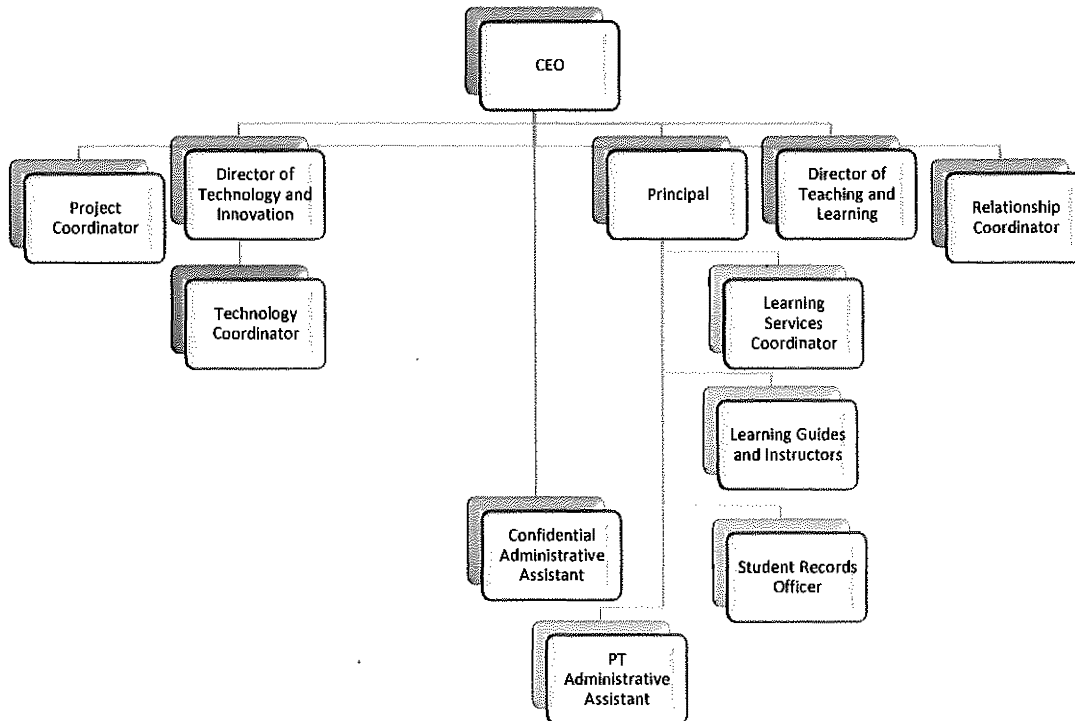


Attachment 72

2019-20 Organizational Chart

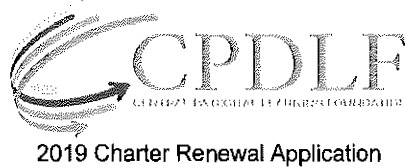
II. School Operations and Management/School Governance/ DI

2019-20 Organizational Chart



Attachment 73

Board Member Lists



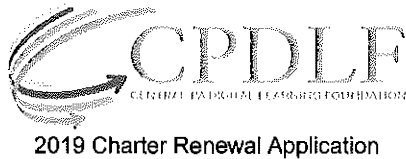
II. School Operations and Management/School Governance/D.2.

2018-19 Board of Trustees (as of June 2019)

Ms. Royce Boyd, President
Dr. Tom McInroy, Vice President
Mr. Mike Strasser, Secretary
Ms. Cathy Harlow, Treasurer
Dr. Paul Gallagher
Dr. Robert Gildea
Mr. Scott Magnetti
Ms. Lisa Murgas
Dr. Allen Sell

2017-18 Board of Trustees

Dr. Vincent DiLeo, President
Ms. Royce Boyd, Vice President
Ms. Cathy Harlow, Treasurer
Mr. Mike Strasser, Secretary
Dr. Paul Gallagher
Dr. Robert Gildea
Dr. Thomas McInroy
Mr. Scott Magnetti



2016-17 Board of Trustees

Dr. Vincent DiLeo, President

Ms. Royce Boyd, Vice-President

Mr. Scott Magnetti, Treasurer

Mr. Michael Strasser, Secretary

Dr. Paul Gallagher

Dr. Robert Gildea

Dr. Thomas McInroy

Mr. William Marshall

Mrs. Cathy Harlow

2015-16 Board of Trustees

Dr. Tom McInroy

Mr. Mike Strasser

Dr. Vincent DiLeo

Mrs. Royce Boyd

Dr. Robert Gildea

Mr. William Marshall

Mr. Eric Zalenko

Mrs. Cathy Harlow

Mr. Scott Magnetti

Dr. Paul Gallagher



2019 Charter Renewal Application

2014-15 Board of Trustees

Mr. Mike Strasser

Dr. Vincent DiLeo

Dr. Robert Gildea

Mrs. Mary Beth Whited

Mrs. Cathy Harlow

Mr. Scott Magnetti

Mr. Eric Zelanko

Mrs. Cathy Harlow

Attachment 74
Ethics Forms

STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME BOYD FIRST NAME ROYCE MI A SUFFIX

02 SSI (Governmental) or home City Clayton State PA Zip Code 16625 Area Code Phone

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

03 STATUS Check applicable 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

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 SEE INSTRUCTIONS.

Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2016

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 box.

Name: Address: (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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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)

I hereby affirm 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 Royce Ann Boyd Enter Current Date 2-1-17

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
	D I L E O	V I N C E N T	G	

02	ADDRESS office (business or governmental) or home	City	State	Zip Code	Area Code	Phone
	208 Schoolhouse Road	Ebensburg	PA	15931	(814)	472-8870

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	<input type="checkbox"/> Candidate (including write-in)	C	<input checked="" type="checkbox"/> Public Official (Current)	D	<input checked="" type="checkbox"/> Public Employee (Current)	E	<input type="checkbox"/> Check this block if you are filing as a solicitor	<input type="checkbox"/> Check this block if you are amending an original filing
B	<input type="checkbox"/> Nominee	C	<input type="checkbox"/> Public Official (Former)	D	<input type="checkbox"/> Public Employee (Former)			

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

A S U P E R I N T E N D E N T

seeking hold held

B A L T E R N A T E D E L E G A T E

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 C E N T R A L C A M B R I A S C H O O L D I S T R I C T

B C A M B R I A C T Y T A X C O L L C O M M I T T E E

06 OCCUPATION OR PROFESSION (This may be the same as block 4) Superintendent of Schools

07 YEAR SEE INSTRUCTIONS. Information in Blocks 8 -15 represents disclosure for the calendar year listed here: 2 0 1 6

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

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. (OFFICIAL USE ONLY)

Name: CENTRAL CAMBRIA SD Address: 208 Schoolhouse Road
Ebensburg PA 15931

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 (i.e., officer, director, employee, etc.) _____

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 (i.e., 5%, 10%, etc.) _____

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) _____

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 1-9-17

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: I L E O FIRST NAME: V I N C E N T MI: G SUFFIX:

02 ADDRESS office (business or governmental) or home: [Redacted] City: Altoona State: PA Zip Code: 16602 Area Code: [Redacted] Phone: [Redacted]

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

03 STATUS Check applicable 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 B O A R D M E M B E R

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 L A I R C O U N T Y P L A N N I N G C O M M I T T E E S S I O N

B C E N T R A L P A D I G I T A L L E A R N I N G F O U N D A T I O N

06 OCCUPATION OR PROFESSION (This may be the same as block 4)
Central Cambria School District
Superintendent of Schools

07 YEAR SEE INSTRUCTIONS.
Information in Blocks 8 -15 represents disclosure for the calendar year listed here: 2 0 1 6

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: Central Cambria School District Address: 208 Schoolhouse Road, Ebensburg, PA 15931

(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 (i.e., officer, director, employee, etc.) _____

Name: _____ Address: _____

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

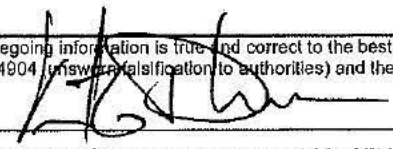
Name and Address of Business _____ Interest Held (i.e., 5%, 10%, etc.) _____

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 _____

Offeree (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 (misconduct in public office) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature:  Enter Current Date: 1-26-17

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 A L L A G H E R P A U L J

ADDRESS (If for business, use business name) City State Zip Code Area Code Phone

[Redacted] Duncansville PA 16835 [Redacted] [Redacted]

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

03 STATUS Check applicable 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 BOARD 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 C P D L F

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Superintendent of Schools (Ret.) Information in Blocks 6 - 15 represents disclosure for the calendar year listed here: 2016

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: Capital One Auto Toyota Address: PO Box 60511 Industry, CA 91716 Interest Rate: 2.9%

PO Box 5855 Carol Stream, IL 60187 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)

Name: TD Ameritrade Address: Creston, PA

Mount Aloysius College Loretto, PA

St. Francis Univ.

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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. 54904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. 41109(b).

Signature [Signature] Enter Current Date 2/4/16

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

LAST NAME	FIRST NAME	MI	SUFFIX
GILDEA	ROBERT	J	

02 ADDRESS of [REDACTED] City HOLLIDAYSBURG State PA Zip Code 16648

NOTE: IF YOU ARE FILING THIS STATEMENT, 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 SCHOOL DISTRICT SUPERINTENDENT

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 HOLLIDAYSBURG AREA SCHOOL DIST.

06 OCCUPATION OR PROFESSION (This may be the same as block 4) SUPERINTENDENT OF SCHOOLS

07 YEAR SEE INSTRUCTIONS. Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2016

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. (OFFICIAL USE ONLY)

Name: Hollidaysburg Area School District Address: 905 Clark Street
Hollidaysburg, PA 16648

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 (i.e., officer, director, employee, etc.) _____

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 (i.e., 5%, 10%, etc.) _____

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) _____

I, the undersigned, hereby affirm 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 proscribed 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 1/11/17

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

H a r l o w C a t h y L

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

701 Clay Avenue Tyrone PA 16812 (814) 684-0710

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 Superintendent 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 Tyrone Area 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.

Superintendent 2016

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: See Attached 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: Tyrone Area School District Address: 701 Clay Avenue Tyrone PA 16812

(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:

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 Cathy Harlow Enter Current Date 2/20/17

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
MARSHALL WILLIAM W

City PATTON State PA Zip Code 16868

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 SUPERINTENDENT 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 PENN CAMBRIA SCHOOL DISTRICT
B CENTRAL PA DIGITAL LEARNING

06 OCCUPATION OR PROFESSION (This may be the same as block 4) SUPERINTENDENT
07 YEAR Indicate calendar year for which form is being filed. SEE INSTRUCTIONS. 2016

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 PROPERTY FIRST FCU- Address DUBOIS PA
GREEN ST
Interest Rate 4.9
4.9

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. (OFFICIAL USE ONLY)
Name PENN CAMBRIA SCHOOL DISTRICT Address 201 4TH ST. CRESSON, PA 16830

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) Name PENN CAMBRIA SCHOOL DISTRICT Address 201 4TH ST CRESSON, PA 16830 Position Held SUPERINTENDENT

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

I, 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 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 William W. Marshall Enter Current Date 12-19-2016

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

M A R S H A L L W I L L I A M W

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

PAGE 2

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 D E L E G A T E 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 C A M B R I A C O U N T Y T A X C O L L E C T I O N

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.

Superintendent 2016

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

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

Name: Pacorey Farm FCU Address: Greenstky Interest Rate: 4.9
4.9

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. (OFFICIAL USE ONLY)

Name: Penn Cambria School Dist Address: 2016th St
Cresson PA 16630

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.

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. § 4804 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1109(b).

Signature William W. Marshall Enter Current Date 12-19-2016

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

M	A	S	T	I	L	L	D	J	O	H	N	R	
---	---	---	---	---	---	---	---	---	---	---	---	---	--

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

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

03 STATUS Check applicable 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 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 CPDLF

06 OCCUPATION OR PROFESSION (This may be the same as your public position) *this should be 2016** *AD* *is being filed. SEE INSTRUCTIONS.* *2017*

School Superintendent

08 REAL ESTATE INTERESTS (See instructions on page 2)

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

Name: Wells Fargo Address: P.O. Box 10335 Des Moines, IA 50306-0335 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: Blacklick Valley S.D. Address: 565 Birch St. Nanty Glo, PA 15943 (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:

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 John B. Mastillo Enter Current Date 5-1-17

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

McInroy Thomas R

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

Bellwood-Artis School District 300 Martin St. Bellwood PA 16617 (814) 742-2271

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 Superintendent seeking hold held

President seeking hold held

B Board of Directors

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 Bellwood-Artis School District

PPERC

B CPDLF

06 OCCUPATION OR PROFESSION (This may be the same as block 4)

Superintendent, President, and Board of Directors

07 YEAR SEE INSTRUCTIONS.

Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2016

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)

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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)

I, 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 McInroy Enter Current Date 1/25/17

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

BOYD ROYCE A MS

Address (Mailing, (Business) or home) City Bedford State PA Zip Code 15577

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 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 BOARD

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Retired Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2017

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

09 EDITORS (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)

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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

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 Royce A Boyd Enter Current Date 2/1/18

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
 Dileo Vincent G

02 ADDRESS (office, third party or governmental) or home City State Zip Code Area Code Phone
 [Redacted] Altoona PA 16602 [Redacted]

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

03 STATUS Check applicable 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 CPDLF BOARD OF DIRECTORS PRES.
 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 Central PA Digital Learning
 B Foundation

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.
 Retired Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2017

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: Address:

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: PSEPS PENSION Address: Harrisburg PA

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

Source 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. Position Held (i.e., officer, director, employee, etc.)

Business Entity (Name and Address)

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 (i.e., 5%, 10%, etc.)

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)

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 (inspired falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1109(b).

Signature [Signature] Enter Current Date 4-3-18

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** GALLAGHER **FIRST NAME** PAUL **MI** J. **SUFFIX** DR

02 **ADDRESS** office (business or governmental) or home [REDACTED] **City** Duncansville **State** PA **Zip Code** 16835 **Area Code** [REDACTED] **Phone** [REDACTED]

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

03 **STATUS** Check applicable 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 BOARD 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 CPDLF

B

06 **OCCUPATION OR PROFESSION** (This may be the same as block 4) Retired School Superintendent

07 **YEAR** SEE INSTRUCTIONS. Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2017

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

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

Name: Capital One Auto Address: _____ Interest Rate 2.9%

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. (OFFICIAL USE ONLY)

Name: Mount Aloysius College Address: Cresson, PA

St. Francis University Loretto, 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 _____

13 **OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS** (See instructions on page 2) If NONE, check this box. Position Held (i.e., officer, director, employee, etc.)

Business Entity (Name and Address) _____

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 (i.e., 5%, 10%, etc.)

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 _____

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 6/14/18

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	I	L	D	E	A	R	O	B	E	R	T	J	
---	---	---	---	---	---	---	---	---	---	---	---	---	--

02 Home City State Zip Code

[Redacted] Hollidaysburg PA 16648 [Redacted]

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

03 STATUS Check applicable 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 SCHOOL DISTRICT SUPERINTENDENT

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 HOLLIDAYSBURG AREA SCHOOL DIST.

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Superintendent of Schools Information in Blocks 8-15 represents disclosure for the calendar year listed here: 2017

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: Address:

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: Hollidaysburg Area School District Address: 405 Clark Street Hollidaysburg, PA 16648

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. Position Held (i.e., officer, director, employee, etc.)

Business Entity (Name and Address) 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 (i.e., 5%, 10%, etc.)

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)

I, 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. §1108(b).

Signature [Signature] Enter Current Date 1/17/18

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

JAN 17 2018

01 LAST NAME FIRST NAME MI SUFFIX
 MARSHALL WILLIAM W

02 ADDRESS City State Zip Code
 [REDACTED] PATTON PA 16146

DO NOT INCLUDE 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 SUPERINTENDENT seeking hold held

B DELEGATE

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, township, etc.)

A PENN CAMBRIA SCHOOL DISTRICT

B CAMBRIA COUNTY TAX COLLECTION

06 OCCUPATION OR PROFESSION (This may be the same as block 4)

07 YEAR SEE INSTRUCTIONS. Information in Blocks 8 - 15 represents disclosure for the calendar year listed here 2017

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: PROVANT FIRST FCU Address: DUBOIS PA Interest Rate: 4.9

Green Sky

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: PENN CAMBRIA SCHOOL DISTRICT Address: 201 14TH ST. CRESSON, PA 16130

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): PENN CAMBRIA SCHOOL DISTRICT Address: 201 14TH ST. CRESSON, PA 16130 Position Held (i.e., officer, director, employee, etc.): []

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 (i.e., 5%, 10%, etc.): []

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: []

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: William W. Marshall Enter Current Date: 1-18-2018

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

MCINROY **THOMAS** **R**

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

300 Martin St **Bellwood** **PA** **16617** **(814)** **742-2271**

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 **SUPERINTENDENT** seeking hold held

President of PPEEC **Hold**

B **BOARD OF DIRECTORS** 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 **BELLWOOD-ANTIS**

PPEEC

B **CPDLF**

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Superintendent, President, Board of Directors Information in Blocks 8 -15 represents disclosure for the calendar year listed here: **2017**

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)

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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

Beneficiary (Name and Address)

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

Signature Thomas M'Inroy Enter Current Date 2/14/18

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

STRASSER MICHAEL C

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

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

03 STATUS Check applicable 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 seeking hold held

B 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 CAMBRIA HEIGHTS SCHOOL DIST

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

SUPERINTENDENT Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2017

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)

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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)

I, 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 penalties prescribed by 18 Pa.C.S. § 4904 (unlawful disclosure to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1109(b).

Signature Michael C Strasser Enter Current Date 4/3/18

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

BOYD ROYCE MS

02 ADDRESS office (business or governmental) or home

[REDACTED] City Bedford State PA Zip Code 15522 Area Code [REDACTED] Phone [REDACTED]

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 BOARD 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 SCHOOL BOARD

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) Retired

07 YEAR SEE INSTRUCTIONS. Information in Blocks 8 -15 represents disclosure for the calendar year listed here: 2018

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)

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 (i.e., officer, director, employee, etc.) _____

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 (i.e., 5%, 10%, etc.) _____

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, 85 Pa.C.S. §1109(b).

Signature Royce Boyd Enter Current Date _____

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

GALLAGHER PAUL J

02 City State Zip Code

Duncannonville PA 16635

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 filling 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 hold

A BOARD MEMBER seeking hold hold

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 CPDLF

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Retired Superintendent Information in Blocks 8 -15 represents disclosure for the calendar year listed here: 2018

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

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

Name: Capital One Auto Address: PO Box 60511 City of Industry CA 91716 Interest Rate 2.9%

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. (OFFICIAL USE ONLY)

Name: Mount Aloysius College St. Francis University Address: Crosson PA Loretta, 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

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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

Disferee (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. § 9104 (perjury/falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. § 1109(b).

Signature [Signature] Enter Current Date 4/1/19

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

LAST NAME	FIRST NAME	MI	SUFFIX
GILDEA	ROBERT	J	

02 ADDRESS office/business or governmental or home: [Redacted] City: Hollidaysburg State: PA Zip Code: 16648 [Redacted]

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

03 STATUS Check applicable 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 G Public Official (Former) H 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 SCHOOL DISTRICT SUPERINTENDENT

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 HOLLIDAYSBURG AREA SCHOOL DIST.

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) Superintendent of Schools

07 YEAR SEE INSTRUCTIONS. Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2018

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: Hollidaysburg Area S. D. Address: 405 Clark Street Hollidaysburg, PA 16648

(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 (i.e., officer, director, employee, etc.) _____

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 (i.e., 5%, 10%, etc.) _____

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) _____

I, 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 1-10-19

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

JAN 10 2019

STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME FIRST NAME MI SUFFIX

Harlow Cathy L

02 ADDRESS City State Zip Code

[Redacted] Tyrone PA 16686 [Redacted]

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

03 STATUS Check applicable 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 Superintendent 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 Tyrone Area School District

B Central Pennsylvania Digital Learning Foundation

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Superintendent Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2018

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

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

Name: See Attached 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. (OFFICIAL USE ONLY)

Name: Tyrone Area School District Address: 701 Clay Avenue Tyrone PA 16686

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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)

I, 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 Cathy Harlow Enter Current Date 3/25/19

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

Ethics Statement 3/25/19

<u>Institution</u>	<u>% Rate</u>
First National Bank	5.29%
First Commonwealth	3.49%
American Education Services	7.25%
PSECU	9.90%
PSECU	2.99%
PSECU	10.90%
Altoona Area Federal Employees Credit Union	7.50%
Citizens Bank	5.25%

STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01 LAST NAME: E H M A N FIRST NAME: D A V I D MI: L SUFFIX: J R

02 ADDRESS (for the business or governmental) or home: [REDACTED] City: SIMON State: PA Zip Code: 15955 Area Code: [REDACTED] Phone: [REDACTED]

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

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

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

D Public Employee (Current) D Public Employee (Former)

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

A ADMINISTRATOR 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 CONEMAUGH VALLEY SD

B CPDLF

06 OCCUPATION OR PROFESSION (This may be the same as block 4) ADMINISTRATOR

07 YEAR SEE INSTRUCTIONS. Information in Blocks 8 -15 represents disclosure for the calendar year listed here: 2018

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: State FARM Address: 1 Skitt Farm Plaza, Blomington, IL 61710 Interest Rate: 3%

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:

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 (i.e., officer, director, employee, etc.)

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 (i.e., 5%, 10%, etc.)

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: 2-5-2019

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

M a g n e t t i S c o t t A

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

[Redacted] Duncansville PA 16835 [Redacted]

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

03 STATUS Check applicable 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 C e n t r a l P A D i g i t a l L e a r n i n g

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.

Vice President - Banking

Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2 0 1 8

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: 1st Summit Bank Address: 125 Donald Lane, Johnstown, PA 15904

(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 (i.e., officer, director, employee, etc.)

Name: 1st Summit Bank Address: 125 Donald Lane, Johnstown, PA Vice President.

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 (i.e., 5%, 10%, etc.)

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 Scott A. Magnetti Enter Current Date 1-17-19

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
MCINROY THOMAS R

02 ADDRESS office (business or governmental) or home City State Zip Code Area Code Phone
300 Martin St. Bellwood PA 16617 (814) 742-2271

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 SUPERINTENDENT
President of PPEEC HOLD seeking hold held

B BOARD OF DIRECTOR VP

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 BELLWOOD-ANATIS
PPEEC

B CPDLF

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS.
SUPERINTENDENT, V.P. Information in Blocks 8 - 15 represents disclosure for the calendar year listed here: 2018
President PPEEC, BOARD OF DIRECTORS

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

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

Name: Address:

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 Bellwood-Anatis School District Address: Bellwood, PA 16617
PPEEC 4500 Sixth Ave Altoona, PA 16602

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

Source 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. Position Held (i.e., officer, director, employee, etc.)

Business Entity (Name and Address)

Name: PPEEC President Address: 4500 Sixth Ave., Altoona, PA 16602

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) If NONE, check this box. Interest Held (i.e. 5%, 10%, etc.)

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)

Transferee (Name and Address)

Interest Held Relationship Date Transferred

I, 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 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 MCINROY Enter Current Date 11/14/19

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

STRASSER MICHAEL C

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

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

03 STATUS Check applicable 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 seeking hold held

B 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, hwp, etc.)

A CAMBRIA HEIGHTS SCHOOL DIST

B

06 OCCUPATION OR PROFESSION (This may be the same as block 4) 07 YEAR SEE INSTRUCTIONS

SUPERINTENDENT Information in Blocks 8 - 15 represents disclosure for the calendar year listed here 2018

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)

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 (i.e. officer, director, employee, etc.)

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 (i.e. 5%, 10% etc)

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)

I/We signed 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 Michael C. Strasser Enter Current Date 3/29/19

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

Attachment 75

Leadership changes

School Operations and Management/School Governance/D.3.

2018-19

The following leadership changes took place within the Board of Trustees during the 2018-19 school year:

- Appointment of Dr. David Lehman, Board Member (8/9/18)
- Resignation of Dr. Vincent DiLeo, Board President (9/11/18)
- Appointment of Ms. Lisa Murgas, Board Member (9/13/18)
- Reappointment of Board Members Dr. Robert Gildea, Ms. Cathy Harlow, and Mr. Scott Magnetti for an additional 3-year term (9/13/18)
- Election of Officers (9/13/18)
 - President: Ms. Royce Boyd
 - Vice President: Dr. Tom McInroy
 - Secretary: Mr. Mike Strasser
 - Treasurer: Ms. Cathy Harlow
- Resignation of Dr. David Lehman, Board Member (2/5/19)
- Appointment of Dr. Allen Sell, Board Member (3/27/19)

2018-19 Board of Trustees (as of June 2019)

Ms. Royce Boyd, President

Dr. Tom McInroy, Vice President

Mr. Mike Strasser, Secretary

Ms. Cathy Harlow, Treasurer

Dr. Paul Gallagher

Dr. Robert Gildea

Mr. Scott Magnetti

Ms. Lisa Murgas

Dr. Allen Sell



2019 Charter Renewal Application

2017-18

The following leadership changes took place within the Board of Trustees during the 2017-18 school year:

The reorganization of the 2017-18 Board of Trustees took place on June 8, 2017 with the following outcome.

- President, Dr. Vincent DiLeo
- Vice President, Ms. Royce Boyd
- Secretary, Mr. Mike Strasser;
- Treasurer, Mr. Scott Magnetti (*Mr. Scott Magnetti resigned as Board Treasurer on March 8, 2018*)
- Ms. Cathy Harlow was subsequently elected as Board Treasurer on March 8, 2018
- Mr. William Marshall resigned from the Board of Trustees on April 23, 2018

2017-18 Board of Trustees

Dr. Vincent DiLeo - President

Ms. Royce Boyd - Vice President

Ms. Cathy Harlow - Treasurer

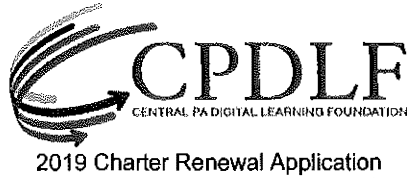
Mr. Mike Strasser - Secretary

Dr. Paul Gallagher

Dr. Robert Gildea

Dr. Thomas McInroy

Mr. Scott Magnetti



2016-17

The following leadership changes took place within the Board of Trustees during the 2016-17 school year:

- Mrs. Angela Boutiller resigned as Principal on October 7, 2016.
- Mrs. Cassie Grassmyer was appointed Interim Principal from October 10, 2016 to June 30, 2017.
- At the June 8, 2017 Board of Trustees Meeting, Mrs. Kimberly Salyards was approved as Principal, effective July 1, 2017.

The Board of Trustees remained the same until May and June 2017 when Dr. Mastillo and Mr. Zelanko resigned and the board reorganized with 9 members.

2016-17 Board of Trustees

Dr. Vincent DiLeo - President

Ms. Royce Boyd - Vice-President

Mr. Scott Magnetti - Treasurer

Mr. Michael Strasser - Secretary

Dr. Paul Gallagher

Dr. Robert Gildea

Dr. Thomas McInroy

Mr. William Marshall

Mrs. Cathy Harlow



2015-16

The following leadership changes took place within the Board of Trustees during the 2015-16 school year:

Effective July 1, 2015

- Mr. William Marshall, Superintendent from Penn Cambria School District, replaced Mrs. Mary Beth Whited
- Dr. Robert Gildea, Hollidaysburg School District Superintendent, replaced Justin Arthur from Hollidaysburg School District

Effective October 8, 2015

- Dr. Thomas McInroy, Superintendent from Bellwood-Antis School District, replaced Kim VanGorder Bellwood-Antis Business Manager

Effective February 11, 2016

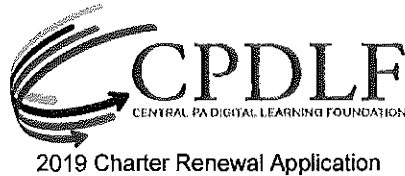
- Dr. John Mastillo, Superintendent of Blacklick Valley School District, replaced Dr. James Cekada, Superintendent from Greater Johnstown School District

Change in CEO leadership –

- Dr. Thomas McInroy, Superintendent of Bellwood-Antis School District, was interim CEO effective July 1, 2015 until August 31, 2015 when Mrs. Aiko Malynda Maurer began as CEO under the management contract with Appalachia Intermediate Unit 8.
- Change in the Business Manager: Mrs. Valerie Wyper, replaced Mrs. Kalie Zabrosky effective January 1, 2016 under the Management Agreement with IU 08.

