

Gillingham Charter School

**Charter Annual Report**

07/01/2012 - 06/30/2013

# School Profile

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## Demographics

915 Howard Avenue  
Pottsville, PA 17901  
(570)955-3830

Phase:

Phase 2

CEO Name:

Nicolle Hutchinson

CEO E-mail address:

[nhutchinson@gillinghamcharterschool.org](mailto:nhutchinson@gillinghamcharterschool.org)

# Governance and Staff

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## *Leadership Changes*

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

### **Board member changes:**

Mary Rushanan - Board President, resigned in March. In her resignation letter, no reason for resignation was noted; she wished the school well and continues to support us.

Marsha Chwastiak - Was nominated to the board and was voted in as new President.

Sharon Klinger - Currently on the board, and was voted in as Vice President.

Lori Quinn - Currently on the board and was voted on to transition from her role as Vice President to Treasurer; the treasurer position had been vacated by a previous board member who resigned due to the birth of her first child.

Fred Anderson - Secretary; continues to serve on the board.

Rick Werkheiser - Board Member.

### **Added to the Board:**

Marlene Rowe

Annette Stoudt

Mindy Heppe

Lisa Halteman

### **School Administration**

Gillingham Charter School's CEO remains Nicolle Hutchinson and our Director of Organizational Development remains Christie Werkheiser.

## *Board of Trustees Meeting Schedule*

| <b>Location</b>                                                    | <b>Date and Time</b> |
|--------------------------------------------------------------------|----------------------|
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 7/19/2012 7:00 PM    |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 8/16/2012 7:00 PM    |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 9/20/2012 7:00 PM    |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 10/18/2012 7:00 PM   |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 11/15/2012 7:00 PM   |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 12/20/2012 7:00 PM   |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA       | 1/17/2013 7:00 PM    |

|                                                                    |                    |
|--------------------------------------------------------------------|--------------------|
| 17901                                                              |                    |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 2/21/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 3/21/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 4/18/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 5/16/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 6/20/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 7/1/2013 6:00 PM   |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 7/18/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 8/15/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 9/19/2013 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 10/17/2013 7:00 PM |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 11/21/2013 7:00 PM |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 12/19/2013 7:00 PM |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 1/16/2014 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 2/20/2014 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 3/20/2014 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 4/17/2014 7:00 PM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 5/15/2014 7:00 AM  |
| Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 6/19/2014 7:00 PM  |

### *Professional Staff Member Roster*

|                        |                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Kelly Ashe</b>      |                                                                                                           |
| PA Certified           | Yes                                                                                                       |
| Areas of Certification | Instructional I, Elementary K-6;<br>Middle School Mathematics;<br>Fundamental Subjects: Content Knowledge |

|                                                                       |                             |
|-----------------------------------------------------------------------|-----------------------------|
| Grades Teaching or Serving                                            | 5th                         |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 5th grade classroom teacher |
| Number of Hours Annually Worked in Assignment                         | 1440                        |
| Percentage of Time in Certified Position                              | 100.0                       |
| Percentage of Time in Areas Not Certified                             | 0.0                         |

|                                                                       |                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ashley Bassler</b>                                                 |                                                                                                                                                                                                                                                                   |
| PA Certified                                                          | Yes                                                                                                                                                                                                                                                               |
| Areas of Certification                                                | Instructional I, Elementary K-6;<br>Elementary Education: Curr.<br>Instruction; Fundamental Subjects:<br>Content Knowledge; PPST<br>Computerized Skills Test: Reading;<br>PPST Computerized Skills<br>Test:Mathematics; PPST<br>Computerized Skills Test: Writing |
| Grades Teaching or Serving                                            | 3rd grade                                                                                                                                                                                                                                                         |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 3rd grade classroom teacher                                                                                                                                                                                                                                       |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                                                                                                                                                                                              |
| Percentage of Time in Certified Position                              | 100.0                                                                                                                                                                                                                                                             |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                                                                                                                                                                                               |

|                                                                       |                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ashley Bassler</b>                                                 |                                                                                                                                                                                                                                                                   |
| PA Certified                                                          | Yes                                                                                                                                                                                                                                                               |
| Areas of Certification                                                | Instructional I, Elementary K-6;<br>Elementary Education: Curr.<br>Instruction; Fundamental Subjects:<br>Content Knowledge; PPST<br>Computerized Skills Test: Reading;<br>PPST Computerized Skills<br>Test:Mathematics; PPST<br>Computerized Skills Test: Writing |
| Grades Teaching or Serving                                            | 3rd grade                                                                                                                                                                                                                                                         |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 3rd grade classroom teacher                                                                                                                                                                                                                                       |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                                                                                                                                                                                              |
| Percentage of Time in Certified Position                              | 100.0                                                                                                                                                                                                                                                             |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                                                                                                                                                                                               |

|                             |    |
|-----------------------------|----|
| <b>Christopher Blackmon</b> |    |
| PA Certified                | No |

|                                                                       |                             |
|-----------------------------------------------------------------------|-----------------------------|
| Areas of Certification                                                | Not certified               |
| Grades Teaching or Serving                                            | 6th grade                   |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 6th grade classroom teacher |
| Number of Hours Annually Worked in Assignment                         | 1440                        |
| Percentage of Time in Certified Position                              | 0.0                         |
| Percentage of Time in Areas Not Certified                             | 100.0                       |

|                                                                       |                                                                                                            |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Lori Cassidy</b>                                                   |                                                                                                            |
| PA Certified                                                          | Yes                                                                                                        |
| Areas of Certification                                                | Instruction I, English 7-12; English Teacher Ed, College Major; English Language, Literature & Composition |
| Grades Teaching or Serving                                            | Grades 7 to 10                                                                                             |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Teaching English, composition, literature                                                                  |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                                       |
| Percentage of Time in Certified Position                              | 100.0                                                                                                      |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                                        |

|                                                                       |                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Maureen Challenger</b>                                             |                                                                                                                                                                                                                                   |
| PA Certified                                                          | Yes                                                                                                                                                                                                                               |
| Areas of Certification                                                | Instructional I - Elementary K-6; Instructional II - Elementary K-6; Instructional II - Mid-Level Mathematics 7-9; Instructional II - Mid-Level Science 7-9; Middle School Mathematics; Reading Specialist; Middle School Science |
| Grades Teaching or Serving                                            | 7-10                                                                                                                                                                                                                              |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 9th and 10th grade math; 7-10 grade science                                                                                                                                                                                       |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                                                                                                                                                              |
| Percentage of Time in Certified Position                              | 85.0                                                                                                                                                                                                                              |
| Percentage of Time in Areas Not Certified                             | 15.0                                                                                                                                                                                                                              |

|                        |                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Cory Commings</b>   |                                                                                                                       |
| PA Certified           | Yes                                                                                                                   |
| Areas of Certification | Instructional I, Elementary K-6; Instructional I, Mid-Level Mathematics 7-9; Fundamental Subjects: Content Knowledge; |

|                                                                       |                                                                                     |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                       | PPST Skills Test: Reading; PPST Skills Test: Writing; PPST Skills Test: Mathematics |
| Grades Teaching or Serving                                            | 1st Grade                                                                           |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 1st Grade classroom teacher                                                         |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                |
| Percentage of Time in Certified Position                              | 100.0                                                                               |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                 |

|                                                                       |                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Samuel Kochenberger</b>                                            |                                                                                                                                                                                                                             |
| PA Certified                                                          | Yes                                                                                                                                                                                                                         |
| Areas of Certification                                                | Instructional I, Music K-12; Music: Content Knowledge; Fundramental Subjects: Content Knowledge; PPST Computerized Skills Test: Reading; PPST Computerized Skills Test: Writing; PPST Computerized Skills Test: Mathematics |
| Grades Teaching or Serving                                            | K-10                                                                                                                                                                                                                        |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Music instruction to students K-10                                                                                                                                                                                          |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                                                                                                                                                        |
| Percentage of Time in Certified Position                              | 100.0                                                                                                                                                                                                                       |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                                                                                                                                                         |

|                                                                       |                                 |
|-----------------------------------------------------------------------|---------------------------------|
| <b>Monica Meza</b>                                                    |                                 |
| PA Certified                                                          | Yes                             |
| Areas of Certification                                                | Instructional I, Elementary K-6 |
| Grades Teaching or Serving                                            | 2nd grade                       |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 2nd grade classroom teacher     |
| Number of Hours Annually Worked in Assignment                         | 1440                            |
| Percentage of Time in Certified Position                              | 100.0                           |
| Percentage of Time in Areas Not Certified                             | 0.0                             |

|                                                                       |                                         |
|-----------------------------------------------------------------------|-----------------------------------------|
| <b>Devin Meza-Rushanan</b>                                            |                                         |
| PA Certified                                                          | Yes                                     |
| Areas of Certification                                                | Instructional I, Social Studies, 7-12   |
| Grades Teaching or Serving                                            | 7-10                                    |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Social studies courses; natural history |

|                                               |      |
|-----------------------------------------------|------|
| Number of Hours Annually Worked in Assignment | 1064 |
| Percentage of Time in Certified Position      | 90.0 |
| Percentage of Time in Areas Not Certified     | 10.0 |

| <b>Carrie Miller</b>                                                  |                                                                                                                                   |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| PA Certified                                                          | Yes                                                                                                                               |
| Areas of Certification                                                | Instructional I, Art K-12; Fine Arts/Art Studies - College Major; Art: Content Knowledge; Fundamental Subjects: Content Knowledge |
| Grades Teaching or Serving                                            | K-10                                                                                                                              |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Art                                                                                                                               |
| Number of Hours Annually Worked in Assignment                         | 1080                                                                                                                              |
| Percentage of Time in Certified Position                              | 100.0                                                                                                                             |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                                                               |

| <b>Harold Price</b>                                                   |                                                                                               |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| PA Certified                                                          | Yes                                                                                           |
| Areas of Certification                                                | Instructional II, German K-12; Instructional II, Russian K-12; Instructional II, Spanish K-12 |
| Grades Teaching or Serving                                            | K-10                                                                                          |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Spanish Teacher                                                                               |
| Number of Hours Annually Worked in Assignment                         | 714                                                                                           |
| Percentage of Time in Certified Position                              | 100.0                                                                                         |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                           |

| <b>Susan Reier</b>                                                    |                                 |
|-----------------------------------------------------------------------|---------------------------------|
| PA Certified                                                          | Yes                             |
| Areas of Certification                                                | Instructional I, Elementary K-6 |
| Grades Teaching or Serving                                            | Kindergarten                    |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Kindergarten classroom teacher  |
| Number of Hours Annually Worked in Assignment                         | 1440                            |
| Percentage of Time in Certified Position                              | 100.0                           |
| Percentage of Time in Areas Not Certified                             | 0.0                             |

| <b>Ryan Robbins</b>                                                   |                                                                                             |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| PA Certified                                                          | Yes                                                                                         |
| Areas of Certification                                                | Instructional I, Health & Physical Educationm K-12; Fundamental Subjects: Content Knowledge |
| Grades Teaching or Serving                                            | K-10                                                                                        |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | K-10 Physical Education/Health                                                              |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                        |
| Percentage of Time in Certified Position                              | 100.0                                                                                       |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                         |

| <b>Karen Shanoskie</b>                                                |                                 |
|-----------------------------------------------------------------------|---------------------------------|
| PA Certified                                                          | Yes                             |
| Areas of Certification                                                | Instructional I, Elementary K-6 |
| Grades Teaching or Serving                                            | 4th grade                       |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | 4th grade classroom teacher     |
| Number of Hours Annually Worked in Assignment                         | 1440                            |
| Percentage of Time in Certified Position                              | 100.0                           |
| Percentage of Time in Areas Not Certified                             | 0.0                             |

| <b>Heather Shollenberger</b>                                          |                                                                                                                 |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| PA Certified                                                          | Yes                                                                                                             |
| Areas of Certification                                                | Instructional I, Elementary K-6; Elementary Ed/Teaching, College Major; Fundamental Subjects: Content Knowledge |
| Grades Teaching or Serving                                            | Kindergarten                                                                                                    |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Kindergarten classroom teacher                                                                                  |
| Number of Hours Annually Worked in Assignment                         | 1440                                                                                                            |
| Percentage of Time in Certified Position                              | 100.0                                                                                                           |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                                                             |

| <b>Kara Stalter</b>    |                                                                                                                                                                |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PA Certified           | Yes                                                                                                                                                            |
| Areas of Certification | Instructional I, Elementary K-6; Instructional I, Early; Instructional I, Mid-Level English 7-9; Instructional I, Mid-Level Mathematics, 7-9; Instructional I, |

|                                                                       |                                        |
|-----------------------------------------------------------------------|----------------------------------------|
|                                                                       | Mid-Level Citiz. Ed 7-9                |
| Grades Teaching or Serving                                            | 1-10                                   |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Title I; 7th and 8th grade mathematics |
| Number of Hours Annually Worked in Assignment                         | 1440                                   |
| Percentage of Time in Certified Position                              | 100.0                                  |
| Percentage of Time in Areas Not Certified                             | 0.0                                    |

|                                                                       |                                                                     |
|-----------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Eliot White</b>                                                    |                                                                     |
| PA Certified                                                          | Yes                                                                 |
| Areas of Certification                                                | Instructional I, English 7-12;<br>English Teacher Ed, College Major |
| Grades Teaching or Serving                                            | 7-10                                                                |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Grades 7 to 10 English/History                                      |
| Number of Hours Annually Worked in Assignment                         | 780                                                                 |
| Percentage of Time in Certified Position                              | 100.0                                                               |
| Percentage of Time in Areas Not Certified                             | 0.0                                                                 |

|                                                                       |                                            |
|-----------------------------------------------------------------------|--------------------------------------------|
| <b>Amy Wislosky</b>                                                   |                                            |
| PA Certified                                                          | Yes                                        |
| Areas of Certification                                                | English, 7-12; Special Educational<br>N-12 |
| Grades Teaching or Serving                                            | 7-10                                       |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Special Education Services                 |
| Number of Hours Annually Worked in Assignment                         | 800                                        |
| Percentage of Time in Certified Position                              | 100.0                                      |
| Percentage of Time in Areas Not Certified                             | 0.0                                        |

|                                                                       |                                                                                                                   |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Sarah Kenney</b>                                                   |                                                                                                                   |
| PA Certified                                                          | Yes                                                                                                               |
| Areas of Certification                                                | Instructional I, Elementary K-6;<br>Instructional I; Elementary K-6;<br>Instructional I, Mid-Level English<br>7-9 |
| Grades Teaching or Serving                                            | 7-10                                                                                                              |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Special Education Services                                                                                        |
| Number of Hours Annually Worked in Assignment                         | 560                                                                                                               |
| Percentage of Time in Certified Position                              | 100.0                                                                                                             |

|                                           |     |
|-------------------------------------------|-----|
| Percentage of Time in Areas Not Certified | 0.0 |
|-------------------------------------------|-----|

| <b>Katelyn Grumbling</b>                                              |                                                            |
|-----------------------------------------------------------------------|------------------------------------------------------------|
| PA Certified                                                          | Yes                                                        |
| Areas of Certification                                                | Instructional I, Elementary K-6;<br>Special Education N-12 |
| Grades Teaching or Serving                                            | K-3                                                        |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Special Education Services                                 |
| Number of Hours Annually Worked in Assignment                         | 1440                                                       |
| Percentage of Time in Certified Position                              | 100.0                                                      |
| Percentage of Time in Areas Not Certified                             | 0.0                                                        |

| <b>Audra Young</b>                                                    |                                                            |
|-----------------------------------------------------------------------|------------------------------------------------------------|
| PA Certified                                                          | Yes                                                        |
| Areas of Certification                                                | Instructional I, Elementary K-6;<br>Special Education N-12 |
| Grades Teaching or Serving                                            | 4-6                                                        |
| All Areas of Assignment, Subject Areas Teaching, or Services Provided | Special Education Services                                 |
| Number of Hours Annually Worked in Assignment                         | 1280                                                       |
| 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

*No file has been uploaded.*

### ***Quality of Teaching and Other Staff***

| <b>Position Categories</b>      | <b>All Employed per Category</b> | <b>Appropriately Certified</b> | <b>Promoted</b> | <b>Transferred</b> | <b>Terminated</b> | <b>Contracted for Following Year</b> |
|---------------------------------|----------------------------------|--------------------------------|-----------------|--------------------|-------------------|--------------------------------------|
| Chief Academic Officer/Director | 1.00                             |                                |                 |                    |                   | 1.00                                 |
| Principal                       |                                  |                                |                 |                    |                   |                                      |
| Assistant Principal             | 1.00                             |                                |                 |                    |                   | 1.00                                 |
| Classroom Teacher (including    | 13.00                            | 12.00                          |                 |                    | 1.00              | 6.00                                 |

|                                                       |       |       |   |      |      |       |
|-------------------------------------------------------|-------|-------|---|------|------|-------|
| Master Teachers)                                      |       |       |   |      |      |       |
| Specialty Teacher (including Master Teachers)         | 4.00  | 4.00  |   | 1.00 |      | 3.00  |
| Special Education Teacher (including Master Teachers) | 5.00  | 5.00  |   | 3.00 |      | 2.00  |
| Special Education Coordinator                         | 1.00  | 1.00  |   |      |      | 1.00  |
| Counselor                                             | 3.00  | 2.00  |   | 1.00 | 1.00 | 1.00  |
| Psychologist                                          |       |       |   |      |      |       |
| School Nurse                                          | 1.00  | 1.00  |   |      |      | 1.00  |
| Totals                                                | 29.00 | 25.00 | 0 | 5.00 | 2.00 | 16.00 |

Further explanation:

Additional staff includes 3 secretaries, 1 facilities manager, 3 teacher aides.

# Fiscal Matters

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## *Major Fundraising Activities*

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

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

## *Fiscal Solvency Policies*

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

The school board adopts an annual budget in June prior to the upcoming fiscal year. All purchasing and expense allocations throughout the fiscal year must align with the budget. The administration and board monitors fiscal activity as related to the annual budget on a monthly basis. Monthly reviews also include accounts receivable and accounts payable.

### **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:**

- GCS\_PettyCashPolicy.Rev11.2012.doc
- Safekeeping Policy.docx
- GCS\_Title 1 Equity Statement copy.docx
- GCS BoT E\_Signature Policy .pdf
- ConflictOfInterestPolicy\_1.pdf
- ConflictOfInterestPolicy.pdf
- Checking Accounts Signatory Policy.pdf
- BoT Document Destruction Policy.pdf
- BOT Credit Card Policy.pdf
- Audit and Financial Oversight Committee Duties&Responsibilities.pdf

## *Accounting System*

Changes to the accounting system the charter school uses:

The school maintains its books on a fund accounting basis in accordance with GAAP. It maintains a chart of accounts based on the PA Start Chart of Accounts for PA Public Schools, and all PDE reports are filed in this format. Quick Books Account Software is used to classify, capture and report income and expenditures.

