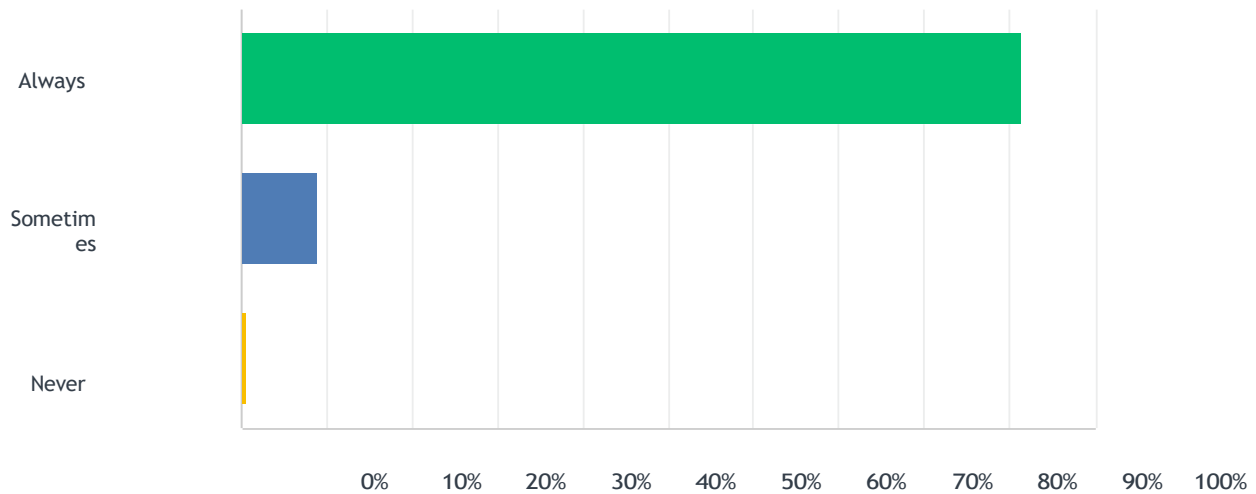
#### Conclusion:

Overall, communication between families and Academic Advisors is perceived very positively, with most families feeling very satisfied or satisfied with the level of interaction. While isolated concerns exist, they seem to be tied to individual experiences rather than systemic issues. These insights suggest that continuing to support and recognize the outstanding performance of Academic Advisors, while addressing the areas where communication could be more consistent or responsive, would enhance family satisfaction even further.

---

---

Q5 My calls/emails to my child(ren)'s Academic Advisor(s) are returned in a timely manner. If your family works with more than one Academic Advisor, please select all that apply.



#### Overview of QUANTITATIVE Responses:

##### Overview of Responses:

- **Total Respondents:** 1,473
- **Skipped:** 0

### **Breakdown of Responses:**

- **Always:** 91.38% (1,346 respondents)
- **Sometimes:** 8.89% (131 respondents)
- **Never:** 0.68% (10 respondents)

### **Key Insights:**

#### **1. High Frequency of Prompt Responses:**

- The majority of respondents (91.38%) reported that they "Always" receive responses from their Academic Advisor in a timely manner. This suggests a strong consistency in the school's communication process, where families feel they can reliably expect to hear back from their advisors.

#### **2. Occasional Delays:**

- A smaller portion of respondents (8.89%) reported that they "Sometimes" receive responses. This indicates that while communication is generally dependable, there are occasional instances where families may experience delays or inconsistency in responses.

#### **3. Minimal Lack of Communication:**

- Only 0.68% of respondents indicated that they "Never" receive communication from their Academic Advisor, suggesting that issues of non-responsiveness are quite rare and may involve specific circumstances or individual cases.

### **Themes in Open-Ended Comments QUALITATIVE ANALYSIS:**

#### **1. Positive Experiences with Specific Advisors:**

- Several families mentioned specific advisors who were particularly responsive, such as Kari Ciccone, Jennifer Johnson, and Rachel Korol. These advisors were praised for returning calls or emails promptly, sometimes even within minutes. Comments like "always incredibly helpful" and "gets back to us within a couple hours or minutes" reflect the satisfaction with timely communication.

#### **2. Instances of Delayed Responses:**

- Some respondents indicated that while initial communication is quick, responses may slow down after enrollment or over time. For example, one respondent noted that after a few weeks, the response became more

delayed. This suggests that while advisors may be responsive during the initial phases, consistency may diminish in certain cases.

**3. Variation Across Levels:**

- Similar to other feedback, there were a few mentions of disparities in communication depending on the advisor or grade level. One family mentioned quick responses from a middle school advisor but delayed responses from a high school advisor.

**4. Rare Non-Response:**

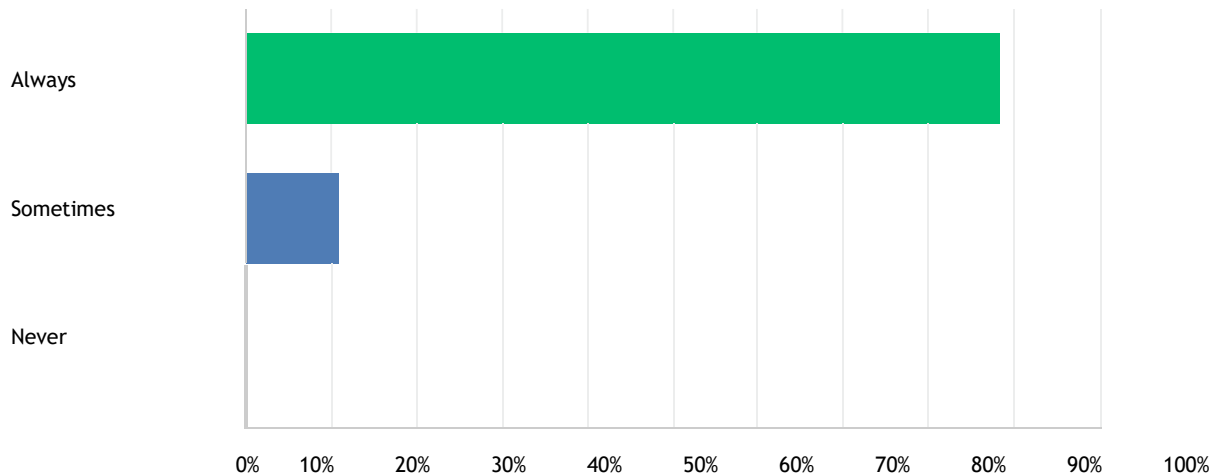
- A few comments reflected frustration with communication, citing instances where advisors were unresponsive or where families had difficulty reaching them. For example, one respondent mentioned multiple advisor changes within a short time frame, which may have contributed to inconsistent communication.

**Conclusion:**

The data reveals that communication between families and Academic Advisors at the school is largely consistent and timely, with over 91% of respondents reporting that they "Always" receive responses. The small percentage of delayed or absent communication points to occasional issues that may need further attention to ensure continued reliability. Highlighting advisors who consistently provide timely communication could serve as a model for improving response times across all levels.

---

Q6 PA Cyber staff members (Enrollment, Tech Department, Guidance, Call Center, Teachers, Academic Advisors, Administration, etc.) are helpful when I have a question or need assistance.



### Analysis of QUANTITATIVE Response Frequency Regarding Help or Assistance

#### Overview of Responses:

- Total Respondents: 1,473
- Skipped: 0

#### Breakdown of Responses:

- Always: 88.53% (1,304 respondents)
- Sometimes: 11.07% (163 respondents)
- Never: 0.41% (6 respondents)

#### Key Insights:

##### 1. High Satisfaction with Support:

- A large majority of respondents (88.53%) reported that they "Always" receive help or assistance when needed. This indicates a remarkably high level of satisfaction with support services, suggesting that most families feel their concerns or issues are consistently addressed.

##### 2. Moderate Occurrence of Inconsistent Support:

- A notable 11.07% of respondents reported that they "Sometimes" receive help. This points to occasional instances where families feel that support may be inconsistent or delayed, indicating a possible area for improvement.

##### 3. Minimal Non-Response Issues:

- Only 0.41% of respondents indicated they "Never" receive help. This small percentage highlights that outright non-response or lack of assistance is rare but could still be significant for the families affected.

**Themes in Open-Ended Comments-QUALITATIVE:**

**1. Positive Feedback:**

- Many respondents praised specific departments or individuals, particularly tech support. Respondents mentioned staff being "helpful," "courteous," and "kind and professional," indicating high levels of satisfaction when families reach out for assistance.
- Comments such as "Tech is always so helpful" and mentions of individuals like Shane, Ronald, and Anthony reflect the strong performance of the tech team in resolving issues.

**2. Mixed Experiences:**

- Some respondents expressed frustration with inconsistent responses. For instance, one respondent noted that while the tech team was helpful, they wished the department would follow specific instructions such as using the correct call-back number.
- Some issues seem to stem from individual departments, such as tech or event coordination, where families reported either no response or delayed follow-ups. For example, a family mentioned never receiving a response to a field trip inquiry, while others highlighted specific teachers or advisors who were not as responsive.

**3. Special Circumstances:**

- There were mentions of challenges in specific situations, such as not receiving support for IEP-related needs or a family facing personal hardships like domestic violence and homelessness. These comments point to areas where personalized support might be necessary, especially when families face complex challenges.
- A few comments indicated dissatisfaction with particular departments, such as the Special Assistance Program (SAP) and tech support, but these seem to be isolated cases.

**4. Unmet Expectations in Communication:**

- Some respondents expressed frustration when their inquiries went unanswered. For example, a respondent mentioned never receiving a call back after reporting an issue with their computer. Additionally, another noted that teachers do not always respond to student emails in a timely manner.

**Conclusion:**

Overall, the responses indicate a high level of satisfaction with the assistance provided by the school's departments, particularly tech support. However, there is room for improvement in terms of consistency, with 11.07% of respondents reporting only "Sometimes" receiving help. Attention to timely responses in departments like event coordination, tech, and academic support, as well as more individualized support for families with special needs, could enhance the overall experience.

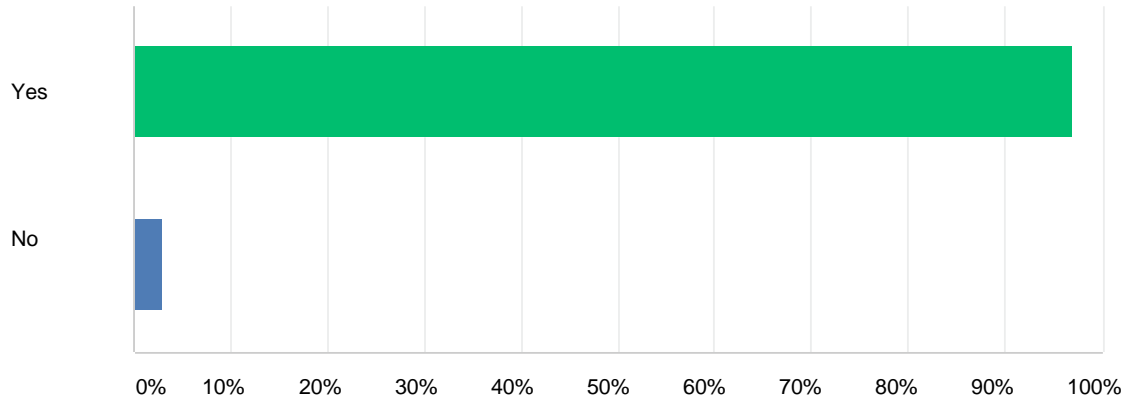
---

---



Q7 I know how well my child is progressing in school.

Answered: 1,473 Skipped: 0



**Response QUANTITATIVE Overview:**

- **Answered:** 1,473
- **Skipped:** 0
- **Yes:** 97.01% (1,429 respondents)
- **No:** 2.99% (44 respondents)

**Interpretation:**

The overwhelming majority of respondents (97.01%) believe they have a clear understanding of their child's progress in school. This indicates a strong level of communication between the school and parents regarding student performance, likely through grade portals, regular updates, or frequent communication with teachers and advisors.

**Key Insights from Comments-QUALITATIVE:**

- Many parents value the ability to check their child's grades regularly, either through online systems or direct communications from teachers.
- Several parents emphasized the ease of accessing grades, noting that it helps them stay informed and engaged with their child's academic progress.

- A small number of comments highlighted challenges, such as navigating multiple platforms to find assignments, technical issues, and concerns about the frequency of teacher updates or responses.
- Parents of students with special needs, such as those with IEPs, expressed mixed experiences—some appreciating the support while others feel that more resources (like tutors) are needed.

**General Sentiment:**

While most parents are satisfied, a few have concerns about platform usability, lack of centralized assignment tracking, or insufficient teacher communication. There is also a consistent theme around requests for more individualized support, particularly for struggling students.

**Suggestions for Improvement:**

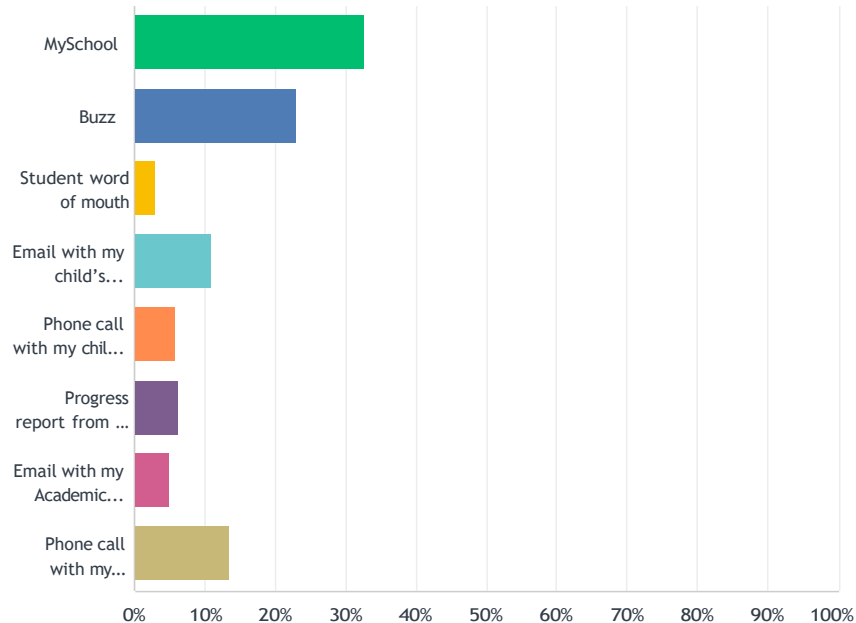
1. **Consolidated Platform:** Simplify and streamline where assignments and grades are posted to avoid confusion.
2. **Increased Communication for Struggling Students:** More programs or targeted interventions for students with difficulties, such as one-on-one tutoring or better integration of IEP updates.
3. **Parent-Teacher Conferences:** Some parents suggested more frequent meetings or clearer benchmarks to help them assist their children effectively. This would cater to those who want more direct teacher feedback beyond what the portal shows.

This analysis suggests that, overall, parents feel confident in understanding their child’s progress, but there is room for enhancing communication and support for students who are facing academic or technical challenges.