2015-16 Board of Trustees

Dr. Tom McInroy- Bellwood-Antis
Mr. Mike Strasser- Cambria Heights
Dr. Vincent DiLeo- Central Cambria
Mrs. Royce Boyd- Claysburg-Kimmel
Dr. Robert Gildea- Hollidaysburg
Mr. William Marshall- Penn Cambria
Mr. Eric Zalenko- Portage
Mrs. Cathy Harlow- Tyrone
Mr. Scott Magnetti- Businessman
Dr. Paul Gallagher- Retired Superintendent



2014-15

There were several leadership changes and additions for the 2014-2015 school year.

On August 15, 2014, Richard J. Bernazzoli, former CPDLF board president, became co-CEO with Dr. G. Brian Toth. This was due to Dr. Toth accepting the position of superintendent in St. Mary's in addition to his CEO responsibilities for CPDLF.

In November 2014, Dr. Thomas McInroy, superintendent from Bellwood-Antis School District, became the CEO of record. Dr. G. Brian Toth will not return to CPDLF as CEO for the 2015-2016 school year. In the interim, Mr. Bernazzoli assisted for a short period of time to allow for the transition. He served as the lead education consultant with managerial rights as approved by the board.

For the 2015-2016 school year, CPDLF hired a part-time CEO through Appalachia Intermediate Unit 08 who will maintain a 3 year Management Agreement with the cyber charter school.

Mr. Kenneth Kerchenske, Elementary/Secondary Principal, resigned his position effective August 31, 2014. Angela Boutiller became the Elementary/Secondary Principal effective September 1, 2014. Mrs. Boutiller also serves CPDLF in the capacity of Special Education Coordinator.

Concerning the CPDLF Board of Trustees, Richard J. Bernazzoli resigned his position as CPDLF Board President effective August 15, 2014. Mr. Eric Zalenko, superintendent from Portage Area School District, took his place as a board member. Mrs. Kim VanGorder from Bellwood-Antis School District replaced Donna Tyler who resigned effective September 12, 2014. Justin Arthur from Hollidaysburg Area School District replaced Dr. Robert Gildea on the board effective October 9, 2014. Mrs. Royce Ann Boyd from Claysburg-Kimmel School District was added as a board member effective October 9, 2014.

2014-15 Board of Trustees

Mr. Mike Strasser- Cambria Heights

Dr. Vincent DiLeo- Central Cambria

Dr. Robert Gildea- Representative for Hollidaysburg

Mrs. Mary Beth Whited- Penn Cambria

Mrs. Cathy Harlow- Tyrone

Mr. Scott Magnetti

Mr. Eric Zelanko- Portage

Mrs. Cathy Harlow- Tyrone

Attachment 76

Bylaws

BY-LAWS
OF THE
CENTRAL PENNSYLVANIA DIGITAL LEARNING FOUNDATION
CHARTER SCHOOL

Updated: September 12, 2019

Section 1. Name, Objects and Purposes, Mailing Address, Corporate Seal, and Fiscal Year

- 1.1** Name. The name of this nonprofit corporation shall be the CENTRAL PENNSYLVANIA DIGITAL LEARNING FOUNDATION CHARTER SCHOOL, hereafter referred to as the "Charter School."
- 1.2** Objectives and Purposes. The Charter School is a charter school in which children of school age can fulfill mandatory attendance requirements set forth in the school laws of Pennsylvania. The Charter School shall provide elementary and secondary schooling for children of school age who are residents of Pennsylvania. The Charter School is incorporated under the Nonprofit Corporation Law of 1988, as amended, of the Commonwealth of Pennsylvania, and shall be organized and operated exclusively for charitable, scientific, literary and educational purposes permitted within the scope of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including the purposes specified in Act No. 1997-22 of the General Assembly of the Commonwealth of Pennsylvania known as and referred to herein as the "Charter School Law." In furtherance of these purposes, the Charter School may exercise all rights and powers conferred by the laws of the Commonwealth of Pennsylvania upon nonprofit corporations and schools formed pursuant to the Charter School Law.

Notwithstanding any other provision of this document, the Charter School shall not engage in any activities not permitted under 501(c)(3) of the Internal Revenue Code, or corresponding section of any federal tax code, or under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any federal tax code.

- 1.3** Mailing Address. The mailing address of the Charter School shall be:

Central Pennsylvania Digital Learning Foundation Charter School
580 Foot of Ten Road
Duncansville, PA 16635

The Board of Trustees may change this address as necessary.

- 1.4** Fiscal Year. The fiscal year of the Charter School shall, unless otherwise decided by the Trustees, end on June 30 of each calendar year.

Section 2. Membership

- 2.1 Membership. Unless or until the Articles of Incorporation of the Charter School are amended to provide otherwise, the Charter School shall have no members. Any provision of law requiring notice to, the presence of, or the vote, consent or other action by members of the corporation in connection with such matter shall be satisfied by notice to, the presence of, or the vote, consent or other action by the Board of Trustees. No certificates of membership shall be issued at any time.

Section 3. Board of Trustees

- 3.1 Composition. The Board of Trustees shall be composed of not less than seven (7) and not more than thirteen (13) natural persons of full age. No more than two employees from any one school district in the Commonwealth of Pennsylvania shall be permitted to serve on the Board of Trustees.
- 3.2 Election of Trustees. Nominations shall be placed before the Board of Trustees as needed at any regularly scheduled or special meeting open to the public. Nominations may be made by a Nominating Committee or by any Trustee. The Trustees will cast an open, public ballot. A simple majority of a quorum is required for election.
- 3.3 Appointment of Trustees at 2016 Annual Meeting. Trustees will be appointed at the 2016 Annual Meeting by those Trustees serving at that time, with the appointments to become effective immediately and shall continue until the end of the terms specified pursuant to this Section 3.3. The terms of the Trustees appointed at the Annual Meeting shall be staggered so that the terms of approximately one-third of the Trustees expire in one year, the terms of approximately one-third of the Trustees expire in two years and the terms of approximately one-third of the Trustees expire in three years. Terms shall be assigned to individual Trustees by lot.
- 3.4 Tenure. Each Trustee, after the appointment of Trustees at the 2016 Annual Meeting, shall hold office for three (3) years, unless the Trustee dies, resigns, is removed, or becomes disqualified. The term of office of each Trustee shall be for a period effective upon appointment and qualification and ending three years after the expiration of the term which such Trustee is appointed to fill or until a successor is duly elected. A Trustee may be reelected or reappointed for consecutive terms.

- 3.5 Resignation. Any Trustee may resign by delivering a written resignation to the Board of Trustees. Such resignation shall become effective upon receipt unless it is specified to be effective at some time later.
- 3.6 Vacancies.
- (a) Any vacancies on the Board of Trustees shall be filled by a vote of the Board of Trustees. Each Trustee so elected to fill a vacancy shall hold office for the remainder of the predecessor's unexpired term.
 - (b) If a Trustee resigns by giving notice specifying that such resignation shall be effective at a future time, the Board of Trustees shall have the power to elect a successor to take office when the resignation shall become effective.
- 3.7 Authority. The Board of Trustees shall have and exercise the corporate powers prescribed by the laws of the Commonwealth of Pennsylvania, and more particularly described in the Charter School Law and the Charter of the Charter School. The essential function of the Board shall be policy making, the assurance of sound management, and active participation in the provision of necessary funds. The Board has ultimate responsibility to determine general, academic, financial, personnel and related policies deemed necessary for the administration and development of the Charter School in accordance with its stated purposes and goals. More specifically, the Board's authority shall be, without limitation:
- (a) to approve policies and procedures regarding employment, including but not limited, to appointment, promotion, contracts, leaves of absence, fringe benefits, qualifications of professional and nonprofessional staff, professional development and dismissal of employees;
 - (b) to adopt the curriculum or courses of study and textbooks;
 - (c) to authorize the acquisition, management and disposition of all property and physical facilities, having due respect for the corporate purpose, including the construction renovation and upkeep of the physical plant. As prescribed by the Charter School Law, the Board and contractors shall be restricted and subject to certain statutory requirements governing construction projects as set forth in Section 1715-A (10) of the Public School Code of 1949, as amended 24 P.S. 17-1715-A;

- (d) to approve institutional documents and policy statements at the Board's discretion to assure compliance with the Articles of Incorporation, Bylaws, Charter, and Board Policy;
- (e) to sue and be sued, complain and defend and participate as a party or otherwise, but only to the same extent and upon the same condition that political subdivisions and local agencies can be sued;
- (f) to make contracts and leases for the procurement of services, equipment, and supplies, including contracts with and making appropriations to an intermediate unit, school district, or Area Vocational Technical School for the charter's proportionate share of the cost of services provided or to be provided by the foregoing entities;
- (g) to create or increase any indebtedness, including incurring temporary debts in anticipation of the receipt of funds;
- (h) to solicit and accept any gifts or grants for Charter School purposes;
- (i) to establish the annual academic calendar;
- (j) to adopt and approve the annual budget and to make revisions therein;
- (k) to establish enrollment policies and procedures;
- (l) to adopt and approve policies and procedures to assess student achievement;
- (m) to approve or ratify all contracts as determined by the policy on contracting;
- (n) to be final arbiter of all disciplinary matters;
- (o) to authorize any annual audit by an independent certified public accountant;
- (p) to fix the salary or other compensation of the Chief Executive Officer, Principals, teachers, and other employees of the Charter School;
- (q) to approve all personnel actions;
- (r) to designate depositories of Charter School funds;

- (s) to set the Charter School calendar which must include 900 hours or 180 days for elementary students instruction and 990 hours or 180 days for secondary students instruction, but the Charter School cannot be kept open for students or staff on Sundays, Fourth of July, Memorial Day or Christmas);
- (t) to have and exercise all of the powers and means appropriate to effect the purpose or purposes for which the Charter School is chartered; and
- (u) to have and exercise all other powers enumerated in the Nonprofit Corporation Law or otherwise vested by law in the corporation and not consistent with the Charter School Law.

3.8 Committees. The Board may form committees as it determines necessary. Each committee shall be chaired by a Trustee, unless otherwise agreed by the Board. At any meeting of a committee, a quorum for the transaction of business shall consist of a majority of the members of such committee. The members of any committee shall serve on the committee at the pleasure of the Chairperson of the committee.

3.8.1 Permanent Committees. Permanent committees may be formed to handle on-going business of the Charter School. These committees may include:

- (a) Nominating Committee. A committee of Board of Trustees members appointed by the President shall review the applications and interview applicants for each vacancy and recommend a candidate or candidates for each vacancy that exists on the Board. They shall present recommendations regarding the candidates or candidates to fill the vacancy at a public meeting of the Board of Trustees.
- (b) Finance and Facilities Committee. The Finance and Facilities Committee shall prepare and present a proposed financial budget to the Board of Trustees, and prepare and implement a system of internal fiscal controls. They shall also maintain the physical facilities
- (c) Academic Assessment and Curriculum Committee. The Academic Assessment and Curriculum Committee shall review and recommend revisions to the curriculum as necessary and recommend educational strategies, establish criteria for the evaluation of faculty and student performance, and establish and implement provisions for

the regular assessment of the academic performance of the student body.

- (d) Personnel Committee. The Personnel Committee shall establish criteria for the performance and evaluation of the faculty and other employees of the school. This committee shall make recommendations to the Board of Trustees regarding salaries, bonuses and benefits.
- (e) Student Services Committee. The Student Services Committee shall establish a disciplinary policy for the school and review and recommend revisions of the disciplinary policy as necessary. This committee will hear, or appoint a hearing examiner to hear any disciplinary appeals made by the students, with either the committee or the hearing examiner to recommend to the Board final disposition of such appeals.
- (f) Audit Committee. The Audit Committee shall oversee and review an annual independent audit and make recommendations as needed.

3.8.2 Ad Hoc Committees. Ad Hoc Committees will be formed by the Board of Trustees from time to time as deemed necessary to handle specific events, functions, or issues. These committees will be terminated upon completion of their specific assigned task or as determined by the Board of Trustees. Ad Hoc Committees will be chaired by designees of the Board of Trustees.

3.9 Adoption and Modification of Policies. The Permanent and Ad Hoc Committees will identify areas of need and/or concern and make recommendations to the Board of Trustees for addition to or modification of current policies or Bylaws. The Trustees will vote on these recommendations at either a regularly scheduled meeting or a specifically called meeting. An affirmative vote of a majority of a quorum of the Board of Trustees will be required for adoption and/or modification of policies. If such majority vote is not obtained, the proposed recommendation may be returned to the appropriate committee for refinement.

3.10 Meetings

3.10.1 Regular Meetings. Regular meetings of the Board shall be held at least every other month, at such time and at such places as the Trustees determine. Written notice of every meeting and the

annual schedule shall be given to each trustee by the Annual meeting. Reasonable notice shall be made of the first regular meeting following the determination of the Trustees of the time and place of regular meetings. The final meeting for the fiscal year will be held in June, while the first meeting for the next fiscal year will be held in September. All other meetings will be held every other month.

3.10.2 Special Meetings. Special meetings of the Board may be held anytime and any place when called by the President of the Board of Trustees or by a majority of the Trustees then in office. In addition to the notice required by Section 3.10.8 hereof, reasonable notice of the time and place of special meetings shall be given to each Trustee. Such notice will specify the purposes of the meeting. It shall be given to each Trustee in accordance with the Pennsylvania Nonprofit Corporations Law. It shall be considered reasonable and sufficient notice to a Trustee to send notice by mail at least three (3) business days before the meeting, addressed to the director at the Trustee's usual or last known residence, or to give notice in person or by telephone or email at least twenty-four (24) hours before a special meeting.

3.10.3 Annual Meeting. The Board shall meet annually once per year at the first regularly scheduled meeting in ~~August~~ September, at a reasonable time and place convenient to the Board of Trustees and members of the community. In the event that the annual meeting is not held on the specified day, the Trustees may hold a special meeting in place thereof, and any business transacted or elections held at such meeting shall have the same force and effect as if transacted or held at the annual meeting, provided that notice is given for the meeting and the notice indicates that the special meeting shall be in place of the annual meeting. Notice of the annual meeting or notice of a special meeting called in its place, setting forth the date, time and place shall be published in accordance with Section 3.10.8 hereof and shall be mailed or emailed to all Trustees at each individual Trustee's usual or last known physical address or email address not less than seven days prior to the date of the annual meeting. At the Annual Meeting the President and the Treasurer shall present an annual report which shall set forth:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year immediately preceding the date of the report;

- (b) The principal changes in assets and liabilities including trust funds, during the year immediately preceding the date of the report;
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the corporation;
- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the corporation;
- (e) The capital budget and the operating budget for the corporation's current fiscal year;
- (f) A schedule of proposed major activities for the current fiscal year; and
- (g) A summary of the corporation's compliance with the laws and regulations of federal, state and local governmental agencies and with the standards, rules and regulations of the various accrediting and approval agencies.

3.10.4 Quorum. At any meeting of the Board of Trustees a quorum for the conduct of business by the Board of Trustees shall consist of a majority of the trustees then in office.

3.10.5 Action of Vote. When a quorum is present at a meeting of the Board of Trustees, a majority of the Trustees present and voting shall decide any question including election of officers, unless otherwise provided by law or these bylaws, including but not limited to, Section 3.10.7, 3.10.9 and 3.12.

3.10.6 Electronic Communication Meetings. One or more persons may participate in a meeting of the Board of Trustees or of a committee of the Board of Trustees by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section 3.10.6 shall constitute presence in person at such meeting.

3.10.7 Optional Provisions Not Required by Law. An affirmative vote of the majority of the members of the Board of Trustees then in office shall be required in order to take each of the following actions:

- (a) adopting a school calendar, provided that any calendar must provide for 990 hours or 180 days of instruction for students in grades 7 through 12 and 900 hours or 180 days of instruction for students in grades 1 through 6;
- (b) adopting textbooks;
- (c) appointing or dismissing school administrators;
- (d) adopting or amending the annual budget;
- (e) purchasing or selling land;
- (f) locating new buildings or changing the locations of previously used buildings;
- (g) creating or increasing any indebtedness;
- (h) adopting courses of study;
- (i) designating depositories for Charter School funds;
- (j) entering into contracts of any kind where the amount involved exceeds that set forth in the policy on contracting
- (k) fixing salaries or other compensation of administrators, teachers, or other employees of the Charter School; and
- (l) entering into contracts with and making appropriations to an intermediate unit, school district, or Area Vocational/ Technical School for the Charter School's proportionate share of the cost of services provided or to be provided by any such entity.

3.10.8 Open Meeting Law. All meetings of the Board of Trustees of the Charter School where actions are formally presented for approval shall be held as public meetings as described in the Sunshine Act, 65 P.S. 271, et seq., Act of July 3, 1986, P.L. 388, as amended (the "Sunshine Act"). Notices of all meetings shall be given in the manner described in the Sunshine Act.

3.10.9 Real Estate Transactions. A vote of a majority of the members in office of the Board of Trustees duly recorded showing how each member voted shall be required in order to take action on the following subject: purchase of real property or the sale, mortgage, lease or other disposal of real property.

3.11 Compensation and Conflicts of Interest. Trustees shall serve as Trustees without receiving any compensation for their services as Trustees. Voting on any matter involving a conflict of interest shall be governed by the Public Official and Employee Ethics Act, 65 Pa. C.S. 1101 et seq. Notwithstanding the foregoing, common interested Trustees may be counted in determining the presence of a quorum at a Board meeting in which a transaction described above is authorized, approved, or ratified.

3.12 Reservation of Powers. None of the following actions may be taken by the Charter School without the prior approval of not less than two-thirds of the Board of Trustees then in office:

- (a) to amend the Articles of Incorporation of the Charter School or these Bylaws;
- (b) to dissolve or liquidate the Corporation;
- (c) to merge or consolidate the Corporation; and
- (d) to convey, sell or transfer substantially all the Corporation's assets.

Section 4. Officers and Agencies

4.1 Number and Qualification. The Officers of the Charter School shall be a President, a Vice-President, a Secretary and Treasurer. The President, Vice President and Treasurer shall be members of the Board of Trustees. The Secretary may be a non-voting member of the Board.

4.2 Election. The officers shall be elected annually by the Board of Trustees at the annual meeting held pursuant to the provisions of Section 3.10.3 of these by-laws. If at any other time a vacancy exists in these offices, an officer may be elected to fill a vacancy for the remainder of the term at any special or regular meeting of the Trustees.

4.3 Term of Office. The President, Vice-President, Treasurer and Secretary shall hold office for one year, until his/her qualified successor is chosen at the next annual meeting of the Board of Trustees.

- 4.4 President. The President of the Board of Trustees shall preside at all meetings of the Trustees, except as the Trustees shall otherwise determine; shall be an ex-officio member of all committees; and shall have such other powers and duties as may be determined by the Trustees.
- 4.5 Vice-President. The Vice-President of the Board of Trustees shall have and exercise all the powers and duties of the President in his/her absence. The Vice-President shall have such other powers and duties as may be determined by the Board of Trustees.
- 4.6 Secretary. The Secretary shall record and maintain records of all proceedings of the Trustees in a book or series of books kept for that purpose. These books shall be open at all reasonable times to the inspection of any member of the Board of Trustees of the Charter School. Such book or books shall also contain the original or attested copies of the Articles of Incorporation, the bylaws and the names and residence addresses of all members of the Board of Trustees. The Secretary may be a non-voting member of the Board. The Secretary shall have the right to appoint a designee to act in his/her place, provided that the Board approves such designee with a majority vote.
- 4.7 Treasurer. The Treasurer shall be responsible for the Charter School's financial affairs, funds, securities, and valuable papers and shall keep full and accurate records thereof. The Treasurer shall receive and disburse funds of the corporation as directed by the Board and shall, in addition to the President, sign all checks. The Treasurer shall report on the financial condition of the Charter School at meetings of the Board of Trustees. The Treasurer shall have the right to appoint a designee to act in his/her place, provided that the Board approves such designee with a majority vote.
- 4.8 Other Officers. The Board of Trustees may elect or appoint such other officers as it deems useful for the proper operation of the Charter School.
- 4.9 Chief Executive Officer (CEO). The CEO shall be the administrative head of the Charter School. He or she shall serve in an advisory capacity to the Board and shall report to the Board on all matters relative to his/her duties.
- 4.10 Bonding of Officers and Employees. The Treasurer and Secretary of the Charter School shall furnish a bond in such amount and with such surety as may be required by the Board. At the direction of the Board, any other officer or employee shall furnish a bond in such amount and with such surety as may be required by the Board. The expense of furnishing any such bond shall be paid by the Charter School.

4.11 Standard of Care for Officers and Trustees. Trustees and Officers have a fiduciary relationship to the Charter School, including in their capacity as members of a committee. Trustees and Officers have an obligation to act in good faith, in a manner he or she reasonably believes to be in the best interest of the School, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing their duties Trustees and Officers shall be entitled to rely in good faith on information, opinions, reports or statement, including financial statements and other financial data, in each case prepared or presented by:

1. One or more officers or employees of the School whom the Trustee or Officer reasonably believes to be reliable and competent in the matters presented;
2. Counsel, public accountants or other persons as to matters which the Trustee or Officer reasonably believes to be within the scope of professional competence; or
3. A committee of the Board upon which he or she does not serve, duly acting under the authority of the Board of Trustees.

Section 5. Dues

The Trustees shall not be required to pay any dues or membership fees.

Section 6. Removal of Officers and Trustees

6.1 Officers. Any elected or appointed officer may be removed from office for failure to perform or conduct detrimental to the Charter School by a two-thirds vote of the Board of Trustees, after thirty days' written notice to the officer in question. The officer is entitled to a hearing before the Board of Trustees or before a hearing officer designated by the Board of Trustees prior to a vote of a call for removal.

6.2 Trustees. The entire Board of Trustees may remove a Trustee with or without cause by a two-thirds (2/3) vote of the Board of Trustees entitled to cast votes. In addition, if so decided by the Board of Trustees, it may remove any Trustee for the following conduct (list is not all inclusive):

- (a) Failure to attend two consecutive meetings without reasonable justification; and/or
- (b) Failure to attend more than three meetings in one fiscal year without reasonable justification.

For conduct detailed in (a) and (b) above, if decided, the Board of Trustees shall only remove such Trustee by a two-thirds (2/3) vote at the next scheduled meeting of the Board of Trustees.

Section 7. Personal Liability

7.1 Definitions. For purposes of this Article:

- (a) "Charter School" means the charter school named at the beginning of these Bylaws, and if it is involved in any consolidation or merger, each constituent corporation absorbed in, and each surviving or new corporation surviving or resulting from, such consolidation or merger;
- (b) "Liability" means any compensatory, punitive or other damages, judgment, amount paid in settlement, fines, penalty, excise tax assessed with respect to an employee benefit plan, and cost or expense of any nature whatsoever, including without limitation, attorneys' fees and costs of proceedings;
- (c) "Indemnified Capacity" means any and all past, present and future service by a Representative in one or more capacities:
 - (i) as a trustee, officer, employee or agent of the Charter School;or
 - (ii) at the request of the Charter School, as a trustee, officer, employee, agent, director, or fiduciary of another corporation or any partnership, joint venture, trust, employee benefit plan, or other entity, enterprise or undertaking, including service as a representative that imposes duties on or involves service by the representative with respect to an employee benefit plan, its participants or beneficiaries;
- (d) "Proceeding" means any threatened, pending or completed action, suit, appeal or other proceeding of any nature, whether civil, criminal, administrative or investigative, whether formal or informal, and whether brought by or in the right of the Corporation, or otherwise; and
- (e) "Representative" means any person who: (i) serves or has served as a director, officer, employee or agent of the Corporation; or (ii) has been expressly designated by the Board as a Representative of

the Corporation for purposes of and entitled to the benefits under this Section 7.

- 7.2 Indemnification.** Subject to the subsequent provisions of this Section 7.2 and of Section 7.3, the Corporation shall indemnify a Representative against any Liability actually and reasonably incurred by the Representative in connection with any Proceeding in which he or she may be involved as a party or otherwise by reason of the fact that the Representative is or was serving in an Indemnified Capacity, including without limitation, any Liability resulting from an actual or alleged breach or neglect of duty, error, misstatement or misleading statement, negligence, gross negligence, or act or omission giving rise to strict or products liability, except to the extent: (a) the conduct of the Representative is determined by a court to have constituted willful misconduct or recklessness; (b) the conduct of the Representative is based upon or attributable to his or her receipt from the Corporation of a personal benefit to which the person is not legally entitled; (c) the liability of a Representative is with respect to the administration of assets held by the Corporation in trust pursuant to Section 5547 of the Pennsylvania Nonprofit Corporation Law of 1988, as amended; or (d) such indemnification is expressly prohibited by applicable law or otherwise is unlawful.

The Corporation shall indemnify a Representative under the preceding provisions of this Section 7.2 only if the Representative acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Corporation and, with respect to any criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any Proceeding by judgment, order, settlement or conviction, or upon a plea of *nolo contendere* or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner that he or she reasonably believed to be in, or not opposed to, the best interests of the Corporation and, with respect to any criminal proceedings, had reasonable cause to believe that his or her conduct was unlawful. Action with respect to an employee benefit plan taken or omitted in good faith by a Representative in a manner that he or she reasonably believed to be in the best interests of the participants and beneficiaries of the plan shall be deemed to be action in a manner that is not opposed to the best interests of the Corporation.

The Corporation shall not indemnify a Representative under the preceding provisions of this Section 7.2 with respect to any claim, issue or matter as to which the Representative has been adjudged to be liable to the Corporation in a Proceeding brought by or in the right of the Corporation to procure a judgment in its favor, unless (and then only to the extent that) the court of common pleas of the judicial district embracing the county in which the Corporation's registered office is located or the court in which the action was brought determines upon application that, despite the

adjudication of Liability but in view of all of the circumstances of the case, the Representative is fairly and reasonably entitled to indemnification from the Corporation for the expenses that such court deems proper.

Unless ordered by court, any indemnification of a Representative under preceding provisions of this Section 7.2 shall be made by the Corporation only upon a determination made in the specific case that such indemnification of the Representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in the preceding provisions of this paragraph. Such determination shall be made the Member.

To the extent that a Representative has been successful on the merits or otherwise in defense of any proceeding referred to in Section 5741 or Section 5742 of the Pennsylvania Nonprofit Corporation Law of 1988, as amended, or in defense of any claim, issue or matter therein, such Representative shall be indemnified by the Corporation against expenses (including without limitation attorneys' fees and costs of Proceedings) actually and reasonably incurred by such person in connection therewith.

If a Representative is entitled to indemnification under this Section 7.2 in respect of a portion, but not all, of a Liability to which the Representative is subject, the Corporation shall indemnify the Representative to the maximum extent for such portion of the Liability.

