

Chester CS for the Arts

Charter Annual Report

07/01/2012 - 06/30/2013

School Profile

Demographics

200 Commerce Drive
Aston, PA 19014
(610)859-3010

Phase:

Phase 2

CEO Name:

Akosua Watts

CEO E-mail address:

awatts@chestercharterschoolforthearts.org

Governance and Staff

Leadership Changes

Leadership changes during the past year on the Board of Trustees and in the school administration:

At the April 16, 2013 Public Board Meeting, the Trustees approved the appointment of Anna Hadgis as the Academic Transition Leader for the proposed CCSA high school and Akosua Watts as the Principal/CEO of CCSA's K-8 school for the 2013-2014 school year.

Board of Trustees Meeting Schedule

Location	Date and Time
The Chester Charter School for the Arts	9/18/2012 7:30 PM
The Chester Charter School for the Arts	10/16/2012 7:30 PM
The Chester Charter School for the Arts	11/20/2012 7:30 PM
The Chester Charter School for the Arts	12/18/2012 7:30 PM
The Chester Charter School for the Arts	1/15/2013 7:30 PM
The Chester Charter School for the Arts	2/19/2013 7:30 PM
The Chester Charter School for the Arts	3/19/2013 7:30 PM
The Chester Charter School for the Arts	4/16/2013 7:30 PM
The Chester Charter School for the Arts	5/21/2013 7:30 PM
The Chester Charter School for the Arts	6/18/2013 7:30 PM

Professional Staff Member Roster

Lisa Wilson	
PA Certified	Yes
Areas of Certification	Reading Specialist
Grades Teaching or Serving	K-7
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Reading Intervention
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Dorothy Dill	
PA Certified	No
Areas of Certification	LPN

Grades Teaching or Serving	K-7
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Nursing
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Mindy Nyugen-Balli	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	1st
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Tiana Davis	
PA Certified	No
Areas of Certification	N/A
Grades Teaching or Serving	2nd
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	0.0
Percentage of Time in Areas Not Certified	100.0

Nicola Robinson	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	2nd
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Stacy Kucera	
PA Certified	Yes

Areas of Certification	Elementary Education
Grades Teaching or Serving	3rd
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Katie Petrello	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	3rd
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Alexis Elkins	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	4th
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Alana Lafferty	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	5th
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Jamie Shroy	
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PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	5th
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Kerrie Ryan	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	6th
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Theresa Cummings	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	6th
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Kathryn Paxton-Hill	
PA Certified	Yes
Areas of Certification	Special Education
Grades Teaching or Serving	K-7
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Special Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Kathleen Roach	
PA Certified	Yes
Areas of Certification	Special Education
Grades Teaching or Serving	K-7
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Special Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Kathleen Carpenter	
PA Certified	Yes
Areas of Certification	School Counselor
Grades Teaching or Serving	K-7
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Elementary School Counselor
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Brian Walsh	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	K5F
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Lauren Usher	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	K5F
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Joshua Hughes	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	1st
All Areas of Assignment, Subject Areas Teaching, or Services Provided	2080
Number of Hours Annually Worked in Assignment	100
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

Claudia Kroberger	
PA Certified	Yes
Areas of Certification	Elementary Education
Grades Teaching or Serving	4th
All Areas of Assignment, Subject Areas Teaching, or Services Provided	General Education
Number of Hours Annually Worked in Assignment	2080
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

The professional staff member roster as recorded originally on the PDE-414 form

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Quality of Teaching and Other Staff

Position Categories	All Employed per Category	Appropriately Certified	Promoted	Transferred	Terminated	Contracted for Following Year
Chief Academic Officer/Director	1.00	1.00	1.00			1.00
Principal	1.00	1.00	1.00			1.00
Assistant Principal	1.00	1.00				0.00
Classroom Teacher (including Master Teachers)	14.00	13.00			2.00	12.00
Specialty Teacher (including Master Teachers)	1.00	1.00				1.00
Special Education Teacher	2.00	2.00			1.00	1.00

(including Master Teachers)						
Special Education Coordinator	0.00	0.00				0.00
Counselor	1.00	1.00				1.00
Psychologist	1.00	1.00				1.00
School Nurse	1.00	1.00				1.00
Teaching Assistant	5		2			3
Totals	28.00	22.00	4.00	0	3.00	22.00

Further explanation:

This narrative is empty.