### ***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: Siegal & Drossner, PC  
 Date of Last Audit: 12/20/2012  
 Fiscal Year Last Audited: 2011-2012

#### **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:

*This narrative is empty.*

#### **Financial Audit Report**

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

*PDF file uploaded.*

#### **Citations**

Financial audit citations and the corresponding Charter School responses

| Description | Response |
|-------------|----------|
|-------------|----------|

### ***Federal Programs Consolidated Review***

**Basics**

Title I Status:

Date of Last Federal  
Programs Consolidated Review: 05/13/2013

School Year Reviewed: 2012-2013

**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

*PDF file uploaded.*

**Citations**

Federal Programs Consolidated Review citations and the corresponding Charter School responses

| Description                                                                                                                              | Response                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Three teachers in the school are not highly for some of the grade levels taught. Only one of those 3 has Title 1 Students                | Two of the teachers who are not HQT have been terminated. The third has a LT Sub permit with educational requirement. |
| Provide materials and training to help parents work with their children to improve achievement, such as literacy and technology training | School provided evidence of such to the state and will continue to provide such materials and training to parents.    |

# Special Education

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## *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**

| <b>Support Service</b>     | <b>Location</b>                                                    | <b>Teacher FTE</b> |
|----------------------------|--------------------------------------------------------------------|--------------------|
| Paraprofessional           | Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 1                  |
| Special Education Director | Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 1                  |
| Special Education Teacher  | Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 1                  |
| Special Education Teacher  | Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 1                  |
| Special Education Teacher  | Gillingham Charter School, 915 Howard Avenue, Pottsville, PA 17901 | 1                  |

## **Special Education Contracted Services**

| <b>Title</b>         | <b>Amt. of Time per Week</b> | <b>Operator</b>    | <b>Number of Students</b> |
|----------------------|------------------------------|--------------------|---------------------------|
| Occupational Therapy | 1 Days                       | Outside Contractor | 10 or fewer               |
| Social Services      | 3 Days                       | Outside Contractor | 10 or fewer               |
| Speech Therapist     | 3 Days                       | Outside Contractor | 26                        |

### ***Special Education Cyclical Monitoring***

Date of Last Special Education Cyclical Monitoring:

08/07/2014

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

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

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

Building Improvements: 17,771.07  
 Computer & Technology: 61,045.28  
 Furniture & Fixtures: 10,212.36  
 Student information systems: 16,727.00

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

*\$105,755.71*

## *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:

Gillingham will grow two more grades, 11th grade in 2013-2014 and 12th grade in 2014-2015, so that we will then be a K-12 school. Renovation plans include 2 additional classrooms in the school house, music room for full-time music program, and art room for full-time art program. Additionally, our renovations will support a full-time foreign language instructor classroom for the 2013-2014 school year. This past school year, we also developed a relationship with a local business that provides us with space for athletics, extracurricular activities, the arts, and community events. We also acquired additional space for our own gym. Further renovations planned include upgrades to our administrative office that will supply three classrooms for special education to accommodate the needs of our students. Additional enhancements for future years could include a secondary campus. We continue to search for the ideal site to facilitate expansion. Ongoing discussions with our business manager will continue as we balance our fiscal resources with student needs.

## *Memorandums of Understanding*

| Organization                 | Purpose                                                                |
|------------------------------|------------------------------------------------------------------------|
| Child Development            | To reach out to community families and inform them about Gillingham CS |
| Pottsville Police Department | For our Code Red and School Safety Plans                               |



## Equity Statement

The Gillingham Charter School will ensure that all students (Title I, low income, special and regular education) will have an even distribution between buildings. Furthermore, the above students will also have an even distribution between beginning teachers (1<sup>st</sup> year) and Highly Qualified teachers, experienced teachers (4<sup>th</sup> year and above). Gillingham Charter School's (GCS) goal is equitable access for all students to the best instruction possible, provided by highly qualified teachers who are able to meet the diverse learning needs of all students. GCS is committed to the following:

1. Implement best practices in all classrooms to improve the achievement of all students
2. Differentiate instruction to meet the needs of all students
3. Recruit and retain highly qualified teachers and paraprofessionals in core academic areas
4. Provide all students access to instruction by teachers who have equivalent teaching experience
5. Maintain comparable class sizes in all schools, regardless of student demographics
6. Provide instructional coaches to support teachers and improve student learning

A yearly review, usually in August, will take place between the Federal Programs Coordinator and Building Principals to make sure that an equitable distribution of students will occur. If an exception to the above occurs, the Building Principal will notify the Federal Programs Coordinator, in writing, the reason for such occurrence so that documentation for Federal Program audits can be maintained.

GCS's equity plan focuses on the collaboration of all stakeholders including central office administrators, school administrators, teachers, paraprofessionals, parents and business partners. The needs assessment and planning process addresses equitable access of all students to highly qualified teachers and paraprofessionals, equity in teacher experience, equity in teacher training to meet the diverse needs of all learners, equity in class sizes, and recruiting and retaining highly qualified teachers which results in full equity for all students, regardless of the demographics of the students served. The LEA addresses class size equity in the annual needs assessment by analyzing the individual class sizes within each school and across schools where grade levels are shared. If inequities are identified, the principal, along with the Title I teacher, and Title I team together, will determine if students need to be moved to another class within the school to make the class sizes equitable or if a teacher must be hired to correct the discrepancy within the school or among the schools sharing common grade levels. School personnel complete an annual needs assessment, and parent and business partners are surveyed to gain input for planning. Once stakeholder input is complete, the school leadership team prioritizes needs at the school level. Each school's prioritized needs assessment is reviewed by central office program directors and a single consolidated and prioritized system level needs assessment is developed which targets improved student achievement and all equity components. All initiatives at GCS are designed to assist in meeting our goal of providing a quality education for all children.

One of the most important factors in increasing student achievement is a highly qualified teacher. No Child Left Behind requires all teachers of core academic areas to be highly qualified. Gillingham actively recruits highly qualified teachers. Teachers are recruited at job fairs, by posting vacancies on-line and through local board of education members who actively recruit teachers. When a teacher is hired a plan is developed and closely monitored to ensure the teacher meets the plans goal for obtaining a clear renewable certificate. Teachers are also notified they must immediately enroll in a program of study to maintain their highly qualified status.

All students deserve access to instruction by teachers who have equivalent experience. GCS strives to ensure continued equal access to experienced teachers for all students regardless of the demographics of the students served. New and inexperienced teachers are placed throughout the system to ensure that low income and minority students are not taught more frequently than other students by inexperienced teachers. The Title I comparability report is used, as well as data from teacher assignments, to help in analyzing and monitoring that minority and low income students are not taught at higher rates than other students by inexperienced and unqualified teachers.

In order to meet the diverse needs of our students, teachers are selected for employment based upon several factors including their ability to relate to the population of students we serve. GCS has a slowly growing Hispanic/ELL population, and a very large economically disadvantaged population. Teachers participate in professional learning activities designed to better equip them to teach the students they serve. If it is determined that a teacher is not using the differentiation strategies necessary to meet the needs of the students, the instructional coach will observe the teacher and give them strategies to implement. Instructional coaches will follow-up to make sure students are progressing in the acquisition of skills.

Retaining highly qualified teachers is a goal of Gillingham Charter School. Teachers are given increase partly based upon merit and cost of living. Additionally, they are provided free life insurance, and a free flex plan. An inexpensive medical, dental and vision plan is also provided. Teachers may earn stipends by teaching extended day, after school and/or summer school. They may also coach extracurricular activities to supplement their income.



## Petty Cash Policy

### **Definition:**

Petty cash refers to a fund of fixed amounts used for making small expenditures. A request for petty cash will only be approved in situations where time and convenience do not allow for the normal purchasing process.

Such transactions must be handled in accordance with established purchasing procedures. Failure to comply could result in expenditures that are deemed unacceptable. Unacceptable expenditures will not be honored by Gillingham Charter School. In such cases, the individual will be held solely responsible and will not receive reimbursement.

The Petty Cash Checking Account will not exceed \$1000.00. The signatories shall be the DOD, or in her absence, Dawn Housel.

### **Petty Cash Purchases:**

Petty cash funds may be used for items that cost less than \$300.00 and are available from local vendors.

Items **Not** To Be Purchased or Paid For With Petty Cash Funds:

1. Sales tax. (Please obtain tax-exempt letter prior to purchase.)
2. Contractual services.
3. Beer or Liquor.
4. Fines or Penalties.

### **Advances from Petty Cash Fund:**

Purchases made with cash received from the Petty Cash Fund require approval from the Director of Operational Development (Christie Werkheiser).

### **All Purchases Will Be Reviewed:**

Use of petty cash funds is a privilege extended by GCS and should be viewed as such. Abuse and/or failure to comply with established procedures will result in the revocation of this privilege for the individual and/or department.

All purchases made with petty cash funds require original receipts to be returned to the Petty Cash Manager and are subject to review by the DOD.

### **Petty Cash Replenishment**

The Petty Cash Fund shall be replenished as follows:

- The DOD shall compile the accumulated request forms and receipts on a monthly basis.
- The DOD shall then submit them to the Business Manager (Charter Choices) in order to receive a replenishment check.
- The check shall be cashed upon receipt.
- The funds (not to exceed \$500.00) shall be held by the Petty Cash Manager in a locked location to be disbursed upon request as needed.



The Board of Trustees  
Gillingham Charter School

**E-Signature Policy**

BE IT RESOLVED, by authority of the Board of Trustees of the **Gillingham Charter School**, and it is hereby resolved by authority of the same, that the Chief Executive Officer, of the above named body, currently Nicolle Hutchinson, is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Gillingham Charter School to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly if the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

# ATTEST

\_\_\_\_\_  
Board President or Vice-President

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Board Treasurer or Secretary

\_\_\_\_\_  
Print name and title

I, \_\_\_\_\_, Secretary, of The Board of Trustees for Gillingham Charter School, do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Trustees for Gillingham Charter School, held the \_\_\_\_ day of July, 2013.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name and title

## TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name and title

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

Name of School Gillingham Charter School

Address of School 915 Howard Avenue, Pottsville, PA 17901

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

**REVENUES**

|             |      |                                                                                    |           |
|-------------|------|------------------------------------------------------------------------------------|-----------|
| <b>6000</b> |      | <b>REVENUE FROM LOCAL SOURCES</b>                                                  |           |
| <b>6500</b> |      | <b>EARNINGS ON INVESTMENTS</b>                                                     |           |
|             | 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                                                      |           |
| <b>6600</b> |      | <b>FOOD SERVICE REVENUE</b>                                                        |           |
|             | 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                                                        | 30,678    |
| <b>6700</b> |      | <b>REVENUES FROM STUDENT ACTIVITIES</b>                                            |           |
|             | 6710 | Admissions                                                                         |           |
|             | 6720 | Bookstore Sales                                                                    |           |
|             | 6730 | Student Organization Membership Dues and Fees                                      |           |
|             | 6740 | Fees                                                                               |           |
|             | 6750 | Student Activity - Special Events                                                  |           |
|             | 6790 | Other Student Activity Income                                                      | 2,713     |
| <b>6800</b> |      | <b>REVENUES FROM INTERMEDIARY SOURCES / PASS THROUGH</b>                           |           |
|             | 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                                           |           |
| <b>6900</b> |      | <b>OTHER REVENUE FROM LOCAL SOURCES</b>                                            |           |
|             | 6910 | Rentals                                                                            |           |
|             | 6920 | Contributions & Donations from Private Sources / Capital Contributions             | 15,157    |
|             | 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                               | 2,197,871 |
|             | 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                       |           |
|             | 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                                            |           |
|             | 6991 | Refunds of a Prior Year Expenditure                                                |           |
|             | 6999 | Other Revenues Not Specified Above                                                 |           |
| <b>7000</b> |      | <b>REVENUE FROM STATE SOURCES</b>                                                  |           |

|             |      |                                                                                                                                                                                                                                            |        |
|-------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 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                                                                                                                                                                          | 24,000 |
|             | 7330 | Health Services (Medical, Dental, Nurse, Act 25)                                                                                                                                                                                           | 3,438  |
|             | 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                                                                                                                                                                                             | 9,972  |
|             |      |                                                                                                                                                                                                                                            |        |
| 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                                                                                                                                                                                                    | 87,501 |
|             |      |                                                                                                                                                                                                                                            |        |
| 7900        |      | REVENUE FOR TECHNOLOGY                                                                                                                                                                                                                     |        |
|             | 7910 | Educational Technology                                                                                                                                                                                                                     |        |
|             | 7990 | Other Technology Grants                                                                                                                                                                                                                    |        |
|             |      |                                                                                                                                                                                                                                            |        |
| <b>8000</b> |      | <b>REVENUE FROM FEDERAL SOURCES</b>                                                                                                                                                                                                        |        |
| 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)                                                                                                                                                         | 35,348 |
|             | 8520 | Vocational Education                                                                                                                                                                                                                       |        |
|             | 8530 | Child Nutrition Program                                                                                                                                                                                                                    |        |
|             | 8540 | Nutrition Education and Training                                                                                                                                                                                                           |        |
|             | 8560 | Federal Block Grants                                                                                                                                                                                                                       | 49,233 |
|             | 8570 | Unassigned                                                                                                                                                                                                                                 |        |

|                       |      |                                                                                                                                                                                                        |                  |
|-----------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                       | 8580 | Child Care and Development Block Grants                                                                                                                                                                |                  |
|                       | 8590 | Unassigned                                                                                                                                                                                             | 133,878          |
| 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                                                                                                                                                                      |                  |
| <b>9000</b>           |      | <b>OTHER FINANCING SOURCES</b>                                                                                                                                                                         |                  |
| 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                                                                                                                                                                           |                  |
| <b>TOTAL REVENUES</b> |      |                                                                                                                                                                                                        | <b>2,589,789</b> |

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

**Division of Federal Program  
Consolidated Program Review**

**2012-2013 School Year**

**Gillingham CS  
912 Howard Avenue  
Pottsville, PA 17901**

|                                           | <u>Name</u>                 | <u>Phone Number</u> | Check if Interviewed                |
|-------------------------------------------|-----------------------------|---------------------|-------------------------------------|
| <b>Superintendent:</b>                    | Nicolle Hutchinson          | 570-955-3830        | <input type="checkbox"/>            |
| <b>Business Manager:</b>                  | Charter Choices             | 215-481-9777        | <input type="checkbox"/>            |
| <b>Title I Coordinator:</b>               | Christie Werkheiser         | 570-955-3830        | <input checked="" type="checkbox"/> |
| <b>Title II Part A Coordinator:</b>       | Christie werkheiser         | 570-955-3830        | <input checked="" type="checkbox"/> |
| <b>Title III Coordinator:</b>             |                             |                     | <input type="checkbox"/>            |
| <b>Fiscal Requirements Coordinator:</b>   | Ryan Schumm Charter CHOices | 215-481-9777        | <input type="checkbox"/>            |
| <b>Ed-Flex Waiver Review Coordinator:</b> |                             |                     | <input type="checkbox"/>            |
| <b>Title VI-B REAP Coordinator:</b>       |                             |                     | <input type="checkbox"/>            |

**Program(s) Reviewed:**

- |                                                     |                                                         |                                          |
|-----------------------------------------------------|---------------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Title I         | <input checked="" type="checkbox"/> Fiscal Requirements | <input type="checkbox"/> Title VI-B REAP |
| <input checked="" type="checkbox"/> Title II Part A | <input type="checkbox"/> Ed-Flex Waiver Review          |                                          |
| <input type="checkbox"/> Title III                  |                                                         |                                          |

**Program Reviewer/s:** Ruth Troxell

**Visit Date:** 5/13/2013

P.001  
5709553831  
Gillingham Charter School  
15:06  
AUG-20-2013

P.002  
5709553831  
Gillingham Charter School  
AUG-20-2013 15:06

# Title I Program Review

- I. Highly Qualified
- II. Parent Involvement
- III. LEA Improvement
- IV. School Improvement
- V. School Choice
- VI. Supplemental Educational Services (SES)
- VII. Schoolwide Programs
- VIII. Targeted Assistance
- IX. Nonpublic Schools
- X. Comparability

**I. Highly Qualified**

P.003  
5709553831  
Gillingham Charter School  
15:06  
AUG-20-2013

| Component I: Highly Qualified                                                                                                                                                                                              |     |         |     |                                                                                                                                                                                                                                           |                     |                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Local School System (LEA) designs and implements procedures that ensure the hiring and retention of qualified teachers and paraprofessionals and ensure that parents are informed of educator credentials as required. |     |         |     |                                                                                                                                                                                                                                           |                     |                                                                                                                                                                                                                 |
| Sec. 1111 (h)(6)(A)<br>Sec. 1119 (a)(1-2) (c)(1)                                                                                                                                                                           |     |         |     |                                                                                                                                                                                                                                           |                     |                                                                                                                                                                                                                 |
| Requirements                                                                                                                                                                                                               | Met | Not Met | N/A | Suggested Evidence of Implementation                                                                                                                                                                                                      | Additional Evidence | Comments                                                                                                                                                                                                        |
| 1a. Utilizing the most recent PIMS data, all core content area teachers employed by the LEA are highly qualified. (Core content teachers in All Schools, not just Title I)                                                 | ☐   | ☑       | ☐   | <input type="checkbox"/> List of teachers and their qualifications.<br><input type="checkbox"/> Number of teachers who have met highly qualified.<br><input type="checkbox"/> Number of teachers working toward becoming highly qualified |                     | <b>District Comments</b><br>4/11/2013 2:34:11 PM<br>Administrator Christie Werkheiser<br>We have 1 teacher who is not HQT. We have a plan in place and he is on track with fulfilling the requirements.         |
|                                                                                                                                                                                                                            |     |         |     |                                                                                                                                                                                                                                           |                     | <b>Monitor Comments</b><br>5/13/2013 3:50:01 PM<br>Monitor Ruth Troxell<br>Three teachers in the school are not highly qualified for some of the grade levels taught. Only one of those 3 has Title I students. |
| 1b. LEA has a system in place to ensure that all core content area teachers become highly qualified.                                                                                                                       | ☑   | ☐       | ☐   | <input checked="" type="checkbox"/> List of teachers not highly qualified. Plan, progress & projected date of completion.<br><input type="checkbox"/> Highly Qualified Staff section of Consolidated LEA Plan                             |                     | <b>Monitor Comments</b><br>5/13/2013 3:51:25 PM<br>Monitor Ruth Troxell<br>There are plans in place and all non highly qualified teachers are working toward becoming a HQT.                                    |
|                                                                                                                                                                                                                            |     |         |     |                                                                                                                                                                                                                                           |                     |                                                                                                                                                                                                                 |

| <p>2. All instructional paraprofessionals supported by Title I are highly qualified.</p>                                                                                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p><input type="checkbox"/> List of paraprofessionals &amp; their qualifications.</p> <p><input type="checkbox"/> Verify number of paraprofessionals who have met highly qualified requirements.</p> <p><input type="checkbox"/> AA Degree and/or local assessment</p> |  | <table border="1"> <tr> <th style="text-align: center;">District Comments</th> </tr> <tr> <td> <p>4/11/2013 2:35:11 PM<br/>Administrator Christie Werkheiser<br/>We have 2 paraprofessionals who are not yet HQT. They are currently enrolled in a special paraprofessional program and will be certified come June 2013.</p> </td> </tr> <tr> <th style="text-align: center;">Monitor Comments</th> </tr> <tr> <td> <p>5/13/2013 3:52:11 PM<br/>Monitor Ruth Troxell<br/>None of the paraprofessionals are paid with federal funds.</p> </td> </tr> </table> | District Comments | <p>4/11/2013 2:35:11 PM<br/>Administrator Christie Werkheiser<br/>We have 2 paraprofessionals who are not yet HQT. They are currently enrolled in a special paraprofessional program and will be certified come June 2013.</p> | Monitor Comments | <p>5/13/2013 3:52:11 PM<br/>Monitor Ruth Troxell<br/>None of the paraprofessionals are paid with federal funds.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------|
| District Comments                                                                                                                                                                                                                                         |                                     |                          |                                     |                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                |                  |                                                                                                                     |
| <p>4/11/2013 2:35:11 PM<br/>Administrator Christie Werkheiser<br/>We have 2 paraprofessionals who are not yet HQT. They are currently enrolled in a special paraprofessional program and will be certified come June 2013.</p>                            |                                     |                          |                                     |                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                |                  |                                                                                                                     |
| Monitor Comments                                                                                                                                                                                                                                          |                                     |                          |                                     |                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                |                  |                                                                                                                     |
| <p>5/13/2013 3:52:11 PM<br/>Monitor Ruth Troxell<br/>None of the paraprofessionals are paid with federal funds.</p>                                                                                                                                       |                                     |                          |                                     |                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                |                  |                                                                                                                     |
| <p>3. Parents (in Title I schools ONLY) are notified annually that they may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <p><input type="checkbox"/> Copy of parent/guardian notification</p>                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                |                  |                                                                                                                     |
| <p>4. Parents (in Title I schools ONLY) are notified if their child is assigned to or being taught for four or more consecutive weeks by a teacher who is not highly qualified in a core academic subject.</p>                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <p><input type="checkbox"/> Copy of dated letter of notification to parent/guardian</p>                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                |                  |                                                                                                                     |