- 7.3 Limitation on Indemnification. Notwithstanding any other provision of this Section 7, the Corporation shall not indemnify a Representative under this Section 7 for any Liability incurred in a Proceeding which was initiated by the Representative (which shall not be deemed to include counter-claims or affirmative defenses) or in which the Representative participated as an intervener or *amicus curiae*, unless such initiation of or participation in the Proceeding is authorized, either before or after its commencement, by the Board of Trustees.
- 7.4 Advancement of Expenses. The Corporation shall pay, in advance of the final disposition of a Proceeding described in Section 7.2 or the initiation of or participation in a Proceeding authorized under Section 7.3, the expenses (including without limitation attorneys' fees and costs of Proceedings) incurred in good faith in connection with such Proceeding by the Representative who is involved in the Proceeding by reason of the fact that he or she is or was serving in an Indemnified Capacity. Such advancement of expenses shall be made by the Corporation upon its receipt of an undertaking, satisfactory to the Corporation, by or on behalf of the Representative to repay to the Corporation the amounts advanced by the Corporation in the event it is ultimately determined that the Representative is not entitled to indemnification under this Section 7.

- 7.5 Insurance. To effect, secure or satisfy the indemnification and contribution obligations of the Corporation, whether under this Section 7 or otherwise, the Corporation from time to time may self-insure, obtain and maintain insurance or letters of credit, create a reserve, trust, escrow, cash collateral or other fund or account, enter into indemnification agreements, pledge or give a mortgage upon or a security interest in any property of the Corporation, or use any other mechanism or arrangement, in such amounts, at such costs, and upon such other terms and conditions as and when the Board shall determine. Absent fraud, the determination of the Board with respect to such matters shall be conclusive against all security holders, officers and directors, and shall not be subject to avoidance or voidability.
- 7.6 Payment of Expenses. A person who is entitled to indemnification or advancement of expenses from the Corporation under this Section 7 shall receive such payment or advancement promptly after the person's written request therefore has been delivered to the Secretary of the Corporation.
- 7.7 Interpretation. The provisions of this Section 7 shall constitute and be deemed to be a contract between the Corporation and its Representatives, pursuant to which the Corporation and each such Representative intend to be legally bound. Each person serving as a Representative shall be deemed to be doing so in reliance upon the rights provided by this Section 7. The rights granted by this Section 7 shall not be deemed exclusive of any other rights to which persons seeking indemnification, advancement of expenses or contribution under this Section 7 may be entitled under any statute, agreement, vote of Directors or disinterested Directors, or otherwise, both as to action in an Indemnified Capacity and as to action in any other capacity. The rights to indemnification, advancement of expenses and contribution provided by this Section 7 shall continue as to a person who no longer serves as a Representative, and shall inure to the benefit of his or her heirs and personal and legal representatives.
- 7.8 Proper Reliance. An Indemnified Representative shall be deemed to have discharged his or her duty to the Charter School if he or she relied in good faith on information, advice or an opinion, report or statement prepared by:
- (a) one or more officers or employees of the Charter School whom such Indemnified Representative reasonably believes to be reliable and competent with respect to the matter presented;
 - (b) legal counsel, public accountants or other persons as to matters the Indemnified Representative reasonable believes are within the professional expert competence of such persons; or

- (c) a committee of the Board of Trustees on which he or she does not serve as to matters within its area of designated authority, which committee he or she reasonably believes to merit confidence.

7.9 Binding Effect. All rights to indemnification under this Section 7 shall be deemed a contract between the Charter School and the Indemnified Representative pursuant to which the Charter School and each Indemnified Representative intent to be legally bound. Any repeal, amendment or modification of this Section 7 shall be prospective only and shall not affect any right or obligations then existing.

7.10 Non-exclusive Remedy. The indemnification of Indemnified Representatives, as authorized by this Section 7, shall not be deemed exclusive of any other rights to which those seeking indemnification or advancement or expenses may be entitled under any statute, agreement, vote or disinterested Trustees or otherwise, both as to action in an official capacity and as to action in any other capacity. The indemnification and advancement of expenses provided by or granted pursuant to this Section 7 shall continue as to a person who has ceased to be an Indemnified Representative in respect of matters arising prior to such time, and shall insure to the benefit of the heirs, executors, administrators and personal representatives of such person.

7.11 Indemnified Representative. Each person who shall act as an Indemnified Representative of the Charter School shall be deemed to be doing so in reliance upon the rights of indemnification provided by this Section 7.

Section 8. Execution of Instruments

8.1 General. All contracts, deeds, leases, bonds, notes, and other instruments authorized to be executed by an Officer of the Charter School shall be signed by the President and Secretary of the Board of Trustees, except as the Trustees may generally or in particular cases otherwise determine. Any recordable instrument purporting to affect an interest in real estate, executed in the name of the Charter School by the Board of Trustees shall be binding on the school in favor of a purchaser or other person relying in good faith on such instrument, notwithstanding any inconsistent provision of the Charter, by-laws, or votes of the Board of Trustees.

8.2 Guarantees. The Charter School shall make no contracts of guarantee without the affirmative vote of two-thirds of the members of the Trustees then in office.

Section 9. Dissolution

Upon revocation or non-renewal of the Charter School's Charter, such revocation or non-renewal date being when all administrative and judicial remedies have been exhausted, the Charter School shall be dissolved. After dissolution and disposition of the liabilities and obligations of the Charter School, any remaining assets of the Charter School shall be given over to the intermediate unit in which the Charter School's Administrative Office is located at the time of dissolution for distribution to the school districts in which the Charter School's student are enrolled in accordance with 24 P.S. §17-1741-A(a)(3)(i).

Section 10. Amendments

These by-laws may be altered, amended, repealed and replaced by new by-laws by a vote of not less than two-thirds of the Board of Trustees at any annual or called special meeting of the Board of Trustees provided, however, that notice shall be given in the notice of the meeting that a change to the by-laws will be proposed at that meeting.

Section 11. Rules of Procedure

The proceedings and deliberations of the Charter School shall be in accordance with rules adopted and amended by the Board of Trustees. All matters not governed by such rules shall be governed by the parliamentary practices established by Robert's Rules of Order, Newly Revised.

Section 12. Nondiscrimination

In administering its affairs, including admissions, hiring, and operation, the Board and the Charter School shall not discriminate on the basis of race, color, religion, national or ethnic origin, disability, sex, sexual orientation or age.

Adoption Date: 3/26/2002

Changes Adopted: 1/15/2004

3/18/2004

4/6/2006

8/10/2006

10/11/2007

8/14/2008

10/10/2013

12/12/2013

2/12/2015

Reviewed for Changes: March/April 2016

8/10/17

9/12/19

Attachment 77

2016-17 Board Meeting Calendar,
Agendas, Minutes

CPDLF 2016-2017 Additional Scheduled Days

New Student Enrollment Days

Aug 29
 Sep 07
 Sep 14
 Sep 21
 Sep 28
 Oct 05
 Oct 12
 Oct 19
 Oct 26
 Nov 02
 Nov 09
 Nov 16
 Nov 30
 Dec 07
 Dec 14
 Jan 04
 Jan 11
 Jan 18
 Jan 25
 Feb 01
 Feb 08
 Feb 15
 Feb 22
 Mar 01
 Mar 08
 Mar 15
 Mar 22
 Mar 29
 Apr 05
 Apr 12
 Apr 19
 Apr 26
 May 03
 May 10
 May 17

CPDLF Board Meetings

August 11, 2016 @ IU 8 Executive
 September 8, 2016 @ IU 8 Executive
 November 10, 2016 @ CPDLF
 January 12, 2017 @ CPDLF
 March 9, 2017 @ CPDLF
 May 11, 2017 @ CPDLF
 June 8, 2017 @ CPDLF

Team Meetings

Sep 06 Learning Guide PD/SAP
 Sep 13 Staff Meeting
 Sep 20 PBIS
 Sep 27 MTSS
 Oct 04 Instructor PD/SAP
 Oct 11 Meet and Greet Planning
 Oct 18 PBIS
 Oct 25 MTSS
 Nov 01 Learning Guide PD/SAP
 Nov 08 Meet and Greet
 Nov 15 Staff Meeting
 Nov 22 PBIS
 Nov 29 MTSS
 Dec 06 Instructor PD/SAP
 Dec 13 PBIS
 Dec 20 MTSS
 Dec 27 None
 Jan 03 Learning Guide PD/SAP
 Jan 10 PBIS
 Jan 17 Staff Meeting
 Jan 24 Meet and Greet
 Jan 31 MTSS
 Feb 07 Instructor PD/SAP
 Feb 14 State Testing Planning
 Feb 21 PBIS
 Feb 28 MTSS
 Mar 07 Learning Guide PD/SAP
 Mar 14 Staff Meeting
 Mar 21 PBIS
 Mar 28 MTSS
 Apr 04 Instructor PD/SAP
 Apr 11 Staff Meeting
 Apr 18 PBIS
 Apr 25 MTSS
 May 02 Year End/Next Year Planning
 May 09 Year End/Next Year Planning
 May 16 Staff Meeting
 May 23 None
 Jun 01 End of the Year Meeting

Board Approval: June 9, 2016

Note: Calendar and additional scheduled days are subject to revisions as deemed necessary by the Administration

LG/ Professional Develop
 First/Last Day Students
 Holiday - Staff/Students

2016-2017

180 Student Days
 195 LG/Instructor Days
 17 Holidays

CPDLF Calendar

The Ideal Virtual Learning Experience

Phone: 855-462-2923

July '16						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '17						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August '16						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '17						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

September '16						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March '17						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October '16						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '17						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November '16						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '17						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December '16						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jul 04	Independence Day Holiday
Aug 09	Learning Guide/Instructor PD
Aug 10	Learning Guide/Instructor PD
Aug 22	Learning Guide/Instructor PD
Aug 23	Learning Guide/Instructor PD
Aug 24	Learning Guide/Instructor PD
Aug 25	Learning Guide/Instructor PD
Aug 26	Returning Student Orientation
Aug 29	First Day for Students New Student Enrollment
Sep 05	Labor Day Holiday
Oct 31	Progress Report 1
Nov 08	Meet and Greet
Nov 11	Veteran's Day Holiday
Nov 24	Thanksgiving Holiday
Nov 25	Thanksgiving Holiday
Dec 23	Christmas Break Holiday
Dec 26	Christmas Break Holiday
Dec 27	Christmas Break Holiday
Dec 28	Christmas Break Holiday
Dec 29	Christmas Break Holiday
Dec 30	Christmas Break Holiday
Jan 02	New Year's Day Holiday
Jan 16	Martin Luther King Day Holiday
Jan 17	Progress Report 2
Jan 24	Meet and Greet
Feb 20	President's Day Holiday
Mar 22	Progress Report 3
Apr 04	Meet and Greet
Apr 14	Spring Break Holiday
Apr 17	Spring Break Holiday
May 26	Last Day for Students
May 29	Memorial Day Holiday
May 30	Learning Guide/Instructor PD
May 31	Learning Guide/Instructor PD
Jun 01	Kindergarten-6th grade Graduation
Jun 02	Learning Guide/Instructor PD
Jun 08	Senior Graduation

Central Pennsylvania Digital Learning Foundation **Charter School**

721 N. Juniata Street, Suite 3
Hollidaysburg, PA 16648

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda **August 11, 2016** **12:30 P.M. – Lunch and CEO Report** **1:00 P.M. – Meeting**

Supporting Document	Item #	Item Description
	1	Call to Order A. Roll Call
	2	Approval of Agenda A. Motion to approve the August 11, 2016 Board Agenda.
<u>3A</u>	3	Approval of Minutes A. Motion to approve the June 9, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3A.
<u>4A</u>	4	Approval of Financial Reports A. Motion to accept the List of Payments as reported in the Supporting Document 4A.
<u>4B</u>		B. Motion to accept the 2016-17 Budget to Actual Report as reported in the Supporting Document 4B.
	5	Old Business A. None
	6	New Business A. Board Business 1. None
<u>6B1</u>		B. General Operations 1. Motion to approve the CPDLF 2015-16 Annual Report as per Supporting Document 6B1.
<u>6B2</u>		2. Motion to approve the updated job descriptions of Innovative Learning Leader and PT Instructor as presented in Supporting Document 6B2.

6B3 3. Motion to approve to contract with PA Media Group for Website Improvements for \$5,347.50 per the breakdown outlined in Supporting Document 6B3.

6B4 4. Motion to approve School Leaders Errors and Omissions (effective 7/30/16 to 7/30/17), Business Auto, General Liability, Workers Compensation Insurance (effective 8/2/16 to 8/2/17) through Brumbaugh Insurance Group for \$18,200.

C. Personnel- Employment is contingent upon receipt of all necessary pre-employment forms, and required certification.

6C1 1. Motion to approve the changes in salaries, new positions appointments, and new hires as listed in Supporting Document 6C1.

D. Contracted Services

6D1 1. Motion to approve the contracts for special education services as listed in Supporting Document 6D1.

E. Curriculum

6D2 1. Motion to approve contracts with curriculum vendors as presented in Supporting Document 6D2.

F. Technology

G. Professional Development

H. Policies

6H1 1. Motion to approve the Travel Reimbursement Policy as presented in Supporting Document 6H1.

7 Additional Discussion Items

8 Public Comment

9 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – September 8, 2016 at 1:00 P.M. at IU 08 in Altoona, PA.

Central Pennsylvania Digital Learning Foundation **Charter School**

721 N. Juniata Street, Suite 3
Hollidaysburg, PA 16648

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

September 8, 2016
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Supporting Document	Item #	Item Description
	1	Call to Order A. Roll Call
	2	Approval of Agenda A. Motion to approve the September 8, 2016 Board Agenda.
<u>3A</u>	3	Approval of Minutes A. Motion to approve the June 9, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3A.
<u>3B</u>		B. Motion to approve the August 11, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3B.
<u>4A</u>	4	Approval of Financial Reports A. Motion to accept the List of Payments for August as reported in the Supporting Document 4A.
<u>4B</u>		B. Motion to accept List of Payments for September as reported in the Supporting Document 4B
<u>4C</u>		C. Motion to accept the 2016-17 Budget to Actual Report as reported in the Supporting Document 4C.
	5	Old Business A. None
	6	New Business A. Board Business 1. None

B. General Operations

- 6B1** 1. Motion to approve the CPDLF 2015-16 Annual Report as per Supporting Document 6B1.
- 6B2** 2. Motion to approve the updated CPDLF Organizational Charts in Supporting Document 6B2.
- 6B3** 3. Motion to approve to contract with PA Media Group for Website Improvements for \$5,347.50 per the breakdown outlined in Supporting Document 6B3.
- 6B4** 4. Motion to approve School Leaders Errors and Omissions (effective 7/30/16 to 7/30/17), Business Auto, General Liability, Workers Compensation Insurance (effective 8/2/16 to 8/2/17) through Brumbaugh Insurance Group for \$18,200 in Supporting Document 6B4.
5. Motion to approve paying a \$1,000 membership fee to join the PA Cyber Charter School Association for the 2016-2017 school year.

C. Personnel- Employment is contingent upon receipt of all necessary pre-employment forms, and required certification.

- 6C1** 1. Motion to approve the updated job descriptions of Innovative Learning Leader, Confidential Administrative Assistant, and PT Instructor as presented in Supporting Documents 6C1.
- 6C2** 2. Motion to approve the creation of a position called Project Coordinator according to the job description presented in Supporting Document 6C2.
- 6C3** 3. Motion to approve the changes in salaries, new positions appointments, and new hires as listed in Supporting Document 6C3.
4. Motion to approve 15 overtime hours for Brandon Kelley, Technology Coordinator.

D. Contracted Services

6D1

1. Motion to approve the contracts for special education services as listed in Supporting Document 6D1.

E. Curriculum

6E1

1. Motion to approve contracts with curriculum vendors as presented in Supporting Document 6E1.

F. Technology

G. Professional Development

1. Motion to approve professional development in Infinite Campus for Brandon Kelley for a total cost not to exceed \$4,200. The 5 day training called Product Knowledge 1 is being held in Hauppauge, NY from October 17 through October 21, 2016.

H. Policies

6H1

1. Motion to approve the Travel Reimbursement Policy as presented in Supporting Document 6H1.

6H2

2. Motion to approve the Graduation Requirement Policy as presented in Supporting Document 6H2.

7 Additional Discussion Items

8 Public Comment

9 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – November 10, 2016 at 1:00 P.M. at the IU 8 Executive Offices, Altoona, PA 16602

Central Pennsylvania Digital Learning Foundation
Charter School

721 N. Juniata Street, Suite 3
Hollidaysburg, PA 16648

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda
November 10, 2016
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board

Supporting Document	Item #	Item Description
	1	Call to Order
	A.	Roll Call
	2	Approval of Agenda
	A.	Motion to approve the November 10, 2016 Board Agenda.
<u>3A</u>	3	Approval of Minutes
	A.	Motion to approve the September 8, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3A
<u>4A</u>	4	Approval of Financial Reports
	A.	Motion to accept the List of Payments for October 2016 as reported in the Supporting Document 4A.
<u>4B</u>	B.	Motion to accept the 2016-17 Budget to Actual Report as reported in the Supporting Document 4B.
	5	Old Business
	A.	None
	6	New Business
	A.	Board Business
	1.	None

B. General Operations

6B1

1. Motion to approve the Comprehensive Plan as presented, pending no major revisions needed due to public comment, as reported in the Supporting Document 6B1. Plan is to submit on November 30, 2016.
2. Motion to approve the authorization Malynda Maurer, Valerie Wyper, and Dr. DiLeo to select the health insurance benefits plan for employees to begin January 1, 2017 when quotes with new rates are received.

6B3

3. Motion to approve to enter into a Memorandum of Understanding with Hollidaysburg Area School District for the services of their Certified School Nurse, Julie Bowser, pending approval from Hollidaysburg Area School District.

C. Personnel - Employment is contingent upon receipt of all necessary pre-employment forms, and required certification.

6C1

1. Motion to approve the updated the Project Coordinator job description, as reported in the Supporting Document 6C1.

6C2

2. Motion to approve the appointment of Cassie Grassmyer as Interim Principal and Special Ed Director for a stipend of \$15,400 effective October 10, 2016 until June, 2017, as reported in the Supporting Document 6C2.
3. Motion to approve the appointment of Cassie Grassmyer as Title I Coordinator effective October 10, 2016.
4. Motion to approve the hiring of Patricia Mulroy as State Test Administrator at a rate of \$25 per hour pending receipt of all necessary employment documentation.

D Contracted Services

6D1

1. Motion to approve to contract with SERVICEMASTER by HORELL for professional cleaning services for a total cost of \$1,225.00, as reported in the Supporting Document 6D1.

2. Motion to approve to contract with Dr. Judy DiLeo for the updating of all current student credit verification forms for \$25 an hour not to exceed 60 hours without prior approval.

6D3

3. Motion to approved to contract with Julie Bowser, CSN for School Nursing services for \$30 an hour for the 2016-17 School Year, as per Supporting Document 6D3.

E. Curriculum

1. None

F. Technology

6F1

1. Motion to approve to purchase equipment as quoted from CDWG for a total cost of \$6,177.34 per the attached Supporting Document 6F1.

6F2

2. Motion to approve to contract with InShore Technologies for technical assistance during the move to the IU 8 Duncansville office for a total of \$950.00 per the attached Supporting Document 6F2.

6F3

3. Motion to approve retroactive to 10/6/16 the purchase of additional 50 student technology equipment bundles from CDI Computer Dealers, Inc. for a total of \$12,948.54 per the attached Supporting Document 6F3.

G. Professional Development

1. None

H. Policies

6H1

1. Motion to approve the CPDLF Enrollment Policy as given in Supporting Document 6H1.

- 7 Additional Discussion Items
- 8 Public Comment
- 9 Motion to Adjourn

REMINDER: *The next regularly scheduled CPDLF Board of Trustees meeting – January 12, 2017 at 1:00 P.M. at IU8 Duncansville Office*

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

January 12, ~~2016~~ 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board

Supporting Document	Item #	Item Description
	1	Call to Order
	A.	Roll Call
	2	Approval of Agenda
	A.	Motion to approve the January 12, 2017 Board Agenda.
<u>3A</u>	3	Approval of Minutes
	A.	Motion to approve the November 10, 2016, CPDLF Board of Trustees Minutes as presented in Supporting Document 3A
<u>4A</u>	4	Approval of Financial Reports
	A.	Motion to accept the List of Payments for December 2016, as reported in the Supporting Document 4A
<u>4B</u>	B.	Motion to accept the Financial Audit prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2016, as reported in Supporting Document 4B
<u>4C</u>	C	Motion to accept the Budget to Actual report as of December 31, 2016, as reported in Supporting Document 4C
<u>4D</u>	D	Motion to accept the IRS Form 990 as prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2016, as reported in Supporting Document 4D

- 5 **Old Business**
 - A. None

- 6 **New Business**
 - A. Board Business
 - 1. None

 - B. General Operations
 - 1. None

 - C. Personnel
 - 1. None

 - D. Contracted Services
 - 1. None

 - E. Curriculum
 - 1. None

 - F. Technology
 - 1. None

 - G. Professional Development
 - 1. Motion to approve travel costs (mileage and meals) for Cassie Grassmyer (\$80), Amy Walters (\$450), Kylie Magargi (\$80), and Leslie Rupp (\$80) to travel to and from Newark, NJ on January 11, 12, 13, 2017 to attend the Winter Summit Regional Convening. Lodging and January 12, 13 meals are paid by Summit.

 - H. Policies
 - 1. None

- 7 **Additional Discussion Items**
- 8 **Parent Representative**
- 9 **Public Comment**
- 10 **Motion to Adjourn**

**REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
March 9, 2017 at 1:00 P.M. at IU8 Duncansville Office**

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdlf.org

CPDLF Board of Trustees Meeting Agenda

March 9, 2018 ~~17~~ ¹⁷ ~~18~~

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board

Supporting Document	Item #	Item Description
	1	Call to Order A. Roll Call
	2	Approval of Agenda A. Motion to approve the March 9, 2017 Board Agenda
<u>3A</u>	3	Approval of Minutes A. Motion to approve the January 12, 2017, CPDLF Board of Trustees Minutes as presented in Supporting Document 3A
<u>4A</u>	4	Approval of Financial Reports A. Motion to accept the List of Payments through March 1, 2017, as reported in the Supporting Document 4A
<u>4B</u>		B. Motion to accept the Budget to Actual report as of March 1, 2017, as reported in Supporting Document 4B
	5	Old Business
	6	New Business A. Board Business 1. Motion to approve Board Retreat to be held on one of the following dates: March 23, March 24, March 27, or March 28 from 9:00 am - 1:00 p.m. at IU8 Duncansville Office

-
- 6B1**
- B. General Operations**
1. Motion to approve the 2017-18 School Calendar, as reported in Supporting Document 6B1
- 6B2**
2. Motion to approve State-Required Testing Locations, as reported in Supporting Document 6B2
- 6C1**
- C. Personnel**
1. Motion to approve State-Required Testing Administrator/Proctor Job Description, as reported in Supporting Document 6C1
 2. Motion to approve compensation for State-Required Testing Administrators/Proctors at \$25 per hour including travel time plus mileage and meal reimbursement up to \$50 per day with required paperwork
- 6C3**
3. Motion to approve the following State-Required Testing Administrators/Proctors for the 2016-17 school year, as reported in Supporting Document 6C3
- D. Contracted Services**
1. None
- E. Curriculum**
1. Motion to approve Summer School opportunities
 - a. Dates - June 12 through July 21
 - b. ESY - as indicated in IEP
 - c. Credit Recovery
 - i. Math, Science, English, Social Studies
 - ii. \$100 per course per learner (excludes PLP learners)

-
- F. Technology**
- 6F1 1. Motion to approve the purchase from CDI Computers for (50) Chromebooks, (50) OS management software, and (15) adapters, at a not to exceed cost of \$13,315.19, as reported in Supporting Document 6F1, retroactive to February 23, 2017

 - 6F2 2. Motion to approve the purchase from GoGuardian for (50) Internet Filters for Chromebooks, at a not to exceed cost of \$375.00, as reported in Supporting Document 6F2, retroactive to February 28, 2017

 - 6F3 3. Motion to approve disposal of equipment, as reported in Supporting Document 6F3

G. Professional Development

- 1. None

H. Policies

- 1. None

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

**REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
May 11, 2017 at 1:00 P.M. at IU8 Duncansville Office**

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda **May 11, 2017** **12:30 P.M. – Lunch and CEO Report** **1:00 P.M. – Meeting**

Highlighted items were added after initial release to the Board

Supporting Document	Item #	Item Description
	1	Call to Order A. Roll Call
	2	Approval of Agenda A. Motion to approve the May 11, 2017 Board Agenda
<u>3A</u>	3	Approval of Minutes A. Motion to approve the March 9, 2017, CPDLF Board of Trustees Minutes as presented in Supporting Document 3A
	4	Approval of Financial Reports
<u>4FR</u>		First Read (FR): Draft 2017-18 Budget, as per document reported in Supporting Document 4FR
<u>4A</u>	A.	Motion to accept the List of Payments March 2, 2017 through May 4, 2017, as reported in the Supporting Document 4A
<u>4B</u>	B.	Motion to accept revised 2016-17 Budget, as reported in Supporting Document 4B
	5	Old Business A. None
	6	New Business A. Board Business 1. None

B. General Operations**6B1**

1. Motion to approve 2017-18 Summit Learning Participation Agreement, as per Supporting Document, 6B1

6B2

2. Motion to approve State-Required Testing Location, as per Supporting Document 6B2

C. Personnel**6C1**

1. Motion to approve the Translator/Interpreter job description, as per Supporting Document 6C1
2. Motion to approve Ms. Patricia Leonard as Translator/Interpreter, with a start day of May 15, 2017, at a rate of \$25/hour on an as need basis to meet ESL Requirements

6C3

3. ESL Instructor job description, as per Supporting Document 6C3
4. Motion to approve Dr. Judy DiLeo as ESL Instructor, with a start date of May 1, 2017, for the remainder of the 2016-17 school year for a rate of \$25.00/hr, not to exceed 60 hours

6C5

5. Motion to approve the hiring of Summer School Teachers from June 12 - July 21, 2017, for a stipend of \$1,500, as per Supporting Document 6C5

D. Contracted Services**6D1**

1. Motion to approve a contract retroactive to April 5, 2017 with Pennsylvania Leadership Development Center (PLDC) for reviewing of new initiatives, to be performed during the months of April to June, for a cost of \$6,000, as per Supporting Document 6D1

E. Curriculum**6E1**

1. Motion to approve list of seniors for Class of 2017 graduation, as per Supporting Document 6E1

F. Technology**6F1**

1. Motion to approve renewal of Network Solutions Domain Name from May 29, 2017 - May 29, 2018, for a not to exceed cost of \$69.97/year, as per Supporting Document 6F1

6F2

2. Motion to approve Cisco Umbrella Web Filtering (250 Units), from July 1, 2017 - June 30, 2018, at a not to exceed cost of \$3,970.31, as per Supporting Document 6F2

G. Professional Development

1. None

H. Policies

First Read (FR): Policies for review; proposed agenda items for June 8, 2017 CPDLF Board Meeting

6HFR1

1. Conflict of Interest Policy, as per Supporting Document 6HFR1

6HFR2

2. Federal Fiscal Compliance Policy, as per Supporting Document 6HFR2

6HFR3

3. Right to Know Policy, as per Supporting Document 6HFR3

6HFR4

4. Truancy Elimination Plan Policy, as per Supporting Document 6HFR4

6HFR5

5. Student Assistance Program - Anti-Violent Behavior Policy, as per Supporting Document 6HFR5

6HFR6

6. Student Assistance Program - Anti-Weapons Policy, as per Supporting Document 6HFR6

6HFR7

7. Student Assistance Program - Controlled Substances (Drug & Alcohol) Abuse Policy, as per Supporting Document 6HFR7

6HFR8

8. Student Assistance Program - Suicide Prevention and Postvention Policy, as per Supporting Document 6HFR8

6HFR9

9. Title I Parent Involvement Policy, as per Supporting Document 6HFR9

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: *The next regularly scheduled CPDLF Board of Trustees meeting – June 8, 2017 at 1:00 P.M. at IU8 Duncansville Office*