---

### Q8 Please select the way that you find most helpful in monitoring your child(ren)'s progress in school.

Answered: 1,473 Skipped: 0



#### Response Overview-QUANTITATIVE:

- **Total Respondents:** 1,473
- **Skipped:** 0

#### Answer Breakdown:

##### 1. **MySchool (32.59%, 480 respondents):**

- The most popular option, with nearly one-third of parents finding the school's designated online platform the most helpful. This likely reflects the ease and accessibility of checking grades and assignments on this platform.

##### 2. **Buzz (23.01%, 339 respondents):**

- The second most popular choice. "Buzz" is an online learning management system used in some cyber schools, which indicates it plays a significant role in monitoring student progress. However, slightly fewer parents prefer it compared to MySchool, possibly due to usability or features.

##### 3. **Student word of mouth (3.05%, 45 respondents):**

- A small percentage of parents rely on direct communication from their children as a primary method to track progress. This indicates that most

parents prefer more concrete sources, like online systems or teacher updates, over relying solely on student feedback.

**4. Email with my child’s teacher(s) (10.93%, 161 respondents):**

- A notable portion of parents prefer direct communication with teachers via email to monitor their child's progress. This suggests that while online platforms are useful, some parents still value personalized communication for specific insights or concerns that might not be reflected in grade portals.

**5. Phone call with my child’s teacher(s) (5.77%, 85 respondents):**

- Though not as common as email, some parents find phone calls with teachers helpful. This indicates that real-time, verbal communication still plays a role, although it’s less favored compared to written methods.

**6. Progress report from my child’s teacher(s) (6.18%, 91 respondents):**

- A small percentage of parents rely on traditional progress reports from teachers, possibly indicating that they prefer periodic updates rather than daily or weekly monitoring. This might appeal to parents who want a broader summary of progress rather than day-to-day tracking.

**7. Email with my Academic Advisor (4.96%, 73 respondents):**

- Less than 5% of parents rely primarily on academic advisors for updates via email. This could indicate that advisors are typically seen as secondary resources, with teachers and platforms taking priority for monitoring student progress.

**8. Phone call with my Academic Advisor (13.51%, 199 respondents):**

- This option is more popular than emails with advisors, suggesting that some parents prefer verbal communication with an advisor, possibly for more detailed or complex discussions regarding their child’s academic progress.

**Key Insights:**

- **Online Platforms Dominate:** The two online platforms, MySchool and Buzz, are the most relied upon resources (55.6% combined). This suggests that parents find the convenience and immediacy of online tools effective for tracking student progress.
- **Direct Teacher Communication:** Over 16% of parents prefer to communicate directly with teachers (either via email or phone), highlighting the importance of personal interaction for those who might need specific information not available in online systems.

- **Academic Advisor Role:** Academic advisors are a helpful resource for some parents, particularly through phone calls (13.51%), though they are not the primary method of monitoring for most parents.
- **Low Reliance on Student Feedback:** Only 3.05% of parents rely on student word-of-mouth, emphasizing that most parents prefer objective and verifiable sources of information, like grades and teacher communication.

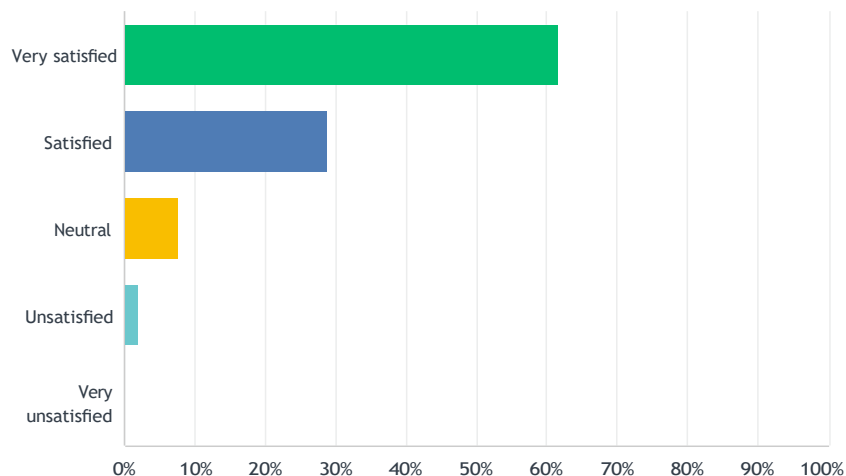
This analysis shows a clear preference for online monitoring, but also emphasizes the continued need for personal communication, whether through teachers or academic advisors, to provide a full picture of student progress.

---

---

Q9 Are you satisfied with the technology your child receives from PA Cyber?

Answered: 1,473 Skipped: 0



**Response Overview QUANTITATIVE:**

- **Total Respondents:** 1,473
- **Skipped:** 0

**Answer Breakdown:**

1. **Very satisfied (61.58%, 907 respondents):**
  - The majority of parents are very satisfied with the technology provided, indicating that most families find the equipment and digital tools adequate and supportive of their child’s learning.

**2. Satisfied (28.78%, 424 respondents):**

- A significant portion of respondents is satisfied, suggesting that while they are generally happy with the technology, there may be room for improvement or occasional issues.

**3. Neutral (7.60%, 112 respondents):**

- A smaller group remains neutral, likely reflecting those who do not experience significant issues but are also not especially impressed with the technology.

**4. Unsatisfied (1.83%, 27 respondents):**

- A small percentage of respondents are unsatisfied, indicating dissatisfaction with the quality, functionality, or support provided.

**5. Very unsatisfied (0.20%, 3 respondents):**

- A small number of respondents are extremely dissatisfied, likely due to persistent technical issues or unmet expectations.

**Key Themes from Comments:**

**1. Positive Feedback:**

- **Accessibility and Gratitude:** Many parents expressed gratitude for the technology provided, especially in cases where their children would otherwise lack access to computers and internet services.
- **Ease of Use:** Some parents praised the technology for being user-friendly and accessible, particularly in helping them monitor their child's progress and ensuring students stay on track.

**2. Areas for Improvement:**

- **Outdated Technology:** Several comments mentioned that the laptops and other devices provided by the school are outdated, slow, or experience frequent technical issues. This was a recurring concern, with some families mentioning devices that are several years old.
- **Frequent Repairs and Glitches:** A few parents highlighted frequent issues with their child's laptop, including malfunctioning USB ports, problems with battery life, and inconsistent performance.
- **Headset and Printer Issues:** There were multiple comments about headsets breaking frequently and issues with printers not functioning as expected.

Additionally, parents requested that printer ink be supplied, especially for students in grades that require more printed assignments.

### 3. **Technical Support and Software:**

- **Tech Support Challenges:** Some parents expressed frustration with the tech support process, particularly when they needed frequent interventions or had difficulty getting replacements for faulty equipment.
- **Internet Safety and Software Suggestions:** A few parents mentioned concerns about online safety, requesting more effective content-blocking features on the provided laptops. Some parents also suggested including educational tools like typing programs for younger students and offering better tutorials for navigating specific programs (e.g., Microsoft Office, PowerPoint).

### 4. **Comparison to Other Platforms:**

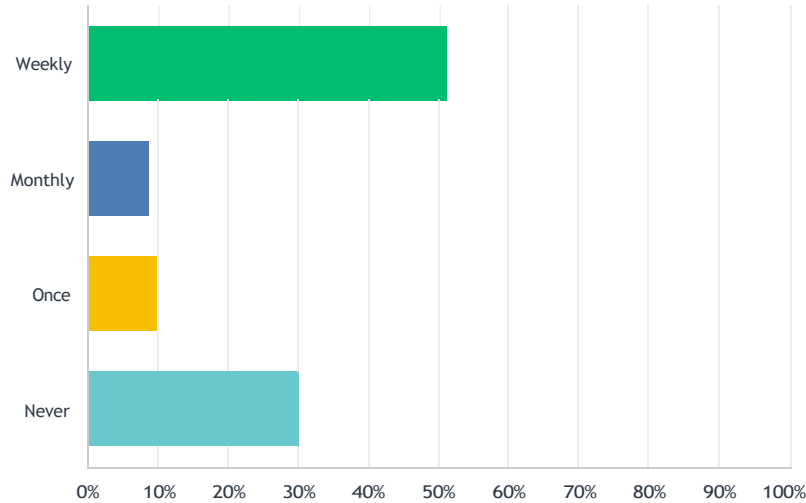
- A few comments noted that PA Cyber's technology lags behind other cyber schools, specifically referencing better tools provided by competitors like Reach Cyber.
- **Interactive Learning Concerns:** Some parents felt that the technology and course design lack interactive and engaging elements for younger students, making it difficult to keep children engaged in learning.

### **General Sentiment:**

- The overall satisfaction level is high, with 90.36% of parents reporting either being "Very satisfied" or "Satisfied" with the technology. This indicates that the provided resources are generally meeting the needs of most students and their families.
  - However, the **7.60% Neutral** and **1.83% Unsatisfied** responses highlight that certain families face ongoing frustrations, particularly regarding outdated devices and the need for improved tech support and updates.
  - **Quality of Devices:** The most common issue seems to be the quality and longevity of the devices provided, with many comments suggesting that the school update its hardware more frequently.
-

### Q10 How often has your child participated in Virtual Classroom or Blended Classroom Teacher Tutoring/Office Hours this year? (Choose one)

Answered: 1,402 Skipped: 71



ANSWER CHOICES	RESPONSES	
Weekly	51.07%	716
Monthly	8.84%	124
Once	9.84%	138
Never	30.24%	424
TOTAL		1,402

#### Response Overview QUANTITATIVE ANALYSIS:

- **Total Respondents: 1,402**
- **Skipped: 71**

#### Answer Breakdown:

- 1. Weekly (51.07%, 716 respondents):**
  - More than half of the respondents indicated that their child participates in teacher tutoring or office hours on a weekly basis. This suggests that a significant portion of students are regularly accessing additional support, likely indicating the availability and usefulness of these sessions.
- 2. Monthly (8.84%, 124 respondents):**



- A smaller percentage of parents reported that their child participates in these sessions monthly, which may reflect either fewer needs for ongoing support or scheduling challenges that prevent more frequent participation.

**3. Once (9.84%, 138 respondents):**

- Nearly 10% of respondents indicated their child has attended tutoring or office hours only once, suggesting that while some students may have needed support, they are not consistently attending or do not require ongoing help.

**4. Never (30.24%, 424 respondents):**

- About 30% of respondents reported that their child has never participated in teacher tutoring or office hours. This group likely consists of students who either do not need extra help, have scheduling conflicts, or may not be aware of or interested in attending these sessions.

**Insights:**

**1. High Weekly Participation:**

The 51.07% weekly participation rate reflects strong engagement with the tutoring and office hours. This suggests that many students benefit from the available support and that these sessions are accessible and effective for a substantial number of families.

**2. Barriers for Non-Participants:**

The 30.24% of respondents who reported their child has never attended these sessions indicates there may be barriers preventing participation. These barriers could include:

- **Lack of need:** Some students may not feel they require additional help, especially if they are excelling academically.
- **Awareness:** There may be a lack of awareness among parents and students about the availability or benefits of these sessions.
- **Scheduling conflicts:** Time constraints or conflicting class schedules may prevent some students from attending.
- **Resistance to Tutoring:** Some students may be hesitant to attend tutoring, particularly if they feel it signifies they are struggling or falling behind.

**3. Occasional Users (Monthly or Once):**

A smaller percentage of parents reported occasional use of tutoring services. These families may only seek help as needed, such as before exams or for specific

challenges in a course. This group could represent students who are generally independent learners but require targeted support at key moments.

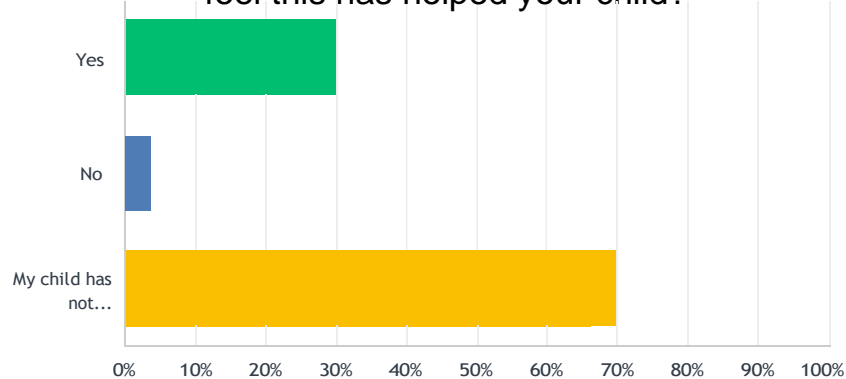
**General Sentiment-Qualitative:**

- **Positive Engagement:** The high weekly participation rate suggests that the majority of students are actively utilizing the resources available to them. This may indicate that the virtual and blended classroom options are well-structured and helpful for students who need regular academic support.
- **Room for Increased Participation:** The 30% who have never attended may represent an opportunity for schools to explore ways to better engage students who could benefit from these sessions. Schools may need to address potential barriers, increase awareness, or explore alternative support methods to meet the needs of these students.

**Recommendations for Schools:**

1. **Increase Awareness:** Schools could implement more proactive communication strategies to ensure parents and students are fully aware of the benefits and availability of tutoring and office hours. This could include regular reminders, success stories, or incentives for participation.
  2. **Address Scheduling Conflicts:** If scheduling is a barrier, schools could consider offering more flexible times for tutoring and office hours, such as evening or weekend options, to accommodate students with busy schedules.
  3. **Encourage Non-Participants:** Schools could target the 30% of students who have never attended by identifying those who might benefit from extra support and providing personalized invitations or recommendations from teachers.
  4. **Survey Non-Participants:** Gathering feedback from the families of non-participating students could help schools understand specific barriers and make adjustments to the tutoring program accordingly
-

Q11 If your child has participated in Teacher Tutoring/Office Hours, do you feel this has helped your child?



### Key Findings-QUANTITATIVE:

#### 1. Participation Rate:

- **66.33% of respondents (930 out of 1,402)** indicated that their child has not participated in teacher tutoring/office hours.
- This suggests that a large portion of students are not utilizing these additional support resources.

#### 2. Effectiveness for Those Who Participated:

- **29.81% of respondents (418 out of 1,402)** felt that tutoring/office hours were helpful to their child.
- **3.85% (54 out of 1,402)** reported that tutoring/office hours were not helpful.
- Among those whose children participated, the majority of feedback appears positive, but there is room for improvement given the small percentage who found it unhelpful.