## II. Parent Involvement

P.005  
5709553831

Gillingham Charter School

AUG-20-2013 15:06

| Component II: Parent Involvement                                                                                                                                                                                                                                                                      |                                     |                                     |                          |                                                                                                                                                       |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------|
| <p><b>The LEA and schools meet parental involvement requirements.</b></p> <p>Sec. 1118(a)-(h)<br/>Sec. 1111(c)(14)<br/>Sec. 1111(d)<br/>Sec. 1116(a)(1)(D)</p>                                                                                                                                        |                                     |                                     |                          |                                                                                                                                                       |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |
| Requirements                                                                                                                                                                                                                                                                                          | Met                                 | Not Met                             | N/A                      | Suggested Evidence of Implementation                                                                                                                  | Additional Evidence | Comments                                                                                                                                                                                                                                                         |                  |                                                                                           |
| 1. LEA has a written parental involvement policy and evidence that it is updated periodically.                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          | <input checked="" type="checkbox"/> Staff/Parent meeting agenda, memoranda, revisions.<br><br><input type="checkbox"/> Website posting.               |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |
| 2. Schools receiving Title I funds have a written Parent Involvement (PI) Policy/Plan aligned with the District policy.                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          | <input checked="" type="checkbox"/> Submit PI Policy/Plans for all Title I schools and<br><br><input type="checkbox"/> Submit District PI Policy/Plan |                     | <table border="1"> <tr> <th>Monitor Comments</th> </tr> <tr> <td>                     5/13/2013 3:53:22 PM<br/>                     Monitor Ruth Troxell<br/>                     This is a single building charter school.                 </td> </tr> </table> | Monitor Comments | 5/13/2013 3:53:22 PM<br>Monitor Ruth Troxell<br>This is a single building charter school. |
| Monitor Comments                                                                                                                                                                                                                                                                                      |                                     |                                     |                          |                                                                                                                                                       |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |
| 5/13/2013 3:53:22 PM<br>Monitor Ruth Troxell<br>This is a single building charter school.                                                                                                                                                                                                             |                                     |                                     |                          |                                                                                                                                                       |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |
| 3. LEA and schools have carried out the six requirements to build parents capacity to be involved in school:                                                                                                                                                                                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |                                                                                                                                                       |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |
| a. Provide assistance to parents in understanding the State's academic content standards and student academic achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve student achievement; | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          | <input checked="" type="checkbox"/> Staff/Parent meetings, agendas, and sign-in sheets.                                                               |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |
| b. Provide materials and training to help parents work with their children to improve achievement, such as literacy and technology training;                                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          | <input checked="" type="checkbox"/> Training materials, evaluations, agendas, calendar of events, etc.                                                |                     |                                                                                                                                                                                                                                                                  |                  |                                                                                           |

| <p>c. Educate instructional staff, with parental assistance, in the value and utility of contributions of parents, how to reach out to and communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and school;</p>                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | <input checked="" type="checkbox"/> Staff/Parent meetings, agendas, and sign-in sheets.                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------|
| <p>d. Coordinate and integrate parent involvement programs and activities with other programs (Head Start, Parents as Teachers, Early Reading First, public preschool, and parent resource centers), that encourage and support parents in more fully participating in the education of their children;</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> Training materials, evaluations, agendas, calendar of events, etc.<br><br><input type="checkbox"/> Staff/Parent meetings, agendas, and sign-in sheets<br><br><input checked="" type="checkbox"/> Memorandum of Understanding (MOU). |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |
| <p>e. Sent information related to school and parent programs to parents in a format and language the parents could understand;</p>                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | <input checked="" type="checkbox"/> Translated documents such as fliers, letters, web site postings, etc.                                                                                                                                                    |  | <table border="1"> <tr> <th data-bbox="1384 683 1908 732">Monitor Comments</th> </tr> <tr> <td data-bbox="1384 732 1908 966">           5/13/2013 3:54:38 PM<br/>           Monitor Ruth Troxell<br/>           All students currently enrolled and their families speak and read English. Translation will be provided if needed in the future.         </td> </tr> </table>                                                                                                                                                                                                   | Monitor Comments  | 5/13/2013 3:54:38 PM<br>Monitor Ruth Troxell<br>All students currently enrolled and their families speak and read English. Translation will be provided if needed in the future. |                  |                                                                                                  |
| Monitor Comments                                                                                                                                                                                                                                                                                            |                                     |                          |                                     |                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |
| 5/13/2013 3:54:38 PM<br>Monitor Ruth Troxell<br>All students currently enrolled and their families speak and read English. Translation will be provided if needed in the future.                                                                                                                            |                                     |                          |                                     |                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |
| <p>f. Provide full opportunities for participation of parents of LEP students, students with disabilities, parents of migrant children.</p>                                                                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Parent meetings, trainings, agendas, fliers, newsletters, and/or advertisements.                                                                                                                                                    |  | <table border="1"> <tr> <th data-bbox="1384 976 1908 1024">District Comments</th> </tr> <tr> <td data-bbox="1384 1024 1908 1195">           4/11/2013 2:43:51 PM<br/>           Administrator Christie Werkheiser<br/>           We currently have no LEP students enrolled.         </td> </tr> <tr> <th data-bbox="1384 1195 1908 1243">Monitor Comments</th> </tr> <tr> <td data-bbox="1384 1243 1908 1411">           5/13/2013 3:55:09 PM<br/>           Monitor Ruth Troxell<br/>           There are also no migrant students at this time.         </td> </tr> </table> | District Comments | 4/11/2013 2:43:51 PM<br>Administrator Christie Werkheiser<br>We currently have no LEP students enrolled.                                                                         | Monitor Comments | 5/13/2013 3:55:09 PM<br>Monitor Ruth Troxell<br>There are also no migrant students at this time. |
| District Comments                                                                                                                                                                                                                                                                                           |                                     |                          |                                     |                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |
| 4/11/2013 2:43:51 PM<br>Administrator Christie Werkheiser<br>We currently have no LEP students enrolled.                                                                                                                                                                                                    |                                     |                          |                                     |                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |
| Monitor Comments                                                                                                                                                                                                                                                                                            |                                     |                          |                                     |                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |
| 5/13/2013 3:55:09 PM<br>Monitor Ruth Troxell<br>There are also no migrant students at this time.                                                                                                                                                                                                            |                                     |                          |                                     |                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                                                                                                                                                                                  |                  |                                                                                                  |

|                                                                                               |                                     |                          |                                                                                                                                                                                                                                            |  |  |
|-----------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 4. School parent involvement policies have been distributed to parents.                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Parent meeting agendas<br><input checked="" type="checkbox"/> documentation shared or distributed                                                                                                                 |  |  |
| 5. LEA has required schools to develop a written school-parent compact.                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> school-home compact<br><input type="checkbox"/> Staff/Parent meeting agenda, memoranda.                                                                                                                |  |  |
| 6. Schools hold an annual meeting to inform participating parents about Title I programs.     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> Back-to-School Nights/Title I meetings.<br><input checked="" type="checkbox"/> Agendas & attendance sheets of parent training.                                                                         |  |  |
| 7. LEA and schools have reviewed the effectiveness of school parental involvement activities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> Documentation such as Annual surveys and results, parent meetings, evaluations, and parent teacher conference evaluations.<br><input type="checkbox"/> Agendas & attendance sheets of parent training. |  |  |

8. LEA and schools have informed parents about the existence of a parent resource center, if one exists.

Documentation such as copies of fliers, letters sent home, posted information on boards at schools, and translated documents.

|                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>District Comments</b>                                                                                                                                                                                                                                                                                                                |
| <p>4/11/2013 2:49:54 PM<br/> Administrator Christie Werkheiser<br/> No formal parent resource center exists at this time. Due to the fact that school is small, our secretary functions in this capacity, i.e., disseminating information regarding activities, notifications, providing handouts, referrals to various staff, etc.</p> |
| <b>Monitor Comments</b>                                                                                                                                                                                                                                                                                                                 |
| <p>5/13/2013 3:57:02 PM<br/> Monitor Ruth Troxell<br/> A new resource center is now being developed. In addition, information and resources would be provided to parents on request.</p>                                                                                                                                                |

### III. LEA Improvement

P.009

5709553831

Gillingham Charter School

15:06

AUG-20-2013

Component III: LEA Improvement

LEAs identified for improvement, corrective action, or restructuring have met the requirements of being so identified.

- Sec. 1116(b)(1)(B)
- Sec. 1116(b)(3)
- Sec. 1116(b)(4)-(6)
- Sec. 1116(b)(7)(C)(ii)
- Sec. 1116(b)(14)(B)

If the LEA is not identified for LEA Improvement, this section can be skipped.

| Requirements                                                                                                             | Met                      | Not Met                  | N/A                      | Suggested Evidence of Implementation                                                                                                                                                                                                                                                    | Additional Evidence                                                                                                                                                                                                                                                   | Comments |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. The LEA notified parents if the LEA is identified for improvement or corrective action.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Copy of letter of notification to parents that states the LEA's status, the reasons for the identification, and how parents can participate in LEA improvement activities.                                                                                     | Reviewers should ask how notifications were distributed to parents (newsletter, mailed letter, website, etc.).<br><input type="checkbox"/> Newsletter<br><input type="checkbox"/> Mailed Letter<br><input type="checkbox"/> Website<br><input type="checkbox"/> Other |          |
| 2. The LEA has developed a district improvement plan using the core elements outlined in the state's Comprehensive Plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Copy of LEA Improvement plan<br><input type="checkbox"/> Evidence of school board approval of plan<br><input type="checkbox"/> Information on participation in the development of the plan (IU staff, outside expert, teachers, administrators, parents, etc.) |                                                                                                                                                                                                                                                                       |          |

|                                                                                                                                                       |                          |                          |                          |                                                                                                                                                                                                                     |                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 3. The LEA has set aside 10% of the district's Title I allocation for professional development activities necessary to ensure that the LEA makes AYP. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Reservation of Funds page of eGrants application.<br><input type="checkbox"/> Professional development plan and/or calendar outlining the activities to be conducted with set aside funds. | If the LEA also has schools in improvement it is required to set aside 10% of the Title I building allocation for professional developments. This amount can be used toward the LEA required set aside. |  |
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**IV. School Improvement**

P.011

5709553831

Gillingham Charter School

15:06

AUG-20-2013

Component IV: School Improvement

**Schools identified for improvement, corrective action, or restructuring have met the requirements of being so identified.**

- Sec. 1116(b)(1)(B)
- Sec. 1116(b)(3)
- Sec. 1116(b)(4)-(6)
- Sec. 1116(b)(7)(C)(ii)
- Sec. 1116(b)(14)(B)

**If the LEA has no Title I schools identified for any level of School Improvement, this section can be skipped.**

| Requirements                                                                                                                                                                                                                                                 | Met                      | Not Met                  | N/A                      | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                                            | Additional Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. The LEA notified all parents at least 14 days prior to the beginning of the school year if any schools are identified for improvement or corrective action. (See <i>School Choice section and SES section for additional notification requirements.</i> ) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of letter of notification to parents must include the schools' status, comparison with other schools, action plan, the reasons for the identification, and how parents can participate in school improvement activities.</li> <li><input type="checkbox"/> Verification of date of notification</li> </ul> | <ul style="list-style-type: none"> <li>• Reviewers should ask how notifications were distributed to parents (newsletter, mailed letter, website, etc.).</li> <li>• If applicable, the notification must be provided in different languages.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Newsletter</li> <li><input type="checkbox"/> Mail</li> <li><input type="checkbox"/> Website</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> In Different Languages</li> </ul> |          |

|                                                                                                                                                                                                                                                                                                                                                 |   |   |   |                                                                                                                                                                                                                                                                                                           |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p>2. The LEA posted on their website beginning with SY 2007 and all subsequent years identified:</p> <p>a. Number of students eligible and transferred due to Choice.</p> <p>b. Number of students who were eligible and participated in SES.</p> <p>c. List of available schools for transfer.</p> <p>d. List of available SES providers.</p> | ☐ | ☐ | ☐ | <p>☐ Webpage</p> <p>☐ Student attendance for building offering choice.</p> <p>☐ Low Income or FRL numbers for school in SI 2 or CA.</p>                                                                                                                                                                   |  |  |
| <p>3. The School has developed a 2-year school improvement plan using the School level Comprehensive Plan.</p>                                                                                                                                                                                                                                  | ☐ | ☐ | ☐ | <p>☐ Copy of school improvement plan</p> <p>☐ Copy of Statement of Quality Assurance submitted to PDE with appropriate signatures.</p> <p>☐ Information on participation in the development of the plan (IU staff, outside expert, teachers, administrators, parents, etc.)</p>                           |  |  |
| <p>4. Each school identified for improvement must spend at least 10% of its Title I building allocation on professional development activities. <b>ONLY School Improvement. not required for Corrective Action.</b></p>                                                                                                                         | ☐ | ☐ | ☐ | <p>☐ Professional development plan and/or calendar outlining the activities to be conducted with set aside funds.</p> <p>☐ Sign-in sheets for professional development activities.</p> <p>☐ Meeting minutes or agendas regarding scientifically based methods and strategies.</p> <p>☐ Title I Budget</p> |  |  |
| <p>5. Each school identified for Corrective Action 1 or 2 involves parents in corrective actions taken to improve academic achievement.</p>                                                                                                                                                                                                     | ☐ | ☐ | ☐ | <p>☐ Meeting agendas</p> <p>☐ Parent notifications</p> <p>☐ Meeting minutes</p>                                                                                                                                                                                                                           |  |  |

P.013  
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Gillingham Charter School  
15:06  
AUG-20-2013

**V. School Choice**

Component V: School Choice

**The LEA ensures that requirements for public school choice are met.**

**Sec. 1116(b)(1)(D) and (E)**  
**Sec. 1112(g)(4)**

**If the LEA has no buildings in School Improvement I or choice can't be offered because there are no schools available for choice, this section can be skipped.**

| Requirements                                                                                                                                                                                                                                                                                    | Met                      | Not Met                  | N/A                      | Suggested Evidence of Implementation                                                                                                                                                                                                            | Additional Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p>1. The LEA at least 14 days prior to the beginning of the school year notified parents of all students enrolled in the identified school of their option to transfer their children to another public school within the LEA that is NOT identified for improvement or corrective action.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><input type="checkbox"/> Copy of letter of notification to parents that informs parents of school choice and the process to be used to exercise the option.</p> <p><input type="checkbox"/> Verification of date of parent notification.</p> | <ul style="list-style-type: none"> <li>• Reviewers should ask how notifications were distributed to parents (newsletter, mailed letter, website, etc.).</li> <li>• This notice may be a part of the general school improvement notification or it may be a separate notice.</li> <li>• If applicable, the notification must be provided in different languages.</li> </ul> <p><input type="checkbox"/> Newsletter</p> <p><input type="checkbox"/> Mail</p> <p><input type="checkbox"/> Website</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> As Part of a General Notification</p> <p><input type="checkbox"/> In Different Languages</p> |          |

|                                                                                                                                                                                                                                                  |   |   |   |                                                                                                                                                                                                                                                  |                                                                                                                                                                           |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>2. The LEA posted on their website prior to the beginning of the school year:</p> <p>a. Number of students eligible for transfer.</p> <p>b. Number of students who transferred.</p> <p>c. List of available schools for Choice transfers.</p> | ☐ | ☐ | ☐ | <p><input type="checkbox"/> LEA Webpage</p> <p><input type="checkbox"/> Student attendance for building offering choice.</p> <p><input type="checkbox"/> List of schools not in improvement available to accept Choice transferred students.</p> |                                                                                                                                                                           |  |
| <p>3. The LEA implemented a priority system for satisfying school choice requests only when cost is above the 20% maximum of Title I.</p>                                                                                                        | ☐ | ☐ | ☐ | <p><input type="checkbox"/> Explanation or copy of policies regarding the prioritization that took place when granting school choice transfers.</p>                                                                                              | Limits on school choice cannot be imposed arbitrarily by the LEA for any reasons other than those associated with health and safety issues surrounding building capacity. |  |
| <p>4. The LEA set aside, at a minimum, an amount equal to 20% of its Title I allocation to pay for costs associated with school choice.</p>                                                                                                      | ☐ | ☐ | ☐ | <p><input type="checkbox"/> Reservation of Funds page of eGrants application.</p> <p><input type="checkbox"/> Other financial documents to document state and local funds used to support school choice costs.</p>                               |                                                                                                                                                                           |  |
| <p>5. If the LEA requested rollover of unused funds set aside for Choice (into the general Title I funds) the LEA met all of the following requirements:</p> <p>a. Partner with community groups</p>                                             | ☐ | ☐ | ☐ | <p><input type="checkbox"/> Appropriate records used to record school choice information.</p> <p><input type="checkbox"/> Choice data is entered in eGrants</p>                                                                                  | Reviewers will find previous year data under SES and School Choice Data on the egrant main menu.                                                                          |  |
| <p>5b. Ensure students/parents have a genuine opportunity to sign up for choice transfer.</p>                                                                                                                                                    | ☐ | ☐ | ☐ | <p><input type="checkbox"/> Appropriate records used to record school choice information.</p> <p><input type="checkbox"/> Choice data is entered in eGrants</p>                                                                                  | Reviewers will find previous year data under SES and School Choice Data on the egrant main menu.                                                                          |  |

|                                                                                                                                                                    |                          |                          |                          |                                                                                                                                                      |                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--|
| 5c. Parent notification mailed out at least 14 days prior to the start of the school year.                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Appropriate records used to record school choice information.<br><input type="checkbox"/> Choice data is entered in eGrants | Reviewers will find previous year data under SES and School Choice Data on the egrant main menu. |  |
| 5d. Website posting lists number of students eligible and participating.                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Appropriate records used to record school choice information.<br><input type="checkbox"/> Choice data is entered in eGrants | Reviewers will find previous year data under SES and School Choice Data on the egrant main menu. |  |
| 6. The LEA maintains records regarding transfer requests (approved and denied), numbers of students transferring and the buildings accepting transferred students. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Appropriate records used to record school choice information.<br><input type="checkbox"/> Choice data is entered in eGrants |                                                                                                  |  |