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

June 8, 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board

Supporting Document	Item #	Item Description
	1	Call to Order A. Roll Call
	2	Approval of Agenda A. Motion to approve the June 8, 2017 Board Agenda
<u>3A</u>	3	Approval of Minutes A. Motion to approve the May 11, 2017, CPDLF Board of Trustees Minutes as presented in Supporting Document 3A
<u>4A</u>	4	Approval of Financial Reports A. Motion to accept the List of Payments May 5, 2017 through June 2, 2017, as reported in the Supporting Document 4A
<u>4B</u>		B. Motion to accept the 2016-17 Budget to Actual, as reported in Supporting Document, 4B
	5	Old Business A. None
	6	New Business A. Board Business 1. Resignation of John Mastillo, reported in Supporting Document 6A1

2. Reorganization

a. Election of Officers

1. Office of President

Motion for nominations for Office of President:

Moved by: _____

Seconded by: _____

Motion to close nominations for Office of President:

Moved by: _____

Seconded by: _____

Election of _____,
as President

Moved by: _____

Seconded by: _____

2. Office of Vice President

Motion for nominations for Office of Vice President:

Moved by: _____

Seconded by: _____

Motion to close nominations for Office of Vice President:

Moved by: _____

Seconded by: _____

Election of _____,
as Vice President

Moved by: _____

Seconded by: _____

3. Office of Secretary

Motion for nominations for Office of Secretary:

Moved by: _____

Seconded by: _____

Motion to close nominations for Office of Secretary:

Moved by: _____

Seconded by: _____

Election of _____,
as Secretary

Moved by: _____

Seconded by: _____

4. Office of Treasurer

Motion for nominations for Office of Treasurer:

Moved by: _____

Seconded by: _____

Motion to close nominations for Office of Treasurer:

Moved by: _____

Seconded by: _____

Election of _____,
as Treasurer

Moved by: _____

Seconded by: _____

- 6B1**
- B. General Operations**
1. Motion to approve the HASD Rental Agreement for use of the HASD Foot of Ten Multipurpose room for CPDLF Graduation on June 8, 2017 from 5 p.m. - 10 p.m. at the rate of \$155.00 and a fee of 5 hours @ \$33.00/hr for custodial services, as per Supporting Document 6B1
 2. Motion to allow the Board President and the CEO to take all necessary steps for completing and submitting all end of the year reports and grant submissions due before the August Board of Trustees meeting
 3. Motion to allow the CEO to enter into any contracts and make any purchases necessary for School Year 2017-18 operations from June 9, 2017 to the August Board of Trustees meeting with approval from the Business Manager and the Board President
- 6B4**
4. Motion to approve the 2017-18 Budget, as reported in Supporting Document 6B4
 5. Motion to approve opening a Money Market Account, earning at least 0.65% interest, at First National Bank
 6. Motion to approve the transferring \$500,000.00 from the General Operating Account to the First National Money Market Account
 7. Motion to assign \$300,000.00 in Fund-Balance Funds for the use of Technology, Furniture, and Pension Liability Expenses

C. Personnel

1. Motion to approve paying Cassie Grassmyer, Chelsea Gibbons, Heather Jancula, and Paul Longwell a stipend to work additional days to receive Summer Summit training, for a not to exceed cost of \$6,000
2. Motion to approve travel reimbursement for Cassie Grassmyer in the amount of \$450; Chelsea Gibbons in the amount of \$250; Heather Jancula in the amount of \$250; Patrick Baney in the amount of \$250; Dina Morrissey in the amount of \$250; and Kim Salyards in the amount of \$250, for travel expenses related to Summer Summit training
- 6C3 3. Motion to approve the creation of a Learning Services Coordinator Position and Job Description, as per Supporting Document 6C3
- 6C4 4. Motion to approve the changes in salaries, new positions, appointments, and new hires as listed in Supporting Document 6C4
5. Motion to approve CPDLF to fund Individual Employee HSA Accounts on July 1, 2017 in the amount \$750/account

D. Contracted Services

1. None

E. Curriculum

- 6E1 1. Motion to accept updated list of seniors for Class of 2017 graduation, as per Supporting Document 6E1
- 6E2 2. Motion to approve Contract for Consortium Participation between The Virtual High School (VHS) and CPDLF, effective 7/1/17 - 6/30/18, as per the fee schedule in Supporting Document 6E2

F. Technology

- 6F1 1. Motion to approve Infinite Campus renewal, based on 187 students, effective 6/1/17 - 5/31/18, for a cost of \$8,662.50, retroactive to 5/23/17, as per Supporting Document 6F1

-
- 6F2 2. Motion to approve Leader Services renewal, for IEP Writer and Children Count User Licences, effective 7/1/17 - 6/30/18, for a cost of \$1,360.00, retroactive to 5/23/17, as per Supporting Document 6F2
- 6F3 3. Motion to approve annual renewal of Microsoft Office 365 Education E3 for 1 student license and 21 faculty licenses, effective 7/3/17, for a cost of \$522.00, as per Supporting Document 6F3

G. Professional Development

1. None

H. Policies

Motion to approve the following policies:

- 6H1 1. Conflict of Interest Policy, as per Supporting Document 6H1
- 6H2 2. Federal Fiscal Compliance Policy, as per Supporting Document 6H2
- 6H3 3. Right to Know Policy, as per Supporting Document 6H3
- 6H4 4. Truancy Elimination Plan Policy, as per Supporting Document 6H4
- 6H5 5. Student Assistance Program - Anti-Violent Behavior Policy, as per Supporting Document 6H5
- 6H6 6. Student Assistance Program - Anti-Weapons Policy, as per Supporting Document 6H6
- 6H7 7. Student Assistance Program - Controlled Substances (Drug & Alcohol) Abuse Policy, as per Supporting Document 6H7
- 6H8 8. Student Assistance Program - Suicide Prevention and Postvention Policy, as per Supporting Document 6H8
- 6H9 9. Title I Parent Involvement Policy, as per Supporting Document 6H9

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – August 10, 2017 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation Charter School

721 N. Juniata Street, Suite 3
Hollidaysburg, PA 16648

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

August 11, 2016

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Mrs. Maurer started with her report to update the attendees. At the conclusion of her report, it was determined that not enough board members were present to have a quorum to vote. The August agenda will be combined with the September 8, 2016 Board of Trustees Meeting.

Members present:

- Dr. Vincent DiLeo
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Ms. Royce Boyd
- Dr. Tom McInroy

Members absent:

- Dr. Paul Gallagher
- Dr. Bob Gildea
- Mrs. Cathy Harlow
- Dr. John Mastillo
- Mr. Eric Zelanko
- Mr. Bill Marshall

Others present:

- Mrs. Malynda Maurer, CEO
- Dr. Tom Butler, IU 8 Executive Director
- Mrs. Valerie Wyper, Business manager
- Mrs. Angela Boutiller, Principal and Special Ed Director
- Mr. Patrick Baney, Innovative Learning Leader
- Mrs. Michele Snowberger, Board Recorder
- Mrs. Diane Clapper, Parent Representative

Supporting Document	Item #	Item Description
	1	Call to Order
		A. Roll Call
	2	Approval of Agenda
		A. Motion to approve the August 11, 2016 Board Agenda.
3A	3	Approval of Minutes
		A. Motion to approve the June 9, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3A.

- 4 Approval of Financial Reports**
 - 4A** A. Motion to accept the List of Payments as reported in the Supporting Document 4A.
 - 4B** B. Motion to accept the 2016-17 Budget to Actual Report as reported in the Supporting Document 4B.
- 5 Old Business**
 - A. None
- 6 New Business**
 - A. Board Business
 - 1. None
 - B. General Operations
 - 6B1** 1. Motion to approve the CPDLF 2015-16 Annual Report as per Supporting Document 6B1.
 - 6B2** 2. Motion to approve the updated job descriptions of Innovative Learning Leader and PT Instructor as presented in Supporting Document 6B2.
 - 6B3** 3. Motion to approve to contract with PA Media Group for Website Improvements for \$5,347.50 per the breakdown outlined in Supporting Document 6B3.
 - 6B4** 4. Motion to approve School Leaders Errors and Omissions (effective 7/30/16 to 7/30/17), Business Auto, General Liability, Workers Compensation Insurance (effective 8/2/16 to 8/2/17) through Brumbaugh Insurance Group for \$18,200.
 - C. Personnel- Employment is contingent upon receipt of all necessary pre-employment forms, and required certification.
 - 6C1** 1. Motion to approve the changes in salaries, new positions appointments, and new hires as listed in Supporting Document 6C1.
 - D. Contracted Services
 - 6D1** 1. Motion to approve the contracts for special education services as listed in Supporting Document 6D1.
 - E. Curriculum

6D2

1. Motion to approve contracts with curriculum vendors as presented in Supporting Document 6D2.

F. Technology

G. Professional Development

H. Policies

6H1

1. Motion to approve the Travel Reimbursement Policy as presented in Supporting Document 6H1.

7 Additional Discussion Items

8 Public Comment

9 Motion to Adjourn

REMINDER: *The next regularly scheduled CPDLF Board of Trustees meeting – September 8, 2016 at 1:00 P.M. at IU 08 in Altoona, PA.*

Central Pennsylvania Digital Learning Foundation
Charter School

721 N. Juniata Street, Suite 3
Hollidaysburg, PA 16648

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

September 8, 2016

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mr. Mike Strasser
- Mrs. Cathy Harlow
- Dr. Robert Gildea
- Ms. Royce Boyd
- Dr. Paul Gallagher
- Mr. Scott Magnetti
- Mr. Bill Marshall
- Dr. John Mastillo
- Dr. Tom McInroy

Members Absent:

- Mr. Eric Zelanko

Others Present:

Mrs. Malynda Maurer, CEO
Dr. Tom Butler, IU 8 Executive Director
Dr. Shawn Kovac, IU 8 Assistant Executive Director
Mrs. Valerie Wyper, Business Manager
Mrs. Angela Boutiller, Principal and Special Ed. Director
Mr. Patrick Baney, Innovative Learning Leader
Mrs. Michele Snowberger, Board Recorder
Mrs. Diane Clapper, Parent Representative

The CPDLF Board meeting started at 12:50 P.M. and was held at the IU 8 in Altoona.
CPDLF Board President , Dr. Vincent DiLeo, presides over the meeting.

- 1 Call to Order**
 - A. Roll Call**

- 2 Approval of Agenda**
 - A. Motion to approve the September 8, 2016 Board Agenda.**
 - **Action approve agenda: Mr. William Marshall moved, seconded by Dr. Tom McInroy.**

3 Approval of Minutes

- A. Motion to approve the June 9, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3A.
- B. Motion to approve the August 11, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3B.
 - **Action approve June 9, 2016 and August 11, 2016 minutes: Mr. Scott Magnetti moved, seconded by Mr. Mike Strasser.**

4 Approval of Financial Reports

- A. Motion to accept the List of Payments for August as reported in the Supporting Document 4A.
- B. Motion to accept List of Payments for September as reported in the Supporting Document 4B
- C. Motion to accept the 2016-17 Budget to Actual Report as reported in the Supporting Document 4C.
 - **Action approve Financial Reports for August, September and 2016-2017 Budget to Actual Report: Dr. Paul Gallagher moved, seconded by Dr. John Mastillo.**

5 Old Business

- A. None

6 New Business

- A. Board Business
 - 1. None
- B. General Operations
 - 1. Motion to approve the CPDLF 2015-16 Annual Report as per Supporting Document 6B1.
 - 2. Motion to approve the updated CPDLF Organizational Charts in Supporting Document 6B2.

3. Motion to approve to contract with PA Media Group for Website Improvements for \$5,347.50 per the breakdown outlined in Supporting Document 6B3.

4. Motion to approve School Leaders Errors and Omissions (effective 7/30/16 to 7/30/17), Business Auto, General Liability, Workers Compensation Insurance (effective 8/2/16 to 8/2/17) through Brumbaugh Insurance Group for \$18,200 in Supporting Document 6B4.

- **Action approve General Operations: 2015-2016 Annual Report, Organizational Charts, Contract with Pa Media Group-website improvements and School Leaders Errors and Omissions, Business Auto, Liability, Workers Compensation Insurances through Brumbaugh Ins. Group: Dr. Tom McInroy moved, seconded by Mr. Scott Magnetti.**

5. Motion to approve paying a \$1,000 membership fee to join the PA Cyber Charter School Association for the 2016-2017 school year.

- **Action approve Membership fee: Dr. Tom McInroy moved, seconded by Dr. John Mastillo.**

C. Personnel- Employment is contingent upon receipt of all necessary pre-employment forms, and required certification.

1. Motion to approve the updated job descriptions of Innovative Learning Leader, Confidential Administrative Assistant, and PT Instructor as presented in Supporting Documents 6C1.

2. Motion to approve the creation of a position called Project Coordinator according to the job description presented in Supporting Document 6C2.

3. Motion to approve the changes in salaries, new positions appointments, and new hires as listed in Supporting Document 6C3.

4. Motion to approve 15 overtime hours for Brandon Kelley, Technology Coordinator.

- **Action approve Personnel Employment-updated job descriptions as listed above, create a position Project Coordinator, changes in salaries as listed above, overtime for Brandon Kelley: Dr. Tom McInroy moved, seconded by Ms. Royce Boyd.**

D. Contracted Services

1. Motion to approve the contracts for special education services as listed in Supporting Document 6D1.
 - **Action approve contracts for Special Education services: Dr. John Mastillo moved, seconded by Mr. Mike Strasser.**

E. Curriculum

1. Motion to approve contracts with curriculum vendors as presented in Supporting Document 6E1.
 - **Action approve curriculum vendor contracts: Dr. Robert Gildea moved, seconded by Mr. Scott Magnetti.**

F. Technology

G. Professional Development

1. Motion to approve professional development in Infinite Campus for Brandon Kelley for a total cost not to exceed \$4,200. The 5 day training called Product Knowledge 1 is being held in Hauppauge, NY from October 17 through October 21, 2016.
 - **Action approve - Professional Development in Infinite Campus for Brandon Kelley as listed above: Mr. Mike Strasser moved, seconded by Dr. Tom McInroy.**

H. Policies

1. Motion to approve the Travel Reimbursement Policy as presented in Supporting Document 6H1.
2. Motion to approve the Graduation Requirement Policy as presented in Supporting Document 6H2.
 - **Action approve Policies on Travel Reimbursement and Graduation Requirements: Mr. Scott Magnetti moved, seconded by Ms. Royce Boyd.**

7 Additional Discussion Items

8 Public Comment

9 Motion to Adjourn

- **Action the CPDLF Board Meeting Adjourned at 1:40 P.M. : Dr. John Mastillo moved, seconded by Dr. Tom McInroy.**

REMINDER: *The next regularly scheduled CPDLF Board of Trustees meeting – November 10, 2016 at 1:00 P.M. at the IU 8 Executive Offices, Altoona, PA 16602*

Central Pennsylvania Digital Learning Foundation
Charter School

721 N. Juniata Street, Suite 3
Hollidaysburg, PA 16648

Website: www.cpdlf.org

CPDLF Board of Trustees Meeting Minutes
November 10, 2016
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mr. Mike Strasser
- Dr. Robert Gildea
- Ms. Royce Boyd
- Dr. Paul Gallagher
- Mr. Scott Magnetti
- Dr. John Mastillo
- Mr. Eric Zelanko

Members Absent:

- Mrs. Cathy Harlow
- Mr. Bill Marshall
- Dr. Tom McInroy

Others Present:

Mrs. Malynda Maurer, CEO
Dr. Tom Butler, IU 8 Executive Director
Mrs. Valerie Wyper, Business Manager
Mrs. Cassie Grassmyer, Interim Principal and Special Ed. Director
Mr. Patrick Baney, Innovative Learning Leader
Mr. Brandon Kelley, Technology Coordinator
Mrs. Joan Dodge, Board Recorder
Mrs. Diane Clapper, Parent Representative

The CPDLF Board meeting started at 1:18 P.M. and was held at the IU 8 in Altoona. CPDLF Board President , Dr. Vincent DiLeo, presides over the meeting.

- 1 Call to Order**
 - A. Roll Call

- 2 Approval of Agenda**
 - A. Motion to approve the November 10, 2016 Board Agenda.
 - **Action approve agenda: Mr. John Mastillo moved, seconded by Mr. Mike Strasser.**

- 3 **Approval of Minutes**
- A. Motion to approve the September 8, 2016 CPDLF Board of Trustees Minutes as presented in Supporting Document 3A.
- **Action approve September 8, 2016 minutes: Ms. Royce Boyd moved, seconded by Mr. John Mastillo.**
- 4 **Approval of Financial Reports**
- A. Motion to accept the List of Payments for October 2016, as reported in the Supporting Document 4A.
- B. Motion to accept the 2016-17 Budget to Actual Report as reported in the Supporting Document 4B.
- **Action approve Financial Reports for October 2016 and 2016-2017 Budget to Actual Report: Dr. Paul Gallagher moved, seconded by Mr. Mike Strasser.**
- 5 **Old Business**
- A. None
- 6 **New Business**
- A. Board Business
1. None
- B. General Operations
1. Motion to approve the Comprehensive Plan as presented, pending no major revisions needed due to public comment, as reported in the Supporting Document 6B1. Plan is to submit on November 30, 2016.
 - **Action approve Comprehensive Plan: Mr. John Mastillo moved, seconded by Dr. Paul Gallagher.**
 2. Motion to approve the authorization Malynda Maurer, Valerie Wyper, and Dr. DiLeo to select the health insurance benefits plan for employees to begin January 1, 2017 when quotes with new rates are received.

- **Action approve the authorization Malynda Maurer, Valerie Wyper, and Dr. DiLeo to select the health insurance benefits plan for employees to begin January 1, 2017 when quotes with new rates are received: Mr. Mike Strasser moved, seconded by Dr. John Mastillo.**
3. Motion to approve to enter into a Memorandum of Understanding with Hollidaysburg Area School District for the services of their Certified School Nurse, Julie Bowser, pending approval from Hollidaysburg Area School District.
 - **Action approve to enter into a Memorandum of Understanding with Hollidaysburg Area School District for the services of their Certified School Nurse, Julie Bowser, pending approval from Hollidaysburg Area School District: Dr. John Mastillo moved, seconded by Dr. Paul Gallagher**
- c. Personnel - Employment is contingent upon receipt of all necessary pre-employment forms, and required certification.
1. Motion to approve the updated the Project Coordinator job description, as reported in the Supporting Document 6C1.
 2. Motion to approve the appointment of Cassie Grassmyer as Interim Principal and Special Ed Director for a stipend of \$15,400 effective October 10, 2016 until June, 2017, as reported in the Supporting Document 6C2.
 3. Motion to approve the appointment of Cassie Grassmyer as Title I Coordinator effective October 10, 2016.
 4. Motion to approve the hiring of Patricia Mulroy as State Test Administrator at a rate of \$25 per hour pending receipt of all necessary employment documentation.

- **Action approve updated Project Coordinator Job Description, appointment of Cassie Grassmyer as Interim Principal and Special Ed Director for a stipend of \$15,400 effective October 10, 2016 until June 2017, appointment of Cassie Grassmyer as Title I Coordinator effective October 10, 2016, hire Patricia Mulroy as State Test Administrator at a rate of \$25/hour: Dr. Paul Gallagher moved, seconded by Dr. John Mastillo**

D. Contracted Services

1. Motion to approve to contract with SERVICEMASTER by HORELL for professional cleaning services for a total cost of \$1,225.00, as reported in the Supporting Document 6D1.
 - **Action approve contract with SERVICEMASTER by HORELL for professional cleaning for a total cost of \$1,225.00: Mr. Mike Strasser moved, seconded by Ms. Royce Boyd**
2. Motion to approve to contract with Dr. Judy DiLeo for the updating of all current student credit verification forms for \$25 an hour not to exceed 60 hours without prior approval.
 - **Action approve contract with Dr. Judy DiLeo for updating of all current student credit verification forms for \$25/hour, not to exceed 60 hours without prior approval: Mr. Mike Strasser moved, seconded by Ms. Royce Boyd**
3. Motion to approve to contract with Julie Bowser, CSN for School Nursing services for \$30 an hour for the 2016-17 School Year, as per Supporting Document 6D3.
 - **Action approve Ms. Julie Bowser, CSN for School Nursing services for \$30.00/hour for the 2016-17 School Year: Dr. Paul Gallagher moved, seconded by Dr. John Mastillo**

E. Curriculum

None

F. Technology

1. Motion to approve to purchase equipment as quoted from CDWG for a total cost of \$6,177.34 per the attached Supporting Document 6F1.
2. Motion to approve to contract with InShore Technologies for technical assistance during the move to the IU 8 Duncansville office for a total of \$950.00 per the attached Supporting Document 6F2.
3. Motion to approve retroactive to 10/6/16 the purchase of additional 50 student technology equipment bundles from CDI Computer Dealers, Inc. for a total of \$12,948.54 per the attached Supporting Document 6F3.
 - **Action approve to purchase equipment as quoted from CDWG for a total cost of \$6,177.34, approve to contract with InShore Technologies for technical assistance during the move to the IU 8 Duncansville office for a total of \$950.00, and approve retroactive to 10/6/16 the purchase of additional 50 student technology equipment bundles from CDI Computer Dealers, Inc. for a total of \$12,948.54: Mr. Scott Magnetti moved, seconded by Dr. Paul Gallagher**

G. Professional Development

None

H. Policies

1. Motion to approve the CPDLF Enrollment Policy as given in Supporting Document 6H1.
 - **Action approve CPDLF Enrollment Policy: Mr. Mike Strasser moved, seconded by Mr. Scott Magnetti.**

- 7 Additional Discussion Items
- 8 Public Comment

Mrs. Diane Clapper strongly recommended that each school district reach out to their learners to be sure the learners are receiving correct information on each platform

9 Motion to Adjourn

- Action the CPDLF Board Meeting Adjourned at 1:36 P.M. :
Dr. Paul Gallagher moved, seconded by Mr. Scott
Magnetti

REMINDER: *The next regularly scheduled CPDLF Board of Trustees meeting – January 12, 2017 at 1:00 P.M. at the IU 8 Duncansville Office*

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

January 12, 2017 ¹⁷ *AD*

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mr. Mike Strasser
- Dr. Robert Gildea
- Ms. Royce Boyd
- Dr. Paul Gallagher
- Mr. Scott Magnetti
- Dr. Tom McInroy
- Mr. Eric Zelanko

Members Absent:

- Mrs. Cathy Harlow
- Dr. John Mastillo

Others Present:

Mrs. Malynda Maurer, CEO
Mrs. Valerie Wyper, Business Manager
Mrs. Joan Dodge, Board Recorder
Mr. Dave Scott, Young, Oakes, Brown & Company, P.C.

The CPDLF Board meeting was held at the IU 8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presides over the meeting.

CEO Report: Prior to the Board Meeting, Mrs. Maurer provided the attendees with a report of the State of CPDLF.

Report from Valerie Wyper: We are about half way through the year, anything over 50% should be looked at. Revenue currently at 46% as we have billed to November, in the process of billing for December. Have billed 4 out of the 9 months, so not quite at 50% on the revenue. Expenditures: Regular Instruction a little over budget due to paying up front for software license for Virtual High School and Edmentum; Vocational Tuition is over 50% because we had to pay Monroe CTC upfront; and the business section is over, due to paying the audit fee.

Report from Dave Scott: Hello and thank you for having me. Between Malynda and Valerie, they've done a wonderful job improving internal controls. Especially Malynda when she first took over, she made numerous changes that made accountability on your

dollars a lot better than it was before. Please look at the Balance Sheet on page 9, this is a snapshot of June 30, 2016, showing assets and liabilities and fund balance of CPDLF of \$1.2 million. On page 11, you will see a loss \$51,000 for the year. Other Findings: 1) 4 computers issued to students who later withdrew but did not return the equipment; 2) 2 technology agreements sent to students with the equipment, but the agreements were not returned; and 3) over expended on budget expansion by a little over \$280,000. The numbers on the 990 are exactly the same as the government, they come from the audit report. Lastly, I think they did a great job and you guys are lucky to have these two individuals here."

The CPDLF Board meeting started at 1:17 P.M. and was held at the IU 8 in Altoona. CPDLF Board President , Dr. Vincent DiLeo, presides over the meeting.

1. Call to Order

A. Roll Call

2. Approval of Agenda

A. Motion to approve the January 12, 2017 Board Agenda

Action: Approve 2A
1st: Robert Gildea
2nd: William Marshall
All in favor

3. Approval of Minutes

A. Motion to approve the November 10, 2016, CPDLF Board of Trustees Minutes as presented in Supporting Document 3A

Action: Approve 3A
1st: Tom McInroy
2nd: Mike Strasser
All in favor

4. Approval of Financial Reports

A. Motion to accept the List of Payments for December 2016, as reported in the Supporting Document 4A

B. Motion to accept the Financial Audit prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2016, as reported in Supporting Document 4B

- C. Motion to accept the Budget to Actual report as of December 31, 2016, as reported in Supporting Document 4C

Action: Approve 4A, 4B, and 4C
1st: Paul Gallagher
2nd: Scott Magnetti
All in favor

- D. Motion to accept the IRS Form 990 as prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2016, as reported in Supporting Document 4D

Action: Approve 4D
1st: Tom McInroy
2nd: Royce Ann Boyd
All in favor

5. Old Business

- A. None

6. New Business

- A. Board Business
None
- B. General Operations
None
- C. Personnel
None
- D. Contracted Services
None
- E. Curriculum
None

F. Technology
None

G. Professional Development

1. Motion to approve travel costs (mileage and meals) for Cassie Grassmyer (\$80), Amy Walters (\$450), Kylie Magargi (\$80), and Leslie Rupp (\$80) to travel to and from Newark, NJ on January 11, 12, 13, 2017 to attend the Winter Summit Regional Convening. Lodging and January 12, 13 meals are paid by Summit.

Action: Approve 6G1
1st: William Marshall
2nd: Mike Strasser
All in favor

H. Policies
None

7. Additional Discussion Items

Mr. Eric Zelanko spoke on behalf of Parent Representative, Ms. Diane Clapper, who is frustrated with the K12 platform. Ms. Maurer has addressed these issues previously with Ms. Clapper, as well as Kim Catello at K12. Ms. Maurer will revisit the issues and will draft a letter to Kim Catello at K12, and include Ms. Clapper on a copy of the letter. Ms. Maurer will report back to the Board on her findings.

8. Parent Representative
Not in attendance

9. Public Comment
None

10. Motion to Adjourn

Action: The CPDLF Board Meeting Adjourned at 1:33 P.M.
1st: Tom McInroy
2nd: Eric Zelanko
All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
March 9, 2017 at 1:00 P.M. at the IU 8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

March 9, 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mr. Mike Strasser
- Dr. Robert Gildea
- Ms. Royce Boyd
- Mr. Scott Magnetti
- Dr. Tom McInroy
- Mr. Eric Zelanko
- Mr. William Marshall

Members Absent:

- Mrs. Cathy Harlow
- Dr. John Mastillo
- Dr. Paul Gallagher

Others Present:

Mrs. Malynda Maurer, CEO
Mrs. Valerie Wyper, Business Manager
Mrs. Joan Dodge, Board Recorder
Mr. Patrick Baney, Innovative Learning Leader
Dr. Thomas Butler
Dr. Shawn Kovac

CEO Report: Prior to the Board Meeting, Mrs. Maurer provided the attendees with the CEO Report.

Business Manager Report: Prior to the Board Meeting, Mrs. Wyper provided the attendees with the Financial Report. Specifically, she addressed the Reconciliation Report and the Budget vs. Actual Report. Worth noting is the Accounts Receivable line item "91+ Over Days" where the balance is \$85,737.37. One district, alone, is responsible for 85% of that line item. With regard to the Budget vs. Actual, the target percent is 67%. The board members discussed the idea of moving money from the checking account to a money market account.