Fiscal Matters

Major Fundraising Activities

Major fundraising activities performed this year and planned for next year:

The Chester Charter School for the Arts held several major fundraising activities during the 2012-2013 school year including:

1. World's Finest Chocolate- \$750
2. Claire's Fundraiser- \$2700
3. Two family Skate Nights- \$1300

The Chester Charter School plans to perform the following major fundraising events during the 2013-2014 school year:

1. Joe Corbi's Fall Fundraiser
2. Fall Family Skate Night
3. Claire's Spring Fundraiser
4. Spring Family Skate Night

Fiscal Solvency Policies

Changes to policies and procedures to ensure and monitor fiscal solvency:

In addition to already established fiscal policies. The Chester Charter School for the Arts has established a procedure for petty cash accountability and use of the school's debit card for school related purchases.

Fiscal Solvency Policies

Charter School documents that describe policies and procedures that have been established to ensure and monitor fiscal solvency (optional if described in the narrative)

Files uploaded:

- Petty cash log.doc

Accounting System

Changes to the accounting system the charter school uses:

This narrative is empty.

Preliminary Statements of Revenues, Expenditures & Fund Balances

The completed and CEO signed Fiscal Template – Preliminary Statements of Revenues, Expenditures & Fund Balances

XLS file uploaded.

Financial Audits

Basics

Audit Firm:

Date of Last Audit:

Fiscal Year Last Audited:

Explanation of the Report

Detailed explanation of the report (if the previous year's report has been submitted.) Any audit report for a school year that precedes this annual report by more than 2 years is not acceptable and may be considered a material violation:

The Chester Charter School for the Arts did not participate in a financial audit for the 2012-2013 acadmic year.

Financial Audit Report

The Financial Audit Report, which should include the auditor's opinion and any findings resulting from the audit

No file has been uploaded.

Citations

Financial audit citations and the corresponding Charter School responses

Description	Response
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Federal Programs Consolidated Review

Basics

Title I Status:

Date of Last Federal
Programs Consolidated
Review:

School Year Reviewed:

Federal Programs Consolidated Review Report

The Federal Programs Consolidated Review Report, which should include the Division's opinion and any findings resulting from the audit

No file has been uploaded.

Citations

Federal Programs Consolidated Review citations and the corresponding Charter School responses

Description	Response
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Special Education

Chapter 711 Assurances

The LEA agrees to comply with all requirements of Special Education outlined in 22 PA Code Chapter 711 and other state and federal mandates. These include:

Implementation of a full range of services, programs and alternative placements available to the Charter School for placement and implementation of the special education programs in the Charter School.

Implementation of a child find system to locate, identify and evaluate young children and children who are thought to be a child with a disability eligible for special education residing within the Charter School's jurisdiction. Child find data is collected, maintained and used in decision-making. Child find process and procedures are evaluated for their effectiveness. The Charter School implements mechanisms to disseminate child find information to the public, organizations, agencies and individuals on at least an annual basis.

Assurances of students with disabilities are included in general education programs and extracurricular and non-academic programs and activities to the maximum extent appropriate in accordance with an Individualized Education Program.

Following the state and federal guidelines for participation of students with disabilities in state and Charter School-wide assessments including the determination of participation, the need for accommodations and the methods of assessing students for whom regular assessment is not appropriate.

Assurance of funds received through participation in the medical assistance reimbursement program, ACCESS, will be used to enhance or expand the current level of services and programs provided to students with disabilities in this local education agency.

Special Education Support Services

Support Service	Location	Teacher FTE
School Occupational Therapist	The Chester Charter School for the Arts	0.2
School Psychologist	The Chester Charter School for the Arts	0.8
Speech Therapist	The Chester Charter School for the Arts	0.5

Special Education Contracted Services

There are no special education contracted services.

Special Education Cyclical Monitoring

Date of Last Special Education Cyclical Monitoring:

Not Provided

Link to Report (Optional):

Not Provided

Special Education Cyclical Monitoring Report

The Special Education Cyclical Monitoring Report, which should include the Bureau's findings

No file has been uploaded.

Facilities

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

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

Furniture

ELR-0194	CHAIR 14"	108	17.59	1,899.72
ELR-0195	CHAIR 16"	216	18.66	4,030.56
FSC-MTT69	MAP RUG	19	143.86	2,733.34
NOR-BCS361252	METAL BOOKCASE	44	106.77	4,697.88
NOR-NBT60R	FOLDING TABLE	12	93.48	1,121.76
SAN-SP4024	TEACHER DESK	16	217.89	3,486.24
SAN-VF31-301572	STORAGE CABINET	20	168.64	3,372.80
SAN-VFLT224	FILE CABINET	24	142.94	3,430.56
SFT-FS849RE366	ACTIVITY TABLE	52	87.54	4,552.08
SFT-FS849RE366...	DOUBLE LOCKER	12	340.54	4,086.48
			Subtotal	33,411.42
			Shipping	6,529.50
			Total	39,940.92