**VI. Supplemental Educational Services (SES)**

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Gillingham Charter School  
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| Component VI: Supplemental Educational Services (SES)                                                                                                                                                                     |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
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| <b>The LEA ensures that requirements for the provision of Supplementary Educational Services (SES) are met.</b>                                                                                                           |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| <b>Sec. 1116(e)</b>                                                                                                                                                                                                       |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| <input checked="" type="checkbox"/> <b>If the LEA has no buildings in School Improvement II or any level of Corrective Action, this section can be skipped.</b>                                                           |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| Requirements                                                                                                                                                                                                              | Met                      | Not Met                  | N/A                      | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                      | Additional Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Comments |
| 1. The School notified parents of all low income (eligible) students of their option to obtain Supplemental Educational Services (SES) for their children and does not require additional requirements for participation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Copy of letter of notification to parents that informs parents of the availability of SES and the process to follow to obtain it.<br><br><input type="checkbox"/> Documentation to show that the state approved list of SES providers was also forwarded to parents and that parents had ample opportunity to choose a provider. | <ul style="list-style-type: none"> <li>• Reviewers should ask how notifications were distributed to parents (newsletter, mailed letter, website, etc.).</li> <li>• This notice may be a part of the general school improvement notification or it may be a separate notice.</li> <li>• If applicable, the notification must be provided in different languages.</li> <li>• SES may not replace other school programs (Supplement vs. Supplant)</li> </ul> <input type="checkbox"/> Newsletter<br><input type="checkbox"/> Mail<br><input type="checkbox"/> Website<br><input type="checkbox"/> Other<br><input type="checkbox"/> Part of General Notification<br><input type="checkbox"/> In Different Languages |          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                          |                          |                                                                                                                                                                                                                                                                 |                                                                                                                                                  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>2. The LEA posted on their website:</p> <p>a. Number of students eligible for SES.</p> <p>b. Number of students participating in SES</p> <p>c. List of available SES providers</p>                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><input type="checkbox"/> LEA Website</p> <p><input type="checkbox"/> List of SES Providers including distance providers</p> <p><input type="checkbox"/> Selection of Schools Low Income data</p>                                                             | See List of providers on PDE/SES webpage.                                                                                                        |  |
| <p>3. The LEA has correctly identified low income (eligible) students for SES and prioritized appropriately when determining participation only when cost is above the maximum amount of per pupil amount or 20% of Title I funding.</p>                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><input type="checkbox"/> Low-income measure used to determine Title I building eligibility MUST be used to determine student eligibility for SES.</p> <p><input type="checkbox"/> Criteria for priority of services.</p>                                     |                                                                                                                                                  |  |
| <p>4. The LEA must enter into agreements between the LEA, the provider and the parent of the participating child for carrying out SES.</p>                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><input type="checkbox"/> Copies of contracts for each provider and student participating in SES.</p>                                                                                                                                                         |                                                                                                                                                  |  |
| <p>5. The LEA provides at least two enrollment windows for SES during the school year.</p>                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><input type="checkbox"/> Parent Notifications</p> <p><input type="checkbox"/> Signed Agreements</p>                                                                                                                                                          | <p>Reviewers should ask parents of eligible students if they are aware of the two SES windows.</p> <p><input type="checkbox"/> Parents Asked</p> |  |
| <p>6. The LEA offered SES providers equal access to school facilities as other organizations using a fair, open and objective process.</p>                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><input type="checkbox"/> LEA Policy for access to school facilities.</p> <p><input type="checkbox"/> SES Provider agreements</p>                                                                                                                             |                                                                                                                                                  |  |
| <p>7. If the LEA requested rollover of unused funds set aside for SES the LEA met all of the following requirements:</p> <p>a. Partner with community groups</p> <p>b. Ensure students/parents have a genuine opportunity to sign up for choice transfer.</p> <p>c. Parent notification mailed out at least 14 days prior to the start of the school year.</p> <p>d. Website posting lists number of students eligible and participating.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><input type="checkbox"/> Parent Notification</p> <p><input type="checkbox"/> LEA Website</p> <p><input type="checkbox"/> FBO/CBO correspondence, phone logs or posters</p> <p><input type="checkbox"/> DFP notification and Assurances for Rollover Form</p> | <p>Reviewers should ask parents if they were aware of the opportunity to request SES.</p> <p><input type="checkbox"/> Parents Asked</p>          |  |

|                                                                                      |                          |                          |                                                                                                                                                                                                                              |  |  |
|--------------------------------------------------------------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 8. The LEA maintains records regarding the numbers of students participating in SES. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/> List of each school offering SES and the providers being used along with the number of students participating.<br><input type="checkbox"/> SES data entered in eGrants. |  |  |
|--------------------------------------------------------------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

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Gillingham Charter School  
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**VII. Schoolwide Programs**

| Component VII: Schoolwide Programs                                                                                                                                                                                                      |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| The LEA and schools develop schoolwide programs taht use the flexibility provided to them by law to improve the academic achievement of all students in the school.                                                                     |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |          |
| Sec. 1114                                                                                                                                                                                                                               |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |          |
| <input checked="" type="checkbox"/> If the LEA does not operate a Schoolwide Program in any Title I schools, this section can be skipped.                                                                                               |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |          |
| Requirements                                                                                                                                                                                                                            | Met                      | Not Met                  | N/A                      | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                                                                                                                   | Additional Evidence | Comments |
| 1. LEA provides guidance, technical assistance and support to schools developing schoolwide programs in the areas of needs assessment, comprehensive planning, implementation, and evaluation of a schoolwide program and requirements. | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> Evidence of the Planning Process and Technical Assistance.<br><br><input type="checkbox"/> Initial Planning meeting agenda/list of participants.<br><input type="checkbox"/> Whole-school orientation-agenda/list of participants.<br><input type="checkbox"/> Planning Team roster and calendar of meetings.<br><input type="checkbox"/> Plan approval.<br><input type="checkbox"/> Budget Reports. Copy of schoolwide plans |                     |          |
| 2. All Schoolwide (SW) schools have an updated SW Plan.                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |                          | <input type="checkbox"/> Completed and approved School Level Plan and Addendum<br><br>or<br><input type="checkbox"/> Completed and approved Division of Federal Programs Schoolwide Template                                                                                                                                                                                                                                                           |                     |          |
| <b>Each SW Plan Contains:</b>                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |          |
| 2a. Comprehensive Needs Assessment                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |          |
| 2b. Schoolwide reform strategies                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |          |

|                                                                                                                                                                              |                          |                          |                          |                                                                             |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------|--|--|
| 2c. Instruction by highly qualified staff                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 2d. High quality and ongoing professional development                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 2e. High-quality teachers to "high-need" schools                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 2f. Parent Involvement                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 2g. Transitioning preschool children                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 2h. Teacher input in assessment decisions                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 2i. Effective, timely and additional assistance to students having difficulty mastering proficient or advanced levels of academic achievement standards                      | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 2j. Coordinated budget                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |                          |                                                                             |  |  |
| 3. Indication of which program funds have been consolidated in the schoolwide program and how the intent and purposes of the individual programs consolidated are addressed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Financial reports.<br><input type="checkbox"/> SWP |  |  |

**VIII. Targeted Assistance**

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Gillingham Charter School  
AUG-20-2013 15:07

| Component VIII: Targeted Assistance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |         |     |                                                                                                                                                                                                                                                                                                                                                                           |                     |                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| The LEA targeted assistance programs meet all requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |         |     |                                                                                                                                                                                                                                                                                                                                                                           |                     |                                                                                                                                                          |
| Sec. 1115                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |         |     |                                                                                                                                                                                                                                                                                                                                                                           |                     |                                                                                                                                                          |
| ☐ If the LEA only operates Schoolwide Programs in Title I schools, this section can be skipped.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |         |     |                                                                                                                                                                                                                                                                                                                                                                           |                     |                                                                                                                                                          |
| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Met | Not Met | N/A | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                                      | Additional Evidence | Comments                                                                                                                                                 |
| <p>1. The LEA has established targeted assistance programs that address statutory purposes and meet requirements, including the following:</p> <ul style="list-style-type: none"> <li>• using effective instructional methods and strategies that strengthen the core academic program of the school</li> <li>• primary consideration to providing extended learning time for students served</li> <li>• an accelerated high quality curriculum</li> <li>• Minimizing the removal of children from regular classroom during regular school hours.</li> </ul> | ☑   | ☐       | ☐   | <p>☑ Identification of scientifically-researched based instructional models.</p> <p>☐ School improvement plans.</p> <p>☑ Team meetings, professional development, agendas, sign-in sheets, minutes, etc.</p> <p>☑ School schedules and schedules for Title I staff and eligible students.</p> <p>☐ Benchmarks of Title I students receiving supplemental instruction.</p> |                     | <p><b>Monitor Comments</b></p>                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |         |     |                                                                                                                                                                                                                                                                                                                                                                           |                     | <p>5/13/2013 4:03:24 PM<br/>Monitor Ruth Troxell<br/>The school staff will be checking with their Regional Coordinator and other schools for models.</p> |
| <p>2. LEA ensures that targeted assistance program planning coordinates with and supports the regular education program in schools.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      | ☑   | ☐       | ☐   | <p>☐ School Improvement Plan (identifies targeted assistance programs).</p> <p>☑ Documentation of scheduled team meetings.</p>                                                                                                                                                                                                                                            |                     |                                                                                                                                                          |

|                                                                                                                                                               |                                     |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>3. LEA promotes the integration of staff supported with targeted assistance funds into the regular school program, including professional development.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> Professional Development Schedules<br><input type="checkbox"/> Documentation such as agenda for topics, sign-in sheets, etc.                                                                                                                                                                                                                                                        |  |
| <p>4. Selection for eligible students.</p>                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> Selection criteria process/multiple selection criteria.<br><input type="checkbox"/> Student roster with test scores<br><br><input checked="" type="checkbox"/> Teacher/parent recommendation<br><input checked="" type="checkbox"/> Assessment data of Title I student<br><input type="checkbox"/> List of eligible students that are not serviced due to parents declining service |  |

**IX. Nonpublic Schools**

P.023  
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Gillingham Charter School  
AUG-20-2013 15:07

| Component IX: Nonpublic Schools                                                                                     |                          |                          |                          |                                                                                                                                                                                                                                            |                     |          |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| The LEA provides Title I services to eligible children attending nonpublic schools.                                 |                          |                          |                          |                                                                                                                                                                                                                                            |                     |          |
| Sec. 1120<br>Sec. 9503<br><br>34 CFR Part 200<br>§200.62 - 200.67, 200.77<br>§200.77(f)<br>§200.78(a)               |                          |                          |                          |                                                                                                                                                                                                                                            |                     |          |
| <input checked="" type="checkbox"/> If the LEA has no participating Nonpublic schools, this section can be skipped. |                          |                          |                          |                                                                                                                                                                                                                                            |                     |          |
| Requirements                                                                                                        | Met                      | Not Met                  | N/A                      | Suggested Evidence of Implementation                                                                                                                                                                                                       | Additional Evidence | Comments |
| 1. LEA has public school ranking charts with per-pupil allocations identified. (Equitable Services)                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Financial reports, line items to private school children in budget.<br><input type="checkbox"/> List of participating private schools.<br><input type="checkbox"/> Consolidated application                       |                     |          |
| 2. LEA has policies and procedures for provision of services to eligible children attending nonpublic schools.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Consolidated Application Procedures                                                                                                                                                                               |                     |          |
| 3. Consultation occurred between LEA and nonpublic school officials.                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Copies of letters to private schools, agendas, meeting dates, participant lists/sign-in<br><input type="checkbox"/> Consolidated application<br><input type="checkbox"/> Record that services have been discussed |                     |          |
| 4. LEA regularly supervises the provision of Title I services to nonpublic children.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Staff evaluations, visits/communication<br><input type="checkbox"/> Announcements/sign-in sheets for professional development and parent involvement opportunities                                                |                     |          |
| 5. LEA is evaluating the Title I program serving nonpublic school students.                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Needs assessments/survey<br><input type="checkbox"/> Assessment data                                                                                                                                              |                     |          |

|                                                                                       |                          |                          |                          |                                                                                                                                                                                                                |  |  |
|---------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 6. Nonpublic school children, families and teachers are receiving equitable services. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Hired teachers to work with participating Title I students<br><input type="checkbox"/> Announcements/sign-in sheets for professional development and parent involvement opportunities |  |  |
| 7. The LEA has budgets that document appropriate set-asides.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Consolidated application<br><input type="checkbox"/> Quarterly Reports/Final Expenditure Reports                                                                                      |  |  |
| 8. The LEA has third party contract(s).                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Name of Third Party Contractor<br><input type="checkbox"/> Payroll sheets<br><input type="checkbox"/> Written contract.<br><input type="checkbox"/> Consolidated application          |  |  |
| 9. The LEA has complaint procedures for private school officials.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Copy of complaint procedures                                                                                                                                                          |  |  |

**K. Comparability**

P. 025  
5709553831

Component X: Comparability

The LEA complies with the comparability provisions of Title I.

Sec. 1120A(c)

If the LEA is exempt from Comparability requirements, this section can be skipped.  
For example, if there is no overlap of grade spans, the LEA is exempt from this requirement.

| Requirements                                                                                                                                              | Met                      | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Additional Evidence | Comments                                                                                                                                                                                                   |                          |                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| 1. Title I Comparability Report comparing Title I schools to non-Title I schools reported to SEA annually in Pennsylvania and submitted by November 15th. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Support Data housed at the LEA (individual school lists with staff names attached to the positions counted and excluded)<br><input type="checkbox"/> Documentation maintained supports the report submitted by November 15th of each year<br><input type="checkbox"/> HR action documentation for any corrective actions taken<br><input type="checkbox"/> Records are maintained for 3 years.<br><input type="checkbox"/> Written procedures to ensure that comparable services are provided.<br><input type="checkbox"/> Articulated (written) process on the movement of staff during school year to meet the November 15th deadline. |                     | <table border="1"> <tr> <td><b>District Comments</b></td> </tr> <tr> <td>4/11/2013 2:57:11 PM<br/>Administrator Christie Werkheiser<br/>We only have one school building at this time.</td> </tr> </table> | <b>District Comments</b> | 4/11/2013 2:57:11 PM<br>Administrator Christie Werkheiser<br>We only have one school building at this time. |
| <b>District Comments</b>                                                                                                                                  |                          |                          |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                            |                          |                                                                                                             |
| 4/11/2013 2:57:11 PM<br>Administrator Christie Werkheiser<br>We only have one school building at this time.                                               |                          |                          |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                            |                          |                                                                                                             |

Gillingham Charter School

15:07

**Comments**

This new charter school has already developed an excellent parent involvement component and are looking for ways to increase and enhance what they are already doing. They are to be commended for their efforts at family outreach. In addition, the staff and administration are open to options for improving the Title I program.

AUG-20-2013

# Title II A Program Review

## Highly Qualified

| Requirements                                                                                                                                                                                                                                                                                                          | Met                                 | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                                                                                                                                       | Additional Evidence | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                                                                  |                         |                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------|
| 1. The LEA has a plan in place to ensure all teachers of core academic subjects will be highly qualified. <i>Section 1119 (a)(1)&amp;(3) and Section 2141 (a)</i>                                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Highly Qualified Plan<br><input type="checkbox"/> List of teacher qualifications<br><input type="checkbox"/> Principal Attestation ( <i>PDE Form 425</i> )<br><input type="checkbox"/> HQT IPDPs prepared for each teacher who is not highly qualified |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                         |                                                                                                                  |
| 2. The LEA is implementing an individualized professional development plan for non-highly qualified teachers as indicated in the annual principal attestation ( <i>PDE Form 425</i> ). *This applies to LEAs that have not maintained highly qualified teacher status for 2 consecutive years. <i>Section 2141(c)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Individual professional development plan for each nonHQ teacher<br><input type="checkbox"/> LEA-supported and/or sponsored PD exists to assist teachers                                                                                                |                     | <table border="1"> <tr> <td style="text-align: center;"><b>Monitor Comments</b></td> </tr> <tr> <td>5/13/2013 4:11:08 PM<br/>Monitor Ruth Troxell<br/>It is only the second year of existence for this charter school.</td> </tr> </table>                                                                                                                                                                                                                 | <b>Monitor Comments</b>  | 5/13/2013 4:11:08 PM<br>Monitor Ruth Troxell<br>It is only the second year of existence for this charter school. |                         |                                                                                                                  |
| <b>Monitor Comments</b>                                                                                                                                                                                                                                                                                               |                                     |                          |                                     |                                                                                                                                                                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                         |                                                                                                                  |
| 5/13/2013 4:11:08 PM<br>Monitor Ruth Troxell<br>It is only the second year of existence for this charter school.                                                                                                                                                                                                      |                                     |                          |                                     |                                                                                                                                                                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                         |                                                                                                                  |
| 3. The LEA has entered into a written agreement with the SEA that outlines its use of Titles I & IIA funds to achieve highly qualified status. <i>Section (2141(c) *This applies to LEAs that have not made AYP and maintained 100% HQ for 3 consecutive years.</i>                                                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> LEA/SEA plan<br><input type="checkbox"/> Evidence exists that plan is being implemented ( <i>this could vary from LEA to LEA</i> )                                                                                                                                |                     | <table border="1"> <tr> <td style="text-align: center;"><b>District Comments</b></td> </tr> <tr> <td>4/11/2013 3:04:02 PM<br/>Administrator Christie Werkheiser<br/>This is currently applicable to our charter school.</td> </tr> <tr> <td style="text-align: center;"><b>Monitor Comments</b></td> </tr> <tr> <td>5/13/2013 4:11:59 PM<br/>Monitor Ruth Troxell<br/>It is only the second year of existence for this charter school.</td> </tr> </table> | <b>District Comments</b> | 4/11/2013 3:04:02 PM<br>Administrator Christie Werkheiser<br>This is currently applicable to our charter school. | <b>Monitor Comments</b> | 5/13/2013 4:11:59 PM<br>Monitor Ruth Troxell<br>It is only the second year of existence for this charter school. |
| <b>District Comments</b>                                                                                                                                                                                                                                                                                              |                                     |                          |                                     |                                                                                                                                                                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                         |                                                                                                                  |
| 4/11/2013 3:04:02 PM<br>Administrator Christie Werkheiser<br>This is currently applicable to our charter school.                                                                                                                                                                                                      |                                     |                          |                                     |                                                                                                                                                                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                         |                                                                                                                  |
| <b>Monitor Comments</b>                                                                                                                                                                                                                                                                                               |                                     |                          |                                     |                                                                                                                                                                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                         |                                                                                                                  |
| 5/13/2013 4:11:59 PM<br>Monitor Ruth Troxell<br>It is only the second year of existence for this charter school.                                                                                                                                                                                                      |                                     |                          |                                     |                                                                                                                                                                                                                                                                                            |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                         |                                                                                                                  |

| Requirements                                                                                                                                                                                                                                                                           | Met | Not Met | N/A | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                                | Additional Evidence | Comments                                                                                                                                                                                                                                                                                                                                  |                         |                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <p>4. LEA ensures equitable distribution of experienced and HQ teachers within the districts schools to ensure poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers. <i>Section 1112(c)(1)(L)</i></p> | ☑   | ☐       | ☐   | <ul style="list-style-type: none"> <li>☑ Equity Plan</li> <li>☐ Agendas of Equity Plan Meetings</li> <li>☐ Meeting minutes of Equity Plan writing &amp; planning sessions.</li> <li>☐ Teachers are reassigned</li> <li>☐ Changes to union contract</li> <li>☐ Review of HQT/NHQT data and strategies revised in equity plan when there is no improvement</li> </ul> |                     | <table border="1" style="width: 100%;"> <tr> <td data-bbox="1549 178 1914 228" style="text-align: center;"><b>Monitor Comments</b></td> </tr> <tr> <td data-bbox="1549 228 1914 428"> <p>5/13/2013 4:12:47 PM<br/>Monitor Ruth Troxell<br/>All students in this charter school are located in a single building.</p> </td> </tr> </table> | <b>Monitor Comments</b> | <p>5/13/2013 4:12:47 PM<br/>Monitor Ruth Troxell<br/>All students in this charter school are located in a single building.</p> |
| <b>Monitor Comments</b>                                                                                                                                                                                                                                                                |     |         |     |                                                                                                                                                                                                                                                                                                                                                                     |                     |                                                                                                                                                                                                                                                                                                                                           |                         |                                                                                                                                |
| <p>5/13/2013 4:12:47 PM<br/>Monitor Ruth Troxell<br/>All students in this charter school are located in a single building.</p>                                                                                                                                                         |     |         |     |                                                                                                                                                                                                                                                                                                                                                                     |                     |                                                                                                                                                                                                                                                                                                                                           |                         |                                                                                                                                |

# Professional Development

| Requirements                                                                                                                                                                              | Met                                 | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                                                            | Additional Evidence | Comments                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. The LEA conducts an assessment of local needs for professional development and hiring, as identified by the LEA and school staff. <i>Section 2122 (c)(1)(2)</i>                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Copy of district needs assessment and findings                                                                                                                              |                     | <p align="center"><b>District Comments</b></p> <p>4/11/2013 3:09:18 PM<br/>           Administrator Christie Werkheiser<br/>           We are a single building entity; documentation needed was minimal. Annual budget was how we planned for the positions to be hired for, and we posted positions on PAREAP to fill them.</p> |
| 6. The LEA involves parents in the planning of professional development activities. <i>Section 2122 (b)(7)</i>                                                                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Meeting Notices, Agenda, Sign-in sheets                                                                                                                                                |                     | <p align="center"><b>Monitor Comments</b></p> <p>5/13/2013 4:14:46 PM<br/>           Monitor Ruth Troxell<br/>           Since this is a new charter school, they are only just beginning to get parents involved in activities such as planning professional development.</p>                                                    |
| 7. The LEA professional development activities are based on a review of scientifically based research and designed to improve student academic achievement. <i>Section 2122 (b)(1)(B)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> List of professional development activities aligned to district plan.                                                                                                       |                     |                                                                                                                                                                                                                                                                                                                                   |
| 8. The LEA provides professional development activities to improve the knowledge of teachers, principals, paraprofessionals and other school staff. <i>Section 2123 (A)(3)(A&amp;B)</i>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> List of professional development activities.<br><input checked="" type="checkbox"/> List of In-Service activities<br><input checked="" type="checkbox"/> Attendance rosters |                     |                                                                                                                                                                                                                                                                                                                                   |