The CPDLF Board meeting started at 1:56 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

1. Call to Order

- A. Roll Call

2. Approval of Agenda

- A. Motion to approve the March 9, 2017 Board Agenda

Action: Approve 2A
1st: Scott Magnetti
2nd: Mike Strasser
All in favor

3. Approval of Minutes

- A. Motion to approve the January 12, 2017, CPDLF Board of Trustees Minutes as presented in Supporting Document 3A

Action: Approve 3A
1st: Royce Boyd
2nd: Scott Magnetti
All in favor

4. Approval of Financial Reports

- A. Motion to accept the List of Payments through March 1, 2017, as reported in the Supporting Document 4A
- B. Motion to accept the Budget to Actual report as of March 1, 2017, as reported in Supporting Document 4B

Action: Approve 4A and 4B
1st: William Marshall
2nd: Tom McInroy
All in favor

5. Old Business

- A. None

6. New Business

- A. Board Business
1. Motion to approve a Board Retreat to be held on one of the following dates: March 23, March 24, March 27, or March 28 from 9:00 a.m. - 1:00 p.m. at the IU8 Duncansville Office

Action: Approve 6A
1st: Robert Gildea
2nd: Scott Magnetti
All in favor

B. General Operations

1. Motion to approve the 2017-18 School Calendar, as reported in Supporting Document 6B1
2. Motion to approve State-Required Testing Locations, as reported in Supporting Document 6B2

Action: Approve 6B1 and 6B2
1st: Scott Magnetti
2nd: Tom McInroy
All in favor

C. Personnel

1. Motion to approve State-Required Testing Administrator/Proctor Job Description, as reported in Supporting Document 6C1
2. Motion to approve compensation for State-Required Testing Administrators/Proctors at \$25 per hour including travel time plus mileage and meal reimbursement up to \$50 per day, with required paperwork

Action: Approve 6C1 and 6C2
1st: Mike Strasser
2nd: Scott Magnetti
All in favor

3. Motion to approve the State-Required Testing Administrators/Proctors for the 2016-17 school year, as reported in Supporting Document 6C3

Action: Approve 6C1 and 6C2
Abstain: Dr. Vincent DiLeo
1st: William Marshall
2nd: Scott Magnetti
All in favor

D. Contracted Services

None

E. Curriculum

1. Motion to approve Summer School opportunities
 - a. Dates - June 12 through July 21
 - b. ESY - as indicated in IEP
 - c. Credit Recovery
 - i. Math, Science, English, Social Studies
 - ii. \$100 per course per learner (excludes PLP learners)

Action: Approve 6E1
1st: Tom McInroy
2nd: Scott Magnetti
All in favor

F. Technology

1. Motion to approve the purchase from CDI Computers for (50) Chromebooks, (50) OS management software, and (15) adapters, at a not to exceed cost of \$13,315.19, as reported in Supporting Document 6F1, retroactive to February 23, 2017
2. Motion to approve the purchase from GoGuardian for (50) Internet Filters for Chromebooks, at a not to exceed cost of \$375.00, as reported in Supporting Document 6F2, retroactive to February 28, 2017
3. Motion to approve disposal of equipment, as reported in Supporting Document 6F3

Action: Approve 6F1, 6F2, and 6F3
1st: Eric Zelanko
2nd: Scott Magnetti
All in favor

G. **Professional Development**

None

H. **Policies**

None

7. **Additional Discussion Items**

None

8. **Parent Representative**

Not in attendance

9. **Public Comment**

None

10. **Motion to Adjourn**

Action: The CPDLF Board Meeting Adjourned at 2:02 P.M.
1st: Mike Strasser
2nd: Tom McInroy
All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
May 11, 2017 at 1:00 P.M. at the IU 8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdlf.org

CPDLF Board of Trustees Meeting Minutes

May 11, 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mr. Mike Strasser
- Mrs. Cathy Harlow
- Dr. Paul Gallagher
- Ms. Royce Boyd
- Mr. Scott Magnetti
- Dr. Tom McInroy
- Mr. William Marshall

Members Absent:

- Dr. John Mastillo
- Mr. Eric Zelanko
- Dr. Robert Gildea

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Valerie Wyper, Business Manager
Mrs. Joan Dodge, Board Recorder
Mr. Patrick Baney, Innovative Learning Leader
Mrs. Cassie Grassmyer, Interim Principal

CEO Report: Prior to the Board Meeting, Mrs. Maurer provided the attendees with the CEO Report.

Business Manager Report: Prior to the Board Meeting, Mrs. Wyper provided the attendees with the Financial Report. Specifically, she addressed the Reconciliation Report. Worth noting is the Accounts Receivable line item "91+ Over Days" where the balance is \$70,824.35. This represents accounts receivable due from two school districts, pending IEP rectifications.

The CPDLF Board meeting started at 1:41 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

1. Call to Order

- A. Roll Call

2. Approval of Agenda

- A. Motion to approve the May 11, 2017 Board Agenda

Action: Approve 2A
1st: William Marshall
2nd: Paul Gallagher
All in favor

3. Approval of Minutes

- A. Motion to approve the March 9, 2017, CPDLF Board of Trustees Meeting Minutes as reported in Supporting Document 3A

Action: Approve 3A
1st: Tom McInroy
2nd: Scott Magnetti
All in favor

4. Approval of Financial Reports

- A. Motion to accept the List of Payments through March 2, 2017 through May 4, 2017, as reported in the Supporting Document 4A
- B. Motion to accept revised 2016-17 Budget, as reported in Supporting Document 4B

Action: Approve 4A and 4B
1st: Paul Gallagher
2nd: Royce Boyd
All in favor

5. Old Business

- A. None

6. New Business

- A. Board Business
1. None

- B. General Operations
1. Motion to approve 2017-18 Summit Learning Participation Agreement, as per Supporting Document, 6B1
2. Motion to approve State-Required Testing Location, as per Supporting Document 6B2

Action: Approve 6B1 and 6B2
1st: William Marshall
2nd: Scott Magnetti
All in favor

C. Personnel

1. Motion to approve the Translator/Interpreter job description, as per Supporting Document 6C1
2. Motion to approve Ms. Patricia Leonard as Translator/Interpreter, with a start day of May 15, 2017, at a rate of \$25/hour on an as need basis to meet ESL Requirements

Action: Approve 6C1 and 6C2
Abstain: Vincent DiLeo
1st: Paul Gallagher
2nd: Tom McInroy
All in favor

3. ESL Instructor job description, as per Supporting Document 6C3
4. Motion to approve Dr. Judy DiLeo as ESL Instructor, with a start date of May 1, 2017, for the remainder of the 2016-17 school year for a rate of \$25.00/hr, not to exceed 60 hours

Action: Approve 6C3 and 6C4
Abstain: Vincent DiLeo
1st: William Marshall
2nd: Royce Boyd
All in favor

5. Motion to approve the hiring of Summer School Teachers from June 12 - July 21, 2017, for a stipend of \$1,500, as per Supporting Document 6C5

Action: Approve 6C5
1st: Cathy Harlow
2nd: William Marshall
All in favor

D. Contracted Services

1. Motion to approve a contract retroactive to April 5, 2017 with Pennsylvania Leadership Development Center (PLDC) for reviewing of new initiatives, to be performed during the months of April to June, for a cost of \$6,000, as per Supporting Document 6D1

Action: Approve 6D1
1st: Scott Magnetti
2nd: Paul Gallagher
All in favor

E. Curriculum

1. Motion to approve list of seniors for Class of 2017 graduation, as per Supporting Document 6E1

Action: Approve 6E1
1st: Tom McInroy
2nd: Royce Boyd
All in favor

F. Technology

1. Motion to approve renewal of Network Solutions Domain Name from May 29, 2017 - May 29, 2018, for a not to exceed cost of \$69.97/year, as per Supporting Document 6F1
2. Motion to approve Cisco Umbrella Web Filtering (250 Units), from July 1, 2017 - June 30, 2018, at a not to exceed cost of \$3,970.31, as per Supporting Document 6F2

Action: Approve 6F1 and 6F2
1st: William Marshall
2nd: Royce Boyd
All in favor

G. **Professional Development**
None

H. **Policies**
None

7. **Additional Discussion Items**
None

8. **Parent Representative**
Not in attendance

9. **Public Comment**
None

10. **Motion to Adjourn**

Action: The May 11, 2017 CPDLF Board Meeting Adjourned at 1:47 p.m.
1st: Tom McInroy
2nd: Royce Boyd
All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – June 8, 2017 at 1:00 P.M. at the IU 8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

June 8, 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Mr. Mike Strasser
- Dr. Paul Gallagher
- Ms. Royce Boyd
- Mr. Scott Magnetti
- Dr. Tom McInroy
- Dr. John Mastillo
- Mr. Eric Zelanko
-

Members Absent:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Dr. Robert Gildea
- Mr. William Marshall

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Valerie Wyper, Business Manager
Mrs. Joan Dodge, Board Recorder
Mr. Patrick Baney, Innovative Learning Leader
Mrs. Cassie Grassmyer, Interim Principal
Mr. Brandon Kelley, Technology Coordinator
Ms. Barbara Diku, Marketing/Technology
Mrs. Cathy Cox, Student Records
Mrs. Leslie Rupp, English/History Learning Guide
Mrs. Amy Walters, Special Ed Learning Guide
Mrs. Kim Salyards, anticipated new hire as K-12 Principal
Mrs. Dina Morrissey, anticipated new hire as Learning Services Coordinator

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report. Dr. Maurer also introduced Mr. Matt Berini and Mr. Ray Mullen from The Reschini Group, who presented information on insurance coverage for CPDLF, as an entity. The Reschini Group will provide Dr. Maurer with detailed coverage information and pricing within the coming weeks.

Business Manager Report: Prior to the Board Meeting, Mrs. Wyper provided the attendees with the Financial Report.

The CPDLF Board meeting started at 1:25 P.M. and was held at the IU8 Duncansville Office. CPDLF Board Vice President, Mr. Mike Strasser, presided over the meeting.

1. Call to Order

- A. Roll Call

1:26 P.M.

Mr. Mike Strasser called for an Executive Session to discuss Personnel Issues

1:40 P.M.

Public Board Meeting resumed

2. Approval of Agenda

- A. Motion to approve the June 8, 2017 Board Agenda

Action: Approve 2A
1st: John Mastillo
2nd: Paul Gallagher
All in favor

3. Approval of Minutes

- A. Motion to approve the May 11, 2017 CPDLF Board of Trustees Meeting Minutes as reported in Supporting Document 3A

Action: Approve 3A
1st: John Mastillo
2nd: Paul Gallagher
All in favor

4. Approval of Financial Reports

- A. Motion to accept the List of Payments for May 5, 2017 through June 2, 2017, as reported in the Supporting Document 4A

Action: Approve 4A
1st: Tom McInroy
2nd: Paul Gallagher
All in favor

- B. Motion to accept 2016-17 Budget to Actual, as reported in Supporting Document 4B

Action: Approve 4B
1st: Tom McInroy
2nd: John Mastillo
All in favor

5. Old Business

- A. None

6. New Business

A. Board Business

1. Motion to accept resignation of John Mastillo, as reported in Supporting Document 6A1

Action: Approve 6B1
1st: Eric Zalenko
2nd: Scott Magnetti
All in favor

2. Reorganization

- A. Motion nominate and elect Officers of the CPDLF Board of Trustees, as follows:

1. Nomination of Dr. Vincent DiLeo for Office of President

Action: Approve Dr. DiLeo as President
1st: John Mastillo
2nd: Royce Boyd
All in favor

2. Nomination of Ms. Royce Boyd for Office of Vice President

Action: Approve Ms. Royce Boyd as Vice President
1st: Eric Zalenko
2nd: Paul Gallagher
All in favor

3. Nomination of Mr. Mike Strasser for Office of Secretary

Action: Approve Mr. Mike Strasser as Secretary
1st: Paul Gallagher
2nd: Eric Zalenko
All in favor

4. Nomination of Mr. Scott Magnetti for Office of Treasurer

Action: Approve Scott Magnetti as Treasurer

1st: John Mastillo

2nd: Royce Boyd

All in favor

B. General Operations

1. Motion to approve the HASD Rental Agreement for use of the HASD Foot of Ten Multipurpose room for CPDLF Graduation on June 8, 2017 from 5 p.m. - 10 p.m. at the rate of \$155.00 and a fee of 5 hours @ \$33.00/hr for custodial services, as per Supporting Document 6B1
2. Motion to allow the Board President and the CEO to take all necessary steps for completing and submitting all end of the year reports and grant submissions due before the August Board of Trustees meeting
3. Motion to allow the CEO to enter into any contracts and make any purchases necessary for School Year 2017-18 operations from June 9, 2017 to the August Board of Trustees meeting with approval from the Business Manager and the Board President
4. Motion to approve the 2017-18 Budget, as reported in Supporting Document 6B4
5. Motion to approve opening a Money Market Account, earning at least 0.65% interest, at First National Bank
6. Motion to approve the transferring \$500,000.00 from the General Operating Account to the First National Money Market Account
7. Motion to assign \$300,000.00 in Fund-Balance Funds for the use of Technology, Furniture, and Pension Liability Expenses

Action: Approve 6B1, 6B2, 6B3, 6B4, 6B5, 6B7

1st: Eric Zalenko

2nd: John Mastillo

All in favor

C. Personnel

1. Motion to approve paying Cassie Grassmyer, Chelsea Gibbons, Heather Jancula, and Paul Longwell a stipend to work additional days to receive Summer Summit training, for a not to exceed cost of \$6,000

2. Motion to approve travel reimbursement for Cassie Grassmyer in the amount of \$450; Chelsea Gibbons in the amount of \$250; Heather Jancula in the amount of \$250; Patrick Baney in the amount of \$250; Dina Morrissey in the amount of \$250; and Kim Salyards in the amount of \$250, for travel expenses related to Summer Summit training

Action: Approve 6C1 and 6C2

1st: Royce Boyd

2nd: Tom McInroy

All in favor

3. Motion to approve the creation of a Learning Services Coordinator Position and Job Description, as per Supporting Document 6C3
4. Motion to approve the changes in salaries, new positions, appointments, and new hires as listed in Supporting Document 6C4

Action: Approve 6C3 and 6C4

1st: Paul Gallagher

2nd: John Mastillo

All in favor

5. Motion to approve CPDLF to fund Individual Employee HSA Accounts on July 1, 2017 in the amount \$750/account

Action: Approve 6C5

1st: Tom McInroy

2nd: Paul Gallagher

All in favor

D. Contracted Services
None

E. Curriculum

1. Motion to accept updated list of seniors for Class of 2017 graduation, as per Supporting Document 6E1
2. Motion to approve Contract for Consortium Participation between The Virtual High School (VHS) and CPDLF, effective 7/1/17 - 6/30/18, as per the fee schedule in Supporting Document 6E2

Action: Approve 6E1 and 6E2

1st: John Mastillo

2nd: Scott Magnetti

All in favor

F. Technology

1. Motion to approve Infinite Campus renewal, based on 187 students, effective 6/1/17 - 5/31/18, for a cost of \$8,662.50, retroactive to 5/23/17, as per Supporting Document 6F1
2. Motion to approve Leader Services renewal, for IEP Writer and Children Count User Licences, effective 7/1/17 - 6/30/18, for a cost of \$1,360.00, retroactive to 5/23/17, as per Supporting Document 6F2
3. Motion to approve annual renewal of Microsoft Office 365 Education E3 for 1 student license and 21 faculty licenses, effective 7/3/17, for a cost of \$522.00, as per Supporting Document 6F3

Action: Approve 6F1, 6F2, and 6F3

1st: Scott Magnetti

2nd: Tom McInroy

All in favor

G. **Professional Development**

None

H. **Policies**

Motion to approve the following policies:

1. Conflict of Interest Policy, as per Supporting Document 6H1
2. Federal Fiscal Compliance Policy, as per Supporting Document 6H2
3. Right to Know Policy, as per Supporting Document 6H3
4. Truancy Elimination Plan Policy, as per Supporting Document 6H4
5. Student Assistance Program - Anti-Violent Behavior Policy, as per Supporting Document 6H5
6. Student Assistance Program - Anti-Weapons Policy, as per Supporting Document 6H6
7. Student Assistance Program - Controlled Substances (Drug & Alcohol) Abuse Policy, as per Supporting Document 6H7
8. Student Assistance Program - Suicide Prevention and Postvention Policy, as per Supporting Document 6H8
9. Title I Parent Involvement Policy, as per Supporting Document 6H9

Action: Approve H1, H2, H3, H4, H5, H6, H7, H8, and H9

1st: Paul Gallagher

2nd: Scott Magnetti

All in favor

7. Additional Discussion Items
None

8. Parent Representative
Not in attendance

9. Public Comment
None

10. Motion to Adjourn

1st: John Mastillo
2nd: Scott Magnetti
All in favor

The June 8, 2017 CPDLF Board Meeting Adjourned at 1:53 p.m.

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting will be held on August 10, 2017 at 1:00 P.M. at the IU 8 Duncansville Office

Attachment 78

2017-18 Board Meeting Calendar,
Agendas, Minutes

CPDLF 2017-2018 Additional Important Dates

Additional Professional Development (Staff)

24 hours during the year

Marking Period End Dates

1st - October 26

2nd - January 12

3rd - March 21

4th - May 25

PSSA and Keystone Testing Dates

Keystone (Winter Window - Wave 1)	December 4-15, 2017
Keystone (Winter Window - Wave 2)	January 8-22, 2018
PSSA (Spring Window)	April 9 - May 4, 2018
Keystone (Spring Window)	May 14-25, 2018

CPDLF Board Meetings

2nd Thursday of Designated Months

August 10, 2017 @ IU8 Duncansville

September 14, 2017 @ IU8 Duncansville

November 9, 2017 @ IU8 Duncansville

January 11, 2018 @ IU8 Duncansville

March 8, 2018 @ IU8 Duncansville

May 10, 2018 @ IU8 Duncansville

June 14, 2018 @ IU8 Duncansville

Pending Board Approval: March 9, 2017

Note: Calendar and additional scheduled days are subject to revisions as deemed necessary by the Administration

LG/I Professional Develop
 First/Last Day Students
 Holiday - Staff/Students

2017-2018

183 Student Days
 195 LG/Instructor Days
 17 Holidays

CPDLF Calendar

The Ideal Virtual Learning Experience

Phone: 855-462-2923

July '17						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days: 1/195
 Student Days: 0

August '17						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Days: 1+11 = 12/195
 Student Days: 7/183

September '17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Teacher Days: 12+20 = 32/195
 Student Days: 7+20 = 27/183

October '17						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Days: 32+22 = 54/195
 Student Days: 27+22 = 49/183

November '17						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Days: 54+19 = 73/195
 Student Days: 49+19 = 68/183

December '17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teacher Days: 73+15 = 88/195
 Student Days: 68+15 = 83/183

Jul 04	Independence Day Holiday
Jul 12	LETRs Mod 1 training (Mod 1 required)
Aug 17	LETRs Mod 2 training (Mod 1 required)
Aug 18	LETRs Mod 3 training
Aug 21	TBD (FT only)
Aug 22	TBD (FT only)
Aug - TBD	Returning Student Orientation
Aug 23	First Day for Students
Sep 04	Labor Day Holiday
Oct 26	Last Day of 1st Marking Period
Nov 02	Family Engagement Night
Nov 10	Veteran's Day Holiday
Nov 23	Thanksgiving Holiday
Nov 24	Thanksgiving Holiday
Dec 22	Christmas Break Holiday
Dec 25	Christmas Break Holiday
Dec 26	Christmas Break Holiday
Dec 27	Christmas Break Holiday
Dec 28	Christmas Break Holiday
Dec 29	Christmas Break Holiday
Jan 01	New Year's Day Holiday
Jan 15	Martin Luther King Day Holiday
Jan 12	Last Day of 2nd Marking Period
Jan 18	Family Engagement Night
Feb 19	President's Day Holiday
Mar 21	Last Day of 3rd Marking Period
Mar 27	Family Engagement Night
Mar 30	Spring Break Holiday
Apr 02	Spring Break Holiday
May 25	Last Day for Students
May 28	Memorial Day Holiday
May 29	TBD (FT only)
May 30	K, 6th Grade Graduation (FT only)
May 31	TBD (FT only)
Jun 01	HS Graduation (All Staff)

January '18						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Days: 88+21 = 109/195
 Student Days: 83+21 = 104/183

February '18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Teacher Days: 109+19 = 128/195
 Student Days: 104+19 = 123/183

March '18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teacher Days: 128+21 = 149/195
 Student Days: 123+21 = 144/183

April '18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Days: 149+20 = 169/195
 Student Days: 144+20 = 164/183

May '18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teacher Days: 169+22 = 191/195
 Student Days: 164+19 = 183/183

June '18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Teacher Days: 191+1 = 192/195
 +24 hours during school year = 195/195

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda **August 10, 2017** **12:30 P.M. – Lunch and CEO Report** **1:00 P.M. – Meeting**

CEO Report Supporting Documents

- **Fund Balance Reconciliation (August 2017)**
- **Letter regarding Truancy Policy**
- **2017-18 Attendance Guidelines**
- **Federal Programs Consolidated Review Report**

Supporting Document	Item #	Item Description
	1	Call to Order
		A. Roll Call
	2	Approval of Agenda
		A. Motion to approve the August 10, 2017 Board Agenda
	3	Approval of Minutes
<u>3A</u>	A.	Motion to approve the June 8, 2017, CPDLF Board of Trustees Meeting Minutes as presented in Supporting Document 3A
	4	Approval of Financial Reports
<u>4A</u>	A.	Motion to accept the List of Payments July 1, 2017 through August 2, 2017, as reported in Supporting Document 4A
<u>4B</u>	B.	Motion to accept the 2016-17 Budget vs. Actual as of June 30, 2017 as reported in Supporting Document 4B
<u>4C</u>	C.	Motion to accept the 2017-18 Budget vs. Actual as of August 2, 2017, as reported in Supporting Document 4C
	5	Old Business
		A. None

6 New Business**A. Board Business****6A1**

1. Motion to approve the updated By-Laws, reflecting new address as 580 Foot of Ten Road, Duncansville, PA 15536, as presented in Supporting Document 6A1

B. General Operations**6B1**

1. Motion to renew lease agreement with Pitney Bowes in the amount of \$215.82/per quarter, as per Supporting Document 6B1

6B2

2. Motion to approve MOU between Allegheny Township Police and CPDLF, as per Supporting Document 6B2

6B3

3. Motion to approve the renewal of the Wright Specialty Education Insurance, which includes the Wright Specialty Package Policy (Property/Liability/Crime/Educators Legal Liability/Auto/Umbrella), the Wright Specialty Cyber Policy, and the AmTrust North America Workers Compensation Policy, effective 8/2/2017 - 8/2/2018, for a not to exceed cost of \$20,472.00, as per Supporting Document 6B3

6B4

4. Motion to approve Charter Annual Report, retroactive to July 31, 2017, as per Supporting Document 6B54 (*typo/jd*)

5. Motion to approve purchase of new furniture and accessories for staff, as determined by the CEO, using reserved funds, for a not to exceed cost of \$5,000.00

6B6

6. Motion to approve renewal of membership in the Pennsylvania Coalition of Public Charter Schools, for a not to exceed cost of \$935.00, as per Supporting Document 6B7

C. Personnel

1. Motion to approve updated job descriptions for the following positions, with the disclaimer that CPDLF is in the transformational process. This requires changes to duties to meet the needs of learners as determined by administration and requires time beyond Office Hours to complete tasks:

6C1a

- a. Part-Time Instructor;

6C1b

- b. Learning Guide;

6C1c

- c. Special Education Learning Guide

-
- 6C2** 2. Motion to approve updated CPDLF Payroll 2017-2018, as per Supporting Document 6C2
- D. Contracted Services**
- 6D1** 1. Motion to approve renewal of Presence Learning agreement for Special Education Services, for a not to exceed \$10,565.00, as per Supporting Document 6D1
- 6D2** 2. Motion to approve renewal of Ignite Education Solutions agreement for Special Education Services, for a not to exceed cost of \$40,260.00, as per Supporting Document 6D2
- 6D3** 3. Motion to approve agreement with ProWrite Services for Dr. Judy DiLeo to provide educational services, for a not to exceed cost of \$35.00/hour, as per Supporting Document D3
- E. Curriculum**
- 6E1** 1. Motion to approve agreement with FLVS for Hybrid Hosting Support, for a not to exceed cost of \$9,500.00, as per Supporting Document 6E1
- 6E2** 2. Motion to approve renewal of agreement with the Appalachia IU8 for Odysseyware full curriculum seat license for 175 Open Campus enrollments, for a not to exceed cost of \$24,500.00, as per Supporting Document 6E2
- 6E3** 3. Motion to approve renewal of agreement with the Appalachia IU8 for Odysseyware Academy seat licenses for 300 Open Campus enrollments, for a not to exceed cost of \$68,400.00 , as per Supporting Document 6E3
- 6E4** 4. Motion to approve Smart Tutoring, for a not to exceed cost of \$3,200.00, as per Supporting Document 6E4
- 6E5** 5. Motion to approve renewal of agreement with Northwest Evaluation Association (NWEA) for Measures of Academic Progress (MAPS), for a not to exceed cost of \$3,682.50, as per Supporting Document 6E5
- F. Technology**
- 6F1** 1. Motion to approve HappyFox contract for help desk ticketing and help desk chat, in the amount of \$2,483.76 retroactive to July 19 2017, as per Supporting Document 6F1

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- 6F2 2. Motion to approve renewal of agreement with Shaffer Technologies for Laserfiche LSAP (digital archiving software), for a not to exceed cost of \$2,780.00, as per Supporting Document 6F2
- 6F3a and 6F3b 3. Motion to approve purchase of (15) Microsoft Surface Books and accessories for staff, using reserved funds, for a not to exceed cost of \$40,000.00, as per Supporting Documents 6F3a and 6F3b
- 6F4a and 6F4b 4. Motion to approve purchase of (100) HP Chromebooks for students, including OS management software and accessories, for a not to exceed cost of \$22,000.00, as per Supporting Document 6F4a and 6F4b
- 6F5a and 6F5b 5. Motion to approve purchase of GoGuardian assessment monitoring software, for a not to exceed cost of \$2,235.00, as per Supporting Documents 6F5a and 6F5b
- G. Professional Development**
1. Motion to approve travel reimbursement for Amy Walters for a not to exceed amount of \$250.00 and Leslie Rupp for a not to exceed amount of \$250.00 for travel expenses related to Summer Summit Training
2. Motion to approve paying Heather Jancula one additional day of pay, at her daily rate plus travel reimbursement, for attending ESL Workshop/Planning
- 6G3 3. Motion to approve agreement with Northwest Evaluation Association (NWEA) for Virtual Applying Reports Workshop, (3) 2-hour sessions, maximum of 12 participants, for a not to exceed cost of \$1,500.00, as per Supporting Document 6G3
- 6G4 4. Motion to approve agreement with Northwest Evaluation Association (NWEA) for Virtual MAP Skills Basic Workshop, (2) 2-hour sessions, maximum of 12 participants, for a not to exceed cost of \$1,000.00, as per Supporting Document 6G4

H. Policies

6H1

1. Motion to approve Michele Snowberger, Malynda Maurer, and Karlie Travis as authorized credit card users as per the F4 Credit Card/Debit Card Policy, Supporting Document 6H1

2. Motion to approve the following policies:
 - a. **Acceptable Use and Internet Safety Policy**
 - b. **Curriculum Development Policy**
 - c. **English as a Second Language (ESL) Policy**
 - d. **Employee Health Benefits Policy**
 - e. **Employee Technology Equipment Policy**
 - f. **Employment Contract Policy**
 - g. **Exclusion from Assessments Policy**
 - h. **Mandatory Reporter Policy**
 - i. **Marking Student Progress Policy**
 - j. **Record Retention and Destruction Policy**
 - k. **Student/Employee Immigration Policy**
 - l. **Student Records Policy**
 - m. **Truancy Policy - Updated**

