

## 21<sup>st</sup> CENTURY CYBER CHARTER SCHOOL

### NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2014

#### NOTE 11 - JOINT AGREEMENT

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The Charter School entered into an agreement with the Chester County Intermediate Unit on April 25, 2002, whereby the CCIU would provide the Charter School with office space, human resources, accounting, payroll, telecommunication, and janitorial services. In exchange, the Charter School would pay the CCIU an annual fee based on total activity. The arrangement was modified effective November 2008, when the Charter School moved to a separate location. Total fees paid under this agreement for the year ended June 30, 2014 was \$470,199.

The contract with the CCIU for administrative support was terminated June 30, 2014.

In addition, the Charter School pays consulting fees for specific CCIU employees to provide services to the Charter School. These consulting fees are based on a percentage of salaries and benefits for the following positions: accounting supervisor, accounts payable bookkeeper, and human resource generalist. Total fees paid for these services for the year ended June 30, 2014 were \$188,127. The CCIU billed the Charter School an additional \$29,051 for miscellaneous services including special education evaluations and services, book shipping services, Moodle access and design, and instructional equipment repair.

In September 2009, Chester County Intermediate Unit and the 21<sup>st</sup> Century Cyber Charter School entered into a cooperative agreement to provide online courses to students enrolled in the Brandywine Virtual Academy (BVA). BVA was created to provide individual students with courses necessary to graduate from high school for enrichment or remediation purposes. Under the agreement, 21st Century Cyber Charter School provides both credited and noncredited courses and the Intermediate Unit takes care of marketing the BVA program and related services. The original agreement covered a three-year term through June 2012 and was renewed in September 2012 for a 1-year term ending June 2013. During the 2013/14 year, the agreement was renewed for an additional one-year term ending June 30, 2014.

In 2013-2014, the Charter School billed the Chester County Intermediate Unit \$858,860 for providing instruction, curriculum, and other related expenses for the CCIU's Brandywine Virtual Academy. The balance outstanding related to those services at June 30, 2014 was \$175,182.

This agreement was not renewed for the 2014/15 year.

**21<sup>st</sup> CENTURY CYBER CHARTER SCHOOL**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**June 30, 2014**

**NOTE 12 - FUND BALANCE**

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Fund balance classifications for the general fund were as follows for the year ended June 30, 2014:

Nonspendable	
Prepaid Expenditures	\$ 81,255
Deposits	12,621
Committed	
Future Capital Equipment Costs	60,000
Future Curriculum Development	44,000
New Initiatives Fund	300,000
Future Program Stabilization Fund	1,400,000
Assigned	
2014 - 2015 budgeted revenue shortfall	269,577
PSERS Retirement Rate Increases	360,371
Unassigned	<u>129,073</u>
Total Fund Balance	<u>\$ 2,656,897</u>

The commitments were authorized by the board of school directors' motion to set aside resources to fund the commitments noted above. The assignments were authorized by the board through adoption of the 2014/2015 general fund budget.

21<sup>st</sup> CENTURY CYBER CHARTER SCHOOL

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2014

**NOTE 13 - NEW ACCOUNTING STANDARDS**

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The Government Accounting Standards Board (GASB) has issued the following standards which have not yet been implemented:

- Statement No. 68, Accounting and Financial Reporting for Pensions, which is required to be implemented by the year ending June 30, 2015. The objective of this statement is to improve accounting and financial reporting by governments for pensions. This statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenditures. This statement also enhances note disclosure and required supplementary information for government pension plans. This pronouncement applies to employers that have a legal obligation to make contributions directly to a pension plan.
- Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date - an amendment of GASB Statement No. 68 will be implemented at the same time of implementation of 68.

Although the Charter School has not yet completed the analyses necessary to estimate the financial statement impact of these new pronouncements, it believes the result will have a negative impact on the financial position of the Charter School.

**REQUIRED SUPPLEMENTARY INFORMATION**

21<sup>st</sup> CENTURY CYBER CHARTER SCHOOL

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND

For the Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance
<b>REVENUES</b>				
Local Sources	\$ 10,013,590	\$ 10,030,360	\$ 9,787,370	\$ (242,990)
State Sources	337,503	387,793	346,775	(41,018)
<b>TOTAL REVENUES</b>	10,351,093	10,418,153	10,134,145	(284,008)
<b>EXPENDITURES</b>				
Instruction				
Regular Programs	5,502,728	5,155,927	4,611,397	544,530
Special Programs	992,616	935,205	749,050	186,155
Other Instructional Programs	52,185	52,185	38,821	13,364
Total Instruction	6,547,529	6,143,317	5,399,268	744,049
Support Services				
Pupil Personnel Services	494,520	379,710	400,353	(20,643)
Instructional Staff Services	656,877	629,129	587,234	41,895
Administrative Services	1,806,629	2,135,830	1,859,744	276,086
Pupil Health	80,609	87,367	50,428	36,939
Operation & Maintenance of Plant Services	608,732	575,161	460,187	114,974
Total Support Services	3,647,367	3,807,197	3,357,946	449,251
Capital Outlay	800,000	3,820,600	3,502,602	317,998
Debt Service	-	-	1,417	(1,417)
<b>TOTAL EXPENDITURES</b>	10,994,896	13,771,114	12,261,233	1,509,881
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(643,803)	(3,352,961)	(2,127,088)	1,225,873
<b>OTHER FINANCING SOURCES</b>				
Proceeds from Issuance of Construction Loan	-	1,600,000	411,259	(1,188,741)
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<u>\$ (643,803)</u>	<u>\$ (1,752,961)</u>	(1,715,829)	<u>\$ 37,132</u>
<b>FUND BALANCE - BEGINNING</b>			4,372,726	
<b>FUND BALANCE - ENDING</b>			<u>\$ 2,656,897</u>	

See note to required supplementary information.

21<sup>st</sup> CENTURY CYBER CHARTER SCHOOL

SCHEDULE OF FUNDING PROGRESS - POSTEMPLOYMENT BENEFITS PLAN

	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b - a) / c)
Governmental Activities	7/1/2013	\$ -	\$ 188,943	\$ 188,943	0.00%	\$ 3,814,562	4.95%
	7/1/2010	-	99,374	99,374	0.00%	2,337,687	4.25%
	7/1/2007	-	27,679	27,679	0.00%	1,451,354	1.91%

21<sup>st</sup> CENTURY CYBER CHARTER SCHOOL

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2014

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**BUDGETARY DATA**

The budget for the general fund is adopted on the modified accrual basis of accounting which is consistent with generally accepted accounting principles.



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Independent Auditor's Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of  
Financial Statements Performed in  
Accordance with *Government Auditing Standards*

**To the Board of School Directors  
21<sup>st</sup> Century Cyber Charter School  
Exton, Pennsylvania**

We have audited, 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, the financial statements of the governmental activities and each major fund of 21st Century Cyber Charter School as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise 21st Century Cyber Charter School's basic financial statements and have issued our report thereon dated January 13, 2015.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered 21<sup>st</sup> Century Cyber Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of 21<sup>st</sup> Century Cyber Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of 21<sup>st</sup> Century Cyber Charter School's internal control.

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 and correct, 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 Charter School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether 21st Century Cyber Charter School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Herbein + Company, Inc.*

**Reading, Pennsylvania**  
**January 13, 2015**

# **ESL Appendix**



## When in doubt? Ask!



- There is an ESL VO for these students and if you have any ESOL students as P4SL kids or in your classes the ESL team will be in touch to discuss that students level of language acquisition and modification.
- An ESOL tab in SIS in in talks to show modifications and tips

*PS – make a connection with the student. Sometimes even just a hello in their home language makes them feel at ease!*

# **School Health & Safety Plan Appendix**



## **School Safety, Health, and Security Plan**

### **Purpose:**

To ensure that teachers, staff, and students have a safe, healthy, and secure school where they are free from physical harm and health related issues. The CEO, principal, and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for security, accident and injury avoidance, and the promotion of healthy living. This plan is organized by Safety, Health and Security guidelines.

### **Safety:**

#### **1. Implementing Emergency and Crisis Plans and Handling Health Potential Emergencies.**

Selected members of the 21CCCS staff will receive training twice annually on dealing with basic medical emergencies and preventing the spread of infectious diseases. The training will include, as a minimum:

- Taking Action
- Before Giving Care
- Checking an Unconscious Victim
- Checking Conscious Victim
- Breathing Emergencies
- Conscious Chocking
- Cardiac Emergencies
- Bleeding
- Shock
- Basic Musculoskeletal Care
- Sudden Illness
- Fainting, Seizures, Stroke, Insect Stings, and Ticks

The semi-annual training will be conducted by a member of the staff who possesses a valid American Red Cross or American Heart Association Lay Responder Instructor certificate. In the event that there is no 21CCCS staff member with a valid instructor certificate, a trainer may be requested from the American Red Cross or American Heart Association.

#### **2. Evacuating the Building and Contacting Emergency Services.**

In the event that a fire alarm sounds, all staff members will exit the building immediately by the closest exit. Once outside, all staff members will move to the pre-determined meeting point located at the entrance to the parking lot where the 21<sup>st</sup> Century Cyber Charter School 126 Wallace Ave. sign is located. The assigned staff member is in charge of conducting a head count. One person from each department will monitor the safe egress of the department members. In the event that a staff member cannot be

located, another check will be done, but no one will reenter the building. After exiting the building, the principal or designated administrator will call 911 and communicate on the nature of the emergency.

### 3. Fire Drills

Section 15-1517 of the Pennsylvania Public School Code of 1949 requires all public schools--school districts, charter schools, career and technology centers, and intermediate units--to conduct fire drills not less than once a month. Cyber charter schools are exempt from this requirement.

### 4. Working Relationships with Local Authorities and Health Service Providers.

Working relationships with local authorities and health service providers will be maintained, positive, and ongoing. A list of emergency contacts is below:

- Poison Control: 1-800-222-1222
- Downingtown Minquas Fire Company: 610-269-2797
- Downingtown Police Department: 610-269-0263
- Ambulance Service: 610-644-1224
- Paoli Hospital: 610-648-1000
- Chester County Hospital: 610-624-1321
- Childline (all of Pa): 800-932-0313
- Chester County Children in Youth: 610-918-2100
- Children in Youth: 610-344-5800

### 5. Safe Storage of Equipment and Supplies.

In order to prevent accidents and maintain a safe building egress, equipment and supplies will be kept and stored in a safe and orderly fashion. Equipment must not be left on floors presenting a hazard or left blocking exits.

### 6. Accountability for Students While at School Functions.

Student accountability at field trips, during testing, and at other school functions is essential. When arriving at field trips, functions, and testing sites, students will be checked in by a 21CCCS staff member. Staff members will maintain positive control over students and will only allow them to leave their control when going with another staff member or with their parent(s). When students depart the field trip, function, or test, the check-in sheet should be noted. If a student appears to be unaccounted for, a check should be made with other staff members or the person maintaining the check in/check out sheet. If the student cannot be located after checking with staff members, a thorough search should be conducted of the building and grounds and field trip site. If after a thorough check has been conducted, the student still cannot be located, the administration must be notified.

## 7. Mandated Reporting.

Teachers and staff are required to report all signs of child abuse to Child Line. From that point on, it is in the hands of the professionals who help prevent child abuse. The youth agency will begin an investigation of the situation. Some situations that call for a teacher to report an instance to guidance are inadequate housing, improper clothing and supervision, or any type of abuse (physical, mental, or emotional). In addition, threats of harm to self or others must be reported. All staff are trained annually on the requirements of based on their status Mandated Reporters.

### Health:

## 8. Student Health Records.

Student Health Records are confidential and their contents shall only be divulged with parent/guardian authorization when necessary to protect or promote the health of the student or at the request of the parent/guardian to a physician or other authorized person or entity. Health records may also be divulged pursuant to a court order. Student health records will be maintained in secure files.

This section applies to all student health records and other health or communicable disease related information that is provided to or comes to the attention of 21CCCS staff the intent is to comply with all laws or regulations protecting the privacy of student health records and information including the Confidentiality of HIV-Related Information Act (the Act of Nov. 29, 1990, P.L. 585, No. 148).

At the beginning of each school year, parents or guardians will complete and return important health information about their child, which is kept on file by the school nurse. In the event of an emergency, this information will be used to ensure proper care of the student. The Health Information form also includes important contact information.

Cumulative Health Record: A confidential health record, which includes medical history, immunizations, physical examination reports, and screening results, will be kept by the school nurse for each student throughout his/her school career.

Physical Examinations: Comprehensive physical exams, done by the family's health care provider, are required before a student's entry into 7<sup>th</sup> and 10<sup>th</sup> grade. The school nurse can assist families in locating health care providers and/or state health insurance for these examinations and other health needs.

## 9. Prevention of Communicable Diseases.

Universal precautions recommended by the Centers for Disease Control shall be used to protect staff, students and other persons in the school environment from the spread of infectious diseases. Universal precautions include avoiding contact with blood and other potentially infectious body fluids. Staff will observe universal precautions regardless of whether or not specific pathogens are known to be present in the bodies of individuals in the school setting. Staff exposed to blood and bodily fluids shall immediately wash the exposed area, save any items involved and report the incident to the school nurse, principal or CEO.

If 21CCCS staff member becomes aware that a student has, or is suspected of having, a communicable disease the CEO, principal, and school nurse shall be notified. The CEO, principal, or school nurse shall investigate and, if necessary, contact the parent/guardian, the sending school entity (if any), or the student's physician to verify the information. The record of the contact and the response will be noted in the student's health record.

The school nurse shall report the presence of communicable disease to the county or other local health department under the circumstances, and in the form and manner, required by the Department of Health.

On a case-by-case basis, staff members will receive information about a student who may be infected with a communicable disease and who is attending the school. Individuals informed shall be limited to only those necessary to assure proper care and supervision of the student and to safeguard the health of other students and staff. Anonymity shall have a high priority. Staff members who are informed about an infected student have a duty to maintain confidentiality of all information concerning the student.

Students with communicable diseases should not attend school functions when the diseases can be transmitted to other students or to staff as a result of attending school functions and participating in school activities. A student excluded from school function shall not attend a school function until the school nurse is satisfied that the condition for which the student was excluded is not infectious or until the student presents a certificate of recovery or a statement from a licensed physician that the student is not infectious.

#### 10. Administering Medications to Students.

Students are not to carry medicines, dietary supplements, or controlled substances on their person while attending school functions. Such substances are to be left with the parent or guardian. Prescription and nonprescription medicines should only be administered to a student by the parent.

To reinforce the importance of careful use of medicines, dietary aids, controlled substances and the avoidance of tobacco and alcohol, the curriculum of 21CCCS school and programs will incorporate instructions and/or information about the prevention of alcohol, chemical and tobacco use.

#### 11. Safe Drinking Water.

Safe drinking water will be available throughout the day for the staff and students. 21CCCS will maintain a filtered water source to provide clean, cold water for staff and visitors. Thus safe drinking water will be available for all of the staff and any visitors to drink while in the office. Outside of the office (field trips or other events), 21CCCS will provide bottled water to supply students, parents, and staff with safe drinking water.

## 12. Personal Wellness For a Healthy Lifestyle.

21CCCS recognizes that student wellness and proper nutrition are related to students' physical wellbeing, growth, development, and readiness to learn. The educational program will include opportunities for students to develop knowledge, attitudes, and practices necessary for personal wellness and a healthy lifestyle.

The Curriculum administrator or Health and Physical Education SME shall be responsible to monitor the school's curriculum to ensure it promotes wellness, contains nutritional guidelines, and addresses administrative regulations.

## 13. Relevant Health, Safety, and Wellness Information.

The 21CCCS Principal will ensure that the staff are kept up-to-date on relevant health, wellness, and safety information and practices by making this information readily available electronically. The Principal will ensure that staff have access to information directly relating to students during year either informational sessions and/or professional development. Training in the following areas will occur annually:

- Mandated Reporting
- Crisis Intervention
- Special Education Information

### Security:

## 14. Building Security.

21CCCS will maintain an effective security system to control access to the school by visitors and other non-personnel. The system will include a combination of motion sensors in various locations, magnetic sensors on external doors, and monitored smoke/fire alarms.

During the workday teachers and staff will use a key FOB for entry. In order to monitor access to the school by visitors and non-school personnel, an employee must provide access. The doors will remain locked from the outside, but anyone inside can safely exit in case of an emergency and can only be opened by someone inside, a key, or a combination on the keypad which only staff know.

Visitors and non-staff personnel must have an appointment to enter the building. Solicitation is not permitted. Students and all approved visitors must sign-in and out when they are onsite for testing or any other reason for the visit.

## 15. Privacy and Confidentiality of Student Information.

When non-staff personnel call for information about a student, the caller will be asked a series of questions in order to verify that they are a parent/guardian of student in question so that the staff member may be permitted to provide the information. The SIS may contain the name of a forbidden person. The name of the forbidden person will in large red letters. No information about a student will be provided to a forbidden person.

# **Communication, Outreach, and Marketing Appendix**



**21st CENTURY**  
CYBER CHARTER SCHOOL



21st Century Cyber Charter School  
805 Springdale Drive  
Exton, PA 19341

877-Web-Cyber (932-2923)  
484-875-5400 phone  
484-875-5404 fax  
enroll@21cccs.org  
21CCCS.org



21st Century Cyber Charter School (21CCCS) is a chartered, diploma granting, public school serving Pennsylvania students in grades six through twelve. As with all charter schools, we are funded by the Commonwealth of Pennsylvania, so there is no fee to attend. We are the highest academically performing cyber charter school in Pennsylvania.



## Our Mission

The 21st Century Cyber Charter School mission is to provide students, for whom an asynchronous environment is an appropriate educational setting, with an individualized learning program utilizing the latest information and communications technology. The basis for all learning plans is to maximize student achievement of the Pennsylvania Academic Standards while developing higher order thinking and complex problem-solving skills. The 21st Century Cyber Charter School will assure students master essential content and skills while preparing them for their future goals.



## Our Story

21CCCS provides a unique blend of rigorous, personalized curriculum, a highly qualified instructional staff, and a supportive educational community. Students attend cyber school for many reasons. These may include working toward professional aspirations, accommodating training schedules, or dealing with illness or unexpected family circumstances. Cyber school also affords an alternative opportunity for students who find a traditional school setting does not enhance their ability to succeed. If you are looking for a personalized cyber-learning environment, welcome to 21CCCS. You've found the best!

## Our Beginning

In 1999 the Intermediate Units of Bucks, Chester, Delaware, and Montgomery counties saw the need for a cyber school to serve their students, but they wanted to ensure that the school offered high quality education. These IUs and their 64 member school districts formed our school in 2001. The four IU executive directors, along with two school district superintendents from each county, and several parents, serve as our charter school board. Our board has a tremendous amount of experience in education, and its members take an active role in guiding our school.

21ST CENTURY CYBER CHARTER SCHOOL'S FIRST PRIORITY IS TO PROVIDE THE HIGHEST QUALITY EDUCATION TO STUDENTS IN SEARCH OF A NON-TRADITIONAL LEARNING EXPERIENCE.





## The School

21CCCS teachers work together from our office in Exton, modifying the curriculum to suit individual student learning styles and varying academic levels. Our core courses, as well as many elective classes, are written and developed by our teachers. These courses are based on both the national and state standards. Our Instructional Systems Design team works with the teaching staff to develop and maintain high quality online instruction through our learning management system.

21CCCS has rigorous graduation requirements. Students must earn four credits in each of the core courses: mathematics, English, science, and social studies. A total of 23 credits are required to graduate.

Course offerings are vast and core academic courses are all college preparatory. We offer a wide variety of electives through both 21CCCS and third party providers. While 21CCCS staff does not teach the third party courses, a dedicated staff member guides students through the year. Please refer to our Course Catalog for a list of courses as well as a brief description of each.

Each course meets once a week for a live class, during which the teachers provide direct instruction and review instructional materials. Students actively participate in the lesson, answering questions, completing example problems, and working with their peers. The live classes are recorded and available for students to access should they miss the class or need to refer to it at a later time.





We follow a traditional school year calendar but operate on an asynchronous learning schedule. This means that unlike traditional schools, our students do not have scheduling conflicts. Students have access to all of the lessons and assignments for the marking period from the first day of school. With 24/7 access, students can create a school schedule that best fits their lifestyle. The flexibility available in our setting allows students to work at their own pace as they progress through their courses. Students are encouraged to communicate their unique needs and situations, enabling our teachers to individualize instruction for each student.

In addition to live classes, students can work with their teachers and peers in the Virtual Offices (VO), which are open Monday through Thursday, from 8 a.m. to 8 p.m. and every Friday, from 8 a.m. to 4 p.m. By logging into the VO, students can ask their teachers specific questions or camp out for the day as they work through their lessons and assignments. This gives them easy access to their teachers, should they need assistance. The VOs also allow students to socialize with their peers during the day.

21CCCS Graduation Requirements	
Category	Credit Requirements (23 total)
English	4
Math	4
Science	4
Social Studies	4
Health & PE	2
Arts & Humanities	2
Electives	2
Graduation Requirement	.5 Graduation Project & .5 Careers 101

WITH SYNCHRONOUS AND ASYNCHRONOUS INSTRUCTION, WE PROVIDE STUDENTS THE CHOICE TO LEARN WHEN IT'S BEST FOR THEM.

## Special Services

Our Special Services department caters to the needs of students with 504s, Individualized Education Plans (IEPs), and Gifted Individualized Education Plans (GIEPs). Certified and highly qualified Special Education teachers monitor students with these needs in the Resource Room Virtual Office and check on them throughout the day. Assignments and lessons can be modified to enhance a student's educational needs.

## Guidance

Our guidance counselors offer a vital support system for our students with academic or personal issues. The Guidance Department assists with college and scholarship applications and helps students find summer programs that support their interests. They communicate with each student to create an academic schedule that addresses individual needs and meets graduation requirements.

## Technical Support

Our Technical Support department is available Monday through Friday, from 7 a.m. to 5 p.m. They can be reached by phone or email to troubleshoot any tech issues students may have with their computers, printers, or Internet access. In addition to troubleshooting, the department works with students to teach them the skills needed to use the computer efficiently and to its full potential.

THE CONSISTENT COMMUNICATION OFFERED THROUGH OUR SCHOOL ENSURES STUDENTS MAINTAIN A LEVEL OF FAMILIARITY NOT ONLY WITH THE DELIVERY OF INSTRUCTION BUT ALSO WITH THE INDIVIDUALS PROVIDING INSTRUCTION AND SUPPORT.



## Student Supplies

The following items are provided to students at the start of their classes at 21CCCS. These items are free of charge, but must be returned upon completion of coursework.

- MacBook with Charger
- Digital Writing Tablet with Stylus
- Textbooks
- Calculator
- Science, Physical Education and Art Kits (when applicable)
- Printer/Scanner (available upon request)

## Our Staff

We have administrators in both the middle school and high school who work with staff, students, and parents to ensure a successful educational environment.

All 21CCCS teachers are PA certified and highly qualified in their subject areas. They are trained to assure students reach their full potential in a cyber environment. There are teaching assistants (TAs) in both the high school and middle school who work with teachers and students as an additional resource. Our TAs assist students in the VO's with their assignments and help to establish and maintain consistent contact with students who might be struggling.



## The 21CCCS Experience

### Learning Coach

The first person from 21CCCS to contact students is the learning coach. The learning coach is a teacher in the school. The relationship between the learning coach and the student is very important and truly affects a student's success. Learning coaches have access to all of their student's classes, and track them regularly. Communication on at least a bi-weekly basis helps to ensure that students receive extra help when needed.

The greatest benefits afforded in the relationship fostered between student and learning coach are consistency and collaboration. The learning coach will work with students throughout the course of their study here at 21CCCS. Knowing a child over the years enhances student success because consistency of instruction, communication, and assistance styles are deliverable. Students have the opportunity to share the entirety of their learning experience with a familiar guide who provides feedback on a regular basis.

Because the P4SL coach is an academic advocate for each of his students, collaboration between content teachers is constant. Communication and teamwork have led to the development of a culture of cooperation between each teacher within our school. Students are no longer taught by one teacher, but by a team of teachers, each invested in seeing students succeed.

### Role of the Student

A 21CCCS student is self-motivated, exemplifies strong time management skills, and enjoys being challenged both in and out of the classroom. Communication with teachers, both through phone and email, is an essential part of the 21CCCS experience. Students will work through an orientation the first week of each school year. During this week, new students will become familiar with the routine of a typical day as well as learn how to best use the software available to them to complete work. As students progress through 21CCCS, orientation will provide refreshers of the most relevant basic skills, as well as lessons about more advanced skills as they build on their existing knowledge.

### Role of the Parent

Parents of 21CCCS are expected to be involved in student academic progress, but they are not teachers of curriculum. This is an important difference from many cyber school models, which often require parents to deliver a large amount of teaching. Our highly qualified teaching staff focuses on academics. Parents are encouraged to advocate for their children as needed, keep a close eye on grades and progress, and communicate with their students' learning coach frequently. Parents are provided with a school email account and parental access to the learning management site. Finally, parents are encouraged to attend field trips, community outreach events, and network with other 21CCCS families that live within close proximity.

## Field Trips

Field trips are planned several times during the school year. They take place throughout the commonwealth of Pennsylvania, allowing our students to have at least one opportunity to participate in a local trip. Field trips are family events that parents and siblings are encouraged to attend with their student. We host a Welcome Back Picnic at the beginning of each year for students to meet their teachers and fellow students and an End of the Year party to celebrate the students at the conclusion of the school year. Some of our past field trips include visits to Longwood Gardens, The Hedgerow Theater, The Carnegie Museum, The Cathedral of Learning, The Railroad Museum of Pennsylvania, and The Aquaculture Research and Education Library at Cheyney University. We also plan a larger field trip once a year, which has included visits to Washington, D.C., the Gettysburg Battlefields, and Ellis Islands in New York.

## Student Organizations

We have several virtual clubs in which students can participate. The variety of these clubs constantly change based on student interest and demand. Some of the more popular clubs have included the Yearbook Club, Art and Literary Magazine, Digital Photography Club, Forensics Club, and the Poetry Club. We also have affiliations with National Honors Society and National Junior Honors Society. These are student organizations with admission based on scholarship, leadership, service, and character. Being involved in our student organizations is a great way for students to socialize with their peers and continue building relationships with their teachers.

## Graduation

We hold a typical graduation ceremony every year to celebrate the graduating class. Students travel from across the commonwealth to attend with their families and friends. We invite a graduation speaker as well as several student speakers to present during the ceremony. Students wear the traditional mortarboard and can have senior portraits taken this day prior to the ceremony. This is a special day to everyone at 21CCCS and the staff looks forward to the opportunity to celebrate and honor the graduating class.

21st Century Cyber Charter School would love to hear from you! If you have any questions or comments, please contact us or drop by the office. We hope to see you at one of our open houses or community events!

*This is a stock photo that will be purchased in high resolution. It is currently just a low-res screen grab.*



**21st CENTURY**  
CYBER CHARTER SCHOOL

**Take the next step...  
enroll today!**



21st Century Cyber Charter School

805 Springdale Drive

Exton, PA 19341

484.875.5400 or 877.WEB.CYBER

[enroll@21CCCS.org](mailto:enroll@21CCCS.org)

[21CCCS.org](http://21CCCS.org)

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# 21st CENTURY CYBER CHARTER SCHOOL

TAKE THE NEXT STEP...

## Why Choose 21CCCS?

- Learning Coach
- Flexibility
- Customizable Curriculum
- Technology
- Academic Performance
- Individualized Attention
- Opportunities to Socialize
- Graduation Experience



877

## Join us today!

### Steps to Enroll:

- 1) Complete our inquiry form, found on our website: [21CCCS.org](http://21CCCS.org).
- 2) An enrollment specialist will contact you to answer your questions about the school. You will be provided a link to our online application to complete and submit.
- 3) Upon receipt of the completed packet and the necessary documentation, you will receive notification from the registrar of your child's official enrollment in 21CCCS.



**What will you discover?**

*Contact our Enrollment Specialist today!*



**21st CENTURY  
CYBER CHARTER SCHOOL**

484-875-5464

enroll@21cccs.org



## Why Students Choose Us

### Flexibility:

"I wanted something that fit my life and my future."

### Individualized Attention:

"I'm not skimming through my learning anymore. I am actually working and absorbing materials on a more critical level with my teachers."

### Customizable Curriculum:

"I wasn't making the best use of my time in public school; I would spend hours sitting in a classroom, distracted by my peers, and have to go home and teach the material to myself. I wanted to take control of my own classwork and learning."

### Technology:

"Brick and mortar school was so routine. Now I do something different every day."

### Performance:

"I didn't want to coast through my education. At 21CCCS, I don't have to."



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21CCCS.org



## THE STUDENT EXPERIENCE



# Student Spotlights



## What do you like best about 21CCCS?

"I really appreciate how much the teachers work with students; their accessibility and responsiveness is the best thing about the school. I work best with one-on-one time with my teachers and everyone at 21CCCS is always available on a mentor/tutor level, or even just to talk about things that interest me. I've even had casual conversations with my principal. This is the only school where I could do that and not back away in terror. This level of comfort makes learning much more enjoyable for me."

Anna S.,  
21CCCS 11th grader



## Why did you choose to attend 21CCCS?

"Due to financial mismanagement and budget cuts, my home district was cutting a lot of courses. This caused my family to look into cyber schooling. At first we had enrolled in a different cyber school, but it was not working for us. It was disorganized, and I felt overlooked. After a lot of research, we decided to switch to 21CCCS. They offered the classes I wanted to take and allowed for a flexible schedule, all while providing a better education."

Abby V.,  
21CCCS 10th grader

## Why are you successful at 21CCCS?

"I believe the teachers are the most important factor in my success, with my family's motivation coming in a close second. When I experience success in my grades, it just motivates me even more to keep improving. Also, brick and mortar school was so routine. If you get stuck on a concept, you have to stay on it and you get behind in all your classes. At 21CCCS, I can move on or go back to see what I'm missing if a concept eludes me."

Angel S.,  
21CCCS 11th grader



## How is 21CCCS different from your previous school?

"It's more challenging. Compared to my old school, I'm learning a lot more. I can work at my own pace instead of going too slow or too fast. At my old school, teachers weren't as helpful. They didn't have time to explain things."

Max C.,  
21CCCS 7th grader

## What brought you to 21CCCS?

"This school was recommended to me by my guidance counselor. I was really struggling with balancing music and school. I can't practice my piano or sing when my entire family is asleep. Cyber School allows me to do my schoolwork when I can and practice music, too."

Billy T.,  
21CCCS 11th grader



21<sup>st</sup> CENTURY CYBER CHARTER SCHOOL  
PRESENTS ★

The End of the Year Bowling Party!



Another great year!

It is hard to believe that another school year has come and gone. In 21CCCS fashion, let's celebrate in style! Come join us at The Palace: Bowling & Entertainment Center on **Friday June 12th.**

Details

**When:** June 12th, 2015

**Time:** 2:00-5:00 pm

**Cost:** \$5.00 a person (covers food/drink/shoes/bowling)

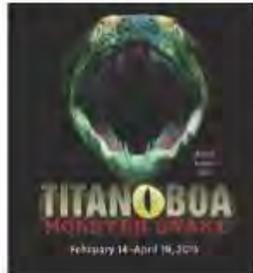
**Address:** 977 E. Lancaster Ave, Downingtown, PA 19335

*Visit the Field Trip web page for RSVP procedures.*

The school nurse will  
also be available  
for health  
screenings!

Q: What is 48 feet long, weighs 2,500 pounds  
and can crush and devour a crocodile?

A:



Join 21CCCS as we explore  
The Academy of Natural Sciences of Drexel University!

Who: YOU!

When: Thursday, February 26<sup>th</sup>

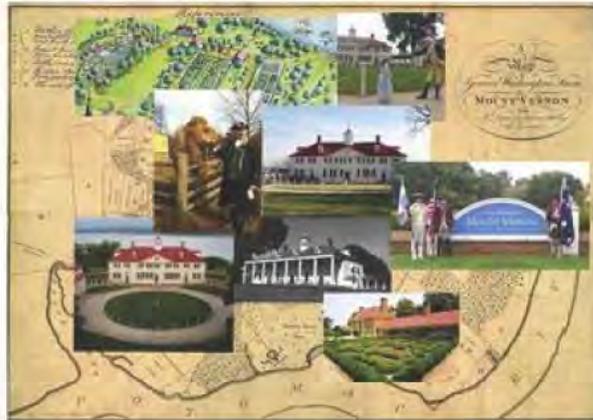
How: Check out the Field Trip page in Moodle  
for important information about reserving your spot!

Don't miss out on your face to face introduction to  
TITANOBOA!

Please visit the [Field Trip page](#) for specific and detailed information about RSVP'ing for this trip. Please remember that we cannot hold your spot until we receive your permission slip and payment. Any questions, contact Ms. Weidenmuller or Mr. Chu.

## It's time for the BIG trip and we're going south!

Join us as we visit the most popular historic estate in America – Mount Vernon!  
We'll tour George Washington's mansion and walk around the estate, gardens and farm as we learn more about America in the 18th century.



Due to the nature of this trip, and the limited space available, there is a 280 person limit on this trip. Don't wait; reserve your spot today! Buses at each location WILL sell out, and once that location is filled, we will no longer accept reservations. Once we hit 280 people, no one else will be able to attend.

**When:** Friday, April 10th

**Where:** Buses will leave from four locations throughout PA

For specific information about the trip and the RSVP process, please visit the [Field Trip page](#) in Moodle.

Please contact me or Mr. Chu with any questions! We look forward to you joining us!



Join us in October as we celebrate Fall!

We are so excited to announce THREE locations for our October field trip. We hope that you're able to join us at one of these orchards as we visit the pumpkin patch, find our way through the corn maze and enjoy spending time with each other!

On Wednesday, October 15th, we'll be visiting [Flinchbaugh's Orchard and Farm Market](#) in Hellam, PA.

On Thursday, October 16th, we'll be at [Simmon's Farm](#) in Canonsburg, PA.

On Friday, October 17th, we'll visit [Shady Brook Farm](#) in Yardley, PA.

For important information regarding more details and RSVP requirements, please visit the [Field Trip page](#) in Moodle.

We hope that you're able to join us at one of these locations!

Don't delay...spots are filling up fast!!



Join 21CCCS for a fun day of soccer, dodgeball, volleyball and an awesome Clip n' Climb rock wall!

**Who:** We want you!!

**What:** Spooky Nook Sports

**Where:** 2913 Spooky Nook Rd., Manheim, PA 17545

**When:** November 14, 2014

**How:** Submit your permission slip, waiver and money to Mr. Chu **NO LATER THAN Friday, October 31st.**

Spots are limited and will fill up quickly! Don't miss out on this awesome opportunity!

Please visit the [Field Trip](#) site for all required paperwork and RSVP procedures.

Contact Miss Weidenmuller or Mr. Chu with any questions.

**See you at Spooky Nook!!**

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Permission Slip and money must be received by Friday, January 9th!

Spots are filling up quickly!

**DO YOU LOVE ICE CREAM?  
Join 21CCCS for the:**



21CCCS will enjoy the Turkey Hill Experience on Friday, January 16th. Please see the [field trip website](#) for specific details.

Contact Miss Weidenmuller with your RSVP and any questions.



# Teaching Success

Ensure your child's future.

Ben Dutcher,  
Lauren Weidenmuller  
& Joe Michener  
21st Century Teachers



Tuition Free | Grades 6 - 12 | [21cccs.org](http://21cccs.org)



# Learning Coach

Ensure your child's future.

**Lauren Weidenmuller**  
21st Century Teacher



**Tuition Free** | **Grades 6 - 12** | **21cccs.org**



# Make a Difference

Ensure your child's future.

**Jared & Lissette Brito**  
Actor, 21st Century Student & Mom



**Tuition Free** | **Grades 6 - 12** | **21cccs.org**

## INSIDE

THE EDUCATION YOU NEED  
RIGHT WHERE YOU ARE.

### OUR MISSION

The 21st Century Cyber Charter School mission is to provide students, for whom an asynchronous environment is an appropriate educational setting, with an individualized learning program utilizing the latest information and communications technology. The basis for all learning plans is to maximize student achievement of the Pennsylvania Academic Standards while developing higher order thinking and complex problem-solving skills. 21st Century Cyber Charter School will assure that students master essential content and skills while preparing them for their future goals.



"...The teachers here at 21CCCS have been more than awesome. They go above and beyond the expectations of any teacher I have known. They are ALL willing to help, and so far I have not met a bad teacher here at 21st. The teachers at 21st are more than exceptional, I feel they are the best of the best. I am glad to be a part of this wonderful educational system."

- A 21CCCS Parent



#### A 21CCCS Advantage: The Learning Coach

Each student is assigned to a learning coach, who will guide and mentor students as they progress through each class. Communication occurs regularly between students, parents, and learning coaches, to ensure academic success.

### OUR HISTORY

In 1999 the Intermediate Units of Bucks, Chester, Delaware, and Montgomery counties saw the need for a cyber school to serve their students, but they wanted to ensure that the school offered a high quality education. These IUs and their 64 member school districts formed our school in 2001. The four IU executive directors, along with two school district superintendents from each county and several parents, serve as our charter school board. Our board has a tremendous amount of experience in education, and its members take an active role in guiding our school.

Since our start, we have implemented a steady growth model, making sure to have the resources and staff available to meet the needs of each student. Today, we have over 800 children enrolled as full-time students. We continue to grow, offering open enrollment periods to students in grades six through twelve throughout the school year.



#### Enrollment

Our team strives to make enrolling at 21CCCS as easy as possible. We've streamlined our process to include two actionable phases for you, both of which reduce themselves to simply completing a few forms. For more information, visit the Enrollment page of our website, or contact our enrollment team with any questions you may have.

OUTSIDE



## A DAY IN THE LIFE OF A 21CCCS STUDENT



21CCCS prides itself on offering individualized instruction to every student and flexibility that allows students to find a schedule that works for them. For this reason, the day-to-day activities and assignments completed are unique for each member of our learning community. Guidance Counselors, Learning Coaches, students, and parents work together to find a schedule and learning plan that works for each student. It takes the support of each member of the learning community to help students become successful. Therefore, everyone plays a different, vital role in that success.



### What's the school year look like at a cyber charter school like 21CCCS?

We follow a traditional school year calendar, however, there are no snow days in cyber school; there are no buses to catch early in the morning either! Unlike traditional schools, we do not have scheduling conflicts. The flexibility available in our setting allows students to work at their own pace. Students are encouraged to communicate their unique needs and situations, which then enables our teachers to individualize instruction for each student. While student schedules are flexible, teachers help their students with organization to maintain consistent progress.



126 Wallace Avenue  
Downingtown, PA 19335

877-Web-Cyber  
484-875-5400

21cccs.org  
@21CyberSchool  
enroll@21cccs.org

## PA'S HIGHEST PERFORMING CYBER CHARTER SCHOOL



21<sup>st</sup> Century Cyber Charter School provides a unique blend of a rigorous, personalized curriculum, highly qualified instructional staff, and a supportive educational community. Through a combination of PSSA scores, Keystone Exam scores, PSAT participation, and SAT scores, 21CCCS has a history of outperforming other cyber schools in Pennsylvania. 21CCCS holds the highest score of any cyber charter on the College Ready Benchmark, which includes the SAT and ACT scores of 12th grade students, and is ranked in the top 10% of high schools in the Pennsylvania for best SAT scores.



### Why 21<sup>st</sup> Century Cyber Charter School?

21CCCS is the highest performing cyber charter school in Pennsylvania. We are the only cyber charter school to have made Adequate Yearly Progress (AYP) as many times as we have. 21CCCS also has the highest School Performance Profile (SPP) score of any cyber charter school in Pennsylvania. 21CCCS is governed by a Board of Directors composed of Intermediate Unit Directors, Public School Superintendents, and parents rather than a for-profit curriculum or educational management company.

# ENROLLMENT

One of our goals at 21CCCS is to make your decision to enroll one the easiest decisions you can make for yourself or your child. We hope this experience is as much beneficial as it is eye-opening, from our swift Enrollment Process, where you'll start your first dialogue with our enrollment team and staff, to our Open Houses, where we can speak fully and specifically to how 21CCCS might serve your individual needs, to Orientation, where, after you or you child has been accepted at 21CCCS, we'll walk you through every area of your new virtual classroom.

## 21CCCS Myth #1: A Slim Acceptance Rate

We are a school of choice. You do not need permission from an outside source to attend. As long as your child qualifies to attend public school within your school district, he/she will qualify to attend 21CCCS.

# ENROLLMENT PROCESS

Getting started is a few clicks away and the enrollment team is happy to help you through the process! We have only a few simple steps to complete enrollment:

- 1) Please complete the inquiry form found at [21cccs.org/inquiry-form.html](http://21cccs.org/inquiry-form.html) to provide us with your contact information. A member of the enrollment team will contact you to introduce you to 21CCCS and answer your questions.
- 2) Following communication from a member of our enrollment team, a registration link will be emailed to you.
- 3) An enrollment packet will be emailed to you after completion of the registration link. You must return the completed enrollment packet, an up-to-date immunization record, proof of age, proof of residency, and academic records to the registrar.
- 4) Upon receipt of your complete packet, you will receive notification from our registrar of your child's official enrollment in 21CCCS.

## ENROLLMENT TEAM

Toll Free: 877-Web-Cyber

p: 484-875-5400

f: 484-875-5404

e: [enroll@21cccs.org](mailto:enroll@21cccs.org)



[www.21cccs.org](http://www.21cccs.org)

## OPEN HOUSES

Attending one of our Open Houses is a great way to meet us and learn more about our school. We schedule both in-person Open Houses, so you can see our office locations and meet our staff, as well as virtual tours, for those interested in a solely digital experience. Both are great ways to learn about our programming and how cyber school can really benefit you or your child. Be sure to check out the dates and times for our upcoming events on our website at

[21cccs.org/enrollment/open-houses](http://21cccs.org/enrollment/open-houses)

# ORIENTATION

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Starting school in a new place can be an anxiety producing experience. We understand! Aside from building a new routine and schedule, there is the matter of getting used to your computer and the programs required for your learning plan.

Getting started at 21CCCS is not something any student is expected to do alone. We offer a comprehensive orientation for each incoming student before classes begin. The orientation teaches students to walk through different menu options to see, hear, and learn how each learning tool works. An introductory screen might look something like the picture below. Each orientation task is broken into simple parts, making it easy to track your learning.

Every year that students return to 21CCCS, we provide a refresher orientation. This helps to remind students to utilize certain functions within our software, while building on more advanced skills and tools. Students receive answers to their questions in our live Virtual Offices, ensuring they are ready to tackle what's to come for the school year.

The software we use to communicate virtually with students is called Blackboard Collaborate; our software is incredibly interactive and user friendly, which students and parents find advantageous to the online-learning environment. The software enables teachers to communicate effectively and students to participate naturally in the class. Among other things, the program grants audio access (which is assigned by the teacher of the course), chatting privileges, writing permissions in the center of the screen, and more. Students are introduced to this software during orientation. Before long, they will know it very well.

## ENROLLMENT TEAM

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f: 484-875-5404

e: [enroll@21cccs.org](mailto:enroll@21cccs.org)



[www.21cccs.org](http://www.21cccs.org)

# ACADEMICS

The academic approach at 21CCCS can best be described as focused yet flexible. Between our unique staff-developed curriculum, extensive teacher availability, and cutting edge educational technology, our goal is to provide our students with the resources to earn a high quality education. They are able to do this while maintaining the flexibility to pursue outside interests or overcome obstacles in their way. As the best cyber charter school in Pennsylvania, based on academic performance, we take pride in our ability to provide a first rate, individualized academic experience.

## 21CCCS Myth #2: Carefree Academics

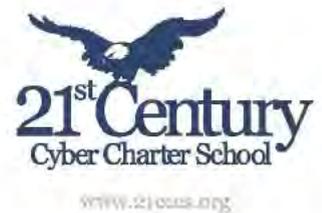
Working on assignments through a computer does not mean less academic rigor. In fact, many of our students have found their online coursework to be more demanding and challenging than traditional courses offered through a brick and mortar school.

# THE LEARNING COACH

The first person from 21CCCS that a student will contact is his/her learning coach. The learning coach is a teacher in our school, although not necessarily one who will teach a content area to your child. The learning coach acts as a mentor, tracking all of your student's classes and communicating on at least a bi-weekly basis helps to ensure that the student receives guidance and instruction where needed. The relationship between the learning coach and the student is very important and truly affects a student's success here at 21CCCS.

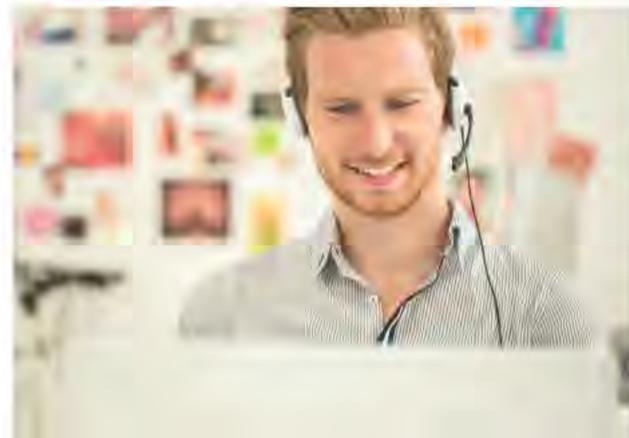
## 21CCCS MAIN OFFICE

Toll Free: 877-Web-Cyber  
 p: 484-875-5400  
 f: 484-875-5404  
 e: [enroll@21cccs.org](mailto:enroll@21cccs.org)



## NEED MORE INFO?

Additional information about The Learning Coach, as well as our other academic offerings, can be found at [21cccs.org/academics](http://21cccs.org/academics)



# THE EXCEPTIONAL LEARNERS PROGRAM

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The Exceptional Learner's Department works closely with families to ensure appropriate educational programs and services for each child. In order to stay connected, the department provides monthly Parent Training Sessions on a variety of topics. Sessions are hosted live at different community outreach locations and virtually for those who cannot attend. Recordings of the sessions are posted on the Exceptional Learner's Parent Resource Website and sent via email to families. Please find below a list of topics our sessions cover below, as well as some of the programs we're currently using with our students.

## TOPICS

- Progress Monitoring
- Transition Planning
- PSSA & Keystone Accommodations
- IEP Process
- Reading Comprehension
- Assistive Technology
- Differentiated Instruction
- Study Skills
- Time Management
- Parental Involvement in the IEP Process
- Procedural Safeguards
- Gifted Programming
- 504
- Extended School Year
- Autism and Transition
- ADD/ADHD

## PROGRAMS

- Text to Speech
- Graphic Organizer or Flowchart Software (Inspiration)
- On-screen math, computer calculations
- Word Processing with Spell Checker
- Electronic Dictionaries
- Audio books (or books as PDF)
- Paper-based computer pen (Livescribe Smartpen)
- Noise-canceling headphones
- Calculator
- Amplification equipment
- Dragon Diction

# WHAT DOES 21CCCS HAVE TO OFFER?

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We take academics seriously at 21<sup>st</sup> Century Cyber Charter School. That's why we work diligently to effectively cultivate our curriculum and technological system to support online learning. You can learn more about the in's and out's of our methodologies at [21cccs.org/academics](http://21cccs.org/academics), where information regarding the technology we give our students, our partnership services and PDE Approved Courses, our National Honors Society chapter, Standardized Testing, and Summer School opportunities is readily made available.

## STUDENT EXPERIENCE

Each 21CCCS student experience is unique. The flexible, asynchronous environment we provide allows students to build an educational experience tailored to their specific needs. Each student is assigned a teacher to serve as a learning coach, who acts as a mentor for the student, tracking academic performance and communicating regularly to ensure that the student receives guidance and instruction where needed. The unique relationship developed between the learning coach and the student has a truly positive affect on the student's success here at 21CCCS.

### 21CCCS Myth #3: An Antisocial Experience

21CCCS provides opportunities throughout the school year to gather and socialize through on-site tutoring, field trips, community nights, and more! Event reminders are sent through email communications on a regular basis.

## COMMUNITY BUILDING

At 21CCCS we recognize that learning, growth and development go hand-in-hand with building community. 21CCCS staff and faculty members enjoy participating in several events throughout the school year, held in different areas across the commonwealth so as to reach our regionally diverse student population.