P.028  
5709553831  
Gillingham Charter School  
AUG-20-2013 15:07

| Requirements                                                                                                                                                                                                                                    | Met | Not Met | N/A | Suggested Evidence of Implementation                                                                                                                                   | Additional Evidence | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                                                                                                                  |                         |                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------|
| 9. The LEA professional development activities are used as part of a broader strategy to eliminate the achievement gap that separates low-income and minority students from other students. <i>Section 2122 (b)(2)</i>                          | ☑   | ☐       | ☐   | <input type="checkbox"/> PD needs assessment<br><input checked="" type="checkbox"/> Teacher surveys<br><input type="checkbox"/> ACT 48 PD plan                         |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                  |                         |                                                                                                           |
| 10. The LEA provides professional development expenditures for educational services to eligible nonpublic school staff equal to the proportion of funds allocated to participating public school attendance areas. <i>Section 9501(a)(b)(4)</i> | ☐   | ☐       | ☑   | <input type="checkbox"/> Expenditures for non-public services<br><input type="checkbox"/> List on PDE web site<br><input type="checkbox"/> Title II-A Non-public share |                     | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>District Comments</b></td> </tr> <tr> <td>           4/11/2013 3:14:35 PM<br/>           Administrator Christie Werkheiser<br/>           We do not currently service any nonpublic entities.         </td> </tr> <tr> <td style="text-align: center;"><b>Monitor Comments</b></td> </tr> <tr> <td>           5/13/2013 4:15:49 PM<br/>           Monitor Ruth Troxell<br/>           This charter school does not serve any nonpublic schools.         </td> </tr> </table> | <b>District Comments</b> | 4/11/2013 3:14:35 PM<br>Administrator Christie Werkheiser<br>We do not currently service any nonpublic entities. | <b>Monitor Comments</b> | 5/13/2013 4:15:49 PM<br>Monitor Ruth Troxell<br>This charter school does not serve any nonpublic schools. |
| <b>District Comments</b>                                                                                                                                                                                                                        |     |         |     |                                                                                                                                                                        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                  |                         |                                                                                                           |
| 4/11/2013 3:14:35 PM<br>Administrator Christie Werkheiser<br>We do not currently service any nonpublic entities.                                                                                                                                |     |         |     |                                                                                                                                                                        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                  |                         |                                                                                                           |
| <b>Monitor Comments</b>                                                                                                                                                                                                                         |     |         |     |                                                                                                                                                                        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                  |                         |                                                                                                           |
| 5/13/2013 4:15:49 PM<br>Monitor Ruth Troxell<br>This charter school does not serve any nonpublic schools.                                                                                                                                       |     |         |     |                                                                                                                                                                        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                                  |                         |                                                                                                           |

**Class Size Reduction**

P.030  
5709553831

Gillingham Charter School  
%

| Requirements                                                                                                                                                                                              | Met                      | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                | Additional Evidence | Comments                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. The LEA targets funds to schools that have the lowest portion of highly qualified teachers; have the largest average class size; or are identified for school improvement. <i>Section 2122 (b)(3)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Class rosters<br><input type="checkbox"/> Highly Qualified Teachers<br><input type="checkbox"/> SI Schools |                     | <p><b>District Comments</b></p> <p>4/11/2013 3:15:24 PM<br/>Administrator Christie Werkheiser<br/>We currently only have a single school building.</p> <p><b>Monitor Comments</b></p> <p>5/13/2013 4:16:35 PM<br/>Monitor Ruth Troxell<br/>All Title IIA funds are used for professional development in this school.</p> |
| 12. The LEA utilizes highly qualified teachers to reduce class size. <i>Section 2123 (a)(2)(B)</i>                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Highly Qualified Teacher Credentials from PDE                                                              |                     | <p><b>Monitor Comments</b></p> <p>5/13/2013 4:16:49 PM<br/>Monitor Ruth Troxell<br/>All Title IIA funds are used for professional development in this school.</p>                                                                                                                                                        |

**Comments**

This school is providing and developing high quality professional development for their staff.

AUG-20-2013 15:07

# Component XI: Fiscal Requirements

P.031  
5709553831

Gillingham Charter School

AUG-20-2013 15:07

| Description                                                                                                                                                                                                                                                | Requirements                                                                                                          | Met | Not Met | N/A | Suggested Evidence of Implementation                                                                                                                                      | Additional Evidence                                                                                                                  | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |                                                                                                                                                                            |                  |                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>A. Audits</b></p> <p><b>The SEA ensures that the State and the LEAs are audited annually, if required, and that all corrective actions required through this process are fully implemented.</b></p> <p><b>OMB Circular A-87</b></p>                  | <p>1. Copies of single audit reports (2 most recent), corrective action plans and approval documents for the LEA.</p> | ☐   | ☐       | ☑   | <p>☐ LEA response to findings.</p> <p>☐ PDE follow-up reviews of findings.</p> <p>☐ Independent auditors report shows that the LEA has corrected all action required.</p> | <p>PDE Monitor review single audit from previous year (federal programs only) and reviews district comments (management letter).</p> | <table border="1"> <tr> <th data-bbox="1580 285 1912 326">District Comments</th> </tr> <tr> <td data-bbox="1580 326 1912 630"> <p>4/4/2013 12:02:46 PM<br/>Administrator Christie Werkheiser<br/>Charter school is not required to conduct a single audit as federal allotments were under \$500,000.</p> </td> </tr> <tr> <th data-bbox="1580 630 1912 670">Monitor Comments</th> </tr> <tr> <td data-bbox="1580 670 1912 1057"> <p>5/13/2013 4:18:54 PM<br/>Monitor Ruth Troxell<br/>A single audit was done, however, since this is a new charter school only one yearly report was available. There was a finding which has been corrected but that has not yet appeared in writing.</p> </td> </tr> </table> | District Comments | <p>4/4/2013 12:02:46 PM<br/>Administrator Christie Werkheiser<br/>Charter school is not required to conduct a single audit as federal allotments were under \$500,000.</p> | Monitor Comments | <p>5/13/2013 4:18:54 PM<br/>Monitor Ruth Troxell<br/>A single audit was done, however, since this is a new charter school only one yearly report was available. There was a finding which has been corrected but that has not yet appeared in writing.</p> |
| District Comments                                                                                                                                                                                                                                          |                                                                                                                       |     |         |     |                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                                                                                                                                                                            |                  |                                                                                                                                                                                                                                                            |
| <p>4/4/2013 12:02:46 PM<br/>Administrator Christie Werkheiser<br/>Charter school is not required to conduct a single audit as federal allotments were under \$500,000.</p>                                                                                 |                                                                                                                       |     |         |     |                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                                                                                                                                                                            |                  |                                                                                                                                                                                                                                                            |
| Monitor Comments                                                                                                                                                                                                                                           |                                                                                                                       |     |         |     |                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                                                                                                                                                                            |                  |                                                                                                                                                                                                                                                            |
| <p>5/13/2013 4:18:54 PM<br/>Monitor Ruth Troxell<br/>A single audit was done, however, since this is a new charter school only one yearly report was available. There was a finding which has been corrected but that has not yet appeared in writing.</p> |                                                                                                                       |     |         |     |                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                                                                                                                                                                            |                  |                                                                                                                                                                                                                                                            |

| Description                                                                                            | Requirements                                                                                                                                                                                                                                                                                | Met                      | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                    | Additional Evidence | Comments                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B. Carryover</b><br><br><b>The LEA complies with the carryover provisions of Title I. Sec. 1127</b> | 1. LEAs with Title I allocations greater than \$50,000 per year have not carried over more than 15% of their allocation from one year to the next unless the SEA has waived the limitation (allowable once every 3 year cycle if the SEA believes the request is reasonable and necessary). | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Carryover section of Title I project on eGrants                                                                                                |                     | <b>Monitor Comments</b><br>5/13/2013 4:20:03 PM<br>Monitor Ruth Troxell<br>This is the first year that the school received Title I funds and they did not exceed \$50,000.                                                                                                        |
|                                                                                                        | 2. The LEA has requested (and received) a waiver from the SEA if the carryover from the prior year exceeds 15%.                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Waiver request on eGrants.<br><input type="checkbox"/> Waiver request and "Carryover Waiver Approval Letter" from DFP on file at LEA/District. |                     | <b>District Comments</b><br>4/4/2013 12:03:50 PM<br>Administrator Christie Werkheiser<br>The LEA did not request a waiver for carryover.<br><b>Monitor Comments</b><br>5/13/2013 4:20:40 PM<br>Monitor Ruth Troxell<br>No waiver is needed since no funds have been carried over. |
| <b>C. Rank Order</b>                                                                                   | 1. The LEA is only serving eligible schools and all schools above 75% poverty are served.                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Documentation detailing the poverty data used to determine eligibility                                                                         |                     | <b>District Comments</b><br>4/4/2013 12:04:42 PM<br>Administrator Christie Werkheiser<br>Charter school is a single building LEA.<br><b>Monitor Comments</b><br>5/19/2013 5:20:48 PM<br>Monitor Ruth Troxell<br>This charter school is all in one building.                       |

| Description                                                                                                                                                                                                                                                                       | Requirements                                                                                                                        | Met                                 | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                                                                         | Additional Evidence | Comments                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The LEA ensures that it complies with the requirements of Title I when allocating funds to eligible school attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible school attendance area.</p> | <p>2. The ranking procedures are applied without regard to grade spans or schools when poverty rate of school is 75% and above.</p> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Schools with poverty rates of 75% or greater are served. Funds are allocated at a per pupil rate.                                                                                                   |                     | <p><b>District Comments</b></p> <p>4/4/2013 12:05:14 PM<br/>Administrator Christie Werkheiser<br/>Charter school is a single building LEA.</p> <p><b>Monitor Comments</b></p> <p>5/19/2013 5:20:56 PM<br/>Monitor Ruth Troxell<br/>This charter school is all in one building.</p> |
| <p>Sec. 1113<br/>34 CFR Part 200<br/>§200.77-§200.78</p>                                                                                                                                                                                                                          | <p>3. Eligible schools are ranked and served from highest to lowest poverty.</p>                                                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Allocations given to Title I schools match each school's allocation in the Selection of Schools/Ranking Page (in LEA's Title I project within their Consolidated Application in eGrants.)           |                     | <p><b>District Comments</b></p> <p>4/4/2013 12:05:21 PM<br/>Administrator Christie Werkheiser<br/>Charter school is a single building LEA.</p> <p><b>Monitor Comments</b></p> <p>5/19/2013 5:21:10 PM<br/>Monitor Ruth Troxell<br/>This charter school is all in one building.</p> |
|                                                                                                                                                                                                                                                                                   | <p>4. The allocation to each eligible school and the per pupil allocation match.</p>                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Per pupil expenditures at building level matches per pupil amounts in the Selection of Schools/Ranking Page (in LEA's Title I project within their Consolidated Application in eGrants.) |                     |                                                                                                                                                                                                                                                                                    |

| Description                                                                                               | Requirements                                                                                                                                                                                 | Met                                 | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                 | Additional Evidence | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                                                                                           |                         |                                                                                                       |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------|
|                                                                                                           | 5. Allocations given to Title I schools match each school's allocation in the Selection of Schools/Ranking Page (in LEA's Title I project within their Consolidated Application in eGrants.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Local budget sheets.<br><input checked="" type="checkbox"/> System tracking expenditure reports. |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                           |                         |                                                                                                       |
|                                                                                                           | 6. The prekindergarten (PreK) children are excluded from the poverty count of any school.                                                                                                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> The LEA's count of children from low income families does not include children under the age of 5.          |                     | <table border="1"> <tr> <td data-bbox="1587 423 1908 464" style="text-align: center;"><b>District Comments</b></td> </tr> <tr> <td data-bbox="1587 464 1908 667">           4/4/2013 12:06:33 PM<br/>           Administrator Christie Werkheiser<br/>           LEA does not currently serve Pre-K students.         </td> </tr> <tr> <td data-bbox="1587 667 1908 708" style="text-align: center;"><b>Monitor Comments</b></td> </tr> <tr> <td data-bbox="1587 708 1908 911">           5/19/2013 5:22:06 PM<br/>           Monitor Ruth Troxell<br/>           PreK students were not included in the poverty count.         </td> </tr> </table> | <b>District Comments</b> | 4/4/2013 12:06:33 PM<br>Administrator Christie Werkheiser<br>LEA does not currently serve Pre-K students. | <b>Monitor Comments</b> | 5/19/2013 5:22:06 PM<br>Monitor Ruth Troxell<br>PreK students were not included in the poverty count. |
| <b>District Comments</b>                                                                                  |                                                                                                                                                                                              |                                     |                          |                                     |                                                                                                                                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                           |                         |                                                                                                       |
| 4/4/2013 12:06:33 PM<br>Administrator Christie Werkheiser<br>LEA does not currently serve Pre-K students. |                                                                                                                                                                                              |                                     |                          |                                     |                                                                                                                                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                           |                         |                                                                                                       |
| <b>Monitor Comments</b>                                                                                   |                                                                                                                                                                                              |                                     |                          |                                     |                                                                                                                                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                           |                         |                                                                                                       |
| 5/19/2013 5:22:06 PM<br>Monitor Ruth Troxell<br>PreK students were not included in the poverty count.     |                                                                                                                                                                                              |                                     |                          |                                     |                                                                                                                                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                           |                         |                                                                                                       |

| Description                                                                                                                                                                                                                                              | Requirements                                                                                                                                                   | Met                                 | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                                                                           | Additional Evidence                                                                                                                                                                                                                                                                                     | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                                                                             |                         |                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <p><b>D. Supplement / Supplant</b></p> <p><b>The LEA ensures that Title I funds are used only to supplement or increase non-Federal sources used for the education of participating children and not to supplant funds from non-Federal sources.</b></p> | <p>1. LEA approved budget and records of expenditures of Title I funds at the district level match.</p>                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <p><input checked="" type="checkbox"/> Statement of Allocation &amp; Expenditures</p>                                                                                                                                          | <p><b>Pertains to:</b></p> <ul style="list-style-type: none"> <li>• Title IA &amp; D</li> <li>• Title II A</li> <li>• Title III</li> </ul> <p>*Documentation may be minimal or non-existent in cases regarding supplanting. If you think there may be a problem, refer to DFP Regional Coordinator.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                             |                         |                                                                                                                          |
| <p><b>Sec. 1114</b><br/><b>Sec. 1115</b><br/><b>Sec. 1116</b><br/><b>Sec. 1120A</b></p>                                                                                                                                                                  | <p>2. Schoolwide program expenditures verify that funds have not supplanted non-federal resources.</p>                                                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p><input type="checkbox"/> Statement of Allocation &amp; Expenditures.</p> <p><input type="checkbox"/> Expenditures match SWP activities</p> <p><input type="checkbox"/> State/local fund expenditures have not decreased</p> |                                                                                                                                                                                                                                                                                                         | <table border="1"> <tr> <td data-bbox="1578 769 1935 821" style="text-align: center;"><b>District Comments</b></td> </tr> <tr> <td data-bbox="1578 821 1935 1057"> <p>4/4/2013 12:09:12 PM<br/>Administrator Christie Werkheiser<br/>LEA does not have a school wide program at this time.</p> </td> </tr> <tr> <td data-bbox="1578 1057 1935 1109" style="text-align: center;"><b>Monitor Comments</b></td> </tr> <tr> <td data-bbox="1578 1109 1935 1317"> <p>5/19/2013 5:22:53 PM<br/>Monitor Ruth Troxell<br/>This charter school is operating a targeted assistance program.</p> </td> </tr> </table> | <b>District Comments</b> | <p>4/4/2013 12:09:12 PM<br/>Administrator Christie Werkheiser<br/>LEA does not have a school wide program at this time.</p> | <b>Monitor Comments</b> | <p>5/19/2013 5:22:53 PM<br/>Monitor Ruth Troxell<br/>This charter school is operating a targeted assistance program.</p> |
| <b>District Comments</b>                                                                                                                                                                                                                                 |                                                                                                                                                                |                                     |                          |                                     |                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                             |                         |                                                                                                                          |
| <p>4/4/2013 12:09:12 PM<br/>Administrator Christie Werkheiser<br/>LEA does not have a school wide program at this time.</p>                                                                                                                              |                                                                                                                                                                |                                     |                          |                                     |                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                             |                         |                                                                                                                          |
| <b>Monitor Comments</b>                                                                                                                                                                                                                                  |                                                                                                                                                                |                                     |                          |                                     |                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                             |                         |                                                                                                                          |
| <p>5/19/2013 5:22:53 PM<br/>Monitor Ruth Troxell<br/>This charter school is operating a targeted assistance program.</p>                                                                                                                                 |                                                                                                                                                                |                                     |                          |                                     |                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                             |                         |                                                                                                                          |
|                                                                                                                                                                                                                                                          | <p>3. Targeted assistance program expenditures meet the statutory requirements and are supplemental in nature &amp; do not supplant non-federal resources.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <p><input checked="" type="checkbox"/> Statement of Allocation &amp; Expenditures are supplemental</p>                                                                                                                         |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                             |                         |                                                                                                                          |

| Description                                                                                                                                             | Requirements                                                                                                                                                                                                                                                                                                                      | Met | Not Met | N/A                        | Suggested Evidence of Implementation                                                                                                                                                            | Additional Evidence                                               | Comments                                                                                                                                                                                                                                                                                                                                                                                            |                  |                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------|
| <b>E. Equipment and Related Property</b><br><br><b>OMB Circular A-87 EDGAR 80.32</b>                                                                    | 1. LEA maintains Inventory records, purchase orders and receipts for equipment purchased.                                                                                                                                                                                                                                         | ☑   | ☐       | ☐                          | ☑ Inventory is on file and up to date (All equipment at \$1,500 or LEA capitalization threshold \$_____ is maintained).                                                                         | Pertains to:<br><br>• Title IA & D<br>• Title II A<br>• Title III | <table border="1"> <thead> <tr> <th data-bbox="1589 170 1914 224">Monitor Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1589 224 1914 431">                             5/19/2013 5:23:49 PM<br/>                             Monitor Ruth Troxell<br/>                             No equipment was purchased with federal funds.                         </td> </tr> </tbody> </table> | Monitor Comments | 5/19/2013 5:23:49 PM<br>Monitor Ruth Troxell<br>No equipment was purchased with federal funds. |
|                                                                                                                                                         | Monitor Comments                                                                                                                                                                                                                                                                                                                  |     |         |                            |                                                                                                                                                                                                 |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                                                                                |
| 5/19/2013 5:23:49 PM<br>Monitor Ruth Troxell<br>No equipment was purchased with federal funds.                                                          |                                                                                                                                                                                                                                                                                                                                   |     |         |                            |                                                                                                                                                                                                 |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                                                                                |
| 2. The LEA conducts a physical inventory of all equipment at least once every two years.                                                                | ☑                                                                                                                                                                                                                                                                                                                                 | ☐   | ☐       | ☑ Equipment Inventory List | Pertains to:<br><br>• Title IA & D<br>• Title II A<br>• Title III                                                                                                                               |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                                                                                |
| <b>F. Compliance to Reservations</b><br><br><b>The LEA complies with requirements regarding the reservation of funds. Sec. 1113 Sec. 1116 Sec. 1118</b> | 1. The LEA has reserved funds necessary to provide services comparable to those provided to children in Title I funded schools to serve homeless children, neglected children in local institutions, and if appropriate, Neglected or Delinquent children in community day schools and delinquent children in local institutions. | ☑   | ☐       | ☐                          | ☑ Amounts on Reservation of Funds section of Title I project match corresponding line items on budget<br><br>☐ Line items can be followed.<br><br>☐ Expenditures are charged to the line items. | Pertains to:<br><br>• Title IA & D                                |                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                                                                                |