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

**REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
September 14 , 2017 at 1:00 P.M. at IU8 Duncansville Office**

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

September 14, 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board

CEO Report Supporting Documents

- Fund Balance Reconciliation (September 6, 2017)
- Outstanding Payments (September 11, 2017)

Item #	Item Description
1	Call to Order <ul style="list-style-type: none">A. Roll Call
2	Approval of Agenda <ul style="list-style-type: none">A. Motion to approve the September 14, 2017 Board Agenda
3	Approval of Minutes <ul style="list-style-type: none">A. Motion to approve the <u>August 10, 2017 Board of Trustees Meeting Minutes</u>
4	Approval of Financial Reports <ul style="list-style-type: none">A. Motion to approve the <u>List of Payments</u> from August 3, 2017 through September 6, 2017B. Motion to approve <u>Budget vs Actual</u> as of September 6, 2017
5	Old Business <ul style="list-style-type: none">A. None

6 New Business

A. Board Business

1. None

B. General Operations

1. None

C. Personnel

1. Motion to approve up to 8 people to attend the Summit Fall Regional Convening, being held in Hyattsville, MD, October 25-27, 2017, for a not to exceed cost of \$50.00 per person for (1) meal, and \$178.00 for (1) individual's mileage, as determined by Administration
2. Motion to approve additional pay to 10 Month Employees for Reboot Sessions on August 15-16, 2017 as follows:
 1. Briana Pincherri, in the amount of \$161.54
 2. Cassie Grassmyer, in the amount of \$314.88
 3. Chelsea Gibbons, in the amount of \$209.92
 4. Heather Jancula, in the amount of \$419.84
 5. Kylie Magargi, in the amount of \$104.96
3. Motion to approve leave of absence without pay for Ms. Lindsay Pelkey from August 28, 2017 to October 20, 2017

D. Contracted Services

1. Request approval to contract with Mr. Dante Tambellini, to provide Special Education Services, for the 2017-18 school year, for the rates listed in the contract
2. Request approval of continued services with Kaleidoscope Education Solutions, to provide Special Education Services, for the 2017-18 school year, at the rates listed on the rate sheet

E. Curriculum

1. Motion to approve the Open Campus proposal, which provides CPDLF with Own It! Services for the 2017-18 school year, for a not to exceed cost of \$1,975.00
2. Motion to approve the FLVS quote for Physical Education courses, retroactive to August 28, 2017, for a not to exceed cost of \$2,600.00

F. Technology

1. None

G. Professional Development

1. None

H. Policies

First Read (FR): Policies for review; proposed agenda items for November 4, 2017 CPDLF Board Meeting:

1. Administration of medication/medical equipment policy
2. Bloodborne pathogen policy and supporting document
3. Naloxone Policy

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – November 9, 2017 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda
November 9, 2017
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

CEO Report Supporting Documents

- **Fund Balance Reconciliation (October 31, 2017)**
- **Year to Year Budget Comparison**

Item #	Item Description
1	Call to Order <ul style="list-style-type: none">A. Roll Call
1a	<i>Executive Session for personnel issues</i>
2	Approval of Agenda <ul style="list-style-type: none">A. Motion to approve the November 9, 2017 Board Agenda
3	Approval of Minutes <ul style="list-style-type: none">A. Motion to approve the <u>September 14, 2017 Board of Trustees Meeting Minutes</u>
4	Approval of Financial Reports <ul style="list-style-type: none">A. Motion to accept the <u>List of Payments</u> September 7, 2017 through October 31, 2017B. Motion to approve <u>Budget vs. Actual</u> as of October 31, 2017
5	Old Business <ul style="list-style-type: none">A. None

6 New Business

A. Board Business

1. None

B. General Operations

1. Motion to approve the Comprehensive Plan for 2018-2020, as presented, pending no major revisions needed due to public comment. Plan is to be submitted on November 30, 2017.
2. Motion to approve authorizing the CEO, the Board President, and the Business Manager to make a decision on accepting an employee health insurance plan for the 2018 school year that is similar to the current health insurance plan
3. Motion to approve to entering into an agreement with Edlio for website hosting, for a not to exceed cost of \$3,750.00 annually and \$1,500 set up fee for a total cost of \$5,250.00.

C. Personnel

1. Motion to approve the personnel and compensation terms for the 2017-18 Test Administrators/Proctors
2. Motion to approve Chelsea Gibbon's request for 1-day of unpaid leave on December 18, 2017
3. Motion to approve Lindsay Pelkey's updated leave of absence without pay to reflect September 2, 2017 to October 29, 2017
4. Motion to accept Cassie Grassmyer's resignation, tentatively effective December 21, 2017
5. Motion to approve authorizing the CEO, the Board President, and the Business Manager to make the final decision on the amount to fund Individual Employee HSA Accounts for January 12, 2018 payment based on the new health insurance deductible.

D. Contracted Services

1. Motion to approve Presence Learning Agreement Amendment to include Bilingual Screenings at a not to exceed cost of \$100.90/service
2. Motion to approve the Independent Contractor Agreement with Jan Newman to provide Reading Teacher Services for two students needing the Orton-Gillingham approach to reading instruction, per terms stated in the agreement
3. Motion to approve entering into an agreement whereby Appalachia Intermediate Unit 8 will provide Reading Specialist services for a maximum of fifteen (15) hours to provide assistance for review and implementation of the Title I grant and to meet grant requirements. The period of service will be October 2, 2017 through May 31, 2018 at a not to exceed cost of \$1,000.

E. Curriculum

1. Motion to approve CTC rates, as follows:
 - a. Greater Altoona Career & Technology Center, \$6,314 per year
 - b. Greater Johnstown Career & Technology Center, \$11,892.73 per year
 - c. Monroe Career and Technical Institute, \$8,290.80 per year
 - d. Bedford Career & Technology Center, \$35.67 per day
2. Motion to approve agreement with Amplify Education to provide DIBELS for approximately (50) K-6 learners at a not to exceed cost of \$2,145.00

F. Technology

1. Motion to approve Equipment Disposal List as of October 16, 2017

G. Professional Development

1. Motion to approve Brandon Kelley and Chelsea Gibbons to attend the Pennsylvania Educational Technology Expo & Conference, February 11-14, 2018 in Hershey, PA for a not to exceed cost of \$940.00 and \$1,085.00, respectively

H. Policies

First Read (FR): Policies for review; proposed agenda items for January 11, 2017 CPDLF Board Meeting:

- M07 - Diabetes Medication, Equipment and Self-Administration Policy
- M09 - Emergency First Aid Care Policy
- M03 - Administration of Medication Offsite Policy
- S38 - Parent and Family Members Engagement Policy for Title I Requirements

1. Motion to approve the following policies:

- a. M02 - Administration of medication/medical equipment policy
- b. M06 - Bloodborne pathogen policy and supporting document
- c. M15 - Naloxone Policy

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – January 11, 2017 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

January 11, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board

CEO Report

- | Item # | Item Description |
|---------------|---|
| 1 | Call to Order <ul style="list-style-type: none">A. Roll Call |
| 2 | Approval of Agenda <ul style="list-style-type: none">A. Motion to approve the January 11, 2018 Board Agenda |
| 3 | Approval of Minutes <ul style="list-style-type: none">A. Motion to approve the <u>DRAFT November 9, 2018 Board of Trustees Meeting Minutes</u> |
| 4 | Approval of Financial Reports <ul style="list-style-type: none">A. Motion to accept the <u>List of Payments</u> November 1, 2017 through December 31, 2017B. Motion to approve <u>Budget vs Actual</u> as of December 31, 2017C. Motion to accept the <u>Financial Audit</u> prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2017D. Motion to accept the <u>IRS Form 990</u> as prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2017E. Motion to approve permission to form a finance committee to review the financial institution rates and make a decision for a financial institution to be used by CPDLF |

5 Old Business

A. None

6 New Business

A. Board Business

1. None

B. General Operations

1. Motion to approve following Health Insurance Plans, retroactive to December 1, 2017

- a. Health - Choice Plus HSA PPO 15/1400/100% Plan AU-AM/RX602*
- b. Vision - Fashion Advantage Gold Option V
- c. Dental - Blue Edge FPlan 3W 50/150 1500

C. Personnel

- 1. Motion to approve Mr. Marcus Lewis as a volunteer Technology Intern, retroactive to December 4, 2017
- 2. Motion to approve Ms. Amy Pipetti as 10-month (195 day) Full Time Exempt Elementary Learning Guide/Instructor, for a pro-rated salary of \$39,975, effective January 2, 2018
- 3. Motion to approve converting unused comp time for time worked before July 1, 2017 to PTO effective January 1, 2018
 - a. Kim Salyards, 3 PTO days
 - b. Dina Morrissey, 4 PTO days
- 4. Motion to approve CPDLF to fund Individual Employee HSA Accounts retroactive to January 1, 2018 in the amount \$750/account

D. Contracted Services

- 1. Motion to approve updated Prowrite contract

E. Curriculum

1. Motion to approve the purchase of a 12-month, school-wide subscription to BrainPop for a not to exceed cost of \$1,795.00, retroactive to January 2, 2018

F. Technology

1. None

G. Professional Development

1. Motion to approve up to 7 people to attend the Summit Regional Spring Convening, being held in Hyattsville, MD, March 11-13, 2018, for a not to exceed cost of \$50.00 per person for (1) meal, and \$181.00 for (2) individual's mileage, as determined by Administration
2. Motion to approve Dr. Patrick Crawford's proposal for PLDC to facilitate the Results by Design Strategic Planning process for a not to exceed cost of \$3,500.00
3. Motion to approve Dr. Patricia Mulroy's proposal for World Of Learning Virtual Trainings for up to 20 participants, for a not to exceed cost of \$1,500.00

H. Policies

1. Motion to approve the following policies:
 - a. M03 - Administration of Medication Offsite Policy
 - b. M07 - Diabetes Medication, Equipment and Self-Administration Policy
 - c. M09 - Emergency First Aid Care Policy
 - d. S38 - Parent and Family Members Engagement Policy for Title I Requirements

7 Additional Discussion Items

8 Parent Representative

9 Public Comment

10 Motion to Adjourn

*REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting
March 8, 2018 at 1:00 P.M. at IU8 Duncansville Office*

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

March 8, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board

CEO Report Supporting Documents

- **Fund Balance Reconciliation** (as of 2/28/18)

Item #	Item Description
1	Call to Order
	A. Roll Call
1a	Executive Session for Personnel Issues
2	Approval of Agenda
	A. Motion to approve the March 8, 2018 Board Agenda
3	Approval of Minutes
	A. Motion to approve the <u>draft January 11, 2018 Board of Trustees Meeting Minutes</u>
4	Approval of Financial Reports
	A. Motion to approve <u>Budget vs Actual</u> as of February 28, 2018
	B. Motion to accept the <u>List of Payments</u> January 1, 2018 through February 28, 2018
5	Old Business
	A. None

6 New Business

A. Board Business

1. Motion to accept resignation of Mr. Scott Magnetti as CPDLF Board Treasurer
2. Motion to elect Ms. Cathy Harlow as CPDLF Board Treasurer

B. General Operations

1. Motion to approve the draft 2018-19 School Calendar
2. Motion to send RFPs for CPDLF banking services

C. Personnel

1. Motion to accept Mrs. Lindsay Pelkey's resignation as part-time English Instructor, while remaining active as an Ad-Hoc Test Administrator, effective March 2, 2018
2. Motion to approve Mrs. Briana Day, as a part time English Instructor, for a pro-rated salary of \$21,000, effective February 28, 2018

D. Contracted Services

1. None

E. Curriculum

1. None

F. Technology

1. None

G. Professional Development

1. Motion to approve Mrs. Dina Morrissey to attend MCL Consortium to Lindsay Unified in California, from April 26-28, 2018 for a not to exceed cost of \$915.00

H. Policies

1. Motion to approve the following policies:

- a. Procurement - Federal Programs, Fiscal Compliance Policy Attachment #4

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – May 10, 2018 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

May 10, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Highlighted items were added after initial release to the Board
Conflict of Interest Abstain Memorandum

CEO Report Supporting Documents

- Fund Balance Reconciliation (as of 4/30/18)
- CEO Board Report

<u>Item #</u>	<u>Item Description</u>
1	Call to Order A. Roll Call
2	Approval of Agenda A. Motion to approve the May 10, 2018 Board Agenda
3	Approval of Minutes A. Motion to approve the <u>draft March 8, 2018 Board of Trustees Meeting Minutes</u>
<i>Executive Session for Personnel Reasons</i>	
4	Approval of Financial Reports First Read (FR): <u>Draft 2018-19 Duncansville Budget</u> <u>Draft 2018-19 Stroudsburg-Duncansville Budget</u> A. Motion to approve <u>Budget vs Actual</u> as of April 30, 2018.

B. Motion to accept the List of Payments as of April 30, 2018.

5 Old Business

A. None

6 New Business

A. Board Business

1. Motion to accept the resignation of Mr. William Marshall.

B. General Operations

1. Motion to accept change of the 2018-19 graduation date to May 31, 2019 and update the 2018-19 school calendar accordingly

2. Motion to approve the 2018-19 Summit Learning Program Agreement.

3. Motion to approve rental agreement contract with Hollidaysburg Area School District for the use of Foot of Ten Elementary School Multipurpose Room for CPDLF Graduation on June 1, 2018 from 5:00 pm to 9:00 pm for a fee of \$120.00 plus custodian fees of 4 hrs. X \$34.00 = \$136.00.

4. Motion to approve Malynda Maurer and Karlie Travis to open the following accounts at the First Commonwealth Bank as recommended by the Finance Committee. Amounts to be kept in each account are to maximize interest earned while being able to operate efficiently.

a. Operating Account

b. Payroll Account

c. Money Market Account

5. Motion to approve Malynda Maurer and Karlie Travis to close all accounts at First National Bank when the transfer has been completed and transactions in process are complete.
6. Motion to approve membership in the PA Coalition of Public Charter Schools (PCPCS) for \$995.00 (\$5/student for 199 students) for the 2018-19 school year.
7. Motion to approve membership as an institution with three seats in PA Federal Programs Coordinators (PAFPC) for \$100 for the 2018-19 school year.
8. Motion to approve participation in the IU 8 ESL Consortium for the 2018-19/2019-20 school years for a not to exceed cost of \$3,593.90 per year.

C. Personnel

1. Motion to approve 1 day without pay on March 23, 2018 for Kylie Magargi as reflected in the Payroll Change Form.
2. Motion to approve 2 days without pay on April 12, 2018 and April 26, 2018 for Amy Pipetti as reflected in the Payroll Change Form.
3. Motion to approve FMLA leave for Mrs. Joan Dodge to begin when PTO has been exhausted with an end date to be determined.
4. Motion to approve Renetta Deremer for temporary State Testing Material Management, retroactive to April 24, 2018 at the rate of \$25.00 an hour.
5. Motion to approve the cost of a summer school course to be \$100 per course per learner to be paid before June 11, 2018. *Note:* Summer School previously approved to run from June 11, 2018 to

July 19, 2018, with a holiday break from July 2, 2018 to July 6, 2018.

6. Motion to approve the following part-time employees to be offered the opportunity to teach Summer School courses as determined by their area of certification and the number of course enrollments.
 - a. Mr. Greg Burns - Science
 - b. Ms. Patti Raugh - PE
 - c. Mrs. Brianna Pincherri - Math
 - d. Mr. Paul Longwell - SLP Science
7. Motion to approve CEO Malynda Maurer to determine stipend for each part-time summer school teacher considering number of courses teaching, LMS, and number of learners.

D. Contracted Services

1. Motion to approve contract with Deanna Mayers to perform duties associated with administering MAPS Assessments, retroactive to April 24, 2018, for a not to exceed cost of \$3,780.00.

E. Curriculum

1. Motion to approve recommended list of seniors for Class of 2018 graduation

F. Technology

1. Motion to approve the renewal of Network Solutions Domain Name subscription for \$71.97 effective from 6/1/2018 to 5/30/2108 retroactive to 3/30/18.
2. Motion to approve purchase of 50 HP Chromebooks for students, including OS management software and accessories, for a total cost of \$11,108.09, retroactive to 3/27/2018.

3. Motion to approve the purchase of Go Guardian licenses for all devices, student and teacher, with an expiration date of 10/29/2019 for a total cost of \$6,869.70, retroactive to 3/26/2018.

G. Professional Development

1. Motion to approve the professional development proposal from the IU 8 World of Learning for the 2018-19 school year for a not to exceed cost of \$4,500. Proposal includes 8 virtual sessions and 64 hours of follow-up and support for up to 30 participants. Each session is to be offered two different times on the scheduled day and will be recorded for those unable to attend.
2. Motion to approve the professional development proposal from K12 Learning Unlimited for the 2018-19 school year for up to 30 participants. Proposal includes one 4 hour face to face session and 8 virtual sessions offered two times per scheduled day for a total not to exceed \$4,240. Additionally, up to 90 hours of individualized support will be available for a total not to exceed \$8,550, total hours billed as provided at the time of service.

H. Policies

1. Motion to approve the following updated policies:
 - a. Truancy Policy
 - b. ESL Policy

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – June 14, 2018 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

June 14, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Conflict of Interest Abstain Memorandum

CEO Report Supporting Documents

- Fund Balance Reconciliation (as of 5/31/18)
- CEO Board Report

<u>Item #</u>	<u>Item Description</u>
1	Call to Order <ul style="list-style-type: none">A. Roll Call
2	Approval of Agenda <ul style="list-style-type: none">A. Motion to approve the June 14, 2018 Board Agenda
3	Approval of Minutes <ul style="list-style-type: none">A. Motion to approve the draft <u>May 10, 2018 Board of Trustees Meeting Minutes</u>
4	Approval of Financial Reports <ul style="list-style-type: none">A. Motion to approve <u>Budget vs Actual</u> as of May 31, 2018.B. Motion to accept the <u>List of Payments</u> as of May 31, 2018.

5 Old Business

1. Motion to approve Malynda Maurer and Karlie Travis to open the following accounts at the First Commonwealth Bank as recommended by the Finance Committee. Amounts to be kept in each account are to maximize interest earned while being able to operate efficiently.
 - a. Operating Account
 - b. Payroll Account
 - c. Money Market Account
2. Motion to approve Malynda Maurer and Karlie Travis to close all accounts at First National Bank when the transfer has been completed and transactions in process are complete.

6 New Business

A. Board Business

1. Motion to approve forming an Ad Hoc Personnel Board Committee to work with the CPDLF Administration to review the CPDLF Personnel Salaries and Benefits Plan and develop an updated plan to recommend to the CPDLF Board by May 2019. Members of Personnel Committee are:
 - a. Cathy Harlow - Treasurer
 - b. Additional members to be decided during discussion of motion.
2. Motion to approve members of the Interviewing Board Committee:
 - a. Members to be decided during discussion of motion.

B. General Operations

1. Motion to approve recommended updated list of seniors for Class of 2018 graduation
2. Motion to approve 2018-2019 Budget, including personnel salaries.

-
3. Young, Oakes, Brown & Company, P.C. audit financial statements of the governmental activities and major fund including the related notes to the financial statements which collectively comprise the basic financial statements for the years ending June 30, 2019 (\$9,500.00), 2020 (\$9,700.00) and 2021 (\$9,900.00).
 4. Motion to approve the 5 year Appalachia Intermediate Unit 8 Management Agreement to begin July 1, 2018 and end June 30, 2023 for an annual fee of \$240,000.
 5. Motion to allow the Board President and the CEO to take all necessary steps for completing and submitting all end of the year reports and grant submissions due before the August Board of Trustees meeting
 6. Motion to allow the CEO to enter into any contracts and make any purchases necessary for School Year 2018-19 operations from June 15, 2018 to the August Board of Trustees meeting with approval from the Business Manager and the Board President

C. Personnel

1. Motion to approve CPDLF to fund Individual Employee HSA Accounts by July 13, 2018 in the amount \$750.00/account.
2. Motion to approve the following full time Learning Guides/Instructors to teach summer school from July 9, 2018 to July 20, 2018 (10 days) at their 2018-19 daily rate:
 - a. Patrick Baney - Social Studies
 - b. Leslie Rupp - English
 - c. Amy Walters - MS Math and ESY

-
3. Motion to approve the following part-time Instructors to teach summer school courses from June 11, 2018 to July 20, 2018 at the given one time stipend (rates calculated at a portion of daily rate subject to range of courses and range of students):
 - a. Greg Burns - Science - \$1,000
 - b. Brianna Pincherri - Math - \$1,000
 - c. Patti Raugh - PE - \$500
 4. Motion to approve the creation of the supplemental position of Instructional Coach.
 5. Motion to approve Chelsea Gibbons as the 2018-19 Instructional Coach for 4 Virtual working days and to participate in a Google Trainer preparation course for \$299.
 6. Motion to approve the creation of the supplemental position of Open Campus Point of Contact.
 7. Motion to approve Patrick Baney as the Open Campus Point of Contact for the 2018-19 school year for a stipend of \$1,000.
 8. Motion to approve the retirement of Mr. Greg Burns.

D. Contracted Services

1. None

E. Curriculum

1. Motion to approve renewal of agreement with Northwest Evaluation Association (NWEA) for Measures of Academic Progress (MAPS) Growth and MAPS Skills from July 1, 2018 thru June 30, 2019, for a cost not to exceed of \$3,425.00.
2. Motion to approve a three year agreement from August 1, 2018 thru July 31, 2021 for 200 IXL Learning Math and ELA site licenses and training webinar for a cost not to exceed \$8,055.00.
3. Motion to approve 50 student subscriptions for Lexia Core5 Reading from August 1, 2018 thru July

31, 2019 for a cost not to exceed of \$2,000.00

4. Motion to approve the formalized development of two years of the Connects U! Course to be completed by September 2019 for a cost not to exceed \$70,000 by the following:
 - a. Chelsea Gibbons
 - b. Amy Pippetti
 - c. Leslie Rupp

F. Technology

1. Motion to approve the renewal of Custom Computer Specialists for Infinite Campus Annual Subscription Renewal for dates 6/1/2018-5/31/2019 with retroactive date for the purchase order of 5/15/2018 for a not to exceed cost of \$8,662.50.
2. Motion to approve annual renewal of Microsoft Office 365 Education E3 for 1 student license and 21 faculty licenses, effective 7/3/18, for a cost not to exceed \$522.00.
3. Motion to approve the renewal of Leader Services for IEP Writer and Children Count User Licences for a cost not to exceed \$1224.00 effective 7/1/2018 - 6/30/2019.
4. Motion to approve new lease agreement from 7/2/2018 to 7/2/2023 with Topp Business Solutions, Konica Minolta Digital Multifunction Device at the cost of \$79.91 per month. In addition, for the equipment maintenance option, toner coverage maintenance agreement includes parts, labor and toner (excludes paper & staples), we be billed at \$0.00097 per copy.

G. Professional Development

- 1) Motion to approve an additional day at their respective full time daily rates of pay for the following personnel to attend Results By Design Phase II on June 5, 2018.
 - A. Chelsea Gibbons
 - B. Heather Jancula

- C. Paul Longwell
- D. Kyle Magargi
- E. Brianna Pincherri
- F. Amy Pipetti
- G. Patti Raugh

- 2) Motion to approve the following to attend MCL National Summit Conference held July 18 - 20, 2018 in State College, Pa with registration and travel cost not to exceed \$5000.
- a) Kimberly Salyards
 - b) Dina Morrissey
 - c) Barbara Dikum
 - d) Leslie Rupp
 - e) Amy Walters
 - f) Patrick Baney

The following will also receive additional pay at their 2018-19 full time daily rate for the number of days indicated in parentheses.

- g) Amy Pipetti (2)
- h) Heather Jancula (2)
- i) Kylie Margargi (2)
- j) Chelsea Gibbons (2)

- 3) Motion to approve the following to attend Summit Learning Program Training in Arlington, VA - July 22 - 27 2018 for a not to exceed cost of \$500.00:
- a) Kimberly Salyards
 - b) Dina Morrissey
- 4) Motion to approve up to 2 professional development days for Summit Onboarding Training for the following at their respective 2017-18 full time daily rates:
- a) Amy Pipetti
 - b) Wesley Rogers
 - c) Paul Longwell
- 5) Motion to approve up to 2 professional development days for Summit content development for the following at their respective 2017-18 full time daily rates:
- a) Amy Pipetti

b) Chelsea Gibbons

- 6) Motion to approve professional development on Understanding and Working with Families at Risk provided by Blair Family Solutions, LLC for a not to exceed fee of \$700.

H. Policies

1. None

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – August 9, 2018 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

August 10, 2017

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Mrs. Cathy Harlow
- Mr. William Marshall

Members Absent:

- Mr. Mike Strasser
- Ms. Royce Boyd
- Dr. Robert Gildea
- Dr. Tom McInroy

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Mrs. Joan Dodge, Board Recorder
Mrs. Valerie Wyper, Director of Business Services
Ms. Karlie Travis, Business Manager

- CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report and the following Supporting Documents: Fund Balance Reconciliation August 2017, Letter regarding Truancy Policy, 2017-18 Attendance Guidelines, and the Federal Programs Consolidated Review Report.

Business Manager Report: Prior to the Board Meeting, Mrs. Wyper provided the attendees with the Financial Report.