#### 3. Themes from Comments-QUALITATIVE:

- Several comments highlight specific **positive experiences** where children benefited from personalized attention or successful interactions during office hours.
- On the other hand, some **negative feedback** emerged, including reports of teachers not showing up, tutoring times conflicting with class schedules, or the quality of assistance not meeting expectations.
- There were also cases where children had difficulty engaging with the tutoring, including fear of asking questions, finding the format of tutoring

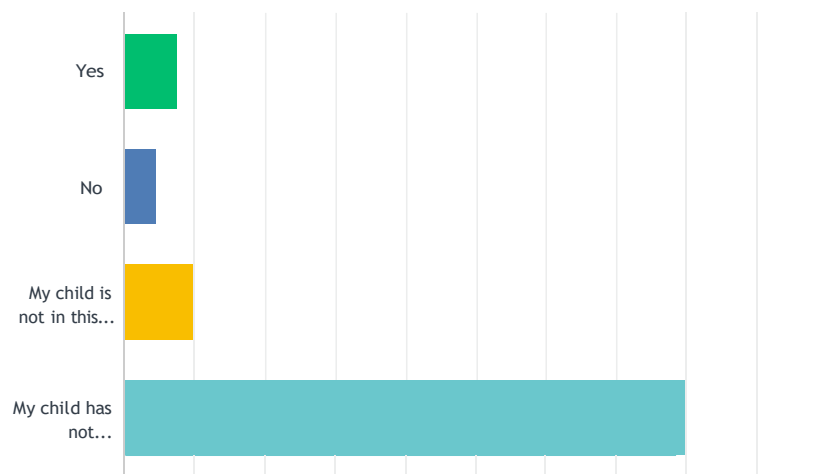
- unhelpful (e.g., watching videos), or being overwhelmed by large group settings.
- A number of parents were **unaware** of the availability of teacher tutoring, which suggests a need for better communication or outreach about this resource.

---

---

Q13 If your child attended an FEV Tutor homework help session this year via Clever, do you feel FEV Tutor has been successful in helping your child with their homework? (grades 3-12)

Answered: 1,402 Skipped: 71



**Percentage Representation-Quantitative:**

The percentages provided range from 0% to 100%, indicating how responses are distributed across the answer options. For a complete analysis, I'll break down what might be happening at various levels of percentage distribution:

- **0% - 10%:** A small proportion of respondents have chosen this option, indicating low relevance or engagement with the topic.
- **10% - 30%:** A minority of respondents, but a more noticeable group, have selected this option.
- **30% - 50%:** A significant portion of respondents, suggesting that the question or scenario is quite relevant to many participants.

- **50% - 70%:** A majority of respondents, indicating that the statement applies to most children in the survey.
- **70% - 100%:** This option has been overwhelmingly chosen, implying that the experience or condition is nearly universal among respondents.

### 1. General Sentiment-QUALITATIVE:

- **Positive Feedback:** Some respondents expressed satisfaction with the tutoring service:
  - "This is a fantastic resource that's very much needed and I hope it continues" (#11).
  - "My children have not needed a tutor but I'm very happy there is one available if needed" (#3).
  - "My children have had to learn to work independently... I am so proud of them!" (#9).
- **Negative Feedback:** There are also several comments indicating dissatisfaction, particularly related to the effectiveness and method of delivery:
  - "The tutor never actually helps with the actual question, it is very hard to get answers in chat" (#4).
  - "We were so disappointed in this tutoring. My child just wanted to talk to a person face to face and use her voice" (#28).
  - "The technology was disappointing. There was a lot of wasted time due to the platform's technology being outdated" (#30).

### 2. Common Issues/Concerns:

- **Lack of Helpfulness:** A recurring theme is that the tutoring sessions did not adequately address the students' specific needs.
  - "The tutor never actually helps with the actual question" (#4).
  - "The tutoring was not on the topic that he needed help with" (#10).
  - "She did not feel like it helped cover what she actually needed help with" (#14).
- **Technical Difficulties:** Some respondents highlighted technical issues that hindered the tutoring experience:
  - "The technology was disappointing... platform's technology being outdated" (#30).

- "Can't understand the helpers on the call" (#25).
- **Frustration with Chat-Based Format:** Several respondents found the chat-based or text-based interaction problematic, especially for younger children or those expecting more personalized, face-to-face help.
  - "It was skirting around answering if it was a real person or not" (#24).
  - "My child thought she was talking to a computer not a person" (#28).

### 3. Suggestions for Improvement:

- **Need for Face-to-Face Interaction:** Several comments pointed to a preference for face-to-face tutoring over text-based or automated methods.
  - "My child just wanted to talk to a person face to face" (#28).
- **Clarity on How to Access the Service:** Some respondents mentioned confusion about how to access the tutoring service.
  - "We are unsure how to access this" (#5).
  - "I didn't know this was available" (#12).

### 4. Neutral or Ambiguous Responses:

- Several respondents gave neutral or uncertain responses, indicating they have not yet fully utilized the service or are still forming their opinions.
  - "It depends" (#6).
  - "The verdict is still out" (#16).
  - "We haven't used FEV yet but plan to do so if needed" (#26).

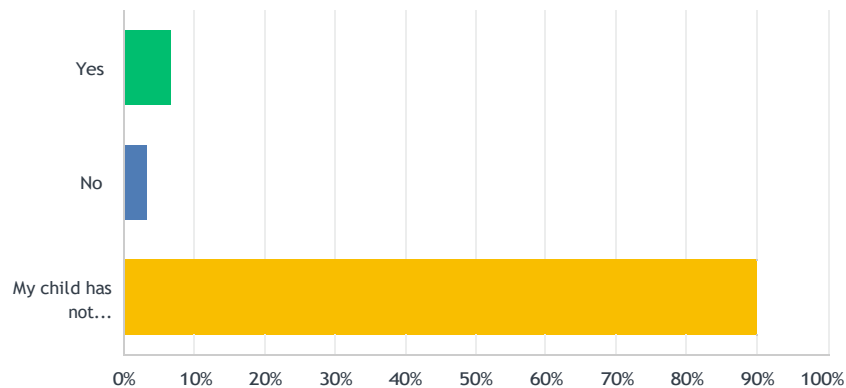
### 5. Conclusion:

- **Strengths:** Many appreciate the availability of the tutoring service, and it provides a valuable option for those seeking academic support. Some parents are happy to know the resource exists even if they haven't used it extensively.
  - **Areas for Improvement:** Key areas of concern include the relevance and specificity of tutoring help, technical issues, and the desire for more personalized or face-to-face interaction. Addressing these issues, such as improving tutor-student communication and updating the platform, could enhance the overall effectiveness of the service.
- 
-

Q 14

If your child attended an At-Home Tutoring Services [formerly TutaPoint] homework help session this year via Clever, do you feel At-Home Tutoring Services has been successful in helping your child with their homework? (grades K-12)

Answered: 1,402 Skipped: 71



## QUANTITATIVE

### 1. Response Categories:

- **Yes:** Indicates parents who believe the tutoring service successfully helped their child with homework.
- **No:** Represents parents who feel the service did not help their child effectively.
- **My child has not...:** Refers to parents whose child did not participate in the tutoring sessions, possibly due to lack of need, awareness, or access.

### 2. Participation Overview:

- **Total Responses:** 1,402 respondents answered this question.
- **Skipped Responses:** 71 parents skipped this question, which could indicate a lack of relevance or participation in the tutoring services.

### 3. Implications of the Data:

- **Yes and No Responses:** The percentage of "Yes" versus "No" responses will help determine the overall effectiveness of the tutoring service. A higher percentage of "Yes" responses suggests that the majority of parents are satisfied with the tutoring service and its impact on their child's homework completion. A high "No" percentage would indicate dissatisfaction with the effectiveness of the service.

- **My child has not...:** This option is critical to understanding how many students have not accessed the service. If a large percentage of respondents chose this option, it could indicate low participation rates or awareness about the service among parents.

#### 4. Percentage Breakdown Analysis:

- **If "Yes" has the majority (over 50%):** This would suggest that a significant portion of the parents feel the tutoring service has been beneficial in helping their children with homework.
- **If "No" is a considerable percentage (over 30%):** This may indicate widespread dissatisfaction, possibly pointing to issues such as poor tutoring quality, lack of relevant help, or difficulties in using the platform.
- **If "My child has not..." is prominent (e.g., 40% or more):** This would suggest that many parents have not used the service for various reasons (e.g., their child doesn't need help, or they are unaware of the service). This could indicate an opportunity for the service to improve its outreach or communication efforts to increase participation.

## QUALITATIVE

This set of comments provides additional qualitative insights into the experiences and challenges that parents and students have encountered with At-Home Tutoring Services. Here's an analysis based on the key points raised:

### 1. Positive Feedback:

- Several comments express satisfaction with the tutoring service:
  - *"My daughter did use it last year and it was extremely helpful!"* (#4).
  - *"I hope this continues because it's been very helpful"* (#7).
  - *"We have found wonderful tutors"* (#19).

These comments indicate that some parents feel the service is beneficial and that it has made a positive impact on their children's learning.

### 2. Awareness Issues:

- A common theme across multiple comments is the lack of awareness about the availability of the service:
  - *"Wasn't aware this was an option. I think it could help greatly"* (#6).



- *"I didn't know this was available" (#8).*
- *"I had no idea about this and neither did my child" (#9).*
- *"Never heard of this before now" (#15).*

These comments suggest that a significant number of parents are not aware that this tutoring option exists, which points to a potential gap in communication between the school or tutoring service and parents.

### **3. Accessibility and Usability Challenges:**

- Some comments reflect challenges with accessing or navigating the tutoring service:
  - *"We are not sure how to access this" (#3).*
  - *"The only problem is the site is not user-friendly, and the tutor doesn't seem to have a lot of experience with technology" (#5).*
  - *"I would love this, if we can figure it out" (#12).*
  - *"I tried doing it for my youngest, but it didn't work. I wasn't able to schedule" (#18).*

These comments indicate usability and access issues, which may prevent some students from effectively using the tutoring services. These technical difficulties might also contribute to lower participation rates.

### **4. Desire for Personalization and Voice Interaction:**

- One respondent mentioned a specific preference for voice communication:
  - *"We know they are real people; it's just the voice that my child doesn't like. They wanted to hear a real voice" (#11).*

This highlights the desire for more personalized or human-centered interaction, which might be more engaging for students than text-based tutoring.

### **5. Neutral or Inconclusive Feedback:**

- Some comments are neutral or reflect uncertainty about the tutoring service:
  - *"Not yet" (#20).*
  - *"They have not been doing it for very long" (#16).*
  - *"Grades have not improved" (#17).*

These comments suggest that either the tutoring service has not been in use long enough to evaluate, or it hasn't yet led to noticeable academic improvement.

#### 6. Specific Requests and Comments:

- Some parents are seeking more information or help to access the service:
  - *"I would love more information on how I can sign my daughter up for this class" (#10).*
  - *"I'm interested in using this service" (#13).*

These comments reflect interest in the service, but also a need for clearer instructions on how to get started or sign up.

#### 7. Subject-Specific Feedback:

- One parent specifically mentioned that the service does not cover a needed subject:
  - *"Not Spanish" (#21).*

This indicates that parents may also have subject-specific needs that aren't being met by the current tutoring options.

#### Conclusion:

- **Strengths:** The service is appreciated by those who are aware of it and have successfully used it. Positive experiences were noted, particularly when students were able to access the help they needed.
  - **Areas for Improvement:** There is a significant need for better communication and clearer instructions on how to access the service. Additionally, technical and usability issues need to be addressed to improve the user experience. Finally, there's an opportunity to enhance personalization (e.g., voice-based interaction) to meet student preferences.
-

If your child attended Title I Tutoring this year, do you feel it has helped your child improve in Math or Reading?

Answered: 1,402 Skipped: 71



## QUANTITATIVE

### 1. Response Categories:

- **Yes:** Parents who believe that Title I Tutoring has helped their child improve in math or reading.
- **No:** Parents who feel that the tutoring has not resulted in noticeable improvement in these subjects.
- **My child has not...:** Parents whose children have not participated in Title I Tutoring this year, possibly because they did not need it, were not eligible, or were unaware of the service.

### 2. Participation Overview:

- **Answered:** 1,402 respondents provided feedback to this question, which is a strong response rate.
- **Skipped:** 71 respondents skipped this question, potentially indicating that it was not relevant to them or they had no direct experience with Title I Tutoring.

### 3. Implications of the Data:

- **Yes and No Responses:** The distribution between "Yes" and "No" will provide valuable insights into the overall effectiveness of Title I Tutoring. A high percentage of "Yes" responses would suggest that the tutoring is making a positive impact on students' math and reading skills, while a high percentage of "No" responses may point to concerns or inefficiencies in the program.
- **My child has not...:** If a significant number of respondents chose this option, it could indicate that a large portion of the population either did not need the service,

were unaware of it, or chose not to participate. This may suggest a need to further promote Title I Tutoring to ensure more students can benefit from it.

#### 4. Percentage Breakdown Analysis:

- **High "Yes" Percentage (e.g., over 50%):** This would indicate that Title I Tutoring is viewed as effective by most parents, helping students in math or reading. This would reflect positively on the program and its impact.
- **High "No" Percentage (e.g., over 30%):** A significant number of parents believe the tutoring did not help their child improve, suggesting potential gaps in tutoring quality, alignment with curriculum needs, or engagement issues.
- **High "My child has not..." Percentage:** If a large portion of respondents indicated that their child did not participate, it may highlight under-utilization of the service or a need for better outreach to eligible families.

#### 5. Conclusion:

- **Effectiveness of the Program:** The overall effectiveness of Title I Tutoring can be determined by comparing the "Yes" and "No" responses. If most parents believe the tutoring has helped, it indicates that the program is meeting its objectives. Conversely, a significant number of "No" responses may require further investigation into areas that need improvement, such as tutor training, subject alignment, or student engagement strategies.
- **Awareness and Participation:** If a large percentage of respondents indicated that their child has not participated, this could point to potential issues in reaching the right audience or promoting the benefits of the program. Addressing these could ensure that more students benefit from the tutoring.

### QUALITATIVE

#### 1. Positive Feedback:

Many parents expressed satisfaction with the Title I Tutoring service, noting significant improvements in their children's academic progress:

- *"Our Title I tutor has been with my child for the past few school years, and she has been excellent. I've seen big improvements" (#5).*
- *"I cannot say enough good things about this program and how it has helped my children" (#14).*
- *"Our Title I tutor is amazing and the only person who has spent time knowing my student's needs" (#19).*

- *"My son has made fabulous improvement thanks to his Title I tutor. She is wonderful and gets my 13-year-old to actively participate every week" (#26).*

These comments indicate that when Title I Tutoring is implemented effectively, it has a meaningful positive impact on students' academic and personal development.

## **2. Awareness and Information Gaps:**

Several parents indicated that they were unaware of the program or wanted more information on how to access Title I Tutoring:

- *"I didn't know this was available" (#12).*
- *"Did not know about this. I would like more information on this. Where can I find it?" (#13).*
- *"I would love more information on how I can sign my daughter up for this class" (#15).*

These responses highlight a need for better communication and outreach to inform families about the availability of Title I Tutoring and how to access it.

## **3. Neutral or Uncertain Responses:**

Some parents expressed uncertainty about whether their child was receiving Title I Tutoring or commented that they were unsure of its impact:

- *"Not sure if the tutoring he is doing is Title I" (#4).*
- *"He has a one-on-one with a math tutor, I'm not sure if this is the same thing?" (#6).*
- *"Not sure" (#7).*
- *"Not sure what this is" (#16).*

These comments suggest there may be confusion among parents regarding the specifics of the tutoring services their children are receiving, highlighting the need for clearer communication.