| Description | Requirements                                                                                                                                                                                                | Met | Not Met | N/A | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                                                                                                                                 | Additional Evidence | Comments                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | 2. LEA has reserved an amount equal to 20% of its Title I allocation for transportation/supplemental services or both. (for school improvement schools only; if no schools in school improvement, check NA) | ☐   | ☐       | ☑   | <input type="checkbox"/> Reservations are in the ROF screen on egrants.<br><input type="checkbox"/> Line items can be followed.<br><input type="checkbox"/> Expenditures are charged to the line items.<br><input type="checkbox"/> LEA documents expenditures for choice and supplemental services (agreements between LEA and providers).                                                                                                                          |                     | <p style="text-align: center;"><b>District Comments</b></p> <p>4/4/2013 12:12:00 PM<br/>Administrator Christie Werkheiser<br/>No funds have been reserved as LEA is not currently in school improvement.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>5/19/2013 5:24:37 PM<br/>Monitor Ruth Troxell<br/>This charter school is not in school improvement.</p> |
|             | 3. LEAs receiving more than \$500,000 have reserved 1% of their allocation for parental involvement and that 95% of those funds have been distributed to served schools.                                    | ☐   | ☐       | ☑   | <input type="checkbox"/> Procedure for allocation 95% to schools.<br><input type="checkbox"/> 95% allocated to schools.<br><input type="checkbox"/> At least 1% of Title I allocation is reflected in line item "3300-Community Services" within Title I budget.<br><input type="checkbox"/> Agendas, Sign-Ins, Calendar of training, contracts with trainers etc.<br><input type="checkbox"/> Expenditures/invoices supporting Parent Involvement Set Aside amount. |                     | <p style="text-align: center;"><b>District Comments</b></p> <p>4/4/2013 12:12:27 PM<br/>Administrator Christie Werkheiser<br/>LEA did not receive more than \$500,000 in funding.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>5/19/2013 5:25:10 PM<br/>Monitor Ruth Troxell<br/>This charter school does not receive more than \$500,000.</p>                |

| Description                                                                                                        | Requirements                                                                                                                                                         | Met                                 | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                                                                                                                                                                                                                                                            | Additional Evidence                                                                                                                 | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                                                                                                                    |                         |                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------|
|                                                                                                                    | 4. LEAs with Title I schools identified for improvement have set aside 10% of funds for professional development activities.                                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Activities scheduled for professional development, agendas, sign-in sheets, contracted technical assistance, etc.<br><br><input type="checkbox"/> 10% of the Title I allocation is reported on the LEA actual budget reports under professional development.<br><br><input type="checkbox"/> 10% of school's in improvement allocation is tracked by LEA for professional development. |                                                                                                                                     | <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>District Comments</b></td> </tr> <tr> <td>4/4/2013 12:12:51 PM<br/>Administrator Christie Werkheiser<br/>LEA is not in school improvement at the current time.</td> </tr> <tr> <td style="text-align: center;"><b>Monitor Comments</b></td> </tr> <tr> <td>5/19/2013 5:25:36 PM<br/>Monitor Ruth Troxell<br/>This charter school is not in school improvement.</td> </tr> </table> | <b>District Comments</b> | 4/4/2013 12:12:51 PM<br>Administrator Christie Werkheiser<br>LEA is not in school improvement at the current time. | <b>Monitor Comments</b> | 5/19/2013 5:25:36 PM<br>Monitor Ruth Troxell<br>This charter school is not in school improvement. |
| <b>District Comments</b>                                                                                           |                                                                                                                                                                      |                                     |                          |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                                                                                                    |                         |                                                                                                   |
| 4/4/2013 12:12:51 PM<br>Administrator Christie Werkheiser<br>LEA is not in school improvement at the current time. |                                                                                                                                                                      |                                     |                          |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                                                                                                    |                         |                                                                                                   |
| <b>Monitor Comments</b>                                                                                            |                                                                                                                                                                      |                                     |                          |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                                                                                                    |                         |                                                                                                   |
| 5/19/2013 5:25:36 PM<br>Monitor Ruth Troxell<br>This charter school is not in school improvement.                  |                                                                                                                                                                      |                                     |                          |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                                                                                                    |                         |                                                                                                   |
| <b>G. Obligating Funds</b>                                                                                         | 1. The LEA began obligating funds on or after the <b>programs' approved date</b> ; (Program start date is found on first page of approved Consolidated Application). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Dates on program expenditure records/invoices, begin on or after approved start date on Consolidated Application.                                                                                                                                                                                                                                                           | <b>Pertains to:</b> <ul style="list-style-type: none"> <li>• Title IA &amp; D</li> <li>• Title II A</li> <li>• Title III</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                                                                                                    |                         |                                                                                                   |

| Description                         | Requirements                                                                                                                                                                                                                                 | Met                                 | Not Met                  | N/A                                 | Suggested Evidence of Implementation                                                                                                                                                                                                                                                   | Additional Evidence                                                                                                                 | Comments                                                                                                                                     |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>H. Nonpublic School Services</b> | 1. The LEA reserved the same per pupil amount to each non-public low-income child as distributed to each public low-income child.                                                                                                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Nonpublic Per Pupil Amounts are correctly distributed.<br><input type="checkbox"/> Interdistrict agreement and/or 3rd Party contract amounts match what is approved on consolidated application.<br><input type="checkbox"/> Budget reflects Nonpublic total. | <b>Pertains to:</b> <ul style="list-style-type: none"> <li>• Title IA &amp; D</li> <li>• Title II A</li> <li>• Title III</li> </ul> | <b>District Comments</b><br>4/11/2013 3:16:49 PM<br>Administrator Christie Werkheiser<br>We do not currently service any nonpublic entities. |
|                                     |                                                                                                                                                                                                                                              |                                     |                          |                                     |                                                                                                                                                                                                                                                                                        |                                                                                                                                     | <b>Monitor Comments</b><br>5/19/2013 5:26:30 PM<br>Monitor Ruth Troxell<br>This charter school does not serve any nonpublic schools.         |
| <b>I. Time Documentation</b>        | 1. The LEA maintains semi-annual certifications for all employees funded from a single cost objective.                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Semi-annual time certifications                                                                                                                                                                                                                    | <b>Pertains to:</b> <ul style="list-style-type: none"> <li>• Title IA &amp; D</li> <li>• Title II A</li> <li>• Title III</li> </ul> |                                                                                                                                              |
|                                     | 2. The LEA maintains time documentation logs/schedules for prorated staff including the amount of time spent on each funding source activity; the logs are signed by a supervisor and reconciled to payroll documentation on a monthly basis | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> Logs<br><input type="checkbox"/> Staff Calendars<br><input checked="" type="checkbox"/> Staff Schedules                                                                                                                                            |                                                                                                                                     | <b>Pertains to:</b> <ul style="list-style-type: none"> <li>• Title IA &amp; D</li> <li>• Title II A</li> <li>• Title III</li> </ul>          |

| Description                                                                                                                                           | Requirements                                      | Met                                 | Not Met                  | N/A                      | Suggested Evidence of Implementation | Additional Evidence                                                                                                                 | Comments                                                                                                                                                                                                                                                                                                                                                       |                  |                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>J. Record Retention</b>                                                                                                                            | 1. Records are maintained for a period of 7 years | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                                      | <b>Pertains to:</b> <ul style="list-style-type: none"> <li>• Title IA &amp; D</li> <li>• Title II A</li> <li>• Title III</li> </ul> | <table border="1"> <thead> <tr> <th>Monitor Comments</th> </tr> </thead> <tbody> <tr> <td>                     5/19/2013 5:27:57 PM<br/>                     Monitor Ruth Troxell<br/>                     This school has not been existence for more than 2 years but so far, documentation has been retained.                 </td> </tr> </tbody> </table> | Monitor Comments | 5/19/2013 5:27:57 PM<br>Monitor Ruth Troxell<br>This school has not been existence for more than 2 years but so far, documentation has been retained. |
| Monitor Comments                                                                                                                                      |                                                   |                                     |                          |                          |                                      |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                |                  |                                                                                                                                                       |
| 5/19/2013 5:27:57 PM<br>Monitor Ruth Troxell<br>This school has not been existence for more than 2 years but so far, documentation has been retained. |                                                   |                                     |                          |                          |                                      |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                |                  |                                                                                                                                                       |

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**Comments**

Although available by phone, a representative from Charter Choices was not on site for an interview. Fiscal information was provided to the school staff.

**Personnel Interviews**

| <b>Building</b>           | <b>Date</b> | <b>Staff Member Interviewed</b> | <b>Staff Member Position</b> |
|---------------------------|-------------|---------------------------------|------------------------------|
| Gillingham Charter School | 5/13/2013   | Cindy Ruchinski                 | Parent                       |
| Gillingham Charter School | 5/13/2013   | Dawn Housel                     | Administrative Assistant     |
| Gillingham Charter School | 5/13/2013   | Janet Heim                      | Parent                       |
| Gillingham Charter School | 5/13/2013   | Kara Stalter                    | Title I teacher              |
| Gillingham Charter School | 5/13/2013   | Marsha Dudash                   | Parent                       |

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Gillingham Charter School

AUG-20-2013 15:08

| TOPIC                      | ISSUE                                                                                                                                                                      | Corrective Action                                                                                                                                                                                                                                               | Suggested Evidence of Implementation                                                                                                                                                                                                                                       | Dates     |           | Comments                                                                                                                                                                                                        |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                                                                            |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                            | CA Due:   | Ext Date: |                                                                                                                                                                                                                 |
| Title I Highly Qualified   | 1a. Utilizing the most recent PIMS data, all core content area teachers employed by the LEA are highly qualified. (Core content teachers in All Schools, not just Title I) | The district will submit a listing of all non-highly qualified teachers and the length of time each has been working in the position for which they are not highly qualified, along with the appropriate emergency certificate (s) issued for this time period. | <input checked="" type="checkbox"/> List of teachers and their qualifications.<br><input checked="" type="checkbox"/> Number of teachers who have met highly qualified.<br><input checked="" type="checkbox"/> Number of teachers working toward becoming highly qualified | CA Due:   | 6/19/2013 | <b>District Comments</b><br>4/11/2013 2:34:11 PM<br>Administrator Christie Werkheiser<br>We have 1 teacher who is not HQT. We have a plan in place and he is on track with fulfilling the requirements.         |
|                            |                                                                                                                                                                            |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                            | Ext Date: |           |                                                                                                                                                                                                                 |
| Title I Parent Involvement | b. Provide materials and training to help parents work with their children to improve achievement, such as literacy and technology training;                               | Provide evidence of training in the form of materials/resources, meeting invitations, agendas, sign in sheets or other documentation.                                                                                                                           | <input checked="" type="checkbox"/> Training materials, evaluations, agendas, calendar of events, etc.                                                                                                                                                                     | CA Due:   | 6/19/2013 | <b>Monitor Comments</b><br>5/13/2013 3:50:01 PM<br>Monitor Ruth Troxell<br>Three teachers in the school are not highly qualified for some of the grade levels taught. Only one of those 3 has Title I students. |
|                            |                                                                                                                                                                            |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                            | Ext Date: |           |                                                                                                                                                                                                                 |



## **CONFLICT OF INTEREST POLICY**

### **SECTION 1. PURPOSE:**

Gillingham Charter School is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of Gillingham Charter School as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between Gillingham Charter School and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of Gillingham Charter School honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Gillingham Charter School. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Gillingham Charter School or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### **SECTION 2. PERSONS CONCERNED:**

This statement is directed not only to directors and officers, but to all employees who can influence the actions of Gillingham Charter School. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning Gillingham Charter School.

### **SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:**

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to Gillingham Charter School.
2. Persons and firms from whom Gillingham Charter School leases property and equipment.
3. Persons and firms with whom Gillingham Charter School is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting Gillingham Charter School.
6. Agencies, organizations, and associations which affect the operations of Gillingham Charter School.

7. Family members, friends, and other employees.

**SECTION 4. NATURE OF CONFLICTING INTEREST:**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Gillingham Charter School.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Gillingham Charter School.
3. Receiving remuneration for services with respect to individual transactions involving Gillingham Charter School.
4. Using Gillingham Charter School's time, personnel, equipment, supplies, or good will for other than Gillingham Charter School -approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with Gillingham Charter School. Receipt of any personal gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

**SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of Gillingham Charter School.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

**SECTION 6. DISCLOSURE POLICY AND PROCEDURE:**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and

4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to school director, who shall bring the matter to the attention of the board or a duly constituted committee thereof. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The board, or a duly constituted committee thereof, shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Gillingham Charter School. The decision of the board or a duly constituted committee thereof on these matters will rest in their sole discretion, and their concern must be the welfare of Gillingham Charter School and the advancement of its purpose.

**Gillingham Charter School**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you.

These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

\_\_\_\_\_

2. CAPACITY:

- \_\_\_\_\_ board of directors
- \_\_\_\_\_ executive committee
- \_\_\_\_\_ officer
- \_\_\_\_\_ committee member
- \_\_\_\_\_ staff (position): \_\_\_\_\_

3. Have you or any of your affiliated persons provided services or property to Gillingham Charter School in the past year?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is

involved, the identity of the affiliated person and your relationship with that person:

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4. Have you or any of your affiliated persons purchased services or property from Gillingham Charter School in the past year?

YES  NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which Gillingham Charter School was or is a party?

YES  NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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6. Were you or any of your affiliated persons indebted to pay money to Gillingham Charter School at any time in the past year (other than travel advances or the like)?

YES  NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from Gillingham Charter School or as a result of your relationship with Gillingham Charter School, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to Gillingham Charter School?

YES  NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving Gillingham Charter School?

YES  NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Gillingham Charter School's board or a duly constituted committee thereof in accordance with the terms and intent of Gillingham Charter School's conflict of interest policy?

YES  NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HERBY CONFIRM that I have read and understand Gillingham Charter School's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the designated officer or director immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **CONFLICT OF INTEREST POLICY**

### **SECTION 1. PURPOSE:**

Gillingham Charter School is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of Gillingham Charter School as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between Gillingham Charter School and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of Gillingham Charter School honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Gillingham Charter School. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Gillingham Charter School or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### **SECTION 2. PERSONS CONCERNED:**

This statement is directed not only to directors and officers, but to all employees who can influence the actions of Gillingham Charter School. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning Gillingham Charter School.

### **SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:**

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to Gillingham Charter School.
2. Persons and firms from whom Gillingham Charter School leases property and equipment.
3. Persons and firms with whom Gillingham Charter School is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting Gillingham Charter School.
6. Agencies, organizations, and associations which affect the operations of Gillingham Charter School.

7. Family members, friends, and other employees.

**SECTION 4. NATURE OF CONFLICTING INTEREST:**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Gillingham Charter School.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Gillingham Charter School.
3. Receiving remuneration for services with respect to individual transactions involving Gillingham Charter School.
4. Using Gillingham Charter School's time, personnel, equipment, supplies, or good will for other than Gillingham Charter School -approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with Gillingham Charter School. Receipt of any personal gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

**SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of Gillingham Charter School.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

**SECTION 6. DISCLOSURE POLICY AND PROCEDURE:**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and

4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to school director, who shall bring the matter to the attention of the board or a duly constituted committee thereof. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The board, or a duly constituted committee thereof, shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Gillingham Charter School. The decision of the board or a duly constituted committee thereof on these matters will rest in their sole discretion, and their concern must be the welfare of Gillingham Charter School and the advancement of its purpose.

**Gillingham Charter School**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you.

These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

\_\_\_\_\_

2. CAPACITY:

- \_\_\_\_\_ board of directors
- \_\_\_\_\_ executive committee
- \_\_\_\_\_ officer
- \_\_\_\_\_ committee member
- \_\_\_\_\_ staff (position): \_\_\_\_\_

3. Have you or any of your affiliated persons provided services or property to Gillingham Charter School in the past year?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is

involved, the identity of the affiliated person and your relationship with that person:

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4. Have you or any of your affiliated persons purchased services or property from Gillingham Charter School in the past year?

YES  NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which Gillingham Charter School was or is a party?

YES  NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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6. Were you or any of your affiliated persons indebted to pay money to Gillingham Charter School at any time in the past year (other than travel advances or the like)?

YES  NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from Gillingham Charter School or as a result of your relationship with Gillingham Charter School, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to Gillingham Charter School?

YES  NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving Gillingham Charter School?

YES  NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Gillingham Charter School's board or a duly constituted committee thereof in accordance with the terms and intent of Gillingham Charter School's conflict of interest policy?

YES  NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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I HERBY CONFIRM that I have read and understand Gillingham Charter School's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the designated officer or director immediately.

Signature

Date



The Board of Trustees  
Gillingham Charter School

**Checking Accounts Signatory Policy**

All checks drawn in-house require two (2) signatures.

Checks in any amount that are drawn from any account in our local bank (currently Liberty Savings Bank) must be signed by a Director and another designated employee in order to be valid.

Designated employees are the CEO, the DOD, the school secretary and the senior administrative assistant. The school secretary and the senior administrative assistant may not co-sign a check.

Gillingham Association of Parents checks must be signed by a GAP officer and a designated school employee.



**Document Destruction Policy**

GILLINGHAM CHARTER SCHOOL acknowledges its responsibility to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover up falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against GILLINGHAM CHARTER SCHOOL and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the President of the Board & CEO of a potential or actual litigation, external audit, investigation or similar proceeding involving GILLINGHAM CHARTER SCHOOL that may have an impact as well on the approved records retention schedule.

All Documents will be retained for periods applicable under laws.

**PROPOSED REVISION TO THE GILLINGHAM CHARTER SCHOOL FINANCIAL  
POLICIES MANUAL**

**CREDIT CARDS**

**1. Purpose**

- 1.1. The Board recognizes the need to provide appropriate controls over credit card usage, reconciliation and documentation.

**2. Authority**

- 2.1. The school credit card is restricted to purchases that cannot be made through the ordinary purchase and payment process. Generally, these should be time-sensitive purchases that are small in amount.
- 2.2. The school credit card shall have a credit limit of \$5,000. The authorized signatory on the school credit card is the CEO.
- 2.3. The Board of Trustees shall approve any changes in the acquisition, monetary limits and assignment of credit cards.
- 2.4. All credit card usage shall be for the benefit of Gillingham Charter School. Personal purchases are strictly prohibited.

**3. Responsibilities**

- 3.1. On a monthly basis, the CEO shall submit to the Business Manager a credit card expense form. The form will list each item/service purchased, date, purpose and cost. All receipts must be attached to the form. This form shall be signed by the CEO and the Treasurer of the Board of Trustees. The approved form will be submitted to the Business Manager for processing.
- 3.2. Cardholders are personally responsible for misuse and subject to appropriate disciplinary action and reimbursement.



The Board of Trustees  
Gillingham Charter School

## **Audit and Financial Oversight Committee**

The Audit and Financial Oversight Committee (AFOC) is commissioned by and responsible to the Board of Trustees. AFOC reports to the Board of Trustees at regular meetings of the board in a manner determined by the board. AFOC does not possess any authority to direct management unless specifically authorized by the board from time to time, nor is its purpose to assist management in the day to day financial management of the Gillingham Charter School. AFOC consists of two sub committees: 1. The Financial Oversight Committee and 2. The Audit and Compliance Committee.

### **General Purpose**

The purpose the committee is to assist the board in ensuring that the school's finances are being directed within the framework of policy, properly accounted for and safeguarded from risk.

### **Appointments and Composition**

The main work of the AFOC is handled by the Financial Oversight Subcommittee. The Audit and Compliance subcommittee oversees the audit and compliance protocols.