Students, friends, and family are all welcome to join our scheduled events, whether they are 'community outreach nights' or 'field trips.' Events are typically scheduled during the week and provide a wonderful opportunity for students to get to know their teachers and peers in person. Students and parents can learn of our scheduled events through email communications and regularly sent announcement fliers.

### 21CCCS MAIN OFFICE

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p: 484-875-5400

f: 484-875-5404

e: [enroll@21cccs.org](mailto:enroll@21cccs.org)



[www.21cccs.org](http://www.21cccs.org)

### NEED MORE INFO?

We encourage students to get out and have fun with their fellow 21CCCS peers. We love to see their smiling faces! To learn more about field trips and community outreach, visit [21cccs.org/student-experience](http://21cccs.org/student-experience)

## TEACHER INTERACTION

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Our instructional staff consists of full-time Pennsylvania certified teachers who work from our office in Downingtown, PA. Our teachers are dedicated to their students and have helped them become successful with curriculum based on Pennsylvania standards. As evidence of our success, 21CCCS is the only statewide cyber charter school to achieve Adequate Yearly Progress (AYP) for seven out of eight years. The school also has the highest score of any cyber charter school in Pennsylvania on the School Performance Profile (SPP). 21CCCS also had the highest SAT scores of any charter school in Pennsylvania with an average score in the top 10% of all Pennsylvania public school

Each teacher works as a learning coach while teaching his/her content areas. This grants them the opportunity to get to know students on a personal level. Teachers work to identify the learning strategies that will best serve the student and ensure success. Teacher schedules vary from day to day. They provide both synchronous and asynchronous instruction using our web-based learning software. They communicate with students by telephone, email, and exchanges within our virtual office.

## CLUBS

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We offer a variety of clubs and organizations that students may join to allow them to socialize and grow with students who share their interests. These clubs are run by our teachers, which allows them to get to know their students on a closer level. Clubs offer an opportunity for students to pursue special projects, express their creativity, and try new things. Scroll through our pages to view a list of the clubs we currently offer. We are also developing new clubs each year, to meet growing demands. If something interests you and you would like to see it offered here at 21CCCS, just say the word! We enjoy creating new opportunities for our students each year.

### NEED MORE INFO?

Student and teachers alike strive for an engaging and meaningful experience at 21CCCS. If you'd like to learn more information about other student opportunities, visit [21cccs.org/student-experience](https://21cccs.org/student-experience)



## ABOUT 21CCCS

Established in 2001, 21<sup>st</sup> Century Cyber Charter School serves Pennsylvania students in grades 6 through 12. 21CCCS features the best academic track record of any cyber charter school in the state, including average 2014 SAT scores in the top 10% of all Pennsylvania public schools. 21CCCS provides students with a flexible, individualized learning environment catered to meet their specific needs. 21CCCS' asynchronous learning environment provides students with 24/7 course access, and a 56-hour per week window where they can work 1 on 1 with PA certified, highly qualified teachers.

### 21CCCS Myth #4: Cyber Schools Aren't Academically Successful

21CCCS achieved AYP (Adequate Yearly Progress) 7 out of 8 years. About 33% of our students score on the advanced level in both Math and English standardized tests and 21CCCS's SAT scores have been in the top 10% of all PA public schools.

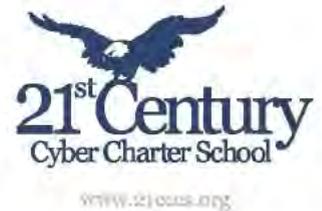
### 21CCCS MAIN OFFICE

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f: 484-875-5404

e: [enroll@21cccs.org](mailto:enroll@21cccs.org)



## BOARD OF TRUSTEES

The individuals below serve to support and guide our school as board members.

- ✦ Ms. Gemma Baldon, Parent Representative
- ✦ Dr. Stephen Butz, Southeast Delco School District
- ✦ Open Montgomery County Superintendent
- ✦ Mr. Shawn Filby, Parent Representative
- ✦ Dr. Barry Galasso, Buck County IU
- ✦ Dr. John George, Montgomery County IU
- ✦ Open Chester County Superintendent
- ✦ Dr. Thomas Newcome, Octorara Area School District
- ✦ Dr. Joseph O'Brien, Chester County IU
- ✦ Dr. Bridget O'Connell, Palisades School District
- ✦ Dr. Lawrence O'Shea, Delaware County IU
- ✦ Ms. Heather Saboori, Parent Representative
- ✦ Dr. Timothy Wade, The School District of Jenkintown
- ✦ Mr. James Wigo, Rose Tree Media School District

### NEED MORE INFO?

Additional information about our policies, legal notices, financial information, agendas, and Board documents can be found at [21cccs.org/about/board-of-trustees](http://21cccs.org/about/board-of-trustees)



# FREQUENTLY ASKED QUESTIONS

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## **What distinguishes 21CCCS from other cyber charter schools?**

21CCCS is the highest performing cyber charter school in Pennsylvania. We are the only cyber charter school to have made Adequate Yearly Progress (AYP) as many times as we have. 21CCCS also has the highest School Performance Profile (SPP) score of any cyber charter school in Pennsylvania. Visit <http://paschoolperformance.org/> to compare our test scores and graduation rates with other schools in the commonwealth. 21CCCS is governed by a Board of Directors composed of Intermediate Unit Directors, Public School Superintendents, and parents rather than a for-profit curriculum or educational management company.

## **How do students and teachers interact?**

Students and teachers interact on a daily basis during the school week through phone, email and the Virtual Office (VO). Each course has one live class a week where students can interact with their teachers and their peers; this is also the case in the Virtual Offices that are open Monday through Thursday from 8am to 8pm and Friday from 8am to 4pm. Students can speak with their teachers in the VOs regarding their assignments and the feedback provided by their teacher.

## **Does 21CCCS provide a computer and other school materials?**

The school provides an Apple laptop computer, Wacom Bamboo Tablet, calculator and textbooks. Certain classes may have additional equipment requirements. In these instances, the additional equipment is provided by the school.

## **What kind of social activities do you offer?**

At 21CCCS we recognize that learning, growth and development go hand-in-hand with building community. Students have a variety of online clubs they can participate in, and interact with fellow students via our Virtual Office and Live Classes. 21CCCS staff and faculty members enjoy participating in several events throughout the school year, held in different areas across the commonwealth so as to reach our regionally diverse student population.

## **WANT MORE FAQs?**

We understand and encourage the practice of asking questions! A more extensive FAQ section can be found at [21cccs.org/faqs](http://21cccs.org/faqs). If you have further questions, feel free to contact our main office at [enroll@21cccs.org](mailto:enroll@21cccs.org)

## PARENTS

How does cyber school work? What is a typical day like? Why choose 21CCCS? As a prospective cyber school parent, we understand you may have many questions you need answered. We understand how difficult it can be when determining the right school for your student. There are a lot of factors at play for any given individual. Our job is to make sure you have all the information you need to make an informed decision. Have a specific question about how your child can excel in our school? Ready to get started? Contact us today!

### **21CCCS Myth #5: The Parents Are the Teachers**

Parents don't need to help with schoolwork... unless they want to! We have teachers available 56 hours per week and even assign a personal learning coach to each student to help provide structure and motivation.

### **21CCCS MAIN OFFICE**

Toll Free: 877-Web-Cyber

p: 484-875-5400

f: 484-875-5404

e: [enroll@21cccs.org](mailto:enroll@21cccs.org)



[www.21cccs.org](http://www.21cccs.org)

## A DAY IN THE LIFE OF A 21CCCS PARENT

What will your role be? Parents of 21CCCS are expected to be involved in student academic progress, but are not teachers of the curriculum. This is an important difference from many cyber school models, which often require parents to do a large amount of teaching.

Our highly qualified teaching staff focuses on academics. Parents are encouraged to advocate for their children as needed, keep a close eye on grades and progress and communicate with their child's learning coach frequently. The learning coach acts as both a mentor for your child and your first line of communication with the school. Parents are provided with a school email account and parental access to the learning management site. Parents may also attend field trips and community outreach events and network with other 21CCCS families that live within close proximity.

## WHAT PARENTS SAY

“I transferred my child from another cyber school to 21CCCS. It was the best decision I ever made. The teachers reach out and encourage already motivated students to do their best. They offer a challenging curriculum and lots of support. They have well qualified teachers. The school is very organized and the test results speak for themselves. All cyber schools are not the same. This school is a perfect fit for our family!”

– Parent of 7th and 10th grade students

“This is an amazing school with amazing teachers. I would recommend this school to anyone.”

– Parent of 9th grade student

“Our children completed two years of public school (1st and 2nd grade) when we realized it was not going to meet our expectations. In those two years my husband and I had at least twenty in-person meetings with staff at various levels trying to get a GIEP implemented for our oldest daughter. We heard very good things about 21CCCS from friends who enrolled their high school age students. What we like about the program is that it is results-oriented. The goal is mastery, not spending X amount of time in a seat. We believe with the focus on results and quality work, our children will be groomed for a successful career in the future. My husband often comments that our daughter’s 7th grade projects are similar to ones he does at work: here is a bunch of data, now develop a presentation on what that means and why it is important. My daughter looks forward to her online classes because she doesn’t know what the teachers will be doing next. Sometimes they will have a silly hat on, sometimes they have a new activity, sometimes they have a funny comic to share.”

– Parent of 6th grade student

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[www.21cccs.org](http://www.21cccs.org)

### STILL UNSURE?

Additional information about our parents’ experiences and students’ opportunities can be found at

[21cccs.org/parents](http://21cccs.org/parents)



## Examples



**21st CENTURY**  
CYBER CHARTER SCHOOL

**Looking for a new school?**

21CCCS, the highest performing cyber school in Pennsylvania, offers:

- Tuition-Free Learning
- Individualized Education
- Flexible Scheduling
- Free, Cutting-Edge Technology
- Internet Reimbursement
- Social Opportunities
- Support From a Personal Learning Coach



**Enroll today at [21cccs.org](http://21cccs.org)**  
Turn over for more information



**21st CENTURY**  
CYBER CHARTER SCHOOL

*Please join us!*

**Ribbon Cutting Ceremony  
& Open House**

**Thursday, February 12, 2015**  
**Event Time - 1:00 PM - 8:00 PM**

- 2:00 PM - Ribbon Cutting
- 2:30 PM to 7:00 PM - Building Tours
- 7:00 PM - Video Presentations
- Raffles
- 7:00 PM - Screening of *The Ticket*
- School choice documentary featuring 21CCCS
- 7:45 PM - Q&A with 21CCCS Teachers, Staff and Students

Refreshments will be provided.



126 Wallace Avenue, Downingtown PA 19335 (Next to the new home of the Downingtown Library!)  
484-875-5400 | [www.21cccs.org](http://www.21cccs.org)

Come help us celebrate our new home! We invite you to come meet our teachers and staff and learn more about public cyber school education!



*Ribbon Cutting Ceremony...*  
**YOU'RE INVITED**  
Thursday, February 12, 2015  
Event Time - 1:00 PM - 8:00 PM

  
126 Wallace Avenue, Downingtown PA 19335  
(Next to the new home of the Downingtown Library!)  
484-875-5400 | [www.21cccs.org](http://www.21cccs.org)

\*\*\*\*\*ECRWSS\*\*\*\*  
Local Postal Customer  
FIRST STG  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM RETAIL

## Summer Social Events!

**The Lenape Village at  
Churchville Nature Center**  
Saturday, June 27th



Come learn all about the Lenape Indians!

Participate in numerous hands on activities like fire starting, rope making, clay shaping and more.

- Lunch: 11:30-12:00
- Program: 12:00- 3:00
- The program is free but space is limited.
- Children and friends are welcome!

Location: 501 Churchville Ln, Churchville, PA 18966

Please RSVP to Mr. Kinsch [MKinsch@21cccs.org](mailto:MKinsch@21cccs.org) by  
June 15th

**Reading Phillies**

Saturday, July 18<sup>th</sup>



Come join us for a fun family night at the ball park!

- Arrive at 5:30
- Game starts at 6:35
- The cost is free but space is limited!
- Everyone is welcome.

Location: 1900 Centre Ave, Reading, PA 19612

Please RSVP to Mr. Kinsch [MKinsch@21cccs.org](mailto:MKinsch@21cccs.org)  
By July 1st

# Is Your School...

asynchronous  
technology-based

individualized

unique

flexible

supportive

inspirational

fun

creative

customizable

social

online



NCAA approved

high quality

attentive

innovative

college preparatory

Take control of your education!

[21cccs.org](http://21cccs.org)



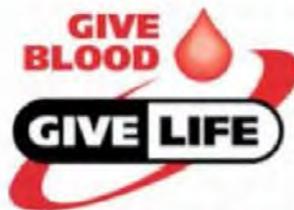


**COMING SOON**

**21CCCS  
Talent  
Show**

iPod  
Nano  
Drawing!

Thursday, March 5th at 7:00 p.m.  
Downingtown West High School



**21CCCS BLOOD DRIVE**

126 Wallace Avenue Downingtown, PA 19335  
Friday, February 27, 2015  
12pm-4pm

**OPEN TO THE PUBLIC!**

**\*You must be 17 years of age or older to participate\***

**Please contact the School Nurse with questions and to REGISTER!**

Megan Tarr, RN, BSN  
School Nurse  
484-875-5457  
mtarr@21cccs.org

# **Bullying Policy Appendix**



## Purpose

The Board of Trustees is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board recognizes that a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying, like other disruptive or violent behaviors that interfere with a student's ability to learn or the school's ability to educate its students in a safe, positive, productive, and nurturing environment, is prohibited at the 21st Century Cyber Charter School. Since students learn by example, school administrators, faculty, staff, students, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying.

"Bullying" is defined as intentional verbal (oral or written), electronically transmitted, or physical act, or a series of acts that could be considered aggressive, threatening, degrading, harassing, or abusive. This includes but is not limited to discrimination, physical harm, psychological distress, harassment, intimidation, or hazing:

1. that is directed at another student or students
2. which occurs in a "school setting" or occurs outside of school and the outside of school conduct interferes with the educational process or program, as allowed by law
3. that is severe, persistent or pervasive
4. that has the effect of doing any of the following:
  - a. substantially interferes with a student's education
  - b. creates a threatening environment
5. that substantially disrupting the orderly operation of the school
6. which interferes with the rights of students to be secure

A "school setting" includes in the school building, on school grounds, on school property, at any school testing sites, fieldtrip sites or other sites used for any school sponsored, supervised or sanctioned activities. A school setting also includes any software, servers, programs, accounts, or Internet resources provided by 21CCCS or accessed using school issued hardware. Additionally, any student whose out of school conduct materially and substantially interferes with another students educational process is also subject to this policy.

Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to Administration.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying will face disciplinary actions up to expulsion according to the student code of conduct and could have their privileges revoked including restrictions of school issued accounts and hardware in the case of a student, or disciplinary actions up to termination in the case of an employee.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the school's approved code of student conduct. Remedial measures will be designed to do the following: stop the behavior, correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Depending upon the incident, expulsion may be recommended to the Board.

The Board requires the Director/CEO to be responsible for receiving complaints alleging violations of this Policy. All school employees are required to report alleged violations of this policy to the Director/CEO. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

The Board requires the Director/CEO to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Director/CEO shall conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three (3) school days after a report or complaint is made known to the Director/CEO.

The Board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by Administration after consideration of the nature, severity, and circumstances of the act.

The Board prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying would face disciplinary actions up to expulsion according to the student code of conduct. Consequences and appropriate remedial action for a school employee found to have falsely accused another of bullying shall be disciplined in accordance with school policies, procedures, and agreements.

The Board requires school officials to annually disseminate the policy to all school staff, students, and parents/guardian, along with a statement explaining that it applies to all applicable acts of bullying and to develop procedures for investigating and addressing any alleged violations of this policy.

The Board further requires school officials to ensure that this policy and procedures for reporting bullying incidents are reviewed with the students within ninety (90) days after the policy is adopted and at least once each school year thereafter.

The Board directs Administration to develop procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying.

The Board directs that this policy be included in the Student Handbook/Code of Conduct and be made available on the school's website.

21CCCS will comply with applicable federal and state laws relating to bullying including, but not limited to, those requirements delineated in the Charter School Law, Chapter 12 of Title 22 of the Pennsylvania Code and the applicable House Bill 1067 Public School Code amendments relating to bullying.

21CCCS will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

21CCCS will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations.

**TO REPORT AN ACT OF BULLYING, CONTACT ADMINISTRATION, 21<sup>ST</sup> CENTURY CYBER CHARTER SCHOOL AT: (484) 875-5400, 805 Springdale Drive, Exton, PA 19341.**

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**

*References:*

# **Attendance and Truancy Appendix**



POLICY #: 211  
SECTION: Pupils  
TITLE: Student Attendance Policy  
ADOPTED: January 24, 2006  
REVISED: January 14, 2014

### Purpose

The Board of Trustees ("Board") requires that students enrolled at 21st Century Cyber Charter School ("21CCCS") attend school in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania.

Parents or guardians are required to ensure that their children meet school attendance requirements as evidenced by:

- Submission of weekly attendance logs;
- Exam and assignment completion;
- Access email and submit work in a majority of classes.

The education program offered by 21CCCS is based upon the progress of the student and requires continuity of instruction and virtual class participation.

### Delegation of Responsibility

The Chief Executive Officer ("CEO") shall have the responsibility to develop procedures following the guidelines developed by the Board to assure that students attend school regularly and that said procedures comply with all Federal, State, and local laws.

### Guidelines

A component of the procedures shall be an early intervention process to assure that assistance is given to students who are experiencing problems with attendance.

Attendance procedures will be delineated in the Student Handbooks and distributed to every student.

Said attendance guidelines are subject to periodic review by the entire Board of Trustees.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL SUPERSEDES THIS POLICY.**

*References:*



POLICY #: 249  
SECTION: Pupils  
TITLE: Withdraw From School  
ADOPTED: May 12, 2015  
REVISED:

## **1. Purpose**

It is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the Charter School.

## **2. Authority**

The Charter School directs that whenever a student wishes to withdraw, effort will be made to determine the underlying reason for such action and the resources of the school should be used to assist the student in reaching his/her career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent and other justification, and only upon demonstration to the satisfaction of the administration that the student meets a statutory exception to compulsory attendance criteria. All efforts possible will be extended in an attempt to retain students in school and assist them in earning a diploma.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

21st Century Cyber Charter School  
OFFICIAL NOTICE OF ABSENCE  
Mailed Certified and Return Service Requested

You are hereby notified that the student named below has been absent from school without lawful excuse on dates:

These unexcused absences constitute a violation of the compulsory attendance provisions of the Public School Code that also requires that you be notified of this fact. Such unexcused absence also constitutes a summary offense under the Public School Code for which penalties may be imposed against you. If the student continues to be illegally absent, you will be charged before a district justice without further notice from the school. The compulsory attendance law also provides for the possibility of penalties against your child in the event that you are not convicted of the summary offense.

Penalties for violation of compulsory attendance requirements are set forth in Section 1333 of the Public School Code of 1949 and are as follows:

A. (1) Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which the offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resource; and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provisions of this act, the district superintendent, attendance officer, or secretary of the board of school directors, shall give the offending person three (3) days' written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provisions of this section without further notice.

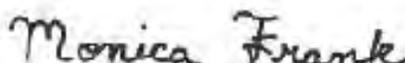
(2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to insure attendance of the child at school, he or she shall not be convicted of the summary offense.

D. (1) If the parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to insure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense and, except as provided in clause (4), shall, upon conviction, be sentenced to pay a fine not exceeding three hundred dollars (\$300) for each offense for the benefit of the school district in which such offending child resides or shall be assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520 (relating to adjudication alternative program).

24 P.S. § 13-1333



Eileen Vice  
Principal



Monica Frank  
Principal

178 Walnut Ave., Downingtown, PA 19335

484-875-5400



Parent/Guardian of

Re: Truancy Level 1

Dear

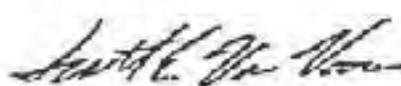
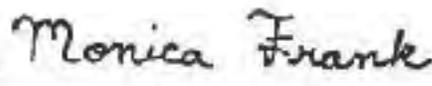
Your child is being charged with Level 1 truancy because prior to

your child had not submitted work for three or more days in the following classes:

Truancy is a serious matter, and is detailed in the Student Handbook that both you and your child read and agreed to at the start of the school year. Additional levels of truancy may lead to fines or removal from the school's roll due to lack of attendance per 22 PA Code 11.24.

Your child may have submitted some work since the above date. If so, that's good! If not, it is essential that your child begins working in these classes immediately and continues completing schoolwork in these and the other classes on a regular basis. Please feel free to contact your child's teachers or us with any questions, or if we can help in any way. Our goal is to help your child obtain the best possible education, and we stand ready to assist in that endeavor.

Respectfully yours,

Scott Van Vooren  
Principal

Monica Frank  
Principal

c.c. Learning Coach

125 Wallace Ave., Downingtown, PA 19335  
484-875-5400



Parent/Guardian of

Re: Truancy Level 1

Dear

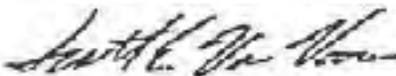
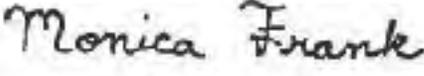
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Respectfully yours,

Scott Van Vooren  
Principal

Monica Frank  
Principal

c.c. Learning Coach

125 Wallace Ave., Downingtown, PA 19335  
484-875-5400

21st Century Cyber Charter School  
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Mailed Certified and Return Service Requested

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(2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to insure attendance of the child at school, he or she shall not be convicted of the summary offense.

B. (1) If the parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to insure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense and except as provided in clause (4), shall, upon conviction, be sentenced to pay a fine not exceeding three hundred dollars (\$300) for each offense for the benefit of the school district in which such offending child resides or shall be assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520 (relating to adjudication alternative program).

24 P.S. § 13-1333

Eileen Vice  
Principal

Monica Frank  
Principal

126 Wallace Ave., Downingtown, PA 19335

484-875-5400



Parent/Guardian of

Re: Truancy Level 2

Dear

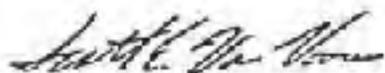
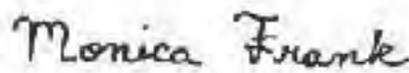
Your child is being charged with Level 2 truancy because prior to

your child had not submitted work for three or more days in the following classes:

Please note this is the second truancy we have sent regarding your child. This level of truancy is a serious matter, and is detailed in the Student Handbook that both you and your child read and agreed to at the start of the school year. Additional levels of truancy may lead to fines or removal from the school's roll due to lack of attendance per 22 PA Code 11.24.

Your child may have submitted some work since the above date. If so, that's good! If not, it is essential that your child begins working in these classes immediately and continues completing schoolwork in these and the other classes on a regular basis. Please feel free to contact your child's teachers or us with any questions, or if we can help in any way. Our goal is to help your child obtain the best possible education, and we stand ready to assist in that endeavor.

Respectfully yours,

Scott Van Vooren  
Principal

Monica Frank  
Principal

c.c. Learning Coach -

128 Wallace Ave., Downingtown, PA 19335  
484-875-5400



Parent/Guardian of

Re: Truancy Level 2

Dear

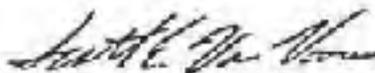
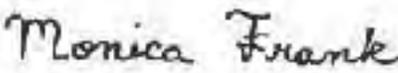
Your child is being charged with Level 2 truancy because prior to

your child had not submitted work for three or more days in the following classes:

Please note this is the second truancy we have sent regarding your child. This level of truancy is a serious matter, and is detailed in the Student Handbook that both you and your child read and agreed to at the start of the school year. Additional levels of truancy may lead to fines or removal from the school's roll due to lack of attendance per 22 PA Code 11.24.

Your child may have submitted some work since the above date. If so, that's good! If not, it is essential that your child begins working in these classes immediately and continues completing schoolwork in these and the other classes on a regular basis. Please feel free to contact your child's teachers or us with any questions, or if we can help in any way. Our goal is to help your child obtain the best possible education, and we stand ready to assist in that endeavor.

Respectfully yours,

Scott Van Vooren  
Principal

Monica Frank  
Principal

c.c. Learning Coach -

128 Wallace Ave., Downingtown, PA 19335  
484-875-5400

21st Century Cyber Charter School  
OFFICIAL NOTICE OF ABSENCE  
Mailed Certified and Return Service Requested

You are hereby notified that the student named below has been absent from school without lawful excuse on dates:

These unexcused absences constitute a violation of the compulsory attendance provisions of the Public School Code that also requires that you be notified of this fact. Such unexcused absence also constitutes a summary offense under the Public School Code for which penalties may be imposed against you. If the student continues to be illegally absent, you will be charged before a district justice without further notice from the school. The compulsory attendance law also provides for the possibility of penalties against your child in the event that you are not convicted of the summary offense.

Penalties for violation of compulsory attendance requirements are set forth in Section 1333 of the Public School Code of 1949 and are as follows:

A. (1) Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age who shall fail to comply with the provisions of this act regarding compulsory attendance shall on summary conviction thereof be sentenced to pay a fine, for the benefit of the school district in which the offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provisions of this act, the district superintendent, attendance officer, or secretary of the board of school directors, shall give the offending person three (3) days' written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provisions of this section without further notice.

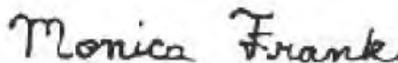
(2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to insure attendance of the child at school, he or she shall not be convicted of the summary offense.

B. (1) If the parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to insure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense and except as provided in clause (4), shall, upon conviction, be sentenced to pay a fine not exceeding three hundred dollars (\$300) for each offense for the benefit of the school district in which such offending child resides or shall be assigned to an adjudication alternative program pursuant to 12 Pa.C.S. § 520 (relating to adjudication alternative program).

24 P.S. § 13-1333



Eileen Vice  
Principal



Monica Frank  
Principal

126 Wallace Ave., Downingtown, PA 19335

484-875-5403



Parent/Guardian of

Re: Truancy Level 5

Dear

Your child is being charged with Level 5 truancy because prior to:

your child had not submitted work for three or more days in the following classes:

Please note this is the fifth truancy we have sent regarding your child. As detailed in the Student and Parent Handbook, that both you and your child read and agreed to at the start of the school year, Level 5 Truancy requires a conference at **our office** with the Truancy Team. Please contact us within 10 days of receipt of this letter so that we may schedule the conference. Note that failure to schedule a conference within 10 days assumes your withdrawal of your child from our school.

You should login and review your child's progress before the conference. Login with the information below:

URL: <http://school.21ccps.org>

Login name:

Password:

Please be aware that your child may be removed from the school's active membership rolls due to lack of attendance per 22 PA code 11-24. Please feel free to contact your child's teachers or us with any questions, or if we can help in any way. Our goal is to help your child obtain the best possible education, and we stand ready to assist in that endeavor.

Respectfully yours,

Scott Van Vuoren  
Principal

Monica Frank  
Principal

c.c. Learning Coach -  
Truancy Office -

126 Wallace Ave., Downingtown, PA 19335

404-875-5450

# **Student & Parent Handbook Appendix**

21<sup>st</sup> Century Cyber Charter

# Student and Parent Handbook

2015-2016 School Year



*Cover art courtesy of Dominic DeLuca- Art Appreciation Fall 2014*

126 Wallace Ave.

Downingtown, PA

484-875-5400

**Welcome to the 2015-16 School Year at  
21<sup>st</sup> Century Cyber Charter School**

21<sup>st</sup> Century Cyber Charter School (21CCCS) provides students with an excellent opportunity to receive an education and develop the skills needed to succeed in higher education or a career. There are many reasons 21CCCS is unique.

- 21CCCS teachers are Pennsylvania State certified in their subject area(s).
- Students are supported by significant, real-time contact with their teachers and staff.
- Small virtual classroom sizes provide a high level of quality student-to-teacher interaction.
- Curriculum is developed and modified by the 21CCCS teachers and curriculum team, which focuses on student achievement.
- The 21CCCS Board of Trustees is made up of Intermediate Unit Executive Directors, as well as Superintendents, from Bucks, Chester, Delaware, and Montgomery Counties. They provide the school with a high level of accountability.

Student success at 21CCCS is dictated by the following:

- Student attendance, commitment, and work completion
- Support from the educational team
- Regular communication between students, parents/guardians, and the educational team

21CCCS staff and administration are dedicated to helping students achieve success. Working closely together will ensure a terrific school year!

**ABOUT THIS HANDBOOK**

All information in this handbook is intended to provide a general summary of 21CCCS's policies, procedures, rules, regulations, and student requirements from the time of enrollment to graduation. Every effort has been made to address issues and concerns that may affect students; however, it is impossible to cover all aspects of each possible situation. As a result, this handbook does not claim to be all-inclusive. 21CCCS reserves the right to make changes as deemed necessary, which may sometimes be without prior notification to students and parents/guardians. All changes are made in the best interest of the students. If anything in this handbook contradicts the 21CCCS charter, charter application, or any law or regulation, the 21CCCS charter or law takes precedent.

For a detailed/expanded version of all school policies (those sections denoted by policy number), please refer to our school website at [21CCCS.org](http://21CCCS.org).

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## ABOUT 21CCCS

### **Mission Statement**

The 21<sup>st</sup> Century Cyber Charter School mission is to provide students, for whom an asynchronous environment is an appropriate educational setting, with an individualized learning program utilizing the latest information and communications technology. The basis for all learning plans is to maximize student achievement of the Pennsylvania Academic Standards, while developing higher order thinking and complex problem-solving skills. The 21<sup>st</sup> Century Cyber Charter School will assure that students master essential content and skills while preparing them for their future goals.

### **Vision Statement**

The 21<sup>st</sup> Century Cyber Charter School was developed as a partnership of the Bucks, Chester, Delaware, and Montgomery County Intermediate Units to educate and prepare for the future of secondary-school students in Pennsylvania. It aims to motivate students to learn in an asynchronous environment, when educational needs cannot be met in a traditional school setting. 21<sup>st</sup> Century Cyber Charter School's method of instructional delivery via the internet enables the student to receive an appropriate public education. Through the development of an individualized learning program (ILP), which is tailored to each student's skills and talents, the students' needs are met. This is also accomplished through the use of a high quality curriculum designed by highly qualified teachers and staff. This curriculum is tied to the Pennsylvania academic standards, delivered through the innovative use of technology, and reviewed annually to ensure students are given every opportunity to achieve success. 21<sup>st</sup> Century Cyber Charter School will teach students to use technology to conduct in-depth research, collaborate with other students, and develop 21<sup>st</sup> Century skills so they are prepared for their individual goals after graduation.

The 21<sup>st</sup> Century Cyber Charter School values the talents and needs of each individual student. To ensure success, parents/guardians will serve as equal and active partners in the development of the student's instructional plan.

Differentiation and communication are the keys to creating a successful academic environment for the students. Through weekly communication with their instructors, students are taught to self-advocate and communicate when they need additional instruction, further explanation, or modification of the curriculum.

## **Contact Information**

Main Office:	484-875-5400 877-932-2923 (Toll-free)
Email:	info@21cccs.org
Web address:	www.21cccs.org
Fax:	484-875-5404 (Registration) 484-875-5405 (Guidance/Special Education)
Interim Director/CEO Kim McCully	<a href="mailto:kmccully@21cccs.org">kmccully@21cccs.org</a> 484-875-5458
Business Administrator Kim McCully	<a href="mailto:kmccully@21cccs.org">kmccully@21cccs.org</a> 484-875-5458
Director of Education Kylene Ball	kball@21cccs.org 484-875-5414
Middle School Principal Monica Frank	mfrank@21cccs.org 484-875-5493
High School Principal Eileen Vice	<a href="mailto:evice@21cccs.org">evice@21cccs.org</a> 484-875-5481
Student Support Manager Joseph Mayo	jmayo@21cccs.org 484-875-5466
Registrar Wendy Williamson	wwilliamson@21cccs.org 484-875-5431
Special Education Erin Potter	epotter@21cccs.org 484-875-5412
Guidance Department Sanna McCoy Heather Messenger	guidance@21cccs.org 484-875-5434 484-875-5427
School Nurse Megan Tarr	nurse@21cccs.org 484-875-5457
Technical Support	techsupport@21cccs.org 484-875-5467
Attendance Secretary Kristine Doyle	attendance@21cccs.org 484-875-5436

## SECTION 1. GENERAL INFORMATION

### 1.1 Confidentiality and Privacy

The 21st Century Cyber Charter School (21CCCS) protects the confidentiality of personally identifiable information regarding student screening, referrals, evaluations, storage, disclosure, and destruction, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws. Unless permitted by law 21CCCS must have parent, guardian, or eligible student's consent prior to disclosure of education records. The consent must state the purpose of use and include a date and signature.

Parents/guardians have the right to:

- Inspect and review their child's educational record. 21CCCS will comply with a request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or due process hearing. This review will not occur later than 30 days after the written request has been made.
- Receive a response from the school to reasonable requests for explanations and interpretations of the records.
- Appoint a representative to inspect and review his child's records.
- Request copies of his child's records.

Should any educational record contain information pertaining to more than one child, parents/guardians only have the right to inspect and review the information relating to their own child.

### 1.2 Review of Student Records

(Related Policies # 240, 220)

21CCCS protects the confidentiality of persons identified by terms explicitly designated by the Family Educational Rights and Privacy Act of 1974 (FERPA) and IDEA '97. These acts also distinguish the types of records protected and locations of maintained records. Further, the Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students certain rights with respect to the information contained in students' educational records. Such rights include, but are not limited to, the parties eligible to access educational records, the school officials responsible for such records, and the purpose(s) for which records are accessed by a given party.

#### Notification and Consent:

Under the Family Educational Rights and Privacy Act (FERPA), a Local Education Agency (LEA) must provide notice to parents/guardians identifying the types of student information it publicly releases. This type of student information, commonly referred to as "directory information," includes names, addresses, and telephone numbers. Such information is generally not considered harmful or invasive if disclosed.

Additionally, §9528 states parents/guardians must be notified of the school's routine disclosure of names, addresses, and telephone numbers to military recruiters upon request. This is subject to a parent's/guardian's request not to disclose such information without written consent.

A parent/guardian may request to opt out of the public, non-consensual disclosure of directory information. Requests to opt out must be made within 30 calendar days of student enrollment or at the start of the school year. Requests should be sent to 21CCCS, Attn: Open Records Officer, 126 Wallace Avenue, Downingtown, PA 19335.

### **1.3 Parent/Guardian Information**

Parents/Guardians should provide information regarding any terms of custody put in place due to divorce or separation of parents/guardians. If additional individuals are involved in the child's education and have authorization to discuss a child's progress, the parent/guardian must provide written permission naming such persons. Further, the parent/guardian must provide permission outlining the information that the individual may access. 21CCCS staff must be able to verify the written permission prior to disclosure of any student information. It is the responsibility of the parent/guardian to provide this information to the school. It is the responsibility of all staff at 21CCCS to adhere to privacy laws.

### **1.4 Contact Information Changes**

Parents/Guardians are required to report any contact information changes, including home address, phone number, or email address, to the school Registrar within three days of the change. To ensure proper school district accounting, the child's current address must be on file at all times.

Registrar: Wendy Williamson  
484-875-5431  
wwilliamson@21cccs.org

### **1.5 Freedom of Expression**

(Related Policy # 206)

Students have the right to express themselves unless that expression interferes with the educational process, encourages unlawful activity, or restricts another individual's rights. Students should be aware of the full meaning of their expression. Students may voice personal expression through school publications, announcements, group meetings, and other means of common electronic communication. In their expressions, students are responsible to obey federal laws governing libel and obscenity.

In some instances, school administration may require students to submit a copy of materials to be displayed, posted, or electronically distributed for prior approval. School officials may also establish and set an educationally appropriate time and location for displayed materials. Prior to display, students are responsible to be aware of the feelings and opinions of others. This means granting others a fair opportunity to express their views as well.

### **1.6 Non-Discrimination**

(Related Policy # 209)

No pupil enrolled at 21CCCS shall be denied equal opportunity to participate in age and program-appropriate instructions or activities due to race, gender, sexual orientation, ethnicity, disability, religion, national origin, marital status, or financial hardship. Participation in instruction and activities for a student with disabilities may be modified according to the Individualized Education Program (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled at the discretion of the school's Special Services Department.

### **1.7 Mandated Reporting**

By law, all 21CCCS staff members are mandated reporters. This means that staff must report information to the proper authorities if they suspect any harm has come to a student. Harm to a student may include neglect, emotional abuse, physical abuse, and sexual abuse. Information will be reported using Child Line: 800-932-0313. Child Line is a service of the Pennsylvania Department of Public Welfare. Information about Child Line can be found online at <http://www.dpw.state.pa.us>

21CCCS staff is also required to report to the proper authorities if students share that they are planning, or have knowledge of someone else planning, to harm themselves or others.

## **SECTION 2. STUDENT CODE OF CONDUCT**

### **2.1 Academic Integrity**

Students are expected to uphold a high level of academic integrity by displaying academic ethical behavior. This means they are expected to complete and produce works of their own individual effort. Students who fail to produce their own work and/or claim the works of others as their own shall be in fault of academic dishonesty.

Examples of academic dishonesty may include any of the following.

1. Plagiarism - The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
2. Fabrication - The falsification of data, information, or citations in any formal academic exercise.
3. Deception/Falsification of Facts - Providing false information to an instructor concerning a formal academic exercise— *e.g.*, giving a false excuse for missing a deadline or falsely claiming to have submitted work.
4. Cheating - Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
5. Bribery - or paid services. Giving assignment answers or test answers for money.
6. Sabotage - Acting to prevent others from completing their work.
7. Professorial Misconduct - Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.
8. Personation - assuming a student's identity with intent to provide an advantage for the student.

Engagement in the forgery of papers, reports, tests or notes will not be tolerated. Any other form of copyright infringement will also not be tolerated. Students are expected to understand and abide by copyright infringement laws, as designated by federal law. This includes, but is not limited to, the copying of work produced by another student, publication, or Internet source.

Students may be required to submit their written essays and assignments to plagiarism software, as determined by 21CCCS, and submit their work along with the plagiarism report for grading.

Any violation of academic integrity will result in disciplinary action, to be determined by the school principal. Each offense will be taken into consideration, and multiple offenses will be regarded with the highest concern. Consequences may include loss of grades, loss of academic credit, and in extreme cases, suspension.

Violations of academic integrity include but are not limited to:

1. Using another person as a substitute when taking an examination or quiz.
2. Submitting substantial portions of the same academic work for credit more than once without permission of the current instructor(s).
3. Allowing others to conduct research or prepare any work for them without advance authorization from the instructor.
4. Altering any grade or score in any way.
5. Falsifying or inventing any information or data in an academic exercise including; records, reports, statistics, and citations of information sources.
6. Failure to acknowledge the source of borrowed words or ideas.
7. Improper paraphrasing without citations.
8. Failure to include a bibliography or other list of works that were consulted in the preparation of the assignment, such as every book, article, and/or information source used.
9. Knowingly help or attempt to help another student cheat.
10. Submitting another student's work for credit.

## **2.2 Terrorist Threats/Acts**

(Related Policy # 203)

21CCCS recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, teachers, and property. All students are prohibited from communicating or committing terroristic acts directed at another student, teacher, staff member, school official, property, or facility owned and/or operated by 21CCCS. "Terroristic threats" imply threats to commit violence, which display intent to terrorize others. "Terroristic acts" are offenses made against property or individuals, which cause harm, danger, or threaten such things. Individuals involved in such will be subject to counsel and/or disciplinary procedures in accordance with the Terroristic Threats/Acts Policy.

## **2.3 Unlawful Student Harassment**

(Related Policy # 241)

21CCCS seeks to maintain an educational environment that is free of harassment in any form. The term harassment includes, but is not limited to, slurs, jokes, or other verbal, visual, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability. Harassment may be delivered in a variety of ways, including but not limited to, nonverbal, verbal, or written delivery, as well as via telephone or the internet.

Specific forms of harassment include ethnic or sexual harassment. Ethnic harassment is the use of any derogatory word(s), phrase(s), or action(s) characterizing a given racial or ethnic group, which may be perceived as offensive in an educational environment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature as it is defined and prohibited by Federal and State law. It may be, but is not limited to, sexual flirtation, advances, touching, propositions, graphic, suggestive, or sexually degrading words, signs, offensive jokes, cartoons, pictures, graffiti, references to sexual activities, intimidation, physical assaults, or contact, overt sexual conduct, pranks, violence, or any conduct that subsequently interferes with a student's ability to work or learn.

Any act that creates an intimidating or hostile educational environment will be subject to investigation by school officials. The 21CCCS administration will investigate any claims of unlawful harassment and determine if the charge is substantiated to proceed with corrective action(s). A substantiated charge against a student may lead to disciplinary action, which may disrupt educational activities and/or require counseling services related to unlawful harassment.

## 2.4 Anti-Bullying

(Related Policy #236)

The Board of Trustees is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Bullying that interferes with a student's ability to learn or the school's ability to educate its students in a safe, positive, productive, and nurturing environment, is prohibited. Since students learn by example, school administrators, faculty, staff, students, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse tolerance for bullying.

"Bullying" is defined as an intentional verbal (oral, written, or electronically transmitted) or physical act that may be considered aggressive, threatening, degrading, harassing, or abusive. This includes, but is not limited to, discrimination, physical harm, psychological distress, harassment, intimidation, or hazing:

1. That is directed at one or more students.
2. That occurs in a "school setting" or outside of school.
3. That is severe, persistent or pervasive.
4. That has the effect of doing any of the following:
  - a. substantially interferes with a student's education
  - b. creates a threatening environment
5. That substantially disrupts the orderly operation of the school.
6. That interferes with the right to student security.

A "school setting" includes any place within the school building, on school grounds, on school property, on any school testing site properties, field trip sites, or other sites used for school sponsored, supervised or sanctioned activities. A school setting also includes any software, servers, programs, accounts, or internet resources provided by 21CCCS. Additionally, any student whose out-of-school conduct materially and substantially interferes with another student's educational process is subject to this policy.

The Board requires the Director/CEO to receive complaints regarding instances of bullying. All school employees are *required* to report alleged violations of this policy to the Director/CEO, while other members of the school community (students, parents/guardians, volunteers, and visitors) are encouraged to report acts that may violate this policy. Reports may be made anonymously, but formal disciplinary action may require additional reporting for investigative purposes. False accusations of bullying are prohibited. Once an investigation is deemed necessary, it must be conducted within three (3) school days following the time the complaint is made known to the Director/CEO.

Consequences and appropriate remedial action for a student or staff member who commits one or more acts of bullying will include disciplinary actions recognized in Policy #236.

**TO REPORT AN ACT OF BULLYING, CONTACT ADMINISTRATION AT: (484) 875-5400, 126 Wallace Avenue, Downingtown, PA 19335.**

## 2.5 Student Due Process

Education is a statutory right. Students shall be afforded due process if they are to be excluded from school. Violations of school policies and procedures may result in the application of student disciplinary measures. In the event of an allegation that a student has violated the policies or procedures contained herein, the student and the student's parents/guardians will be notified and provided an opportunity to respond. If required, a hearing will be held. The following process will be used to address potential violations of school policies, procedures, or the student code of conduct:

1. The administration may use the following consequences to address student violations of the policy:
  - a. Administrative warning
  - b. Restriction of school-issued accounts and equipment
  - c. Development of a plan for correction
  - d. Implementation of a probation period
  - e. Suspension from access to classes
  - f. Failure of a course
  - g. Expulsion from the school
  - h. A combination of the above
2. The school will inform the student and the parent/guardian of the information related to the alleged violation.
3. If the student is suspended from access to classes:
  - a. The parents/guardians will be notified in writing.
  - b. The school will provide an opportunity for the student and parents/guardians to review information provided regarding the violation and respond to allegations.
  - c. An informal hearing may be scheduled if the suspension exceeds three (3) days and is requested by the parents/guardians.
  - d. If an informal hearing is conducted, the student may speak on his own behalf, question witnesses, and present witnesses on his own behalf.
  - e. 21CCCS will conduct the informal hearing within the first five (5) days of the suspension.
4. If the student is recommended for expulsion from 21CCCS:
  - a. Notification of the charges will be sent to parents/guardians via certified mail.
  - b. A private formal hearing will be scheduled with a committee appointed by the 21CCCS administration (parents/guardians may request a public hearing).
  - c. Parents/Guardians will be notified at least three (3) days in advance of the time and location of the hearing. A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures will be included in the hearing notice.
  - d. The hearing will be held within 15 school days of notification, unless otherwise agreed upon by both parties.
  - e. During the hearing, the student has the right to:
    - i. Representation by counsel at the expense of parents/guardians.
    - ii. Have their parents/guardians present.

- iii. Be presented with the names of witnesses and copies of statements and affidavits from participating witnesses.
  - iv. Request that witnesses appear and are cross-examined.
  - v. Testify or present witnesses on his/her own behalf.
- f. A student may request the rescheduling of the hearing if the student demonstrates reasonable cause for rescheduling.
  - g. A written or audio record will be kept of the hearing.
  - h. During the period prior to the expulsion hearing and decision, the student shall be permitted access to his/her classes.

Special Education students may be referred to the Supervisor of Special Education to determine appropriate disciplinary action.

Law enforcement agencies will be contacted if student behavior violates a local, state, or federal law.

## **2.6 Parent/Guardian Concern/Complaint Reporting Procedure**

Parents/Guardians should address concerns related to their child's education or school related activities as soon as the concern is discovered.

### ***Level 1- Teacher/Learning Coach***

Administration encourages parents/guardians to first try to resolve the concern with the child's teacher or learning coach if appropriate. 21CCCS teachers are committed to the success of students and appreciate the opportunity to address potential problems before they affect academic progress.

### ***Level 2 - Principal***

If a parent/guardian feels the concern has not been addressed after working with the teacher or learning coach, or if the parent/guardian feels that the concern is too serious or unrelated to a teacher or learning coach, the parent/guardian should contact a school principal. 21CCCS principals take concerns very seriously and address each case thoroughly. A large number of concerns can be resolved by contacting the principals.

### ***Level 3 – Director of Education***

If a parent/guardian feels that their attempt to resolve a concern with their child's principal was unsuccessful they may escalate the concern to the Director of Education. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The Director of Education will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The Director of Education will then contact parents/guardians to discuss the findings.

### ***Level 4 – Director/CEO***

If a parent/guardian feels that their attempt to resolve a concern with their child's principal was unsuccessful they may escalate the concern to the school Director/CEO. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The Director/CEO will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The CEO will then contact parents/guardians to discuss the findings.

#### **Level 4 - Board of Trustees**

Following the above procedures, when a parent/guardian feels the concern has not been adequately addressed, the parent/guardian may request a hearing with the Board of Trustees. This is accomplished by contacting the board secretary in writing, requesting a hearing, and providing details of the subject of the hearing. The hearing will be scheduled for the next bi-monthly board meeting, provided the hearing request is received more than one week prior to the board meeting date. Dates and locations for the board meetings are posted on the schools website, 21CCCS.org. The hearing will take place at the scheduled meeting location prior to the start of the public meeting. The Board Secretary will provide meeting details to the parent/guardian via the school provided FirstClass parent/guardian email account. All parties involved are invited to attend the hearing. If the parent/guardian is not present at the scheduled hearing time, the hearing will be cancelled and the parent/guardian will be required to submit a request, in writing, to reschedule the hearing.

### **SECTION 3. STUDENT ACADEMIC PROCEDURES**

#### **3.1 Health Requirements**

(Related Policy #238)

All students are expected to remain in compliance with the Pennsylvania School Code regarding immunizations, physical examinations, dental examinations and annual health screenings. The Pennsylvania School Code provides for both medical and religious exemptions to immunization statute requirements, as well as religious exemptions to physical and dental examinations. If an exemption is requested, medical exemption letters, certified by a licensed physician, may be presented. Religious exemptions must:

- Be submitted in writing, indicating the immunization(s) and/or examination(s) being exempted.
- State the reason for exemption.
- Be signed and dated by a parent/guardian.