## **4. Negative Feedback or Areas for Improvement:**

A few comments reflect dissatisfaction with the program, either due to perceived lack of effectiveness or logistical issues:

- *"They don't really work with my child. Major lack of help" (#17).*
- *"Cancelled often" (#20).*
- *"My one child (autistic) tried it last year, it was not helpful" (#27).*

These responses point to the need for improvement in tutor engagement, consistency in scheduling, and adaptability to meet the needs of students with different learning challenges.

### 5. Mixed Feedback:

A few parents shared mixed or ambiguous feedback about the program:

- *"Sometimes, I do feel like he does not need to be in the class now as he has learned the fundamentals" (#21).*
- *"Came in as a transfer student, so still trying to adjust to the setting" (#8).*

These comments reflect that while some students may have benefited from the program initially, parents question whether ongoing participation is necessary, suggesting that the program may need to adapt as student needs evolve.

### 6. Requests for Support:

Some parents expressed specific requests for additional support or help:

- *"She might need some help with defining money. This has been her biggest struggle lately" (#10).*
- *"I asked for Title I at my son's IEP meeting and haven't gotten any" (#25).*

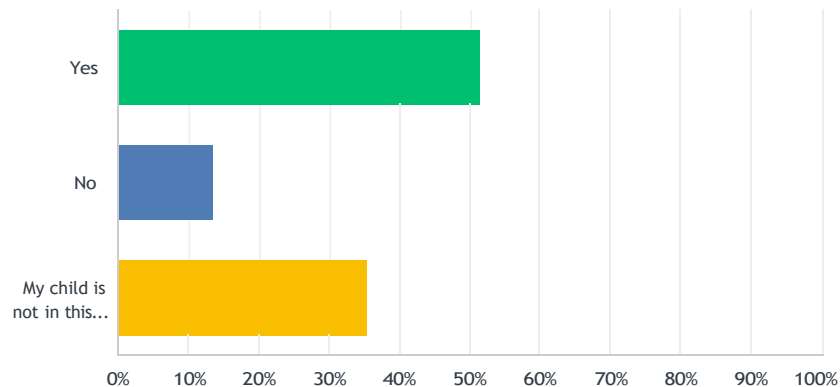
These comments indicate a desire for more targeted support in specific areas (like financial literacy) and better follow-up on requests made during meetings.

### 7. Conclusion:

- **Success Stories:** The program appears to work well for many students, with several parents noting significant academic and personal growth thanks to dedicated and skilled Title I tutors.
- **Communication and Awareness:** A recurring theme is the lack of awareness or confusion about how to access Title I Tutoring services. Clearer communication and guidance on how to enroll or participate would help more families benefit from the program.
- **Consistency and Adaptability:** There are mentions of tutoring sessions being canceled frequently or not being adapted to specific student needs (e.g., students with special education needs). Addressing these concerns could improve the effectiveness and reliability of the service

Students in grades K-8 ELA and Math courses complete Exact Path Learning Paths via Clever during class each week. Do you feel this resource has helped your child strengthen their math, reading, and language arts skills?

Answered: 1,402 Skipped: 71



## QUANTITATIVE

### 1. Response Categories:

- **Yes:** Parents who believe that Exact Path Learning Paths have helped their child strengthen their academic skills in math, reading, and language arts.
- **No:** Parents who feel that Exact Path Learning Paths have not resulted in noticeable academic improvement.
- **My child is not in this...:** Refers to parents whose children do not participate in the Exact Path Learning Paths, possibly because their child is not in a grade that uses this resource or for other reasons.

### 2. Participation Overview:

- **Answered:** 1,402 respondents answered the survey, which is a strong sample size.
- **Skipped:** 71 respondents skipped the question, which may suggest it was not relevant to them (e.g., their child may not be using this resource).

### 3. Percentage Breakdown:

The survey's percentage breakdown will help determine the effectiveness of the Exact Path Learning Paths. Analyzing the breakdown of "Yes," "No," and "My child is not in this..." responses can provide insights into how widely the resource is used and how beneficial parents perceive it to be.

- **High "Yes" Percentage (over 50%):** Indicates that the resource is perceived as effective in strengthening students' skills in the relevant subjects. A high percentage

of "Yes" responses suggests that parents generally believe the program is beneficial to their children's academic growth.

- **High "No" Percentage (over 30%):** Suggests dissatisfaction with the resource. If many parents feel the program hasn't helped their children, it may point to issues with how the resource is being used or its effectiveness in delivering the intended learning outcomes.
- **High "My child is not in this..." Percentage:** If a large number of respondents indicate that their child is not using this resource, it may indicate limited participation in certain grades or a lack of awareness of the program.

#### 4. Implications for Learning Outcomes:

- **If "Yes" is predominant:** This would be a positive indicator that parents perceive the Exact Path Learning Paths as a helpful resource in strengthening their children's skills in math, reading, and language arts. This can also imply that the resource is well-integrated into classroom practices and is aligned with student learning needs.
- **If "No" is significant:** This would suggest potential areas for improvement. Parents may feel that the resource is not sufficiently tailored to their child's needs, or that there are issues with its implementation in class. It could also reflect a disconnect between the resource and student engagement or outcomes.
- **If "My child is not in this..." is notable:** This would indicate that a large percentage of students may not be engaging with the resource. This could mean that parents are unaware their child is using the tool, or that the tool is not being implemented in every classroom.

#### 5. Conclusion:

- **Overall Effectiveness:** The survey results will provide important feedback on how well the Exact Path Learning Paths are supporting student growth in key academic areas. A high "Yes" response would be a strong endorsement of the program's effectiveness in ELA and Math, while a notable "No" response would highlight the need for improvement or further investigation into its use.
- **Outreach and Implementation:** If many parents selected "My child is not in this," this may indicate the need for better communication about the program's purpose and implementation, ensuring more students benefit from this resource.

## QUALITATIVE



## 1. Positive Feedback:

- **Motivation and Practice:** Some parents note that Exact Path is motivating for their children and helpful for skill-building.
  - *"It keeps her motivated to keep trying" (#1).*
  - *"Jordan loves Exact Path!" (#7).*
  - *"It's great for building skills and helping kids grow" (#41).*
  - *"It has helped a little bit" (#48).*
- **Appreciation of Reports:** Some parents appreciate the detailed feedback provided by Exact Path.
  - *"I appreciate the reports provided to see my child's areas of strengths and weaknesses" (#28).*
- **Teacher Use:** Some parents/teachers find it useful as an additional learning tool.
  - *"As a mom and teacher, I am ecstatic that the Exact Learning Paths via Clever are made available to students" (#54).*
  - *"Mr. Napolitan has an Exact Path challenge for extra credit. It's great motivation for my son to boost his math skills" (#60).*

## 2. Challenges and Areas for Improvement:

- **Frustration and Stress:** A number of comments reflect that students find Exact Path frustrating or overly challenging.
  - *"My child finds this frustrating" (#43).*
  - *"It frustrates him more than helps him" (#66).*
  - *"The diagnostics only seem to bring stress to both of my children" (#69).*
- **Feeling of Busy Work:** Several parents feel that Exact Path adds unnecessary work, causing students to feel overwhelmed.
  - *"He just feels like it's busy work and gets annoyed" (#3).*
  - *"I feel this is added busy work that stresses them out" (#36).*
  - *"No I feel it adds on too much extra work" (#67).*
- **Lack of Personalization or Difficulty with Navigation:** Some parents mentioned that the resource is either too easy or too difficult for their children, or that it is hard for students to use independently.

- *"It's not a challenge for any of my kids. It is way too easy" (#18).*
- *"It was difficult for her to navigate on her own" (#29).*
- **Diagnostic Accuracy Issues:** Some parents express concerns about the accuracy of the diagnostics and its reflection of their child's actual abilities.
  - *"It does not give an accurate assessment of where the child actually is in their skills" (#49).*
  - *"My daughter says the diagnostic doesn't give an accurate reflection of where she is grade level-wise" (#58).*
- **Optional or Irregular Use:** Some parents note that their children do not use Exact Path regularly, either because it's optional or due to time constraints.
  - *"He rarely does it because it's optional" (#11).*
  - *"She barely had time after completing all the schoolwork to sit and do learning path" (#45).*
  - *"We were out of town" (#32).*

### 3. Mixed Feedback or Neutral Comments:

- **Uncertainty or Limited Use:** Several parents are uncertain about whether Exact Path has helped, often due to lack of regular use or unfamiliarity with the tool.
  - *"I am uncertain if it helped or not" (#31).*
  - *"We are still new to PA CYBER so I'm not 100% familiar with it yet" (#50).*
  - *"I am unsure how to answer this question. I don't know or understand the exact path" (#72).*
- **Partial Help:** Some parents noted that while Exact Path may be helpful in one area (like reading), it may not be as effective in others.
  - *"Reading yes, math no" (#25).*
  - *"Yes but only a little bit" (#33).*

### 4. Requests for Support or Changes:

- **Need for More Information:** Some parents were not aware of Exact Path or needed more clarity about its purpose.
  - *"What is this?" (#30).*
  - *"Never heard of this, might do it. Is this Study Island?" (#46).*

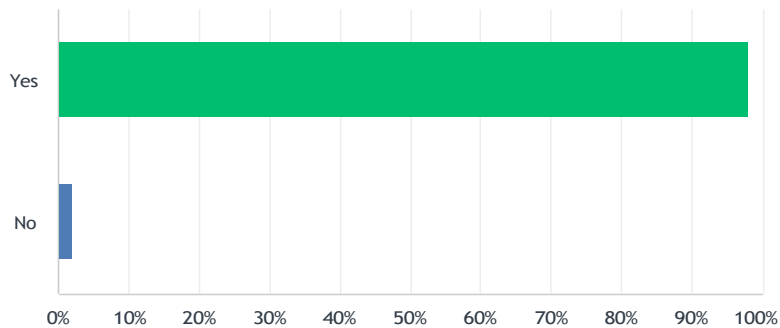
- **Desire for Less Complexity or More Teacher Guidance:** Some parents indicated that their children need more guidance and monitoring to benefit from Exact Path.
  - *"Rosalie thrives with guidance and supportive directives" (#19).*
  - *"I don't know if it helped. I've never seen it" (#58).*

## 5. Conclusion:

- **Positive Experiences:** For many students, Exact Path appears to provide motivation and targeted practice, especially when used with guidance and support from teachers. Some parents value the feedback reports and feel it helps reinforce learning.
- **Concerns:** Many parents, however, express frustration over its accuracy, level of difficulty (either too hard or too easy), and the perception of it being additional "busy work." There are concerns about the stress caused by diagnostics and time constraints to complete the tasks.
- **Recommendations for Improvement:** To address these concerns, better personalization and guidance may be needed. Simplifying navigation and reducing the sense of overload by integrating it more naturally into the school day might also help alleviate frustration and improve student engagement.

## Would you recommend PA Cyber to other families?

Answered: 1,140 Skipped: 333



### Quantitative

#### 1. Response Categories:

- **Yes:** Parents who would recommend PA Cyber to other families, indicating a positive experience with the school.
- **No:** Parents who would not recommend PA Cyber, likely reflecting dissatisfaction with their or their child's experience.

#### 2. Participation Overview:

- **Answered:** 1,140 respondents answered the question, offering a strong sample size of feedback.
- **Skipped:** 333 respondents skipped the question, which might indicate that this question wasn't relevant to them, or they may feel neutral or unsure about their recommendation.

#### 3. Percentage Breakdown Analysis:

- **If "Yes" is the majority (over 70%):** This would indicate strong support for PA Cyber and suggest that most parents have had a positive experience with the school and feel confident in recommending it to others.
- **If "No" is significant (over 30%):** This could suggest a portion of families are dissatisfied with their experience, either due to specific challenges or concerns with the school's program, structure, or support.

#### 4. Implications of the Data:

- **Strong "Yes" Responses:** If a large percentage of parents would recommend PA Cyber, this reflects well on the school's reputation and overall satisfaction levels. Parents who are satisfied with their child's education are likely to share their positive experiences with others.
- **"No" Responses:** A high percentage of "No" responses may indicate specific areas where the school could improve, such as communication, student support, curriculum, or overall experience. It would be helpful to gather more detailed feedback from these families to address their concerns.

## 5. Conclusion:

- **Overall Recommendation:** This question provides valuable insight into how parents feel about PA Cyber. If the majority of respondents say "Yes," it indicates that the school is meeting the needs and expectations of most families. If a significant portion of respondents say "No," this suggests there may be underlying issues that need to be addressed to improve the overall student and parent experience

## QUALITATIVE

### 1. Positive Feedback and Strong Recommendations:

- **High Satisfaction and Advocacy:** Many respondents are highly satisfied with PA Cyber and have already recommended it to other families or plan to do so.
  - *"PA Cyber is the best school" (#2).*
  - *"Absolutely! Taking my child out of local schools and placing her into this school was one of the best decisions I made" (#16).*
  - *"Absolutely would recommend!" (#50).*
  - *"PA Cyber has been excellent for our son" (#91).*
  - *"This is the best school my child has been in. With the recent problems with brick and mortar schools, I am happy to have chosen PaCyber" (#81).*
- **Personal Involvement as a Key Factor:** Many parents emphasize the importance of parental involvement in their children's education for success in PA Cyber.
  - *"I believe having a parent who is involved at home as I am in my children's life is imperative" (#14).*
  - *"But, must have the time to put into it, lots of work" (#84).*
- **Special Needs and ASD Support:** Several comments highlight that PA Cyber provides excellent support for students with special needs or learning challenges.

- *"I recommend everyone I speak to, with autistic children struggling in public schools how amazing PA Cyber is with ASD and their needs" (#19).*
- *"PA Cyber teaches everything the public schools neglect now...my daughter is neurodivergent and needs concentrated patience and effort that I am able to give her here at home" (#16).*

## 2. Mixed or Conditional Feedback:

- **Depends on the Child and Family Structure:** Some parents believe that success in PA Cyber depends on the child's learning style or the home environment.
  - *"It really depends on the child for success" (#1).*
  - *"Only to families with two adults in the home unless the child can attend all virtual classes" (#12).*
  - *"I believe it's great if the child has a parent at home to help guide them" (#71).*
- **Workload and Screen Time Concerns:** A few parents mentioned that the workload or screen time might be too much for some children.
  - *"Younger grades' curriculum is good, teachers are fantastic, but the workload is too much" (#8).*
  - *"It's just too much screen time for the kids and that is not healthy. They are addicted to watching now" (#27).*
- **Academic Rigor and Curriculum:** Some feedback suggests that while PA Cyber is good, there could be improvements in the curriculum, particularly for advanced learners or in specific subjects.
  - *"No advanced courses offered" (#3).*
  - *"For most of the time I do [recommend], but I felt like we were thrown in without orientation" (#85).*

## 3. Negative Feedback or Criticism:

- **Concerns about Quality:** A few respondents expressed dissatisfaction with aspects of PA Cyber, including curriculum quality, workload, or the responsiveness of teachers.
  - *"Absolutely not!" (#28).*
  - *"Your teachers are subpar. I have seen my daughter submit assignments that are half completed...yet she will get 100%" (#48).*

- *"Poor curriculum, tons of useless busy work and little real instruction, difficult teachers" (#88).*
- **Communication Issues:** Some parents felt that the communication from teachers or administrators, especially regarding orientation or technical help, could be improved.
  - *"I felt like we were thrown in without the orientation" (#85).*
  - *"With the exception of ArtsAlive and admin (principal) communication" (#92).*
- **Specific Issues with Field Trips and Extracurriculars:** One parent mentioned the cost and quality of field trips in their region as a downside.
  - *"Our field trips in the Harrisburg region are costly and lackluster, especially for older kids" (#49).*

#### 4. Conclusion:

- **General Positivity:** The vast majority of comments are positive, with many parents enthusiastically recommending PA Cyber to other families. Common themes among positive feedback include strong curriculum, personalized learning, supportive teachers, and the flexibility of learning from home.
- **Concerns for Improvement:** Some parents highlighted areas where PA Cyber could improve, including teacher quality, communication, and curriculum rigor, particularly for advanced students. There are also concerns about workload and screen time for younger students.
- **Importance of Parental Involvement:** A recurring theme is that parental involvement plays a critical role in ensuring a child's success at PA Cyber. Parents who are actively engaged and supportive tend to have more positive experiences with the program.