### **Financial Oversight Subcommittee**

The members of the Financial Oversight Subcommittee (hereinafter referred to as the FOC) shall be:

1. Treasurer of the board, who shall serve as the FOC chair,
2. Board Chair, who shall serve as an ex-officio member,
3. Up to 2 Trustees appointed by the Finance Chair with the advice and consent of the board according to the bylaws.
4. The Chief Executive Officer (CEO) and the Director of Organizational Development (DOD) who shall serve as ex-officio members.
5. The school's Business Manager, currently Charter Choices, who shall serve as ex-officio members.
6. Additional committee members may be appointed and need not be members of the Board of Trustees.



The FOC will meet monthly or when necessary at the call of the committee chair. Monthly meeting dates and times should be specified a year in advance.

### **Responsibilities**

1. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
2. Monitors all financial activity in greater detail than the board as a whole, develops financial policies and brings recommendations to the board for approval.
3. The FOC recommends policies and processes to the board related to:
  - a. Gillingham's financial statements and other financial information provided to governmental bodies, financial institutions, and the public.
  - b. Gillingham's systems of internal controls for finance, buying, accounting, and asset control according to policies that management and the Board have established.
  - c. Gillingham's accounting and financial reporting processes.

The FOC will ensure continuous improvement of, and promote adherence to, Gillingham's policies, procedures, and practices for public accountability, transparency, and integrity.

1. Create specific measurable board-level goals for the year as part of the full board planning process.
2. Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of the school's financial resources
3. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.



## **Audit and Compliance Subcommittee**

The Audit and Compliance Subcommittee is commissioned by and responsible to the Board of Trustees. It reports to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

### **General Purpose**

The Audit and Compliance Committee will serve as an independent and objective party to conduct the external audit, monitor the organization's financial reporting process, internal control systems and compliance with BOT approved ethics policies.

### **Appointments and Composition**

The members of the Audit & Compliance Committee (hereinafter referred to as the ACC) shall be:

1. Treasurer of the Board, who shall serve as chair,
2. Board Chair
3. Additional Trustees appointed by the Finance Chair with the advice and consent of the Board according to the bylaws.

The committee is composed of a minimum three or more trustees, each of whom is an independent trustee and free from any relationship that, in the opinion of the board, would interfere with the exercise of his or her independent judgment as a member of the committee. No member of the ACC may have any direct or indirect financial or compensatory relationship with the school, its consultants, or its vendors.

All committee members should have a working familiarity with basic finance and accounting practices. Appropriate steps should be taken to enhance members' familiarity with finance and accounting through participation in educational programs conducted by the Board or outside experts.

### **Meetings**

The Audit and Compliance Committee meets at least four times a year, or when necessary, at the call of the committee chair. Meeting dates and times should be specified a year in advance.



## Responsibilities

**External Audit.** External auditors are accountable to the ACC and the Board of Trustees. The responsibilities of the Audit and Compliance Committee include:

1. Recommending the selection of the external auditor. Periodically reviewing the auditor's performance and recommending either renewal or replacement.
2. Meeting with the external auditor and management at least annually to review the scope of the proposed financial audit for the current year, procedures to be used, particular areas of potential risk or scrutiny, and appropriate fees.
3. Meeting with external auditors in an executive session, without management present, at least once per year. Discussing with the auditor the organization's internal controls, and the fullness and accuracy of the organization's financial statements.
4. Reporting to the board at least annually and providing the board with the annual external audit report.
5. Reviewing annual financial statements and other financial information submitted to any governmental body, financial institution, rating agency, or the public, including any certification, report, opinion, or review rendered by the independent auditor. Evaluating determinations made about the applicability of accounting principles, the reasonableness of significant judgments or estimates, and the clarity of financial disclosures.
6. Discussing the results of the annual audit and closely reviewing any significant changes to the financial statements or changes in accounting principles and disclosure practices.
7. Reviewing the external auditor's annual management letter regarding internal control weaknesses, recommendations for improvements, and management's corrective action plans. Monitoring management's implementation of corrective action plans.
8. Reviewing any non-audit services provided to the organization by the external auditor to ensure that the external auditor is sufficiently independent and that the organization is in compliance with external requirements.
9. Reviewing, with the organization's counsel, any legal matter that could have a significant affect the organization's financial statements.



## **Legal and Ethical Compliance.**

Legal and ethical compliance is under the purview of the DOD, who reports to the CEO on a daily basis, and to the ACC at scheduled meetings and whenever the auditor or the committee deems a matter should be brought to the committee's attention. The ACC's specific responsibilities in this area include:

1. Overseeing the compliance program, including policies and practices designed to ensure the organization's compliance with all applicable legal, regulatory, and ethical requirements.
2. Recommending approval of the annual compliance plan and reviewing processes and procedures for reporting concerns by employees, teachers, parents, students, vendors and others.
3. Recommending organizational integrity guidelines and a Code of Conduct. Reviewing and reassessing the guidelines and Code of Conduct at least annually.
4. Reviewing resources for compliance with the DOD and CEO to ensure that sufficient resources are provided.
5. Reviewing and evaluating findings and recommendations from completed compliance activities and audits, including management responses and action plans.
6. Reporting to the board at least annually on the compliance program.

## **Conflicts of Interest.**

The ACC will review the annual conflict of interest disclosure statements completed by directors and officers, as well as supporting documents provided by the DOD or general counsel, according to the organization's conflict of interest policies and procedures.

The ACC will make a determination as to the disposition of each conflict, determining whether the conflict disqualifies the individual from continuing to serve on the board, or if additional actions beyond disclosure are required to comply with the conflict of interest policy (e.g., competitive bidding or ensuring the individual abstains from certain board votes).

The ACC will make a summary report of all declared conflicts and the committee's recommended disposition to the full board for approval.



The ACC will also review and make a recommendation to the board president regarding any potential violations of the conflict of interest policy by a trustee or director, including the failure to disclose a potential conflict promptly.

The ACC should review and, as needed, update this committee charter annually to reflect changes in accounting practices, laws, and regulatory requirements.

### **Reports**

The ACC will receive and review the following reports:

- 1 Annual financial audit plan and report, respectively.
- 2 Annual plan and report, respectively, from the DOD.
- 3 Annual compliance plan and periodic reports from the DOD.
- 4 Updates on important compliance issues that have developed since the previous meeting and management responses.
- 5 Conflict of interest disclosures and pertinent background information developed by the DOD, business manager, or general counsel.

### **Annual Committee Goals**

The Audit and Corporate Compliance Committee will establish annual goals specifying its principal work focus areas for the coming year.

**Gillingham Charter School**  
**Financial Statements**  
**And**  
**Independent Auditors' Report**  
**Year Ended June 30, 2012**

**Gillingham Charter School  
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Year Ended June 30, 2012**

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**Siegal & Drossner, PC**  
CERTIFIED PUBLIC ACCOUNTANTS  
AND BUSINESS ADVISORS

## Independent Auditors' Report

To the Board of Trustees  
Gillingham Charter School  
Pottsville, Pennsylvania

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and the major fund of Gillingham Charter School (the School), as of and for the year ended June 30, 2012, which collectively comprise the School's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Gillingham Charter School's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and the major fund of Gillingham Charter School as of June 30, 2012, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2012, on our consideration of Gillingham Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

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

*Siegel & Drossner, P.C.*

Certified Public Accountants  
Elkins Park, Pennsylvania

December 20, 2012

## Gillingham Charter School Management's Discussion and Analysis June 30, 2012

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The Board of Trustees of Gillingham Charter School (the School) offers readers of the School's financial statements this narrative overview and analysis of the financial activities of the School for the fiscal year ended June 30, 2012. We encourage readers to consider the information presented here in conjunction with the School's financial statements.

### Financial Highlights

- Total revenues were approximately \$2,026,000, consisting mainly of local school district revenues of approximately \$1,878,000 and federal and state sources of approximately \$100,000.
- At the close of the current fiscal year, the School reports an ending general fund balance of \$11,068. This balance was the result of a \$63,727 surplus for the year ended June 30, 2012.
- The School's cash balance at June 30, 2012 was \$10,480 representing an increase of \$9,133 from June 30, 2011.

### Overview of the Financial Statements

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

### Government-Wide Financial Statements

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

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

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

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

In the statement of net assets and the statement of activities, the School is divided into two kinds of activities:

Governmental activities - Most of the School's basic services are reported here.

# Gillingham Charter School

## Management's Discussion and Analysis

### June 30, 2012

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#### Overview of the Financial Statements (Continued)

##### *Government-Wide Financial Statements (Continued)*

Business-type activities - The School offers breakfast and lunch to the students.

##### *Fund Financial Statements*

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

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

When the School charges students for services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Assets and the Statement of Activities. In fact, the School's enterprise fund (a component of proprietary funds) are the same as the business-type activities we report in the government-wide statements, but provide more detail and additional information, such as cash flows, for proprietary funds.

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

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

##### *Supplementary Information*

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

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

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

**Gillingham Charter School  
Management's Discussion and Analysis  
June 30, 2012**

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

|                     | <u>2012</u>       | <u>2011</u>        |
|---------------------|-------------------|--------------------|
| <b>Assets</b>       |                   |                    |
| Current assets      | \$ 385,262        | \$ 1,347           |
| Capital assets, net | <u>431,858</u>    | <u>12,770</u>      |
|                     | 817,120           | 14,117             |
| <b>Liabilities</b>  | <u>600,528</u>    | <u>54,006</u>      |
| <b>Net Assets</b>   | <u>\$ 216,592</u> | <u>\$ (39,889)</u> |

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the School, assets exceeded liabilities by \$216,592 as of June 30, 2012, an increase of \$256,481 from June 30, 2011.

The School's revenues are predominately local school district's funds based on the student enrollment. For the year ended June 30, 2012, the School's total revenues of \$2,026,239 exceeded expenditures of \$1,769,758 by \$256,481, an increase of 293,187 as compared to the preceding year.

|                                     | <u>2012</u>       | <u>2011</u>        |
|-------------------------------------|-------------------|--------------------|
| <b>Revenues</b>                     |                   |                    |
| Program revenues                    |                   |                    |
| Local educational agency assistance | \$ 1,878,399      | \$ -               |
| State sources                       | 63,201            | -                  |
| Federal sources                     | 36,958            | -                  |
| Food service                        | 30,410            | -                  |
| General revenues                    | <u>17,271</u>     | <u>4,718</u>       |
| Other sources                       | <u>2,026,239</u>  | <u>4,718</u>       |
| Total revenues                      |                   |                    |
| <b>Expenditures</b>                 |                   |                    |
| Instruction                         | 1,145,154         | -                  |
| Support services                    | 550,998           | 41,424             |
| Noninstructional services           | 45,545            | -                  |
| Depreciation                        | 15,370            | -                  |
| Interest expense                    | <u>12,691</u>     | <u>-</u>           |
| Total expenditures                  | <u>1,769,758</u>  | <u>41,424</u>      |
| Change in net assets                | 256,481           | (36,706)           |
| Net assets, beginning               | <u>(39,889)</u>   | <u>(3,183)</u>     |
| Net assets, ending                  | <u>\$ 216,592</u> | <u>\$ (39,889)</u> |

## Gillingham Charter School Management's Discussion and Analysis June 30, 2012

### Governmental Fund

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

The School's governmental fund (the General Fund) reported an ending fund balance of \$11,068.

### Budget Variations

The actual revenues represent a decrease from budgeted revenues of \$54,419 due primarily to a decrease in local school district revenue of \$86,216, net of an increase in federal sources of 11,958 and an increase in other sources of \$17,271.

Actual expenditures increased \$330,660 from the budget due to increases (decreases) as follows:

|                         |                   |
|-------------------------|-------------------|
| Instruction             | \$ 97,644         |
| Support service         | (34,717)          |
| Noninstruction services | 3,116             |
| Capital outlay          | 145,958           |
| Debt service            | 118,659           |
|                         | <u>\$ 330,660</u> |

### Capital Asset and Debt Administration

#### Capital Assets

As of June 30, 2012, the School's investment in capital assets for its governmental activities totaled \$431,858 (net of accumulated depreciation). This investment in capital assets includes furniture and equipment.

Major capital assets purchases during the year included the following:

- Capital expenditures of \$43,152 for equipment.
- Capital expenditures of \$52,843 for furniture.
- Capital expenditures of \$338,463 for building improvements.

Additional information on the School's capital assets can be found in Note 4 of this report.

#### Long-Term Debt

As of June 30, 2012 the School has loans and notes payable of \$280,110. Additional information on the School's long-term debt can be found in Notes 6 and 7 of the report.

**Gillingham Charter School  
Management's Discussion and Analysis  
June 30, 2012**

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

The School's primary source of revenue, the per student subsidy provided by local school districts, will increase by approximately \$400,000 for fiscal year 2012-2013, due to increased enrollment and increased per-student rates.

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

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

**Contacting the School's Financial Management**

The financial report is designed to provide interested parties a general overview of the School's finances. Questions regarding any of the information provided in this report should be addressed to the CEO, Gillingham Charter School, 912 Howard Avenue, Pottsville, PA 17901.

**Gillingham Charter School**  
**Statement of Net Assets**  
**June 30, 2012**

|                                                        | <u>Governmental<br/>Activities</u> | <u>Business-Type<br/>Activities</u> | <u>Totals</u>     |
|--------------------------------------------------------|------------------------------------|-------------------------------------|-------------------|
| <b>Assets</b>                                          |                                    |                                     |                   |
| <b>Current assets</b>                                  | \$ 10,454                          | \$ 26                               | \$ 10,480         |
| Cash and cash equivalents                              | 284,824                            | -                                   | 284,824           |
| Receivable from local school districts                 | 32,625                             | -                                   | 32,625            |
| State subsidies receivable                             | 36,958                             | -                                   | 36,958            |
| Federal subsidies receivable                           | 20,375                             | -                                   | 20,375            |
| Prepaid expenses                                       | -                                  | -                                   | -                 |
| <b>Total current assets</b>                            | <b>385,236</b>                     | <b>26</b>                           | <b>385,262</b>    |
| <b>Property and equipment, net</b>                     | <b>431,858</b>                     | <b>-</b>                            | <b>431,858</b>    |
|                                                        | <b>817,094</b>                     | <b>26</b>                           | <b>817,120</b>    |
| <b>Liabilities</b>                                     |                                    |                                     |                   |
| <b>Current liabilities</b>                             | 47,941                             | -                                   | 47,941            |
| Current maturity of long-term debt                     | 152,184                            | -                                   | 152,184           |
| Accounts payable                                       | 168,234                            | -                                   | 168,234           |
| Accrued expenses                                       | 53,750                             | -                                   | 53,750            |
| Loans payable to related parties                       | -                                  | -                                   | -                 |
| <b>Total current liabilities</b>                       | <b>422,109</b>                     | <b>-</b>                            | <b>422,109</b>    |
| <b>Long-term debt</b>                                  | <b>178,419</b>                     | <b>-</b>                            | <b>178,419</b>    |
|                                                        | <b>600,528</b>                     | <b>-</b>                            | <b>600,528</b>    |
| <b>Net Assets</b>                                      |                                    |                                     |                   |
| <b>Invested in capital assets, net of related debt</b> | <b>205,498</b>                     | <b>-</b>                            | <b>205,498</b>    |
| <b>Unrestricted</b>                                    | <b>11,068</b>                      | <b>26</b>                           | <b>11,094</b>     |
|                                                        | <b>\$ 216,566</b>                  | <b>\$ 26</b>                        | <b>\$ 216,592</b> |

See accompanying notes to financial statements.

**Gillingham Charter School  
Statement of Activities  
Year Ended June 30, 2012**

| Functions                              | Program Revenues    |                         |                                          | Net (Expense) Revenue<br>and Changes in Net Assets |                             |                |
|----------------------------------------|---------------------|-------------------------|------------------------------------------|----------------------------------------------------|-----------------------------|----------------|
|                                        | Expenses            | Charges for<br>Services | Operating<br>Grants and<br>Contributions | Governmental<br>Activities                         | Business-Type<br>Activities | Totals         |
| <b>Governmental Activities</b>         | \$ 1,145,154        | \$ -                    | \$ 1,332,479                             | \$ 187,325                                         | \$ -                        | \$ 187,325     |
| Instruction                            | 550,998             | -                       | 646,079                                  | 95,081                                             | -                           | 95,081         |
| Support services                       | 13,116              | 4,077                   | -                                        | (9,039)                                            | -                           | (9,039)        |
| Noninstructional services              | 15,370              | -                       | -                                        | (15,370)                                           | -                           | (15,370)       |
| Depreciation and amortization          | 12,691              | -                       | -                                        | (12,691)                                           | -                           | (12,691)       |
| Interest expense                       |                     |                         |                                          |                                                    |                             |                |
|                                        | <u>1,737,329</u>    | <u>4,077</u>            | <u>1,978,558</u>                         | <u>245,306</u>                                     | <u>-</u>                    | <u>245,306</u> |
| <b>Total governmental activities</b>   |                     |                         |                                          |                                                    | <u>(2,019)</u>              | <u>(2,019)</u> |
| <b>Business-Type Activities</b>        |                     |                         |                                          |                                                    |                             |                |
| Food service                           | <u>32,429</u>       | <u>7,670</u>            | <u>22,740</u>                            | <u>245,306</u>                                     | <u>(2,019)</u>              | <u>243,287</u> |
|                                        | \$ <u>1,769,758</u> | \$ <u>11,747</u>        | \$ <u>2,001,298</u>                      |                                                    |                             |                |
| <b>General Revenues</b>                |                     |                         |                                          |                                                    |                             |                |
| Other revenues                         |                     |                         |                                          | 13,194                                             | 2,045                       | 13,194         |
| Transfers                              |                     |                         |                                          | (2,045)                                            | -                           | -              |
| Change in net assets                   |                     |                         |                                          | 256,455                                            | 26                          | 256,481        |
|                                        |                     |                         |                                          | (39,889)                                           | -                           | (39,889)       |
| <b>Net Deficit - Beginning of Year</b> |                     |                         |                                          | \$ 216,566                                         | \$ 26                       | \$ 216,592     |
| <b>Net Assets - End of Year</b>        |                     |                         |                                          |                                                    |                             |                |

See accompanying notes to financial statements.

**Gillingham Charter School**  
**Balance Sheet-Governmental Funds**  
**June 30, 2012**

|                                        | General<br>Fund |
|----------------------------------------|-----------------|
| <b>Assets</b>                          | \$ 10,454       |
| Cash and cash equivalents              | 284,824         |
| Receivable from local school districts | 32,625          |
| State subsidies receivable             | 36,958          |
| Federal subsidies receivable           | 20,375          |
| Prepaid expenses                       | \$ 385,236      |
| <b>Total assets</b>                    |                 |
| <b>Liabilities</b>                     | \$ 152,184      |
| Accounts payable                       | 168,234         |
| Accrued expenses                       | 53,750          |
| Loans payable to related parties       | 374,168         |
| <b>Total liabilities</b>               |                 |
| <b>Fund Balances</b>                   | 20,375          |
| Nonspendable                           | (9,307)         |
| Unassigned                             | 11,068          |
|                                        | \$ 385,236      |

See accompanying notes to financial statements.

**Gillingham Charter School**  
**Reconciliation of the Balance Sheet of Governmental Funds**  
**To the Statement of Net Assets**  
**June 30, 2012**

|                                                                                                                                                                                                                                                                                                                 |                 |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| <b>Total Fund Balance for Governmental Funds</b>                                                                                                                                                                                                                                                                | <b>\$</b>       | <b>11,068</b>         |
| <p>Capital assets used in governmental activities are not financial resources and therefore are not reported in the general fund. These assets consist of:</p>                                                                                                                                                  |                 |                       |
| Furniture and equipment                                                                                                                                                                                                                                                                                         | 447,228         |                       |
| Accumulated depreciation                                                                                                                                                                                                                                                                                        | <u>(15,370)</u> | 431,858               |
| <p>Long-term liabilities that pertain to governmental funds, including notes payable, are not due and payable in the current period and therefore are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net assets. Balances at year end are:</p> |                 |                       |
| Note payable                                                                                                                                                                                                                                                                                                    |                 | <u>(226,360)</u>      |
| <b>Total Net Assets of Governmental Activities</b>                                                                                                                                                                                                                                                              | <b>\$</b>       | <b><u>216,566</u></b> |

See accompanying notes to financial statements.