Please note there are no exemption provisions allowed regarding annual health screening requirements. Further, parents/guardians are strongly encouraged to retain a personal copy of all submitted student health forms. Completed health forms may be:

- Scanned and emailed
- Dropped off at the school
- Faxed
- Mailed

#### **Immunizations**

Student immunization records must be provided to the school prior to acceptance for enrollment. Acceptable documentation includes records provided by a private health care provider, state department of health, military health service, or school health office. Immunization dates presented from baby book entries, or other dates lacking a signature by a licensed health care professional are not acceptable for the purpose of enrollment.

Current state mandated immunization requirements are provided on our school website at 21CCCS.org.

Enrolling students who need additional immunizations to comply with state requirements may be enrolled on a provisional basis provided:

- The student has received at least one dose of the required immunization.
- The parent/guardian provides a signed note indicating the anticipated appointment date for completion of the required immunization(s).

In compliance with Pennsylvania State Code, 21CCCS reserves the right to deny continued enrollment to students who fail to provide sufficient evidence of outstanding immunization completion.

### **Reenrollment**

Parents/Guardians of reenrolling students entering the 7th or 11th grades are expected to have all immunization, physical, and dental requirements completed and submitted to the school nurse prior to the start of the next school year. Exceptions will be granted if a note is provided to the school health office indicating the anticipated appointment date for completion of the required immunization(s), physical or dental exam. However, submissions must be received no later than March 1st of the year for which they are required.

Parents/Guardians of reenrolling students opting for private screenings are expected to have all required screenings completed and submitted to the school nurse on a yearly basis no later than March 1st of the year for which they are required.

Health screening, physical, and dental forms will be available for download to reenrolling families.

### **3.2 Student Attendance**

(Related Policy #211)

Student attendance will be measured by the hours a student spends engaged in the instructional program in which he/she is enrolled. The hours of instruction and activities required are designated by grade level.

- Grades 7-12:
  - 990 hours of instruction or instructional activities per academic year
  - 27.5 hours per week on classes
- Grade 6:
  - 900 hours of instruction or instructional activities per academic year
  - 25 hours per week on classes

Hours of study include work completed on and off the computer.

When a student fails to progress through coursework appropriately, but continues to report working the required number of hours, he may be asked to report a summary of hours and work done to support reported hours until hours and progress agree. If this cannot be produced, each day without progress may be counted as an unexcused absence.

Parents or guardians are required to ensure that their children meet school attendance requirements as evidenced by:

- a. Submission of assignments in all courses (work must be submitted in the majority of courses each school week).
- b. Reading and responding to emails within 24 hours during the school week.
- c. Submitting weekly hours.

Students must report their hours of study each Monday, using the link within Moodle. Students must submit their hours no later than 11:59

p.m. each Monday. In the case of a school holiday or absence on a Monday, hours must be submitted no later than 11:59 p.m. of the day following the holiday or absence. Reported hours are only required for days that school is in session (refer to the Board-approved calendar in this handbook for such dates).

Students illegally absent (not submitting work) for 10 or more consecutive school days may be removed from the school's roster per state law (22 Pa. Code 11.24).

### **Excused/Legal Absence**

Excused or legal absences should be reported to the Attendance Secretary via the Attendance Email: [Attendance@21cccs.org](mailto:Attendance@21cccs.org) within 3 days of the absence. If absence information cannot be sent via email, please call the Attendance Secretary at 484-875-5436.

Absences will be excused for the following reasons (all but illness or death must be reported prior to the absence):

1. Illness: After three consecutive days of absence from school, a doctor's excuse note must be sent to the Attendance Secretary and the child's guidance counselor.
2. Extreme illness or death of a family member
3. Participation in approved school/co-op activities with prior approval by school administration
4. Medical appointments (with submission of doctor's note upon school request)
5. Legal appointments, such as court appearances, appointments with legal counsel and/or probation officer, probation hearings, etc.
6. Visit to college or technical institutes by juniors or seniors
7. Educational travel with approval of the principal or other school administrator submitted one week prior to departure
8. Maternity leave: New mothers are expected to submit work, attendance, and participate consistently at least part-time by the third week after birth, and full-time by the fourth week. A doctor's release is required for the student. The student is still responsible for completion of all work.
9. Religious holiday: This must be coordinated in advance of the holiday by parents/guardians.

Students should make arrangements with teachers to complete work prior to the excused or legal absence. When this is not possible, students should make up missed work as soon possible.

### **Unexcused/Illegal Absences**

Any absence that is not deemed legal or excused will be documented as unexcused/illegal. A valid excuse must be provided to the school upon date of return from an absence. Failure to do so will result in contacting the parent/guardian through email or a phone call. Following three days, a student faces accrual of an unexcused/illegal absence. The student may then be subject to disciplinary action and/or loss of privileges. Consequences for unexcused absences include:

- Issuance of truancy notices

- Restriction of email and/or computer use
- Synchronous program participation

### **Truancy**

Class attendance at 21CCCS is a student obligation and responsibility. Attendance is tracked by monitoring the submission of work in a student's courses as well review of logs demonstrating required instructional time. When a student logs into his/her courses, this does not demonstrate acceptable daily attendance. A student who does not attend school regularly and shows truancy may not meet the requirements for advancement and graduation. The truancy policy entails the following:

1. Upon the first unexcused absence, the student and guardian will receive a written warning via traditional mail and email.
2. Level 1: Upon the second unexcused absence within an academic year, students and parents/guardians will be notified by traditional mail and email.
3. Level 2: Upon the third unexcused absence within an academic year, parents/guardians will be notified by traditional mail and email. Students at level two or higher may have email and other restrictions imposed.
4. Level 3: Upon the fourth unexcused absence within an academic year, parents/guardians will be required to have a conference with the Truancy Team, which consists of the Principal, Guidance Counselor, Learning Coach, and Special Education Coordinator (if necessary). The truancy officer of the student's local school district will be notified. Parents/Guardians who fail to respond to a Truancy Team Conference Request within 10 days are assumed to be withdrawing their child from 21CCCS.
5. Level 4: Upon the fifth unexcused absence in an academic year, parents/guardians will be required to come to the school for a conference with the Truancy Team, and the truancy officer of the student's local school district will be notified again. Parents/Guardians failing to respond to a Truancy Team Conference Request within 10 days are assumed to be withdrawing their child from 21CCCS.
6. Level 5: Upon the sixth unexcused absence, credit for classes may be reduced or eliminated for the semester. Parents/guardians will be required to come to the school for a conference with the Truancy Team and the truancy officer of the student's local school district will again be notified.
7. Level 6: Upon reaching the seventh unexcused absence, parents/guardians will be required to come to the school for a conference with the Truancy Team and the truancy officer of the student's local school district will again be notified. Expulsion proceedings will be initiated. Special education students will be considered truant and a referral will be made to their local school district.

No more than one level of truancy will be issued per week.

### **3.3 Withdrawal**

The procedure for withdrawal from 21CCCS includes an initial notification to the Registrar by phone. A completed withdrawal form must then be submitted to the Registrar. The date of the written request will be the official disenrollment date. The Registrar will have the parent/guardian complete and sign a "Request for Records Transfer" form and send a disenrollment form to the local school district. Once the "Request for Records Transfer" form has been signed, the student's pertinent records will be mailed, in a sealed envelope, to the new school the student will attend. No official transcripts or contents of the student's educational record may be released directly to the parents/guardians upon withdrawal. The withdrawal date is not official until 21CCCS receives

the signed withdrawal form. The parent/guardian will be billed for unreturned or damaged school materials.

### **3.4 Course Schedule and Deadlines**

21CCCS full-credit classes run over the course of the full year schedule, beginning in August and ending in June. The school year is divided into four quarters. Half-credit classes will run the length of one semester. A typical student schedule is comprised of 6 credits.

Classes will close at 4:00 p.m. on the last day of each quarter. The end-of-quarter dates can be found on the Board-approved calendar. All work submitted by 4:00 p.m. will be included in the quarter grade calculation. No extensions beyond the close of classes will be granted. Deadline expectations are as follows:

- A student has a minimum of 45 days and a maximum of 90 days to complete a half credit course.
- A student has a minimum of 90 days and a maximum of 180 days to complete a one-credit course.

Students are encouraged to submit their work prior to the last day of the quarter/semester. This allows them ample time to seek assistance from their teachers on assignments with which they are struggling. Students will not have access to their classes after 4:00 p.m. on the last day of the quarter/semester.

All 21CCCS and 3<sup>rd</sup> party classes will close on the last student day at 4:00 p.m. in accordance with the school calendar.

### **3.5 Program Placement & Course Selection** **21CCCS Course Scheduling**

High school students at 21CCCS are scheduled for classes according to 21CCCS Graduation Requirements. Although a typical high school course load is 6 credits per year, in some instances, it may be appropriate to allow a student to take additional credits. Students who don't pass Keystone Exams will have .25 credit supplemental courses, for each subject that they didn't pass the Exam, added to their schedules.

Guidance will review transcripts from the student's previous school(s) and determine what courses the student needs to take. Courses will be scheduled according to the standard course progression, unless alternate scheduling is necessary.

#### **Middle School**

All students in grades 6-8 are required to complete the core subjects of math, language arts, social studies, and science each year. Failure of two or more of these subjects will result in the student not being promoted to the next grade level. 21CCCS strongly suggests that middle school students keep a regular schedule and have the support of their parents/guardians.

Middle school students are scheduled according to the courses appropriate to follow their prior year's courses and current grade level. Students will be scheduled for the next most appropriate math course, regardless of grade level.

If appropriate, middle school students may be permitted to take a foreign language course; this will be determined on a case-by-case basis. Guidance will review the student's prior grades and courses taken to determine appropriateness.

#### **High School**

Students are promoted to the next grade level based on the number of credits earned. The average student completes 6.0 credits per school year. At 21CCCS, emphasis is not placed on grade level. Each student has the opportunity to advance in each subject according to ability. Students may earn enough credits to graduate early, and students who are behind in credits have

the opportunity to “catch up” to their graduating class. Grade levels based upon credits earned are designated as follows:

9th Grade	0-5.75 credits
10th Grade	6.0-11.50 credits
11th Grade	11.75-17.25 credits
12th Grade	17.5 credits (23.0 total credits required for graduation)

Grade levels are recalculated at the start of each school year. The grade levels of incoming students will be based upon the credits shown above, not the grade level designated by their prior school. Students have the ability to add extra classes to their schedule by finishing classes early and obtaining approval from the Guidance Department. For more information, the parent/guardian should contact the Guidance Department.

### **Third Party Classes**

In some cases, students may be permitted to take a high school course from an approved third party provider. In order to be eligible to take a course from a third party provider, students must have had at least one successful year at 21CCCS. The Guidance Department will review students' prior grades and courses taken to determine eligibility. Prior to a student enrolling into a 3<sup>rd</sup> party class a parent/guardian will be required to return a parent consent form.

Third party classes must be added and dropped through 21CCCS within 10 days after the scheduled start date. If classes are purchased directly from the third party provider by the student or his or her parent/guardian, 21CCCS will not pay for the class and may not be able to accept the credit.

### **3.6 Adding/Dropping Courses**

Students may add or drop a course(s) within the first ten school days of a student's enrollment in a class. It is the responsibility of the student to contact the Guidance Department in writing if he wishes to add or drop a course.

Requests will be honored at the discretion of the school. If a student withdraws from a course more than 10 days after the scheduled start of the class or his enrollment in the class, he/she will receive an “F” on both his/her report card and final transcript.

### **3.7 Failure to Pass**

Students who fail the majority of their online classes for two consecutive semesters may not be permitted to re-enroll at 21CCCS for the following school year, based on the Mission of the school.

### **3.8 Graduation Requirements**

To successfully graduate from 21CCCS, students must meet the current standard for accumulated credits\* and achieve a level of “Proficient” or better on Keystone Exams, as required by the Commonwealth of Pennsylvania. At this time, students are required to take Literature, Algebra I, and Biology exams. Students not meeting Keystone exams proficiency requirements on the first testing session will be required to enroll in a remedial course and take the Keystone exam again. If they are unsuccessful in their 2nd attempt, they will be required to demonstrate proficiency on an alternate assessment (30 hour project as determined by Pennsylvania Department of Education) before they can receive their diploma.

The information below shows minimum credit requirements:

Category	Credit Requirements (23 total)*
English	4.0
Social Studies	4.0
Mathematics	4.0
Science	4.0
PE/Health	2.0
Arts & Humanities	2.0
Electives	3.0*

\*Completion of a culminating project is required. 21CCCS requires all students to complete the elective "Graduation Project" to meet this requirement.

The information below shows the requirements of the Keystone Exams:

Graduation Year	Required Proficiency
2014, 2015, and 2016	Must demonstrate proficiency on <b>Algebra I</b> and <b>Literature</b> Keystone Exams or an alternate assessment.
2017 and 2018	Must demonstrate proficiency on <b>Algebra I</b> , <b>Literature</b> , and <b>Biology</b> Keystone Exams or the PDE Project Based Assessment.
2019	Must demonstrate proficiency on <b>Algebra I</b> , <b>Literature</b> , <b>Composition</b> , and <b>Biology</b> Keystone Exams or the PDE Project Based Assessment.
2020 and Beyond	Must demonstrate proficiency on <b>Algebra I</b> , <b>Literature</b> , <b>Composition</b> , <b>Civics &amp; Government</b> , and <b>Biology</b> Keystone Exams or the PDE Project Based Assessment.

### Grading System

Courses worth .25 credits

Points Earned	Numeric Grade	Letter Grade	Grade Point
468 and above	94-100	A	4.0
447- 467	90-93	A-	3.7
432-446	87-89	B+	3.3
418-433	84-86	B	3.0
398-417	80-83	B-	2.7
383-397	77-79	C+	2.3
368-382	74-76	C	2.0
348-367	70-73	C-	1.7
333-347	67-69	D+	1.3
318-332	64-66	D	1.0
317 and below	63 and below	F	0.0

Courses worth .5 credits

Points Earned	Numeric Grade	Letter Grade	Grade Point
935 and above	94-100	A	4.0
895-934	90-93	A-	3.7
865-894	87-89	B+	3.3
835-864	84-86	B	3.0
795-834	80-83	B-	2.7
765-794	77-79	C+	2.3
735-764	74-76	C	2.0
695-734	70-73	C-	1.7
665-694	67-69	D+	1.3
635-664	64-66	D	1.0
634 and below	63 and below	F	0.0

Courses worth 1.0 credit

Points Earned	Numeric Grade	Letter Grade	Grade Point
1870 and above	94-100	A	4.0
1790-1869	90-93	A-	3.7
1730-1789	87-89	B+	3.3
1670-1729	84-86	B	3.0
1590-1669	80-83	B-	2.7
1530-1589	77-79	C+	2.3
1470-1529	74-76	C	2.0
1390-1469	70-73	C-	1.7
1330-1389	67-69	D+	1.3
1270-1329	64-66	D	1.0
1269 and below	63 and below	F	0.0

Class Rank is only calculated for graduating students.

**Grade Point Average (GPA)**

Honors, A.P. (Advanced Placement), and college courses, due to their higher level of difficulty, will be given additional point credit when calculating grade point averages, as long as the course is passed. While honors credits allow students to earn an additional .25 points, A.P. and college courses allow students to earn an additional .5 points.

## Honor Roll

In recognition of high achieving students, 21CCCS awards the following honors levels at the end of each quarter:

Level	GPA
Distinguished Honors	3.75+
High Honors	3.50 – 3.74
Honors	3.00 – 3.49

In addition to the GPA requirement, all grades earned must be “C” or higher without any “I” (incomplete) grades.

### 3.9 Plan for Student Learning (P4SL)

A primary goal of 21CCCS is to help students make the connection between their learning and future goals. In order to best facilitate this, a learning coach is assigned to each student to create personal educational goals and stay on track. The learning coach also keeps in touch with parents/guardians to keep them informed of student progress. Parents/Guardians should consider their child's interests, strengths, and future plans. Questions are encouraged throughout the P4SL process, to best design a plan for their child's success.

### 3.10 Academic Review Team (ART)

The purpose of the Academic Review Team (ART) is to help support students who have been identified as “academically at-risk.” At-risk is defined as not participating in a class, participating inconsistently and not submitting quality work, or performing at a level below his/her demonstrated ability. The team is typically composed of the Principal, a guidance counselor, and the student's learning coach. Based on information provided by the learning coach, as well as other data collected, the student will be recommended for ART support.

The procedure used to address the student's needs starts with a conference with the team, the student, and a parent/guardian. A support plan will be established to monitor student achievement in all of the student's classes. A student may have his/her computer and/or school accounts restricted per the ART plan. The learning coach will keep track of the plan and student progress. If the plan is successful, a modified plan will be established, or the student will no longer receive ART support. If the student's achievement does not improve, the ART will schedule another intervention meeting with the family, which may include a conference in the school's office with the ART. Failure to follow this procedure will result in additional requirements for both the student and his parent/guardian.

### 3.11 Student Assistance Program (ACES)

The Assistance to Continue Education Successfully (ACES) team is an intervention team made up of school personnel, which is based on the Pennsylvania Student Assistance team model. The ACES team is designed to assist school personnel in identifying issues regarding alcohol, tobacco, and other drug abuse, and mental health issues that pose as a barrier to student success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers so they may achieve, remain in school, and advance.

SAP team members are trained to identify problems. They look to determine whether or not the problem lies within the responsibility of the school and make recommendations to assist the student and parent/guardian. When the problem lies beyond the scope of the school, the SAP team will assist the parent/guardian and student so they may access appropriate services within the community. The student assistance team members do not diagnose, treat, or refer to treatment, but they may refer a student for a screening or an assessment for treatment.

### **3.12 Synchronous Remediation Program (SRP)**

21CCCS students who are not successful in the asynchronous setting may be required to participate in the Synchronous Remediation Program (SRP). This program requires students to maintain a synchronous schedule to complete their courses. This program is designed to assist students in learning the organizational and time management skills that are necessary to be successful in an online, asynchronous environment. Students may also opt into the synchronous program should they desire a more structured schedule.

#### **Eligibility for the Synchronous Remediation Program**

SRP may be required for students who have been identified academically at-risk. This includes (but is not limited to):

- Students who do not complete orientation on time.
- Students who are severely behind in their classes (completed less than 50% of assigned weekly points).
- Students who have failed a minimum of one course.
- Students recommended by PTC.
- Students at Truancy Level 3 or above.

Students who have not failed any courses, but would like more direct instruction and guidance from their teachers, may voluntarily participate in this program.

#### **Synchronous Remediation Program Procedures**

Students will be directed to log into the appropriate virtual office at 9:00 a.m. every school day and will remain there to complete their course work until 3:00 p.m.

- Breaks and lunch will be built into the student's work schedule.
- Attendance will be taken and student's progress will be monitored.
- If a student wants to leave, he/she must ask for permission.
- The students participating in SRP will be monitored using ARD.

#### **Returning to An Asynchronous Setting**

The progress of students participating in SRP will be evaluated periodically. If the student proves he/she can be successful, he/she may return to an asynchronous setting after three to five instructional weeks, so long as 70% of assigned weekly points have been earned. Considerations will be made for the following students:

- Students who did not complete orientation on time (after three weeks).
- Students severely behind in classes (after three weeks).
- Students who have failed a minimum of one course (after five weeks).
- Students recommended by PTC (after five weeks).
- Students at Truancy Level 3 or above (after receiving no truancy charges for six weeks).

- Students who voluntarily agreed to participate in the SRP (if under age 18, parent/guardian authorization is required).

Any student earning 80% of assigned weekly points will be considered for return to an asynchronous setting.

#### **Possible Consequences for Non-Attendance**

- If a student does not log in by 10:00 a.m., the student may receive an unexcused absence.
- If a student leaves the VO without permission, the student may receive an unexcused absence.
- Each day a student does not attend, the student may receive an unexcused absence.
- After two unexcused absences, all non-essential computer privileges may be suspended.
- After three unexcused absences, a truancy charge may be levied.

### **3.13 Special Education**

For any student receiving special education services, the paperwork listed below must be sent to the Special Education Department within a minimum of two weeks prior to the start of school. This information is needed to schedule the student's courses and to make necessary accommodations.

Required paperwork includes:

- Current and prior Individualized Education Plan (IEP)
- Current Notice of Recommended Educational Placement (NOREP)
- Most recent invitation to participate in the IEP meeting
- Current evaluation report (if this report is a re-evaluation, the prior and/or initial evaluation must be provided as well)
- 504 Service Agreement
- Any other documents relevant to the student's special education diagnosis (i.e. psychiatric evaluation, pertinent medical history)

Parents/guardians have the right to request a psycho-educational evaluation for their child if there is a concern that the child is in need of specially designed instruction. Parents/guardians may request, in writing, an evaluation at any time. 21CCCS shall make the "Permission to Evaluate" form readily available for that purpose. If a request is made orally to any professional employee or administrator of 21CCCS, that individual shall provide a copy of the "Permission to Evaluate" form to the parents/guardians within 10-calendar days of the oral request. In all classes, including orientation, all special education students with disabilities will have their programs and services provided in compliance with their respective IEPs. All identified special education students begin receiving services in accordance with their IEP on the first day of school with 21CCCS.

#### **21CCCS Child Find Policy**

In accordance with Chapter 711 of Title 22 of the Pennsylvania Code, the Director/CEO or his/her designee shall ensure that children with disabilities, regardless of the severity of their disabilities, who are enrolled at the charter school and are in need of special education and related services, are identified, located, and evaluated. A practical method will be developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

*Child Find* includes children who are suspected of having a disability under Section 300.8 of the federal regulations that implement IDEA 2004 and in need of special education, even though they are advancing from grade to grade. This is extended to highly mobile children, including migrant children, homeless youth and parentally placed private students, as appropriate.

### **Activities**

The Director/CEO or his/her designee shall ensure that the following outreach activities occur concerning programs and services for children with disabilities who attend 21CCCS:

- Offer parents/guardians and family (including foster and surrogate parents) information regarding training activities and publicize the availability of such activities to all parents/guardians. Trainings in the areas of behavior support, response to intervention, inclusive practices, transition, assistive technology, autism, and interagency coordination, are important. Parents/Guardians may also be directed to PaTTAN training opportunities. Parent/Guardian input is to be sought to determine what parent/guardian trainings are needed/desired.
- Provide access to interested health and mental health professionals, daycare providers, county agency personnel and other professionals, including: professionals and agencies who work with homeless and migrant or other highly mobile youth, wards of the state, as well as to students attending private schools (where applicable).
- Provide information concerning the types of special education programs and services available in and through 21CCCS. Further, 21CCCS will provide information regarding the manner in which parents/guardians can request and access those services.
- Provide or obtain periodic training for 21CCCS's regular education staff and special education staff concerning the identification and evaluation of special needs. Further, provide a provision of special education programs and services available to students with disabilities.
- The public outreach awareness system utilized by 21CCCS shall include methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.
- 21CCCS shall conduct *Child Find* activities to inform the public of its special education services and programs and the manner in which to request them.
- 21CCCS's *Child Find* effort must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.
- Efforts must be made to identify enrolled students who have a native language other than English to ensure that notices and other outreach efforts are available to them in their native language. This is required by law, unless it is clearly and absolutely not feasible to provide such.

### **Screening**

The Director/CEO or his/her designee shall establish a system of screening in order to:

- Identify and provide screening for students prior to referral for an initial special education multidisciplinary team evaluation.
- Provide peer support for teachers and other staff members to assist them in working effectively with students using the general education curriculum.
- Conduct hearing and vision screening in accordance with the Public School Code of 1949, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education, if necessary.

- Identify students who may need special education services and programs.
- Maintain the confidentiality of information in accordance with applicable state and federal regulations.

### **Pre-Evaluation Screening**

The pre-evaluation screening process shall include:

- For students with academic concerns: an assessment of the student's functioning in the curriculum, including curriculum-based or performance-based assessments.
- For students with behavioral concerns: a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty ("FBA" or functional behavior assessment).
- An intervention based on the results of the assessments conducted.
- An assessment of the student's response to the intervention, if applicable.
- A determination of whether or not the assessed difficulties of the student are the result of a lack of instruction or limited English proficiency.
- A determination of whether or not the student's needs exceed the functional capacity of the regular education program, without special education programs and services, to maintain the student at an instructional level appropriate to the level and pace of instruction provided in that program.
- Activities designed to gain the participation of parents/guardians.
- Controls to ensure that if screening activities have produced little or no improvement within the specified timeframe after initiation, the student shall be referred for a multidisciplinary team evaluation.

The screening activities shall not serve as a bar to the right of a parent/guardian to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, 21CCCS may initiate a multidisciplinary team reevaluation without completion of the screening process in accordance with Chapter 711. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described shall be completed as part of that evaluation whenever possible.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL SUPERSEDES THIS POLICY.**

References: 20 USC 1401(3), 1412(a)(3); 34 CFR §300.111; 22 Pa. Code §711.21

### **Public Awareness**

The Director/CEO or his/her designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who are enrolled at 21CCCS: 21CCCS shall annually publish a written notice (attached hereto), in means accessible to 21CCCS's families. Such notice must be included in 21CCCS's Handbook and on 21CCCS's website. The Notice may also be made available in means accessible to the public, such as: at 21CCCS's main office, in 21CCCS's special education office, through local Intermediate Units and/or through other generally accessible print and electronic media, and with the Board meeting minutes. The notice should include a description of: child identification activities, 21CCCS's special education services and programs, the manner in which to request services and programs, and the procedures followed by 21CCCS to ensure the confidentiality of student information pertaining to students with disabilities pursuant to state and federal law.

Special education students newly enrolled in 21CCCS with an Individualized Education Plan shall receive services upon enrollment. Within 30 days, the IEP team will meet and determine whether to accept the IEP from the previous placement as is, or write a new one. If the IEP from the previous placement is acceptable, the team will issue a new IEP cover page and Notice of Recommended Educational Placement. If a new IEP must be written, the special education teacher will schedule an IEP meeting with the student and his parents/guardians. There is no delay in services during this time.

### **3.14 Gifted Program**

Gifted students often need to be challenged in a specific content area and given the freedom to work at their own pace either through acceleration or enrichment. Very few students are gifted in every subject. Through individualized planning, students can work on many different levels without scheduling conflicts. Gifted accommodations should not be confused with the honors version of a class, as gifted students' needs are addressed by replacing work with differentiated assignments. Any modifications or accommodations are created in conjunction with the development of the student's GIEP.

### **3.15 Honors**

Honors level classes are designed for academically talented students whose skills, past performance, and interests demonstrate that they can successfully complete challenging academic work. Honors work may include research, WebQuests, and creative projects that require extensive additional outside reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning. If available, the honors level will be listed in the course syllabus. To be placed in an honors level course, the parent/guardian or student must request the honors level through the school's Guidance Department. The student must receive a recommendation from the current course's teacher to enter the honors level (which will include past performance in the subject area of the course). To receive honors designation the student must: complete all standard course material with a minimum average of 85%, complete all honors assignments, and achieve a minimum average of 80% in the honors level material of the course. When this is successfully achieved, .25 grade points will be added to the grade earned in that course.

### **3.16 Honor Societies**

21CCCS chapters of the National Honor Society (NHS) and the National Junior Honor Society (NJHS) are duly chartered and affiliated chapters of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet the 21CCCS local chapter needs. Students are selected to become members by the Faculty Council, which bestows this honor upon qualified students each year.

Students in grades 10-12 are eligible for membership in NHS. Students in grades 6-9 are eligible for membership in NJHS. Scholarship criterion requires a student to have a cumulative grade point average of 3.0 or better on a 4.0 scale. Students who meet the criterion are invited to complete a "Student Activity Information" form, which provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. Students should be able to provide at least ten hours of documented community service in their application.

Students or parents/guardians who have questions regarding the selection process or membership obligations should contact the chapter advisor.

### **3.17 Notification for Sports Team Eligibility**

Students who are members of a sports team in their home school district must continue to meet grade requirements to be a part of the team. In accordance with PIAA eligibility rules for student-athletes, students must be passing at least 4 full-credit subjects by Friday of each week. If a student fails to meet these requirements, he/she will lose participation eligibility until the necessary requirements are met. Once this has occurred, the student may resume participation on the team one week following when requirements were met.

If a school requires weekly grade updates for its athletes, it is the responsibility of the student to request such information each week. Students should submit their requests every Monday morning to [guidance@21cccs.org](mailto:guidance@21cccs.org). Students should also include the name and email address of the person at their local school district who should be in receipt of their grades.

### **3.18 Off-Campus Courses**

#### **Physical Education Courses**

Students can meet Physical Education (PE) requirements either “on-campus” or “off-campus.” On-campus PE involves taking an online course that combines physical activities and learning activities to develop habits that help students stay healthy throughout their lives. Off-campus PE uses activities taught only by a certified instructor, such as karate, gymnastics, dance, etc. for the physical activity portion of the course. The student will also be required to complete the learning activities portion of the on-campus PE course in order to meet Pennsylvania Standards. Thirty (30) hours of off-campus instruction are required for each 0.25 credits.

Off-campus PE requires pre-approval from 21CCCS administration the semester prior to when the course will be taken (see procedure below). When counting hours, only instructional time counts toward the 30 hours; practice hours do not count. For example, a gymnastic instructor providing direct instruction to a gymnast is acceptable, but time spent at a gymnasium for open time or practice does not count toward the hours of instruction. For further clarification, direct questions to the Off-Campus PE Coordinator.

#### ***Procedure for using off-campus sources of instruction***

1. A student should seek pre-approval from the Off-Campus PE Coordinator by contacting the main office at 484-875-5400 and asking for the email address of the Off-Campus PE Coordinator.
2. A student should then send an email informing the Off-Campus PE Coordinator that he/she is going to pursue Off-Campus PE and for which semester (it cannot be for the current semester).
3. Next, the student should send a copy of the Off-Campus instructor's certification via fax (484-875-5404) and the instructor's information: name, mailing address, contact number, and email address.
4. The Off-Campus PE Coordinator will contact the student regarding whether his/her program has been approved.
5. If the program has been approved, the student will still need to complete some online course work and submit weekly activity reports, which must be signed off by the instructor.

At the end of the course, the instructor should assign a grade. Credit will be awarded once the work and hours have been achieved and verified by the Off-Campus PE Coordinator, so long as the course meets school requirements. All students earning off-campus P.E. credit must still complete online academic work to earn full course credit per PDE standards. Off-Campus Log Forms will be provided once the course has been approved.

### **Off-Campus Credit Acceptance Requirements**

1. 21CCCS administration approval is required prior to the start of the course.
2. A completed Off-Campus Log Form or an official transcript is required prior to award of credit (high school only).
3. Credit (high school only) will be awarded based on the following:
  - a. Less than 30 instructional hours = 0 credit
  - b. 30 instructional hours = 0.25 credit
  - c. 60 instructional hours = 0.50 credit
  - d. 120 instructional hours = 1.00 credit

Credit is based on instructional hours (not practice hours).

### **3.19 Local College/University Enrollment**

Qualifying students may complete CORE courses (English, math, science, and social studies) at accredited local colleges and universities to earn credits that may be applied to high school graduation requirements. This means that coursework must satisfy a 21CCCS graduation requirement. It is important to confirm that your child is eligible to pursue classes with the college or university of your choice, as not all colleges allow university enrollment while students are still in high school.

In order to participate in this alternative enrollment, upon completion of 10<sup>th</sup> grade students must have a minimum GPA of 3.0, or higher, in their college preparatory level classes. Further, students must obtain approval from the Guidance Department prior to registering for the college course; a minimum of ten days notice is required for authorization. Students may be approved to receive reimbursement for up to two college courses per year; however, they must be enrolled in at least four credits with 21CCCS. Students must attempt/complete six credits per school year. The school offers up to \$650 reimbursement per course towards tuition and books.

Students requesting approval must email the Guidance Department with information regarding the college course(s) they would like to take at least ten school days prior to the course start date. Guidance will review the student's transcript as well as the request and either approve or deny the request. A grade of C or better in each course is required for reimbursement. Official transcripts and a copy of the paid receipt(s) for the course must be submitted within 15 days of the end of the course. Students will be reimbursed for tuition and books only; additional university fees will not be reimbursed. Due to state law, families may be required to pay a nominal credit fee to the college/university, which cannot be reimbursed. Reimbursement may take up to two months following submission. This policy is subject to change based upon changes in State Legislation or Education Reform. Reimbursement amount cannot exceed the amount actually paid to the college/university and book supplier.

In calculating the grade earned for a course pursued through a local college or university, an additional .5 grade points will be added to the grade a student earns for that course.

### **3.20 College Applications and Accompanying Materials**

Students requesting letters of recommendation, college application review, or transcript mailing must make a request to the Guidance Department in writing through email, fax, or letter. Students must submit requests at least two weeks prior to the college/university deadline. In order to write a good letter of recommendation, the Guidance Department must have time to get to know each senior and review information with them. Teachers writing letters of recommendation also need advance notice, at least two weeks, prior to the college/university's deadline.

**Note that 21CCCS's high school code # is 391348.** This is also referred to as an SSD code or CEEB, by colleges. Students will need this code to fill out certain forms, such as college applications and financial aid forms.

### **3.21 Proctored Testing**

The school may, at any time and for any reason, require proctored testing within 60 miles of the student's home. Required proctored test(s) will be given either at 21CCCS or an approved testing site. Positive identification is required. Please contact 21CCCS for additional information. Further, a form of photo identification may be required for students when taking tests such as PSSA, UM, SAT, or PSAT at various sites or with proctors. In lieu of student identification, parents/guardians of students may show their ID and identify the student(s). 21CCCS IDs are also available from our school. For more information please contact the main office at 484-875-5400.

### **3.22 Standardized State Testing**

Standardized tests may be administered periodically to students. These may be used to assist with placement and measure improvement and proficiency of specific standards or content. Tests may require travel to testing sites. Travel to PSSA, Keystone, and Project Based Assessment testing locations is the responsibility of the guardian. Students who fail to take required standardized tests may be charged with a level of truancy.

#### **Testing Medical Disclosure and Medication Administration**

Parents/Guardians of students participating in standardized testing are required to disclose emergent/urgent student health conditions prior to testing. If emergent medication may be required during testing, a separate "Authorization to Carry Emergency Prescription Medication" form must be completed and signed by the student's health care provider and submitted to the school nurse in advance of testing.

Non-prescription medication or medication prescribed for reasons other than emergency medical treatment will not be administered during testing and should not accompany the student to his testing location.

#### **Pennsylvania State Standardized Assessments (PSSA's)**

The Commonwealth of Pennsylvania requires public school students in grades 6, 7, and 8 to take PSSA tests each year. The tests are given to help ensure that every child achieves a certain level of scholastic competency. The PSSA tests are mandatory. Students must make every effort to complete the PSSAs at their assigned testing location during their scheduled testing window.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at each testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student's home, but in some cases it may be necessary to travel more than an hour and a half. PSSAs are typically given over a two to three day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians and posted in CyberSchool Announcements, in advance of the tests. Testing windows are included on the school calendar.

### **Pennsylvania Keystone Exams**

The Keystone Exams are given at the end of courses and are designed to assess student proficiency. Students are required to take Keystone Exams to demonstrate proficiency in Literature, Algebra I, and Biology. Students must score “Proficient” or “Advanced” on each Keystone Exam. Keystone exam scores will be included on students’ high school transcripts. Students who do not demonstrate proficiency in their initial testing will be enrolled in a remedial course and are then required to take the Keystone Exam again. If students are unsuccessful in their second attempt, they will have the opportunity to complete an alternative assessment (30 hour project designed by Pennsylvania Department of Education). As a reminder proficiency in Algebra, Literature, and Biology is a graduation requirement.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at each testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student’s home, but in some cases it may be necessary to travel more than an hour and a half. Keystones are typically given over a three day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians and posted in CyberSchool Announcements, in advance of the tests. Testing windows are included on the school calendar.

### **Project Based Assessments**

The Project Based Assessments (PBA) are given as an alternative for students to demonstrate proficiency. These assessments are for students graduating in 2017 and beyond. PBAs will be scheduled for students who after 2 attempts on the Keystone Exams have not scored proficient or advanced in each of the 3 content areas (Algebra I, Literature, and Biology).

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at each testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student’s home, but in some cases it may be necessary to travel more than an hour and a half. PBAs are typically given over a three day period. Specific test dates and locations will be emailed to students and parents/guardians and posted in CyberSchool Announcements, in advance of the tests.

### **PSAT/SAT/ACT Tests**

PSAT tests are usually taken in a student's sophomore and/or junior year. It is offered once per year in October. The PSAT should be thought of as a practice test for the SAT. Students should have completed a geometry course to score well on the math section of the test. Merit Scholarships are possible only at the junior level. The PSATs are administered by 21CCCS; sign-up information is posted in CyberSchool Announcements. SATs are not currently administered by 21CCCS; students need to sign up independently with their home school district for the SATs. Students should register online at [www.collegeboard.com](http://www.collegeboard.com) to choose a location and time that meets their scheduling needs. 21CCCS students should use CEEB Code 391348.

### **Advanced Placement (AP) Exams**

Although students may take AP level courses through both 21CCCS and 3<sup>rd</sup> party providers, we will only be able to offer AP exams testing at our office for AP courses being taught by 21CCCS staff. For AP courses being taken through 3<sup>rd</sup> party providers students must make arrangements to take AP exams through their home school district. For information on AP exams, visit [www.collegeboard.com](http://www.collegeboard.com)

### **3.23 Classroom Diagnostic Tools (CDT)**

The CDT is a benchmark tool that teachers at 21CCCS utilize, which allows students to

demonstrate their learning in the subjects of math, English and science, throughout the course of the school year. These assessments are given three times a year and they are mandatory. The results from these assessments are used to best individualize and supplement student learning, in an effort to guide and accommodate student success. These are administered through the students' learning coaches in an online format, along with instructions to help students perform to the best of their ability. For more information, students should speak with their learning coach.

### **3.24 Summer School**

21CCCS may offer a limited number of summer school courses as an opportunity for advancement of original or make-up credit. Students may also take summer courses with third party vendors, such as Aventa. Please consult with the Guidance Department for course recommendations and pre-approval. Summer school costs are the responsibility of the student. Transcripts containing final grades must be received by the Guidance Department no later than August 14, 2015 to be accepted. Contact your guidance counselor for more information about summer school.

### **3.25 Transfer Credits**

Transfer credits are considered and evaluated from each individual school a student has attended. Separate official transcripts from each school attended must be in the student's file to ensure proper grade level, course selection, and ability placement.

21CCCS uses a quarter system for credits. Therefore, transferred credits from other schools are adjusted as follows:

- Credit below .25 is adjusted to .25 credits
- Credit between .26 & .49 is adjusted to .50 credits
- Credit between .51 & .74 is adjusted to .75 credits
- Credit between .76 & .99 is adjusted to 1.0 credit

Credit for home-schooled students will be given based on appropriately supplied documentation provided to 21CCCS prior to enrollment. This documentation should include home-school evaluations as well as course descriptions. This information must be supplied prior to the start of classes.

When the content of a transferred course is questioned, the parent/guardian should make further course details available or provide the phone number/contact for the previously attended school for clarification. Credit may be given for a course as an elective if it does not meet 21CCCS course requirements.

Consumer Science courses amounting to at least .5 credits may be accepted for the Careers course. Sociology and Psychology may be accepted as a Social Studies or Elective credit, but not as Arts & Humanities credit. Religious courses will only be accepted as elective courses/credits.

When transfer students have completed at least half of their class at their previous school, incoming grades will not be averaged. Students will instead have two separate grades listed on their transcripts, half from their previous school and half from 21CCCS.

### **3.26 Working Papers**

Working papers are needed for after school and summer jobs. They are issued by the student's home school district, not 21CCCS. The hours during which and the conditions under which minor children may be employed are contained in the Pennsylvania Child Labor Law, Act of 1915, P.L. 286, No. 177 and amendments.

Students who fall behind in any of their classes or have a “C” average or below, are strongly advised to complete all courses successfully in order to move to the next grade, rather than work outside of school. Students who work must adjust their work schedule to meet class requirements.

### **3.27 Field Trips**

21CCCS believes that social interaction is part of a well-rounded school experience. With that in mind, students are encouraged to attend as many field trips as possible. Completing an RSVP request by the date indicated by field trip advisers ensures that 21CCCS has a sufficient amount of supplies, necessary event space, and 21CCCS staff member participation. If payment is required receipt of payment is necessary to confirm your RSVP.

If a parent/guardian does not RSVP by the given deadline, space availability cannot be guaranteed.

#### **Acceptable Behavior on Field Trips and School Events**

- Student participation at school events requires written parental/guardian consent.
- Each student under the age of 18 must be accompanied by a parent/guardian or designated chaperone of at least 18 years of age, who has been deemed appropriate by the student’s parent or legal guardian.
- In order to ensure the safety of students and comply with Pennsylvania child abuse laws, students must remain under the supervision of only their parent, guardian, or a 21CCCS teacher.
- Students over the age of 18 may attend a school event without a parent/guardian or chaperone, but must sign and turn in a permission slip/waiver to do so.
- Students should dress appropriately for the climate and venue of the field trip. In addition, students may be requested to wear a 21CCCS provided T-shirt for safety and accountability purposes.
- Additional rules of acceptable conduct will be determined and communicated by school administration prior to events. Students must agree in writing before participating in the event (through the permission slip).
- Failure to comply with established rules may result in students being asked to leave the event. Depending upon the magnitude of the infraction at the event, students may be subject to additional disciplinary action.
- If a student requires medication, the parent/guardian or designated chaperone must carry and administer it.
- Children under the age of 10 are not permitted to attend school-sponsored field trips without prior permission from administration.

21CCCS reserves the right to refuse permission to attend one or more field trips if a student is not reasonably up to date on his/her schoolwork.

## SECTION 4. COMMUNICATION & EQUIPMENT

### 4.1 Communication

(Related Policy # 207)

Communication between the student, parent/guardian, and school is extremely important. As a cyber school, the primary methods of communication are email and electronic conferences, which are both accessed through FirstClass Mail.

#### **Student Expectations:**

- Students are required to check their email and conferences, and to reply to emails from school personnel, on a daily basis. Failure to reply to an email from school personnel within 3 school days from the date sent may warrant an unexcused absence.
- Students are expected to use proper English and grammar in their email communications with school staff. This means emails must:
  - Clearly communicate necessary information.
  - Avoid use of slang, texting, or other shorthand.

#### **Parent/Guardian Expectations:**

Parents/guardians are also supplied with email accounts through our FirstClass Mail system. In the 21CCCS environment, an email from a parent/guardian (from within the 21CCCS email system) is equivalent to receiving a letter with the parent's/guardian's signature.

- Parents/Guardians must check this email account at least weekly, and respond to messages when necessary.
- Parents/Guardians must not share passwords with their children.
- If a parent/guardian has been contacted three times by email or phone, and does not respond to the third attempt within 10 days, the parent/guardian and the local school district may be contacted by registered mail. If no response is received within 10 days of mailing the letter, the student may be considered withdrawn from the school, and the home school district may be advised of the student's withdrawal. Pennsylvania Special Education regulations will apply to Special Education students.

### 4.2 School Issued Equipment

All students are required to use a school-issued Macintosh computer for their schoolwork. School computers are equipped with all hardware and software needed by students. Printers, paper, and replacement black ink cartridges are also supplied. Computers and other equipment will be supplied under signed agreement from guardians. It is recommended that families work with their insurance company to insure all school equipment against damage or loss under a family's homeowner's or renter's insurance policy.

Families will be responsible for the costs of repair or replacement of school issued equipment not covered under the manufacturers warranty, including any freight costs incurred. All repairs must be made at a 21CCCS approved facility.

If there are routers or firewalls used on the home's internet access, they must be configured to allow access over the internet to the school computer by school technicians. The school retains the right to electronically inspect and enter school computers and accounts at any time for any reason.

School computers will be outfitted with software to enable school officials to remotely monitor and administer the computer. Blocking software, which restricts access to many (but not all) undesirable sites, tracking software that logs the websites visited, and similar software may be installed. Systems may also be used to limit the use of software on school computers. It is a violation of school rules to circumvent these systems.

### **4.3 Acceptable Use of School Equipment & Accounts**

(Related Policy # 212)

Students are required to use provided technology and access accounts supplied by the school responsibly. Computers should only be used for non-school related purposes on an incidental basis. 21CCCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted with school accounts or equipment. This means providing assistance to governing bodies by surrendering electronically obtained information from school-issued computers or student accounts. Disciplinary actions for equipment or account misuse may be taken at any time and will be tailored to meet specific concerns related to the violation. The purpose of this policy is to assist the student in gaining the self-discipline necessary to behave appropriately in both our cyber school environment, and within an electronic network.

The following uses of school-issued computers, internet resources, or accounts are considered unacceptable: (for specific details outlining unacceptable use of equipment, see Policy #212)

1. To vandalize, damage, disable, or modify the property, accounts, or files of 21CCCS, another individual, or organization.
2. To access the files, folders, accounts, materials or resources of another user, or distribute information enabling others to do so, without the user's permission. This also includes attempts made to access such materials.
3. To engage in any illegal act or violate any local, state, or federal statute or law.
4. To access, review, upload, download, store, print, post, or distribute:
  - a. Materials that are pornographic, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or contain sexually explicit language.
  - b. Materials that use language or images that are inappropriate to the educational setting or are considered damaging or disruptive to the educational process.
  - c. Materials that use language or images that advocate violence or discrimination toward other persons, or that may be perceived to constitute harassment or discrimination.
5. To make deliberate attempt(s) to degrade or disrupt, modify, or change equipment, software, or system performance by spreading computer viruses or any other such means.
6. To install any unauthorized software onto a school-issued computer or modify any system settings without the prior approval of the Technology Department. This includes running updates without full disclosure and consultation with the Technology Department.
7. To attempt to defeat or bypass the school's internet filtering by the use of proxies, https, special ports, software or any other means.
8. To violate copyright laws, usage licensing agreements, or otherwise use another person's property without the person's prior approval or proper citation including: the downloading or exchanging of pirated software, copying software or music to or from any school computer, or the plagiarism of works found on the internet.
9. To post information about another person or personal contact information about themselves including, but not limited to, addresses (home, work, or school), telephone numbers, identification numbers, account numbers, access codes or passwords, instant message ID's, or websites.
10. To knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including

- prejudicial or discriminatory attacks.
11. To use the school email system to conduct non-school business, for unauthorized commercial purposes, gambling, or financial gain unrelated to the mission of the school. Users are not permitted to use the system to provide goods or services or for product advertisement purposes.
  12. To include any information in an email signature that contains anything other than the student's name, email address, and grade.
  13. To spam or forward inappropriate "junk emails" that are unsolicited, bothersome, or unnecessary.
  14. To send a significant number of non school-related emails. Email accounts are primarily intended for school-related purposes. Students who send a significant number of non-school-related emails may have their account restricted and/or have excess email deleted by the tech support department.

If a user inadvertently accesses unacceptable materials or internet sites, the user must immediately contact an appropriate school district official, such as the Principal or the Student Support Manager, to disclose the access of said material. This disclosure may later serve as a defense against an allegation that the user had intentionally violated the student code of conduct.

Although 21CCCS takes precautions to protect students from inappropriate sites, ultimately, it is the responsibility of the student and parents/guardians to ensure that the school computer is used only for appropriate school use.

Finally, students who become aware of potential security issues are responsible for reporting them immediately to the Technology Department.

#### **4.4 Electronic Searches**

##### **School Issued Equipment Search:**

School Officials retain the right to electronically inspect and enter school-issued computers and accounts at any time for any reason, using logging software installed in all computers. The software must remain enabled and the computer must remain accessible at all times.

##### **Parent/Guardian Access:**

Parents/guardians may request passwords to student accounts from school personnel.

##### **Illegal or Prohibited Materials:**

Illegal or prohibited materials discovered during a student search may be used as evidence against a student in a school disciplinary proceeding or legal hearing.

#### **4.5 Assistive Technology**

To request assistive technologies, please contact the Supervisor of Special Education.