Computer Equipment

Mac Book Air 13" (5 PK Bundle)	5	6,560.00	32,800.00
Mac Book Air 13" (single)	3	1,149.00	3,447.00
IMAC 21.5"	2	1,149.00	2,298.00
IMAC 27"	1	1,599.00	1,599.00
iPad 2 (10 Pk Bundle)	3	4,580.00	13,740.00
Mac Mini CTO	2	1,069.00	2,138.00
Promise Pegasus	1	1,619.00	1,619.00
Apple Thunderbolt Cable	1	49.00	49.00
		Total	57,690.00

The total Charter School expenditures for fixed assets during the identified fiscal year:

\$97,630.92

Facility Plans and Other Capital Needs

The Charter School's plan for future facility development and the rationale for the various components of the plan:

This narrative is empty.

Memorandums of Understanding

There are no memorandums of understanding.

Preliminary Statement of Revenues, Expenditures & Fund Balances
Include ALL Funds
as of June 30, 2013

Name of School Chester Charter School for the Arts

Address of School 200 Commerce Drive, Aston, PA 19014

CEO Signature _____

REVENUES

6000		REVENUE FROM LOCAL SOURCES	
6500		EARNINGS ON INVESTMENTS	
	6510	Interest on Investments and Interest-Bearing Checking Accounts	
	6520	Dividends on Investments	
	6530	Gains or Losses on Sale of Investments	
	6540	Earnings on Investments in Real Property	
	6590	Other Earnings or Investments	
6600		FOOD SERVICE REVENUE	
	6610	Daily Sales - Reimbursable Programs	
	6620	Daily Sales - Non-Reimbursable Programs	
	6630	Special Functions	
	6640	Non-Cash Contributions	
	6650	Price Reduction for Reduced Price and Free Meals (Debit)	
	6690	Other Food Service Revenues	
6700		REVENUES FROM STUDENT ACTIVITIES	
	6710	Admissions	
	6720	Bookstore Sales	
	6730	Student Organization Membership Dues and Fees	
	6740	Fees	
	6750	Student Activity - Special Events	11,954
	6790	Other Student Activity Income	
6800		REVENUES FROM INTERMEDIARY SOURCES / PASS THROUGH	
	6810	Revenue from Local Governmental Units	
	6820	Revenue from Intermediary Sources - Commonwealth Funds	
	6830	Revenues from Intermediary Sources - Federal Funds	
	6890	Other Revenues from Intermediary Sources	
6900		OTHER REVENUE FROM LOCAL SOURCES	
	6910	Rentals	
	6920	Contributions & Donations from Private Sources / Capital Contributions	605,449
	6930	Gains or Losses on Sale of Fixed Assets (Economic Resource Measurement Focus Only)	
	6940	Tuition from Patrons	
		6941 Regular Day School Tuition	
		6942 Summer School Tuition	
		6943 Adult Education Tuition	
		6944 Receipts From Other LEAs in Pennsylvania - Education	3,300,317

		6945	Receipts from Out-of-State LEAs	
		6946	Receipts from Member Districts - AVTS / Special Program Jointure only	
		6947	Receipts from Members of Intermediate Units for Education by Withholding	
		6948	Receipts from Members of Intermediate Units for Direct Contributions	
		6949	Other Tuition from Patrons	
	6950		Unassigned	
	6960		Services Provide Other Local Governmental Units / LEAs	
		6961	Transportation Services Provided Other Pennsylvania LEAs	
		6969	All Other Services Provided Other Governments and LEAs Not Specified Above	
	6970		Services Provided Other Funds	
	6980		Revenue from Community Service Activities	
	6990		Refunds and Other Miscellaneous Revenue	1
		6991	Refunds of a Prior Year Expenditure	
		6999	Other Revenues Not Specified Above	
7000			REVENUE FROM STATE SOURCES	
7100			BASIC INSTRUCTIONAL AND OPERATING SUBSIDIES	
	7150		Unassigned	
	7160		Tuition for Orphans and Children Placed in Private Homes	
	7180		Staff and Program Development	
7200			REVENUE FOR SPECIFIC EDUCATIONAL PROGRAMS	
	7210		Homebound Instruction	
	7220		Vocational Education	
	7230		Alternative Education	
	7240		Driver Education - Student	
	7250		Migratory Children	
	7260		Workforce Investment Act (WIA)	
	7270		Specialized Education of Exceptional Pupils	
	7280		Adult Literacy	
	7290		Additional Educational Program Revenues	
7300			REVENUES FOR NON-EDUCATIONAL PROGRAMS	
	7310		Transportation (Regular and Additional)	
	7320		Rental and Sinking Fund Payments / Building Reimbursement Subsidy	43,540
	7330		Health Services (Medical, Dental, Nurse, Act 25)	
	7340		Unassigned	
	7350		Sewage Treatment Operations / Environmental Subsidies	
	7360		Safe Schools	
7400			VOCATIONAL TRAINING OF THE UNEMPLOYED	
7500			STATE REVENUE NOT LISTED ELSEWHERE IN THE 7000 SERIES OF ACCOUNTS	
		7502	Dual Enrollment Grants	
		7503	Project 720/High School Reform	
		7599	Other State Revenue Not Listed Elsewhere in the 7000 Series	
7600			REVENUE FOR MILK, LUNCH AND BREAKFAST PROGRAMS	10,317
7800			REVENUE FOR THE COMMONWEALTH'S SHARE OF PAID BENEFITS	
	7810		State Share of Social Security and Medicare Taxes	
	7820		State Share of Retirement Contributions	