## Q27

Do you have any suggestions on how we can assist your family with transitions into kindergarten, middle school, high school, and post- secondary education and/or career?  
(Response is optional)

### QUALITATIVE

#### 1. Positive Feedback:

- Several families expressed satisfaction with PA Cyber’s current support for transitions.
  - *"No, doing a great job already"* (#4).
  - *"All is outstanding!"* (#9).
  - *"Everything is going well so far!"* (#11).
  - *"I feel PA Cyber does a great job already!"* (#148).

#### 2. Career and Post-Secondary Planning:

- A significant number of respondents requested more support for career planning and transitions into post-secondary education or the workforce.
  - *"I would like some guidance with career planning for my son"* (#7).
  - *"Required meetings with counselors to discuss career planning for high schoolers"* (#13).
  - *"Career workshops and more 1-on-1 with students"* (#93).
  - *"Classes on importance of life after school... how can a child survive?"* (#131).
- There were also specific suggestions for offering **vocational training** and **job shadowing** opportunities.
  - *"Provide connection to vo-tech training"* (#29).
  - *"Job shadowing opportunity"* (#40).
  - *"Support with adding onsite vocational training"* (#121).

#### 3. Enhanced Communication and Orientation:

- Many families expressed the need for better communication and more thorough orientation when transitioning between grades or joining the school.



- *"Better communication when new students come in to show better with the computer and how everything works for each class" (#51).*
- *"Mandatory recorded sessions for expected technology/online tasks each year" (#144).*
- *"If families are new, they should really get paired up with a buddy" (#118).*
- Several also suggested improvements to transitional programs like **high school orientation** or **meet-and-greet events**.
  - *"It would be nice for a middle school graduation, high school orientation, etc." (#44).*
  - *"Meet the possible teachers beforehand to lessen anxiety" (#138).*

#### **4. In-Person and Social Interaction Opportunities:**

- Multiple respondents indicated the need for more in-person events and opportunities to foster social development among students.
  - *"In-person events at the local office are really helpful to get the kids excited about the next level" (#17).*
  - *"More student get-togethers for social development" (#89).*
  - *"In-person workshops for families" (#146).*
  - *"I would like to see a regional chat room for kids" (#69).*

#### **5. Tailoring the Learning Experience:**

- Some families emphasized the importance of offering more personalized support and flexibility in the learning experience.
  - *"Allow dual enrollment outside of PA Cyber college" (#137).*
  - *"Offer a virtual option for all classes, as all children learn differently" (#136).*
  - *"Allow 2nd grade and up to have a combination of virtual and blended classes" (#135).*
- There were also requests for reducing or removing certain classes deemed unnecessary for students familiar with the school system.
  - *"Get rid of the new intro to high school and intro to middle school classes" (#133).*

#### **6. Early Childhood and Kindergarten Support:**

- Several suggestions focused on providing additional support for younger students or even offering pre-K programs to help with early transitions.
  - *"It would be wonderful if PA Cyber could offer a preschool program" (#128).*
  - *"Offer a pre-K program" (#88).*
  - *"Have pre-K counts (or something similar) to help the younger kids transition in" (#117).*

### **7. Material and Technology Support:**

- Respondents also pointed out the need for early access to materials and better resources to help younger students complete assignments.
  - *"Provide all course materials before the start of school" (#124).*
  - *"Something touchscreen for the kids in lower grades because coloring assignments using a mouse can be a little stressful" (#33).*

### **8. Life Skills and Real-World Preparation:**

- Some respondents highlighted the importance of teaching life skills, such as financial literacy, driver's education, CPR, and general preparedness for the real world.
  - *"Provide opportunities for skills used in the real world, like driver's ed, CPR, and 1st Aid" (#136).*
  - *"Teach them upgraded basics of the computer and software on it" (#63).*

### **Conclusion:**

- **Career and Post-Secondary Focus:** There is a clear demand for more career-oriented resources, including job shadowing, vocational training, and guidance on life after high school.
- **Improved Communication and Social Interaction:** Parents would like to see better communication, more thorough orientation programs, and increased opportunities for in-person or virtual social interaction for students.
- **Tailored Learning:** Several respondents emphasized the need for more flexibility in the curriculum and teaching approaches, ensuring all students' needs are met.
- **Early Childhood and Material Support:** Families suggested expanding early childhood education programs and providing more accessible materials for younger students.

## Q28

Do you have any comments or suggestions for staff and administration regarding any areas that need improvement that you have not yet addressed in this survey? (Response is optional)

### QUALITATIVE

#### 1. Positive Feedback:

- **Overall Satisfaction:** Many respondents expressed satisfaction with PA Cyber's services, with some noting that they have no additional suggestions for improvement.
  - *"I am so happy with what PA Cyber has done for my kids!"* (#9).
  - *"Keep up the great work!"* (#14, #44).
  - *"Excellent job"* (#80).
  - *"The school is overall the best by far...please continue doing what you are doing"* (#138).

#### 2. Concerns with Teacher Engagement and Curriculum:

- **Inconsistencies in Teacher Engagement:** Some parents noted that teachers seem disengaged or inconsistent, and that personalizing support for individual students could be improved.
  - *"Many of the staff/advisors didn't seem to have an individual interest in helping my son"* (#10).
  - *"Some inconsistency of teachers actually showing up for the virtual courses"* (#183).
  - *"The school has gone seriously downhill...teachers feel brave behind a keyboard and we are powerless"* (#175).
- **Curriculum Issues:** Concerns with specific elements of the curriculum, such as errors in lessons or a mismatch between the workload and student abilities, were mentioned.
  - *"The current curriculum is awful...it's filled with mistakes and blatantly false information"* (#178).
  - *"Too much daily work in elementary school. None of my kids have ever enjoyed Arts Alive"* (#26).
  - *"Curriculum 9th grade, Earth Science this year is horrible. My child normally a good student is struggling"* (#151).

- **Preference for Previous Curriculums:** Some families expressed a desire to return to or incorporate elements of past curriculums such as Middlandia.
  - *"Please bring back Little Lincoln! This year's K curriculum was lacking a lot" (#153).*
  - *"We have gone from the Middlandia Series to the current curriculum, and in that time we have found that the previous Middlandia series was vastly superior for elementary school" (#178).*

### 3. Technology and Scheduling Improvements:

- **Technology Issues:** Several respondents mentioned the need for improvements in the school's technology, particularly regarding system access, lesson consistency, and communication through school platforms.
  - *"Target due dates in Buzz do not always match up with the daily assignment, which we find frustrating" (#39).*
  - *"It would be helpful if all PA Cyber communication could be directed to our personal email rather than only the PA Cyber email address" (#18).*
  - *"There needs to be a day at the end of every year where students and parents can meet and try the next year's BC classes while meeting different teachers" (#180).*
- **Better Scheduling for Events and Field Trips:** Several families mentioned that events, field trips, or extracurricular activities are often scheduled in ways that conflict with regular classes, limiting participation.
  - *"My child has changed from blended to full virtual now and no longer benefits from any other forms of Art...there aren't any after school virtual ones" (#35).*
  - *"The social aspect has been great, up until high school...we've had to travel quite far for the dances" (#57).*

### 4. Need for More Personalized Support:

- **Teacher Fit and Individual Learning Styles:** Some respondents stressed the importance of matching students with teachers who fit their learning style or personality, and providing more personalized learning experiences.
  - *"If a student doesn't have a good relationship with one of their teachers, efforts should be made to place them with someone who is a better fit" (#37).*

- *"For staff and advisors, I would just like to suggest being more open to changing a student's schedule if their teacher isn't a good fit for their learning style" (#20).*
- **IEP and 504 Plan Concerns:** There were several mentions of issues with Individualized Education Programs (IEPs) and 504 plans, with parents calling for better communication and implementation of these support measures.
  - *"I think teachers need to do a little better following 504 plans from the start" (#82).*
  - *"Very long time to establish an IEP and implement it" (#130).*

### 5. Field Trips and Social Engagement:

- **Desire for More Social Interaction:** Many families requested more opportunities for social engagement, especially in-person or region-specific activities.
  - *"We would love to participate in school activities, but we can't due to the workload" (#158).*
  - *"More in-person meet-ups or opportunities for those in the Philly region" (#125).*
- **Field Trip Flexibility:** Some families noted that it's difficult for students to attend field trips while keeping up with their regular classwork.
  - *"If the student is going to attend a field trip, the daily lesson should be excused" (#97).*

### 6. Additional Support for Transitions and Resources:

- **Resources for Families Facing Challenges:** One parent highlighted the need for a staff member who understands the challenges of families in difficult situations, such as domestic violence or homelessness.
  - *"A staff member who knows what it is like to flee domestic violence, lose everything, and start over would be incredible to lean on for support" (#30).*
- **Extracurriculars and After-School Options:** Parents also mentioned the need for more extracurricular activities and after-school virtual options.
  - *"More after-school extracurriculars for fully virtual students" (#35).*
  - *"Arts Alive should be offered later in the day/evening" (#128).*

### Conclusion:

- **Positive Feedback:** Many parents are satisfied with PA Cyber’s overall approach, expressing gratitude for the school’s support and flexibility.
- **Curriculum and Teacher Concerns:** The main areas for improvement include addressing curriculum errors, ensuring consistency in teacher engagement, and offering more personalized learning experiences, especially when it comes to matching students with teachers and implementing IEP/504 plans.
- **Technology and Scheduling:** There is a need for better communication, streamlined technology, and more flexible scheduling of extracurricular activities and field trips.
- **Social Engagement:** Many families emphasized the importance of increasing social interaction opportunities through field trips, dances, and local meet-ups for students across the state.

## Q29

If you have any additional comments or concerns, please let us know. (Response is optional)

### QUALITATIVE

**1. Satisfaction and Gratitude:** Many parents express overall satisfaction with PA Cyber, praising teachers, staff, and the virtual classroom experience. Comments like *"Thankful for PA Cyber!!!"*, *"My daughter is thriving"*, and *"PA Cyber is a blessing"* highlight the positive impact on students' education and well-being. Several parents also express gratitude for the support from academic advisors, IEP teams, and teachers, underscoring the importance of personal attention and communication in the cyber school environment.

**2. Field Trips and Events:** Several responses highlight the importance of field trips and social events, both as a positive experience and as an area for improvement. Parents appreciate the opportunities for their children to participate in outings, with mentions of *"enjoying field trips"* and praise for staff like Jane Camp for organizing them. However, there are also concerns about the availability of these events, with requests for more events closer to home and in different regions, as well as frustrations when events are poorly organized, like a missed meeting at a field trip.

**3. Curriculum and Technology Concerns:** Parents share a mix of feedback regarding the curriculum. Some are satisfied with the variety of courses and opportunities, while others suggest improvements. Specific concerns include the need for a more interactive K-2 curriculum, complaints about too much screen time, and a desire for more hands-on learning materials, such as physical workbooks. Additionally, some parents suggest improvements in technology, including better access to reading tools for younger children and streamlining assignment submission across different platforms.

**4. Challenges and Frustrations:** Some parents share challenges they face with PA Cyber, such as difficulty managing workload (particularly in blended classes for single-parent households), poor communication between teachers and students, and inconsistent academic support. One parent mentioned dissatisfaction with the attendance policy, and another highlighted the lack of inclusion in special events for certain groups, reflecting concerns about equitable access to resources.

**5. Areas for Improvement:** Several parents provided constructive suggestions, including having more events on weekends to accommodate working parents, increasing teacher-student communication, and streamlining academic expectations for students with special needs. There's also a call for more attention to the logistical aspects of running the school, such as ensuring accurate and accessible email communication, addressing technical issues, and improving support for students in IEP or Title I programs.







## Wednesday, August 21

**PA Cyber's Great Starts Day** is designed to prepare all students and parents to meet academic success and feel confident navigating their first day of school.

PA Cyber offers a variety of curriculum and instructional delivery options to meet the diverse needs of our learners. The Great Starts Day sessions are structured accordingly to provide detailed training for all options.

Please join us for live sessions throughout the day via Zoom. Each curriculum and delivery option will have four available sessions so that

parents/guardians and students can attend the session that best fits their day. Parents/guardians with students in different grade levels can attend multiple sessions if desired.

Below is a list of session start times and their corresponding Zoom links.

**Each session will last approximately one hour.**



To access your Great Starts Day session(s), use the **'Click Here'** links below and enter the student's first name and PA Cyber Student ID.