#### 4.6 Internet Access and Reimbursement

(Related Policy #204)

All students are entitled to Internet access reimbursement, or provision of internet connectivity which may be a dial-up internet account and analog modem. Reimbursements will be made twice a year. Reimbursement rates are as follows:

Type of service	Amount reimbursed
Using a school provided ISP service	Service provided by 21CCCS
Using alternate service (Comcast, Verizon, Satellite, Etc.)	Up to \$45/month per household (unless proof can be shown that the only available access in their area is greater than \$45) for the months of August through June

#### Reimbursement Schedule

Reimbursements will be issued twice a year on January 30<sup>th</sup> and June 30<sup>th</sup>. **No reimbursement will be made unless requests are received by specified deadlines.**

Reimbursement Period	Months Covered	Documentation Needed	Date Due to Office to qualify for reimbursement
<b>Period 1</b>  (Paid on January 30 <sup>th</sup> )	August September October November December	December bill indicating that it is paid in full.  Reimbursement Request form	<b>January 15<sup>th</sup></b> (must be received in office by January 15 <sup>th</sup> )
<b>Period 2</b>  (Paid on June 30 <sup>th</sup> )	January February March April May June	June bill indicating that it is paid in full.  Reimbursement Request form	<b>June 15<sup>th</sup></b> (must be received in office by June 15 <sup>th</sup> )

\*If this schedule is an economic hardship please contact the Student Support Manager, Joe Mayo, and he will make an alternate arrangement.\*

\*\*If you withdraw prior to the reimbursement period, to receive reimbursement for the months that you were enrolled at 21CCCS, you must submit your most recent paid bill and Reimbursement Request form within 30 calendar days of your withdraw.\*\*

21CCCS does not reimburse for Internet service over the summer months (unless the student receives Special Education Extended School Year services), or for service outside of Pennsylvania. To see what constitutes as summer months, please see the 21CCCS Academic Calendar. Internet service will be reimbursed only for the time that school is in session.

### **Requesting Reimbursement**

1. Complete and sign the Reimbursement Request form (attached to this handbook).
2. Mail paper copy of request and bill by the required deadline (January 15<sup>th</sup> and June 15<sup>th</sup>) to:

21st Century Cyber Charter School  
Attn: Internet Reimbursement  
126 Wallace Ave.  
Downingtown, PA 19335

### **Services Provided by 21CCCS**

Siblings (in homes with broadband/high-speed internet) will also receive the use of a router upon request so that the internet connection can be shared among computers. 21CCCS will provide no additional phone lines (exceptions are made only for those who have multiple children in one household, who do not have access to broadband. See guidelines below.)

If a student needs a 56K dial-up account, the provider is BeeNet (<http://www.bee.net/>). The Internet account will be paid for in advance by 21CCCS and is continuous from the beginning of the school year until the last day of classes or until a student withdrawal, whichever comes first. Note that BeeNet accounts do not provide unlimited usage, and should be used only to complete schoolwork.

Families are responsible for making sure that dialup numbers are local calls; 21CCCS is not responsible for toll charges. If, at any time, the service is not working properly, please contact BeeNet at 888-4BeeNet, as they provide technical support for their service. Any student having a computer problem must call for technical support at 484-875-5467.

Families using a high-speed service such as Verizon or Comcast must have the account in their name and address, not 21CCCS. Please call the provider when there is a problem with the connection to troubleshoot. In many cases, service shuts down temporarily for maintenance and only the provider has that information.

If for any reason internet service is not working properly, students have 24 hours to notify the technology department.

The Technology Department will notify the student's instructors of the problem. Students may not use internet problems as an excuse for not attending class if they have not immediately notified the Technology Department of the problem.

### **Reimbursement Collection Procedures for Additional Phone Lines**

For siblings in the same household who attend 21CCCS, broadband (cable, FIOS, or DSL) is the recommended and accepted form of Internet connectivity. However, if the household exists in an area where broadband is not available, 21CCCS will reimburse for an additional phone line for each additional child. When submitting a request for phone line coverage, a "Request for Phone Line Application" form must be submitted. The following reimbursement guidelines will apply:

1. Reimbursement requests shall be made on a monthly basis with copies of each phone bill attached to the request.
2. The reimbursement period shall be any calendar month, or prorated portion thereof, in which the student has been an enrolled student during the regular school year.
3. The amount of each reimbursement for each calendar month of service shall include the cost of the basic line only. Each phone bill should not have additional charges, such as long-distance fees or any additional service fees, etc. Each phone line is to be designated for school use only and to be used for modem connection only.
4. Reimbursement requests ("Requests") for each calendar month of service must include a completed, signed reimbursement request form (as provided by 21CCCS), and shall include copies of invoice pages, which show the name and address that the invoice was mailed to and charges for the telephone service. This shall be sent via postal mail.
5. Each request must contain all documentation relating to the period of service for which reimbursement is being requested. Example: If reimbursement is being requested for the service month of November, and the invoices from the provider are for periods of service from the 15th of one month to the 14th of the next month, then copies of invoices for October and November will be required to support the November Request.
6. The request for the final academic month of June must be received by June 30th. No payments will be issued for requests received after June 30th.
7. Each Request shall be made in writing via postal mail to:

21st Century Cyber Charter School  
Attn: Internet Reimbursement  
126 Wallace Ave.  
Downingtown, PA 19335

### **4.7 Equipment and Material Returns**

Within one week of the date of withdrawal from 21CCCS, the parent/guardian will return the school issued computer, printer and other hardware, textbooks, CDs, and any other materials issued to the student, to 21CCCS. Original packaging and all accompanying documentation and accessories must be returned as well. Families will be billed for damaged and/or missing items. Students may be denied participation in the graduation ceremony, and returning students may not be accepted for re-enrollment, if they have not returned all school equipment and materials.

Students returning to 21CCCS for the following school year may keep their computer and printer over the summer unless return is requested.

### **4.8 Unpaid Bills**

A diploma cannot be awarded until all outstanding financial obligations due to the school are paid in full. Undergraduates will not be accepted for re-enrollment until all monies due to the school are paid in full. A fee of \$40 will be assessed for each check returned by the bank for insufficient funds.

## SECTION 5. FORMS & ATTACHMENTS

**2015-2016 School Year Calendar**

**Internet Reimbursement Form**

**Acceptance of Student Handbook Form**

## INTERNET REIMBURSEMENT FORM

Student ID #: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Name on Invoice: \_\_\_\_\_

(This person will receive the reimbursement amount and must match the name on the attached ISP invoice.)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Which reimbursement period are you requesting (circle one):

Period 1 (Due to office by January 15<sup>th</sup>)      Period 2 (Due to office by June 15<sup>th</sup>)

### **Important Guidelines**

- Please attach a bill from December (Period 1) or June (Period 2) that indicates your account is paid in full.
- Please verify that the appropriate invoice is attached based on the guidelines in the Internet Reimbursement Policy.
- **Reimbursement requests will be declined if requests are made past the deadline,** or as outlined in the Internet Reimbursement Policy.
- Reimbursement will be made to the name and address that appear on the invoice submitted. Exceptions to this procedure will require written authorization from the 21CCCS Student Support Manager.
- Reimbursement will only be made during the school year. 21CCCS does not reimburse for internet service over the summer months.

Send the completed form and attachments to the following address:

21st Century Cyber Charter School  
Attn: Internet Reimbursement  
126 Wallace Ave.  
Downingtown, PA 19335

Fax: 610-873-4534

**ACCEPTANCE OF STUDENT HANDBOOK FORM**

We have read and understand the 2015-2016 Student Handbook. We agree to the terms of 21st Century Cyber Charter School and understand that if we do not abide by the handbook requirements, the school will take action as noted in the handbook.

---

Parent/Guardian Signature

Date

Parent/Guardian Name: \_\_\_\_\_

---

Student Signature

Date

Student Name: \_\_\_\_\_

# **Property Appendix**

**RETURN TO**

Return to:  
Peter R. Wilson, Esq.  
1700 Bent Creek Blvd., Ste. 140  
Mechanicsburg, PA 17050  
(717) 620-2424



Tax Parcel Nos. 11-4-2.1B-E and 11-4-2.1C-E

*fil*

**DEED**

**THIS DEED**, made this 31st day of October, in the year of our Lord two thousand thirteen **BETWEEN DOWNINGTOWN AREA SCHOOL DISTRICT**, a Pennsylvania school district of the second class (hereinafter called "Grantor"), and **21st CENTURY CYBER CHARTER SCHOOL**, a Pennsylvania nonprofit corporation (hereinafter called "Grantee").

*4/2*

**WITNESSETH**, That the said Grantor for and in consideration of the sum of One Million Four Hundred Thousand Dollars (\$1,400,000.00) lawful money of the United States of America, unto it well and truly paid by the said Grantee at or before the sealing and delivery hereof, the receipt whereof is hereby acknowledged, has granted, bargained and sold, released and confirmed, and by these presents does hereby grant, bargain and sell, release, confirm, and specially warrant unto the said Grantee its successors and assigns.

*2-1/2*

**ALL THOSE TWO CERTAIN** tracts of land, Hereditaments and Appurtenances, **SITUATE** in Downingtown Borough, County of Chester and State of Pennsylvania, bounded and described more particularly according to a Subdivision Plan for Everett T. Lang, Inc., et al., made by John E. Stapleton, III, Registered Surveyors, dated 4/20/1987 and recorded as Plan #7377, as follows, to wit:

*75w*

**PREMISES A**

**BEGINNING** at a concrete monument situate on or near the West side of Wallace Avenue, said point also being the North right-of-way line of an entrance to Kerr Park; thence leaving the West edge of Wallace Avenue and along said right-of-way, South 86 degrees 59 minutes 46 seconds West 202.21 feet to a concrete monument and a corner of land now or late of the Borough of Downingtown; thence along land now or late of the Borough of Downingtown North 02 degrees 14 minutes 28 seconds West 111.72 to a point a corner of Lot 2 as shown on said Plan; thence extending along Lot 2 North 86 degrees 55 minutes 13 seconds East 201.85 feet to a point on the side of the aforementioned Wallace Avenue; thence extending along the side of Wallace Avenue South 02 degrees 25 minutes 30 seconds East 111.98 feet to the first mentioned point and place of beginning.

**CONTAINING** 22,595 square feet.  
**BEING** Lot #1 as shown on said Plan.

**PREMISES B**

DOC # 11315880 11/07/2013 08:56 AM  
Receipt #: 13-44190  
Rec Fee: \$75.00 State: \$14000.00 Local: \$14000.00  
Chester County, Recorder of Deeds

11315880 B: 8842 P: 419 DEE  
11/07/2013 08:56 AM Page 1 of 4  
LATSHA DAVID & MCKENNA



BEGINNING at a point on the West side of Wallace Avenue, said point of beginning being the Northeast corner of Lot #1 as shown on said Plan, and the Southeast corner of the about to be described lot; thence from said point of beginning and extending along said Lot #1 South 86 degrees 55 minutes 13 seconds West 201.85 feet to a point in line of lands now or late of the Borough of Downingtown; thence, extending along said lands of Borough of Downingtown North 02 degrees 14 minutes 28 seconds West 112.01 feet to a point a corner of Lot #3; thence extending along Lot #3 North 86 degrees 55 minutes 13 seconds East 201.49 feet to a point on the side of said road, South 02 degrees 25 minutes 30 seconds East 112.01 feet to the first mentioned point and place of beginning.

CONTAINING 22,587 square feet.  
BEING Lot #2 as shown on said Plan.

BEING the same premises which North Park Development Co., a Pennsylvania general partnership by Deed in lieu of condemnation dated December 21, 1999 and recorded December 28, 1999 in Chester County in Record Book 4690 Page 1732 conveyed unto Downingtown Area School District, the Grantor, in fee.

**TOGETHER** with all and singular the improvements, ways, streets, alleys, passages, waters, water-courses, rights, liberties, privileges, hereditaments and appurtenances, whatsoever unto the hereby granted premises belonging, or in any wise appertaining, and the reversions and remainders, rents, issues, and profits thereof; and all the estate, right, title, interest, property, claim and demand whatsoever of the said Grantor as well at law as in equity, of, in, and to the same.

**TO HAVE AND TO HOLD** the said lot or piece of ground above described, its hereditaments and premises hereby granted, or mentioned and intended so to be, with the appurtenances, unto the said Grantee, its successors and assigns, to and for the only proper use and behoof of the said Grantee, its successors and assigns forever.

[SIGNATURE PAGE TO FOLLOW]

11315880 B: 8842 P: 420 DEE  
11/07/2013 08:55 AM Page 2 of 4  
LATSHR DAVID & MCKENNA



IN WITNESS WHEREOF, the parties of the first part hereunto set their hands and seals.  
Dated the day and year first above written.

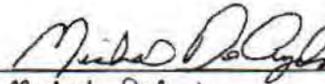
WITNESS/ATTEST:



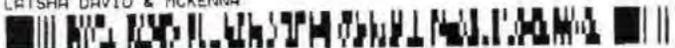
G. Donatelli

GRANTOR:

**DOWNINGTOWN AREA  
SCHOOL DISTRICT,**  
a Pennsylvania school district of the second class

By:   
Name: Michael DeAngelis  
Title: Asst. Director of Finance

11315880 B: 8842 P: 421 DEE  
11/07/2013 08:56 AM Page 3 of 4  
LATSHA DAVID & MCKENNA



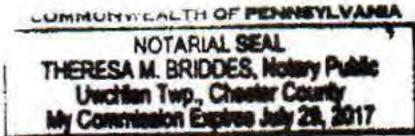
State of Pennsylvania

: ss

County of Chester

On this 31st day of October, A.D. 2013, before me, the undersigned officer, personally appeared Muchial DeAngelis, who acknowledged himself or herself to be the Asst Dir of Finance of Downingtown Area School District, and that he or she, as such Asst Dir of Finance being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of Downingtown Area School District by himself or herself as such Asst. Director of Finance

IN WITNESS WHEREOF, I hereunto set my hand and official seal.



Theresa M Briddes  
Notary Public

I hereby certify that the address of the Grantee is:

805 Springdale Drive  
Exton, PA 19341

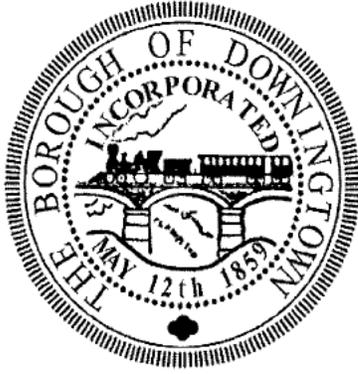
Muchial DeAngelis  
Agent/Attorney for Grantee

RECORDED in Deed Book \_\_\_\_\_ page \_\_\_\_\_, GIVEN under my hand and the seal of the said office, the date above written.

Recorder of Deeds

330564v1 11315880 B: 8842 P: 422 DEE  
11/07/2013 09:56 AM Page 4 of 4  
LATSIA DAVID & PICKENNA





## Downingtown Borough

4-10 West Lancaster Avenue  
Downingtown, PA 19335

Phone: 610-269-0344

Fax: 610-269-1580

### Certificate of Occupancy

Building Permit #: **14-1474**

Permission is hereby granted by the Borough of Downingtown Pennsylvania, to occupy the building and the premises located at and known as:

**124-26 WALLACE AVE, DOWNINGTOWN, PA 19335**

Zoning Classification: **C-3**

Building Code Edition: **2009**

Occupancy Classification: **B**

Type of Construction: **V-B**

Date of Final Inspection: **12/17/2014**

Description of Structure covered by Permit: **2 Story Cyber School and Business Office**

Owner: MARSH CEO, JON  
21st CENT CYBER CHART SCHL  
805 SPRINGDALE DR

Occupancy Load: 160

Authorizes said location for the following use: , in accordance with, and subject to, the provisions of the building codes, public works standards, fire codes, and zoning ordinance. The owner or operator of the building may not add, remove, or alter any feature or element within or on the exterior of the building. Unauthorized changes have the potential to adversely affect the accessibility to and usability of the elements and features of the building. The owner or operator of the building shall first consult the Building Code Official.

  
\_\_\_\_\_  
Building Official

  
\_\_\_\_\_  
Date

# **Board Ethics Appendix**

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX  
 Galasso Barry J

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone  
 [Redacted] 215-348-2940

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable block or blocks, more than one block may be marked. (See instructions on page 2)

A  Candidate (including write-in) C  Public Official (Current) D  Public Employee (Current) E  Check this block if you are filing as a solicitor  Check this block if you are amending an original filing

B  Nominee C  Public Official (Former) D  Public Employee (Former)

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A Executive Director  seeking  hold  held

B Board member  seeking  hold  held

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A Bucks County IU #aa

B 21st Century Cyber Charter Sch

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.  
 Executive Director 2014

08 REAL ESTATE INTERESTS (See instructions on page 2) If NONE, check this box.

09 CREDITORS (See instructions on page 2) Creditor (Name and Address) If NONE, check this box.  Interest Rate

Name: Ally Bank Address: PO Box 370901 Bloomington, MN 55438 0%

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.  (OFFICIAL USE ONLY)

1 Delaware Valley College Address: Doylestown PA

2 TPAF, Trenton, NJ 3 PERS, Trenton, NJ

11 GIFTS (See instructions on page 2) If NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) If NONE, check this box.  Value

Source (Name and Address)

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) If NONE, check this box.

Business Entity (Name and Address) Position Held

Name Address

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) If NONE, check this box.  Interest Held

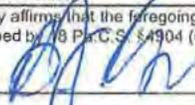
Name and Address of Business

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) If NONE, check this box.

Business (Name and Address) Interest Held Relationship Date Transferred

Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature  Enter Current Date 4/29/15

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX

L O N O C O N U S A L A N J O N

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

(610) 889-2125

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable block or blocks, more than one block may be marked. (See instructions on page 2)

A  Candidate (including write-in) C  Public Official (Current) D  Public Employee (Current) E  Check this block if you are filing as a solicitor

B  Nominee C  Public Official (Former) D  Public Employee (Former)

Check this block if you are amending an original filing

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A B O A R D M E M B E R  seeking  hold  held

B

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A 2 1 S T C E N T U R Y C Y B E R N C H A N T R E N

B S C H O O L

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.

BOARD MEMBER 2014

08 REAL ESTATE INTERESTS (See instructions on page 2) IF NONE, check this box.

PFCU 1280 TOWNSEND ROAD PHILADELPHIA PA 4.25%

09 CREDITORS (See instructions on page 2). Creditor (Name and Address) IF NONE, check this box.

Name: LINCOLN AUTOMOTIVE FINANCIAL SER Address: PO BOX 542000 OMAHA NE Interest Rate 1.9%

CARILLAS CLUB VISA PO BOX 82575 LINCOLN NE 16.0%

CAPITAL ONE BANK PO BOX 71683 CHARLOTTE NC 11.9%

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.

Name: GREAT VALLEY SCHOOL DISTRICT Address: 42 CHURCH RD. MALVERN, PA.

UNIVERSITY OF SCRANTON 800 LINDEN ST SCRANTON PA 18510

11 GIFTS (See instructions on page 2) IF NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) IF NONE, check this box.

Source (Name and Address) Value

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) IF NONE, check this box.

Business Entity (Name and Address) Position Held

Name: Address:

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) IF NONE, check this box.

Name and Address of Business Interest Held

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) IF NONE, check this box.

Business (Name and Address) Interest Held Relationship Date Transferred

Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. § 4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1109(b).

Signature Alan J. Lonocorus Enter Current Date 4/15/15

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX  
 O'SHEA LAWRENCE JDR

02 ADDRESS (office/business or governmental) or home City State Zip Code Area Code Phone  
 [REDACTED] (610) 938-9000

NOTE: YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable block or blocks, more than one block may be marked. (See instructions on page 2)

A  Candidate (including write-in) C  Public Official (Current) D  Public Employee (Current) E  Check this block if you are filing as a solicitor  Check this block if you are amending an original filing

B  Nominee C  Public Official (Former) D  Public Employee (Former)

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A EXECUTIVE DIRECTOR  seeking  hold  held

B BOARD MEMBER

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A DELAWARE COUNTY INTERMEDIATES

B 21st CENTURY CYBER CHARTER SCH

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.

Executive Director 2014

08 REAL ESTATE INTERESTS (See instructions on page 2) IF NONE, check this box.

09 CREDITORS (See instructions on page 2). Creditor (Name and Address) IF NONE, check this box.

Name: PNC Bank, Barclay Bank Address: Interest Rate

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.

Name: Delaware County Intermediate Unit Address: 200 Yale Avenue, Morton PA 19070 (OFFICIAL USE ONLY)

11 GIFTS (See instructions on page 2) IF NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) IF NONE, check this box.

Source (Name and Address) Value

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) IF NONE, check this box.

Business Entity (Name and Address) Name: O'Shea Learning Consultants Address: 730 Smokehouse Rd., West Chester PA 19382 Position Held: Co-Owner

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) IF NONE, check this box.

Name and Address of Business: O'Shea Learning Consultants Interest Held: 50%

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) IF NONE, check this box.

Business (Name and Address) Transferee (Name and Address) Interest Held Relationship Date Transferred

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature Lawrence J O'Shea Enter Current Date 8/20/15

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX  
 O'BRIEN JOSEPH J

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone  
 [REDACTED] (484) 237-5070

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable block or blocks, more than one block may be marked. (See instructions on page 2)

A  Candidate (including write-in) C  Public Official (Current) D  Public Employee (Current) E  Check this block if you are filing as a solicitor  Check this block if you are amending an original filing

B  Nominee C  Public Official (Former) D  Public Employee (Former)

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A ADMINISTRATOR -- EXECUTIVE DIR.  
 seeking  hold  held

B

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A CHESTER COUNTY INTERMEDIATE UNIT

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.

EXECUTIVE DIRECTOR 2014

08 REAL ESTATE INTERESTS (See instructions on page 2) If NONE, check this box.

09 CREDITORS (See instructions on page 2). Creditor (Name and Address) If NONE, check this box.

Name: VISA CREDIT CARD } (2) Address: CHASE BANK - NY  
 VISA CREDIT CARD } CHASE BANK - NY

Interest Rate

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.

(OFFICIAL USE ONLY)

Name: CCIU Address: 435 BOOT RD - DANASTOWN, PA  
 IMMACULATA UNIV. - KING RD - IMMACULATA, PA  
 UNIVERSITY of PENNSYLVANIA - Phila, PA.

11 GIFTS (See instructions on page 2) If NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) If NONE, check this box.

Source (Name and Address) Value

See Attached Lis.

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) If NONE, check this box.

Business Entity (Name and Address) Position Held

Name: CCIO/PAIU/NEST CHESTER UNIV Address: FRANKLIN MTS FEDERAL CREDIT / UNITED WAY, ETC.  
 BRADYNITE HEALTH CO

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) If NONE, check this box.

Name and Address of Business Interest Held

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) If NONE, check this box.

Business (Name and Address) Interest Held Relationship Date Transferred

Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature Joseph J. O'Brien, Ed.D. Enter Current Date 1/12/2015

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

## Positions Held by Dr. Joseph O'Brien

- 1) Executive Director, Chester County Intermediate Unit
- 2) President, CCRES Board of Directors
- 3) Past President, Pennsylvania Association of Intermediate Units
- 4) Board Member, 21<sup>st</sup> Century Cyber Charter School Board of Directors
- 5) Member, Franklin Mint Advisory Board of Directors
- 6) Member, West Chester University Advisory Committee
- 7) Co-Chair, Citadel Federal Credit Union Heart of Learning Committee
- 8) Member, St. Joseph's University Strategic Planning Committee
- 9) Member, St. Joseph's University Educator Prep Program Advisory Council
- 10) Board Member, Brandywine Health Foundation
- 11) President, Chester & Delaware Counties Suburban Superintendent Study Council
- 12) Member, University of Pennsylvania Study Council
- 13) Member, University of Pennsylvania Study Council Advisory Board of Directors
- 14) Chairperson, Professional Advisory Council (PAC)
- 15) Adjunct Faculty, Immaculata University
- 16) Guest Faculty, University of Pennsylvania Aspiring Superintendents
- 17) Leader, PC4 (Bridges) Group and Conference
- 18) Co-Chair, Springfield Hall of Fame Committee
- 19) Member, Chester County Economic Development Council Board of Directors
- 20) Executive Advisory Member, Chester County School Authority Board of Directors
- 21) Member, United Way of Chester County Board of Directors
- 22) President, Children's Fund of Chester County
- 23) Strategic Alliance Partner for Chester County's VISTA 2025 – Member of Strategic Planning Team

Respectfully Submitted

Joseph J. O'Brien, Ed.D.

Executive Director

Chester County Intermediate Unit

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX

S A B O O R I H E A T H E R M

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone

(610) 779 7627

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable block or blocks, more than one block may be marked. (See instructions on page 2)

A  Candidate (including write-in) C  Public Official (Current) D  Public Employee (Current) E  Check this block if you are filing as a solicitor  Check this block if you are amending an original filing

B  Nominee C  Public Official (Former) D  Public Employee (Former)

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A 21ST CENTURY CYBER CHARTER SCH  seeking  hold  held

B

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.

Homemaker 2014

08 REAL ESTATE INTERESTS (See instructions on page 2) If NONE, check this box.

09 CREDITORS (See instructions on page 2). Creditor (Name and Address) If NONE, check this box.

Name: Fifth Third Bank Address: PO Box 630778 Cincinnati, OH 45263-0778 Interest Rate: 1.85

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.

(OFFICIAL USE ONLY)

Name: Address:

11 GIFTS (See instructions on page 2) If NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) If NONE, check this box.

Source (Name and Address) Value

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) If NONE, check this box.

Business Entity (Name and Address) Position Held

Name: Address:

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) If NONE, check this box.

Name and Address of Business Interest Held

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) If NONE, check this box.

Business (Name and Address) Interest Held Relationship Date Transferred

Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature *Deborah M Sabour* Enter Current Date 1/15/15

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.



# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX  
 G e o r g e J o h n J

02 ADDRESS (City, State, Zip Code) Area Code Phone  
 [Redacted] (610) 755-9302

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

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B  Nominee C  Public Official (Former) D  Public Employee (Former)

Check this block if you are amending an original filing

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A Member  seeking  hold  held

B

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A 21st Century Cyber Charter School

B Montgomery County Intermediate Unit

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.

Executive Director 2014

08 REAL ESTATE INTERESTS (See instructions on page 2) If NONE, check this box.

09 CREDITORS (See instructions on page 2). Creditor (Name and Address) If NONE, check this box.

Name: Address: Interest Rate

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.

Name: Montgomery County F.U. Address: 1605 W. Main St. Norristown, PA 19403

(OFFICIAL USE ONLY)

11 GIFTS (See instructions on page 2) If NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) If NONE, check this box.

Source (Name and Address) Value

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) If NONE, check this box.

Business Entity (Name and Address) Position Held

Name: Address:

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Name and Address of Business Interest Held

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) If NONE, check this box.

Business (Name and Address) Interest Held Relationship Date Transferred

Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature [Signature] Enter Current Date 1-12-2015

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX  
 Wade Timothy E.

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone  
 [Redacted] [Redacted] [Redacted] (609) 658-7576

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

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B  Nominee C  Public Official (Former) D  Public Employee (Former)

Check this block if you are amending an original filing

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)  seeking  hold  held

A administrator  seeking  hold  held

B

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A Jenkintown School District

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.

administrator

08 REAL ESTATE INTERESTS (See instructions on page 2) If NONE, check this box.

09 CREDITORS (See instructions on page 2). Creditor (Name and Address) If NONE, check this box.

Name: Address: Interest Rate:

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.

Name: Jenkintown Sch. District NJ Division of Deafness Address: Jenkintown Pa 19046 Trenton NJ.

(OFFICIAL USE ONLY)

11 GIFTS (See instructions on page 2) If NONE, check this box.

Source of Gift Value of Gift

Address of Source of Gift Circumstances (including description) of Gift

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Signature Timothy K. Wade Enter Current Date January 13, 2015

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# STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX  
 N E W C O M E T H O M A S L I I

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone  
 (717) 229-2681

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

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B  Nominee C  Public Official (Former) D  Public Employee (Former)

Check this block if you are amending an original filing

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A B O A R D D I R E C T O R

B

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A 2 1 S T C E N T U R Y C Y B E R C H A R T E R S C H

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS.

School Superintendent 2014

08 REAL ESTATE INTERESTS (See instructions on page 2) IF NONE, check this box.

09 CREDITORS (See instructions on page 2). Creditor (Name and Address) IF NONE, check this box.

Name: Address: Interest Rate

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on pg. 2) ONLY IF NONE, check this block.

Name: Address: (OFFICIAL USE ONLY)

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Business Entity (Name and Address) Position Held

Name: Address:

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Business (Name and Address) Interest Held Relationship Date Transferred

Transferee (Name and Address)

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature Thomas Newcome II Enter Current Date 01-13-2015

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

# **Board Agenda Appendix**



**Tuesday, September 9, 2014  
Board Meeting**

**126 Wallace Avenue  
Downingtown, PA 19335  
1:00PM**

## **1. CALL TO ORDER - ROLL CALL**

---

**Subject**            **1.1 Call to Order - Roll Call**  
**Meeting**           Sep 9, 2014 - Board Meeting  
**Category**          1. CALL TO ORDER - ROLL CALL  
**Access**            Public  
**Type**                Procedural

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

## **2. PLEDGE OF ALLEGIANCE**

---

**Subject**            **2.1 Pledge of Allegiance**  
**Meeting**           Sep 9, 2014 - Board Meeting  
**Category**          2. PLEDGE OF ALLEGIANCE  
**Access**            Public  
**Type**                Procedural

The Board of Trustees will recite the Pledge of Allegiance.

## **3. NOTIFICATION OF RECORDING**

---

**Subject**            **3.1 Notification of Recording**  
**Meeting**           Sep 9, 2014 - Board Meeting  
**Category**          3. NOTIFICATION OF RECORDING  
**Access**            Public  
**Type**                Procedural

All public meetings for the 21<sup>st</sup> Century Cyber Charter School will be audio recorded for the purpose of creating the Minutes.

## **4. APPROVAL OF AGENDA**

---

**Subject**            **4.1 Approval of Agenda**  
**Meeting**           Sep 9, 2014 - Board Meeting  
**Category**          4. APPROVAL OF AGENDA  
**Access**            Public  
**Type**                Action  
**Recommended Action**    Recommend the Board approve the agenda.

**Motion & Voting**

---

Recommend the Board approve the agenda.

Motion by Joseph Obrien, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**5. BOARD MEMBER RATIFICATION/RESIGNATION**

---

**Subject**            **5.1 Resignation of Board Member(s)**

Meeting             Sep 9, 2014 - Board Meeting

Category            5. BOARD MEMBER RATIFICATION/RESIGNATION

Access              Public

Type                 Action

Recommended Action    Recommend the Board approve the resignation of Board Members, Jerry Shiveley of Montgomery County IU, effective July 1, 2014 and Deborah Fingerlow, Parent Member, effective June 8, 2014.

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

**Motion & Voting**

---

Recommend the Board approve the resignation of Board Members, Jerry Shiveley of Montgomery County IU, effective July 1, 2014 and Deborah Fingerlow, Parent Member, effective June 8, 2014.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**6. APPROVAL OF THE MINUTES**

---

**Subject**            **6.1 Approval of the Minutes - May 13, 2014**

Meeting             Sep 9, 2014 - Board Meeting

Category            6. APPROVAL OF THE MINUTES

Access              Public

Type                 Action, Minutes

Recommended Action    Recommend the Board approve the minutes of the May 13, 2014 Board Meeting.

Minutes             [View Minutes](#) for May 13, 2014 - Board Meeting

**Motion & Voting**

---

Recommend the Board approve the minutes of the May 13, 2014 Board Meeting.

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph

Obrien, Thomas Newcome

**Subject**           **6.2 Approval of the Minutes - June 30, 2014 Special Board Meeting**

Meeting            Sep 9, 2014 - Board Meeting

Category           6. APPROVAL OF THE MINUTES

Access             Public

Type                Action, Minutes

Recommended Action   Recommend the Board approve the minutes from the June 30, 2014 Special Board Meeting.

Minutes            [View Minutes](#) for Jun 30, 2014 - June 30, 2014 Special Board Meeting

### **Motion & Voting**

---

Recommend the Board approve the minutes from the June 30, 2014 Special Board Meeting.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

## **7. PRESENTATIONS AND REPORTS**

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**Subject**           **7.1 Presentation - Health Plan Presentation**

Meeting            Sep 9, 2014 - Board Meeting

Category           7. PRESENTATIONS AND REPORTS

Access             Public

Type                Presentation

**Subject**           **7.2 Administration - Surveillance System**

Meeting            Sep 9, 2014 - Board Meeting

Category           7. PRESENTATIONS AND REPORTS

Access             Public

Type                Discussion

Discussion regarding building surveillance system.

**Subject**           **7.3 Administration - 2013-14 Board Goals Update**

Meeting            Sep 9, 2014 - Board Meeting

Category           7. PRESENTATIONS AND REPORTS

Access             Public

Type                Information

2013-14 Board Goals

#### 1. New Facility

Complete the successful coordination of obtaining a new facility and acquiring necessary contracts to complete preparation within budget and on time.

Update: 21CCCS has moved in to 126 Wallace Ave location after renovations were completed. Contractors are expected to be

completed with punch list items, the building façade and the generator installation before the end of September.

## 2. Shared Staffing Model Pilot

Complete a pilot of the shared staffing model with at least one district.

Update: 21CCCS and Octorara Area SD completed their pilot of a Shared Staff Partnership during the 2013-14 school year, which was designed to teach district teachers how to be effective online instructors. Octorara shared two district teachers in Math and Spanish, and both worked half of their day for the district and half of their day for 21CCCS. In exchange for the teacher's time, the district received 100 seats for use during the school year; each teacher taught 50 seats. Through the pilot, we were able to identify obstacles that will need to be addressed if these new shared-staff partnerships are formed. The Shared Staff Partnership pilot will continue during the 2014-2015 school year.

## 3. Satellite Office

Open and operate at least one satellite office during the 2013-14 school year.

Update: 21CCCS piloted a satellite office at Octorara Area SD during the 2013-2014 school year. A 21CCCS teacher worked from the satellite office on most days. During the pilot, data was tracked to record what should be duplicated when opening future satellite offices and what obstacles need to be addressed. 21CCCS will not open any satellite offices for the 2014-2015 school year.

## 4. Charter Revision

Complete the necessary steps to apply to PDE for a Charter revision to reflect the new mission adopted by the Board.

Update: Administration completed the initial step towards applying to PDE for a Charter revision. PDE was notified of the intent to revise the Charter. PDE replied with a letter indicating that the next step would be for 21CCCS to submit more detailed information about the proposed amendment request.

## 5. Teacher and Administrator Evaluation System

Complete the necessary steps to create and implement a cyber teacher and administrator evaluation system utilizing the anticipated PDE evaluation and rubric as resources become available.

Update: During the September 2013 board meeting school principal, Kylene Ball, presented the teacher evaluation tool. The alignment to the Danielson Model and the iNacol standards for online teaching was demonstrated. School Board members advised that no further changes were needed as each of the Danielson Domains was represented in the current teacher evaluation tool.

### **Subject** 7.4 Administration - iNacol VSS

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type Information

The International Association for K-12 Online Learning (iNACOL) Virtual School Symposium (VSS) will be held at the Palm Springs Convention Center in Palm Springs, California on November 4, 2014 - November 7, 2014. There is a limited budget allotted for this conference for board member attendance.

### **Subject** 7.5 Administration: Annual Report

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type Information

Administration completed the Charter School Annual Report over the summer and submitted it to PDE on July 31, 2014.

File Attachments
------------------

[21st-Century-Cyber-CS Charter-Annual-Report 7-31-2014.pdf \(171 KB\)](#)

**Subject            7.6 School Operations - Summer School**

Meeting            Sep 9, 2014 - Board Meeting

Category           7. PRESENTATIONS AND REPORTS

Access             Public

Type               Report

School Operation - Summer School

For the seventh year, 21CCCS provided summer school courses to school districts. Twenty-six original credit courses and twenty-four credit recovery courses were offered. The enrollment for the 2014 summer was 136 seats. In 48 seats, a grade of 80% or better was earned. The 21CCCS Guidance Department worked diligently to increase the number of 21CCCS students that took summer school courses this year. Students who were behind in earning credits toward the four-year graduation cohort were targeted. 77 students from 21CCCS took classes. 84 of the seats taken by 21CCCS students were passed and credit was granted. Eighteen seniors took classes to complete all graduation requirements. Fourteen of those seniors earned the credits to graduate.

**Subject            7.7 School Operations-Community Outreach**

Meeting            Sep 9, 2014 - Board Meeting

Category           7. PRESENTATIONS AND REPORTS

Access             Public

Type               Report

School Operations - Community Outreach

This summer we held two Community Outreach events for 21CCCS students and families. The first was on June 21st at the Churchville Nature Center. Students and Families participated in a three-hour hands-on tour of a replica Lenape Indian Village. In total, 11 students, 2 staff, and 51 family members attended this event. The second event was a trip to Lake Tobias Wildlife Park in Halifax, PA. The students and their families went on a guided wildlife safari and toured the wildlife park. There were 3 staff, 8 students and 39 people total on the tour.

**Subject            7.8 School Operations - Summer Reading Club**

Meeting            Sep 9, 2014 - Board Meeting

Category           7. PRESENTATIONS AND REPORTS

Access             Public

Type               Report

School Operations - Summer Reading Club

21CCCS offered a summer reading club to our middle school students. Fifty-five students opted to participate in the program. Students were sent a book that they choose from six novels. They were also encouraged to go to their local library to attend virtual book discussions. An incentive program was offered to students, giving them the opportunity to earn items such as a t-shirt or Barnes & Noble gift card.

**Subject            7.9 School Operations - Back to School Night**

Meeting            Sep 9, 2014 - Board Meeting

Category           7. PRESENTATIONS AND REPORTS

Access             Public

Type               Report

School Operations - Back to School Night

21CCCS held their Virtual Back to School Night on Thursday, August 21, 2014. Students and parents had an opportunity to meet their learning coach and teachers. During the hour, they became familiar with the Virtual Office, met classmates and were given an overview of what to expect at Orientation and the beginning of the year. 322 students and parents attended.

**Subject 7.10 School Operations - Student Achievement**

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type Report

School Operations - Student Achievement

Giovanna S., a 12<sup>th</sup> grader, received a scholarship to University of Penn's Startalk Chinese Academy.

Haley W., a 10<sup>th</sup> grader, rifle team went to states over the summer. She scored first place in the individual female category. Her team scored fourth place overall.

**Subject 7.11 School Operations- 2014 Graduation**

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type Information

The commencement ceremony for the 21CCCS Class of 2014 was conducted at Rustin High School at 1:00 p.m. on June 7, 2014. 100 of the 129 graduates participated in the ceremony. A reception was held in the cafeteria for graduates and their guests prior to the ceremony. The keynote speaker was State Representative Dan Truitt. Of the 2014 graduates, seven completed all academic requirements in January and thirteen completed graduation requirements during the 2014 summer school.

**Subject 7.12 School Operations - School Performance Report**

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type

File Attachments

[2013\\_14SchoolPerformanceReportF.pdf \(33 KB\)](#)

**Subject 7.13 Curriculum and Instruction: Summer Course Development**

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type Information

This summer content area specialists, the curriculum coordinator and the ISD team worked to develop nine new courses. The courses developed include: Algebra Concepts, Spanish III, American History I, Trigonometry, Nutrition, Business Law, Personal Finance, Graduation Portfolio, Driver's Education, Advanced Placement Literature and

Composition, and Concepts of Environmental Science. Courses were created to fully maximize the abilities of our learning management system without being exclusively textbook driven. Some key features of these new courses include; teacher created instructional videos (now embedded), direct alignment with PA Core Standards, real life connections for each lesson, research driven assignments, content spiraling and robust vocabulary.

**Subject 7.14 Special Services- Bureau of Special Education**

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type Report

As of July 1, 2014 the Bureau of Special Education closed the last section of the Corrective Action Verification/Compliance and Improvement Plan developed by PDE's Special Education Advisor and 21CCCS' Special Education Department after the 2010 Cyclical Monitoring. PDE's last focus was on Parent Training and reviewed and approved that corrective action and evidence of change occurred.

**Subject 7.15 Special Services - Special Education Count**

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type

1. Special Education Count

Data is taken from student count on September 2, 2014

Total active students with IEP's/GIEP's/504 Service Agreements: 146

<u>Grade</u>	<u>Total</u>	<u>IEP</u>	<u>GIEP</u>	<u>504</u>
6	52	1	1	1
7	73	7	1	1
8	117	*11	*10	4
9	171	26	4	8
10	167	19	6	5
11	149	13	4	5
<u>12</u>	<u>113</u>	<u>15</u>	<u>3</u>	<u>2</u>
<b>Total</b>	<b>842</b>	<b>92</b>	<b>29</b>	<b>26</b>

\*-One student represented in two columns.

**Subject 7.16 Student Support - Printer Gift Cards**

Meeting Sep 9, 2014 - Board Meeting

Category 7. PRESENTATIONS AND REPORTS

Access Public

Type Report

The 21CCCS "green" initiative that began during the 2010-11 school year, which provides families the option to decline taking a printer/scanner from 21CCCS and receive a \$25 Barnes & Noble gift card, has continued to gain in popularity. Parent comments have been very positive, most already have printers at home, and they support the effort to reduce waste. 94% of families participated this year (716 out of 765 students who attended 21CCCS through the end of the year), saving the school approximately \$40,417 in shipping and maintenance costs. It also eliminated the need to purchase new printers/scanners for the 2014-15 school year.

**Subject 7.17 Student Support - Summer Computer Purchase**

Meeting Sep 9, 2014 - Board Meeting  
 Category 7. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

90 MacBook Pro laptop computers were purchased over the summer to replace student computers that have reached end of life. Additional computers budgeted for will be purchased once enrollment targets are achieved. As in previous years, retired computers will be sold at auction on eBay.

**Subject 7.18 Marketing and Recruitment - Enrollment Profile**

Meeting Sep 9, 2014 - Board Meeting  
 Category 7. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

21CCCS enrollment as of September 2, 2014 was 842 students. Enrollment will be open until September 5, 2014 to meet enrollment targets.

Enrollment by member county:

County	9/2/14	4/15/14	2/15/14	12/15/13	10/15/13	9/1/13	5/1/13
<b>Bucks</b>	45	49	50	55	54	50	30
<b>Chester</b>	78	73	77	79	81	80	79
<b>Delaware</b>	30	29	30	27	26	29	34
<b>Montgomery</b>	58	60	63	60	60	56	49
<b>Total</b>	<b>211</b>	<b>211</b>	<b>220</b>	<b>221</b>	<b>221</b>	<b>215</b>	<b>192</b>

468 students re-enrolled from the 2013-14 school year, an 8.6% (37 students) increase over the previous year. 364 students are newly enrolled for the start of the year, a 6.7% (26 students) decrease compared to the prior year. 10 students enrolled in previous years have elected to return for the current year.

The prior school types for new enrolled students are:

Type	# Students
Public School	202
Cyber charter school	67
Private school	48
Home School	43
Not attending school	4
Total	364

## File Attachments

[Student count by county.pdf \(38 KB\)](#)

[Bucks student count.pdf \(26 KB\)](#)

[Student count by grade level.pdf \(31 KB\)](#)

[Delaware student count.pdf \(26 KB\)](#)

[Student count by school district.pdf \(60 KB\)](#)

[Montgomery student count.pdf \(27 KB\)](#)

[Chester student count.pdf \(27 KB\)](#)

**Subject 7.19 Marketing and Recruitment - New Building Grand Opening**

Meeting Sep 9, 2014 - Board Meeting  
 Category 7. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

A Grand Opening celebration will be held (date TBD) to publicize the new office location and give the public an opportunity to see the building and speak with staff members. Board members and local legislators will be invited, as will the press.

**Subject 7.20 Partnership - Partnership Enrollments**

Meeting Sep 9, 2014 - Board Meeting  
 Category 7. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

Partnership enrollments as of 9/2/14 are:

Home School District	Course Count	Credits Count	Student Count
Octorara Area SD	21	14.5	15
Perkiomen Valley SD	<u>7</u>	<u>6.5</u>	<u>4</u>
<b>totals</b>	<b>28</b>	<b>21</b>	<b>19</b>

**8. CONSENT AGENDA**

---

**Subject 8.1 Approval of the Consent Agenda Items**

Meeting Sep 9, 2014 - Board Meeting  
 Category 8. CONSENT AGENDA  
 Access Public  
 Type Action (Consent)  
 Recommended Action Recommend the approval of the Consent Agenda Items

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

**Motion & Voting**

---

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph O'Brien, Thomas Newcome

**Subject 8.2 Consent Agenda Item - Ratification of Change Orders**

Meeting Sep 9, 2014 - Board Meeting  
 Category 8. CONSENT AGENDA  
 Access Public

Type	Action (Consent)
Recommended Action	Recommend the Board ratify the following change orders for the 126 Wallace Ave. Building Renovation project.

These change orders are under the \$25,000 threshold and were approved by the Building Subcommittee. They require ratification.

**Myco Mechanical Change Orders**

MCO #1

Multiple HVAC Items  
\$7,200

**Pinnacle Electrical Construction, LLC Change Orders**

ECO #5

Multiple Electrical Items  
\$12,245

ECO #6

Temporary Junction Box for Transfer Switch Connection  
\$2,600

ECO #7

Electrical Items Required by Borough  
\$3,170

ECO #8

Facade Lighting  
\$2,395

ECO #9

Fire Alarm Flow and Tamper Switches  
\$3,015

ECO #10

Lighting and Power in Elevator Pit and Machine Room  
\$1,265.00

ECO #11

Fire Alarm Bell Wiring  
\$1,465

**Wayman Fire Protection Change Orders**

FPCO #1

Repair Leaks Discovered in Existing Sprinkler Piping  
\$1,956

**SMJ, Inc. Change Orders**

GCCO #17

Flagpole  
\$8,079.58

GCCO #18

Additional Painting  
\$1,357.62

GCCO # 19

Door Hardware Replacement Existing Door #192-2  
\$823.60

## File Attachments

[ECO#6.pdf \(212 KB\)](#)[ECO#9.pdf \(216 KB\)](#)[ECO#11.pdf \(189 KB\)](#)[MCO#1.pdf \(296 KB\)](#)[FPCO#1.pdf \(483 KB\)](#)[GCCO#19.pdf \(458 KB\)](#)[ECO#8.pdf \(218 KB\)](#)[GCCO#18.pdf \(466 KB\)](#)[ECO#7.pdf \(214 KB\)](#)[ECO#10.pdf \(499 KB\)](#)[ECO#5.pdf \(252 KB\)](#)[GCCO#17.pdf \(767 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject            8.3 Consent Agenda Item - Contracts**

Meeting            Sep 9, 2014 - Board Meeting

Category           8. CONSENT AGENDA

Access            Public

Type              Action (Consent)

Recommended    Recommend the Board approve the contracts as presented.  
Action

**Chandless Law Offices**

Recommend the approval of a representation agreement with Chandless Law Offices for the fee of \$195 per hour plus reimbursable expenses for the purpose of completing an independent investigation.

**Corporate Environments**

Recommend the approval of a storage lease agreement with Corporate Environments for a cost of \$.75 per occupied square foot per month for the storage of excess systems furniture units.

## File Attachments

[CorpEnvironmentLeaseAgreement.pdf \(2,281 KB\)](#)[ChandlessLawOfficesRepAgreement.pdf \(1,218 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**            **8.4 Consent Agenda Item - Partnership Contracts**

Meeting            Sep 9, 2014 - Board Meeting

Category            8. CONSENT AGENDA

Access              Public

Type                Action (Consent)

Recommended    Recommend the Board approve a Partnership Contract with Perkiomen Valley SD for the  
Action              2014-15 School Year.

## File Attachments

[PerkiomenValleySDPartnershipContract2014- 15.pdf \(201 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**            **8.5 Consent Agenda Item - Treasurer's Report as of June 30, 2014**

Meeting            Sep 9, 2014 - Board Meeting

Category            8. CONSENT AGENDA

Access              Public

Type                Action (Consent)

Recommended    Recommend the Board approve the Treasurer's Report as of June 30, 2014.  
Action

## File Attachments

[June 2014 Financial Reports-Board \(unaudited\).pdf \(50 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**            **8.6 Consent Agenda Item - Expenditure Report - May & June 2014**

Meeting            Sep 9, 2014 - Board Meeting

Category 8. CONSENT AGENDA  
 Access Public  
 Type Action (Consent)  
 Recommended Action Recommend the Board approve the Expenditure Report for May and June 2014.