The CPDLF Board meeting started at 1:45 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

1. Call to Order

- A. Roll Call

2. Approval of Agenda

- A. Motion to approve the August 10, 2017 Board Agenda

Action: Approve 2A
1st: William Marshall
2nd: Scott Magnetti
All in favor

3. Approval of Minutes

- A. Motion to approve the June 8, 2017, CPDLF Board of Trustees Meeting Minutes as reported in Supporting Document 3A

Action: Approve 3A
1st: Cathy Harlow
2nd: Paul Gallagher
All in favor

4. Approval of Financial Reports

- A. Motion to accept the List of Payments for July 1, 2017 through August 2, 2017, as reported in the Supporting Document 4A
- B. Motion to accept 2016-17 Budget vs. Actual as of June 30, 2017, as reported in Supporting Document 4B
- C. Motion to accept the 2017-18 Budget vs. Actual as of August 2, 2017, as reported in Supporting Document 4C

Action: Approve 4A, 4B, 4C
1st: Paul Gallagher
2nd: William Marshall
All in favor

5. Old Business

- A. None

6. New Business

A. Board Business

1. Motion to approve the updated By-Laws, reflecting new address as 580 Foot of Ten Road, Duncansville, PA 15536, as presented in Supporting Document 6A1

Action: Approve 6A1
1st: Cathy Harlow
2nd: Scott Magnetti
All in favor

B. General Operations

1. Motion to renew lease agreement with Pitney Bowes in the amount of \$215.82/per quarter, as per Supporting Document 6B1
2. Motion to approve MOU between Allegheny Township Police and CPDLF, as per Supporting Document 6B2
3. Motion to approve the renewal of the Wright Specialty Education Insurance, which includes the Wright Specialty Package Policy (Property/Liability/Crime/Educators Legal Liability/Auto/Umbrella), the Wright Specialty Cyber Policy, and the AmTrust North America Workers Compensation Policy, effective 8/2/2017 - 8/2/2018, for a not to exceed cost of \$20,472.00, as per Supporting Document 6B3
4. Motion to approve Charter Annual Report, retroactive to July 31, 2017, as per Supporting Document 6B54 (*typo/jd*)
5. Motion to approve purchase of new furniture and accessories for staff, as determined by the CEO, using reserved funds, for a not to exceed cost of \$5,000.00
6. Motion to approve renewal of membership in the Pennsylvania Coalition of Public Charter Schools, for a not to exceed cost of \$935.00, as per Supporting Document 6B7

Action: Approve 6B1, 6B2, 6B3, 6B4, 6B5, 6B6
1st: William Marshall
2nd: Paul Gallagher
All in favor

C. Personnel

1. Motion to approve updated job descriptions for the following positions, with the disclaimer that CPDLF is in the transformational process. This requires changes to duties to meet the needs of learners as determined by administration and requires time beyond Office Hours to complete tasks:
 - a. Part-Time Instructor;
 - b. Learning Guide;
 - c. Special Education Learning Guide

2. Motion to approve updated CPDLF Payroll 2017-2018, as per Supporting Document 6C2

Action: Approve 6C1, 6C2
1st: Scott Magnetti
2nd: Cathy Harlow
All in favor

D. Contracted Services

1. Motion to approve renewal of Presence Learning agreement for Special Education Services, for a not to exceed \$10,565.00, as per Supporting Document 6D1

2. Motion to approve renewal of Ignite Education Solutions agreement for Special Education Services, for a not to exceed cost of \$40,260.00, as per Supporting Document 6D2

Action: Approve 6D1, 6D2
1st: Paul Gallagher
2nd: William Marshall
All in favor

3. Motion to approve agreement with ProWrite Services for Dr. Judy DiLeo to provide educational services, for a not to exceed cost of \$35.00/hour, as per Supporting Document D3

Action: Approve 6D3
1st: William Marshall
2nd: Paul Gallagher
Abstain: Vincent DiLeo
All in favor

E. Curriculum

1. Motion to approve agreement with FLVS for Hybrid Hosting Support, for a not to exceed cost of \$9,500.00, as per Supporting Document 6E1
2. Motion to approve renewal of agreement with the Appalachia IU8 for Odysseyware full curriculum seat license for 175 Open Campus enrollments, for a not to exceed cost of \$24,500.00, as per Supporting Document 6E2
3. Motion to approve renewal of agreement with the Appalachia IU8 for Odysseyware Academy seat licenses for 300 Open Campus enrollments, for a not to exceed cost of \$68,400.00 , as per Supporting Document 6E3
4. Motion to approve Smart Tutoring, for a not to exceed cost of \$3,200.00, as per Supporting Document 6E4
5. Motion to approve renewal of agreement with Northwest Evaluation Association (NWEA) for Measures of Academic Progress (MAPS), for a not to exceed cost of \$3,682.50, as per Supporting Document 6E5

Action: Approve 6E1, 6E2, 6E3, 6E4, 6E5

1st: Paul Gallagher

2nd: Cathy Harlow

All in favor

F. Technology

1. Motion to approve HappyFox contract for help desk ticketing and help desk chat, in the amount of \$2,483.76 retroactive to July 19 2017, as per Supporting Document 6F1
2. Motion to approve renewal of agreement with Shaffer Technologies for Laserfiche LSAP (digital archiving software), for a not to exceed cost of \$2,780.00, as per Supporting Document 6F2
3. Motion to approve purchase of (15) Microsoft Surface Books and accessories for staff, using reserved funds, for a not to exceed cost of \$40,000.00, as per Supporting Documents 6F3a and 6F3b
4. Motion to approve purchase of (100) HP Chromebooks for students, including OS management software and accessories, for a not to exceed cost of \$22,000.00, as per Supporting Document 6F4a and 6F4b

5. Motion to approve purchase of GoGuardian assessment monitoring software, for a not to exceed cost of \$2,235.00, as per Supporting Documents 6F5a and 6F5b

Action: Approve 6F1, 6F2, 6F3, 6F4, 6F5

1st: Scott Magnetti

2nd: William Marshall

All in favor

G. Professional Development

1. Motion to approve travel reimbursement for Amy Walters for a not to exceed amount of \$250.00 and Leslie Rupp for a not to exceed amount of \$250.00 for travel expenses related to Summer Summit Training
2. Motion to approve paying Heather Jancula one additional day of pay, at her daily rate plus travel reimbursement, for attending ESL Workshop/Planning
3. Motion to approve agreement with Northwest Evaluation Association (NWEA) for Virtual Applying Reports Workshop, (3) 2-hour sessions, maximum of 12 participants, for a not to exceed cost of \$1,500.00, as per supporting Document 6G3
4. Motion to approve agreement with Northwest Evaluation Association (NWEA) for Virtual MAP Skills Basic Workshop, (2) 2-hour sessions, maximum of 12 participants, for a not to exceed cost of \$1,000.00, as per Supporting Document 6G4

Action: Approve 6G1, 6G2, 6G3, 6G4

1st: Scott Magnetti

2nd: William Marshall

All in favor

H. Policies

1. Motion to approve Michele Snowberger, Malynda Maurer, and Karlie Travis as authorized credit card users as per the F4 Credit Card/Debit Card Policy, Supporting Document 6H1

2. Motion to approve the following policies:
 - a. Acceptable Use and Internet Safety Policy
 - b. Curriculum Development Policy
 - c. English as a Second Language (ESL) Policy
 - d. Employee Health Benefits Policy
 - e. Employee Technology Equipment Policy
 - f. Employment Contract Policy
 - g. Exclusion from Assessments Policy
 - h. Mandatory Reporter Policy
 - i. Marking Student Progress Policy
 - j. Record Retention and Destruction Policy
 - k. Student/Employee Immigration Policy
 - l. Student Records Policy
 - m. Truancy Policy - Updated

Action: Approve 6H1, 6H2 (a.b.c.d.e.f.g.h.i.j.k.l.m.)
1st: William Marshall
2nd: Cathy Harlow
All in favor

7. Additional Discussion Items
None

8. Parent Representative
Not in attendance

9. Public Comment
None

10. Motion to Adjourn

Action: Adjourn August 10, 2017 Board Meeting
1st: William Marshall
2nd: Cathy Harlow
All in favor

The August 10, 2017 CPDLF Board Meeting Adjourned at 1:52 p.m.

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
September 14, 2017 at 1:00 P.M. at the IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot Ten Road
Duncansville, PA 16635

DRAFT

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes
September 14, 2017
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Members Present

- Ms. Royce Boyd
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Dr. Robert Gildea
- Mrs. Cathy Harlow
- Mr. William Marshall
- Dr. Tom McInroy

Members Absent:

- Dr. Vincent DiLeo

Others Present:

- Dr. Malynda Maurer, CEO
- Mrs. Kim Salyards, Principal
- Mrs. Dina Morrissey, Learning Services Coordinator
- Mrs. Joan Dodge, Project Coordinator / Board Recorder
- Ms. Karlie Travis, Business Manager
- Dr. Tom Butler, Executive Director IU8

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report:

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the Financial Report, which included reviewing the Fund Balance Reconciliation as of September 6, 2017, the list of Outstanding Payments as of September 11, 2017, the List of Payments from August 3, 2017 through September 6, 2017, and the Budget vs Actual as of September 6, 2017.

The CPDLF Board meeting started at 1:26 P.M. and was held at the IU8 Duncansville Office. CPDLF Board Vice-President, Ms. Royce Boyd, presided over the meeting.

1 Call to Order

- A. Roll Call

2 Approval of Agenda

- A. Motion to approve the September 14, 2017 CPDLF Board of Trustees Meeting Agenda

Action: Approve 2A
1st: Tom McInroy
2nd: William Marshall
All in favor

3 Approval of Minutes

- A. Motion to approve the August 10, 2017 CPDLF Board of Trustees Meeting Minutes, as reported in the Board Document

Action: Approve 3A
1st: Scott Magnetti
2nd: Mike Strasser
All in favor

4 Approval of Financial Reports

- A. Motion to approve the List of Payments from August 3, 2017 through September 6, 2017, as reported in Board Document
- B. Motion to approve Budget vs Actual as of September 6, 2017, as reported in the Board Document

Action: Approve 4A and 4B
1st: Paul Gallagher
2nd: Tom McInroy
All in favor

5 Old Business

- A. None

6 New Business

A. Board Business

1. None

B. General Operations

1. None

C. Personnel

1. Motion to approve up to 8 people to attend the Summit Fall Regional Convening, being held in Hyattsville, MD, October 25-27, 2017, for a not to exceed cost of \$50.00 per person for (1) meal, and \$178.00 for (1) individual's mileage, as determined by Administration
2. Motion to approve additional pay to 10 Month Employees for Reboot Sessions on August 15-16, 2017 as follows:
 1. Briana Pincherri, in the amount of \$161.54
 2. Cassie Grassmyer, in the amount of \$314.88
 3. Chelsea Gibbons, in the amount of \$209.92
 4. Heather Jancula, in the amount of \$419.84
 5. Kylie Magargi, in the amount of \$104.96
3. Motion to approve leave of absence without pay for Ms. Lindsay Pelkey from August 28, 2017 to October 20, 2017

D. Contracted Services

1. Request approval to contract with Mr. Dante Tambellini, to provide Special Education Services, for the 2017-18 school year, for the rates listed in the contract
2. Request approval of continued services with Kaleidoscope Education Solutions, to provide Special Education Services, for the 2017-18 school year, at the rates listed on the rate sheet

E. Curriculum

1. Motion to approve the Open Campus proposal, which provides CPDLF with Own It! Services for the 2017-18 school year, for a not to exceed cost of \$1,975.00
2. Motion to approve the FLVS quote for Physical Education courses, retroactive to August 28, 2017, for a not to exceed cost of \$2,600.00

F. Technology

1. None

G. Professional Development

1. None

H. Policies

First Read (FR): Policies for review; proposed agenda items for November 9, 2017 CPDLF Board Meeting:

1. Administration of medication/medical equipment policy
2. Bloodborne pathogen policy and supporting document
3. Naloxone Policy

Action: Approve all items 6C1 through 6H3

1st: Tom McInroy

2nd: Scott Magnetti

All in favor

7 Additional Discussion Items

8 Parent Representative

Dr. Maurer reported that Mrs. Clapper, who was not in attendance, has requested to be removed as Parent Representative. The board was in agreement.

9 Public Comment

Mr. William Marshall requested an Executive Session for Personnel Issues. Ms. Royce Boyd recommended the Executive Session be held after adjournment of General Meeting. The board was in agreement.

10 Motion to Adjourn

Action: Approve Motion to Adjourn

1st: Mike Strasser

2nd: William Marshall

All in favor

The September 14, 2017 Board of Trustees Meeting was adjourned at 1:29 p.m.

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – November 9, 2017 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes **November 9, 2107** **12:30 P.M. – Lunch and CEO Report** **1:00 P.M. – Meeting**

Members Present:

- Dr. Vincent DiLeo
- Ms. Royce Boyd
- Mr. Mike Strasser
- Dr. Paul Gallagher
- Dr. Robert Gildea
- Dr. Tom McInroy

Members Absent:

- Mrs. Cathy Harlow
- Mr. Scott Magnetti
- Mr. William Marshall

Others Present:

Dr. Malynda Maurer, CEO
Ms. Karlie Travis, Business Manager
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Dr. Thomas Butler

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report.

Business Manager Report: Prior to the Board Meeting, Mrs. Wyper provided the attendees with the Financial Report, specifically the Fund Balance Reconciliation and the Year to Year Budget Comparison.

The CPDLF Board meeting started at 2:03 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

1. Call to Order

- A. Roll Call

1a. *Executive Session for personnel issues*

2. Approval of Agenda

- A. Motion to approve the November 9, 2017 Board Agenda

Action: Approve 2A

1st: Mike Strasser

2nd: Tom McInroy

All in favor

3. Approval of Minutes

- A. Motion to approve the September 14, 2017 CPDLF Board of Trustees Meeting Minutes

Action: Approve 3A

1st: Royce Ann Boyd

2nd: Paul Gallagher

All in favor

4. Approval of Financial Reports

- A. Motion to approve the List of Payments for September 7, 2017 through October 31, 2017
- B. Motion to approve Budget vs Actual as of October 31, 2017

Action: Approve 4A and 4B

1st: Paul Gallagher

2nd: Tom McInroy

All in favor

5. Old Business

- A. None

6. **New Business**

A. Board Business

1. None

B. General Operations

1. Motion to approve the Comprehensive Plan for 2018-2020, as presented, pending no major revisions needed due to public comment. Plan is to be submitted on November 30, 2017.
2. Motion to approve authorizing the CEO, the Board President, and the Business Manager to make a decision on accepting an employee health insurance plan for the 2018 school year that is similar to the current health insurance plan. ***Tom McInroy asked that we consider joining a consortium with another district. Malynda Maurer agreed to send a letter of inquiry.***
3. Motion to approve to entering into an agreement with Edlio for website hosting, for a not to exceed cost of \$3,750.00 annually and \$1,500 set up fee for a total cost of \$5,250.00.

Action: Approve 6B1, B62, and 6B3

1st: Tom McInroy

2nd: Mike Strasser

All in favor

C. Personnel

1. Motion to approve the personnel and compensation terms for the 2017-18 Test Administrators/Proctors

Action: Approve 6C1

Abstain: Vince DiLeo

1st: Paul Gallagher

2nd: Royce Ann Boyd

All in favor

2. Motion to approve Chelsea Gibbon's request for 1-day of unpaid leave on December 18, 2017
3. Motion to approve Lindsay Pelkey's updated leave of absence without pay to reflect September 2, 2017 to October 29, 2017
4. Motion to accept Cassie Grassmyer's resignation, tentatively effective December 21, 2017

5. Motion to approve authorizing the CEO, the Board President, and the Business Manager to make the final decision on the amount to fund Individual Employee HSA Accounts for January 12, 2018 payment based on the new health insurance deductible

Action: Approve 6C2, 6C3, 6C4, and 6C5

Abstain: Vince DiLeo

1st: Tom McInroy

2nd: Mike Strasser

All in favor

D. Contracted Services

1. Motion Motion to approve Presence Learning Agreement Amendment to include Bilingual Screenings at a not to exceed cost of \$100.90/service
2. Motion to approve the Independent Contractor Agreement with Jan Newman to provide Reading Teacher Services for two students needing the Orton-Gillingham approach to reading instruction, per terms stated in the agreement
3. Motion to approve entering into an agreement whereby Appalachia Intermediate Unit 8 will provide Reading Specialist services for a maximum of fifteen (15) hours to provide assistance for review and implementation of the Title I grant and to meet grant requirements. The period of service will be October 2, 2017 through May 31, 2018 at a not to exceed cost of \$1,000.

Action: Approve 6D1, 6D2, and 6D3

1st: Mike Strasser

2nd: Royce Ann Boyd

All in favor

E. Curriculum

1. Motion to approve CTC rates, as follows:
 - a. Greater Altoona Career & Technology Center, \$6,314 per year
 - b. Greater Johnstown Career & Technology Center, \$11,892.73 per year
 - c. Monroe Career and Technical Institute, \$8,290.80 per year
 - d. Bedford Career & Technology Center, \$35.67 per day

2. Motion to approve agreement with Amplify Education to provide DIBELS for approximately (50) K-6 learners at a not to exceed cost of \$2,145.00

Action: Approve 6E1 and 6E2
1st: Paul Gallagher
2nd: Tom McInroy
All in favor

F. Technology

1. Motion to approve Equipment Disposal List as of October 16, 2017

Action: Approve 6F1
1st: Tom McInRoy
2nd: Mike Strasser
All in favor

G. Professional Development

1. Motion to approve Brandon Kelley and Chelsea Gibbons to attend the Pennsylvania Educational Technology Expo & Conference, February 11-14, 2018 in Hershey, PA for a not to exceed cost of \$940.00 and \$1,085.00, respectively

Action: Approve 6F1
1st: Paul Gallagher
2nd: Robert Gildea
All in favor

H. Policies

1. Motion to approve the following policies:
 - a. M02 - Administration of medication/medical equipment policy
 - b. M06 - Bloodborne pathogen policy and supporting document
 - c. M15 - Naloxone Policy

7. **Additional Discussion Items**

None

8. **Parent Representative**

Not in attendance

9. **Public Comment**

None

10. Motion to Adjourn

Action: The November 9, 2017 CPDLF Board Meeting Adjourned at 2:09 P.M.

1st: Tom McInroy

2nd: Paul Gallagher

All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting –
January 11, 2018 at 1:00 P.M. at the IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

January 11, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Ms. Royce Boyd
- Dr. Paul Gallagher
- Mr. Scott Magnetti
- Mr. William Marshall
- Dr. Tom McInroy

Members Absent:

- Mr. Mike Strasser
- Dr. Robert Gildea

Others Present:

Dr. Malynda Maurer, CEO
Ms. Karlie Travis, Business Manager
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report.

We are starting to work on PD plan for next year; however, more PD is needed this year to be prepared for next year (World of Learning in January, February, March and Results by Design in June). Continue to work on laying the foundation for content creation and developing skills and providing tools for making connections, building relationships, as well as engaging and empowering learners. Beginning to have conversations with D. Maers and D. Garvey to see what it would look like for CPDLF to start development of content for K, 1, and 2. Performance reviews for academic staff is different here because of all the platforms in a virtual setting. Summit Team put together a better review package called "Look Fors" that looks at what the students are learning and then backs it up to what the teachers are teaching. Non-teaching staff reviews were conducted and went well.

Site Expansion: AMM sent email to Board before Christmas regarding opening up another site in Stroudsburg, PA.

What do you think about opening a second drop-in site in Stroudsburg area at the dance studio? It's a very large building that would have a room dedicated to CPDLF. There are 5 students in that area that are already enrolled at CPDLF. A learning guide would be employed as a Learning Guide for that site. Kim would also be the Principal for that site. The site would be used as a testing location for PSSA/Keystones. Family Engagement Nights could also be held at that site for learners living in that area

Q/A from the board to Malynda

- 1. What is the estimated cost of set-up?
 - a. Rental fee for space and the salary of the LG**
- 2. What grades?
 - a. K-12**
- 3. How many school districts would the students be coming from?
 - a. ?**
- 4. How many students does she have at the studio?
 - a. ?**
- 5. How many students would potentially enroll?
 - a. She feels she could get 80 students to enroll**
- 6. Does she own the building or does she lease it?
 - a. Malynda has already spoken with Joshua Pollack and he said we would need to rent**

Royce: This area is growing and she feels strongly it would be well received

Can we move forward with this?

How can this benefit the IU?

Be aware of the pushback that we could receive from the districts? Be sure to let the Superintendents know that we can help them by giving them the option of Open Campus.

Critical to explain our that our school is not your typical "cyber school".

Malynda will continue to pursue this and have an update in March.

Business Manager Report: Prior to the Board Meeting, Ms. Travis and Dr. Maurer provided the attendees with the Financial Report.

Hope to have a budget revision in March, once PDE releases new tuition rates

Start working on next year budget

Working on Federal Programs

We are now participating in Amazon Smile, funds received will be put towards Family Engagement.

Ending fund balance as of 12/31/17 \$1,464,000

Accounts Receivable is \$371,000.00; about 1/2 of that is Altoona School District outstanding payment

Cash on hand is good

Request quotes from Banking Institutions for new rates

Malynda requesting formation of a Financial Committee

990 Tax Return on agenda for approval

Administrative Update (AMM)

Keystone Testing is underway and going well. Joan is making connections in the communities and we haven't had to pay a rental fee yet. Test Administrators are happy with the sites.

Kim addressing attendance issues and seeing an improvement.

Internal review document – At the first of the year meeting, took pulse of staff on how they feel programs are going. Will survey again at end of year.

CPDLF enrollment is down; we are watching that. We do know that enrollment is down because the pressure is on and learners know they cannot just sit there and not work. If they do not do their work and accrue absences, they are put on an improvement plan.

Open Campus is doing well with enrollment numbers.

Health Insurance Benefits will stay the same for now. Hoping to get into the Blair County Consortium.

HSA funding will remain the same.

Intern in Tech is working out very well; he's doing a great job.

Amy Pipetti joined us as Elementary Learning Guide on January 3, 2018.

Dr. Maurer will be requesting at this meeting to form a Finance Committee to consist of AMM, Karlie Travis, and 1 board member

The CPDLF Board meeting started at 1:54 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

- 1 Call to Order
 - A. Roll Call

- 2 Approval of Agenda
 - A. Motion to approve the January 11, 2018 Board Agenda

Action: Approve 2A
1st: William Marshall
2nd: Tom McInroy
All in favor

- 3 Approval of Minutes
 - A. Motion to approve the DRAFT November 9, 2018 Board of Trustees Meeting Minutes

Action: Approve 3A
1st: Royce Boyd
2nd: William Marshall
All in favor

- 4 Approval of Financial Reports
 - A. Motion to accept the List of Payments November 1, 2017 through December 31, 2017
 - B. Motion to approve Budget vs Actual as of December 31, 2017
 - C. Motion to accept the Financial Audit prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2017
 - D. Motion to accept the IRS Form 990 as prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2017

Action: Approve 4A, 4B, 4C, and 4D
1st: Cathy Harlow
2nd: Robert Gildea
All in favor

- E. Motion to approve permission to form a finance committee to review the financial institution rates and make a decision for a financial institution to be used by CPDLF

Action: Approve 4E, committee to consist of Dr. Malynda Maurer, Ms. Karlie Travis, and Ms. Cathy Harlow

1st: Bill Marshall

2nd: Tom McInroy

Abstain: Cathy Harlow

All in favor

5 Old Business

- A. None

6 New Business

- A. Board Business

- 1. None

- B. General Operations

- 1. Motion to approve following Health Insurance Plans, retroactive to December 1, 2017

- a. Health - Choice Plus HSA PPO
15/1400/100% Plan AU-AM/RX602*

- b. Vision - Fashion Advantage Gold Option V

- c. Dental - Blue Edge FPlan 3W 50/150 1500

Action: Approve 6B1a, 6B1b, and 6B1c

1st: Robert Gildea

2nd: Tom McInroy

All in favor

- C. Personnel

- 1. Motion to approve Mr. Marcus Lewis as a volunteer Technology Intern, retroactive to December 4, 2017

2. Motion to approve Ms. Amy Pipetti as 10-month (195 day) Full Time Exempt Elementary Learning Guide/Instructor, for a pro-rated salary of \$39,975, effective January 2, 2018
3. Motion to approve converting unused comp time for time worked before July 1, 2017 to PTO effective January 1, 2018
 - a. Kim Salyards, 3 PTO days
 - b. Dina Morrissey, 4 PTO days
4. Motion to approve CPDLF to fund Individual Employee HSA Accounts retroactive to January 1, 2018 in the amount \$750/account
Action: Approve 6C1, 6C2, 6C3a, 6C3b, 6C4
1st: William Marshall
2nd: Robert Gildea
All in favor

D. Contracted Services

1. Motion to approve updated Prowrite contract
Action: Approve 6D1
1st: Cathy Harlow
2nd: William Marshall
Abstain: Vincent DiLeo
All in favor

E. Curriculum

1. Motion to approve the purchase of a 12-month, school-wide subscription to BrainPop for a not to exceed cost of \$1,795.00, retroactive to January 2, 2018
Action: Approve 6E1
1st: Tom McInroy
2nd: Royce Boyd
All in favor

F. Technology

1. None

G. Professional Development

1. Motion to approve up to 7 people to attend the Summit Regional Spring Convening, being held in Hyattsville, MD, March 11-13, 2018, for a not to exceed cost of \$50.00 per person for (1) meal, and \$181.00 for (2) individual's mileage, as determined by Administration
2. Motion to approve Dr. Patrick Crawford's proposal for PLDC to facilitate the Results by Design Strategic Planning process for a not to exceed cost of \$3,500.00
3. Motion to approve Dr. Patricia Mulroy's proposal for World Of Learning Virtual Trainings for up to 20 participants, for a not to exceed cost of \$1,500.00

Action: Approve 6G1, 6G2, and 6G3

1st: Royce Boyd

2nd: Robert Gildea

All in favor

H. Policies

1. Motion to approve the following policies:
 - a. M03 - Administration of Medication Offsite Policy
 - b. M07 - Diabetes Medication, Equipment and Self-Administration Policy
 - c. M09 - Emergency First Aid Care Policy
 - d. S38 - Parent and Family Members Engagement Policy for Title I Requirements

Action: Approve 6H1a, 6H1b, 6H1c, and 6H1d

1st: William Marshall

2nd: Tom McInroy

All in favor

7 Additional Discussion Items
none

8 Parent Representative
none

9 Public Comment
none

10 Motion to Adjourn

Action: The January 11, 2018 CPDLF Board Meeting Adjourned at 2:01 P.M.

1st: Tom McInroy

2nd: Paul Gallagher

All in favor

Central Pennsylvania Digital Learning Foundation Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

March 8, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Ms. Royce Boyd
- Dr. Robert Gildea
- Mr. Scott Magnetti
- Dr. Tom McInroy
- Mr. Mike Strasser

Members Absent:

- Dr. Paul Gallagher
- Mr. William Marshall

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report.

Item #	Item Description
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1	Call to Order
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	A. Roll Call
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1a	<i>Executive Session for Personnel Issues</i>
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2	Approval of Agenda
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	A. Motion to approve the March 8, 2018 Board Agenda
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Action: Approve 2A

1st: Tom McInroy

2nd: Mike Strasser

All in favor

3 Approval of Minutes

- A. Motion to approve the draft January 11, 2018 Board of Trustees Meeting Minutes

Action: Approve 3A
1st: Cathy Harlow
2nd: Scott Magnetti
All in favor

4 Approval of Financial Reports

- A. Motion to approve Budget vs Actual as of February 28, 2018
- B. Motion to accept the List of Payments January 1, 2018 through February 28, 2018

Action: Approve 4A and 4B
1st: Mike Strasser
2nd: Tom McInroy
All in favor

5 Old Business

- A. None

6 New Business

A. Board Business

1. Motion to accept resignation of Mr. Scott Magnetti as CPDLF Board Treasurer
2. Motion to elect Ms. Cathy Harlow as CPDLF Board Treasurer

Action: Approve 6A1 and 6A2
1st: Royce Boyd
2nd: Tom McInRoy
All in favor

B. General Operations

1. Motion to approve the draft 2018-19 School Calendar
2. Motion to send RFPs for CPDLF banking services

Action: Approve 6B1 and 6B2

1st: Mike Strasser

2nd: Tom McInroy

All in favor

C. Personnel

1. Motion to accept Mrs. Lindsay Pelkey's resignation as part-time English Instructor, while remaining active as an Ad-Hoc Test Administrator, effective March 2, 2018
2. Motion to approve Mrs. Briana Day, as a part time English Instructor, for a pro-rated salary of \$21,000, effective February 28, 2018

Action: Approve 6C1 and 6C2

1st: Royce Boyd

2nd: Cathy Harlow

All in favor

D. Contracted Services

1. None

E. Curriculum

1. None

F. Technology

1. None

G. Professional Development

1. Motion to approve Mrs. Dina Morrissey to attend MCL Consortium to Lindsay Unified in California, from April 26-28, 2018 for a not to exceed cost of \$915.00

Action: Approve 6G1

1st: Mike Strasser

2nd: Tom McInroy

All in favor

H. Policies

1. Motion to approve the following policies:

- a. Procurement - Federal Programs, Fiscal Compliance Policy Attachment #4

Action: Approve 6H1

1st: Royce Boyd

2nd: Mike Strasser

All in favor

7 Additional Discussion Items
none

8 Parent Representative
none

9 Public Comment
none

10 Motion to Adjourn
Action: Adjourn March 8, 2018 CPDLF Board Meeting at 2:13 P.M.
1st: Tom McInroy
2nd: Royce Boyd
All in favor

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes
May 10, 2018
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Ms. Royce Boyd
- Dr. Robert Gildea
- Mr. Scott Magnetti
- Dr. Tom McInroy

Members Absent:

- Dr. Paul Gallagher
- Mr. Mike Strasser

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Ms. Karlie Travis, Business Manager

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Report.