### Blended Classroom Accelerate Grades K-2

Session Start Times:

9:00 AM            1:00 PM  
10:30 AM          2:30 PM

[CLICK HERE](#)

### Blended Classroom Accelerate and Lincoln Learning Solutions Grades 3-5

Session Start Times:

9:00 AM            1:00 PM  
10:30 AM          2:30 PM

[CLICK HERE](#)

### Virtual Classroom Grades 1-5

Session Start Times:

9:00 AM            1:00 PM  
10:30 AM          2:30 PM

[CLICK HERE](#)

### Blended and Virtual Classroom Grades 6-8

Session Start Times:

9:00 AM            1:00 PM  
10:30 AM          2:30 PM

[CLICK HERE](#)

### Blended and Virtual Classroom Grades 9-12

Session Start Times:

9:00 AM            1:00 PM  
10:30 AM          2:30 PM

[CLICK HERE](#)

<b>Topic: Great Starts Day - Blended Classroom Grades K-2</b>
<b>Start Time: 8/21/2024 8:47</b>
<b>End Time: 8/21/2024 10:00</b>
<b>Participants: 246</b>
bs209818 (Ben)
Giovanni gp219830
Jacob cordero (jc219545)
ahsaan demus ad206025 (iPhone)
Henry- hz219752 (hz219752)
Zeth
Ermias simmons es219902 (es219902)
Elias- EK219922 (EK219922)
Jalexia
Arianna At215047 (Arianna Templin)
Miranda Rovinsky / Maliyah mf219524 (Miranda Rovinsky)
Ryan177973
jeffery smith
sl219508
AS215001
CaraLynn Hey CH2096 (Alexis Downes)
Grayson GW214554
Kyleigh Tomasino - kt220154 (kt220154)
Brandy Geist
Nozima
Timberly TW210198 (TW210198)
Cary DeLeuze
RH219494 (remington)
Jameson JP219487
Vincent Penberg
ZayneStoots zs209793 (ZayneStoots)
jlaffey
lrichards
Ayden AC219994 (AC219994)
dpityk
At191464
noah nc219513
Lilla Szalay - ls210500 (Lilla Szalay)
Nolan(nc210027) (Sara Cramer)
heather carvajal
Tom
Matteo MA219841 (MA219841)
Rebekah Fowler
Tara Rittelmann

Evalynn - eo215172 (Vladlena O'Rourke)
Emmanuel Cuebas 219640 (Manuel's iPad)
malina mccoey mm216464 (mm216464)
Madelyn B
JH219432
mohammad yahya (my214827) yara yahya( yy219819( (sehar khalil)
Aryanna as214675 (Aryanna Strassmann)
Faizan FH219739 (Faizan Hassan)
EO210214
Sienna sl219620 (Amber)
lb204418
CullenCM199567
Noah K.
Austin-Ah219431 (Ah219431)
Amos Kingsley ak214966 (Amos Kingsley)
Kameron ks214329 (ks214329)
Alex am219512 (Alex M.)
Dave Veon
Jacob- Jh219432 (Jh219432)
Jah'Marri219814 (Dejane Burwell)
Guinevere Schmick gs219441 (Guinevere Schmick)
Everlee er214696 (Everlee Radcliff er214696)
Faith fs219386 (Sarah Saksa)
Lucy Dargon sd215939 (Lucy)
Yasmina - yb219895 Yahyo -yb219894 (Yasmina Bois yb219895)
Ethan215231 (Kenichia Spencer)
Jacob Medina -jm219392 (Jacob Medina)
robert gardner
Dasia dd214416
Zeth ze219815
Forrest fy214623 & Savannah sy214620 Yerger (Rachel's iPhone)
Brantley bb216138 (Brantley Baughman)
Ec210076
Katelynn C- KC220262 (KC220262)
Scarlett 219592
Paislee-pb220183 (pb220183)
dp204829 (Dallas dp204829)
William Bellaw (wb219646)
Xavier-XT220217 (xt220217 Xavier Tucker)
Aryaa Shelton(AS209771)
Payson- pw219435 (pw219435)
McKenna - MS219996 (MS219996)
Autumn af215089
Wyatt (wh219575)

sl219440 (Alanna Michaux)
Russ Russell
waylon wr219411 (5467890asw=[jnmki867532222qazxcvbbnm,q236o["])
April Lasalle AL214845
LH219072 - Lily
ka219861
Gabriel gr210264 (Gabriel gr210264)
Isaiah-iw219647 (iw219647)
Nolan Tharp
Raelynn Tully (rt219406) (Alora Tully)
Blair bb211155 (Blair Baughman)
br214708 (mr206248)
Dominic Vanucci
Rory - RT219566 (RT219566)
HK
Lilyana Brubaker LB219718 (LB219718)
Atlas 209726 & Finnian 219594 (Atlas & Finnian 2097266 & 219594)
Ronin# 219655 (RY219655)
James Lee
Colton ca219750
cj cc219794 (cj christian)
Maci McDonald (Maci McDonald)
Dennis
Emyaa Shelton(ES219576)
Isabella ih220234 Aubree ao220235 (Kyle Harsh)
Xavier-XS219311 (XS219311)
Piper pt214531
Juliana - jm220092 (jm220092)
Lucas Lt219826
Aiden (aa10158)
Evelynn Sheasley es214920
Deyjah - DS219614 (Deyjah DS219614)
AnnMary af220435
Noelle 219698 (nk219698)
emmett es201159
Joshua Butz (JB220181)
Jolene Jp210215
Hamzah Khan hk220381
Maryam
Hannah Holliday
sophia sl219508p
Jocelyn Schaeffer
Fionna (FB219721) (FB219721)
Aubree Killaly ak219822 (ak219822)

Saitama sk21446 (sk219446)
JF218595
arian ac219610 (arian connors)
Ja'layah Odom jo2019596 (Jacelyn Mundo)
Avery as220204 (as220204)
Remington
Malaysia mr210291
Scarlett sp219592 (Scarlett sp219592)
abbey
Caris Zimmerman
Karter Jones KJ218138 (KJ218138)
AM204787
Maverick ma220233
BH219073 - Braelynn
madelyn mb214585 (madelyn b)
kc219417
Aiden(aa210158)
Letti-LC219898 (LC219898)
Kameron KG214631 (Kameron Geladi)
NB196352
(SAP) Miles Sieminski
Collin - cw214762 (cw214762)
Destiny-DW219747 (DW219747)
Elena
Garrett W. - GW213632 (Mike Williams)
jw214844
Jia Alexander
Omari
mo219664 (Musa-Ali)
sl214660
RS205997
Nolan nt219661
hc214700
SofiaCantera219589
Malasia md214417
Ezra Shay es219666 (Lexis Harner)
Sakinah sb220011 (AMIRAH)
Malachi Fowler
nevaeh simpson
Reid rc219426
Destiny marti
Cece_cd219461
Julie Dreibelbis
MR214915

MI219522
Lexi Moore Owen Moore
Nevaeh nm215073
TH195147
lucas paul Hagopian
Julisa
JD204284
aj219445andej209636
Imani Daniel
CM210068 Chloe Martzen
Elias Abumounshar
HG216174
mf215990
lh212791 lh212791
Gavyn Jones
RK209628
QL219442
OL219444
ZC220238
Rion
Chad Francis
Daniel U.
Amber Krol (RaeLynn Krol rk214514 (Amber Krol)
Jennifer Tabron
Brooke Lindsay 219731
Ac215792 Anastazja (sc204508 saphyre)
Connor Lasalle CL214839
om219639
Wala Abuali (Alaa Abuali)
Angel Rodriguez
LM219641
Jareth - jh214538
Jia Alexander_New Enroll
Fariza
Maximilian Parfitt
MP200272
mo219664
rn219407
at214725
Lynlee W. (Heather)
Aryanna as214675
Jace
Angela Cranmer - Fair Contract Now
Yasmina - yb219895 Yahoo -yb219894

Laurel-ig209750
CaraLynn Hey CH209627 (CaraLynn Hey CH2096)
Devin dc212050
Hassan hj218601 (Hassan)
litzira roman colon
DS202764
king KP218097
courtney lingenfelter
kiah kp219748
Cassie Haight
C. Ulm
Melissa (Melissa S.)
Jewells Georges
Jonathan
AC219358
Kaysor khan
Apollo Siles
Jennifer's iPhone
devin DC212050
ac214382
mb214585 maddie
Samar Alasbahi
km219570
Jah'Marri219814
JM214206
nr220143
alma



<b>Topic: Great Starts Day - Virtual Classroom Grades 1-5</b>
<b>Start Time: 8/21/2024 8:42</b>
<b>End Time: 8/21/2024 10:07</b>
<b>Participants: 199</b>
Jayanika.JW217646 (JW217646)
AJ aw218001 (AJ)
Toby-tk213722 (Toby)
Ebony & lyonna Owens
Eli- ez215344 (ez215344)
Kainan KJ217647 (KJ217647)
Juniper Biesele jb216015 (Juniper Biesele)
Rosalie rb203851 (ROSALIE RB203851)
Jeremiah- jz215342 (jz215342)
Elizabeth Brown
Owen- OZ215343 (OZ215343)
AS215194
Jermill Mickens
Chase (ch201649)
Joshua JS218986 (JS218986)
Liam - LD199453 (LiamD, HannahB)
SS215096
SS201084
elizabeth.mccoy
Ryker RE199521 (RE199521)
Noah ND204184 (ND204184)
Bart bs204449 (Bart)
Bowen bl204843 (bl204843 bl204843)
kcreel
Jean- Samuel (ja220082) and Abbie Auguste (aa220080) (Madgee Belice)
Natalia Williams (NW190568)
Aria - AR211470 (Aria Rodriguez)
Lindsey DeChellis
KAELYN JONES (KJ218295)
Nico NA219851 (NA219851)
Valerie Nizer
Mia ma219843 (ma219843)
Evelynn Ohl
Amayrah aa212463 (Amayrah)
mel
bd219554
Roman ra219852 (RA219852)
Aidan 202152# Ady lh202153 (A Hodle)
ma206667

Autumn Conrad AC219986 (AC219986)
Naomi nm210526 (Andre Morrison)
zander - zf219466 (ZF219466)
Enzo
JJ (JJ)
Armell AG194880 (Gordon family)
Xavier-XF218380 (XF218380)
Lucas lh210309 (LH210309)
is215359
Christian cm204517
Jesiah JF218389 (JF218389)
Maryam Rashid
Makenna mh215076 (mh215076)
Piper PC214226 (Piper)
Camron cj194683
Marlene mr194863 (MR194863)
Enzo lp215610
Jacob jd214204 (JD214204)
JERMILL JM194670 (JERMILL MICKENS JM194670)
Aaliyah ar209839 (ARR)
Annabel - ak202725 (Annabel K)
Roxanna217597 (RM217597)
Maryam mr195273
Sameraa ss215096 (Sameraa)
Rhonda
Christine MacPherson
Ian (ian is the best)
aa202120 & va212828 (Johnelle Ross)
Abigail al199647 (Jill Linko)
Ryleigh ru218406# Rian ru218407 (Chelsea E)
Glorymar Alvarez
Paxton - pe200492 (Also James - je204568 and Annika Ae214998 (pe200492)
Rebekah Chrisman
serenity
Natascha-nm215029 (Natascha nm215029)
MR219561
Soner sg219362 (Lisa Gonzales)
Kody - KA219861 (James Austin)
Isabella-is215359 (isabella stewart)
Milana mt210770 (THE_BESTIES)
Dakotah dd202677 (DD202677)
Mia ms20345 (Mia.s)
John - JF209465 (Rhonda John JF209465)
Christopher cn217052 (CN217052)

caidenCT216824
Zoey
Gideon-GG199740 (GG199740)
jaxon Vath (jaxon Vath)
Ava As218442 (Brittany )
Zolton-zp198451 (Zolton Proper)
Emma and Brad
Maya mokbel mm219909&Lena 209997 (Rowaida Hashem)
Kail--KT202416 (KT202416)
Joseph JA209038 (JA209038)
Matthew
Teresa Saunders
Steele ss204586
Jaznelis (JM210184)
Evan
Zachary zw199648
Benjamin Conrad (BC218393)
Azaria Davis
Sameraa ss215096
Alexander Rodriguez
Judah jb219803 (Judah Bowers)
Xavier Xm206458# Leelah lm201971# Mila mm214500 (Xm206458, Lm201971, Mm214500)
Matthew ms215333 (ms215333)
Isabella- IT197091 Lilliana- LT203959 Seb-st214639 (IT197091 LT203959 st214639)
Jamie cp214191
Evan - ee219492 (Evan219492)
Alannah ac203475
CP214191 chase (CP214191)
Bidanawe I Alassani (BA208344)
ER208789
Emma ew219833 (Brad)
ADAM
Zahir Yepes
Skylar Ubiera (iPad (2))
Finn_fw205062 (fw205062,)
Celebrity (Adult Decisions BlkSnoWhyte)
MA210393
AD218613
Evan - ee219492
DP211423
Naia-nd205203 (Michelle Dodd)
Jazliany-JM210183
ZH217541
michael osborne

Dave Veon
AR219553
Levi OrenbaunLO214801
Caris Zimmerman, Lz210352 RZ210350
skylar (SU215505)
theodore
ms210970
Carlee
Izabella Orenbaun IO214798
Ms. V (NA)
Jasmine Eubanks
LM205200
kl210415
Crystal Berube
jd195170 jacob sd210094 samuel
jenniferwagner
AD218611
cc220159
Cherish Fallins
Lucas- lc204337 (Beatriz)
Abbie and Jean
Lucas Colon LC204337
Ella eh204683
Elizabeth brown
Zakaria
carter
CF220277
India Owens
Ciara
MO216839
Maleek (Aleece)
Gideon-GG199740
YC216059
leo
Lucas Owens
Ava Morton am209710
aa202160 & va212828
Bart bs204449
Julisa
Owen Richards
muadh
Rya rm203669
peighton
Maleek

cf220278
Elda Melgar
MR217353
Jaznelis
Xavier-XF218380
Wesley Emlet
Emery Hickok
Victoria Sarcia
Joseph JA209038
Ben bl204841 (Bowen bl204843)

<b>Topic: Great Starts Day - Blended Classroom Grades 3-5</b>
<b>Start Time: 8/21/2024 8:44</b>
<b>End Time: 8/21/2024 10:10</b>
<b>Participants: 148</b>
Gem GB201361 (GB201361)
Amy - AP199874
Soraka - sg204422
Benaiah BV195424 (BV195424)
Taylor TH204072 (Taylor)
miya mw203666
Brody b210004 (Brody Eckenrode be210004)
Olivya Elise Allen (oa212338)
Parker PW214547
Allison al219500 (Allison)
Isla-is219823 (Isla Small)
Lily (LD203973) (Lily Duvall (LD203973))
Roman and Kayde Martin- rm220394 / km220393 (Kelsey Martin)
Cadance cs219539 (CS219539)
Jennifer Johnson
Hope Jenkins
Anna as214672 (Anna Strassmann)
Madeline Beck
owen/ob203991 (owen Bruaw/3/ob203991)
Lauren Sweitzer
Kristi
Barb Gaines
Annabella bauman (Liza Bauman)
lp215160 Levi Papay (Kinsey Papay)
Bill Haas
Tarajinae brown
Tarajinae Brown
Grace Fromknecht-GF219300
Lauren ls219126
Vincent VL218934 (Vincent)
Anna ac204778 (ac204778)
Elleanna Gummoeg eg219956 (Elleanna Gummoeg)
Owen ow219404 (Owen)
Evan EB204207 (Evan Bibeault EB204207)
mm204255 - Mason Meyer
Grace gd200807
Chase Anderson/ Cynthia M Pistella Jr
Austin Finnegan
DALLAS DT207147