**Gillingham Charter School**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance-**  
**Governmental Funds**  
**Year Ended June 30, 2012**

|                                                                                                      | General<br>Fund      |
|------------------------------------------------------------------------------------------------------|----------------------|
| <b>Revenues</b>                                                                                      | <b>\$ 1,878,399</b>  |
| Local education agency assistance                                                                    | 36,958               |
| Federal sources                                                                                      | 63,201               |
| State sources                                                                                        | 17,271               |
| Other sources                                                                                        | <u>1,995,829</u>     |
| <b>Total revenues</b>                                                                                | <b>1,145,154</b>     |
| <b>Expenditures</b>                                                                                  | <b>550,998</b>       |
| Instruction                                                                                          | 13,116               |
| Support services                                                                                     | 434,458              |
| Noninstructional services                                                                            | 155,859              |
| Capital outlay                                                                                       | <u>2,299,585</u>     |
| Debt service                                                                                         | <u>(303,756)</u>     |
| <b>Total expenditures</b>                                                                            | <b>369,528</b>       |
| <b>Expenditures in Excess of Revenues</b>                                                            | <b>(2,045)</b>       |
| <b>Other Financing Sources (Uses)</b>                                                                | <b>367,483</b>       |
| Proceeds from long-term debt                                                                         | <u>367,483</u>       |
| Interfund transfers out                                                                              | <u>63,727</u>        |
| <b>Total other financing sources (uses)</b>                                                          | <b>(52,659)</b>      |
| <b>Excess of Revenues and Other Financing Sources Over<br/>Expenditures and Other Financing Uses</b> | <b>63,727</b>        |
| <b>Fund Deficit - Beginning of Year</b>                                                              | <b>\$ 11,068</b>     |
| <b>Fund Balance - End of Year</b>                                                                    | <b><u>11,068</u></b> |

See accompanying notes to financial statements.

**Gillingham Charter School**  
**Reconciliation of the Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances of Governmental Funds to the**  
**Statement of Activities**  
**Year Ended June 30, 2012**

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\$ 63,727

**Net Change in Fund Balances - Total Governmental Funds**

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

|                      |                 |         |
|----------------------|-----------------|---------|
|                      | 434,458         |         |
| Capital outlays      | <u>(15,370)</u> |         |
| Depreciation expense |                 | 419,088 |

The governmental funds report note proceeds as financing sources, while repayment of note principal is reported as an expenditure. In the statement of net assets, however, issuing debt increases long-term liabilities and does not affect the statement of activities and repayment of principal reduces the liability. The net effect of these differences in the treatment of notes payable and other long-term liabilities are as follows:

|                                      |                |                  |
|--------------------------------------|----------------|------------------|
|                                      | (369,528)      |                  |
| Proceeds from long-term debt         | <u>143,168</u> |                  |
| Principal payments on long-term debt |                | <u>(226,360)</u> |

**Change in Net Assets of Governmental Activities**

**\$ 256,455**

See accompanying notes to financial statements.

**Gillingham Charter School  
Statement of Net Assets  
Proprietary Fund  
June 30, 2012**

|                      | Enterprise<br>Fund<br>Food<br>Service Fund |
|----------------------|--------------------------------------------|
| <b>Assets</b>        |                                            |
| Current assets       | \$ 26                                      |
| Cash                 | 26                                         |
| Total current assets |                                            |
| <b>Net Assets</b>    |                                            |
| Unrestricted         | 26                                         |
| Total net assets     | \$ 26                                      |

See accompanying notes to financial statements.

**Gillingham Charter School**  
**Statement of Revenues, Expenditures, and Changes in Net Assets**  
**Proprietary Fund**  
**Year Ended June 30, 2012**

|                                        | Enterprise<br>Fund   |
|----------------------------------------|----------------------|
|                                        | Food<br>Service Fund |
| <b>Operating Income</b>                | \$ 7,670             |
| <b>Operating Expenses</b>              | 32,429               |
| Food                                   | (24,759)             |
| <b>Operating loss</b>                  | 22,740               |
| <b>Nonoperating Revenues</b>           | (2,019)              |
| Federal and state grants               | 2,045                |
| <b>Loss before interfund transfers</b> | 26                   |
| <b>Interfund transfers in</b>          | -                    |
| <b>Change in Net Assets</b>            | -                    |
| <b>Net Assets - Beginning of Year</b>  | \$ 26                |
| <b>Net Assets - End of Year</b>        | 26                   |

See accompanying notes to financial statements.

**Gillingham Charter School**  
**Statement of Cash Flows**  
**Proprietary Fund**  
**Year Ended June 30, 2012**

|                                                                                  | Enterprise<br>Fund   |
|----------------------------------------------------------------------------------|----------------------|
|                                                                                  | Food<br>Service Fund |
| <b>Cash Flows From Operating Activities</b>                                      | <b>\$ 7,670</b>      |
| Cash received from students                                                      | (32,429)             |
| Payments to suppliers                                                            | (24,759)             |
| Net cash used in operating activities                                            | 26                   |
| <b>Cash Flows From Noncapital Financing Activities</b>                           | <b>22,740</b>        |
| Cash received from federal and state grants                                      | 2,045                |
| Transfer from other fund                                                         | 24,785               |
| Net cash provided by noncapital financing activities                             | 26                   |
| <b>Net increase in cash and cash equivalents</b>                                 | <b>-</b>             |
| <b>Cash and cash equivalents, beginning of year</b>                              | <b>\$ 26</b>         |
| <b>Cash and cash equivalents, end of year</b>                                    | <b>\$ (24,759)</b>   |
| <b>Reconciliation of Operating Loss to Net Cash Used In Operating Activities</b> | <b>\$ (24,759)</b>   |
| Operating loss                                                                   | \$ (24,759)          |
| Net cash used in operating activities                                            | -                    |

See accompanying notes to financial statements.

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

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

Gillingham Charter School (the School) is organized as a nonprofit corporation in Pennsylvania to operate a charter school in accordance with Pennsylvania Act 22 of 1997. The School is operating under a charter school contract ending on June 30, 2016.

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

**Government-Wide and Fund Financial Statements**

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

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

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

**Government-Wide Financial Statements:**

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

**Fund Financial Statements**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the School considers revenues to be available if they are collected within 90 days of the end of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

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

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

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

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

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

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

**Proprietary Fund** - The focus of proprietary fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The following is a description of the proprietary fund of the School:

Enterprise funds are required to be used to account for operations for which a fee is charged to external users for goods or services, and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

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

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

**Method of Accounting**

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

Invested in capital assets, net of related debt – This component of net assets consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net assets component as the unspent proceeds.

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

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

**Method of Accounting (Continued)**

- Restricted – This component of net assets consists of constraints placed on net asset use through external constraints imposed by creditors such as through debt covenants, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- Unrestricted net assets – This component of net assets consists of net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

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

**Fund Balances - Governmental Funds**

The School elected to implement GASB No. 54, *Fund Balance Reporting and Governmental Type Definition* during the year ended June 30, 2011. In the fund financial statements, governmental funds report the following classifications of fund balance:

- Nonspendable - includes amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact. The School classified prepaid expenses as being nonspendable as these items are not expected to be converted to cash.
- Restricted - included amounts restricted by external sources, such as creditors or grantors, or by constitutional provision or enabling legislation.
- Committed - includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees.
- Assigned - includes amounts that the School intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance.
- Unassigned - includes all amounts that are not included in other spendable classifications.

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

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

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

**Budgets and Budgetary Accounting**

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

The Budgetary Comparison Schedule should present both the original and the final appropriated budgets for the reporting period. The School only has a general fund budget.

**Use of Estimates**

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

**Transfers**

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and to move unrestricted revenue collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**Concentration of Credit Risk**

The School maintains cash balances with two banks. As of June 30, 2012 the cash balances are fully insured by the Federal Deposit Insurance Corporation (FDIC). Effective January 1, 2013 the FDIC reduced coverage on non-interest bearing accounts for each bank to \$250,000.

**Cash and Cash Equivalents**

The School's cash and cash equivalents is considered to be cash on hand and demand deposits.

**Capital Assets**

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. All capital assets are capitalized at cost and updated for additions and retirements during the year. The School does not possess any infrastructure. Improvements are capitalized; the cost of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Capital assets of the School are depreciated using the straight-line method over the useful lives of the assets; furniture and fixtures (7 years), equipment (5 years), and building improvements (25 years).

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

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

**Advertising Costs**

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

**Income Tax Status**

The School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Service Code. The School adopted the provisions of ASC 740-10, *Accounting for Uncertainty in Income Taxes*. Management evaluated the School's tax positions and concluded that the School had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance. The School files a Return of Organizations Exempt from Income Tax annually. The School's returns for 2010 and 2011 are subject to examination by the IRS, generally for three years after they were filed.

**Note 2 Cash**

The School's cash and cash equivalents balance at June 30, 2012, was \$10,480. The actual amount of cash on deposit in the School's bank accounts at June 30, 2012 was \$58,505. The entire amount held at the bank was insured by the Federal Deposit Insurance Corporation (FDIC).

**Custodial Credit Risk-Deposits**

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

**Note 3 Receivables**

Receivables as of June 30, 2012 consists primarily of tuition from local school districts and subsidies from federal and state authorities. All receivables are considered collectible due to the stable condition of these programs.

**Note 4 Capital Assets**

Capital asset activity for the year ended June 30, 2012 was as follows:

|                                | Balance,<br>7/1/2011 | Additions  | Deletions | Balance,<br>6/30/12 |
|--------------------------------|----------------------|------------|-----------|---------------------|
| Building improvements          | \$ 12,770            | \$ 338,463 | \$ -      | \$ 351,233          |
| Equipment                      | -                    | 43,152     | -         | 43,152              |
| Furniture and fixtures         | -                    | 52,843     | -         | 52,843              |
|                                | 12,770               | 434,458    | -         | 447,228             |
| Less: accumulated depreciation | -                    | 15,370     | -         | 15,370              |
|                                | \$ 12,770            | \$ 419,088 | \$ -      | \$ 431,858          |

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

**Note 4 Capital Assets (Continued)**

Depreciation and amortization expense was \$15,370 for the year ended June 30, 2012.

**Note 5 Line of Credit**

The School maintains a \$150,000 line of credit agreement (line) with Meridian Bank expiring September 14, 2013, which accrues interest at 5%. The line is for working capital purposes and is collateralized by School assets. As of June 30, 2012, \$150,000 was available to be drawn upon.

Line of credit activity for the year ended June 30, 2012 was as follows:

|                   |    |           |
|-------------------|----|-----------|
| Beginning balance | \$ | -         |
| Additions         |    | 193,000   |
| Reductions        |    | (193,000) |
|                   |    | \$        |
| Ending balance    |    | -         |

**Note 6 Loans Payable and Related Party Transactions**

Two School Board members and a family member of the CEO loaned the School \$53,750 for working capital and construction. The loans are non-interest bearing, unsecured, and payable on demand.

The School's outside business manager loaned the School \$50,000 during the year ended June 30, 2012. The loan was non-interest bearing and unsecured, and was repaid in full during the year.

Changes in loans payable are as follows:

|                        |    |        |
|------------------------|----|--------|
| Balance, July 1, 2011  | \$ | 1,750  |
| Borrowings             |    | 52,000 |
| Repayments             |    | -      |
|                        |    | \$     |
| Balance, June 30, 2012 |    | 53,750 |

**Note 7 Long-Term Debt**

Term loan used for building improvements, due January 2017, payable in monthly principal and interest installments of \$4,766 with interest at 6.250% per annum. The loan is secured by the assets of the School.

|                        |    |         |
|------------------------|----|---------|
|                        | \$ | 226,360 |
| Less: current maturity |    | 47,941  |
|                        |    | \$      |
| Long-term debt         |    | 178,419 |

Interest expense was \$12,691 for the year ended June 30, 2012.

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

**Note 7 Long-Term Debt (Continued)**

Changes in long-term debt are as follows:

|                        |           |                |
|------------------------|-----------|----------------|
|                        | <b>\$</b> | -              |
| Balance, July 1, 2011  |           | 369,528        |
| Borrowings             |           | (143,168)      |
| Repayments             |           | -              |
|                        | <b>\$</b> | <b>226,360</b> |
| Balance, June 30, 2012 |           |                |

**Note 8 Interfund Transfers**

Operating transfers in/out to other funds consists of the following:

|                   | Transfer<br>In  | Transfer<br>Out |
|-------------------|-----------------|-----------------|
| General fund      | \$ -            | \$ 2,045        |
| Food service fund | 2,045           | -               |
|                   | <b>\$ 2,045</b> | <b>\$ 2,045</b> |

**Note 9 Funding**

The School received funding from various local school districts on a monthly basis based on enrollment. The rate of funding per student is determined on an annual basis. The Commonwealth of Pennsylvania makes contributions on behalf of the charter school for the employer's share of retirement payments and social security payments.

**Note 10 Operating Lease**

The School leases its facilities in Pottsville, Pennsylvania under operating leases expiring on June 30, 2016 and August 31, 2016. In addition to the basic rent, the School is required to pay all taxes, occupancy, insurance, and maintenance. Rent expense was \$54,067 for the year ended June 30, 2012.

Future minimum lease payments as of June 30, 2012 are as follows:

| Year ended<br>June 30, | Total             |
|------------------------|-------------------|
| 2013                   | \$ 60,600         |
| 2014                   | 60,600            |
| 2015                   | 60,600            |
| 2016                   | 8,600             |
| 2017                   | -                 |
|                        | <b>\$ 251,000</b> |

**Gillingham Charter School**  
**Notes to Financial Statements**  
**June 30, 2012**

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**Note 11 Retirement Plan**

The School contributes to the Public School Employees' Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Pennsylvania Public School Employees' Retirement System, which provides retirement and disability benefits, legislatively mandated ad hoc cost-of-living adjustments, and health care insurance premium assistance to qualifying annuitants. The Public School Employees' Retirement Code (Act No. 96 of October 2, 1975, as amended) (24 PA.C.S. 8101-8535) assigns the authority to establish and amend benefit provisions to the System. The System issues a comprehensive annual financial report that includes financial statements and required supplementary information for the plan. A copy of the report may be obtained by writing to the Office of Financial Management, Public School Employees' Retirement System, PO Box 125, Harrisburg, PA 17108-0125. This publication is also available on the PSERS website at [www.psers.state.pa.us/publications/cafr/index.htm](http://www.psers.state.pa.us/publications/cafr/index.htm).

The contribution policy is established in the Public School Employees' Retirement Code and requires contributions by active members, employers, and the Commonwealth. The rate of contribution for employees ranges from 5.25% - 7.5% depending upon classification and elections of employees. The School's contribution is 5.64%. In accordance with Act 29 of 1994, the Commonwealth of Pennsylvania will pay school entities for contributions made to the System based on the formula in Act 29 of 1994, but not less than one-half of the school entities contributions. The School's contributions to the Plan were \$74,922 and \$0 for the years ended June 30, 2012 and 2011, respectively, which equals 100% of the contractually required contribution as set by State statutes.

**Note 12 Grants**

The School participates in numerous state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at June 30, 2012 may be impaired. In the opinion of the School, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

**Note 13 Risk Management**

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

**Gillingham Charter School  
Notes to Financial Statements  
June 30, 2012**

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**Note 14 Litigation**

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

**Supplementary Information**

**Gillingham Charter School  
Governmental Fund Budgetary Comparison Schedule  
Year Ended June 30, 2012**

|                                                                                                  | Original/Final<br>Budget | Actual<br>Revenues/<br>Expenditures | Variance With<br>Budget |
|--------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|-------------------------|
| <b>Revenues</b>                                                                                  |                          |                                     |                         |
| Local educational agency assistance                                                              | \$ 1,964,615             | \$ 1,878,399                        | \$ (86,216)             |
| Other sources                                                                                    | -                        | 17,271                              | 17,271                  |
| State sources                                                                                    | 60,633                   | 63,201                              | 2,568                   |
| Federal sources                                                                                  | 25,000                   | 36,958                              | 11,958                  |
| <b>Total revenues</b>                                                                            | <u>2,050,248</u>         | <u>1,995,829</u>                    | <u>(54,419)</u>         |
| <b>Expenditures</b>                                                                              |                          |                                     |                         |
| Instruction                                                                                      | 1,047,510                | 1,145,154                           | (97,644)                |
| Support service                                                                                  | 585,715                  | 550,998                             | 34,717                  |
| Noninstructional services                                                                        | 10,000                   | 13,116                              | (3,116)                 |
| Capital outlay                                                                                   | 288,500                  | 434,458                             | (145,958)               |
| Debt service                                                                                     | 37,200                   | 155,859                             | (118,659)               |
| <b>Total expenditures</b>                                                                        | <u>1,968,925</u>         | <u>2,299,585</u>                    | <u>(330,660)</u>        |
| <b>Expenditures in Excess of Revenues</b>                                                        | <u>81,323</u>            | <u>(303,756)</u>                    | <u>(385,079)</u>        |
| <b>Other Financing Sources (Uses)</b>                                                            |                          |                                     |                         |
| Proceeds from long-term debt                                                                     | 125,000                  | 369,528                             | 244,528                 |
| Interfund transfers out                                                                          | -                        | (2,045)                             | (2,045)                 |
| <b>Total other financing sources (uses)</b>                                                      | <u>125,000</u>           | <u>367,483</u>                      | <u>242,483</u>          |
| <b>Excess of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses</b> | <u>206,323</u>           | <u>63,727</u>                       | <u>(142,596)</u>        |
| <b>Fund Deficit, Beginning</b>                                                                   | <u>(52,659)</u>          | <u>(52,659)</u>                     | <u>-</u>                |
| <b>Fund Balance, Ending</b>                                                                      | <u>\$ 153,664</u>        | <u>\$ 11,068</u>                    | <u>\$ (142,596)</u>     |

See accompanying notes to financial statements.  
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**Other Reports Required By Government Auditing Standards**



**Siegal & Drossner, PC**  
CERTIFIED PUBLIC ACCOUNTANTS  
AND BUSINESS ADVISORS

**Independent Auditors' Report on Compliance  
and on Internal Control over Financial Reporting  
Based on an Audit of Financial Statements Performed  
in Accordance with *Government Auditing Standards***

To the Board of Trustees  
Gillingham Charter School  
Pottsville, Pennsylvania

We have audited the financial statements of the governmental activities, the business-type activities, and the major fund of Gillingham Charter School (the School) as of and for the year ended June 30, 2012, which collectively comprise the School's basic financial statements and have issued our report thereon, dated December 20, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as identified above.

**Compliance and Other Matters**

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

This report is intended for the information and use of the audit committee, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Siegel & Grossner, P.C.*

Certified Public Accountants  
Elkins Park, Pennsylvania

December 20, 2012



## **Approved Personnel to Access Safekeeping Areas Policy**

For the security of sensitive information it is agreed that information of a confidential nature will be properly secured at all times. These areas include:

- Main Office
- School Reception Area
- Special Education Offices
- Old Files Office
- Nurses Office
- Administrators Offices
- Social Workers Office

It is agreed that all areas of safekeeping will utilize locking file cabinets, locks on doors, locks on desks or key-pad entry systems. The following staff shall have access to the above areas:

- Tara Cromis – School Secretary
- Dawn Housel – Administrative Assistant
- Nicolle Hutchinson & Christie Werkheiser – Directors
- Lisa Quirk-Nurse
- Dustin Caruso – Special Education Coordinator
- Amy Lordan - School Counselor

## Signature Page

A.Lordan \_\_\_\_\_ Supervisor \_\_\_\_\_

L. Quirk \_\_\_\_\_ Supervisor \_\_\_\_\_

T. Cromis \_\_\_\_\_ Supervisor \_\_\_\_\_

D. Housel \_\_\_\_\_ Supervisor \_\_\_\_\_

D. Caruso \_\_\_\_\_ Supervisor \_\_\_\_\_

C. Werkheiser \_\_\_\_\_ Supervisor \_\_\_\_\_

N. Hutchinson \_\_\_\_\_ Supervisor \_\_\_\_\_