## File Attachments

[CCIU AP Check Register-June 2014.pdf \(311 KB\)](#)
[CCIU AP Check Register-May 2014.pdf \(319 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject 8.7 Consent Agenda Item - Treasurer's Report & Board Summary Report as of July 31, 2014**

Meeting Sep 9, 2014 - Board Meeting

Category 8. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Treasurer's Report & Board Summary Report as of July 31, 2014.

## File Attachments

[Board Summary Report as of 7-31-14.pdf \(1,262 KB\)](#)
[Treasurer's Report as of 7-31-14.pdf \(145 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject 8.8 Consent Agenda Item - Expenditure Report July & August 2014**

Meeting Sep 9, 2014 - Board Meeting

Category 8. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Expenditure Report for the July and August 2014.

File Attachments

[CCIU AP Check Register-July 2014.pdf \(189 KB\)](#)

[CCIU AP Check Register-August 2014.pdf \(113 KB\)](#)

[AP Check Register August 2014.pdf \(68 KB\)](#)

[AP Check Register July 2014.pdf \(64 KB\)](#)

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

### **Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph O'Brien, Thomas Newcome

## **9. ITEMS REMOVED FROM CONSENT AGENDA**

### **10. FINANCE**

**Subject** 10.1 Committed Fund Balance Adjustments

Meeting Sep 9, 2014 - Board Meeting

Category 10. FINANCE

Access Public

Type Action

Recommended Action Recommend the Board approve the following adjustments to the committed fund balances at the amounts listed as of June 30, 2014.

File Attachments

[Recommended Fund Balance Adjustments.pdf \(44 KB\)](#)

### **Motion & Voting**

Recommend the Board approve the following adjustments to the committed fund balances at the amounts listed as of June 30, 2014.

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph O'Brien, Thomas Newcome

## **11. OLD BUSINESS**

**Subject** 11.1 2014-15 Board Goals

Meeting Sep 9, 2014 - Board Meeting

Category 11. OLD BUSINESS

Access Public

Type Action

Recommended Action Recommend the Board approve the proposed goals for the 2014-15 School Year.

### **2014-15 Proposed Board Goals**

#1 Research and develop online courses and curriculum clusters in career education fields to better serve students with occupational aspirations.

#2 Implement systems, policies, and procedures required to complete the separation directive issued by the Board on November 12, 2014.

#3 Explore opportunities to replace the current Learning Management System and pilot if determined such opportunities have an acceptable return on investment.

#4 Expand face-to-face opportunities for students, while ensuring remote access, and analyze the effects on student attrition.

#5 Implement a paperless system and required processes to reduce the amount of paper files retained within the guidelines of applicable policies and laws.

### **Motion & Voting**

Recommend the Board approve the proposed goals for the 2014-15 School Year.

Motion by Lawrence Oshea, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

## **12. NEW BUSINESS**

### **13. PERSONNEL**

#### **Subject 13.1 Approval of Personnel Actions**

Meeting Sep 9, 2014 - Board Meeting

Category 13. PERSONNEL

Access Public

Type Action

Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Attachment: Personnel Actions Spreadsheet

Note: Revisions posted September 3, 2014, reflected in Italics.

File Attachments

[Sept 2014 Board Personnel\\_Rev090314.pdf \(104 KB\)](#)

Admin Content

**Personnel Actions**

**Nominations**

Professional Staff

Name: Sarah Aungst

Position: Art Teacher 1.0FTE (195 Day)

**Effective:** August 18, 2014  
**Reason:** Fill Open Position  
 Resignation James Flynn 1.0FTE (195 Day)  
**Relationship:** None  
**Salary:** \$53,041.92 (Grade 7, Step 5)  
 Plus one (1) New Teacher training day, per diem rate (\$272.00)

**Name:** Kristina Hurley  
**Position:** Math Teacher 1.0FTE (195 Day)  
**Effective:** August 18, 2014  
**Reason:** Fill Open Position  
 Resignation Valerie Amoroso 1.0FTE (195 Day)  
**Relationship:** None  
**Salary:** \$53,041.92 (Grade 7, Step 5)  
 Plus three (3) New Teacher training days, per diem rate (\$272.00)

**Name:** *Matthew Smith*  
**Position:** *Social Studies Teacher 1.0FTE (195 Day)*  
**Effective:** *September 2, 2014*  
**Reason:** *Fill Open Position*  
*Resignation Mark Benson 1.0FTE (195 Day)*  
**Relationship:** *None*  
**Salary:** *\$51901.23 (Grade 7 / Step 4)*

**Non-Professional Staff**

**Name:** Mary Certo  
**Position:** Shipping Clerk 0.6FTE (260 day)  
**Effective:** July 1, 2014  
**Reason:** New Position, approved in 2014-15 Budget, May 13, 2014  
**Relationship:** None  
**Salary:** \$24,780.60 (Grade 3, Step 4)  
 \$21.18/Hr to maximum 1170 Hours

**Name:** Thomas Wade  
**Position:** Summer Student Worker  
 Part Time/Hourly, 290 hours maximum  
**Effective:** June 23, 2014  
**Reason:** Additional assistance for relocation to 126 Wallace Ave  
**Relationship:** Son of George Wade (Tech Support)  
 Reporting to Monica Frank, Principal  
**Salary:** \$10.00/hr

**Name:** *Brittany Trotter*  
**Position:** *Teaching Assistant 1.0FTE (260 Day)*  
**Effective:** *September 15, 2014*  
**Reason:** *Fill Open Position*  
*Promotion Stephanie Leskinen 1.0FTE (260 Day)*  
**Relationship:** *None*  
**Salary:** *\$34,957.13 (Grade 2 / Step 1)*

### **Terminations / Resignations / Retirements**

#### **Professional Staff**

**Name:** Joseph Bonnette  
**Position:** ISD Online Technology Developer 1.0FTE (260 Day)  
**Effective:** September 22, 2004 - August 22, 2014  
**Reason:** Resignation

**Name:** Terri Rapp  
**Position:** Math Teacher 1.0FTE (195 Day)  
**Effective:** August 22, 2005 - August 12, 2014  
**Reason:** Resignation

**Name:** Christopher Etherington  
**Position:** Science Teacher 1.0FTE (195 Day)  
**Effective:** January 18, 2006 - July 22, 2014  
**Reason:** Resignation

**Name:** Mark Miller  
**Position:** Math/PE/Health Teacher 1.0FTE (195 Day)  
**Effective:** August 17, 2010 - May 17, 2014  
**Reason:** Termination

**Name:** James Flynn  
**Position:** Art Teacher 1.0FTE (195 Day)  
**Effective:** August 16, 2011 - August 15, 2014  
**Reason:** Resignation

**Name:** Mark Benson  
**Position:** Social Studies Teacher 1.0FTE (195 Day)  
**Effective:** August 31, 2011 - August 15, 2014  
**Reason:** Resignation

Name: Kristina Cherrier  
 Position: Special Education Teacher 1.0FTE (195 Day)  
 Effective: February 11, 2013 - August 9, 2014  
 Reason: Resignation

Name: Valerie Amoroso  
 Position: Math Teacher 1.0FTE (195 Day)  
 Effective: April 1, 2013 - August 15, 2014  
 Reason: Resignation

Name: William Ferrara  
 Position: Interim CEO/Administrator 1.0FTE (260 Day)  
 Effective: July 3, 2014 - August 18, 2014  
 Reason: Resignation

### **Changes in Status**

#### **Professional Staff**

Name: Stephanie Leskinen  
 Position: Science Teacher 1.0FTE (195 Day)  
 From Teaching Assistant 1.0FTE (260 Day)  
 Effective: August 18, 2014  
 Reason: Fill Open Position  
 Resignation Christopher Etherington 1.0FTE (195 Day)  
 Relationship: None  
 Salary: \$48,479.17 (Grade 7, Step 1)  
 Plus three (3) New Teacher training days, per diem rate (\$248.61)

Name: Stephanie Kennelly  
 Position: Health/PE Teacher 1FTE (195 Day)  
 Status: FMLA  
 Effective: June 2, 2014 - June 12, 2014

Name: Bobbi Kim McCully  
 Position: Interim CEO/Administrator 1.0FTE (260 Day)  
 From Business Administrator 1.0FTE (260 Day)  
 Effective: August 19, 2014  
 Reason: Resignation William Ferrara  
 Relationship: None  
 Salary: Adjustment to current salary, additional \$107.96/day

Name: Kylene Ball  
 Position: Lead Academic Administrator 1.0FTE (260 Day, Interim Position)

Effective: August 19, 2014  
 Reason: Resignation William Ferrara  
 Relationship: None  
 Salary: Adjustment to current salary, additional \$100/week

Name: Carly Parker  
 Position: Special Education Teacher 0.6FTE (195 Day)  
 From Special Education Teacher 0.3FTE (195 Day)

Effective: August 25, 2014  
 Reason: Resignation Kristina Cherrier  
 Relationship: None  
 Salary: \$37,300.45 (Grade 7, Step 13)

Name: Erin Potter  
 Position: Supervisor of Special Education  
 Effective: October 12, 2014 (Tentative)  
 Reason: FMLA  
 Relationship: None  
 Salary: No Change

Name: Carly Parker  
 Position: LTS Special Services Coordinator 1.0FTE (195 Day)  
 From Special Education Teacher 0.6FTE (195 Day)  
 Effective: September 1, 2014  
 Reason: FMLA - Erin Potter  
 Relationship: None  
 Salary: \$62,167.41 (Grade 7, Step 13)

### **Non-Professional Staff**

Name: Joseph Mayo  
 Position: Student Support Manager  
 Status: FMLA  
 Effective: May 9, 2014 - July 7, 2014

Name: George Wade  
 Position: Tech Support Specialist  
 Status: FMLA  
 Effective: July 17, 2014 - July 31, 2014

### **Motion & Voting**

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Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**            **13.2 Approval of New Position**

Meeting            Sep 9, 2014 - Board Meeting

Category           13. PERSONNEL

Access             Public

Type                Action

Recommended    Recommend the Board approve the addition of the position listed below:

Action             School Receptionist 1FTE

The School Receptionist position supports all facets of the organization. In addition to handling the phone and messaging system, the Receptionist will coordinate all incoming/outgoing mail and shipments, and manage all related functions pertaining to the postage and copy equipment. This position will also be responsible for maintaining organizational meeting room calendars, as well as provide much needed support to the enrollment staff.

Currently the School Receptionist functions are being assumed by the School Secretary who also provides clerical support to both the School Principals.

Attachment: School Receptionist job description.

File Attachments

[JD School Receptionist Final.pdf \(128 KB\)](#)

**Motion & Voting**

Recommend the Board approve the addition of the position listed below:

School Receptionist 1FTE

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**            **13.3 Approval of 2014-2015 Health Plans**

Meeting            Sep 9, 2014 - Board Meeting

Category           13. PERSONNEL

Access             Public

Type                Action

Recommended    Recommend the Board approve the changes in 21CCCS health plans as proposed, and the applicable revisions to the employee handbooks.

For the 2014-15 plan year, effective October 1, 2014, 21CCCS is faced with increases in premiums of more than 20% to renew the existing plans. To bring medical premium increases to a manageable level (increases of less than 10%) the following changes to the existing health plans are proposed:

- Reduce the number of medical plans offered from three to two.
- The top plan (A) would be changed from Personal Choice PPO1A to Personal Choice PPO3B.

- The middle plan Personal Choice PPO2A would be eliminated
- The base plan (B) would remain a Direct POS plan, and changed from Keystone DPOS 1A to Keystone DPOS 3B

The two proposed plans have increased levels of copayments for employees which helps reduce the premium costs to 21CCCS.

Copayment Changes	Plan A	Plan B
Primary/Specialist	From \$10/\$20 to \$20/\$40	From \$15/30 to \$30/\$50
Hospitalization (Max 5 copays/admission)	From \$50/day to \$250/day	From \$0 to \$400/day
Outpatient Surgery	From \$0 to \$125	From \$0 to \$200
Emergency Room	(No change)	From \$125 to \$150
Urgent Care	(No Change)	From \$87 to \$105

To offset the increased copayment costs to the staff for hospitalization and out-patient surgeries it is proposed to implement a Health Reimbursement Arrangement (HRA) for employees enrolled in the 21CCCS health plans. As recommended by the plan broker, the HRA would cover up to 60% of the annual co-pay maximums.

Proposed HRA Reimbursement Max/Yr	
Employee	\$3,000
Family	\$6,000

Attachment - 2014-15 Health Plan Comparison (vs. 2013-14), HRA Administration Proposals (2)

#### File Attachments

[2014-15 Health Plans vs 2013-14.pdf \(49 KB\)](#)

[Horace Mann HRA Proposal.pdf \(557 KB\)](#)

[Harrison Group HRA Proposal.pdf \(416 KB\)](#)

#### Admin Content

##### Attachments:

- Revision to Project Staff Handbook (Section III)
- Revision to Administrator Handbook (Section II, 1)

#### Administrative File Attachments

[2014-15 Administrator Handbook REV\\_HPlans.docx \(86 KB\)](#)

[2014-15 Project Handbook REV\\_HPlans.docx \(60 KB\)](#)

#### **Motion & Voting**

Recommend the Board approve the changes in 21CCCS health plans as proposed, and the applicable revisions to the employee handbooks.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**            **13.4 Approval of 2014-15 Salaries**

Meeting            Sep 9, 2014 - Board Meeting

Category 13. PERSONNEL  
 Access Public  
 Type Action  
 Recommended Action Recommend the Board approve the 2014-15 salaries for 21CCCS employees as provided, retroactive to July 1, 2014.

Administrative File Attachments

[2014-15 SALARIES.pdf \(275 KB\)](#)

[2014-2015 Pay Scales 195\\_260.pdf \(85 KB\)](#)

### **Motion & Voting**

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Recommend the Board approve the 2014-15 salaries for 21CCCS employees as provided, retroactive to July 1, 2014.

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

### **14. BOARD MEMBER COMMENT**

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**Subject 14.1 Board Member Comment**

Meeting Sep 9, 2014 - Board Meeting

Category 14. BOARD MEMBER COMMENT

Access Public

Type Discussion

### **15. PUBLIC COMMENT**

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**Subject 15.1 Public Comment**

Meeting Sep 9, 2014 - Board Meeting

Category 15. PUBLIC COMMENT

Access Public

Type Discussion

### **16. EXECUTIVE SESSION ANNOUNCEMENT**

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**Subject 16.1 Executive Session Announcement**

Meeting Sep 9, 2014 - Board Meeting

Category 16. EXECUTIVE SESSION ANNOUNCEMENT

Access Public

Type Information

An executive session was held prior to the start of the meeting.

### **17. MEETING SCHEDULE**

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**Subject 17.1 2014-15 Board Meeting Schedule**

Meeting Sep 9, 2014 - Board Meeting

Category 17. MEETING SCHEDULE  
Access Public  
Type Information  
September 9, 2014 - 21CCCS (Downingtown, PA)  
November 11, 2014 - PaTTAN (King of Prussia, PA)  
January 13, 2015 - 21CCCS (Downingtown, PA)  
March 10, 2015 - PaTTAN (King of Prussia, PA)  
May 12, 2015 - 21CCCS (Downingtown, PA)

## **18. ADJOURNMENT**

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**Subject 18.1 ADJOURNMENT**  
Meeting Sep 9, 2014 - Board Meeting  
Category 18. ADJOURNMENT  
Access Public  
Type Action  
Recommended Recommend the Board adjourn the meeting.  
Action

### **Motion & Voting**

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Recommend the Board adjourn the meeting.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome



**Tuesday, November 11, 2014  
Board Meeting**

**200 Anderson Road  
King of Prussia, PA 19406  
1:00PM**

**1. CALL TO ORDER - ROLL CALL**

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

Meeting            Nov 11, 2014 - Board Meeting

Category           1. CALL TO ORDER - ROLL CALL

Access             Public

Type                Procedural

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

**2. PLEDGE OF ALLEGIANCE**

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**Subject**            **2.1 Pledge of Allegiance**

Meeting            Nov 11, 2014 - Board Meeting

Category           2. PLEDGE OF ALLEGIANCE

Access             Public

Type                Procedural

The Board of Trustees will recite the Pledge of Allegiance.

**3. NOTIFICATION OF RECORDING**

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**Subject**            **3.1 Notification of Recording**

Meeting            Nov 11, 2014 - Board Meeting

Category           3. NOTIFICATION OF RECORDING

Access             Public

Type                Procedural

All public meetings for the 21<sup>st</sup> Century Cyber Charter School will be audio recorded for the purpose of creating the Minutes.

**4. APPROVAL OF AGENDA**

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**Subject**            **4.1 Approval of Agenda**

Meeting            Nov 11, 2014 - Board Meeting

Category           4. APPROVAL OF AGENDA

Access             Public

Type                Action

Recommended    Recommend the Board approve the agenda.  
Action

**Motion & Voting**

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Recommend the Board approve the agenda.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

## 5. APPROVAL OF THE MINUTES

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<b>Subject</b>	<b>5.1 Approval of the Minutes - September 9, 2014</b>
Meeting	Nov 11, 2014 - Board Meeting
Category	5. APPROVAL OF THE MINUTES
Access	Public
Type	Action, Minutes
Recommended Action	Recommend the Board approve the minutes of the September 9, 2014 Board Meeting.
Minutes	<a href="#">View Minutes</a> for Sep 9, 2014 - Board Meeting

### Motion & Voting

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Recommend the Board approve the minutes of the September 9, 2014 Board Meeting.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

## 6. PRESENTATIONS AND REPORTS

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<b>Subject</b>	<b>6.1 Curriculum and Instruction - Professional Development</b>
Meeting	Nov 11, 2014 - Board Meeting
Category	6. PRESENTATIONS AND REPORTS
Access	Public
Type	Information

Professional Development Day - Monday October 13, 2014 21CCCS held its first Professional Development Day of the 2014-15 school year. The focus of the professional development was "Analyzing and Utilizing Data for Instructional Decision Making." Teachers were provided instruction on how to mine various data sources and were then provided time to draw conclusions and make instructional adjustments for the coming quarter.

<b>Subject</b>	<b>6.2 Curriculum and Instruction - PSAT</b>
Meeting	Nov 11, 2014 - Board Meeting
Category	6. PRESENTATIONS AND REPORTS
Access	Public
Type	Information

The PSAT was offered at the 126 Wallace Avenue office of 21CCCS on Wednesday October 15, 2014. One 21CCCS guidance counselor and one 21CCCS English teacher proctored the test for a total of forty-nine students, almost doubling the number of students we tested last year. Efforts were made to conduct testing at three additional sites in order to reach more of our student population, but The College Board denied the request.

<b>Subject</b>	<b>6.3 Curriculum and Instruction - School Performance Profile</b>
Meeting	Nov 11, 2014 - Board Meeting
Category	6. PRESENTATIONS AND REPORTS
Access	Public
Type	Information

It is unclear at this time when PDE will release the complete School Performance Profile. Based on the preview window 21CCCS appears to have a score of sixty-six, which represents a decline of 0.5 percent from last year's score. Calculations made by 21CCCS staff based on the student data file provided by PDE indicate the following for performance by the 11<sup>th</sup> grade students on the Keystone exams: Algebra I - 29% proficient or advanced, Biology- 29% proficient or advanced, Literature - 32% proficient or advanced. Calculations made by 21CCCS staff based on the student data file provided by PDE indicate the following for performance by the middle school students on the PSSAs: 6<sup>th</sup> grade reading - 78% proficient or advanced, 7<sup>th</sup> grade reading - 74% proficient or advanced, 8<sup>th</sup> grade reading - 83% proficient or advanced, 6<sup>th</sup> grade math - 75% proficient or advanced, 7<sup>th</sup> grade math - 65% proficient or advanced, and 8<sup>th</sup> grade math - 69% proficient or advanced, 8<sup>th</sup> grade science - 69% proficient or advanced, and 8<sup>th</sup> grade writing - 66% proficient or advanced.

**Subject**            **6.4 School Operations - Field Trips**  
**Meeting**            Nov 11, 2014 - Board Meeting  
**Category**            6. PRESENTATIONS AND REPORTS  
**Access**              Public  
**Type**                Presentation

On September 12, 2014 the annual Back to School Event was held at Kerr Park in Downingtown, PA. There was a turnout of 271 students, parents, and family members. Student activities began with a team-building icebreaker. Other activities included a new and returning student "get to know you" activity, and a QR Code scavenger hunt. Parents received tours of the new facility at 126 Wallace Avenue and the School Nurse was able to complete student health screenings.

21CCCS hosted a three-day field trip on October 16th, 17th, and 29th. Teachers, students, and families visited three different orchards for the field trip: Flinchbaugh's Orchard & Farm Market in Hellam, Shady Brook Farm in Yardley, and Simmons Farm in Pittsburgh. A total of 77 students, parents, and family members attended. Activities at each site included a hayride, picking pumpkins, and other fall activities.

**Subject**            **6.5 School Operations - Community Outreach**  
**Meeting**            Nov 11, 2014 - Board Meeting  
**Category**            6. PRESENTATIONS AND REPORTS  
**Access**              Public  
**Type**                Report

On Saturday, September 27, 2014, a Saturday Community Outreach Event was held at French Creek State Park from noon to 3pm. Students played a round of disc golf. Three staff members participated as well as 14 students, parents, and family members.

On Saturday, October 18, 2014, our second Saturday Community Outreach Event of the year was held at Eastern State Penitentiary from 11am to 1pm. Students took a guided tour of the Penitentiary. Four staff members participated as well as 62 students, parents, and family members.

**Subject**            **6.6 School Operations - Student Achievement**  
**Meeting**            Nov 11, 2014 - Board Meeting  
**Category**            6. PRESENTATIONS AND REPORTS  
**Access**              Public  
**Type**                Report

11th grader Isaac P.'s essay, "The Evolution of the Ship-of-the-Line" has been selected for publication by Creative Communications in their anthology, *Celebrating What Is Important to Me*. Isaac is a very talented writer and we look forward to reading more of his award-winning pieces!

12th grader Tiffany P.'s poem, "Neverland" has been selected for publication by Creative Communications in their anthology, *A Celebration of Poets*. We hope to see more award-winning poetry from Tiffany this year!

9th grader Ashley B.'s poem, "Final Goodbye" has been selected for publication by Creative Communications in their anthology, *A Celebration of Poets*. We hope to see more award-winning poetry from Ashley this year!

9<sup>th</sup> grader Natalie W. was offered a full gymnastics athletic scholarship. She accepted and verbally committed to the University of Michigan!

11<sup>th</sup> grader Anna H, a violinist, participated in the "York Pride" program hosted by the Rotary Club of York. The program showcases talented young people from the community.

7<sup>th</sup> grader Jared B. had a part in an episode of FOX's *Gotham* and HBO's *Boardwalk Empire*.

#### Admin Content

11th grader Isaac P. - Kane Area SD

12th grader Tiffany P. - East Stroudsburg Area SD

9th grader Ashley B. - Philadelphia City SD

9<sup>th</sup> grader Natalie W. - Daniel Boone Area SD

11<sup>th</sup> grader Anna H. - West York Area SD

7<sup>th</sup> grader Jared B. - Philadelphia City SD**Subject**            **6.7 Marketing and Recruitment - Enrollment Profile**

Meeting            Nov 11, 2014 - Board Meeting

Category            6. PRESENTATIONS AND REPORTS

Access            Public

Type            Report

21CCCS enrollment as of November 3, 2014 was 857 students.

Enrollment by member county:

County	11/3/14	9/2/14	4/15/14	2/15/14	12/15/13	10/15/13	9/1/13
<b>Bucks</b>	50	45	49	50	55	54	50
<b>Chester</b>	80	78	73	77	79	81	80
<b>Delaware</b>	30	30	29	30	27	26	29
<b>Montgomery</b>	<u>62</u>	<u>58</u>	<u>60</u>	<u>63</u>	<u>60</u>	<u>60</u>	<u>56</u>
<b>Total</b>	<b>222</b>	<b>211</b>	<b>211</b>	<b>220</b>	<b>221</b>	<b>221</b>	<b>215</b>

In the September 2014 Board Agenda it was reported that enrollment was still open, and 365 new students had been enrolled to date. The final new student enrollment for the beginning of the school year was 412 new students enrolled with 21CCCS, a 5.6% (22 students) increase over the the 2013-14 school year. 12 students (vs.10 reported in September) were students returning to 21CCCS after trying a different school option.

For the October enrollment (students began with 21CCCS on October 27), 52 additional students enrolled. Prior school types are:

Type	# Students
Public School	<b>37</b>
Cyber charter school	<b>9</b>
Private school	<b>5</b>
Home School	<b><u>1</u></b>
<b>Total</b>	<b>52</b>

## File Attachments

[Student count by grade level.pdf \(31 KB\)](#)[Student count by school district.pdf \(124 KB\)](#)[Student count by county.pdf \(117 KB\)](#)[Chester student count.pdf \(27 KB\)](#)[Montgomery student count.pdf \(27 KB\)](#)[Delaware student count.pdf \(27 KB\)](#)[Bucks student count.pdf \(27 KB\)](#)**Subject**            **6.8 Marketing and Recruitment - Withdrawal Profile**

Meeting            Nov 11, 2014 - Board Meeting

Category            6. PRESENTATIONS AND REPORTS

Access            Public

Type            Report

77 students withdrew since the start of the school year, including four students for lack of attendance.

<u>Stated Reason for Leaving</u>	<u># Students</u>
Not suited to 21CCCS	<b>42</b>
Wants more social interaction	<b>21</b>
Unmotivated	<b>10</b>
Moved out of state	<b>2</b>
Unknown	<b>1</b>
Want to attend Vo-Tech	<b><u>1</u></b>
<b>total</b>	<b>77</b>

<u>Post 21CCCS Destination</u>	<u># Students</u>
--------------------------------	-------------------

Local school	<b>36</b>
Other cyber charter	<b>12</b>
Homeschool	<b>10</b>
Private	<b>9</b>
Unknown	<b>5</b>
GED	<b>3</b>
Moved out of state	<b><u>2</u></b>
<b>total</b>	<b>77</b>

**Subject 6.9 Special Services - Special Education Count**

Meeting Nov 11, 2014 - Board Meeting  
 Category 6. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

Data is taken from student count on November 3, 2014.

Total active students with IEPs/GIEPs/504 service agreements: 161

Grade	Total	IEP	GIEP	504
6	56	1	2	1
7	79	8	1	3
8	117	*11	*9	5
9	188	29	5	8
10	155	18	8	5
11	149	18	3	5
12	112	15	3	3
<b>total</b>	<b>856</b>	<b>100</b>	<b>31</b>	<b>30</b>

\* - one student represented in two columns

**7. CONSENT AGENDA**

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**Subject 7.1 Approval of the Consent Agenda Items**

Meeting Nov 11, 2014 - Board Meeting  
 Category 7. CONSENT AGENDA  
 Access Public  
 Type Action (Consent)  
 Recommended Recommend the approval of the Consent Agenda Items  
 Action

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

**Motion & Voting**

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Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject 7.2 Consent Agenda Item - Ratification of Change Orders**

Meeting Nov 11, 2014 - Board Meeting  
 Category 7. CONSENT AGENDA  
 Access Public  
 Type Action (Consent)  
 Recommended Action Recommend the Board ratify the following change orders for the 126 Wallace Ave. Building Renovation project.  
 These change orders are under the \$25,000 threshold and were approved by the Building Subcommittee. They require ratification.

**Vision Mechanical Change Orders**

PCO #2  
 Hose Bibs/Sink Replacement  
 \$2,460

**Pinnacle Electrical Construction, LLC Change Orders**

ECO #12  
 Street Lights - Wiring to local utility power  
 \$4,145

ECO #13  
 Lighting Control for Exterior Lights  
 \$2,215

**SMJ, Inc. Change Orders**

GCCO #14  
 Drywall Repair  
 \$2,034.47

**File Attachments**[PCO#2.pdf \(407 KB\)](#)[ECO#12.pdf \(226 KB\)](#)[ECO#13.pdf \(236 KB\)](#)[GCCO#14.pdf \(784 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject 7.3 Consent Agenda Item - Contracts**

Meeting Nov 11, 2014 - Board Meeting

Category 7. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contracts as presented.

Allentown, Cedar Crest College

Approve a contract/rental agreement with Cedar Crest College during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$100 per room, per day and associated fees.

Butler, Butler County Community College

Approve a contract/rental agreement with Butler County Community College during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$887.

**Harrisburg, Central Penn College**

Approve a contract/rental agreement with Central Penn College during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$185 per room, per day and associated fees.

**Meadville, Days Inn Hotel and Conference Center**

Approve a contract/rental agreement with Days Inn Hotel and Conference Center during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$100 per room, per day and associated fees.

**Philadelphia, Hampton Inn**

Approve a contract/rental agreement with Hampton Inn during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$500 per room, per day and associated fees.

**Pittsburg, Waynesburg University**

Approve a contract/rental agreement with Waynesburg University during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$240 per room, per day and associated fees.

**Scranton, Marywood University**

Approve a contract/rental agreement with Marywood University during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$200 per room, per day and associated fees.

**Shippensburg, Shippensburg University**

Approve a contract/rental agreement with Shippensburg University during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$400 per room, per day and associated fees.

**Smethport, Seneca Highlands IU #9**

Approve a contract/rental agreement with Seneca Highlands IU #9 during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$100 per room, per day and associated fees.

**Stroudsburg, East Stroudsburg University**

Approve a contract/rental agreement with East Stroudsburg University during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites with the amount not to exceed \$125 per room, per day and associated fees.

**Williamsport, Pennsylvania College of Technology**

Approve a contract/rental agreement with Pennsylvania College of Technology during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$160 per room, per day and associated fees.

**York, Martin Library**

Approve a contract/rental agreement with Martin Library during the 2014-15 School Year for facility rental for the PSSA/Keystone Testing sites in the amount of \$125 per room, per day and associated fees.

**File Attachments**

[York-MartinLibrary.pdf \(653 KB\)](#)

[Philadelphia-Hampton Inn Conference Center.pdf \(2,634 KB\)](#)

[Williamsport-Pennsylvania College of Technology.pdf \(1,200 KB\)](#)

[Meadville-Days Inn Meadville Conference Center.pdf \(2,399 KB\)](#)

[Memorial Library.pdf \(901 KB\)](#)

[Altoona-YTI Altoona.pdf \(191 KB\)](#)

[Pittsburgh-Waynesburg College.pdf \(1,001 KB\)](#)

[Lancaster-YTI Lancaster.pdf \(165 KB\)](#)

[Stroudsburg-East Stroudsburg University.pdf \(7,570 KB\)](#)

[Scranton-Marywood University.pdf \(1,289 KB\)](#)

[Butler-Butler Community College.pdf \(3,128 KB\)](#)

[Allentown-Cedar Crest College.pdf \(2,503 KB\)](#)

[Shippensburg-Shipp University.pdf \(4,353 KB\)](#)

[Harrisburg-The Central Penn College.pdf \(1,308 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**                    **7.4 Consent Agenda Item - Treasurer's Reports & Board Summary Reports - August & September 2014**

Meeting Nov 11, 2014 - Board Meeting  
 Category 7. CONSENT AGENDA  
 Access Public  
 Type Action (Consent)  
 Recommended Action Recommend the Board approve the August and September 2014 Treasurer's Reports & Board Summary Reports.

## File Attachments

[Treasurers Report September 2014.pdf \(139 KB\)](#)[Treasurers Report August 2014.pdf \(147 KB\)](#)[Board Summary Report August 2014.pdf \(1.341 KB\)](#)[Board Summary Report September 2014.pdf \(1.366 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject 7.5 Consent Agenda Item - Expenditure Reports - September & October 2014**

Meeting Nov 11, 2014 - Board Meeting  
 Category 7. CONSENT AGENDA  
 Access Public  
 Type Action (Consent)  
 Recommended Action Recommend the Board approve the Expenditure Reports for September and October 2014.

## File Attachments

[October 2014 Expenditure Report.pdf \(1,944 KB\)](#)[September 2014 Expenditure Report 2.pdf \(1,954 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**8. ITEMS REMOVED FROM CONSENT AGENDA****9. FINANCE****Subject 9.1 Security Camera Proposal**

Meeting Nov 11, 2014 - Board Meeting  
 Category 9. FINANCE  
 Access Public  
 Type Action  
 Recommended Action Recommend the Board approve the purchase of a cloud control camera system as proposed.

Vector Security is the current provider of security services at 126 Wallace Avenue. The system proposed will include five exterior cameras to cover the front

and back parking lots and two additional cameras to cover the main entrances and the warehouse. The video feed will be housed in the school's server room and backed up to the cloud by Vector Security.

File Attachments

[21CCCS Camera Proposal 9\\_30\\_2014.pdf \(77 KB\)](#)

### Motion & Voting

Recommend the Board approve the purchase of a cloud control camera system as proposed.

Motion by Heather Saboori, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

## 10. OLD BUSINESS

### 11. NEW BUSINESS

**Subject**                    **11.1 Revision of Charter**

Meeting                    Nov 11, 2014 - Board Meeting

Category                    11. NEW BUSINESS

Access                      Public

Type                        Action

Recommended Action        Recommend the Board approve the revisions to the charter as attached, regarding the building purchase and separation from the Chester County Intermediate Unit directive.

The attached document contains the sections in the charter that were affected by the building purchase and separation from the CCIU. This information needs to be updated with the Pennsylvania Department of Education.

File Attachments

[Charter App Sections for Revision Compare.pdf \(151 KB\)](#)

### Motion & Voting

Recommend the Board approve the revisions to the charter as attached, regarding the building purchase and separation from the Chester County Intermediate Unit directive.

Motion by Merle Horowitz, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

## 12. PERSONNEL

**Subject**                    **12.1 Approval of 2014-15 Salaries**

Meeting                    Nov 11, 2014 - Board Meeting

Category                    12. PERSONNEL

Access                      Public

Type                        Action

Recommended Action        Recommend the Board approve the 2014-15 salaries for 21CCCS employees as provided, retroactive to July 1, 2014.

Admin Content

The salaries in the attachments reflect the final adjustments following completion of the outstanding performance evaluations for staff reporting to Jon Marsh during the 2013-14 school year.

Administrative File Attachments

[Salaries1415\\_Final Summary.pdf \(37 KB\)](#)

[Salaries 1415\\_Final Clerical.pdf \(38 KB\)](#)

[Salaries1415\\_Final Admin.pdf \(38 KB\)](#)

**Motion & Voting**

Recommend the Board approve the 2014-15 salaries for 21CCCS employees as provided, retroactive to July 1, 2014.

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**                    **12.2 Approval of New Positions**

Meeting                    Nov 11, 2014 - Board Meeting

Category                    12. PERSONNEL

Access                      Public

Type                         Action

Recommended            Recommend the Board approve the addition of new positions as presented:  
Action

**New Positions:**

Director of Education  
IT Manager  
Facilities and Office Manager  
Lead Teacher

**File Attachments**

[FacilitiesOffManJD.pdf \(65 KB\)](#)

[DirEdJD.pdf \(71 KB\)](#)

[JD Lead Teacher Draft.pdf \(104 KB\)](#)

[ITManJD.pdf \(65 KB\)](#)

**Administrative File Attachments**

[OrgChartFullProposed11\\_11\\_14.pdf \(32 KB\)](#)

**Motion & Voting**

Recommend the Board approve the addition of new positions as presented:

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**                    **12.3 Approval of Revised Positions**

Meeting                    Nov 11, 2014 - Board Meeting

Category                    12. PERSONNEL

Access                      Public

Type                         Action

Recommended            Recommend the Board approve the revisions to existing positions as detailed below:  
Action

**Revisions to Existing Positions**

<u>From</u>	<u>To</u>
School Secretary/Receptionist	Administrative Assistant to the Director of Education
Special Education Secretary/TA	Administrative Assistant to the Supervisor of Education
Supervisor of Special Education	Revised Job Description
Student Support Manager	Revised Job Description
Teacher	Revised Job Description

**File Attachments**

[StudentSupManJD.pdf \(66 KB\)](#)      [JD Teacher Draft.pdf \(99 KB\)](#)      [SupSpecEdJD.pdf \(89 KB\)](#)  
[AdminAsstSupSpecEdJD.pdf \(75 KB\)](#)      [AdminAsstDirEdJD.pdf \(68 KB\)](#)

**Administrative File Attachments**

[OraChartFullProposed11\\_11\\_14.pdf \(32 KB\)](#)

**Motion & Voting**

Recommend the Board approve the revisions to existing positions as detailed below:

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject                    12.4 Approval of Personnel Actions**

Meeting                    Nov 11, 2014 - Board Meeting

Category                   12. PERSONNEL

Access                     Public

Type                        Action

Recommended Action    Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Attachment: Personnel Actions Spreadsheet

**File Attachments**

[Nov 2014 Personnel Actions.pdf \(42 KB\)](#)

Admin Content

**Personnel Actions**

**Nominations**

Certified Personnel

Name:                        Dianne Zaayenga  
Position:                    Science Teacher 1.0FTE (195 Day)  
Effective:                   November 3, 2014  
Reason:                     Fill Vacancy  
                                     Resignation Joseph Reinard 1.0 FTE (195 Day)  
Relationship:               None  
Salary:                       \$48,479.17 (Grade 7 / Step 1)

Name:                        Amy Ellsworth  
Position:                    Mathematics Teacher 1.0FTE (195 Day)  
Effective:                   October 21, 2014  
Reason:                     Fill Vacancy  
                                     Resignation Stephanie Shantz 1.0FTE (195 Day)  
Relationship:               None  
Salary:                       \$48,479.17 (Grade 7 / Step 1)

Non-Certified Personnel

Name:                        Kristine Doyle

Position: School Receptionist 1.0FTE (260 Day)  
 Effective: December 1, 2014  
 Reason: New Position, Board Approved September 9, 2014  
 Relationship: None  
 Salary: \$39,069.74 (Grade 2, Step 6)

**Terminations / Resignations / Retirements**

**Certified Personnel**

Name: Melissa Brown de Gerena  
 Position: Science Teacher  
 Effective: August 17, 2010 - September 16, 2014  
 Reason: Resignation

Name: Stephanie Shantz  
 Position: Mathematics Teacher  
 Effective: August 17, 2010 - October 24, 2014  
 Reason: Resignation

Name: Joseph Reinard  
 Position: Science Teacher  
 Effective: August 14, 2012 - October 15, 2014  
 Reason: Resignation

**Changes in Status**

**Certified Personnel**

Name: Kathleen Groff  
 Position: Lead Teacher 1.0FTE (195 Day)  
 From English Teacher 1.0FTE (195 Day)  
 Effective: September 22, 2014  
 Reason: Fill Open Position  
 Relationship: None  
 Salary: \$67,058.34 (Grade 8, Step 10)

Name: Eileen Vice  
 Position: Lead Teacher 1.0FTE (195 Day)  
 From English Teacher 1.0FTE (195 Day)  
 Effective: August 19, 2013 (retroactive)  
 Reason: Fill Open Position  
 Relationship: None  
 Salary: No Change (Salary approved September 9, 2014)

Name: Thomas August  
 Position: Middle School Teacher 1.0FTE (195 Day)  
 From Teaching Assistant 1.0FTE (195 Day)  
 Effective: September 24, 2014  
 Reason: Fill Open Position  
 Relationship: None  
 Salary: \$49,619 (Grade 7, Step 2)

Name: Erin Potter  
 Position: Supervisor of Special Education 1.0 FTE (260 Day)  
 Status: FMLA Leave  
 Effective: October 6, 2014 (Previously reported as October 12, 2014, Tentative)

Name: Kylene Ball  
 Position: Director of Education 1.0FTE (260 Day)  
 From Principal, Curriculum Coordinator, Lead Academic Administrator 1.0FTE (260 Day)  
 Effective: November 11, 2014  
 Salary: \$95,209.34 (Grade 10, Step 1)

#### Non-Certified Personnel

Name: Megan Stellfox  
 Position: Administrative Assistant 1.0FTE (260 Day)  
 From Receptionist/School Secretary 1.0FTE (260 Day)  
 Effective: November 11, 2014  
 Salary: \$45,844.58 (Grade 3, Step 9)

Name: Victoria Hicks  
 Position: Administrative Assistant 1.0FTE (260 Day)  
 From Special Education Secretary/TA 1.0FTE (260 Day)  
 Effective: November 11, 2014  
 Salary: \$40,397.70 (Grade 3, Step 3)

Name: Lindi Patzek  
 Position: Facilities and Office Manager 1.0FTE (260 Day)  
 From Administrative Assistant 1.0FTE (260 Day)  
 Effective: November 11, 2014  
 Salary: \$60,000

#### Administrative File Attachments

[OrgChartFullProposed11\\_11\\_14.pdf \(32 KB\)](#)

#### **Motion & Voting**

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome

#### **13. BOARD MEMBER COMMENT**

**Subject** 13.1 Board Member Comment  
**Meeting** Nov 11, 2014 - Board Meeting  
**Category** 13. BOARD MEMBER COMMENT  
**Access** Public  
**Type** Discussion

#### **14. PUBLIC COMMENT**

**Subject**            **14.1 Public Comment**  
**Meeting**            Nov 11, 2014 - Board Meeting  
**Category**            14. PUBLIC COMMENT  
**Access**              Public  
**Type**                Discussion

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## **15. EXECUTIVE SESSION ANNOUNCEMENT**

**Subject**            **15.1 Executive Session Announcement**  
**Meeting**            Nov 11, 2014 - Board Meeting  
**Category**            15. EXECUTIVE SESSION ANNOUNCEMENT  
**Access**              Public  
**Type**                Information

An executive session was held prior to the start of the meeting.

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## **16. MEETING SCHEDULE**

**Subject**            **16.1 2014-15 Board Meeting Schedule**  
**Meeting**            Nov 11, 2014 - Board Meeting  
**Category**            16. MEETING SCHEDULE  
**Access**              Public  
**Type**                Information

September 9, 2014 - 21CCCS (Downingtown, PA)

November 11, 2014 - PaTTAN (King of Prussia, PA)

January 13, 2015 - 21CCCS (Downingtown, PA)

March 10, 2015 - PaTTAN (King of Prussia, PA)

May 12, 2015 - 21CCCS (Downingtown, PA)

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## **17. ADJOURNMENT**

**Subject**            **17.1 ADJOURNMENT**  
**Meeting**            Nov 11, 2014 - Board Meeting  
**Category**            17. ADJOURNMENT  
**Access**              Public  
**Type**                Action  
**Recommended**    Recommend the Board adjourn the meeting.  
**Action**

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### **Motion & Voting**

Recommend the Board adjourn the meeting.

Motion by Merle Horowitz, second by Joseph Obrien.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Alan Lonoconus, Timothy Wade, Merle Horowitz, Mark Klein, Heather Saboori, Joseph Obrien, Thomas Newcome



**Tuesday, January 13, 2015  
Board Meeting**

**126 Wallace Avenue  
Downingtown, PA 19335  
1:00PM**

### **1. CALL TO ORDER - ROLL CALL**

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**Subject**            **1.1 Call to Order - Roll Call**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            1. CALL TO ORDER - ROLL CALL  
**Access**              Public  
**Type**                Procedural

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

### **2. PLEDGE OF ALLEGIANCE**

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**Subject**            **2.1 Pledge of Allegiance**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            2. PLEDGE OF ALLEGIANCE  
**Access**              Public  
**Type**                Procedural

The Board of Trustees will recite the Pledge of Allegiance.

### **3. NOTIFICATION OF RECORDING**

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**Subject**            **3.1 Notification of Recording**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            3. NOTIFICATION OF RECORDING  
**Access**              Public  
**Type**                Procedural

All public meetings for the 21<sup>st</sup> Century Cyber Charter School will be audio recorded for the purpose of creating the Minutes.

### **4. APPROVAL OF AGENDA**

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**Subject**            **4.1 Approval of Agenda**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            4. APPROVAL OF AGENDA  
**Access**              Public  
**Type**                Action  
**Recommended Action**    Recommend the Board approve the agenda.

### **Motion & Voting**

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Recommend the Board approve the agenda.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

## 5. RATIFICATION OF BOARD MEMBERS

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**Subject**            **5.1 Ratification of Board Members**

Meeting            Jan 13, 2015 - Board Meeting

Category           5. RATIFICATION OF BOARD MEMBERS

Access             Public

Type                Action

Recommended    Recommend the Board approve the ratification of the Board Members as listed;  
Action

John George, Montgomery County IU Seat, Effective January 14, 2015

Gemma Baldon, Parent Representative Seat 1, Effective March 10, 2015

Shawn Filby, Parent Representative Seat 3, Effective March 10, 2015

### Motion & Voting

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Recommend the Board approve the ratification of the Board Members as listed;

Motion by Joseph Obrien, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

## 6. MEMBERSHIP AND BOARD TERMS

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**Subject**            **6.1 Membership and Board Terms**

Meeting            Jan 13, 2015 - Board Meeting

Category           6. MEMBERSHIP AND BOARD TERMS

Access             Public

Type                Action

Recommended    Recommend the Board elect trustees for the terms as listed.  
Action

<u>Board Member</u>	<u>Seat</u>	<u>District</u>	<u>From</u>	<u>To</u>
Thomas Newcome	CC Seat # 3	Octorara Area SD	1/2015	1/2018
William Keilbaugh	DC Seat # 2	SD of Haverford Township	1/2015	1/2018
Heather Saboori	P Seat # 2	Parent Representative	1/2015	1/2018

As directed by the 21<sup>st</sup> Century Cyber Charter School Bylaws, Trustees shall be elected at the annual meeting, Article VI, Section 2, "Except for ex officio Trustees, the trustees shall be elected for terms of three years and unless otherwise arranged, the annual meeting shall be held in January."

### Motion & Voting

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Recommend the Board elect trustees for the terms as listed.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

## 7. ANNUAL ORGANIZATION OF THE BOARD

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**Subject**            **7.1 Annual Organization of the Board**

Meeting            Jan 13, 2015 - Board Meeting

Category            7. ANNUAL ORGANIZATION OF THE BOARD

Access              Public

Type                Action

Recommended Action    Recommend the Board elect the 2015 Officers as nominated:

<u>Office</u>	<u>2014 Officers</u>	<u>2015 Officers</u>
Chairperson	Thomas Newcome	
Vice Chairperson	Timothy Wade	
Treasurer	Kim McCully (non-member)	Kim McCully (non-member)
Secretary	Lindi Patzek (non-member)	Kristen Boyer (non-member)
Assistant Secretary	Kristen Boyer (non-member)	TBD

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

**Subject**            **7.2 Oath of Office**

Meeting            Jan 13, 2015 - Board Meeting

Category            7. ANNUAL ORGANIZATION OF THE BOARD

Access              Public

Type                Procedural

Members and Officers will take the Oath of Office following their election. The Oath will be administered by the solicitor.

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

## 8. APPROVAL OF THE MINUTES

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**Subject**            **8.1 Approval of the Minutes - November 11, 2014**

Meeting            Jan 13, 2015 - Board Meeting

Category            8. APPROVAL OF THE MINUTES

Access              Public

Type                Action, Minutes

Recommended Action    Recommend the Board approve the minutes of the November 11, 2014 Board Meeting.

Minutes            [View Minutes](#) for Nov 11, 2014 - Board Meeting

### **Motion & Voting**

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Recommend the Board approve the minutes of the November 11, 2014 Board Meeting.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas

Newcome

## 9. PRESENTATIONS AND REPORTS

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**Subject**            **9.1 Presentation - Herbein + Company, Inc.**

Meeting                Jan 13, 2015 - Board Meeting

Category              9. PRESENTATIONS AND REPORTS

Access                 Public

Type                    Presentation

Christopher Turtell and Megan Thompson from Herbein & Company, Inc. will be presenting the 2013-14 Financial Audit Report.

**File Attachments**

[21st Century Cyber Charter School FS 6.30.14 Final.pdf \(997 KB\)](#)

**Subject**            **9.2 Administration - Statement of Financial Interest Forms**

Meeting                Jan 13, 2015 - Board Meeting

Category              9. PRESENTATIONS AND REPORTS

Access                 Public

Type                    Information

The Commonwealth of Pennsylvania State Ethics Commission requires all Board Members to complete a Statement of Financial Interest Form listing the 21<sup>st</sup> Century Cyber Charter School as a governmental entity each year.

Board members will be provided a Statement of Financial Interest Form after the board meeting. If the district and intermediate unit members would prefer to include 21CCCS on the Statement of Financial Interest form they fill out for their school district or intermediate unit, a copy should be forwarded to the 21CCCS Board Secretary to keep on file.