Parker Micucci
Destiny. E (Destiny Evans)
Brandon - bs209060 (brandon)
Aria
Greyson gm219534 (Greyson Micucci)
Wyatt wp216621 (Wyatt and Grandpa)
Chase Purdue
nr220222 Narjis radhi
Drahcira dj204016 (Drahcira Johnson)
Owen/Ellis Harris EH209829/OH199409 (Erin Harris EH209829/OH199409)
Donald-dm215270 (Donald)
Aria am205281
Jacob Bellan
Elliot dilts
Adele Bomberger ab219688 (ab219688)
serenity
habiba akhmedjanova
Cole CT200185
Emma er199880 (Emma)
Grace - GS199826 (GS199826)
Lucas Lt219826
kellie.shank
Narjes nj220132 (nj220132)
Amber's iPhone
Basma bd219554 (bd219554)
Lavonte lr220185 (Maranda)
Jensen ja220313 (Jensen)
Leo LT195123
Nora np209737 (Pratt)
Katie Werner (Katie)
Aryah Ac 203955 (Aryah Ac 209055)
Jesse jt210427 (Jesse)
Lincoln la205422
AG210012
Naia-nd205203 (Michelle Dodd)
Eleanor eh219811 (Eleanor Halk)
Nathaniel Graft ng215474 (Nathaniel Graft 215474)
Sophia - sw220223 (Sophia 220223)
Arabella AH204232
Madison - MH199849 (Madison #mh199849)
Aiden lutz
Aiden aa205422
mr206248 Michael Riley (br214708 Ben)
Lincoln ls203961

Easton ED195945
KAELYN KJ218295 (KAELYN JONES)
Colten cf219942 (Colten)
KR194600-Kameron
Dave Veon
mc219412
BH219073 - Braelynn
Chase Anderson 205714
Mikaela ms220231 (Martha)
Donald-dm215270
Elias- EK219922
jc220098
Shannon
Q.Sky (David)
S.Sky
Aryah Ac 203955
Ericson Smith
JM194735 Jaireck Martzen
Aryah AC203955
Jabril JG219379 (JG219379)
Easton-ed195945
SR202085
CR209754-Colton
gc220094
Nora Swan (Lillian)
Rayan and Bayan Darfarhat
lm
KT204442
jc220090
Renee Seamone
QQ#8586827
Aryah AC203955 (Alysia)
lucas paul Hagopian
aj220065
Pamela L
Jace
Meagan Cox
Daniel Wolf
Amber Krol bk204034 ek204040 (Amber Krol)
kayden KJ218098
RD219343
Latoya Eastman
Delaney DT201273
ma211847 Mukhammad Yusuf (nYusuf)



MP&MB
Vanessa
Q.Sky
Nora Swan
Dahlia dm209986
Deepak Agarwal
Sophia - sw220223
REYANSH AGARWAL (240195 AVIKA JAIN)
Isaac
rc219706
EM215063
max worst
LG202067

<b>Topic: Great Starts Day - Blended and Virtual Classroom Grades 6-8</b>
<b>Start Time: 8/21/2024 8:43</b>
<b>End Time: 8/21/2024 9:57</b>
<b>Participants: 400</b>
khalib whitmore (KW216794)
Maria mc218669 (Maria Coonelly)
RF199030
Alyena al202793 (Alyena LaGier)
RJ T (RT205705)
Aliyana Rivera ar216739 (Aliyana Rivera)
wc215185 westin corridoni (scorridoni)
gianna_gc216725 (Gianna Coyne)
AC215039
zayd,zb215688
JW194304
Madison mb215375 (Madison Baughman)
John Borczyk jb202369 (JB202369)
Annabell ab0492 (annabell ab204392)
Leah le217615 (Leah Edonick)
Amana - as209715 (AS209715)
Paula May
Aaliyah ah205308
matthew mh203766
Kaley ks191552 (Kaley nichol sbandi)
Keira - kl177858
KP213218
Hunter219875
Shaniah SM207637
Natalie nc219884 (nc219884)
Natalie NC203952
Julian. C 199552
sphillios
Jolene F.
JULIAN jg214671 (JULIAN GARDNER)
Carlina Duvall
MG190305 Michael Girvin (MG190305)
Emery es219844 (Emery Shipley)
Liam LL196125 (Liam Langer LL196125)
Jake JP189526 (JP189526)
Allyssa215413 (ae215413 ae215413)
Brittany Simpson
Majesta -mt217780 (mt217780)
Katelyn

Yaseen yo207295
Trey 205706 (TT205706)
stan (Valerie's iPhone (3))
Alaina204182
ethan el214728 (el214728)
Jc199552
christian- CL212943 (CL212943)
Jordan jb201349 (Jordan Blank)
Julian Collazo (Julian Jc199552)
bstarkweather
caleigh cs214784 (Kathryn's iPhone (2))
Bella
MH194809 Milissa
Caitlin cm200269 (Caitlin)
Rose rs189324
Mylo-jay - Mc196052 (MC196052)
Karim Emam
Courtney Hummel
Anayyah Townsend "at212548" (aizha)
Shannon Reynolds
Kari Ciccone
Karim ki191786
Colton Russell
Carlina Duvall (CD184056)
Kali kw219700 Grace gw219701 Sophia sw219702 (Whitten Family)
CH195366
Chase cw199337 (Chase cw199337)
☆kira -
Nova ns203524 (NS203524)
Shawn ss212383 (ss212383)
Addison ah215523 (Addison Hoffert)
Mckenna mm200449 (Mckenna MM200449)
Alice - ab215633 (Aaron)
michael MN212134 (mike nola)
Elizabeth Horne
Tyler ts184799 (Tyler Snow)
Alora At191464 (At191464)
Ronni rb207750 (Ronni B)
Elizabeth eh200672
Kallie ks210233 (Kallie)
Nathan NH207135 (NH207135)
Peter Pf182052 (Peter)
Jenna Jc200927 (Jenna)
Amanda Lubold

Rebecca ra200273 (Rebecca ashton)
Dalis.H (DH215077)
Hayleigh hs205271
Emily EE205285
jonah jz215341 (Tom)
Arion AH204267 (AH204267)
James
Joseph - jr219538 (Jessica Raithel)
F☆tim☆h Kh☆n    fk196191
OWEN C (OC205368)
yunus
Jaidyn JH215075 (JH215075)
Tyler TD190049
Idennis
Unique (uc214703)
William Wj188912 (WJ188912)
toby-ts200196 (toby)
Mateo mr219847 (mr219847)
dh204169
Rose
Cullen Miller (CullenCM199567)
AC206460
caleigh cp210476 (caleigh)
Anna Ak178342 (AK178342)
Katelynn kh204173 (kh204173)
Stashia sr212365 (sr212365 sr212365)
Olivia oh210308 (OH210308)
Parker PC195409 (Parker C PC195409)
Hunnie Robinson
Eric ec217429 (clairecass)
Vivian E (robert)
Adam Kite ak178395 (AK178395 Adam Kite)
Ellie ES218188
Toby Tc177878 (TC177878)
LH184668
Joshua JL189635
Taqwah Alhaj
James M Jm210244 (JM210244)
alexa AM209703
Makenzie Craig
Laylani-lc204676
jasper jw210119 (JW210119)
kj196064
IA215826

Curtis (CF218390)
emmy
Reilly Morgenstern
Alex Medina am207030 (Alex Medina)
Camille ct209835 (Camille - ct209835)
Darianna dm215776 (Moskal)
Jasmine jw208622 (Warkentin Family)
Sofia - sj199577 (Michael Krajnik)
Domenick df219788 (Domenick Felten)
Aden - ag211048
lucy BD214203 (BD214203)
Broox BW210115
Abrar Mohammed - am199582 (Abrar Mohammed)
Mayameen-ma214822 (Mayameen)
Saviah sj219757 (SJ219757)
Claire Cherny cc201540 (Christopher Cherny)
Ella em178055
Jace jl194599 (jace)
emma eb203050
hailey good (HG219795)
Lucas ld196258 (LD196258)
Ethan M EM1971 (EM197291)
Yunus - ym183592 (Yunus)
lm204691 (luke)
shawnauker sa219997 (AUKERFAMILY)
Torren TE199516 (Torren's iPad)
Alimah
mia mo177258 (lydia flores)
Bentley ba220135 (ba220135)
Georgia gy195228 (Georgia)
JH219511
Natalie nb219945
rahaf rs219336 (rahaf saleem)
Asra Aziz
Avani -AT219919 (Avani)
jm215261 (Jacob215261)
Keylee Rounds - kr219685 (Keylee Rounds)
Harper hy219419 (Harper Yorgey)
Justin Lefever (JL211458)
Colin CB207704 (CB207704)
Jacob JM214767
chase s (cs216409)
tiana tc208621 (tiana)
Angelina M. (AF197409)

Trinity S. (TS219799)
fm215958 (Suzy Mundwiler)
Arianna Rockensock (ar219946)
Eli - EA206121 (EA206121)
Damien Worst DW214727
Ryan rk177973 (Ryan177973)
RR219565
Eden Evans (Eden Evans)
EVERETT
Taqwah Alhaj (Taqwah Alhaj Ta219633)
Elliot dilts
lp219963 (Kelly's iPhone)
ETHAN---EO210214 (EO210214)
Parker Sztuba PS199596
breanna S (BS219862)
Lacie Johnson
peyton pd215656
Ava Rearick
Ethan Paul
Jayda Mutan (Jayda CJ#214551)
Sarah ss204242
Christopher Cox Todd (Christopher-CC219734)
JM210181
Robert rs209059
NS210234
mbrown
Joseph JC199554
Joshua (Mrs. Joe)
Angie
NaTasha Drinkard
Musa and Easa
Mary
dh220097
Domenick T.
Elizabeth e
Jasir Jones (emily)
RM187539
Natalia Williams
Jaidyn JH215075
Roserk189345 (RK189345)
Chelsea cm199802
Brenden
KW205514
Your Local Arab Girl

Elizabeth el204531
Liam lh184668 (Liam Hochsetler)
Derick Arroyo
Elisabeth's iPhone (2)
Aiden
Abbey Stiger
Hadiyah hc183564 (Dawna Edwards (Alimah))
AP213952
kathleen f
Ekaterina Dorovskaia
Katie Grant
Izzy Nguyen
🌸 •pookie• 🌸
zm198265 zm198265
Angelina J.
KS206000
JF218595
JP204236
JA206122
Everett eb210318
Cayden Pyle
mw219768
Daniel's iPhone
Imane 3awni
Nina nn219940
Hayley HT21994 (HT219941)
RaNiya RH209631
Ava Snoke
TK213978
tc216367
Lyndlea lr209763
Ryan's iPhone
Kallie ks210233
ryan
AW203985
Kylie S (Kylie Spears)
☆ farzona ☆
Ibrahima barrie
Josh lukes
tyonna b (tb219601)
Jules je199322
AH220240
Kabir KA183065
AL202793

CJ CM199801
(chandler) (chandler cm183438)
Phoenix po204830
JF220270
Hunter kohl
maya mm190933 (maya mcclain)
Jessica Maldonado
FS189195
cr219454
elimez zayas
(SAP) Miles Sieminski
cdc05
Lalani Hunter & Jasmine Hunter
Dylan Harvey (dylan harvey)
lp219963
Daniel, dh178282
kylie
Franka's iPhone
MM215950
Zakye zb217635 (ZB217635)
Hunter kohl hk210000
mu209984 (Muhiddin Umarov)
Kaylyn lee
Alexis ah220152 (Alexis hearn)
BD218376
NOUR (bAdDiE cHeCk-)
Jordan jb201349
KP210194
chloe
Charlie
arise
TH219515
ns189436 Noah
GH219074 - Gabriel
kf219948
Zachary Delara (ZD214571)
iPhone
Megan Zook (Abio Zook)
JC219807
Corbin Spalla CS214686
Jasmine & Lalani hunter
Cherish Russell
Avery Jones AJ201137
Gavin



CZ218083
kadence.c (KC219694)
Brynlee-bd
Julia jt195121
HM205202
Dave Veon
em220153
TP219472
Lillian Swan
MS213473
AB217450
ef215991
af194410
Grace gd196256
NM219812
Azariah AD219364 (AD219364)
Angela Cranmer - Fair Contract Now
RJ218492
Mason(mc185632) (Sara Cramer)
ae172295
shane
Kylee Conrad:kc215481 (Kylee Conrd:kc215481)
jaheim
lalani
Ajani-AA194799 (AA194799)
Jodie/Ellie Rosenblum
Devon dd187520 (Tiffany Sandlin)
Ethan wolfe
MK218811
Lydia Flores.lf176210p
LR217690
Ellie
Jemma-jf220270
mc220229
Demir Alajbegovic
AK184320
Elda Melgar
im219759
serenity
Ryder Mayer
Destiny da209369
TH219514
fa220243
Trace

Nora ns183462
KB211685
Emery es219844
Hafsa hc220076
AlexaG
Journie Tomas
Ymmy tomatoes
Ashley Hogan
dd187520
Abdurahmon
IPHONE 13
Devon dd187520
mo219664
Jb199185
megannnn 
mo219664 (mo216664)
EG213601
Zoey
RM205213
David Bowman
Sophia St195014
brayden dt201270
Derreck Owens
brylan
sg219331@mypacyber.org
Giovanni Owens
Stan (Valerie Martin)
zj178082
Mackenzie
GC208426
Jude
Silas SB201778
Antonio Popelak
Stan
sc214848 sc214848
sara 
khila
LY218366
Sara-sm204438
Zoey Becker ZB217686
sharniece
ER212574
NP191347
Christiancb216907

bella: bc210150
nc219709
Liam Stewart

<b>Topic: Great Starts Day -Blended and Virtual Classroom Grades 9-12</b>
<b>Start Time: 8/21/2024 8:48</b>
<b>End Time: 8/21/2024 10:00</b>
<b>Participants: 590</b>
Julian js194669 (Julian js194669)
Cody CM179003 (CM179003)
Max mb220103 (Jennifer)
Kelly M
Quill 218250 (Quill)
Jimani jr215980 (Jimani)
Grayson-GB156192 (GB156192)
lydia flores
kathi
zachery zt100219
Elisa jb203782 (Elisa Beury)
shylo m
Sophia sz215340 (sz215340)
Malak- mb214643 (mb214643 mb214643)
Kaleb kl172840 (kaleb)
sable (sc214943A)
Marguerite MM157713
mh209761 (mhaw4)
Bella bd211007
Kd178249
Kierstyn - ko209751
Kloie KZ145940 (KZ145940)
Sandy
Kari ke181215
Tyler TP183426 (TP183426)
julian lagier
Armani ab219910 (ab219910)
Conner ch97841 (Conner Hurst)
a demus ad206005 (iPhone)
marissa long ML212247 (ML212247)
lkostyak
Jaylyne JB203782
hailey HA155930
Kate Edkin
Jensen js192141 (js192141)
ps220111 (pejastrobl)
Richelle
Adrian Jakes jr (Amirah and Adrian Jakes)
TW212808