7900		REVENUE FOR TECHNOLOGY	
	7910	Educational Technology	
	7990	Other Technology Grants	
8000		REVENUE FROM FEDERAL SOURCES	
8100		UNRESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT	
	8110	Payments for Federally Impacted Areas - P.L. 81-874	
	8190	Other Unrestricted Federal Grants-in-Aid Direct from the Federal Government	
8200		UNRESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH	
8300		RESTRICTED GRANTS-IN-AID DIRECTLY FROM THE FEDERAL GOVERNMENT	
	8310	Payments for Federally Impacted Areas - P.L. 81-815	
	8320	Energy Conservation Grants - TA and ECM	
	8390	Other Restricted Federal Grants-in-Aid Directly from the Federal Government	
8500		RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH FOR THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), NO CHILD LEFT BEHIND (NCLB), VOCATIONAL EDUCATION, CHILD NUTRITION AND CAREER EDUCATION PROGRAMS	
	8510	Individuals with Disabilities Education Act (IDEA) and No Child Left Behind (NCLB)	95,741
	8520	Vocational Education	
	8530	Child Nutrition Program	176,019
	8540	Nutrition Education and Training	
	8560	Federal Block Grants	
	8570	Unassigned	
	8580	Child Care and Development Block Grants	
	8590	Unassigned	
8600		RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH FOR DRIVER EDUCATION, ADULT EDUCATION, CETA, HEADSTART, ENERGY CONSERVATION, WORKFORCE INVESTMENT ACT AND OTHER PROGRAMS	
	8610	Homeless Assistance Act	
	8620	Adult Basic Education	
	8640	Headstart	
	8650	Unassigned	
	8660	Workforce Investment Act (WIA)	
	8670	Unassigned	
	8680	Unassigned	
	8690	Other Restricted Federal Grants-in-Aid through the Commonwealth	
8800		MEDICAL ASSISTANCE REIMBURSEMENTS	
9000		OTHER FINANCING SOURCES	
9100		SALE OF BONDS	
	9110	Bond Issue Proceeds (Gross)	

	9120	Proceeds from Refunding of Bonds	
9200		PROCEEDS FROM EXTENDED TERM FINANCING	
9300		INTERFUND TRANSFERS	
	9310	General Fund Transfers	
	9320	Special Revenue Fund Transfers	
	9330	Capital Projects Funds Transfers	
	9340	Debt Service Fund Transfers	
	9350	Enterprise Fund Transfers	
	9360	Internal Service Fund Transfers	
	9370	Trust and Agency Fund	
	9380	Activity Fund Transfers	
	9390	Permanent Fund Transfers	
9400		SALE OF OR COMPENSATION FOR LOSS OF FIXED ASSETS	
9500		Unassigned	
9600		Unassigned	
9700		TRANSFERS INVOLVING COMPONENT UNITS AND PRIMARY GOVERNMENTS	
	9710	Transfers from Component Units	
	9720	Transfers from Primary Governments	
9800		INTRAFUND TRANSFERS IN	
	9810	General Fund Intrafund Transfers	
	9820	Special Revenue Intrafund Transfers	
	9840	Debt Service Intrafund Transfers	
	9850	Enterprise Intrafund Transfers	
	9860	Internal Service Intrafund Transfers	
	9870	Trust and Agency Intrafund Transfers	
	9880	Activity Interfund Transfers	
TOTAL REVENUES			4,243,339

Petty cash log

The idea is to create a transaction line for every draw from and deposit to the petty cash. Cash collections for field trips and from other sources should not be comingled with this petty cash, which is purely for expenditures. Draws from petty cash should be initialed by Akosua to indicate approval. Any change from transactions and all receipts from transactions should be returned to the petty cash folder or binder, with an entry line to indicate the amount returned. I would buy a locking cash pocket for keeping the cash and change.