**Subject**            **9.3 Administration - Board Membership**

Meeting                Jan 13, 2015 - Board Meeting

Category              9. PRESENTATIONS AND REPORTS

Access                 Public

Type                    Discussion

**Subject**            **9.4 2015-16 Preliminary Budget**

Meeting                Jan 13, 2015 - Board Meeting

Category              9. PRESENTATIONS AND REPORTS

Access                 Public

Type                    Information

A copy of the 2015-16 Preliminary Budget will be posted in the Library within BoardDocs for a preview by Board Members. The document is preliminary and is expected to change prior to the First Reading at the March 10, 2015 Board Meeting.

**Subject**            **9.5 Curriculum- Summer Course Development**

Meeting                Jan 13, 2015 - Board Meeting

Category              9. PRESENTATIONS AND REPORTS

Access                 Public

Type Information

The curriculum and instructional design team recommend the following courses for development during summer 2015: Elements of Language, Science Investigations, PreCalculus, AP US History, Government and Civics, Earth and Space Science, Spanish I, Fashion and Textiles, and Computer Science.

These recommendations are based on need to update courses in order to cover the PA Core standards, student performance data, and third party course costs. Providing Advanced Placement courses written and taught by 21CCCS staff has been requested by students and parents.

**Subject 9.6 School Operations - Guidance College and Career Planning**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

The guidance department is giving students six opportunities to visit college campuses during the 2014-2015 school year. They are invited to visit three campuses during the spring of their junior year and three campuses during the fall of their senior year. The campus visits focus on Pennsylvania's state schools as well as local private and technical schools. The guidance department has also hosted two parent's nights in the fall during which they reviewed financial aid and community college opportunities. Below is a list of the fall events along with the number of families that attended.

October 20<sup>th</sup>-Shippensburg University Campus Visit - One Student, Parent and Sibling attended-We were treated to lunch in the dining hall with a current student.

October 27<sup>th</sup>-York College Of Pennsylvania Campus Visit-2 students, two parents, and a sibling attended.

November 5<sup>th</sup>-East Stroudsburg University Campus Visit-1 student, 1 parent attended.

November 19<sup>th</sup>-Financial Aid Night-Kevin Armalay-Penn State University-Roughly 25 families attended

November 12<sup>th</sup>-Community College Night-Emily Fox-Harrisburg Area Community College-6 families attended

**Subject 9.7 School Operations - Summer School**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

21CCCS will be offering summer school again this year. Original credit courses will open April 20, 2014 and close on August 6, 2014 and credit recovery courses will open June 29, 2014 and close on August 6, 2014. At this time the following 21CCCS courses will be offered:

\* denotes courses that offer original credit and credit recovery

<u>Math</u>	<u>English</u>	<u>Science</u>	<u>Social Studies</u>	<u>Health/PE</u>
*Algebra Concepts	*English Comp.	*Biology	*Government	*Health
*Algebra I	*English Lit.	*Chemistry	*Economics	Applied Fitness
*Algebra II	(American Lit.	*Physical	*American Hist. II	*Intro to Fitness
*Geometry	*Brit Lit.	*Environmental	*World Geography	
	Business	*Earth & Space	*World Hist.	
	Communication			
	*Elements of Language			

**Subject 9.8 School Operations - Professional Development**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

December 23, 2014 was a professional development day for the teaching staff at 21CCCS. Teachers were required to complete one of the following online, five hour SAS classes: Expectations and Accountability, Preparing to Participate; Student-Led Discussions, or Engaging Students in Learning. Additionally, teachers reviewed an Assessments PowerPoint, Project Based Assessment resource, and a Keystone Test Design resource to become familiar with testing procedures. Once they had read and reviewed the resources, teachers were required to take a quiz on the content of the presentation in order to demonstrate mastery. Teachers had the option to complete the components outside of their work hours in advance of December 23, 2014 and, if they had successfully completed all the components of the professional development, they were not required to report to the office on December 23, 2014.

**Subject 9.9 School Operations - Student Achievement**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

8<sup>th</sup> grader Auden B. earned his Eagle Scout award and had a Court of Honor to celebrate.

10<sup>th</sup> grader Paige Y. performed in the play *Afraid of the Dark* at the Oley Valley High School Auditorium.

10<sup>th</sup> grader Hannah E. performed in the *Nutcracker* at Mishler Theater in Altoona.

12<sup>th</sup> grader Carl D. performed as the concertmaster in the Harrisburg Symphony Youth Orchestra Fall Concert.

12<sup>th</sup> grader Noelle Y. performed in the play *Afraid of the Dark* at the Oley Valley High School Auditorium.

Admin Content

8<sup>th</sup> grader Auden Block (Conestoga Valley SD) earned his Eagle Scout award and had a Court of Honor to celebrate.

10<sup>th</sup> grader Paige Yorgey (Oley Valley SD) performed in the play *Afraid of the Dark* at the Oley Valley High School Auditorium.

10<sup>th</sup> grader Hannah Epple (Altoona Area SD) performed in the *Nutcracker* at Mishler Theater in Altoona.

12<sup>th</sup> grader Carl DeAngelo (Carlisle Area SD) performed as the concertmaster in the Harrisburg Symphony Youth Orchestra Fall Concert.

12<sup>th</sup> grader Noelle Yorgey (Oley Valley SD) performed in the play *Afraid of the Dark* at the Oley Valley High School Auditorium.

**Subject 9.10 School Operations - NHS/NJHS**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

The tenth annual 21CCCS National Honor Society (NHS) and sixth annual National Junior Honor Society (NJHS) Induction Ceremonies will be held from 5:30 to 8:30 PM on March 26, 2015 at Downingtown Country Club. Membership in the NHS/NJHS chapters is based on five criteria: citizenship, service, leadership, scholarship and character. Members must maintain a grade point average of 3.25 or better (the national minimum is 3.0) and demonstrate good citizenship by participating in service projects. All board members are cordially invited to attend this event.

**Subject 9.11 School Operations - Field Trips**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

On Friday, November 14, 2014, students had the opportunity to visit Spooky Nook Sports Field in Manheim, PA. Forty students and fourteen family members participated in climbing the rock wall, dodgeball, and soccer.

21CCCS hosted an evening field trip on December 9, 2014 in Lancaster at the American Music Theatre to watch the Christmas Show. Students that live in the western part of Pennsylvania were able to attend the Holiday Pops with the Pittsburgh Symphony Orchestra at the Heinz Hall in Pittsburgh on December 18, 2014. A total of 33 students and 69 family members attended.

**Subject 9.12 Professional Development- SAS Institute**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Information

The High School Principal and Lead Teacher attended the Standards Aligned System (SAS) Institute in Hershey, PA December 7-9, 2014. During this institute participants learned strategies to implement and utilize the SAS Portal within their school, were provided information about the roll out of the Keystone Project Based Assessments, discussed designing data-based projects and assessment literacy, and were introduced to PDE recommended strategies and programs designed to raise School Performance Profile scores. The training and information provided at the SAS Institute will be used to provide teachers training on more effective uses for SAS resources, as outlined in the PEP; and will guide the work of the curriculum committee in regards to course development and revision to ensure that changes promote academic growth.

**Subject 9.13 Marketing - Ribbon Cutting Ceremony/Grand Opening & Open House**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Information

On Thursday, February 12, 2015 21CCCS will host a Ribbon Cutting Ceremony/Grand Opening & Open House at the new home of 21CCCS. The event will be held from 1:00PM until 8:00PM featuring a ribbon cutting, tours of the new facility, a Q&A panel, video presentations and light refreshments. Board Members are encouraged to attend. The event schedule is provided below. Formal invitations will be sent to all members.

Schedule

2:00PM - Ribbon Cutting

2:30PM - 7:00PM - Building tours and video presentations (every 30 minutes), Raffles

7:00PM - Screening of "The Ticket" (documentary exploring school choice across the United States, featuring 21CCCS), Q&A with 21CCCS Teachers, Staff, and Students

**Subject 9.14 Marketing and Recruitment - Enrollment Profile**

Meeting Jan 13, 2015 - Board Meeting  
 Category 9. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

21CCCS enrollment as of January 1, 2015 was 815 students.

Enrollment by member county:

County	1/1/15	11/3/14	9/2/14	4/15/14	2/15/14	12/15/13	10/15/13
<b>Bucks</b>	50	50	45	49	50	55	54
<b>Chester</b>	75	80	78	73	77	79	81

<b>Delaware</b>	28	30	30	29	30	27	26
<b>Montgomery</b>	<u>58</u>	<u>62</u>	<u>58</u>	<u>60</u>	<u>63</u>	<u>60</u>	<u>60</u>
<b>Total</b>	<b>211</b>	<b>222</b>	<b>211</b>	<b>211</b>	<b>220</b>	<b>221</b>	<b>221</b>

41 students are currently enrolled to begin on January 16, 2015. An additional 39 students are in the process of completing enrollment. Enrollment dates are as follows:

<b><u>Inquiry</u></b> <b><u>Deadline</u></b>	<b><u>Paperwork</u></b> <b><u>Deadline</u></b>	<b><u>Start</u></b> <b><u>Date</u></b>
Jan. 6	Jan. 9	Jan. 16
Jan. 20	Jan. 23	Jan. 30
Feb. 6	Feb. 11	Feb. 17

#### File Attachments

[Student count by grade level.pdf \(31 KB\)](#)

[Student count by SD.pdf \(59 KB\)](#)

[student county by county.pdf \(38 KB\)](#)

[Chester student count.pdf \(26 KB\)](#)

[Bucks student count.pdf \(26 KB\)](#)

[Delaware student count.pdf \(25 KB\)](#)

[Montgomery student count.pdf \(27 KB\)](#)

#### **Subject**            **9.15 Marketing and Recruitment - Withdrawal Profile**

Meeting            Jan 13, 2015 - Board Meeting

Category            9. PRESENTATIONS AND REPORTS

Access            Public

Type            Report

43 students withdrew since the last Board report, including 9 for lack of attendance.

<b><u>Stated Reason for Leaving</u></b>	<b><u># Students</u></b>
Not suited to 21CCCS	18
Unmotivated	11
Wants more social interaction	10
Medical	1
Moved out of state	1
Unknown	1
Want to attend Vo-Tech	<u>1</u>
<b>total</b>	<b>43</b>

<b><u>Post 21CCCS Destination</u></b>	<b><u># Students</u></b>
Local school	19
Unknown	9
Other cyber charter	4
Charter (non-cyber)	2
GED Program	2
Homeschool	2
Moved out of state	2
Medical Leave	1
Private	1
School District cyber	<u>1</u>
<b>total</b>	<b>43</b>

**Subject**            **9.16 Partnership Enrollments**  
 Meeting            Jan 13, 2015 - Board Meeting  
 Category           9. PRESENTATIONS AND REPORTS  
 Access             Public  
 Type                Report

Partnership enrollments as of January 1, 2015 are as follows:

<u>Home School District</u>	<u>Course Count</u>	<u>Credits Count</u>	<u>Student Count</u>
Octorara Area SD	58	45.5	39
Perkiomen Valley SD	8	7.5	4
West Chester Area SD	<u>1</u>	<u>1</u>	<u>1</u>
	<b>67</b>	<b>54</b>	<b>44</b>

**Subject**            **9.17 Special Services- Special Education Count**  
 Meeting            Jan 13, 2015 - Board Meeting  
 Category           9. PRESENTATIONS AND REPORTS  
 Access             Public  
 Type                Report

### 1. Special Education Count

Data is taken from student count on January 1, 2015

Total active students with IEP's/GIEP's/504 Service Agreements: 161

<u>Grade</u>	<u>Total</u>	<u>IEP</u>	<u>GIEP</u>	<u>504</u>
6	53	1	2	1
7	74	7	3	1
8	107	*10	*10	4
9	176	28	5	11
10	150	20	8	5
11	145	17	3	6
<u>12</u>	<u>109</u>	<u>14</u>	<u>3</u>	<u>3</u>
<b>Total</b>	<b>814</b>	<b>97</b>	<b>34</b>	<b>31</b>

\* One student is represented in two columns

### 10. CONSENT AGENDA

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**Subject**            **10.1 Approval of the Consent Agenda Items**  
 Meeting            Jan 13, 2015 - Board Meeting  
 Category           10. CONSENT AGENDA  
 Access             Public

Type Action (Consent)  
 Recommended Action Recommend the approval of the Consent Agenda Items

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

### **Motion & Voting**

---

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Mark Klein.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

### **Subject 10.2 Consent Agenda Item - Contracts**

Meeting Jan 13, 2015 - Board Meeting

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contracts as presented.

#### Mindwrap Inc.

Approve a license agreement for the document management Optix Software licenses and support as per the Product Schedule for the amount of \$14,400. And the Statement of Work agreement for the Transfer of Data from the CCIU server for the amount of \$12,000.

#### Comcast Spotlight

Approve an advertising contract with Comcast Spotlight totaling \$15,945 for run dates effective 1/19/2015 to 2/11/15 as outlined.

#### File Attachments

[MindWrapContract.pdf \(9,228 KB\)](#)

[ComcastSpotlight.pdf \(634 KB\)](#)

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

### **Motion & Voting**

---

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Mark Klein.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

### **Subject 10.3 Consent Agenda Item - Treasurer's Reports & Board Summary Reports - October & November 2014**

Meeting Jan 13, 2015 - Board Meeting

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the October & November 2014 Treasurer's Reports & Board Summary Reports.

File Attachments

[Treasurer's Report - October 2014.pdf \(143 KB\)](#)

[Board Summary Report - October 2014.pdf \(1,327 KB\)](#)

[Treasurer's Report - November 2014.pdf \(147 KB\)](#)

[Board Summary Report - November 2014.pdf \(1,360 KB\)](#)

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

### **Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Mark Klein.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject** 10.4 Consent Agenda Item - Expenditure Reports - November & December 2014

Meeting Jan 13, 2015 - Board Meeting

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Expenditure Reports for November & December 2014.

File Attachments

[November 2014 Expenditure Report.pdf \(2,336 KB\)](#)

[December 2014 Expenditure Report.pdf \(1,975 KB\)](#)

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

### **Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Mark Klein.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

## **11. ITEMS REMOVED FROM CONSENT AGENDA**

### **12. FINANCE**

**Subject** 12.1 Acceptance of the 2013-14 Financial Audit Report

Meeting Jan 13, 2015 - Board Meeting

Category 12. FINANCE

Access Public

Type Action

Recommended Action Recommend the Board accept the 2013-14 Financial Audit Report prepared by the certified public accounting firm of Herbein + Company, Inc.

21CCCS' Financial Statements are audited each year by an independent accounting firm. The results of the audit for the year ending June 30,

2014 we be provided at the board meeting.

File Attachments

[21st Century Cyber Charter School FS 6.30.14 Final.pdf \(997 KB\)](#)

### Motion & Voting

---

Recommend the Board accept the 2013-14 Financial Audit Report prepared by the certified public accounting firm of Herbein + Company, Inc.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

**Subject**                    **12.2 Designation of Check Signatories**

Meeting                    Jan 13, 2015 - Board Meeting

Category                    12. FINANCE

Access                      Public

Type                        Action

Recommended            Recommend the Board approve the designation of check signatories as listed,  
Action                      Chairperson - Thomas Newcome  
                                  Treasurer - Kim McCully  
                                  Board Secretary - Kristen Boyer

### Motion & Voting

---

Recommend the Board approve the designation of check signatories as listed,  
Chairperson - Thomas Newcome  
Treasurer - Kim McCully  
Board Secretary - Kristen Boyer

Motion by Lawrence Oshea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: John George, Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

## 13. OLD BUSINESS

### 14. NEW BUSINESS

---

**Subject**                    **14.1 2015-16 Student and Parent Handbook - First Reading**

Meeting                    Jan 13, 2015 - Board Meeting

Category                    14. NEW BUSINESS

Access                      Public

Type                        Action

Recommended            Recommend the Board consider, in First Reading, the 2015-2016 Student and Parent Handbook. No  
Action                      action is necessary at this time.

Handbook has been updated to reflect changes in staffing, minor editing, and clarification. The only anticipated change of significance will be the internet reimbursement for students. The final details on this change will be presented at the March board meeting as 21CCCS staff is engaged in ongoing discussions with internet providers to determine a variety of alternatives to the current system of reimbursement, so that the best solution can be determined.

File Attachments

[2015-2016 StudentParentHBDraft.docx \(149 KB\)](#)

**Subject**            **14.2 Policies - First Reading**

Meeting            Jan 13, 2015 - Board Meeting

Category            14. NEW BUSINESS

Access              Public

Type                Action

Recommended    Recommend the Board consider, in First Reading, the attached policies. No action is necessary at  
Action              this time.

File Attachments

[102 Academic Standards Policy .docx \(52 KB\)](#)

[103 NonDiscrimination Policy.docx \(51 KB\)](#)

[103.1 Equal Education Opportunity Policy.docx \(53 KB\)](#)

[242 Graduation Requirements Policy.docx \(56 KB\)](#)

[243 Social Events and Class Trips Policy.docx \(48 KB\)](#)

[244 Contests for Students Policy.docx \(51 KB\)](#)

[245 Confidential Communications of Students Policy.docx \(52 KB\)](#)

[246 Postgraduate Students Policy.docx \(51 KB\)](#)

[247 Awards and Scholarships.docx \(51 KB\)](#)

[248 Use of Medication Policy.docx \(52 KB\)](#)

[702 Gifts,Grants,DonationsPolicy.docx \(54 KB\)](#)

[704 Maintenance.docx \(53 KB\)](#)

[803 School Calendar.docx \(48 KB\)](#)

[811 Bonding.docx \(53 KB\)](#)

[814 Copyrighted Materials.docx \(52 KB\)](#)

[828 Fraud.docx \(54 KB\)](#)

[901 PUBLIC RELATION OBJECTIVES.docx \(53 KB\)](#)

[902 PUBLICATION PROGRAM.docx \(52 KB\)](#)

**Subject**            **14.3 2015-16 School Year Calendar - First Reading**

Meeting            Jan 13, 2015 - Board Meeting

Category            14. NEW BUSINESS

Access              Public

Type                Action

Recommended    Recommend the Board consider, in First Reading, the proposed 2015-16 School Year Calendar. No  
Action              action is necessary at this time.

File Attachments

[2015-16SchoolYearCalendarDraftF.pdf \(87 KB\)](#)

## **15. PERSONNEL**

**Subject**            **15.1 Approval of New Position**

Meeting            Jan 13, 2015 - Board Meeting

Category            15. PERSONNEL

Access              Public

Type                Action

Recommended    Recommend the Board approve the addition of the new position as presented:  
Action

New Position

Public Relations/Communications Coordinator

This position will be funded out of the New Initiatives Fund.

File Attachments

[JD Public Relations Communications Coordinator.pdf \(98 KB\)](#)

### **Motion & Voting**

Recommend the Board approve the addition of the new position as presented:

Motion by Merle Horowitz, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

Not Present at Vote: John George

**Subject**                    **15.2 Approval of Personnel Actions**

Meeting                    Jan 13, 2015 - Board Meeting

Category                    15. PERSONNEL

Access                    Public

Type                    Action

Recommended Action                    Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Attachment: Personnel Actions Spreadsheet

File Attachments

[Board Personnel Actions Jan2015.pdf \(165 KB\)](#)

Admin Content

**Personnel Actions**

**Nominations**

Certified Positions

Name:                    Kathryn Coupe  
 Position:                    Special Education Teacher 1.0 FTE (195 Day)  
 Effective:                    December 15, 2014  
 Reason:                    Fill Open Position  
 Relationship:                    None  
 Salary:                    \$48,479.17 (Grade 7, Step 1)

Non-Certified Positions

Name:                    Jennifer Fiolo-Miller  
 Position:                    Teaching Assistant 1.0 FTE (195 Day)  
 Effective:                    January 5, 2014  
 Reason:                    Fill Open Position  
 Relationship:                    None  
 Salary:                    \$29,070.85 (Grade 2, Step 2)

**Changes in Status**

Certified Positions

Name: Eileen Vice  
 Position: Principal 1.0 FTE (260 Day)  
 From Lead Teacher 1.0 FTE (195 Day)  
 Effective: November 17, 2014  
 Reason: Promotion K Ball from Principal (260 Day) to Director of Education (260 Day)  
 Relationship: None  
 Salary: \$79,991.59 (Grade 9, Step 2)

Name: Michele Williams  
 Position: Teacher 1.0 FTE (195 Day)  
 Effective: December 8, 2014  
 Reason: Paid Administrative Leave  
 Salary: No change

Name: Brittany Trotter  
 Position: Temporary Substitute Teacher 1.0 FTE (195 Day)  
 From Teaching Assistant 1.0 FTE (260 Day)  
 Effective: December 8, 2014  
 Reason: M. Williams on Administrative Leave  
 Salary: \$48,479.17 at per diem (Grade 7, Step 1)

Name: Michele Williams  
 Position: Teacher 1.0 FTE (195 Day)  
 Effective: November 19, 2014 - December 7, 2014  
 Reason: FMLA Leave  
 Salary: No change

Name: Brittany Trotter  
 Position: Temporary Substitute Teacher 1.0 FTE (195 Day)  
 From Teaching Assistant 1.0 FTE (260 Day)  
 Effective: November 19, 2014 - December 7, 2014  
 Reason: M. Williams on FMLA Leave  
 Position: \$48,479.17 at per diem (Grade 7, Step 1)

### **Motion & Voting**

---

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Motion by Merle Horowitz, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: Timothy Wade, Merle Horowitz, Mark Klein, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

Not Present at Vote: John George

### **16. BOARD MEMBER COMMENT**

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<b>Subject</b>	<b>16.1 Board Member Comment</b>
Meeting	Jan 13, 2015 - Board Meeting
Category	16. BOARD MEMBER COMMENT
Access	Public
Type	Discussion

## 17. PUBLIC COMMENT

---

**Subject**            **17.1 Public Comment**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            17. PUBLIC COMMENT  
**Access**              Public  
**Type**                Discussion

## 18. EXECUTIVE SESSION ANNOUNCEMENT

---

**Subject**            **18.1 Executive Session Announcement**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            18. EXECUTIVE SESSION ANNOUNCEMENT  
**Access**              Public  
**Type**                Information

An executive session was held on Wednesday, January 7, 2015 at 2:00PM via conference call, topics discussed included personnel.  
An executive session was held on Friday, December 5, 2014 at 2:30PM via conference call, topics discussed included personnel.  
An executive session was held prior to the start of the meeting on January 13, 2015, topics discussed included personnel.

## 19. MEETING SCHEDULE

---

**Subject**            **19.1 2014-15 Board Meeting Schedule**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            19. MEETING SCHEDULE  
**Access**              Public  
**Type**                Information

September 9, 2014 - 21CCCS (Downingtown, PA)  
November 11, 2014 - PaTTAN (King of Prussia, PA)  
January 13, 2015 - 21CCCS (Downingtown, PA)  
March 10, 2015 - PaTTAN (King of Prussia, PA)  
May 12, 2015 - 21CCCS (Downingtown, PA)

## 20. ADJOURNMENT

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**Subject**            **20.1 ADJOURNMENT**  
**Meeting**            Jan 13, 2015 - Board Meeting  
**Category**            20. ADJOURNMENT  
**Access**              Public  
**Type**                Action  
**Recommended Action**    Recommend the Board adjourn the meeting.

### **Motion & Voting**

---

The Board moved to recess the meeting until January 22, 2015 at 1:15PM, following an Executive Session at 1:00PM.

Motion by Merle Horowitz, second by Joseph Obrien.

Final Resolution: Motion Carries

Yea: Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Thomas Newcome

Not Present at Vote: John George, Mark Klein

## **21. CALL TO ORDER FROM RECESS - ROLL CALL**

---

**Subject**            **21.1 Call to Order from Recess - Roll Call**

Meeting             Jan 13, 2015 - Board Meeting

Category            21. CALL TO ORDER FROM RECESS - ROLL CALL

Access               Public

Type                  Action

Recommended     Motion to return to public meeting from recess. The Board Secretary will document attendance.  
Action

January 13, 2015 Board Meeting was recessed to resume January 22, 2015.

### **Motion & Voting**

---

Motion to return to public meeting from recess. The Board Secretary will document attendance.

1/22/15 1:28PM

Motion by Merle Horowitz, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Timothy Wade, Merle Horowitz, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

## **22. AMENDMENT OF AGENDA**

---

**Subject**            **22.1 Amendment of Agenda**

Meeting             Jan 13, 2015 - Board Meeting

Category            22. AMENDMENT OF AGENDA

Access               Public

Type                  Action

Recommended     Motion to amend the agenda to include the additional actions as listed.  
Action

### **Motion & Voting**

---

Motion to amend the agenda to include the additional actions as listed.

Motion by Merle Horowitz, second by Barry Galasso.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Timothy Wade, Merle Horowitz, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

## **23. ADDITIONAL PERSONNEL ACTIONS**

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**Subject**            **23.1 Employment Agreement**

Meeting             Jan 13, 2015 - Board Meeting

Category            23. ADDITIONAL PERSONNEL ACTIONS

Access               Public

Type                  Action

Recommended     Motion to approve Employment Agreement #531-14.  
Action

**Motion & Voting**

Motion to approve Employment Agreement #531-14.

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Timothy Wade, Merle Horowitz, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject            23.2 Approval of Revised Job Description**

Meeting            Jan 13, 2015 - Board Meeting

Category           23. ADDITIONAL PERSONNEL ACTIONS

Access             Public

Type                Action

Recommended    Recommend the Board approve the revised job description for the position of Administrative  
Action             Assistant to the CEO. The Administrative Assistant position has been revised to reflect current  
duties and responsibilities, the position title has been changed to Executive Assistant. There is no  
change to existing pay grade (Grade 4)

## File Attachments

[JD Exec Assistant CEO.pdf \(88 KB\)](#)

**Motion & Voting**

Recommend the Board approve the revised job description for the position of Administrative Assistant to the CEO. The Administrative Assistant position has been revised to reflect current duties and responsibilities, the position title has been changed to Executive Assistant. There is no change to existing pay grade (Grade 4)

Motion by Merle Horowitz, second by Joseph Obrien.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Timothy Wade, Merle Horowitz, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject            23.3 Approval of Additional Personnel Actions**

Meeting            Jan 13, 2015 - Board Meeting

Category           23. ADDITIONAL PERSONNEL ACTIONS

Access             Public

Type                Action

Recommended    Recommend the Board approve the additional personnel actions as presented.  
Action

## File Attachments

[Board Personnel Actions Additional Jan 2015.pdf \(50 KB\)](#)

Admin Content**Personnel Actions****Nominations****Non-Certified Positions**

Name:                Pam Hodges  
Position:            Fiscal Assistant, Accounts Receivable 1.0FTE (260 Day)  
Effective:           February 2015  
Reason:              Open Position  
Resignation K. Graves

Relationship: None  
 Salary: \$48,568.02 (Grade 3, Step 12)

Name: Stefanie Christy  
 Position: Fiscal Assistant, Accounts Payable 1.0FTE (260 Day)  
 Effective: February 2015  
 Reason: Open Position  
 Change of Status, K. Aquilante Boyer

Relationship: None  
 Salary: \$41,305.51 (Grade 3, Step 4)

**Resignations****Non-Certified Positions**

Name: Kia Graves  
 Position: Fiscal Assistant, Accounts Receivable 1.0FTE (260 Day)  
 Effective: March 11, 1013 - January 31, 2015  
 Reason: Resignation

**Change of Status****Non-Certified Positions**

Name: Kristen Aquilante Boyer  
 Position: Executive Assistant, 1.0 FTE (260 Day)  
 From Fiscal Assistant (AP) 1.0 FTE (260 Day)  
 Effective: February 2015  
 Reason: Open Position  
 L. Patzek to Facilities Manager

Relationship: None  
 Salary: \$43,238.38 (Grade 4, Step 1)

**Motion & Voting**

Recommend the Board approve the additional personnel actions as presented.

Motion by Merle Horowitz, second by Barry Galasso.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Timothy Wade, Merle Horowitz, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**24. EXECUTIVE SESSION ANNOUNCEMENT**

**Subject** 24.1 Executive Session Announcement  
**Meeting** Jan 13, 2015 - Board Meeting  
**Category** 24. EXECUTIVE SESSION ANNOUNCEMENT  
**Access** Public  
**Type** Information

An executive session was held on January 22, 2015 at 1:00PM. Topics discussed included Personnel.

**25. PUBLIC COMMENT**

**Subject** 25.1 Public Comment  
**Meeting** Jan 13, 2015 - Board Meeting  
**Category** 25. PUBLIC COMMENT

Access Public  
Type Procedural

## **26. ADJOURNMENT**

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**Subject** 26.1 Adjournment  
Meeting Jan 13, 2015 - Board Meeting  
Category 26. ADJOURNMENT  
Access Public  
Type Action  
Recommended Action Recommend the Board adjourn the meeting.

### **Motion & Voting**

---

Recommend the Board adjourn the meeting.

Motion by Merle Horowitz, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: William Keilbaugh, Timothy Wade, Merle Horowitz, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome



**Tuesday, March 10, 2015  
Board Meeting**

**200 Anderson Road  
King of Prussia, PA 19406  
1:00PM**

**1. CALL TO ORDER - ROLL CALL**

---

**Subject**            **1.1 Call to Order - Roll Call**  
**Meeting**            Mar 10, 2015 - Board Meeting  
**Category**            1. CALL TO ORDER - ROLL CALL  
**Access**              Public  
**Type**                Procedural

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

**2. PLEDGE OF ALLEGIANCE**

---

**Subject**            **2.1 Pledge of Allegiance**  
**Meeting**            Mar 10, 2015 - Board Meeting  
**Category**            2. PLEDGE OF ALLEGIANCE  
**Access**              Public  
**Type**                Procedural

The Board of Trustees will recite the Pledge of Allegiance.

**3. NOTIFICATION OF RECORDING**

---

**Subject**            **3.1 Notification of Recording**  
**Meeting**            Mar 10, 2015 - Board Meeting  
**Category**            3. NOTIFICATION OF RECORDING  
**Access**              Public  
**Type**                Procedural

All public meetings for the 21<sup>st</sup> Century Cyber Charter School will be audio recorded for the purpose of creating the Minutes.

**4. APPROVAL OF AGENDA**

---

**Subject**            **4.1 Approval of Agenda**  
**Meeting**            Mar 10, 2015 - Board Meeting  
**Category**            4. APPROVAL OF AGENDA  
**Access**              Public  
**Type**                Action  
**Recommended Action**    Recommend the Board approve the agenda.

**Motion & Voting**

---

Motion to approve the agenda as amended to add the action item to pay off the DNB First loan under "New Business."

Motion by Lawrence Oshea, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

## **5. RESIGNATION OF BOARD MEMBER(S)**

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**Subject**            **5.1 Resignation of Board Member(s)**

Meeting            Mar 10, 2015 - Board Meeting

Category           5. RESIGNATION OF BOARD MEMBER(S)

Access             Public

Type                Action

Recommended    Recommend the Board approve the resignation of Board Member, Mark Klein of Council Rock  
Action             School District, effective March 10, 2015..

Mark Klein held the second Bucks County seat, he submitted his letter of resignation on March 9, 2015.

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

### **Motion & Voting**

---

Recommend the Board approve the resignation of Board Member, Mark Klein of Council Rock School District, effective March 10, 2015..

Motion by Joseph Obrien, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

## **6. OATH OF OFFICE**

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**Subject**            **6.1 Oath of Office**

Meeting            Mar 10, 2015 - Board Meeting

Category           6. OATH OF OFFICE

Access             Public

Type                Procedural

Newly appointed Parent representatives, Gemma Baldon and Shawn Filby, will take the Oath of Office. The Oath will be administered by the solicitor.

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

## **7. APPROVAL OF THE MINUTES**

---

**Subject**            **7.1 Approval of the Minutes - January 13, 2015**

Meeting            Mar 10, 2015 - Board Meeting

Category           7. APPROVAL OF THE MINUTES

Access             Public

Type                Action, Minutes

Recommended    Recommend the Board approve the minutes of the January 13, 2015 Board Meeting.  
Action

Minutes [View Minutes](#) for Jan 13, 2015 - Board Meeting

## **Motion & Voting**

---

Recommend the Board approve the minutes of the January 13, 2015 Board Meeting.

Motion by Merle Horowitz, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

## **8. PRESENTATIONS AND REPORTS**

---

### **Subject 8.1 Administration - Construction/Mortgage Loan**

Meeting Mar 10, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Report

Kim McCully will provide an update on the refinancing of the construction/mortgage loan.

### **Subject 8.2 School Operations - Student Achievement**

Meeting Mar 10, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Report

8<sup>th</sup> grader Alexa B.'s poem, "Cold Hands, Warm Heart" was recognized with the Silver Key award in the 2015 Scholastic Art & Writing contest.

8<sup>th</sup> grader Ashley M. was accepted into a ballet program in Saratoga Springs, NY.

10<sup>th</sup> grader Samuel E. was awarded best in show for his performance of "Round and Round" during a *School of Rock* show.

11<sup>th</sup> grader Sophia L. was accepted into a summer dance program in San Francisco, California.

#### Admin Content

Alexa Baldon - Philadelphia SD

Ashley Mango - Octorara Area SD

Samuel Eames - Radnor Township SD

Sophia Lane - Cheltenham Township SD

### **Subject 8.3 School Operations - Professional Development**

Meeting Mar 10, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Information

On Friday, January 10, 2015 a professional development session was held for all certified employees to teach the staff to use close reading across all content areas.

21CCCS sent three teachers to the PDE Annual Conference, Making a Difference: Educational Practices That Work! They attended the conference in Hershey, PA from February 4-6, 2015.

21CCCS sent three teachers and one administrator to the Pennsylvania Middle Level Education conference at Penn State February 23- 25, 2015.

**Subject            8.4 School Operations - Graduation Ceremony**

Meeting            Mar 10, 2015 - Board Meeting

Category           8. PRESENTATIONS AND REPORTS

Access             Public

Type                Information

The 21CCCS graduation ceremony will be held at Rustin High School on Saturday, June 13, 2015 at 1:00 pm. 21st Century Cyber Charter School class of 2007 graduate, Olympic hopeful, Alexander (Xander) Mark, has graciously agreed to be the graduation speaker. Throughout Xander's time at 21CCCS, he was training as a speed skater for the Olympics. He faced many challenges during that time and overcame multiple injuries to be one of the top competitors in the United States. Xander is now a motivational speaker and is a great example to our students of what a 21CCCS education can lead to. All Board members are cordially invited to attend this event.

**Subject            8.5 School Operations - PA State Board of Education Student Representative**

Meeting            Mar 10, 2015 - Board Meeting

Category           8. PRESENTATIONS AND REPORTS

Access             Public

Type                Information

10th graders Faith B., Jessica M., Donna S., and Paige Y. have all applied for the Student Representative to the PA State Board of Education position. The position is for the 2015-2016 school year. The student chosen will represent PA students by attending all meetings of the PA State Board of Education and gather and disseminate information relevant to Board of Education and students.

Admin Content

The following 10th graders have all applied for the Student Representative to the PA State Board of Education position.

Faith Brachelli - Bristol Township SD

Jessica Machalette - Upper Perkiomen SD

Donna Saboori - Exeter Township SD

Paige Yorgey - Oley Valley SD

**Subject            8.6 School Operations - Empowered Young Woman Award**

Meeting            Mar 10, 2015 - Board Meeting

Category           8. PRESENTATIONS AND REPORTS

Access             Public

Type                Information

Teachers at 21st Century Cyber Charter School have nominated three students, Kelly P., grade 10, Madison R., grade 11, and Ella M., grade 12, for the Chester County Women's Commission "Empowered Young Woman Award." This award has been established by the Chester County Women's Commission (CCWC) to recognize young women (ages 14 to 21) who are inspirational role models for girls in Chester County.

Admin Content

Kelly Paski - West Chester Area SD

Madison Runge - Octorara Area SD

Ella Merriwether - Great Valley SD

**Subject            8.7 School Operations - Field Trips**

Meeting            Mar 10, 2015 - Board Meeting

Category           8. PRESENTATIONS AND REPORTS

Access             Public

Type                Report

On Friday, January 16, 2015, students had the opportunity to visit The Turkey Hill Experience in Columbia, PA. Thirty-two students and forty-two family members participated in interactive exhibits working through the production of ice cream.

On Thursday, February 26, 2015, students had the opportunity to visit The Academy of Natural Science of Drexel University in Philadelphia, PA. Twenty-three students and thirty-four family members explored the museum.

**Subject 8.8 Special Education-Special Education Count**

Meeting Mar 10, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

Data is taken from student count on February 15, 2015

Total active students with IEP's/GIEP's/504 Service Agreements: 170

<u>Grade</u>	<u>Total</u>	<u>IEP</u>	<u>GIEP</u>	<u>504</u>
6	57	2	2	1
7	83	8	3	0
8	116	*11	*10	4
9	193	28	5	12
10	158	21	8	7
11	151	18	3	7
12	<u>113</u>	<u>15</u>	<u>3</u>	<u>3</u>
<b>Total</b>	<b>871</b>	<b>103</b>	<b>34</b>	<b>34</b>

\*-One student represented in two columns.

File Attachments

[SpecialEducationCount2-15-15.pdf \(38 KB\)](#)

**Subject 8.9 Marketing and Recruitment - Enrollment Profile**

Meeting Mar 10, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

21CCCS enrollment as of March 1, 2015 was 852 students.

<u>County</u>	<u>3/1/15</u>	<u>1/1/15</u>	<u>11/3/14</u>	<u>9/2/14</u>	<u>4/15/14</u>	<u>2/15/14</u>	<u>12/15/13</u>
Bucks	49	50	50	45	49	50	55
Chester	83	75	80	78	73	77	79
Delaware	33	28	30	30	29	30	27
Montgomery	<u>56</u>	<u>58</u>	<u>62</u>	<u>58</u>	<u>60</u>	<u>63</u>	<u>60</u>
<b>Total</b>	<b>221</b>	<b>211</b>	<b>222</b>	<b>211</b>	<b>211</b>	<b>220</b>	<b>221</b>

105 students enrolled during the mid-year enrollment, prior school types are:

<u>Type</u>	<u># Students</u>
Public School	79
Private school	13
Cyber charter school	7
Home School	4
SD cyber	<u>2</u>
<b>Total</b>	<b>105</b>

## File Attachments

[student count by grade level.pdf \(32 KB\)](#)[student count by district.pdf \(60 KB\)](#)[student count by county.pdf \(39 KB\)](#)[Bucks student count.pdf \(26 KB\)](#)[Chester student count.pdf \(27 KB\)](#)[Delaware student count.pdf \(26 KB\)](#)[Montgomery student count.pdf \(27 KB\)](#)**Subject**      **8.10 Marketing and Recruitment - Withdrawal Profile**

Meeting      Mar 10, 2015 - Board Meeting

Category      8. PRESENTATIONS AND REPORTS

Access      Public

Type      Report

59 students withdrew since the last Board report, including 6 for lack of attendance.

<u>Stated Reason for Leaving</u>	<u># Students</u>
Not suited to 21CCCS	27
Unmotivated	15
Wants more social interaction	11
Medical	4
other	<u>2</u>
<b>total</b>	<b>59</b>

<u>Post 21CCCS Destination</u>	<u># Students</u>
Local school	36
Unknown	6
Private	4
Other cyber charter	3
GED Program	3
Charter (non-cyber)	2
Homeschool	2
School District cyber	2
Job Corps	<u>1</u>
<b>total</b>	<b>59</b>

**Subject**      **8.11 Partnership Enrollments**

Meeting      Mar 10, 2015 - Board Meeting

Category      8. PRESENTATIONS AND REPORTS

Access      Public

Type

Partnership enrollments as of March 1, 2015 are as follows:

<u>Home School District</u>	<u>Course Count</u>	<u>Credits Count</u>	<u>Student Count</u>
Octorara Area SD	74	56.5	74
Perkiomen Valley SD	6	11	14
West Chester Area SD	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total</b>	<b>81</b>	<b>68.5</b>	<b>89</b>

## 9. CONSENT AGENDA

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**Subject**            **9.1 Approval of the Consent Agenda Items**

Meeting            Mar 10, 2015 - Board Meeting

Category            9. CONSENT AGENDA

Access              Public

Type                Action (Consent)

Recommended    Recommend the approval of the Consent Agenda Items  
Action

The Consent Agenda Items Include:

8.2 Contracts

8.3 Special Education Contracts

8.4 Treasurer's Reports & Board Summary Reports - December 2014 & January 2015

8.5 Expenditure Report - January & February 2015

8.6 Annual Budget Revision

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

### Motion & Voting

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Recommend the approval of the Consent Agenda Items

Motion by John George, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject**            **9.2 Consent Agenda Item - Contracts**

Meeting            Mar 10, 2015 - Board Meeting

Category            9. CONSENT AGENDA

Access              Public

Type                Action (Consent)

Recommended    Recommend the Board approve the contracts as presented.  
Action

#### AssetWorks

Approve an agreement for asset inventory and valuation services for the 2014-15 school year in the amount of \$2,800.00.

#### Chesconet

Approve a contract for basic fiber optic connectivity in the amount of \$30,480 for the 2015-16 school year.

#### Reading Fightin Phils Baseball Club

Approve an agreement for Marketing at the FirstEnergy Stadium in Reading, Pennsylvania from April 1, 2015 to September 30, 2015 in the amount of \$12,000.

#### Spooky Nook Sports

Approve an agreement for marketing and advertising space at Spooky Nook Sports complex in Manheim, Pennsylvania for three years starting July 1, 2015 to June 30, 2018 with a cost of \$30,000.00 per year.

#### File Attachments

[AssetWorksContract.pdf \(592 KB\)](#)

[Chesconet Agreement.pdf \(79 KB\)](#)

[Reading Phillies Agreement.docx \(82 KB\)](#)

[Spooky Nook Agreement.docx \(1,017 KB\)](#)

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

### **Motion & Voting**

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Recommend the approval of the Consent Agenda Items

Motion by John George, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject**                    **9.3 Consent Agenda Item - Special Education Contracts**

Meeting                    Mar 10, 2015 - Board Meeting

Category                    9. CONSENT AGENDA

Access                      Public

Type                        Action (Consent)

Recommended Action    Recommend the Board approve the contracts as presented.

Cindy Miles and Associates

Approve a contract with Cindy Miles and Associates for Occupational Therapy services in the amount of \$145.00 an hour, not to exceed four hours a month.

Pennsylvania Autism Action Center

Approve a contract with PAAC for Social Skills group training in the amount of \$20.00 per hour.

Steven J. Gallop, O.D.

Approve a contract with Steven Gallop for Vision Services in the amount of \$150.00 per hour.

File Attachments

[CindyMilesAssoc.Contract.pdf \(696 KB\)](#)

[Pennsylvania Autism Action Center.pdf \(75 KB\)](#)

[S.GallopContract.pdf \(54 KB\)](#)

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

### **Motion & Voting**

---

Recommend the approval of the Consent Agenda Items

Motion by John George, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject**                    **9.4 Consent Agenda Item - Treasurer's Reports & Board Summary Reports - December 2014 & January 2015**

Meeting                    Mar 10, 2015 - Board Meeting

Category                    9. CONSENT AGENDA

Access                      Public

Type                        Action (Consent)

Recommended Action Recommend the Board approve the December 2014 & January 2015 Treasurer's Reports & Board Summary Reports.

File Attachments

[Treasurer's Report - December 2014.pdf \(142 KB\)](#)

[Board Summary Report - December 2014.pdf \(1,371 KB\)](#)

[Treasurer's Report - January 2015.pdf \(132 KB\)](#)

[Board Summary Report - January 2015.pdf \(1,370 KB\)](#)

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

### **Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by John George, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject** 9.5 Consent Agenda Item - Expenditure Reports - January & February 2015

Meeting Mar 10, 2015 - Board Meeting

Category 9. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the Expenditure Reports for January & February 2015.

File Attachments

[January 2015 Expenditure Report.pdf \(2,545 KB\)](#)

[February 2015 Expenditure Report.pdf \(2,545 KB\)](#)

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

### **Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by John George, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject** 9.6 Consent Agenda Item - Annual Budget Revision

Meeting Mar 10, 2015 - Board Meeting

Category 9. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the proposed annual budget revision for the 2014-15 School Year.

File Attachments

[1415 Revised Budget March Board.pdf \(163 KB\)](#)

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

### **Motion & Voting**

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Recommend the approval of the Consent Agenda Items

Motion by John George, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

## **10. ITEMS REMOVED FROM CONSENT AGENDA**

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### **11. FINANCE**

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<b>Subject</b>	<b>11.1 Annual Budget - 2015-16 School Year - First Reading</b>
Meeting	Mar 10, 2015 - Board Meeting
Category	11. FINANCE
Access	Public
Type	Action, First Reading
Recommended Action	Recommend the Board consider, in first reading, the Proposed Annual Budget for the 2015-16 School Year. No action is necessary at this time.

#### **2015-2016 Budget Highlights**

- There is no increase over the 2014-2015 Budget
- 987 ADM's are required to keep the status quo
- 1051 ADM's are required to cover the entire budget
- It will take 8 additional ADM's to cover the Public Relations position
- There is a 20% increase built in for Health Insurance premium increase, real numbers are expected April 1
- The positions of CEO and Business Administrator are both built into this budget
- Increased advertising in reaction to proposed legislation and anticipated need to increase enrollment
- Increased tech equipment in reaction to proposed legislation and anticipated need to increase enrollment
- Debt Service will change based on proposals from banks
- The IT manager position is included in this budget, we are having a hard time filling this position

#### File Attachments

[1516 Proposed Budget March Board.pdf \(1,305 KB\)](#)

## **12. OLD BUSINESS**

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<b>Subject</b>	<b>12.1 2015-16 School Year Calendar</b>
Meeting	Mar 10, 2015 - Board Meeting
Category	12. OLD BUSINESS
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the proposed 2015-16 School Year Calendar as presented.

The attached calendar was reviewed as a First Reading in the January 13, 2015 Board Meeting agenda.

#### File Attachments

[2015-16SchoolYearCalendarDraftF.pdf \(87 KB\)](#)

**Motion & Voting**

Recommend the Board approve the proposed 2015-16 School Year Calendar as presented.

Motion by Lawrence Oshea, second by Barry Galasso.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject 12.2 School Operations - Student and Parent Handbook**

Meeting Mar 10, 2015 - Board Meeting

Category 12. OLD BUSINESS

Access Public

Type Action

Recommended Action Recommend the Board approve the proposed 2015-2016 Student and Parent Handbook.

History- First reading was January 13, 2015.

Internet reimbursement is the only change, which has been moved to \$50 per month to bring the 21CCCS reimbursement rate in line with other cyber charters. An additional change is that reimbursements will be paid in two distinct periods rather than monthly. Accommodations will be made for families with economic hardships that require more regular reimbursements.

## File Attachments

[2015-2016 StudentParentHBDraft.docx \(156 KB\)](#)

**Motion & Voting**

Recommend the Board approve the proposed 2015-2016 Student and Parent Handbook.

Motion by Lawrence Oshea, second by William Keilbaugh.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**Subject 12.3 Policies**

Meeting Mar 10, 2015 - Board Meeting

Category 12. OLD BUSINESS

Access Public

Type Action

Recommended Action Recommend the Board approve the attached policies.

The attached policies were reviewed as a First Reading in the January 13, 2015 Board Meeting agenda.

## File Attachments

[102 Academic Standards Policy .docx \(52 KB\)](#)

[103 NonDiscrimination Policy.docx \(51 KB\)](#)

[103.1 Equal Education Opportunity Policy.docx \(53 KB\)](#)

[242 Graduation Requirements Policy.docx \(56 KB\)](#)

[243 Social Events and Class Trips Policy.docx \(48 KB\)](#)

[244 Contests for Students Policy.docx \(51 KB\)](#)

[245 Confidential Communications of Students Policy.docx \(52 KB\)](#)

[246 Postgraduate Students Policy.docx \(51 KB\)](#)

[247 Awards and Scholarships.docx \(51 KB\)](#)      [248 Use of Medication Policy.docx \(52 KB\)](#)  
[702 Gifts,Grants,DonationsPolicy.docx \(54 KB\)](#)      [704 Maintenance.docx \(53 KB\)](#)  
[803 School Calendar.docx \(48 KB\)](#)      [811 Bonding.docx \(53 KB\)](#)      [814 Copyrighted Materials.docx \(52 KB\)](#)  
[828 Fraud.docx \(54 KB\)](#)      [901 PUBLIC RELATION OBJECTIVES.docx \(53 KB\)](#)  
[902 PUBLICATION PROGRAM.docx \(52 KB\)](#)

### **Motion & Voting**

Recommend the Board approve the attached policies.