Jazper - JR202069 (JR202069)
Gabriel#8458632
Laura Lees
Makenzie mm216243
Peyton - pl207345 (pl207345)
Laura St. Onge
Sylvia qb219551 (Sylvia)
Kaden Kd178249
Cody - CE217262 (CE217262)
Niklas nd218625 (Niklas Doorn)
Ethan ee189368 (Ethan Eveler)
Isabella IC192723
Abby af183863 (Abby Faunce)
Chelsea ch195366 (CH195366)
Kaitlin
will wk218176 (william kuhns)
Nathan
Carter CL204597 (Brandon Lichtman)
talon-tm203236 (tracy)
Georgia Barth gb219836 (gb219836)
Joseph JL204529 (Joseph Liptak)
jeremiah huffman jh203765 (jeremiah huffman jh203765)
Ben Dalrymple
Islam Jaber
Bryce BC202418 (BC202418)
Natalee ns172741
Richardre216904 (re216904)
oliver - OS214424 (OS214424)
Brian May
sphillips sp220237p (sphillios)
Zyara-zt219921 (Arlena Strong)
Jonah jn220117 (jennifer ng)
Ichigo ih205387 (ih205387)
Breanna bs201979 (Breanna Strassmann)
Wyatt Nemoseck WN172264
Davion dw215170 (Davion Williams)
Nathan - NP202820 (NP202820)
Isaiah Suber
Caleb- cb218320 (CB218320)
tm178422
Naomi - nz199495 (Michael Zanicky)
Jason - jm172372 (Michelle Madden )
Leonidus lm215578 (Leonidus Moore)
Chase Patton 213888 (Kristy Patton)

Sienna sb197434
Lauren la214673
Benjamin Dalrymple
DP203473
Viv (deku)
Julia - jv210533 (Julia)
Amber Carver
Adam ab218170 (Brian Bull)
Matt Abel
Is208375
Jesse jk200438 (Colleen)
Alea am178423
Selene sd205270
Benjamin - bh200917 (Benjamin Hunt bh200917)
Elizabeth EE205283
Danielle's
Mike Bergstrom
Oivia ol199862 (Leal family)
mel
Maria ml199818 (Maria lewis)
Stephen sm199349
shylo sm216152
Chloe cs171002
Molly mv189086
William Stefanos ws215079 (William Stefanos)
Philip pm199350
Sumaya sr189582
James jc214795 (James cullison)
Olivia OM215140 (OM215140)
Isabella - iz215339 (iz215339)
Noah nr21421
Ty tm178422
Zachary zb 213780 (zach b)
Mr. Hiester
Emory EC203953 (EC203953)
tc214719 (Tristin Cullison214719)
Rihanna ra220281 (linda and rihana)
Peyton-PD190198 (PD190198)
rm210857 (rm)
Abbey Naper
Nicholas NS199387 (Rachel Saad)
Josef - jw187233 (Josef)
Lily lp210054 (Lily P)
Amy McCullough

Lauren-lh189318 (lh189318 Lauren)
Roree rc220201 (Roree Cogley)
Daniel Loughner
Anna AR158233
Kallyn kh198318 (KH198318)
Allison, at219944
Eva es204469
\\ \✧GOD✧)) Thedevilchris \ \✧GOD✧))
Porsha Davis
Emilee em214081 (Em)
Gryffyn - gj156340 (Gryffyn gj156340)
John jh205805
Julian A. Vargas
aleah an216865 (aleah nelson)
Izabella
aa216425
Amanda ah172540 (Olivia oh194614)
Samantha-kk220163 (Samantha Keener)
Angel AH209802
Madison-mm214913 (Madison-214913)
CAMILLA cd209686 (Difilippo (1))
Dasia dd214416
Justina jp206668
landen LH209680 (landen LH209680)
Yusuf- ya172901 (Danika Ahmad)
Angelique AC204008
Hunter hc149958
Isaiah im219375 (Isaiah)
Addy McCullough
Claire CY189342
Lexington Lf215924
Karter - ke183293 (Karter ke183293)
Qwentin qm186071 (QM186071)
Ethan EA155975 (Felicia Adams)
Chris - CS198490 (CS198490)
Grace - gy220028 (gy220028)
Autumn at210077
Isaiah208375
Rihanna mw210109 (Rihanna W)
Tina Braun
Seth- sg207261 (sg207261)
Isabella is213439 (Isabella)
Joel Tollerson
Elise eb204617 (Elise Beres)

Reina Santiago
madelynn- mr214765 (madelynn resto)
ab217518
Chris Schrumph
Ralphie Mirarchi
Tristen tb202000
D'Andre - dl209650 (DL209650)
Gavriel
julian - jp220187 (jp220187)
Cienna - ct220144 (Shelly)
Robert rh219505 (Robert)
LR186168
jb215189p (Jessica)
Gavriel-gb204671 (gb204671)
Liam - 215522 (lh215522)
Jamaal-jb211243 (jb211243)
Colton Butler
Nicholas nb192123 (NB192123)
Avril AM207592 (AM207592)
MOHAMMAD MR210730
Addilynn Durst (AD219920)
Pete Strobl
Rs217341
Joselynn JL194973
Bryan Pratte
james stefanos js215080 (js215080)
Kayla T KT146097 (KT146097)
Jessica - JM136558 (Jessica McCuller JM136558)
Zachary ZE194665
Lilyanna ls211004
Sandra's iPhone
Haneef HT218553 (HT218553)
Anthony Cedar
Jesse jf205315 (Jesse Finnegan)
Samuel SR143123 (SR1431233)
Staff (colleen falcone)
Hannah-hs98916 (Hannah)
Eli EC149289 (Laurel Cowher)
KF210320
jake herbstritt (JH219754)
Alexander aa216422 (Alexander Augustine)
Noah NM155582 (Noah McNatt)
Tahj tw209646 (Tahj Wilson)
Niko219976 (Niko rallis)



av209834 Alyssa (av209834 Alyssa Voyton)
Karissa KL156513 (Karissa Legaspi)
Gabriel
Maya / Levi mw210799 (Selina Halat)
Adelta- al215165
Lana, ls215785
Malia-MT216741 (MT216741)
Madison-ms208797
PTSC
Christina Culhane
Kameron kj196064
Jayden jp170364
Avri ah214856 (ah214856)
Anthony-AB209568 (AB209568)
Brycen - bs218755 (Kristin Scheffler)
James (LaDonna Didion)
Lisa lc48010
Joel jt196780
Nora ns183462 (Masjid Al Nur)
Haiden lombardi
Shiloh (sr196073) (Elijah (ERobinson4389))
Kiana ks201147 (iPhone (5))
Lyric lb189044
DJ dg190124
dave halligan
Liam lb205161 Corbin cb 205157
Hayley hr209659
Laney LD178543 (LD178543)
Naomi NH215394 (NH215394)
Connor cs193725 (Brenda Shoemaker)
Tom - tw187227 (tw187227)
Gianna gk218057
Kailyn - kz202870 (Ziemkiewicz 3)
Alex O
Alexis ag189055
Kora kj217428 (Kora Johnson)
Kaleb kk220163 (Kaleb 220163)
maddie
Ladelia
Jovonna jm197378
Ryan rh210353
jalexia jo21960
Andrea
matthew md199534 (Tyler)

Anthony
Grace GK217840 (Sandra)
Katherine kb208367 (KB208367)
Abbey an209874 (Abbey Naper an209874@mypacyber.org)
Kenzee-KB220095 (KB220095)
Kaitlin kj208903
Gabriel 217014 (Valerie)
Ru KAt
Elizabeth eb208158 (EB208158)
Emma eb210544
Layla lw220202 (Lana Wilson)
Ianig195434
Ryan RS172599 (RS172599)
Savannah sm195105
katherine177596 (mary)
Blake - bb220140 (Blake BB220140)
Melody mj215827 (Melody Jordan)
jazzlin- jc204916 (jazzlin)
Riley rn172263
James - Jc200925
Adam ac209725
William 214760
Sparrow Conti sc217407 (Sparrow)
KS179122Kate
Alex ao204218
Shaar
Zoey zs195335 (Zoey Spike)
Alexander - AH205289 (AH205289)
Payson pb199555
Billy-BD199363 (BD199363)
Vladyslav Borysenko (Monkey D. Vlady)
Kane, km188587
Allison - al200550 (Allison AL200550)
ll208696
Amina an174783
Carli--md219200 (Carli Renee Dinsmore)
jn218378 (joseph nguyen)
Evan Hensinger (EH206508)
Juliet Heyman
Saige Frazier 206990 (Tiffany's iPhone)
AN216774
Zyaire zw170444
Ronnie rf202679
Wayde WN210506 (WN210506)

Chelsea CS99042 (Chelsea)
NS214667
Haiden lombardi (hl215207)
Lucas - lw216374 (Lucas 216374)
Lauren LH198304
sabrina sa200275 (sa200275)
sf206990 (Saige Frazier )
Aasiya am97554 (Aasiya Mohammed)
Anthony ac217912
Izaiah - ib217844 (ib217844)
Bobby ro204224 (Bobby O)
Jaiden-JD219228 (JD219228)
Brandon - BE213280 (BE213280)
KEITH KA149897 (PACYBER)
Adrianna ah214852
Ralph-rm219742 (Ralph rm219742)
Mandolin MO157319 (Otero)
Derrell dg190124
Hannah HC204634 (HC204634)
Joanna JS199457
Isabella iu214838 (iu214838 iu214838)
Alex at203540 (Ashley Thompson)
Kristi Piatek
Nimerah Ni149113
JA152262 (J'Lee)
Daysha - dt218534 (Daysha)
MK211814
katelyn km218740 (katelyn martin)
Isa-IR170326 (IR170326)
Austin af205579 (Austin Finnegan)
emmett es201159
Kane km188587 (Kane)
Daylen-dm179245 (Denae Mitchell)
bailey bb219427 (bailey)
Mason Yelland
Jada - jh220242 (LaGene)
sd213876
Liam LR186168
Kararena - kw214446 (Kara214446)
Katherine ko189279 (Katherine O)
Latonio - lj220331 (Latonio)
Dan - sw605165p (Dan White)
Damien db215284
vincent - vh219363 (vincent)

Jennifer Grant
Pa Cyber Cian cc
hs183751
julian
Arial Meehan am219372 (AM219372)
1 Emma Lucas
Nancy NW207766 (iPad)
Nicole - Mom :) (Nicole)
jamair-JB217099 (JB217099)
Taqwa- tm205598 (Taqwa Mohammad)
Cameron co204220 (Cameron O)
Haiden - hl215207 (Haiden (hl215207))
AN217280
Jason -je213641 (je213641)
Russell RK172462 (RK172462)
Erica Strader
Daniel DL173097
Gabriel Th198316 (Tegan Th198316)
Hannah-hb207828 (HB207828)
kb/gb (87814640098)
Aj Velez
Jaylyne
jayden jk220127 (jayden kuntz)
Josephr-Nguyen's parent (susan) (she/her) (Susan Cooper-Nguyen (she/her))
Amina as178088 (Amina Shafi)
Simra Aziz (sa220033)
MacKenzie/mp219857
Aleksander ap218055 (AP218055)
Aunnah-ad208984 (Aunnah/ad208984)
Sam - SM209629 (SM209629)
Elise - en220100 (Elise Newell)
Noah-ns208591
stefanos
alexis pettitt ap195008
MA216995
Yuna YD208017 (YD208017)
William wt191202 (William)
Marie ke205494 (KE205494)
Joel js219468 (Joel)
brooke-BM213544 (BM213544-brooke)
lakisha shaver (LS215368)
Aiden AA160576!
Zoso zb 219109 (zoso)
Aiden lutz

Damane'e- dh212067 (Damane'e' dh212067)
Farzona
Lexy ID# lj212690 (Lexy ID# 212690)
Maylin mm190612 (Maelyn mm190612)
Nathan - ns214667
rn172263 and wn172264
Nessma - nt180123 (nt180123)
skyler-sr216915 (Rachelle's iPhone)
John jp202759
Trista - TB160803 (TB160803)
kaydence mitchell
marquise mb212292 (marquise)
Hunter HS152725 (hunter HS152725)
Sonia Hegedty
Jantzen-jk216080 (JK216080)
Brandon bp204257
Jodey jt217162! (Jodey)
Audrey Hugie-ah219504
MM192245
Rebecca rd219927 (RD219927)
Sean White
marissa long ML212247
jayden JS201772 (Bredja)
Issac is208737
Juliet jh219638
Malak mk211814 (malakmk211814)
Parker pa215303 (Parker a)
ben roland
Charlene Jefferson
Uzair - UJ216791 (Raiyna)
Alaysia 191622 (Alaysia)
walker WN142837
Zephaniah (ZT219453)
Samantha Norley
Naomi Toussaint (Zoom user)
James Crone (~♥  Gaikotsu kishi   ♥~)
Zahra za178036 (Diane A)
Jon jr220226 (Jon)
Ruth RR172774
MP216906
Sarah SW203995 (SW203995)
Luca (he/him/his)
CS215136
Engle

NB196352 nyla (NB196352)
Cynthia Smith
Stephanie Fausti
Amiah af214981
Ayden Dehus (AD211785)
Chelsea CS99042
hanan hh214640 (hanan)
ML198730
LD219838
Aiden-al217740
vp217626
arianna colbert
Ashyah Burton
Robert RC149273
Rachel rk172463
Aaron AV178115
Julianne Zimmerman
Andrea Digman
Joshua Butz
CL218411
colt cc214060
trinity
sb99945
Zoey ZJ201141
jp201722
Keanu Pellom
abby- ab220018 (ab220018)
Rebecca rw194677
JT
johanna (Johanna Pickett)
AS219272
Jesse jp206666
Connor Mcquilkin
Xavier Main
Keely McFall
Shaeleesw206725
mekayla garcia mg198437
Destiny dr189801
Sydney sb99945
JH216983
Nathan - NL157219
Alexander AM214891
Tammy
IN216941

amiyah thornton
tr215334
Dave Veon
ben-br220241 (br220241)
Jason -je213641
Zoey zs195335
Tiffany TM198306
Lindsay Shaw
bs215392
William WD157186 (William Duvall WD157186)
Cassandra Durbin
Maxton
Nariah M (Nariah Mitchell)
keniya
Jackson jl215668
Daniel DeLuca
harrietstefos
Robin/Kadience C
dm214212@.org
Anthony Soto
Ginger Graham
smith
Anthony AF186161
CM211587
belle m
Stefanie sr179429
Oivia ol199862
KC219521
AH194686 - Alexander
ldepolo
km207608
Quill 218250
Zuri lewis
Omina (OK204561)
Jadiel
NV213666
JA218820
kayla maloney(km203969) nickolas
Don McCuller dm152871
Sm174770 (Sean)
Anthony AE189366
Mary Ella Digman
Daniel U.
Joel js219468

Alice. Ar220226p
Anthony-AB209568
Benedicte
Nora ns183462
Bryce Troup
Rebecca rd219927
Renee Seamone
Sarah SW203995
l'bree
marya MK211813
Hayley Folweiler
Omina
Gabby Tardio
Arianna At215047
Nicole McCoy
Ethan EA155975 (Ethan )
Amanda Hoffman
gf210498
KB218096
Jenna
Melissa Harden
User
Marie ke205494
Laura
musa
CW191470
gt216207
evan hurta
Dayannah
Grant Jevcak
Nancy NW207766
Noah NR150331
greg slovak
BW191471
David Drake - dd212127
Alexyse
Christine's iPhone
Bryce BC202418
Anabelle as198320
Billi Neal
Jennifer Bozza
Bryonna S.
mohanad mt217091
Ian ig201160



Saraeya Forsey
Harriet Stefos
Kassie
Paulina Arroyo
Nasir nj209167
Zelena
MP200272
kayla
Brendan bb172784
ER212574
Daeveon Rush
ER212618