

21st Century Cyber CS

**Charter Annual Report**

07/01/2017 - 06/30/2018

# School Profile

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## Demographics

126 Wallace Ave.

Downingtown, PA 19335

(484)875-5400

Phase:

Phase 2

CEO Name:

Kim McCully

CEO E-mail address:

kmccully@21cccs.org

# Governance and Staff

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## *Leadership Changes*

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

Gemma Baldon, Parent Representative, was appointed as Treasurer of the Board, effective January 9, 2018, replacing Kim McCully who is also our CEO in order to avoid a conflict of interest. Gemma Baldon then resigned from this position on May 8, 2018 because we hired a Business Administrator who can serve in this role. Ms. Baldon continues to serve as a Parent Representative on the Board.

Sharee McGibboney, our newly hired Business Administrator, was appointed Treasurer of the Board, effective May 8, 2018.

Dr. M. Christopher Marchese, Superintendent of Avon Grove School District, was appointed the Second Seat of Chester County, effective November 14, 2017.

Mr. James Wigo, Superintendent of Rose Tree Media School District, resigned as Second Seat of Delaware County, effective July 31, 2018 because he is retiring.

Dr. Jacqueline Rattigan, Superintendent of Pennridge School District, resigned as Second Seat of Bucks County, effective June 29, 2018 because she is retiring.

Dr. Teresa McSweeney, High School Principal, resigned June 30, 2018. We are currently searching for a new HS Principal.

## *Board of Trustees Meeting Schedule*

<b>Location</b>	<b>Date and Time</b>
Virtual Work Session	8/8/2017 2:00 PM
21CCCS - Downingtown, PA	9/12/2017 1:00 PM
Virtual Work Session	10/10/2017 2:00 PM
MCIU - Norristown, PA	11/14/2017 1:00 PM
Virtual Work Session	12/12/2017 2:00 PM
21CCCS - Downingtown, PA	1/9/2018 1:00 PM
Virtual Work Session	3/6/2018 2:00 PM
MCIU - Norristown, PA	3/13/2018 1:00 PM
Virtual Work Session	5/1/2018 2:00 PM
21CCCS - Downingtown, PA	5/8/2018 1:00 PM

## *Professional Staff Member Roster*

*There are no professional staff members.*

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

PDF file uploaded.

### Quality of Teaching and Other Staff

Position Categories	Number of Staff per Category	Number of Staff Appropriately Certified	Number of Staff Promoted	Number of Staff Transferred	Number of Staff Terminated	Number of Staff Contracted for Following Year
Chief Executive Officer	1.00	1.00	0.00	0.00	0.00	1.00
Principal	2.00	2.00	0.00	0.00	1.00	1.00
Assistant Principal	1.00	1.00	0.00	0.00	0.00	1.00
Classroom Teacher (including Master Teachers)	49.00	49.00	1.00	0.00	1.00	48.00
Specialty Teacher (including Master Teachers)	1.00	1.00	0.00	0.00	0.00	1.00
Special Education Teacher (including Master Teachers)	7.00	7.00	0.00	0.00	1.00	7.00
Special Education Coordinator	1.00	1.00	0.00	0.00	0.00	1.00
Counselor	3.00	3.00	0.00	0.00	0.00	4.00
Psychologist	0.00	0.00	0.00	0.00	0.00	0.00
School Nurse	1.00	1.00	0.00	0.00	0.00	1.00
Dir. Education, Dir. Special Ed., IT Director	2	2	0	0	0	3
Business Administrator	1	1	0	0	0	1
ISD, Curriculum Developers, Tech Support	14	14	0	0	1	13
HR Manager, Student Support Manager, Facilities Manager	2	2	0	1	0	3
Business Office, Administrative Support Staff, Teaching Assistants	26	26	4	0	1	21
<b>Totals</b>	<b>111.00</b>	<b>111.00</b>	<b>5.00</b>	<b>1.00</b>	<b>5.00</b>	<b>106.00</b>

Further explanation:

\*Terminations include employees who resigned during the 2017-2018 school year and/or have indicated that they will not be returning for the 2018-2019 school year.

# Fiscal Matters

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## *Major Fundraising Activities*

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

The school planned a 5-K Run for the 2017-18 fiscal year to support the local food bank that was cancelled due to weather. The school is planning on also having the 5-K Run as a major fundraising activity for the local food bank during the 2018-19 fiscal year.

## *Fiscal Solvency Policies*

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

There are no changes to the policies and procedures.

### **Fiscal Solvency Policies**

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

*No files have been uploaded.*

## *Accounting System*

Changes to the accounting system the charter school uses:

21CCCS utilizes CSIU's Financial Accounting Software in conjunction with the Chart of Accounts mandated by the PA LECS Comptroller's Office for budgeting, accounting, and financial reporting. All financial reporting conforms to Generally Accepted Accounting Principles (GAAP) as stated in the Independent Auditor's Report dated January 9, 2018 presented by Herbein + Company Inc. There are no changes to the Accounting System.