Motion by Joseph Obrien, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

### **13. NEW BUSINESS**

#### **Subject                    13.1 Contracts - Chester County Intermediate Unit**

Meeting                    Mar 10, 2015 - Board Meeting

Category                    13. NEW BUSINESS

Access                      Public

Type                        Action

Recommended Action    Recommend the Board approve the contracts as presented with the Chester County Intermediate Unit.

#### Chester County Intermediate Unit

Approve an agreement for facilities maintenance and support services by the CCIU to the 21CCCS facility located at 126 Wallace Avenue.

#### Special Education Contracts

Chester County Intermediate Unit - (Contract in Administrative Content)

Approve a contract with the CCIU for a Central Auditory Processing Evaluation in the amount of \$197.05 per hour, not to exceed eight hours. (See contract in Administrative Content)

Chester County Intermediate Unit - (Contract in Administrative Content)

Approve a contract with the CCIU for a Functional Vision Evaluation in the amount of \$149.07 per hour, not to exceed eight hours. (See contract in Administrative Content)

#### File Attachments

[CCIU 21CCCS MOU.pdf \(75 KB\)](#)

#### Administrative File Attachments

[CCIUCAPContract.pdf \(327 KB\)](#)

[CCIUVisionContract.pdf \(128 KB\)](#)

### **Motion & Voting**

Recommend the Board approve the contracts as presented with the Chester County Intermediate Unit.

Motion by John George, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Barry Galasso, Thomas Newcome

Abstain: Joseph Obrien

**Subject 13.2 Policies - First Reading**

Meeting Mar 10, 2015 - Board Meeting

Category 13. NEW BUSINESS

Access Public

Type Action, First Reading

Recommended Action Recommend the Board consider, in First Reading, the attached policies. No action is necessary at this time.

## File Attachments

[104 Equal Employment Practices.docx \(54 KB\)](#)      [112 Guidance Counseling.docx \(53 KB\)](#)  
[140 Internet Reimbursement.docx \(52 KB\)](#)      [249 Withdraw From School.docx \(52 KB\)](#)  
[250 Class Rank.docx \(53 KB\)](#)      [251 Student Records for Exceptional Students.docx \(66 KB\)](#)  
[252 Reporting Records Retention Discipline Violence.docx \(57 KB\)](#)  
[253 Honorary Diploma for Deceased Student.docx \(52 KB\)](#)      [254 Student Discipline.docx \(55 KB\)](#)  
[255 Weapons and Dangerous Instruments.docx \(51 KB\)](#)  
[300 Code of Professional Practice and Conduct.docx \(57 KB\)](#)      [301 Creating a Position.docx \(52 KB\)](#)  
[302 Employment of CEO.docx \(54 KB\)](#)      [400 Code of Professional Practice and Conduct.docx \(57 KB\)](#)  
[401 Creating a Position.docx \(52 KB\)](#)      [404 Employment of Professional Employees.docx \(54 KB\)](#)  
[414 Physical Examination.docx \(52 KB\)](#)      [415 Disqualification by Reason of Health.docx \(53 KB\)](#)  
[501 Creating A Position.docx \(52 KB\)](#)      [504 Employment of Non-Instructional Employees.docx \(53 KB\)](#)  
[514 Physical Examination.docx \(52 KB\)](#)      [515 Disqualification by Reason of Health.docx \(53 KB\)](#)  
[903 PUBLIC PARTIPATION AT BOARD MEETINGS.docx \(53 KB\)](#)  
[904 PUBLIC ATTENDANCE AT SCHOOL EVENTS.docx \(53 KB\)](#)      [905 Public Complaints.docx \(58 KB\)](#)  
[906 School Visitors.docx \(54 KB\)](#)      [907 Relations with parents.docx \(53 KB\)](#)  
[909 News Media Relations.docx \(53 KB\)](#)      [910 RELATIONS WITH SPECIAL INTEREST GROUPS .docx \(57 KB\)](#)

**Subject 13.3 2015-16 Board Meeting Dates - First Reading**

Meeting Mar 10, 2015 - Board Meeting

Category 13. NEW BUSINESS

Access Public

Type Action, First Reading

Recommended Action Recommend the Board consider, in First Reading, the proposed 2015-16 Board Meeting dates. No action is necessary at this time.

**Proposed 2015-16 Board Meeting Dates**

September 15, 2015 - 21CCCS (Downingtown, PA)\*\*

November 10, 2015 - PaTTAN (King of Prussia, PA)

January 12, 2016 - 21CCCS (Downingtown, PA)

March 8, 2016 - PaTTAN (King of Prussia, PA)

May 10, 2016 - 21CCCS (Downingtown, PA)

When planning for the 2014-15 Board Meeting dates, extensive research was done to best accommodate the busy schedules of the 21CCCS Board Members. It was found that the day most available for the members was the second Tuesday every other month. The proposed dates for the 2015-16 Board Meetings follow this model.

\*\*However, the second Tuesday in September immediately follows the Labor Day Holiday and for this reason, we suggest the alternative date of the third Tuesday for the month of September.

**Subject**            **13.4 Payoff of DNB First Loan**

Meeting             Mar 10, 2015 - Board Meeting

Category            13. NEW BUSINESS

Access              Public

Type                Action

Recommended Action    Recommend the Board approve the paying off of the DNB First loan as discussed in Executive Session.

#### **Motion & Voting**

Recommend the Board approve paying off the DNB First loan as discussed in Executive Session.

Motion by Joseph Obrien, second by Lawrence Oshea.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

#### **14. PERSONNEL**

**Subject**            **14.1 Approval of Personnel Actions**

Meeting             Mar 10, 2015 - Board Meeting

Category            14. PERSONNEL

Access              Public

Type                Action

Recommended Action    Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

#### File Attachments

[Board Personnel Actions March 2015.pdf \(86 KB\)](#)

#### Admin Content

##### Terminations / Resignations / Retirements

##### Certified Positions

Name:                            Thomas August

Position:                        Teacher 1.0FTE (195 Day)

Effective:                        October 15, 2013 - February 27, 2015

Reason:                         Resignation

##### Nominations

##### Certified Positions

Name:                            John Gantz

Position:                        ISD Technology Developer 1.0 FTE (260 Day)  
Board-approved position May 22, 2012

Effective:                        April 6, 2015

Reason:                         Fill Open Position

Relationship:                    None

Salary:                         \$54,125.94 (Grade 6, Step 2)

Non-Certified Positions

Name: Joseph Whitman  
 Position: Part Time Tutor  
 Effective: February 4, 2015 - May 8, 2015  
 Reason: Math Tutoring Program  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Kaitlyn O'Hanlon  
 Position: Part Time Tutor  
 Effective: February 23, 2015 - May 8, 2015  
 Reason: Math Tutoring Program  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Kevin Schwenk  
 Position: Part Time Tutor  
 Effective: February 24, 2015 - May 8, 2015  
 Reason: Math Tutoring Program  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Matthew Schwenk  
 Position: Part Time Tutor  
 Effective: February 24, 2015 - May 8, 2015  
 Reason: Math Tutoring Program  
 Relationship: None  
 Salary: \$12.00/Hour

Changes in StatusCertified Positions

Name: Stephanie Kennelly  
 Position: Teacher 1.0 FTE (195 Day)  
 Effective: March 25, 2015 - May 20, 2015  
 Reason: FMLA

Motion & Voting

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Motion by Merle Horowitz, second by Barry Galasso.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome

**15. BOARD MEMBER COMMENT**

**Subject** 15.1 Board Member Comment  
**Meeting** Mar 10, 2015 - Board Meeting  
**Category** 15. BOARD MEMBER COMMENT  
**Access** Public

Type Discussion

## **16. PUBLIC COMMENT**

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**Subject** 16.1 Public Comment  
**Meeting** Mar 10, 2015 - Board Meeting  
**Category** 16. PUBLIC COMMENT  
**Access** Public  
**Type** Discussion

## **17. EXECUTIVE SESSION ANNOUNCEMENT**

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**Subject** 17.1 Executive Session Announcement  
**Meeting** Mar 10, 2015 - Board Meeting  
**Category** 17. EXECUTIVE SESSION ANNOUNCEMENT  
**Access** Public  
**Type** Information

The January 13, 2015 Board Meeting was reconvened on January 22, 2015. Prior to the reconvened meeting an executive session was held. Topics discussed included personnel.

An executive session was held prior to the start of the March 10, 2015 Board Meeting.

## **18. MEETING SCHEDULE**

---

**Subject** 18.1 2014-15 Board Meeting Schedule  
**Meeting** Mar 10, 2015 - Board Meeting  
**Category** 18. MEETING SCHEDULE  
**Access** Public  
**Type** Information

September 9, 2014 - 21CCCS (Downingtown, PA)  
 November 11, 2014 - PaTTAN (King of Prussia, PA)  
 January 13, 2015 - 21CCCS (Downingtown, PA)  
 March 10, 2015 - PaTTAN (King of Prussia, PA)  
 May 12, 2015 - 21CCCS (Downingtown, PA)

## **19. ADJOURNMENT**

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**Subject** 19.1 Adjournment  
**Meeting** Mar 10, 2015 - Board Meeting  
**Category** 19. ADJOURNMENT  
**Access** Public  
**Type** Action

**Recommended Action** Recommend the Board adjourn the meeting.

### **Motion & Voting**

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Recommend the Board adjourn the meeting.

Motion by Merle Horowitz, second by Barry Galasso.

Final Resolution: Motion Carries

Yea: Gemma Baldon, John George, William Keilbaugh, Timothy Wade, Merle Horowitz, Lawrence Oshea, Heather Saboori, Joseph Obrien, Barry Galasso, Thomas Newcome



**Tuesday, May 12, 2015  
Board Meeting**

**126 Wallace Avenue  
Downingtown, PA 19335  
1:00PM**

### **1. CALL TO ORDER - ROLL CALL**

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**Subject**            **1.1 Call to Order - Roll Call**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            1. CALL TO ORDER - ROLL CALL  
**Access**              Public  
**Type**                 Procedural

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

### **2. PLEDGE OF ALLEGIANCE**

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**Subject**            **2.1 Pledge of Allegiance**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            2. PLEDGE OF ALLEGIANCE  
**Access**              Public  
**Type**                 Procedural

The Board of Trustees will recite the Pledge of Allegiance.

### **3. NOTIFICATION OF RECORDING**

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**Subject**            **3.1 Notification of Recording**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            3. NOTIFICATION OF RECORDING  
**Access**              Public  
**Type**                 Procedural

All public meetings for the 21<sup>st</sup> Century Cyber Charter School will be audio recorded for the purpose of creating the Minutes.

### **4. APPROVAL OF AGENDA**

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**Subject**            **4.1 Approval of Agenda**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            4. APPROVAL OF AGENDA  
**Access**              Public  
**Type**                 Action  
**Recommended Action**    Recommend the Board approve the agenda.

### **Motion & Voting**

---

Recommend the Board approve the agenda.



Recommend the Board approve the ratification of Board Members Dr. Bridget O'Connell from Palisades School District, effective May 12, 2015, and Mr. James Wigo, Sr., from Rose Tree Media School District, and Dr. Stephen Butz, from Southeast Delco School District, effective June 1, 2015.

Motion by Lawrence O'Shea, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

## 6. OATH OF OFFICE

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**Subject**            **6.1 Oath of Office**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            6. OATH OF OFFICE  
**Access**              Public  
**Type**                Procedural

Recently appointed Parent representative, Mr. Shawn Filby, and newly appointed Bucks County Superintendent representative, Dr. Bridget O'Connell, will take the Oath of Office. The Oath will be administered by the solicitor.

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

## 7. APPROVAL OF THE MINUTES

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**Subject**            **7.1 Approval of the Minutes - March 10, 2015**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            7. APPROVAL OF THE MINUTES  
**Access**              Public  
**Type**                Action, Minutes  
**Recommended Action**    Recommend the Board approve the minutes of the March 10, 2015 Board Meeting.  
**Minutes**            [View Minutes](#) for Mar 10, 2015 - Board Meeting

### Motion & Voting

---

Recommend the Board approve the minutes of the March 10, 2015 Board Meeting.

Motion by Merle Horowitz, second by Lawrence O'Shea.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

## 8. PRESENTATIONS AND REPORTS

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**Subject**            **8.1 Presentation - Proposed 2015-2016 Budget**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            8. PRESENTATIONS AND REPORTS  
**Access**              Public  
**Type**                Presentation

Kim McCully will present the Proposed 2015-2016 Budget.

File Attachments

[Budget Review.pdf \(1,010 KB\)](#)

Administrative File Attachments

[Budget Comparison.pdf \(294 KB\)](#)

**Subject 8.2 Presentation - Update on 2014-15 Board Goals**

Meeting May 12, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Presentation, Report

Kim McCully will give an update on the Board Goals for the current school year.

File Attachments

[2014-2015 Board Goal Analysis.pdf \(33 KB\)](#)

[5 Year Development of Vocaitonal Tracks.pdf \(1,281 KB\)](#)

[Learning Management System.pdf \(1,225 KB\)](#)

**Subject 8.3 Presentation - Health Insurance Plans**

Meeting May 12, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Presentation

Mike Kelly, 21CCCS's Insurance Broker, will present on the proposed health insurance plans.

File Attachments

[21st Century Cyber Charter School Renewal.pdf \(7,747 KB\)](#)

**Subject 8.4 Administration - Board Mileage Reimbursement**

Meeting May 12, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Information

Expense Vouchers have been completed for each board member with the correct mileage for each board meeting for the 2014-15 School Year. If you wish, please sign and give to Kristen Boyer to process for payment.

**Subject 8.5 Administration - iNACOL**

Meeting May 12, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Information

The 2015 iNACOL Blended and Online Learning Symposium will be held on November 4, 2015 to November 11, 2015 at the Swan and Dolphin Resort, in Lake Buena Vista, Florida. As in the past, there is a limited budget allotted for this conference for board member

attendance.

**Subject                    8.6 School Operations - Graduation Ceremony**

Meeting                    May 12, 2015 - Board Meeting

Category                    8. PRESENTATIONS AND REPORTS

Access                      Public

Type                        Information

The 21CCCS graduation ceremony will be held at Rustin High School on Saturday, June 13, 2015 at 1:00 pm. 21st Century Cyber Charter School class of 2007 graduate, Olympic hopeful, Alexander (Xander) Mark, has graciously agreed to be the graduation speaker. Throughout Xander's time at 21CCCS, he was training as a speed skater for the Olympics. He faced many challenges during that time and overcame multiple injuries to be one of the top competitors in the United States. Xander is now a motivational speaker and is a great example to our students of what a 21CCCS education can lead to. All Board members are cordially invited to attend this event.

**Subject                    8.7 School Operations - Professional Development**

Meeting                    May 12, 2015 - Board Meeting

Category                    8. PRESENTATIONS AND REPORTS

Access                      Public

Type                        Information

On Monday, April 6, 2015, all teaching and administrative staff participated in a professional development day. The morning session focused on continuous school improvement. The School Performance Profile was analyzed and improvement strategies were brainstormed. The afternoon session consisted of PSSA test administrator training by our school test coordinator as well as time to complete the PDE online training course.

On March 20-23, 2015, the Director of Education and the High School Principal attended the annual ASCD conference in Dallas, TX. This multi-day conference featured presenters such as Robert Marzano, Todd Whitaker, Regie Routman, and many more. The experience was extremely valuable and provided many practical ideas for both leadership and curriculum.

**Subject                    8.8 School Operations - Student Achievement**

Meeting                    May 12, 2015 - Board Meeting

Category                    8. PRESENTATIONS AND REPORTS

Access                      Public

Type                        Report

8<sup>th</sup> grader Jared B. was in a nationally aired commercial for Brunswick Zone XL bowling centers.

9<sup>th</sup> grader Jeremiah D. received the Boy Scout J. Russell Geiger, Sr. Award for Leadership and Service.

9<sup>th</sup> grader Laurie O. won a Gold Key in the Scholastic Writing Contest for her critical essay, "Why Philosophy Isn't Dead."

10<sup>th</sup> grader Haley W. will be competing in Nationals for Rifle in June.

12<sup>th</sup> grader Sarah D. won first place at the regional National History Day. She will compete at the state level in May at Millersville University.

12<sup>th</sup> grader Ella M. received the Empowered Young Woman Award from the Chester County Women's Commission.

Admin Content

Jared Brito – Philadelphia SD

Jeremiah Dey – Boyertown Area SD

Laurie O'Neill – Allentown City SD

Haley Wilkerson – McGuffey SD

Sarah Dice - Greencastle-Antrim SD

Ella Merriwether – Great Valley SD

**Subject 8.9 School Operations - Field Trip**

Meeting May 12, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Report

On Friday, April 10, 2015, students traveled by bus from four locations to Mount Vernon in Virginia. Ninety-nine students and one hundred and forty eight family members toured George Washington's mansion and estate.

**Subject 8.10 School Operations - Reading Apprenticeship**

Meeting May 12, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Report

Six teachers from 21CCCS were accepted into the Reading Apprenticeship program and will participate in 7 days of training throughout the 2015-16 school year and 4 hours of virtual training each week. Teachers using the Reading Apprenticeship framework regularly model disciplinary-specific literacy skills, help students build high-level comprehension strategies, engage students in building knowledge by making connections to background knowledge they already have, and provide ample guided, collaborative, and individual practice as an integral part of teaching their subject area curriculum. As a result, students develop the literacy competencies, subject area knowledge, and the learner dispositions they need for school, college, careers, and life.

**Subject 8.11 School Operations - GETT Annual Event**

Meeting May 12, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Report

The science team represented 21CCCS at the Girls Exploring Tomorrow's Technology annual event for girls in grades 6-12, which was held at Great Valley High School. The team prepared a Vandegraaff generator that builds up a charge and if touched, it will make hair stand on end. They also displayed LED flashlights that were broken in half to expose the inside to encourage exploration of how things work.

**Subject 8.12 Special Education - Special Education Count**

Meeting May 12, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Report

Data is taken from student count on April 1, 2015

Total active students with IEP's/GIEP's/504 Service Agreements: 166

<u>Grade</u>	<u>Total</u>	<u>IEP</u>	<u>GIEP</u>	<u>504</u>
6	54	2	2	1
7	80	8	3	0
8	109	11	*10	4
9	182	30	5	*11
10	151	19	8	8
11	145	17	3	7
12	<u>102</u>	<u>14</u>	<u>2</u>	<u>3</u>
<b>Total</b>	<b>823</b>	<b>101</b>	<b>33</b>	<b>34</b>

\* - One student represented in two columns

**Subject 8.13 Marketing and Recruitment - Enrollment Profile**

Meeting May 12, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

21CCCS enrollment as of April 1, 2015 was 823 students.

Enrollment by member county:

<u>County</u>	<u>4/1/15</u>	<u>3/1/15</u>	<u>1/1/15</u>	<u>11/3/14</u>	<u>9/2/14</u>	<u>4/15/14</u>	<u>2/15/14</u>
Bucks	49	49	50	50	45	49	50
Chester	78	83	75	80	78	73	77
Delaware	33	33	28	30	30	29	30
Montgomery	<u>55</u>	<u>56</u>	<u>58</u>	<u>62</u>	<u>58</u>	<u>60</u>	<u>63</u>
<b>Total</b>	<b>215</b>	<b>221</b>	<b>211</b>	<b>222</b>	<b>211</b>	<b>211</b>	<b>220</b>

File Attachments

[student count by grade level.pdf \(32 KB\)](#)

[student count by district.pdf \(59 KB\)](#)

[student count by county.pdf \(38 KB\)](#)

[Bucks student count.pdf \(26 KB\)](#)

[Chester student count.pdf \(26 KB\)](#)

[Delaware student count.pdf \(26 KB\)](#)

[Montgomery student count.pdf \(27 KB\)](#)

**Subject 8.14 Marketing and Recruitment - Withdrawal Profile**

Meeting May 12, 2015 - Board Meeting  
 Category 8. PRESENTATIONS AND REPORTS  
 Access Public  
 Type Report

29 withdrawals since the last board report:

<u>Stated Reason for Leaving</u>	<u># Students</u>
Unmotivated	12
Not suited to 21CCCS	8
Wants more social interaction	4
Moved	4
Medical	1
Other	<u>0</u>
<b>Total</b>	<b>29</b>

<u>Post 21CCCS Destination</u>	<u># Students</u>
Local school	10
Unknown	11
Private	1
Medical leave	1

GED Program	4
Charter (non-cyber)	1
Homeschool	<u>1</u>
<b>Total</b>	<b>29</b>

**Subject 8.15 Partnership Enrollments**

Meeting May 12, 2015 - Board Meeting

Category 8. PRESENTATIONS AND REPORTS

Access Public

Type Report

Partnership Enrollments as of April 1, 2015 are as follows:

<u>Home School District</u>	<u>Student Count</u>	<u>Course Count</u>	<u>Credits Count</u>
Octorara Area SD	52	78	59
Perkiomen Valley SD	7	14	11
West Chester Area SD	<u>1</u>	<u>1</u>	<u>1</u>
<b>total</b>	<b>60</b>	<b>93</b>	<b>71</b>

**9. CONSENT AGENDA**

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**Subject 9.1 Approval of the Consent Agenda Items**

Meeting May 12, 2015 - Board Meeting

Category 9. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the approval of the Consent Agenda Items

The Consent Agenda Items Include:

9.2 Contracts

9.3 Treasurer's Reports &amp; Board Summary Reports - February &amp; March 2015

9.4 Expenditure Report - March &amp; April 2015

9.5 Summer Meeting Schedule

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

**Motion & Voting**

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Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Joseph O'Brien.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject 9.2 Consent Agenda Item - Contracts**

Meeting May 12, 2015 - Board Meeting

Category 9. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the contract(s) as presented.

Action

Borough of Downingtown

Approve an agreement with the Borough of Downingtown for a one time fee of \$50,000.00 for 20 parking spaces to bring 21CCCS into compliance with Downingtown Borough Parking Ordinance.

Carnegie Museums of Pittsburgh - Carnegie Science Center

Approve an advertising contract with Carnegie Museums of Pittsburgh - Carnegie Science Center totaling \$10,000 for run dates effective 6/1/15 to 8/31/15 as outlined.

File Attachments

[Borough of Downingtown Agreement.pdf \(1,842 KB\)](#)

[21C Water Weekends CSC Sponsor Agreement.pdf \(144 KB\)](#)

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

**Motion & Voting**

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Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Joseph O'Brien.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject 9.3 Consent Agenda Item - Treasurer's Reports & Board Summary Reports - February, March, & April 2015**

Meeting May 12, 2015 - Board Meeting

Category 9. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board approve the February, March, & April 2015 Treasurer's Reports & Board Summary Reports.

File Attachments

[Treasurer's Report - February 2015.pdf \(137 KB\)](#)

[Board Summary Report - February 2015.pdf \(1,370 KB\)](#)

[Treasurer's Report - March 2015.pdf \(136 KB\)](#)

[Board Summary Report - March 2015.pdf \(1,389 KB\)](#)

[Treasurer's Report - April 2015.pdf \(133 KB\)](#)

[Board Summary Report - April 2015.pdf \(1,391 KB\)](#)

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

**Motion & Voting**

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Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Joseph O'Brien.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject 9.4 Consent Agenda Item - Expenditure Reports - March & April 2015**

Meeting May 12, 2015 - Board Meeting

Category 9. CONSENT AGENDA  
 Access Public  
 Type Action (Consent)  
 Recommended Action Recommend the Board approve the Expenditure Reports for March & April 2015.

## File Attachments

[March 2015 Expenditure Report.pdf \(2,836 KB\)](#)
[April 2015 Expenditure Report.pdf \(2,644 KB\)](#)

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Joseph O'Brien.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject 9.5 Consent Agenda Item - Summer Meeting Schedule**

Meeting May 12, 2015 - Board Meeting

Category 9. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action Recommend the Board cancel the July 2015 Board Meeting.

Following the past schedules, this action was implemented due to the availability of board members during the summer months.

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

**Motion & Voting**

Recommend the approval of the Consent Agenda Items

Motion by Merle Horowitz, second by Joseph O'Brien.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**10. ITEMS REMOVED FROM CONSENT AGENDA****11. FINANCE****Subject 11.1 2014-15 Budget Transfers**

Meeting May 12, 2015 - Board Meeting

Category 11. FINANCE

Access Public

Type Action

Recommended Action Recommend the Board approve appropriate budget transfers for the 2014-2015 School Year.

## File Attachments

[2014-2015 Budget Transfers.pdf \(3,020 KB\)](#)

**Motion & Voting**

Recommend the Board approve appropriate budget transfers for the 2014-2015 School Year.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject**            **11.2 Annual Budget - 2015-2016 School Year**

Meeting            May 12, 2015 - Board Meeting

Category           11. FINANCE

Access             Public

Type                Action

Recommended    Recommend the Board approve the 2015-2016 Budget as proposed.  
Action

**2015-2016 Budget Highlights**

- There is no increase over the 2014-2015 Budget
- 987 ADM's are required to keep the status quo
- 1051 ADM's are required to cover the entire budget
- It will take 8 additional ADM's to cover the Public Relations position
- There is a 46% increase built in for Health Insurance premium increase, based on the Blue Cross/Blue Shield renewal
- The positions of CEO and Business Administrator are both built into this budget
- Increased advertising in reaction to proposed legislation and anticipated need to increase enrollment
- Increased tech equipment in reaction to proposed legislation and anticipated need to increase enrollment

## File Attachments

[PDE2028 - Proposed 2015-2016 Budget.pdf \(2,357 KB\)](#)

**Motion & Voting**

Recommend the Board approve the 2015-2016 Budget as proposed.

Motion by Merle Horowitz, second by Lawrence O'Shea.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject**            **11.3 Fund Balance Classifications**

Meeting            May 12, 2015 - Board Meeting

Category           11. FINANCE

Access             Public

Type                Action

Recommended    Recommend the Board approve the following fund balance classifications as of June 30, 2015.  
Action

Please see attached document.

File Attachments

[Fund Balance Designations.pdf \(38 KB\)](#)

### **Motion & Voting**

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Recommend the Board approve the following fund balance classifications as of June 30, 2015.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject**                    **11.4 Addition to Approved Partnership Rate**

Meeting                    May 12, 2015 - Board Meeting

Category                    11. FINANCE

Access                    Public

Type                    Action

Recommended Action    Recommend the Board approve the rate of \$49.00 per course for the Learning Coach services for our Partnership Enrollments.

21<sup>st</sup> Century Cyber Charter School will provide the Learning Coach to be in contact with the District Liaison (DL) and the student. The Learning Coach will assist in creating a schedule to stay on track and will be in communication with the family and DL when a student is behind.

### **Motion & Voting**

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Recommend the Board approve the rate of \$49.00 per course for the Learning Coach services for our Partnership Enrollments.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

## **12. OLD BUSINESS**

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**Subject**                    **12.1 Policies**

Meeting                    May 12, 2015 - Board Meeting

Category                    12. OLD BUSINESS

Access                    Public

Type                    Action

Recommended Action    Recommend the Board approve the attached policies.

The attached policies were reviewed as a First Reading in the March 10, 2015 Board Meeting agenda and by the 21CCCS Solicitor.

File Attachments

[104 Equal Employment Practices .docx \(58 KB\)](#)

[112 Guidance Counseling .docx \(55 KB\)](#)

[140 Internet Reimbursement .docx \(53 KB\)](#)

[249 Withdraw From School.docx \(53 KB\)](#)

[250 Class Rank with SPK redlines.docx \(53 KB\)](#)      [251 Student Records for Exceptional Students.docx \(91 KB\)](#)  
[252 Reporting & Records Retention Discipline & Violence wi.docx \(61 KB\)](#)  
[253 Honorary Diploma for Deceased Student.docx \(54 KB\)](#)      [254 Student Discipline.docx \(59 KB\)](#)  
[255 Weapons and Dangerous Instruments.docx \(53 KB\)](#)  
[300 Code of Professional Practice and Conduct.docx \(63 KB\)](#)      [301 Creating a Position.docx \(53 KB\)](#)  
[302 Employment of CEO.docx \(55 KB\)](#)      [400 Code of Professional Practice and Conduct.docx \(61 KB\)](#)  
[401 Creating a Position.docx \(52 KB\)](#)      [404 Employment of Professional Employees.docx \(56 KB\)](#)  
[414 Physical Examination.docx \(53 KB\)](#)      [415 Disqualification by Reason of Health.docx \(53 KB\)](#)  
[501 Creating A Position.docx \(52 KB\)](#)      [504 Employment of Non-Instructional Employees.docx \(55 KB\)](#)  
[514 Physical Examination.docx \(53 KB\)](#)      [515 Disqualification by Reason of Health.docx \(53 KB\)](#)  
[903 Public Participation in Board Meetings with SPK redlin.docx \(60 KB\)](#)  
[904 Public Attendance at School Events with SPK redlines.docx \(53 KB\)](#)  
[905 Public Complaints with SPK redlines.docx \(60 KB\)](#)      [906 School Visitors with SPK redlines.docx \(56 KB\)](#)  
[907 Relations With Parents Guardians with SPK redlines.docx \(54 KB\)](#)  
[909 News Media Relations with SPK redlines.docx \(54 KB\)](#)  
[910 Relations With Special Interest Groups with SPK redlin.docx \(58 KB\)](#)

## Motion & Voting

Recommend the Board approve the attached policies.

Motion by Merle Horowitz, second by Lawrence O'Shea.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

### Subject      **12.2 2015-16 Board Meeting Dates**

Meeting      May 12, 2015 - Board Meeting

Category      12. OLD BUSINESS

Access      Public

Type      Action

Recommended Action      Recommend the Board approve the proposed 2015-16 Board Meeting dates.

### Proposed 2015-16 Board Meeting Dates

September 15, 2015 - 21CCCS (Downingtown, PA)\*\*

November 17, 2015 - 21CCCS (Downingtown, PA)\*\*

January 12, 2016 - PaTTAN (King of Prussia, PA)

March 8, 2016 - 21CCCS (Downingtown, PA)

May 10, 2016 - PaTTAN (King of Prussia, PA)

When planning for the 2014-15 Board Meeting dates, extensive research was done to best accommodate the busy schedules of the 21CCCS Board Members. It was found that the day most available for the members was the second Tuesday every other month. The proposed dates for the 2015-16 Board Meetings follow this model with two exceptions.

\*\*However, the second Tuesday in September immediately follows the Labor Day Holiday and for this reason, we suggest the alternative date of the third Tuesday for the month of September. Also, as mentioned in the Newsletter, due to the iNACOL 2015 Conference dates, we suggest the alternative date of the third Tuesday for the month of November.

**Motion & Voting**

Recommend the Board approve the proposed 2015-16 Board Meeting dates.

Motion by Joseph O'Brien, second by Merle Horowitz.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**13. NEW BUSINESS**

<b>Subject</b>	<b>13.1 2015-16 Board Goals - First Reading</b>
Meeting	May 12, 2015 - Board Meeting
Category	13. NEW BUSINESS
Access	Public
Type	Action, First Reading
Recommended Action	Recommend the Board review, in First Reading, the proposed goals for the 2015-16 School Year. No action is necessary at this time.

**2015-2016 Board Goals**

1. Develop a new compensation plan for administrators and project staff.
2. Expand summer school enrollment and develop a cost structure for summer school classes.
3. Develop new evaluation tools for administrative and support staff.
4. Explore the need for satellite offices in Central and Western PA.

<b>Subject</b>	<b>13.2 Policies - First Reading</b>
Meeting	May 12, 2015 - Board Meeting
Category	13. NEW BUSINESS
Access	Public
Type	Action, First Reading
Recommended Action	Recommend the Board consider, in First Reading, the attached policies. No action is necessary at this time.

**File Attachments**

[117 Medical Excusal and Homebound Instructions.docx \(57 KB\)](#)      [118 Independent Study.docx \(52 KB\)](#)  
[119 Current Events.docx \(53 KB\)](#)      [120 Human Development.docx \(51 KB\)](#)      [121 Field Trips.docx \(53 KB\)](#)  
[122 Co-Curricular Activities.docx \(56 KB\)](#)      [124 Summer Programs.docx \(52 KB\)](#)  
[127 Assessment of Educational Program.docx \(52 KB\)](#)      [256 Dress and Grooming.docx \(54 KB\)](#)  
[257 Care of School Property.docx \(52 KB\)](#)      [258 Student and The Police.docx \(53 KB\)](#)  
[259 Alcohol & Controlled Substances.docx \(63 KB\)](#)      [260 Suicide Awareness and Prevention Policy.docx \(60 KB\)](#)  
[261 Student Fund Raising.docx \(52 KB\)](#)      [262 Public Performances By Students.docx \(52 KB\)](#)  
[263 Pregnant Students.docx \(48 KB\)](#)      [264 Student Rights and Respon..docx \(56 KB\)](#)  
[265 Student Complaint Process.docx \(52 KB\)](#)      [317 Disciplinary Procedures.docx \(52 KB\)](#)  
[317.1 Investigation of Suspected Employee Wrongdoing.docx \(52 KB\)](#)  
[341 Unlawful Harrassment Policy.docx \(178 KB\)](#)      [342 Acceptable Use Policy Digital Technologies.docx \(62 KB\)](#)  
[417 Disciplinary Procedures.docx \(52 KB\)](#)      [417.1 Investigation of Suspected Employee Wrongdoing.docx \(52 KB\)](#)  
[441 Unlawful Harrassment Policy.docx \(178 KB\)](#)      [442 Acceptable Use Policy Digital Technologies.docx \(63 KB\)](#)  
[517 Disciplinary Procedures.docx \(52 KB\)](#)      [517.1 Investigation of Suspected Employee Wrongdoing.docx \(52 KB\)](#)

[541 Unlawful Harrassment Policy.docx \(178 KB\)](#)

[542 Acceptable Use Policy Digital Technologies.docx \(62 KB\)](#)

[704 MaintenancePolicy.docx \(52 KB\)](#)

[705 SafetyPolicy.docx \(53 KB\)](#)

[812 Property & Liability Insurance.docx \(52 KB\)](#)

**Subject**            **13.3 Reauthorize Bullying Policy**

Meeting            May 12, 2015 - Board Meeting

Category           13. NEW BUSINESS

Access             Public

Type                Action

Recommended    Recommend that the board vote to reauthorize policy #236 (Anti-Bullying Policy).  
Action

Per Pennsylvania School Code, the Anti-Bullying policy must be re-executed every two years.

File Attachments

[236 Anti-Bullying Policy.docx \(180 KB\)](#)

**Motion & Voting**

Recommend that the board vote to reauthorize policy #236 (Anti-Bullying Policy).

Motion by Merle Horowitz, second by Lawrence O'Shea.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

**Subject**            **13.4 Contracts - Chester County Intermediate Unit**

Meeting            May 12, 2015 - Board Meeting

Category           13. NEW BUSINESS

Access             Public

Type                Action

Recommended    Recommend the Board approve the contracts as presented with the Chester County Intermediate  
Action             Unit.

Chester County Intermediate Unit

Approve an agreement for computer repair services by the CCIU to 21CCCS for the 2015-16 School Year at the pricing included in the agreement.

Chester County Intermediate Unit

Approve an agreement for Joint Purchasing with the CCIU until terminated by either party.

File Attachments

[CCIU Computer Services Agreement.pdf \(2,256 KB\)](#)

[CCIU Joint Purchasing Agreement.pdf \(2,294 KB\)](#)

**Motion & Voting**

Recommend the Board approve the contracts as presented with the Chester County Intermediate Unit.

Motion by Merle Horowitz, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Thomas Newcome

Abstain: Joseph O'Brien

## 14. PERSONNEL

<b>Subject</b>	<b>14.1 Approval of Personnel Actions</b>
Meeting	May 12, 2015 - Board Meeting
Category	14. PERSONNEL
Access	Public
Type	Action
Recommended Action	Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

### File Attachments

[Board Personnel Actions May2015.pdf \(48 KB\)](#)

### Admin Content

#### **Nominations**

##### Non-Certified Positions

Name: Joseph Whitman  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Kaitlyn O'Hanlon  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Kevin Schwenk  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Matthew Schwenk  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

#### **Changes in Status**

##### Certified Positions

Name: Kimberly Santucci  
 Position: Teacher, 195 Day (1.0FTE)  
 Effective: August 17, 2015 (Anticipated)  
 Reason: FMLA

Name: Carly Parker  
 Position: Teacher, 195 Day (0.6FTE)  
 Effective: August 17, 2015 (Anticipated)  
 Reason: FMLA

Name: Megan Tarr  
 Position: Nurse, 195 Day (0.6FTE), Teaching Assistant (0.4FTE)  
 Effective: August 23, 2015 (Anticipated)  
 Reason: FMLA

#### Non-Certified Positions

Name: Catherine Coletti  
 Position: Teaching Assistant, 195 Day (1.0FTE)  
 Effective: May 25, 2015 (Anticipated)  
 Reason: FMLA

#### **Motion & Voting**

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##### **Subject 14.2 Approval of Job Description**

Meeting May 12, 2015 - Board Meeting

Category 14. PERSONNEL

Access Public

Type Action

Recommended Action Recommend the Board approve the job description for temporary/part-time Special Education Paraprofessional as presented.

The special education paraprofessional position is considered temporary/part-time and will be filled only on an as-needed basis to meet specific student needs as detailed in a student's individual IEP. The position would be 5.5 hours/day for 180 days (0.7FTE). The school would, as the situation arises, compare the cost/benefit analysis to determine whether to post the position or contract with an agency to comply with the requirements within an individual student's IEP.

#### File Attachments

[JD SpEd Paraprofessional.pdf \(118 KB\)](#)

#### **Motion & Voting**

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##### **15. BOARD MEMBER COMMENT**

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##### **Subject 15.1 Board Member Comment**

Meeting May 12, 2015 - Board Meeting

Category 15. BOARD MEMBER COMMENT

Access Public

Type Discussion

## 16. PUBLIC COMMENT

---

**Subject**            **16.1 Public Comment**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            16. PUBLIC COMMENT  
**Access**              Public  
**Type**                Discussion

## 17. EXECUTIVE SESSION ANNOUNCEMENT

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**Subject**            **17.1 Executive Session Announcement**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            17. EXECUTIVE SESSION ANNOUNCEMENT  
**Access**              Public  
**Type**                Information

An executive session was held prior to the start of the May 12, 2015 Board Meeting.

## 18. MEETING SCHEDULE

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**Subject**            **18.1 2014-15 Board Meeting Schedule**

**Meeting**            May 12, 2015 - Board Meeting  
**Category**            18. MEETING SCHEDULE  
**Access**              Public  
**Type**                Information

September 9, 2014 - 21CCCS (Downingtown, PA)

November 11, 2014 - PaTTAN (King of Prussia, PA)

January 13, 2015 - 21CCCS (Downingtown, PA)

March 10, 2015 - PaTTAN (King of Prussia, PA)

May 12, 2015 - 21CCCS (Downingtown, PA)

## 19. ADJOURNMENT/RECESS

---

**Subject**            **19.1 Adjournment/Recess**

**Meeting**            May 12, 2015 - Board Meeting  
**Category**            19. ADJOURNMENT/RECESS  
**Access**              Public  
**Type**                Action  
**Recommended Action**    Recommend the Board adjourn the meeting.

### **Motion & Voting**

---

Motion to recess the meeting until May 19, 2015 at 2:30pm.

Motion by Merle Horowitz, second by Lawrence O'Shea.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, Alan Lonoconus, Timothy Wade, Merle Horowitz, Lawrence O'Shea, Joseph O'Brien, Thomas Newcome

## **20. CALL TO ORDER FROM RECESS - ROLL CALL**

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**Subject**            **20.1 Call to Order from Recess - Roll Call**

Meeting            May 12, 2015 - Board Meeting

Category            20. CALL TO ORDER FROM RECESS - ROLL CALL

Access              Public

Type                Action

Recommended    Motion to return to public meeting from recess. The Board Secretary will document attendance.  
Action

The May 12, 2015 Board Meeting was recessed to resume May 19, 2015 at 2:30 via phone conference.

### **Motion & Voting**

---

Motion to return to public meeting from recess. The Board Secretary will document attendance.

Motion by Alan Lonoconus, second by Lawrence O'Shea.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

## **21. PLEDGE OF ALLEGIANCE**

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**Subject**            **21.1 Pledge of Allegiance**

Meeting            May 12, 2015 - Board Meeting

Category            21. PLEDGE OF ALLEGIANCE

Access              Public

Type                Procedural

The Board of Trustees will recite the Pledge of Allegiance.

## **22. NOTIFICATION OF RECORDING**

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**Subject**            **22.1 Notification of Recording**

Meeting            May 12, 2015 - Board Meeting

Category            22. NOTIFICATION OF RECORDING

Access              Public

Type                Procedural

All public meetings for the 21<sup>st</sup> Century Cyber Charter School will be audio recorded for the purpose of creating the Minutes.

## **23. AMENDMENT OF AGENDA**

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**Subject**            **23.1 Amendment of Agenda**

Meeting            May 12, 2015 - Board Meeting

Category            23. AMENDMENT OF AGENDA

Access              Public

Type                Action

Recommended    Motion to amend the agenda to include the Personnel actions and New Business actions as listed.  
Action

### **Motion & Voting**

---

Motion to amend the agenda to include the Personnel actions and New Business actions as listed.



**Non-Certified Positions**

Name: Joseph Whitman  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Kaitlyn O'Hanlon  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Kevin Schwenk  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

Name: Matthew Schwenk  
 Position: Part Time Tutor  
 Effective: May 8 - May 14, 2015  
 Reason: Math Tutoring Program, extension of 1 week  
 Relationship: None  
 Salary: \$12.00/Hour

**Changes in Status****Administrator - Non Certified**

Name: *B. Kim McCully*  
 Position: *CEO 1.0FTE*  
*From Interim CEO/Business Administrator 1.0FTE*  
 Effective: *May 19, 2015*  
 Reason: *Fill Open Position*  
 Relationship: *None*  
 Salary: *\$137,700*

**Certified Positions**

Name: Kimberly Santucci  
 Position: Teacher, 195 Day (1.0FTE)  
 Effective: August 17, 2015 (Anticipated)  
 Reason: FMLA

Name: Carly Parker  
 Position: Teacher, 195 Day (0.6FTE)  
 Effective: August 17, 2015 (Anticipated)  
 Reason: FMLA

Name: Megan Tarr

Position: Nurse, 195 Day (0.6FTE), Teaching Assistant (0.4FTE)  
 Effective: August 23, 2015 (Anticipated)  
 Reason: FMLA

#### Non-Certified Positions

Name: Catherine Coletti  
 Position: Teaching Assistant, 195 Day (1.0FTE)  
 Effective: May 11, 2015  
 Reason: FMLA

#### **Motion & Voting**

---

Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented.

Motion by Lawrence O'Shea, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

#### **Subject 25.2 Approval of Job Description**

Meeting May 12, 2015 - Board Meeting

Category 25. PERSONNEL

Access Public

Type Action

Recommended Action Recommend the Board approve the job description for the Special Education Paraprofessional (Temporary/Part-Time) as presented.

The special education paraprofessional position is considered temporary/part-time and will be filled only on an as-needed basis to meet specific student needs as detailed in a student's individual IEP. The position would be 5.5 hours/day for 180 days (0.7FTE). The school would, as the situation arises, compare the cost/benefit analysis to determine whether to post the position or contract with an agency to comply with the requirements within an individual student's IEP.

#### File Attachments

[JD SpEd Paraprofessional.pdf \(118 KB\)](#)

#### **Motion & Voting**

---

Recommend the Board approve the job description for the Special Education Paraprofessional (Temporary/Part-Time) as presented.

Motion by Joseph O'Brien, second by Barry Galasso.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

#### **Subject 25.3 2015-16 Salaries**

Meeting May 12, 2015 - Board Meeting

Category 25. PERSONNEL

Access Public

Type Action

Recommended Action Recommend the Board approve the salaries for Administrative and Project staff for the 2015-16 school year, as presented.

Administrative File Attachments

[1516 PROPOSED SALARIES.pdf \(304 KB\)](#)

### Motion & Voting

Recommend the Board approve the salaries for Administrative and Project staff for the 2015-16 school year, as presented.

Motion by John George, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

**Subject 25.4 2015-16 Healthcare Plans**

Meeting May 12, 2015 - Board Meeting

Category 25. PERSONNEL

Access Public

Type Action

Recommended Action Recommend that the Board approve BC/BS plan POS 3B plan as the coverage for all employees in Bucks, Montgomery, Chester, Delaware and Philadelphia Counties. All other employees who do not reside in those counties will move to BC/BS plan PPO 4B (10 employees do not reside in the 5 county area).

For the 2015-16 plan year, effective July 1, 2015, 21CCCS is faced with increases in premiums of more than 22% to renew the existing plans. To bring medical premium increases to a manageable level the following changes to the existing health plans are proposed:

- Reduce the number of medical plans offered from two to one. Retain a second plan for those employees not-eligible for the Keystone POS plan.
- The top plan (A) would be changed from Personal Choice PPO3B to Personal Choice PPO4B for employees residing outside Bucks, Montgomery, Chester, Delaware and Philadelphia counties.
- The base plan (B) would be changed from a Direct POS plan to an HMO POS plan, POS 3B

The two proposed plans have increased levels of copayments for employees which helps reduce the premium costs to 21CCCS.

Copayment Changes	Plan A	Plan B
Primary/Specialist	From \$20/\$40 to \$30/\$50	From \$15/30 to \$30/\$50
Hospitalization (Max 5 copays/admission)	From \$250/day to \$400/day	From \$0 to \$400/day
Outpatient Surgery	From \$125 to \$200	From \$200 to \$400
Emergency Room	From \$125 to \$150 (not waived if admitted)	From \$150 to \$200 (waived if admitted)
Urgent Care	From \$87 to \$105	From \$105 to \$200
Prescription - Retail	From \$15/35/50 to \$20/40/60	From \$10/40/70 to \$20/40/60
Prescription - Mail Order	From \$30/70/100 to \$40/80/120	From \$20/80/140 to \$40/80/120

To offset the increased copayment costs to the staff for hospitalization and out-patient surgeries it is proposed to maintain the Health Reimbursement Arrangement (HRA) implemented in the 2014-15 plan year for employees enrolled in the 21CCCS health plans. As recommended by the plan broker, the HRA would cover up to 60% of the annual co-pay maximums.

Proposed HRA Reimbursement Max/Yr	
Employee	\$3,960
Family	\$7,920

**Motion & Voting**

Recommend that the Board approve BC/BS plan POS 3B plan as the coverage for all employees in Bucks, Montgomery, Chester, Delaware and Philadelphia Counties. All other employees who do not reside in those counties will move to BC/BS plan PPO 4B (10 employees do not reside in the 5 county area).

Motion by Alan Lonoconus, second by Barry Galasso.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

**Subject 25.5 2015-16 Group Life & Disability Insurance**

Meeting May 12, 2015 - Board Meeting

Category 25. PERSONNEL

Access Public

Type Action

Recommended Action Recommend the Board approve the change in carrier for the 2015-16 group life and disability coverage to Lincoln National Life Insurance Company.

The change in carrier will afford the school a 6% savings in renewal rate for the 2015-16 school year compared to the existing carrier renewal rate (MetLife).

## Administrative File Attachments

[21st Century CCS - revised LFG proposal.pdf \(417 KB\)](#)

**Motion & Voting**

Recommend the Board approve the change in carrier for the 2015-16 group life and disability coverage to Lincoln National Life Insurance Company.

Motion by Joseph O'Brien, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

**26. NEW BUSINESS****Subject 26.1 Partnership Contract with Indiana University of Pennsylvania**

Meeting May 12, 2015 - Board Meeting

Category 26. NEW BUSINESS

Access Public

Type Action

Recommended Action Recommend the Board approve the Memorandum of Understanding with Indiana University of Pennsylvania for discounted online courses for 21CCCS dual enrollment students.