## *Preliminary Statements of Revenues, Expenditures & Fund Balances*

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

*DOC file uploaded.*

## *Financial Audits*

### **Basics**

Audit Firm:	Herbein + Company
Date of Last Audit:	06/30/2017

Fiscal Year Last Audited: 2016-17

### Explanation of the Report

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

N/A

### Financial Audit Report

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

*PDF file uploaded.*

### Citations

Financial audit citations and the corresponding Charter School responses

Description	Response
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### *Federal Programs Consolidated Review*

#### Basics

Title I Status: No

Title I First Year Status: No

Date of Last Federal  
Programs Consolidated  
Review:

School Year Reviewed:

### Federal Programs Consolidated Review Report

Upload the most recent Federal Programs Consolidated Review Report, along with the most recent Corrective Action Plan, when indicated, that includes the Division's opinion and any findings resulting from the audit.

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**Citations**

Federal Programs Consolidated Review citations and the corresponding Charter School responses

<b>Description</b>	<b>Response</b>
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# Special Education

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## *Chapter 711 Assurances*

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

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

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

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

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

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

## **Special Education Support Services**

<b>Position Title</b>	<b>Building(s) Name and Location for Charter Schools</b>	<b>Caseload</b>	<b>Low Age</b>	<b>High Age</b>
Director of Special Education	21st Century Cyber Charter School	1	0	0

## **Special Education Contracted Services**

<b>Title</b>	<b>Amt. of Time per Week</b>	<b>Operator</b>	<b>Number of Students</b>
Coping Skills Group with a Therapist	1 Hours	Outside Contractor	55
Counseling	15 Hours	Outside Contractor	24
Social Skills Group with a Behavior Therapist	3 Hours	Outside Contractor	40



Speech Language Pathology	10 Hours	Outside Contractor	14
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### ***Special Education Cyclical Monitoring***

Date of Last Special Education Cyclical Monitoring:

02/13/2018

Link to Report (Optional):

Not Provided

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

Upload the most recent Special Education Cyclical Monitoring Report, which includes the Bureau's findings, and the most recent Corrective Action Plan, if indicated.

*PDF file uploaded.*

# Special Education Personnel Development

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## Building Administrator Capacity: A Focus On Secondary Transition

The Transition Coordinator will write an action plan to be implemented in the 2018-2019 school year.

Person Responsible	Director of Special Education
Start Date	7/2/2018
End Date	7/1/2019
Program Areas	Special Education
Hours Per Session	9
# of Sessions	1
# of Participants Per Session	1
Provider	Pattan East
Provider Type	PaTTAN
PDE Approved	Yes
Knowledge Gain	The Transition Coordinator learned the legal requirements and implications of secondary transition. She learned the role of the LEA and tasks to complete before, during, and after the IEP. She identified barriers to our current model and how to overcome them.&nbsp;
Research & Best Practices Base	The training was based off of best practices and legal requirements.&nbsp;
For classroom teachers, school counselors and education specialists	Enhances the educator's content knowledge in the area of the educator's certification or assignment.
For school or LEA administrators, and other educators seeking leadership roles	Instructs the leader in managing resources for effective results.
Training Format	LEA Whole Group Presentation
Participant Roles	School counselors Related Service Personnel
Grade Levels	High (grades 9-12)
Follow-up Activities	Action Plan
Evaluation Methods	Evaluation of action plan

# Special Education Program Profile

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## Program Position #1

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Supplemental (Less Than 80% but More Than 20%)	Learning Support	15 to 21	30	1
Justification: We are a cyber school environment and the students are placed in this class based off of IEP goals.				
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

## Program Position #2

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Supplemental (Less Than 80% but More Than 20%)	Learning Support	11 to 15	30	1
Locations:				
21st Century Cyber Charter School	A Middle School Building	A building in which General Education programs are operated		

## Program Position #3

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	11 to 12	30	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

## Program Position #4

*Operator:* Charter School

### PROGRAM SEGMENTS

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	12 to 15	30	1
Locations:				
21st Century Cyber Charter School	A Middle School Building	A building in which General Education programs are operated		

**Program Position #5***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	15 to 16	30	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

**Program Position #6***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	15 to 16	30	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

**Program Position #7***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	16 to 17	30	1
Locations:				
21st Century Charter Cyber School	A Junior/Senior High School Building	A building in which General Education programs are operated		

**Program Position #8***Operator: Charter School***PROGRAM SEGMENTS**

Type of Support	Level of Support	Age Range	Caseload	FTE
Itinerant	Learning Support	18 to 21	30	1
Locations:				
21st Century Cyber Charter School	A Junior/Senior High School Building	A building in which General Education programs are operated		

# Facilities

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

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

There are no additional fixed assets acquired during the past fiscal year.