Indiana University of Pennsylvania

Approve an agreement with Indiana University of Pennsylvania for a 75% discount on IUP's online courses for 21CCCS dual enrollment students until terminated by either party.

## File Attachments

[Indiana University of Pennsylvania MOU.pdf \(758 KB\)](#)

**Motion & Voting**

Recommend the Board approve the Memorandum of Understanding with Indiana University of Pennsylvania for discounted online courses for 21CCCS dual enrollment students.

Motion by Heather Saboori, second by Alan Lonoconus.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

## **27. PUBLIC COMMENT**

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**Subject**            **27.1 Public Comment**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            27. PUBLIC COMMENT  
**Access**              Public  
**Type**

## **28. EXECUTIVE SESSION ANNOUNCEMENT**

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**Subject**            **28.1 Executive Session Announcement**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            28. EXECUTIVE SESSION ANNOUNCEMENT  
**Access**              Public  
**Type**

An executive session was held on May 12, 2015 at 12:30PM.

## **29. ADJOURNMENT**

---

**Subject**            **29.1 Adjournment**  
**Meeting**            May 12, 2015 - Board Meeting  
**Category**            29. ADJOURNMENT  
**Access**              Public  
**Type**                Action  
**Recommended Action**    Recommend the Board adjourn the meeting.

### **Motion & Voting**

---

Recommend the Board adjourn the meeting.

Motion by Lawrence O'Shea, second by Heather Saboori.

Final Resolution: Motion Carries

Yea: Shawn Filby, Gemma Baldon, John George, Alan Lonoconus, Timothy Wade, Lawrence O'Shea, Heather Saboori, Joseph O'Brien, Barry Galasso, Thomas Newcome

# **Agendas & Sign-in Sheets**

## **Appendix**

# Parents and Principals Agenda for 1.29.15

- ❖ Strategies for success (VO, communication, Live class, schedule,
- ❖ FirstClass
- ❖ Getting Involved
- ❖ Points, Grades, Deadlines
- ❖ keystones & PSSAs

# Parents and Principals Night Agenda for 10/2/13

- Points, grades, transcripts, quarters
- Keystones & PSSAs
- Strategies for success (VO, communication, Live class, schedule,
- First Class
- Events (clubs, CO, FT)

Vick  
Kennelley  
U

Location: Downingtoun

Date: Sept. 26, 2014

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
		3:50			1
		3:51			1
					1
		3:51			1
		4:20			2
		4:21			1
		5:05			1
		5:05			1
		5:20			
		5:20			
		5:20			

12/27/14

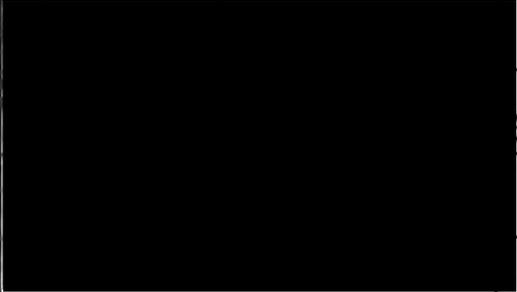
Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
[REDACTED]	[REDACTED]	5:27		[REDACTED]	1

Location:

York

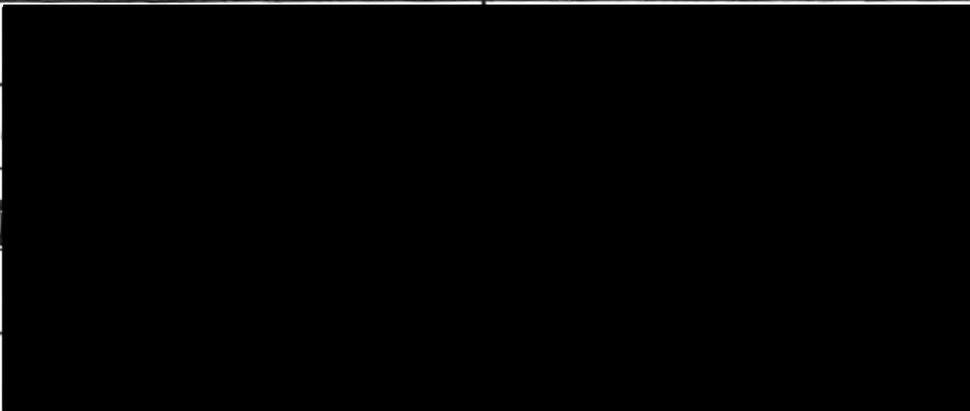
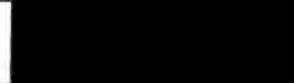
Date:

10-28-14

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
					1
					1
					2

35768253

Downingtown 12-2-14

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
		4:00			
		4:00			
		4:00			(

Location: GAP

Date: 12/10/14

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
[REDACTED]					

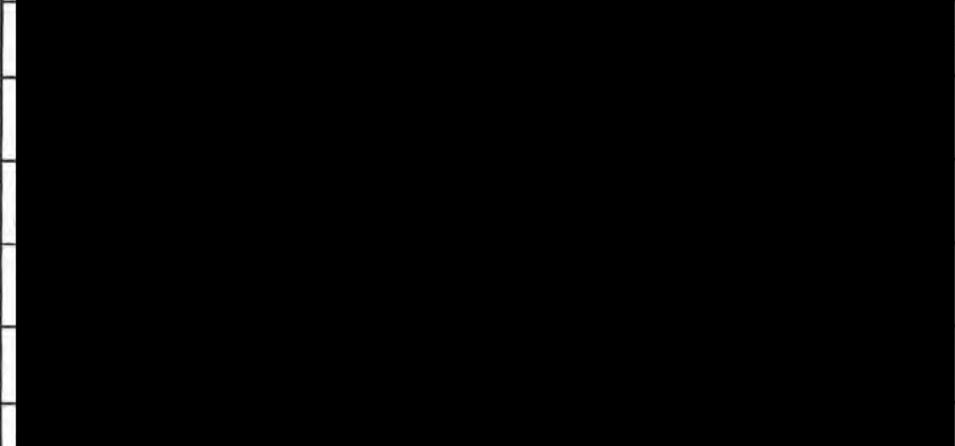
Location: Gap

Date: 10-9-14

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
[Redacted]	[Redacted]	3:56			1
		3:56			1
		3:58			1
		4:00	7:05		1
		4:06	7:00		1
		4:25	7:00		1
		4:20			1

Location: Pittsburgh

Date: 10-15-14

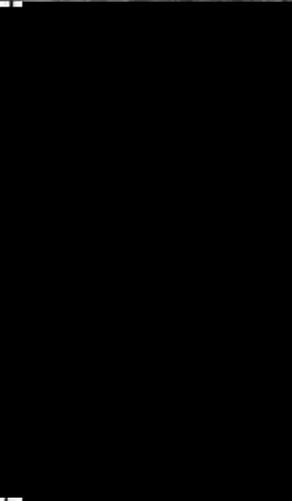
Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
					

Downingtown - October 30<sup>th</sup>

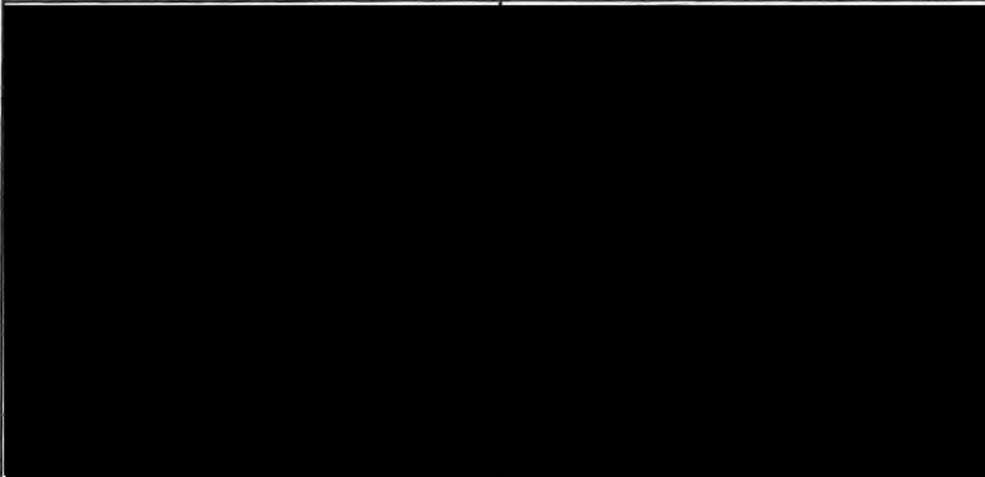
Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
[REDACTED]					
[REDACTED]	[REDACTED]			[REDACTED]	
[REDACTED]	[REDACTED]			[REDACTED]	
[REDACTED]					

11/5

Philly

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
		4:10			
		4:10			
		4:50			
		4:50			
		4:50			
		5:30pm			

12-11-14 Philly CO

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
		5:00			
		4:00			
		4:00			
		5:30			
		5:30			

Exeter 10/8/14

01000000

Student Name	Parent Signature	Time In	Time Out	Phone Number	# People
		4:15			
		4:15			
		4:30			
		4:00			
		4:00			
		4:00			
		4:00			
		4:00			
		4:05			
		4:05			
		4:15			
		4:15			

# **Survey Appendix**

## Graduation Parent Survey

Please provide us with some basic information about yourself:

Parent's Name

Student's Name

Student ID#

How long did you attend 21CCCS:

Please tell us who is answering this survey. Choose all that apply:

- Mother  Father  Other Legal Guardian

Considering the reason you chose this school for your child, has the school met or exceeded your expectations?

- Always  Often  Sometimes  Rarely  Never

If you have any comments about your answer, share them here:

The amount of time your child spent on class work was what you expected.

- Always  Often  Sometimes  Rarely  Never

If you have any comments about your answer, share them here:

When your child had a question, the teachers provided clarification within 24 hours.

- Always  Often  Sometimes  Rarely  Never

If you have any comments about your answer, share them here:

If you had a question about your child's progress, it was answered in a timely manner.

- Always  Often  Sometimes  Rarely  Never

If you have any comments about your answer, share them here:

If you needed help from Tech Support, the response was prompt and helpful.

- Always  Often  Sometimes  Rarely  Never

If you have any comments about your answer, share them here:

Having your child enrolled in our school has had a positive effect on his/her overall attitude.

- Always  Often  Sometimes  Rarely  Never

If you have any comments about your answer, share them here:

How did you check your student's progress? Choose all that apply.

- Total Points in Moodle  
 Order of Assignments  
 Teacher Contact  
 School Reports  
 Other

If you answered other, please specify:

How often did you check your child's progress in his/her courses?

- Daily online
- weekly online
- whenever I receive a progress report every 3 weeks
- none of the above

If you have any comments about your answer, share them here:

The primary communication tool that you used to discuss your child's progress or needs with our staff was:

- First Class Email
- First Class email forwarded to personal account
- Telephone
- Visits to Virtual Office

Did the school provide enough non-academic activities?

- Yes
- No

If "yes", which activities did your child participate in at 21CCCS?:

Would you recommend our school to another parent who is considering cyber schooling?

- Absolutely
- Probably
- Maybe
- Not Sure
- No

If you have any comments about your answer, share them here:

What did you like about 21cccs classes?

What does 21cccs do better than your child's previous school(s)?

What did your child's previous school(s) do better than 21cccs?

Is there one person in our school that has made a difference to your child? If so, who?

Is there anything else you think we could have changed to improve your child's education?

After your child's graduation from 21st Century Cyber Charter School he/she plans to \_\_\_\_\_. (Please choose one from the list below.) This information is requested by the Pennsylvania Department of Education (PDE) and therefore we have used the categories provided by PDE for this question.

- Pennsylvania Community College
- Pennsylvania Private 2-Year College
- Pennsylvania State University
- Pennsylvania State-Related Commonwealth University
- Pennsylvania Private 4-year College or University
- Pennsylvania Other Postsecondary School (AST or ASB Degree)
- Pennsylvania Other Postsecondary School (non-degree)
- 2-year College
- 4-year College or University
- Other Postsecondary School
- Farm Worker
- Homemaker Service
- Military
- Professional employee
- Trade position
- Service worker
- Unemployed

## Parent Customer Satisfaction Survey

Parent Name (optional)

Please select your child's grade level

- 5  6  7  8  9  10  11  12

Who is your child's P4SL/Learning Coach?

When did you join our school?

- Last school year or before  August 2015  October 2015  January 2016

How often do you communicate with your child's P4SL/Learning Coach?

- More than once a week  Once a week  Once every two weeks  Once a month  Rarely  Never

How often does your child communicate with his/her P4SL/Learning Coach?

- More than once a week  Once a week  Once every two weeks  Once a month  Rarely  Never

How often does your child visit the VO (Virtual Office)?

- Everyday  Twice a week  Once a week  Once every two weeks  Once a month  Never

How often does your child attend his/her classes?

- Every week  Twice a month  Once a month  Rarely  Never

**On a scale of 1 to 10 (10 being the best and 1 being the worst), please rate the following:**

How happy are you with the service that your child's P4SL/Learning Coach provides to you and your child?

- Very happy  10  9  8  7  6  5  4  3  2  1 Not happy

How connected do you feel to the 21CCCS school community?

- Very connected  10  9  8  7  6  5  4  3  2  1 Not connected at all

How satisfied are you with the quantity of interactions your child has with teachers and staff at 21CCCS?

- Very satisfied  10  9  8  7  6  5  4  3  2  1 Not satisfied

How satisfied are you with the curriculum and courses?

- Very satisfied  10  9  8  7  6  5  4  3  2  1 Not satisfied

How satisfied are you with your child's grades and academic achievement?

- Very satisfied  10  9  8  7  6  5  4  3  2  1 Not satisfied

How satisfied are you with the quality and types of field trips and extracurricular activities offered?

- Very satisfied  10  9  8  7  6  5  4  3  2  1 Not satisfied

How likely are you to keep your child at 21CCCS?

- Very likely  10  9  8  7  6  5  4  3  2  1 Not likely at all

How likely are you to recommend 21CCCS to a friend or colleague?

- Very likely  10  9  8  7  6  5  4  3  2  1 Not likely at all

Please share any other comments, suggestions or concerns.

## Commencement Parent Survey

Parent's Name

Student's Name

Student's ID#

1. Why did you decide to send your child to our school?

2. How would you describe your relationship between you, your child and your learning coach?

3. How do you feel about the social interaction opportunities provided by the school?

4. How did you monitor your child's academic progress at school?

5. Do you feel your child was challenged appropriately in their classes?

Yes  No

6. What are your thoughts on the school implementing more frequent deadlines throughout the year (in addition to the current end of quarter deadlines)?

7. Would you recommend 21CCCS to others? If not, why?

8. Please rate your overall satisfaction with our school from 1 to 10 (10 being the highest).

10  9  8  7  6  5  4  3  2  1

9. What will your child be doing after high school?

10. Do you feel that your child is prepared? Why or why not?

11. What improvements would you suggest we make in the future?

12. Please share any other comments or suggestions.

## PSSA Test Survey

Please help us provide you with the best possible testing environment by answering a few short questions. Be honest and as detailed as possible. You will be asked to complete a survey after each day of testing. Your teachers will be completing surveys as well. Thank you!

Your Name:

Who were your proctors?

How many hours of sleep did you get the night before the test?

What did you have for breakfast the morning of the test?

Did you bring/eat your lunch?

Did you participate in the break activities? Did you enjoy them?

Did you work on the "packet" of activities when you completed each module? What was your favorite packet activity?

Did you do anything outside of school to prepare for testing?

Did you attend any test-prep sessions?

Did you feel prepared for the test?

How do you feel you did on the exam?

Was there anything you feel prevented you from doing your best? For example, noise/climate/distractions/schedule? Please be specific.

Answer the above fields as accurately as possible, then click Submit.

## Keystone Test Survey

Please help us provide you with the best possible testing environment by answering a few short questions. Be honest and as detailed as possible. You will be asked to complete a survey after each day of testing. Your teachers will be completing surveys as well. Thank you!

Your Name:

Who were your proctors?

What test did you take?

How many hours of sleep did you get the night before the test?

What did you have for breakfast the morning of the test?

Did you bring/eat your lunch?

Did you participate in the break activities? Did you enjoy them?

Did you work on the "packet" of activities when you completed each module? What was your favorite packet activity?

Did you do anything outside of school to prepare for testing?

Did you attend any test-prep sessions?

Did you feel prepared for the test?

How do you feel you did on the exam?

Was there anything you feel prevented you from doing your best? For example, noise/climate/distractions/schedule? Please be specific.

Course Name: \_\_\_\_\_

Student Name (optional) \_\_\_\_\_

1. The lessons were clear and easily understood.  
 Always  Often  Sometimes  Rarely  Never
2. Were the assignments relevant to the lessons?  
 Always  Often  Sometimes  Rarely  Never
3. The exams covered material from the unit or chapter.  
 Always  Often  Sometimes  Rarely  Never
4. The teacher graded assignments in a reasonable period of time.  
 Always  Often  Sometimes  Rarely  Never
5. The teacher provided meaningful feedback on most assignments with a positive and encouraging tone.  
 Always  Often  Sometimes  Rarely  Never
6. If grading rubrics were provided for assignments they were clear and consistent.  
 Always  Often  Sometimes  Rarely  Never
7. I attended \_\_\_\_\_ live classes during this course.
8. Were the live or recorded classes helpful to you?  
 Always  Often  Sometimes  Rarely  Never
9. What method best helped you understand the information in the class?  
 Live class session  Discussion boards  Small group work  Virtual Office  Lessons in Moodle class  Assignments/projects
10. If you had the opportunity to choose from several ways to show that you understood the course material (e.g. projects, presentations, group work, etc.), were you happy with your choice?  
 Always  Often  Sometimes  Rarely  Never
11. How often did you ask to complete an assignment or exam in a different way in this class?  
 Always  Often  Sometimes  Rarely  Never
12. If you contacted the teacher with a question or concern, were your requests answered appropriately and in a reasonable amount of time?  
 Always  Often  Sometimes  Rarely  Never
13. If you needed additional help in learning the material in a lesson, a teacher was available to help in the VO at a time convenient for you.  
 Always  Often  Sometimes  Rarely  Never
14. Communicating with your teacher via email, phone, or virtual office was:  
 Excellent  Good  Average  Poor  Very Poor
15. If you contacted the school with a general question or concern, were your requests answered appropriately and in a reasonable amount of time?  
 Always  Often  Sometimes  Rarely  Never
16. How would you rate this course overall on a scale of 1 to 10 (10 being highest)?  
 10  9  8  7  6  5  4  3  2  1
17. If you needed help from Tech Support, was their response prompt and helpful?  
 Always  Often  Sometimes  Rarely  Never
18. I found the Tech Support website to be a helpful resource.  
 Always  Often  Sometimes  Rarely  Never
19. If you had a friend, brother, or sister in our school how likely would you be to recommend this course (on a scale of 1-10, 10 being highest)?  
 10  9  8  7  6  5  4  3  2  1
20. If you had a friend, brother, or sister in our school how likely would you be to recommend this teacher (on a scale of 1-10, 10 being highest)?  
 10  9  8  7  6  5  4  3  2  1

21. Please share any comments that you may have.  

1102

### **Weekly Student Questions**

**I feel confident that I can reach my goals by the end of the marking period on 10/23 at 4 pm.**

**What is one thing your P4SL could do to help you be more successful in your classes?**

**Did you visit your teachers in the VO last week?**

**Have you used the Cybrary in Moodle this year to help complete schoolwork?**

**I am comfortable approaching teachers at 21cccs for help.**

**What do you find the most valuable in live class sessions?**

**I have enough time management skills, or know where to go for help to be successful learning online.**

**Did you talk to your P4SL coach last week to plan for meeting your goals?**

**I would likely have better grades if I had weekly due dates that I developed with my teachers and parent**

**I feel confident that I can reach my goals by the end of the marking period on 1/14 at 4 pm.**

**How many hours do you think you spent doing school work over the holiday break?**

**How many times did you contact a teacher last week?**

**I communicated with my Learning Coach through email, in a VO, or on the phone \_\_\_\_ times since school**

**I am pleased with my grades in the first semester.**

**Have you worked together with other students this week on class work?**

**I learn the concepts being taught better if I go over the information with my teacher in his/her VO.**

**What do you think is the most important skill for a 21cccs student?**

**I feel safe sharing a personal issue with the guidance counselors.**

**Is there a class you would like to take next year that was not offered this year?**

**I feel confident that I can reach my goals by the end of the marking period on 3/19 at 4 pm.**

**What is your best day of the week to work on school?**

**I feel that my socialization needs are being met with field trips, community outreaches, and online clubs**

**How often do you do work on the weekend?**

**How many times did you visit a VO (Virtual Office) last week?**

**On average, how much time do you think it is necessary to spend in your classes each week, in order to be successful?**

**I would like to finish all my classes for the year before June 1st and could use some help planning.**

**Do you plan on returning to 21CCCS next year?**

**I know of other students who would like to enroll in 21CCCS next year.**

**Have you returned your reenrollment paperwork for next school year?**

**I was not considering furthering my education beyond high school, but my experiences at 21cccs has made me**

**Are you coming to the End of the Year Bowling Party on June 12th?**

**Parent Questions****Percent**

How satisfied are you with your child's grades and academic achievement?	7.97 out of 10	80%
How satisfied are you with the curriculum and courses?	8.47 out of 10	85%
How satisfied are you with the quality and type of field trips and extracurricular activities offered?	7.52 out of 10	75%
How satisfied are you with the quantity of interactions that your child has with the teachers and staff at 21CCCS?	8.88 out of 10	89%
How happy are you with the services that your child's P4SL/Learning Coach provides to you and your child?	9.17 out of 10	92%
How likely are you to recommend 21CCCS to a friend or colleague?	9.1 out of 10	91%
How connected do you feel to the 21CCCS community?	7.08 out of 10	71%
Considering the reason you chose this school for your child, has the school met or exceeded your expectations?	often or always	94%
The amount of time your child spent on class work was what you expected.	often or always	72%
When your child had a question, the teachers provided clarification within 24 hours.	often or always	94%
If you had a question about your child's progress, it was answered in a timely manner.	often or always	96%
If you needed help from Tech Support, the response was prompt and helpful.	often or always	94%
Having your child enrolled in our school has had a positive effect on his/her overall attitude.	often or always	92%
Did the school provide enough non-academic activities?	yes	80%
Would you recommend our school to another parent who is considering cyber schooling?	probably or absolutely	98%

ParentGradSurveyQ01 Please provide us with some basic information  
ParentGradSurveyA01famname [REDACTED]  
ParentGradSurveyA01studentname [REDACTED]  
ParentGradSurveyA01timeattended 8th-12th

ParentGradSurveyQ02 Please tell us who is answering this survey. Choose all that apply  
ParentGradSurveyA02  Mother  Father  Other Legal Guardian

ParentGradSurveyQ03 Considering the reason you chose this school for your child, has the school met or exceeded your  
ParentGradSurveyA03  Always  Often  Sometimes  Rarely  Never  
ParentGradSurveyA03other [REDACTED] has been allowed to work at her own pace and take college courses both of which were important

ParentGradSurveyQ04 The amount of time your child spent on class work was what you expected.  
ParentGradSurveyA04  Always  Often  Sometimes  Rarely  Never  
ParentGradSurveyA04other [REDACTED] felt that after the courses went to full year that there was not always enough content in them.

ParentGradSurveyQ05 When your child had a question, the teachers provided clarification within 24 hours.  
ParentGradSurveyA05  Always  Often  Sometimes  Rarely  Never  
ParentGradSurveyA05other The teachers and counselors are great.

ParentGradSurveyQ06 If you had a question about your child's progress, it was answered in a timely manner.  
ParentGradSurveyA06  Always  Often  Sometimes  Rarely  Never  
ParentGradSurveyA06other

ParentGradSurveyQ07 If you needed help from Tech Support, the response was prompt and helpful.  
ParentGradSurveyA07  Always  Often  Sometimes  Rarely  Never

**ParentGradSurveyA07other**

**ParentGradSurveyQ08** Having your child enrolled in our school has had a positive effect on his/her overall attitude.

**ParentGradSurveyA08**  Always  Often  Sometimes  Rarely  Never

**ParentGradSurveyA08other**

**ParentGradSurveyQ09** How did you check your student's progress? Choose all that apply.

**ParentGradSurveyA09**  Total Points in Moodle  Order of Assignments  Teacher Contact  School Reports  Other

**ParentGradSurveyA09other**

**ParentGradSurveyQ10** How often did you check your child's progress in his/her courses?

**ParentGradSurveyA10**  Daily online  weekly online  whenever I receive a progress report every 3 weeks  n

**ParentGradSurveyA10other**

**ParentGradSurveyQ11** The primary communication tool that you used to discuss your child's progress or needs with our staff

**ParentGradSurveyA11**  First Class Email  Telephone  
 First Class email forwarded to personal account  Visits to Virtual Office

**ParentGradSurveyQ12** Did the school provide enough non-academic activities?

**ParentGradSurveyA12**  Yes  No

**ParentGradSurveyA12other** Activities were provided but [REDACTED] did not choose to attend them due to other activities with her local

**ParentGradSurveyQ13** Would you recommend our school to another parent who is considering cyber schooling?

**ParentGradSurveyA13**  Absolutely  Probably  Maybe  Not Sure  No

**ParentGradSurveyA13other**

**ParentGradSurveyQ14** What did you like about 21CCCS classes?

**ParentGradSurveyA14** I liked the fact that students can work at their own pace.

**ParentGradSurveyQ15** What does 21cccs do better than your child's previous school(s)?

**ParentGradSurveyA15** It allowed her to do what needed to be done and the school was not overly involved since my student did

**ParentGradSurveyQ16** What did your child's previous school(s) do better than 21cccs?  
**ParentGradSurveyA16** I think the quality of the K12 curriculum she used previously was more rigorous with regards to more

**ParentGradSurveyQ17** Is there one person in our school that has made a difference to your child? If so, who?  
**ParentGradSurveyA17** Eileen Vice- She has pushed [REDACTED] to do things she might not have otherwise done like newsletter and

**ParentGradSurveyQ18** Is there anything else you think we could have changed to improve your child's education?  
**ParentGradSurveyA18** no

**ParentGradSurveyQ19** After your child's graduation from 21st Century Cyber Charter School he/she plans to\_\_\_\_\_. (Please  
**ParentGradSurveyA19**

<input type="radio"/> Pennsylvania Community College	<input type="radio"/> Homemaker Service
<input type="radio"/> Pennsylvania Private 2-Year College	<input type="radio"/> Military
<input type="radio"/> Pennsylvania State University	<input type="radio"/> Professional employee
<input type="radio"/> Pennsylvania State-Related Commonwealth University	<input type="radio"/> Trade position
<input checked="" type="radio"/> Pennsylvania Private 4-year College or University	<input type="radio"/> Service worker
<input type="radio"/> Pennsylvania Other Postsecondary School (AST or ASB Degree)	<input type="radio"/> Unemployed
<input type="radio"/> Pennsylvania Other Postsecondary School (non-degree)	
<input type="radio"/> 2-year College	
<input type="radio"/> 4-year College or University	
<input type="radio"/> Other Postsecondary School	
<input type="radio"/> Farm Worker	

**ParentGradSurveyQ20** At what email address may our Alumni Chapter reach you after graduation?  
**ParentGradSurveyA20** [REDACTED]

**creation\_ts** 6/4/2013 9:54:42 AM  
**modified\_ts** 6/4/2013 9:54:42 AM  
**modified\_by** lasso  
**studentid** [REDACTED]  
**client\_ip** [REDACTED]

**ParentGradSurveyQ01** Please provide us with some basic information  
**ParentGradSurveyA01famname** [REDACTED]  
**ParentGradSurveyA01studentname** [REDACTED]  
**ParentGradSurveyA01timeattended** 2 years

**ParentGradSurveyQ02** Please tell us who is answering this survey. Choose all that apply  
**ParentGradSurveyA02**  Mother  Father  Other Legal Guardian

**ParentGradSurveyQ03** Considering the reason you chose this school for your child, has the school met or exceeded your  
**ParentGradSurveyA03**  Always  Often  Sometimes  Rarely  Never  
**ParentGradSurveyA03other** [REDACTED] started attending because she was often very sick. Cyber school has been very good for her

**ParentGradSurveyQ04** The amount of time your child spent on class work was what you expected.  
**ParentGradSurveyA04**  Always  Often  Sometimes  Rarely  Never  
**ParentGradSurveyA04other**

**ParentGradSurveyQ05** When your child had a question, the teachers provided clarification within 24 hours.  
**ParentGradSurveyA05**  Always  Often  Sometimes  Rarely  Never  
**ParentGradSurveyA05other**

**ParentGradSurveyQ06** If you had a question about your child's progress, it was answered in a timely manner.  
**ParentGradSurveyA06**  Always  Often  Sometimes  Rarely  Never  
**ParentGradSurveyA06other**

**ParentGradSurveyQ07** If you needed help from Tech Support, the response was prompt and helpful.  
**ParentGradSurveyA07**  Always  Often  Sometimes  Rarely  Never

**ParentGradSurveyA07other**

**ParentGradSurveyQ08** Having your child enrolled in our school has had a positive effect on his/her overall attitude.

**ParentGradSurveyA08**  Always  Often  Sometimes  Rarely  Never

**ParentGradSurveyA08other**

**ParentGradSurveyQ09** How did you check your student's progress? Choose all that apply.

**ParentGradSurveyA09**  Total Points in Moodle  Order of Assignments  Teacher Contact  School Reports  Other

**ParentGradSurveyA09other** Mrs. Derleth was very good about always letting me know when [REDACTED] was ahead or behind.

**ParentGradSurveyQ10** How often did you check your child's progress in his/her courses?

**ParentGradSurveyA10**  Daily online  weekly online  whenever I receive a progress report every 3 weeks  n

**ParentGradSurveyA10other**

**ParentGradSurveyQ11** The primary communication tool that you used to discuss your child's progress or needs with our staff

**ParentGradSurveyA11**  First Class Email  Telephone  
 First Class email forwarded to personal account  Visits to Virtual Office

**ParentGradSurveyQ12** Did the school provide enough non-academic activities?

**ParentGradSurveyA12**  Yes  No

**ParentGradSurveyA12other** Although she didn't attend any [REDACTED] always told me about all the field trips offered.

**ParentGradSurveyQ13** Would you recommend our school to another parent who is considering cyber schooling?

**ParentGradSurveyA13**  Absolutely  Probably  Maybe  Not Sure  No

**ParentGradSurveyA13other**

**ParentGradSurveyQ14** What did you like about 21CCCS classes?

**ParentGradSurveyA14** The teachers.

**ParentGradSurveyQ15** What does 21cccs do better than your child's previous school(s)?

**ParentGradSurveyA15** Her learning coach was very helpful and always kept in contact with me and with my daughter.

**ParentGradSurveyQ16** What did your child's previous school(s) do better than 21cccs?

**ParentGradSurveyA16** Not much of anything.

**ParentGradSurveyQ17** Is there one person in our school that has made a difference to your child? If so, who?

**ParentGradSurveyA17** Mrs. Derleth !

**ParentGradSurveyQ18** Is there anything else you think we could have changed to improve your child's education?

**ParentGradSurveyA18** No. I think the school did a very good job

**ParentGradSurveyQ19** After your child's graduation from 21st Century Cyber Charter School he/she plans to\_\_\_\_\_. (Please

**ParentGradSurveyA19**

<input type="radio"/> Pennsylvania Community College	<input type="radio"/> Homemaker Service
<input type="radio"/> Pennsylvania Private 2-Year College	<input checked="" type="radio"/> Military
<input type="radio"/> Pennsylvania State University	<input type="radio"/> Professional employee
<input type="radio"/> Pennsylvania State-Related Commonwealth University	<input type="radio"/> Trade position
<input type="radio"/> Pennsylvania Private 4-year College or University	<input type="radio"/> Service worker
<input type="radio"/> Pennsylvania Other Postsecondary School (AST or ASB Degree)	<input type="radio"/> Unemployed
<input type="radio"/> Pennsylvania Other Postsecondary School (non-degree)	
<input type="radio"/> 2-year College	
<input type="radio"/> 4-year College or University	
<input type="radio"/> Other Postsecondary School	
<input type="radio"/> Farm Worker	

**ParentGradSurveyQ20** At what email address may our Alumni Chapter reach you after graduation?

**ParentGradSurveyA20** [REDACTED]

**creation\_ts** 6/4/2013 9:54:59 AM

**modified\_ts** 6/4/2013 9:54:59 AM

**modified\_by** lasso

**studentid** [REDACTED]

**client\_ip** [REDACTED]

ParentGradSurveyQ01 Please provide us with some basic information

ParentGradSurveyA01famname

ParentGradSurveyA01studentname

ParentGradSurveyA01timeattended 3 years

ParentGradSurveyQ02 Please tell us who is answering this survey. Choose all that apply

ParentGradSurveyA02  Mother  Father  Other Legal Guardian

ParentGradSurveyQ03 Considering the reason you chose this school for your child, has the school met or exceeded your

ParentGradSurveyA03  Always  Often  Sometimes  Rarely  Never

ParentGradSurveyA03other Enrolling [REDACTED] in your school was the best decision I ever made. Her progress has exceeded my

ParentGradSurveyQ04 The amount of time your child spent on class work was what you expected.

ParentGradSurveyA04  Always  Often  Sometimes  Rarely  Never

ParentGradSurveyA04other

ParentGradSurveyQ05 When your child had a question, the teachers provided clarification within 24 hours.

ParentGradSurveyA05  Always  Often  Sometimes  Rarely  Never

ParentGradSurveyA05other

ParentGradSurveyQ06 If you had a question about your child's progress, it was answered in a timely manner.

ParentGradSurveyA06  Always  Often  Sometimes  Rarely  Never

ParentGradSurveyA06other

ParentGradSurveyQ07 If you needed help from Tech Support, the response was prompt and helpful.

ParentGradSurveyA07  Always  Often  Sometimes  Rarely  Never

**ParentGradSurveyA07other**

**ParentGradSurveyQ08** Having your child enrolled in our school has had a positive effect on his/her overall attitude.

**ParentGradSurveyA08**  Always  Often  Sometimes  Rarely  Never

**ParentGradSurveyA08other**

**ParentGradSurveyQ09** How did you check your student's progress? Choose all that apply.

**ParentGradSurveyA09**  Total Points in Moodle  Order of Assignments  Teacher Contact  School Reports  Other

**ParentGradSurveyA09other**

**ParentGradSurveyQ10** How often did you check your child's progress in his/her courses?

**ParentGradSurveyA10**  Daily online  weekly online  whenever I receive a progress report every 3 weeks  n

**ParentGradSurveyA10other**

**ParentGradSurveyQ11** The primary communication tool that you used to discuss your child's progress or needs with our staff

**ParentGradSurveyA11**  First Class Email  Telephone  
 First Class email forwarded to personal account  Visits to Virtual Office

**ParentGradSurveyQ12** Did the school provide enough non-academic activities?

**ParentGradSurveyA12**  Yes  No

**ParentGradSurveyA12other**

**ParentGradSurveyQ13** Would you recommend our school to another parent who is considering cyber schooling?

**ParentGradSurveyA13**  Absolutely  Probably  Maybe  Not Sure  No

**ParentGradSurveyA13other**

**ParentGradSurveyQ14** What did you like about 21CCCS classes?

**ParentGradSurveyA14** I like how everything was organized and easy to access.

**ParentGradSurveyQ15** What does 21cccs do better than your child's previous school(s)?

**ParentGradSurveyA15** 21cccs focuses more on the student, rather than the class as a whole. [REDACTED] was kind of lost in the crowd

# Parent Satisfaction Survey 2011-2012

Parent name [REDACTED]

Date created 3/22/2012

IP [REDACTED]

**Please select your child's grade level**

5  6  7  8  9  10  11

**Who is your child's P4SL/Learning Coach?**

[REDACTED]

**When did you join our school?**

Last school year or before  August 2015  October 2015  January 2016

**How often do you communicate with your child's P4SL/Learning Coach?**

More than once a week  Once a week  Once every two weeks  Once a month

**How often does your child communicate with his/her P4SL/Learning Coach?**

More than once a week  Once a week  Once every two weeks  Once a month

**How often does your child visit the VO (Virtual Office)?**

Everyday  Twice a week  Once a week  Once every two weeks  Once a month

**How often does your child attend his/her classes?**

Every week  Twice a month  Once a month  Rarely  Never

**How happy are you with the services that your child's P4SL/Learning Coach provide:**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How connected do you feel to the 21CCCS community?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the quantity of interactions that your child has with the te**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the curriculum and courses?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with your child's grades and academic achievement?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the quality and type of field trips and extracurricular activ**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How likely are you to keep your child at 21CCCS?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How likely are you to recommend 21CCCS to a friend or colleague?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**Please share any other comments, suggestions or concerns.**

All interactions I have had with the staff have always been positive and Mrs. Vice is wonderful!!!!!!

# Parent Satisfaction Survey 2011-2012

Parent name

Date created 3/26/2012

IP [REDACTED]

**Please select your child's grade level**

5  6  7  8  9  10  11

**Who is your child's P4SL/Learning Coach?**

**When did you join our school?**

Last school year or before  August 2015  October 2015  January 2016

**How often do you communicate with your child's P4SL/Learning Coach?**

More than once a week  Once a week  Once every two weeks  Once a month

**How often does your child communicate with his/her P4SL/Learning Coach?**

More than once a week  Once a week  Once every two weeks  Once a month

**How often does your child visit the VO (Virtual Office)?**

Everyday  Twice a week  Once a week  Once every two weeks  Once a month

**How often does your child attend his/her classes?**

Every week  Twice a month  Once a month  Rarely  Never

**How happy are you with the services that your child's P4SL/Learning Coach provide:**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How connected do you feel to the 21CCCS community?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the quantity of interactions that your child has with the te**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the curriculum and courses?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with your child's grades and academic achievement?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the quality and type of field trips and extracurricular activ**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How likely are you to keep your child at 21CCCS?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How likely are you to recommend 21CCCS to a friend or colleague?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**Please share any other comments, suggestions or concerns.**

# Parent Satisfaction Survey 2011-2012

Parent name

Date created 3/26/2012

IP [REDACTED]

Please select your child's grade level

5  6  7  8  9  10  11

Who is your child's P4SL/Learning Coach?

When did you join our school?

Last school year or before  August 2015  October 2015  January 2016

How often do you communicate with your child's P4SL/Learning Coach?

More than once a week  Once a week  Once every two weeks  Once a month

How often does your child communicate with his/her P4SL/Learning Coach?

More than once a week  Once a week  Once every two weeks  Once a month

How often does your child visit the VO (Virtual Office)?

Everyday  Twice a week  Once a week  Once every two weeks  Once a month

How often does your child attend his/her classes?

Every week  Twice a month  Once a month  Rarely  Never

How happy are you with the services that your child's P4SL/Learning Coach provide:

Best  10  9  8  7  6  5  4  3  2  1 Worst

How connected do you feel to the 21CCCS community?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the quantity of interactions that your child has with the teacher?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the curriculum and courses?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with your child's grades and academic achievement?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the quality and type of field trips and extracurricular activities?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How likely are you to keep your child at 21CCCS?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How likely are you to recommend 21CCCS to a friend or colleague?

Best  10  9  8  7  6  5  4  3  2  1 Worst

Please share any other comments, suggestions or concerns.

# Parent Satisfaction Survey 2011-2012

Parent name

Date created 3/26/2012

IP [REDACTED]

Please select your child's grade level

5  6  7  8  9  10  11

Who is your child's P4SL/Learning Coach?

When did you join our school?

Last school year or before  August 2015  October 2015  January 2016

How often do you communicate with your child's P4SL/Learning Coach?

More than once a week  Once a week  Once every two weeks  Once a month

How often does your child communicate with his/her P4SL/Learning Coach?

More than once a week  Once a week  Once every two weeks  Once a month

How often does your child visit the VO (Virtual Office)?

Everyday  Twice a week  Once a week  Once every two weeks  Once a month

How often does your child attend his/her classes?

Every week  Twice a month  Once a month  Rarely  Never

How happy are you with the services that your child's P4SL/Learning Coach provide:

Best  10  9  8  7  6  5  4  3  2  1 Worst

How connected do you feel to the 21CCCS community?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the quantity of interactions that your child has with the te

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the curriculum and courses?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with your child's grades and academic achievement?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the quality and type of field trips and extracurricular activ

Best  10  9  8  7  6  5  4  3  2  1 Worst

How likely are you to keep your child at 21CCCS?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How likely are you to recommend 21CCCS to a friend or colleague?

Best  10  9  8  7  6  5  4  3  2  1 Worst

Please share any other comments, suggestions or concerns.

## Parent Satisfaction Survey 2011-2012

Parent name [REDACTED]

Date created 3/26/2012

IP [REDACTED]

Please select your child's grade level

5  6  7  8  9  10  11

Who is your child's P4SL/Learning Coach?

When did you join our school?

Last school year or before  August 2015  October 2015  January 2016

How often do you communicate with your child's P4SL/Learning Coach?

More than once a week  Once a week  Once every two weeks  Once a month (

How often does your child communicate with his/her P4SL/Learning Coach?

More than once a week  Once a week  Once every two weeks  Once a month (

How often does your child visit the VO (Virtual Office)?

Everyday  Twice a week  Once a week  Once every two weeks  Once a mont

How often does your child attend his/her classes?

Every week  Twice a month  Once a month  Rarely  Never

How happy are you with the services that your child's P4SL/Learning Coach provide:

Best  10  9  8  7  6  5  4  3  2  1 Worst

How connected do you feel to the 21CCCS community?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the quantity of interactions that your child has with the te

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the curriculum and courses?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with your child's grades and academic achievement?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How satisfied are you with the quality and type of field trips and extracurricular activ

Best  10  9  8  7  6  5  4  3  2  1 Worst

How likely are you to keep your child at 21CCCS?

Best  10  9  8  7  6  5  4  3  2  1 Worst

How likely are you to recommend 21CCCS to a friend or colleague?

Best  10  9  8  7  6  5  4  3  2  1 Worst

Please share any other comments, suggestions or concerns.

## Parent Satisfaction Survey 2011-2012

Parent name

Date created 3/26/2012

IP [REDACTED]

**Please select your child's grade level**

5  6  7  8  9  10  11

**Who is your child's P4SL/Learning Coach?**

**When did you join our school?**

Last school year or before  August 2015  October 2015  January 2016

**How often do you communicate with your child's P4SL/Learning Coach?**

More than once a week  Once a week  Once every two weeks  Once a month (

**How often does your child communicate with his/her P4SL/Learning Coach?**

More than once a week  Once a week  Once every two weeks  Once a month (

**How often does your child visit the VO (Virtual Office)?**

Everyday  Twice a week  Once a week  Once every two weeks  Once a mont

**How often does your child attend his/her classes?**

Every week  Twice a month  Once a month  Rarely  Never

**How happy are you with the services that your child's P4SL/Learning Coach provide:**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How connected do you feel to the 21CCCS community?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the quantity of interactions that your child has with the te**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the curriculum and courses?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with your child's grades and academic achievement?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How satisfied are you with the quality and type of field trips and extracurricular activ**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How likely are you to keep your child at 21CCCS?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**How likely are you to recommend 21CCCS to a friend or colleague?**

Best  10  9  8  7  6  5  4  3  2  1 Worst

**Please share any other comments, suggestions or concerns.**

Continue to do the fabulous job you are doing.

**break\_activities** yes i did and they were preaty fun  
**breakfast** blueberry bagel  
**bring\_eat\_lunch** yes i ate my lunch  
**feel\_prepared** yes i did.

**how\_do\_you\_think\_you\_did** i feel like i did preaty good

**hrs\_sleep** 9-10  
**packet\_activities** Yea me and Mr.Gantc did the cross word  
**prep\_sessions** Yes i attended 2  
**prep\_work** Not really i just practiced some skills that i  
**proctor\_names** Monica frank john Gantc  
**student\_name** [REDACTED]  
**stuff\_didnt\_like** no not really except the people in the hall way  
**clientip** [REDACTED]  
**test\_name** [REDACTED]

**break\_activities** Yes, i liked the cup game with the rubber band  
**breakfast** I had a bowl of cereal.  
**bring\_eat\_lunch** Yes i brought my lunch and we did eat it.  
**feel\_prepared** I felt prepared for the test. Some things we a

**how\_do\_you\_think\_you\_did** I thought i did good on the exam.

**hrs\_sleep** about 9 hours of sleep.  
**packet\_activities** Yes i liked the word finds and coloring in the  
**prep\_sessions** My teacher sent an email with some examples  
**prep\_work** I made sure i got lots of rest and had good  
**proctor\_names** Mrs. Frank and Mr. gantz  
**student\_name** [REDACTED]  
**stuff\_didnt\_like** No I thought it was a really good group of  
**clientip** [REDACTED]  
**test\_name** [REDACTED]

**break\_activities** I did do the activities for the break and they  
**breakfast** A bowl of cereal.  
**bring\_eat\_lunch** Yes.  
**feel\_prepared** Yes.  
**how\_do\_you\_think\_you\_did** Good.  
**hrs\_sleep** 8 hours I think.  
**packet\_activities** Yes. my favorite one was coloring in the  
**prep\_sessions** Yes.  
**prep\_work** no. Just school in classes.  
**proctor\_names** Mrs. frank mr.Gantz  
**student\_name** [REDACTED]  
**stuff\_didnt\_like** Nope.  
**clientip** [REDACTED]  
**test\_name**  
  
**break\_activities** Yes and Yes  
**breakfast** Eggs and a banana  
**bring\_eat\_lunch** Yes  
**feel\_prepared** Yes  
**how\_do\_you\_think\_you\_did** I feel like I did good  
**hrs\_sleep** 13 or 14  
**packet\_activities** No  
**prep\_sessions** Yes  
**prep\_work** No  
**proctor\_names** Mrs. Frank and Mr. Gantz  
**student\_name** [REDACTED]  
**stuff\_didnt\_like** No  
**clientip** [REDACTED]  
**test\_name**

break\_activities yes and yes  
breakfast sausage sandwich  
bring\_eat\_lunch yes  
feel\_prepared no  
how\_do\_you\_think\_you\_did meh  
hrs\_sleep 8 hours  
packet\_activities no  
prep\_sessions no  
prep\_work yes study  
proctor\_names Tori Hicks  
student\_name [REDACTED]  
stuff\_didnt\_like just not understanding some of the material  
clientip [REDACTED]  
test\_name Algebra keystone

break\_activities I loved our break activities and yes i  
breakfast A bacon,egg, and cheese sandwich  
bring\_eat\_lunch Yes  
feel\_prepared yes  
how\_do\_you\_think\_you\_did I think i did pretty good

hrs\_sleep 5 hours  
packet\_activities The word search  
prep\_sessions NO  
prep\_work NO  
proctor\_names Miss mac  
student\_name [REDACTED]  
stuff\_didnt\_like Nothing at all  
clientip [REDACTED]  
test\_name Algebra

**break\_activities** No and no because the children were loud and  
**breakfast** French toast bagel with cream cheese  
**bring\_eat\_lunch** Yes  
**feel\_prepared** Yes.  
**how\_do\_you\_think\_you\_did** Fine.  
**hrs\_sleep** About 6 or 7 hours maybe?  
**packet\_activities** No. I brought a book to read instead.  
**prep\_sessions** No.  
**prep\_work** No.  
**proctor\_names** Ms. Mac and Mr. Smith  
**student\_name** [REDACTED]  
**stuff\_didnt\_like** Very tired and very bored. I woke up at 6:40  
**clientip** [REDACTED]  
**test\_name** Keystone Algebra I  
  
**break\_activities** I did participate in the activites, and I did enjoy  
**breakfast** I had coffee and cereal.  
**bring\_eat\_lunch** Yes I did.  
**feel\_prepared** I did, but at the same time I did not. I get really  
**how\_do\_you\_think\_you\_did** I think I did well. There was some information I  
**hrs\_sleep** I got 7-8 hrs.  
**packet\_activities** Yes I did. My favorite activity was the mosaic  
**prep\_sessions** I attended a few, but mostly I watched the  
**prep\_work** Yes I used the Algebra Keystone course to  
**proctor\_names** Ms. MacLuckie and Mr. Smith  
**student\_name** [REDACTED]  
**stuff\_didnt\_like** If I could change anything it would be timing. I  
**clientip** [REDACTED]  
**test\_name** Algebra