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

*\$0.00*

## *Facility Plans and Other Capital Needs*

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

The increased enrollment at 21CCCS has created the need for increased staff, and increased space to handle that staff. At the current time the building at 126 Wallace Avenue in Downingtown is over capacity by 20%. Projections for enrollment growth in 2018-2019 are between 10 to 15 percent. This will produce the need for additional staff to handle this increase. In order to accommodate the growth at 21CCCS the Board of Trustees and Administration are in the process of concluding a search and purchase of a new building to accommodate the current staff as well as future growth to the projected 2750 students as outlined in the charter renewal. A decision concerning the future of the building at 126 Wallace Ave. in Downingtown has not been reached, there are ongoing discussions.

## *Memorandums of Understanding*

<b>Organization</b>	<b>Purpose</b>
Downingtown Police Department	Establishes emergency policies and procedures for our Downingtown, PA location.
Murrysville Police Department	Establishes emergency policies and procedures for our Murrysville, PA location.

# Charter School Annual Report Affirmations

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## **Charter Annual Report Affirmation**

I verify that all information and records in this charter school annual report are complete and accurate.

**The Chief Executive Officer and the Board of Trustee President of the charter school must sign this verification.**

**Affirmed by Heather Saboori on 7/9/2018**

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*Board President*

**Affirmed by Kim McCully on 7/9/2018**

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*Chief Executive Officer*

## **Charter School Law Affirmation**

Pennsylvania's first Charter School Law was Act 22 of 1997, 24 P.S. § 17-1701-A et seq., which primarily became effective June 19, 1997, and has subsequently been amended.

The Charter School Law provides for the powers, requirements, and establishment of charter schools. The Charter School Law was passed to provide opportunities to teachers, parents, pupils and community members to establish and maintain schools that operate independently from the existing school district structure as a method to accomplish all of the following: (1) improve pupil learning; (2) increase learning opportunities for all pupils; (3) encourage the use of different and innovative teaching methods; (4) create new professional opportunities for teachers; (5) provide parents and pupils with expanded choices in types of educational opportunities that are available within the public school system; and (6) hold charter schools accountable for meeting measurable academic standards and provide the school with a method to establish accountability systems.

The charter school assures that it will comply with the requirements of the Charter School Law and any provision of law from which the charter school has not been exempted, including Federal laws and regulations governing children with disabilities. The charter school also assures that it will comply with the policies, regulations and procedures of the Pennsylvania Department of Education (Department). Additional information about charter schools is available on the Pennsylvania Department's website at: <http://www.education.state.pa.us>.

**The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.**

**Affirmed by Heather Saboori on 7/9/2018**

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*Board President*

**Affirmed by Kim McCully on 7/9/2018**

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*Chief Executive Officer*

## **Ethics Act Affirmation**

Pennsylvania's current Public Official and Employee Ethics Act (Ethics Act), Act 93 of 1998, Chapter 11, 65 Pa.C.S. § 1101 et seq., became effective December 14, 1998 and has subsequently been amended.

The Ethics Act provides that public office is a public trust and that any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust. The Ethics Act was passed to strengthen the faith and confidence of the people of Pennsylvania in their government. The Pennsylvania State Ethics Commission (Commission) administers and enforces the provisions of the Ethics Acts and provides guidance regarding its requirements.

The regulations of the Commission set forth the procedures applicable to all proceedings before the Commission as well as for the administration of the Statement of Financial Interests filing requirements. See 51 Pa. Code § 11.1 et seq.

The charter school assures that it will comply with the requirements of the Ethics Act and with the policies, regulations and procedures of the Commission. Additional information about the Ethics Act is available on the Commission's website at: <http://www.ethics.state.pa.us>.

**The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.**

**Affirmed by Heather Saboori on 7/9/2018**

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*Board President*

**Affirmed by Kim McCully on 7/9/2018**

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*Chief Executive Officer*



## **Charter Annual Background Check Affirmation**

I certify that, as of this date, the above referenced LEA is in compliance with all applicable provisions of Sections 111 and 111.1 of the Public School Code of 1949.

**Affirmed by Heather Saboori on 7/9/2018**

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*Board President*

**Affirmed by Kim McCully on 7/9/2018**

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*Chief Executive Officer*

## **Charter Annual Administrative Certification Affirmation**

All public school principals, including charter and cyber charter school principals, are subject to the applicable certification requirements of the Public School Code ( 24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements. In keeping with the intent of section 1109, any person who devotes half or more of their time to supervision or administration in a public school, without an identified principal, is serving as the "principal" of the school regardless of the locally titled position (i.e., school director, head teacher, etc.). Such individuals must hold a valid administrative certificate and comply with all applicable Act 45 and PIL requirements. In addition, the public school should properly identify the individual as a principal in PIMS/PERMS regardless of the local title utilized.

The Charter School assures that the Public School Code ( 24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements are met as outlined above.

**Affirmed by Heather Saboori on 7/9/2018**

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*Board President*

**Affirmed by Kim McCully on 7/9/2018**

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*Chief Executive Officer*