Item # Item Description

1 Call to Order

 A. Roll Call

1a *Executive Session for Personnel Issues*

2 Approval of Agenda

 A. Motion to approve the May 10, 2018 Board Agenda

Action: Approve 2A
1st: Tom McInroy
2nd: Scott Magnetti
All in favor

3 Approval of Minutes

- A. Motion to approve the draft March 8, 2018 Board of Trustees Meeting Minutes

Action: Approve 3A
1st: Tom McInroy
2nd: Scott Magnetti
All in favor

4 Approval of Financial Reports

- A. First Read (FR): Draft 2018-19 Duncansville Budget
Draft 2018-19 Stroudsburg-Duncansville Budget

- B. Motion to approve Budget vs Actual as of April 30, 2018

- C. Motion to accept the List of Payments March 1, 2018 through April 30, 2018

Action: Approve 4A, 4B, 4C
1st: Scott Magnetti
2nd: Cathy Harlow
All in favor

5 Old Business

- A. None

6 New Business

- A. Board Business

1. Motion to accept resignation of Mr. William Marshall.

Action: Approve 6A 1
1st: Royce Boyd
2nd: Tom McInRoy
All in favor

- B. General Operations

1. Motion to accept change of the 2018-19 graduation date to May 31, 2019 and update the 2018-19 school calendar accordingly.

2. Motion to approve the 2018-19 Summit Learning Program Agreement.

3. Motion to approve rental agreement contract with Hollidaysburg Area School District for the use of Foot of Ten Elementary School Multipurpose Room for CPDLF Graduation on June 1, 2018 from 5:00 pm to 9:00 pm for a fee of \$120.00 plus custodian fees of 4 hrs. X \$34.00 = \$136.00.

Action: Approve 6B1, 6B2, 6B3

1st: Royce Boyd

2nd: Tom McInRoy

Abstain: Dr. Robert Gildea

All in favor

4. Motion to approve Malynda Maurer and Karlie Travis to open the following accounts at the First Commonwealth Bank as recommended by the Finance Committee. Amounts to be kept in each account are to maximize interest earned while being able to operate efficiently.

- a. Operating Account
- b. Payroll Account
- c. Money Market Account

Action: Tabled

5. Motion to approve Malynda Maurer and Karlie Travis to close all accounts at First National Bank when the transfer has been completed and transactions in process are complete.

Action: Tabled

6. Motion to approve membership in the PA Coalition of Public Charter Schools (PCPCS) for \$995.00 (\$5/student for 199 students) for the 2018-19 school year.

May 10 90

7. Motion to approve membership as an institution with three seats in PA Federal Programs Coordinators (PAFPC) for \$100 for the 2018-19 school year.
8. Motion to approve participation in the IU 8 ESL Consortium for the 2018-19/2019-20 school years for a not to exceed cost of \$3,593.90 per year.

Action: Approve 6B6, 6B7, 6B8

1st: Royce Boyd

2nd: Tom McInRoy

C. Personnel

1. Motion to approve 1 day without pay on March 23, 2018 for Kylie Magargi as reflected in the Payroll Change Form.
2. Motion to approve 2 days without pay on April 12, 2018 and April 26, 2018 for Amy Pipetti as reflected in the Payroll Change Form.
3. Motion to approve FMLA leave for Mrs. Joan Dodge to begin when PTO has been exhausted with an end date to be determined.
4. Motion to approve Renetta Deremer for temporary State Testing Material Management, retroactive to April 24, 2018 at the rate of \$25.00 an hour.
5. Motion to approve the cost of a summer school course to be \$100 per course per learner to be paid before June 11, 2018. *Note: Summer School previously approved to run from June 11, 2018 to July 19, 2018, with a holiday break from July 2, 2018 to July 6, 2018.*
6. Motion to approve the following part-time employees to be offered the opportunity to teach Summer School courses as determined by their

May 10 9A

area of certification and the number of course enrollments.

- a. Mr. Greg Burns - Science
- b. Ms. Patti Raugh - PE
- c. Mrs. Brianna Pincherri - Math
- d. Mr. Paul Longwell - SLP Science

7. Motion to approve CEO Malynda Maurer to determine stipend for each part-time summer school teacher considering number of courses teaching, LMS, and number of learners.

Action: Approve 6C 1 through 7

1st: Scott Magnetti

2nd: Tom McInroy

All in favor

D. Contracted Services

1. Motion to approve contract with Deanna Mayers to perform duties associated with administering MAPS Assessments, retroactive to April 24, 2018, for a not to exceed cost of \$3,780.00.

Action: Approve 6D1

1st: Scott Magnetti

2nd: Royce Boyd

All in favor

E. Curriculum

1. Motion to approve recommended list of seniors for Class of 2018 graduation

Action: Approve 6E1

1st: Scott Magnetti

2nd: Royce Boyd

All in favor

F. Technology

1. Motion to approve the renewal of Network Solutions Domain Name subscription for \$71.97 effective

May 10 9D

from 6/1/2018 to 5/30/2108 retroactive to 3/30/18.

2. Motion to approve purchase of 50 HP Chromebooks for students, including OS management software and accessories, for a total cost of \$11,108.09, retroactive to 3/27/2018.
3. Motion to approve the purchase of Go Guardian licenses for all devices, student and teacher, with an expiration date of 10/29/2019 for a total cost of \$6,869.70, retroactive to 3/26/2018.

Action: Approve 6F1, 6F2, 6F3

1st: Cathy Harlow

2nd: Robert Gildea

All in favor

G. Professional Development


1. Motion to approve the professional development proposal from the IU 8 World of Learning for the 2018-19 school year for a not to exceed cost of \$4,500. Proposal includes 8 virtual sessions and 64 hours of follow-up and support for up to 30 participants. Each session is to be offered two different times on the scheduled day and will be recorded for those unable to attend.
2. Motion to approve the professional development proposal from K12 Learning Unlimited for the 2018-19 school year for up to 30 participants. Proposal includes one 4 hour face to face session and 8 virtual sessions offered two times per scheduled day for a total not to exceed \$4,240. Additionally, up to 90 hours of individualized support will be available for a total not to exceed \$8,550, total hours billed as provided at the time of service.

Action: Approve 6G1 and 6G2

1st: Scott Magnetti

2nd: Royce Boyd

All in favor

May 10 

H. Policies

1. Motion to approve the following policies:

- a. Truancy Policy
- b. ESL Policy

Action: Approve 6H1
1st: Scott Magnetti
2nd: Cathy Harlow
All in favor

7 Additional Discussion Items
none

8 Parent Representative
none

9 Public Comment
none

10 Motion to Adjourn
Action: Adjourn May 10, 2018 CPDLF Board Meeting at 2:12 P.M.
1st: Cathy Harlow
2nd: Scott Magnetti
All in favor

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

June 14, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Ms. Royce Boyd
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Mrs. Cathy Harlow

Members Absent:

- Dr. Robert Gildea
- Dr. Tom McInroy

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Ms. Karlie Travis, Business Manager

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the **CEO Board Report**

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the **Financial Report**.

The CPDLF Board meeting started at 1:30 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

<u>Item #</u>	<u>Item Description</u>
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1	Call to Order
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	A. Roll Call
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2 Approval of Agenda

A. Motion to approve the June 14, 2018 Board Agenda

Action: Approve 2A
1st: Scott Magnetti
2nd: Paul Gallagher
All in favor

3 Approval of Minutes

A. Motion to approve the draft May 10, 2018 Board of Trustees Meeting Minutes

Action: Approve 3A
1st: Mike Strasser
2nd: Royce Boyd
All in favor

4 Approval of Financial Reports

A. Motion to approve Budget vs Actual as of May 31, 2018.

B. Motion to accept the List of Payments as of May 31, 2018.

Action: Approve 4A, 4B
1st: Cathy Harlow
2nd: Paul Gallagher
All in favor

5 Old Business

1. Motion to approve Malynda Maurer and Karlie Travis to open the following accounts at the First Commonwealth Bank as recommended by the Finance Committee. Amounts to be kept in each account are to maximize interest earned while being able to operate efficiently.
 - a. Operating Account
 - b. Payroll Account
 - c. Money Market Account

-
2. Motion to approve Malynda Maurer and Karlie Travis to close all accounts at First National Bank when the transfer has been completed and transactions in process are complete.

Action: Approve 5.1, 5.2

1st: Cathy Harlow

2nd: Mike Strasser

All in favor

6 New Business

A. Board Business

1. Motion to approve forming an Ad Hoc Personnel Board Committee to work with the CPDLF Administration to review the CPDLF Personnel Salaries and Benefits Plan and develop an updated plan to recommend to the CPDLF Board by May 2019. Members of Personnel Committee are:

- a. Cathy Harlow
- b. Scott Magnetti

2. Motion to approve members of the Interviewing Board Committee:

- a. Dr. DiLeo
- b. Ms. Boyd
- c. Mr. Strasser

Action: Approve 6A1, 6A2

1st: Paul Gallagher

2nd: Scott Magnetti

All in favor

B. General Operations

1. Motion to approve recommended updated list of seniors for Class of 2018 graduation

Action: Approve 6B1

1st: Royce Boyd

2nd: Paul Gallagher

All in favor

2. Motion to approve 2018-2019 Budget, including personnel salaries.

Action: Approve 6B2

1st: Cathy Harlow

2nd: Mike Strasser

All in favor

3. Young, Oakes, Brown & Company, P.C. audit financial statements of the governmental activities and major fund including the related notes to the financial statements which collectively comprise the basic financial statements for the years ending June 30, 2019 (\$9,500.00), 2020 (\$9,700.00) and 2021 (\$9,900.00).
4. Motion to approve the 5 year Appalachia Intermediate Unit 8 Management Agreement to begin July 1, 2018 and end June 30, 2023 for an annual fee of \$240,000.
5. Motion to allow the Board President and the CEO to take all necessary steps for completing and submitting all end of the year reports and grant submissions due before the August Board of Trustees meeting
6. Motion to allow the CEO to enter into any contracts and make any purchases necessary for School Year 2018-19 operations from June 15, 2018 to the August Board of Trustees meeting with approval from the Business Manager and the Board President

Action: Approve 6B3, 6B4, 6B5, 6B6

1st: Mike Strasser

2nd: Paul Gallagher

All in favor

C. Personnel

1. Motion to approve CPDLF to fund Individual Employee HSA Accounts by July 13, 2018 in the amount \$750.00/account.
2. Motion to approve the following full time Learning Guides/Instructors to teach summer school from July 9, 2018 to July 20, 2018 (10 days) at their 2018-19 daily rate:
 - a. Patrick Baney - Social Studies
 - b. Leslie Rupp - English
 - c. Amy Walters - MS Math and ESY
3. Motion to approve the following part-time Instructors to teach summer school courses from June 11, 2018 to July 20, 2018 at the given one time stipend (rates calculated at a portion of daily rate subject to range of courses and range of students):
 - a. Greg Burns - Science - \$1,000
 - b. Brianna Pincherri - Math - \$1,000
 - c. Patti Raugh - PE - \$500

Action: Approve 6C1, 6C2, 6C3

1st: Scott Magnetti

2nd: Mike Strasser

All in favor

4. Motion to approve the creation of the supplemental position of Instructional Coach.
5. Motion to approve Chelsea Gibbons as the 2018-19 Instructional Coach for 4 Virtual working days and to participate in a Google Trainer preparation course for \$299.

Action: Approve 6C4, 6C5

1st: Scott Magnetti

2nd: Paul Gallagher

All in favor

6. Motion to approve the creation of the supplemental position of Open Campus Point of Contact.

7. Motion to approve Patrick Baney as the Open Campus Point of Contact for the 2018-19 school year for a stipend of \$1,000.
8. Motion to approve the retirement of Mr. Greg Burns, effective July 20, 2018.

Action: Approve 6C6, 6C7, 6C8

1st: Paul Gallagher

2nd: Mike Strasser

All in favor

D. Contracted Services

1. None

E. Curriculum

1. Motion to approve renewal of agreement with Northwest Evaluation Association (NWEA) for Measures of Academic Progress (MAPS) Growth and MAPS Skills from July 1, 2018 thru June 30, 2019, for a cost not to exceed of \$3,425.00.
2. Motion to approve a three year agreement from August 1, 2018 thru July 31, 2021 for 200 IXL Learning Math and ELA site licenses and training webinar for a cost not to exceed \$8,055.00.
3. Motion to approve 50 student subscriptions for Lexia Core5 Reading from August 1, 2018 thru July 31, 2019 for a cost not to exceed of \$2,000.00
4. Motion to approve the formalized development of two years of the Connects U! Course to be completed by September 2019 for a cost not to exceed \$70,000 by the following:
 - a. Chelsea Gibbons
 - b. Amy Pippetti
 - c. Leslie Rupp

Action: Approve 6E1, 6E2, 6E3, 6E4

1st: Scott Magnetti

2nd: Mike Strasser

All in favor

F. Technology

1. Motion to approve the renewal of Custom Computer Specialists for Infinite Campus Annual Subscription Renewal for dates 6/1/2018-5/31/2019 with retroactive date for the purchase order of 5/15/2018 for a not to exceed cost of \$8,662.50.
2. Motion to approve annual renewal of Microsoft Office 365 Education E3 for 1 student license and 21 faculty licenses, effective 7/3/18, for a cost not to exceed \$522.00.
3. Motion to approve the renewal of Leader Services for IEP Writer and Children Count User Licences for a cost not to exceed \$1224.00 effective 7/1/2018 - 6/30/2019.
4. Motion to approve new lease agreement from 7/2/2018 to 7/2/2023 with Topp Business Solutions, Konica Minolta Digital Multifunction Device at the cost of \$79.91 per month. In addition, for the equipment maintenance option, toner coverage maintenance agreement includes parts, labor and toner (excludes paper & staples), we be billed at \$0.00097 per copy.

Action: Approve 6F1, 6F2, 6F3, 6F4

1st: Cathy Harlow

2nd: Paul Gallagher

All in favor

G. Professional Development

- 1) Motion to approve an additional day at their respective full time daily rates of pay for the following personnel to attend Results By Design Phase II on June 5, 2018.
 - A. Chelsea Gibbons
 - B. Heather Jancula
 - C. Paul Longwell
 - D. Kyle Magargi
 - E. Brianna Pincherri
 - F. Amy Pipetti
 - G. Patti Raugh

- 2) Motion to approve the following to attend MCL National Summit Conference held July 18 - 20, 2018 in State College, Pa with registration and travel cost not to exceed \$5000.
 - a) Kimberly Salyards
 - b) Dina Morrissey
 - c) Barbara Dikum
 - d) Leslie Rupp
 - e) Amy Walters
 - f) Patrick Baney

The following will also receive additional pay at their 2018-19 full time daily rate for the number of days indicated in parentheses.

- g) Amy Pipetti (2)
 - h) Heather Jancula (2)
 - i) Kylie Margargi (2)
 - j) Chelsea Gibbons (2)
- 3) Motion to approve the following to attend Summit Learning Program Training in Arlington, VA - July 22 - 27 2018 for a not to exceed cost of \$500.00:
 - a) Kimberly Salyards
 - b) Dina Morrissey

-
- 4) Motion to approve up to 2 professional development days for Summit Onboarding Training for the following at their respective 2017-18 full time daily rates:
 - a) Amy Pipetti
 - b) Wesley Rogers
 - c) Paul Longwell

 - 5) Motion to approve up to 2 professional development days for Summit content development for the following at their respective 2017-18 full time daily rates:
 - a) Amy Pipetti
 - b) Chelsea Gibbons

 - 6) Motion to approve professional development on Understanding and Working with Families at Risk provided by Blair Family Solutions, LLC for a not to exceed fee of \$700.

Action: Approve 6G1, 6G2, 6G3, 6G4, 6G5, 6G6

1st: Paul Gallagher

2nd: Royce Boyd

All in favor

H. Policies

1. None

- 7 Additional Discussion Items
Graduation kudos by Dr. DiLeo

- 8 Parent Representative
Working on Parent Engagement Group

- 9 Public Comment

- 10 Motion to Adjourn @ 1:42 P.M.

Action: Approve motion to adjourn

1st: Scott Magnetti

2nd: Paul Gallagher

All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – August 9, 2018 at 1:00 P.M. at IU8 Duncansville Office

Attachment 79

2018-19 Board Meeting Calendar,
Agendas, Minutes

Professional Development
 First/Last Day Students
 Holiday - Staff/Students

CPDLF

192 LG/Instructor Days
 181 Student Days
 17 School Year Holidays

The Ideal Virtual Learning Experience

Phone: 855-462-2923

2018-19

July '18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Teacher Days: 0		0		192		
Student Days: 0		0		181		

August '18						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Teacher Days: 14		14		192		
Student Days: 8		8		181		

September '18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Teacher Days: 19		33		192		
Student Days: 19		27		181		

October '18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days: 23		56		192		
Student Days: 23		50		181		

November '18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Teacher Days: 18		74		192		
Student Days: 17		67		181		

December '18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days: 15		89		192		
Student Days: 15		82		181		

- JUL**
 2-8 CPDLF Offices Closed
- AUG**
 3 Summer Office Hours End
 9 CPDLF Board Meeting
 14-17 Professional Development
 20-21 LG/Instructor Prep Days
 22 First Day for Students and First Enrollment Day
- SEP**
 3 Labor Day Holiday
 13 CPDLF Board Meeting
 25 Checkpoint #1
- OCT**
 18 Family Engagement Night
 23 Checkpoint #2
- NOV**
 6 CPDLF Board Meeting
 12 Veteran's Day Holiday
 21-23 Thanksgiving Holiday
 26 PD Day for Staff / *Holiday for Students
 27 Checkpoint #3
- DEC**
 3-14 Winter Keystones (Seniors)
 24-31 Christmas Break Holiday
- JAN**
 1 New Year's Day Holiday
 8 Checkpoint #4
 10 CPDLF Board Meeting
 21 Martin Luther King Day Holiday
- FEB**
 5 Checkpoint #5
 18 President's Day Holiday
- MAR**
 12 Checkpoint #6
 14 CPDLF Board Meeting
 21 Family Engagement Night
- APR**
 Apr 15-May 3 PSSA Testing Window
 16 Checkpoint #7
 19-22 Spring Break Holiday
- MAY**
 9 CPDLF Board Meeting
 May 13-24 Spring Keystones Testing Window
 24 Checkpoint #8 / Last Day for Students
 27 Memorial Day Holiday
 Kindergarten Graduation to be determined
 31 HS Graduation (All Staff) / Last Day for Staff
- JUN**
 3 Summer Office Hours Begin
 Jun 10-Jul 19 Summer School
 13 CPDLF Board Meeting

January '19						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Teacher Days: 21		110		192		
Student Days: 21		103		181		

February '19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Teacher Days: 19		129		192		
Student Days: 19		122		181		

March '19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days: 21		150		192		
Student Days: 21		143		181		

April '19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days: 20		170		192		
Student Days: 20		163		181		

May '19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days: 22		192		192		
Student Days: 18		181		181		

June '19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days: 0						
Student Days: 0						

Board Approved: March 8, 2018

Updated May 20, 2018

Note: Calendar and additional scheduled days are subject to revisions as deemed necessary by the Administration

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

August 9, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Conflict of Interest Abstain Memorandum

CEO Report Supporting Documents

- Fund Balance Reconciliation (as of July 31, 2018)

<u>Item #</u>	<u>Item Description</u>
1	Call to Order
	A. Roll Call
2	Approval of Agenda
	A. Motion to approve the August 9, 2018 Board Agenda
3	Approval of Minutes
	A. Motion to approve the draft June 14, 2018 <u>Board of Trustees Meeting Minutes</u>
4	Approval of Financial Reports
	A. Motion to approve <u>Budget vs Actual as of June 30, 2018</u>
	B. Motion to approve <u>Budget vs Actual as of July 31, 2018</u>
	C. Motion to accept the <u>List of Payments as of June 30, 2018</u>
	D. Motion to accept the <u>List of Payments as of July 31, 2018</u>

5 Old Business

A. None

6 New Business

A. Board Business

1. Motion to approve Dr. David Lehman as a voting member of the CPDLF Board of Trustees

B. General Operations

1. Motion to approve the renewal of the AmTrust North America Workers Compensation Policy, retroactive to July 27, 2018, for a not to exceed cost of \$5,004.00
2. Motion to approve the renewal of the Cyber Liability Insurance Policy, the Terrorism Insurance Policy, and the Wright Specialty Education Insurance Policy, which includes the Commercial Package, Commercial Auto, Educators Legal Liability, Educators Excess Liability, effective 8/2/2018 - 8/2/2019, for a not to exceed cost of \$15,326.50
3. Motion to approve the 2017-18 Charter Annual Report, retroactive to July 31, 2018
4. Motion to approve advertising through Forever Media for a not to exceed cost of \$1,440.00, retroactive to July 18, 2018

C. Personnel

1. Motion to hire Ms. Kim Forsythe, as a 10-month, full-time Learning Guide/Science Instructor, for an annual salary of \$42,500.00, retroactive to July 23, 2018
2. Motion to approve (1) day extra pay, at the individual's daily rate, for Patrick Baney, Leslie Rupp, and Amy Walters for Summer School grade processing on July 23, 2018, as reflected in the Payroll Change Forms, retroactive to July 20, 2018

3. Motion to approve (4) days extra pay, at her daily rate, for Kim Forsythe, for July 24-27, 2018 to attend Summit Learning Program Training, as reflected in the Payroll Change Form, retroactive to July 20, 2018

D. Contracted Services

1. Motion to accept resignation of Ms. Julie Bowser, School Nurse, effective June 30, 2018

E. Curriculum

1. Motion to approve contract with K12 Learning Unlimited for Grade 3 Curriculum and Content Building Project, as per proposal, retroactive to July 2, 2018
2. Motion approve renewal of contract with Amplify to provide DIBELS Next Software and Platform, effective November 1, 2018 - October 31, 2019 for a not to exceed cost of \$745.00
3. Motion to approve agreement with the Appalachia IU8 for Open Campus Services for (225) Odysseyware full curriculum seat licenses; (300) Odysseyware Academy seat licenses; and (100 New/185 Renewal) Own It! Group licenses and renewals, for a not to exceed total cost of \$105,675.00

F. Technology

1. Motion to approve Cisco Umbrella web filtering subscription (50 Units), from July 1, 2018 - June 30, 2019, at a not to exceed cost of \$1,900.00, retroactive to June 30, 2018
2. Motion to approve renewal of HappyFox annual subscription, from July 27, 2018 - July 26, 2019 for help desk ticketing and help desk chat, in the amount of \$2,483.76, retroactive to July 27, 2018

G. Professional Development

1. Motion to approve Kim Forsythe to attend Summit Learning Program Training in Arlington, VA July 23- 27 2018 for a not to exceed cost of \$250.00

H. Policies

1. None

Additional Discussion Items

- | | |
|----|-----------------------|
| 8 | Parent Representative |
| 9 | Public Comment |
| 10 | Motion to Adjourn |

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – September 13, 2018 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Conflict of Interest Abstain Memorandum

CEO Report

- **Presentation by Mr. Dave Scott, YOBC Auditor**
- **CEO Board Report**
- **Fund Balance Reconciliation (as of December 31, 2018)**

<u>Item #</u>	<u>Item Description</u>
1	Call to Order A. Roll Call
2	Approval of Agenda A. Motion to approve the January 10, 2019 Board Agenda
3	Approval of Minutes A. Motion to approve the <u>draft November 8, 2018 Board of Trustees Meeting Minutes</u>
4	Approval of Financial Reports A. Motion to approve <u>Budget vs Actual</u> as of December 31, 2018 B. Motion to accept the <u>List of Payments</u> as of December 31, 2018

5 Old Business

A. None

6 New Business

A. Board Business

1. None

B. General Operations

1. Motion to approve following Health Insurance Plans for January 1 - December 31, 2019, retroactive to November 28, 2018

a. Health - UPMC Platinum PPO \$10/\$25

b. Vision - Highmark Fashion Advantage Gold - Opt V

c. Dental - Highmark - WPA F3W 1500 ST

2. Motion to accept the Financial Audit prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2018

3. Motion to accept the IRS Form 990 as prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2018

4. Motion to approve a 3-year sublease agreement with Fusia Dance for 2,000 sq ft at a cost of \$1.60/sq ft, for a total of \$3,200/month, to begin 30 days following the approval to operate a satellite site by PDE

5. Motion to approve the Charter Amendment Request to PDE for the opening of a second facility at 2123 W. Main Street, Stroudsburg, PA 18360

C. Personnel

1. Motion to approve Ms. Kim Forsythe to provide Anatomy consultation for the IU8, at a not to exceed cost of \$75.00/student, to be paid each semester, retroactive to August 14, 2018
2. Motion to approve the following days of unpaid leave for Ms. Amy Pipetti
 - a. December 6, 2018
 - b. December 7, 2018
 - c. January 10, 2019 (½ day)
3. Motion to approve November 26, 2018 as (1) day of unpaid leave for Ms. Kim Forsythe and Mrs. Briana Day

D. Contracted Services

1. Motion to approve Related Services Agreement with Dante Tambellini, to provide Special Education Services, retroactive to January 2, 2019

E. Curriculum

1. Motion to approve replacing Ms. Amy Pipetti with Ms. Patti Murtha on the Connects UI Course Development Team, effective January 4, 2019

F. Technology

1. Motion to approve renewal of one-year subscription to Edlio, LLC from November 13, 2018 to November 13, 2019, for the purpose of Website Content Management, for a not to exceed cost of \$3,750.00, retroactive to November 13, 2018
2. Motion to approve purchase of (3) Microsoft Surface Books, as per CDI invoice, for a not to exceed total cost of \$5,428.40, retroactive to December 14, 2018

G. Professional Development

1. Motion to approve (1) employee to attend the Mid-Atlantic Conference on Personalized Learning (MACPL) from March 13-15, 2019 at the Harrah's Resort and Conference Center, Atlantic City, New Jersey, for a not to exceed cost of \$1,500.00
2. Motion to approve up to (5) employees, as determined by Administration, to attend the Summit Spring Regional Convening, being held in Newark, NJ, March 24-26, 2018 for a not to exceed total cost of \$900.00
3. Motion to approve replacing Ms. Amy Pipetti with Ms. Barbara Dikum to attend the Title I Improving Schools Conference, January 13-16, 2019 in Station Square Pittsburgh, at no additional cost
4. Motion to approve the PLDC proposal to lead the development of goals and actions plans for the Results by Design plan, for a not to exceed cost of \$3,200.00, effective January 10, 2019
5. Motion to approve (2.5) additional Professional Development days for all staff for the development of goals and action plans to carry out the vision statements in our Results by Design plan

H. Policies

1. Motion to approve the following policies:
 - a. Updated: Use of Facilities

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – March 14, 2019 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

March 27, 2019

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Conflict of Interest Abstain Memorandum

CEO Report

- **CEO Board Report**
- **Fund Balance Reconciliation (as of 3/22/19)**

<u>Item #</u>	<u>Item Description</u>
1	Call to Order <ul style="list-style-type: none">A. Roll Call
2	Approval of Agenda <ul style="list-style-type: none">A. Motion to approve the March 27, 2019 Board Agenda
3	Approval of Minutes <ul style="list-style-type: none">A. Motion to approve the <u>draft January 10, 2019 Board of Trustees Meeting Minutes</u>
4	Approval of Financial Reports <ul style="list-style-type: none">A. Motion to approve <u>Budget vs Actual as of March 22, 2019</u>B. Motion to accept the <u>List of Payments as of March 22, 2019</u>
5	Old Business <ul style="list-style-type: none">A. None

6 New Business

A. Board Business

1. Motion to accept resignation of Board Member Dr. David Lehman, retroactive to February 5, 2019
2. Motion to appoint Dr. Allen Sell, Superintendent of BASD, to fill the vacant position on the CPDLF Board of Trustees, effective immediately
3. Motion to adopt the Resolution relating to the Sublease with Fusia Dance, LLC

B. General Operations

1. Motion to approve the draft 2019-20 School Calendar
2. Motion to approve Summer Office Hours for 12-month employees, which consists of (4) 10-hour work days, Monday-Thursday, with the office closed on Fridays, from June 10 - August 9, 2019
3. Motion to approve the operation of Summer School and ESY from June 10 - July 19, 2019

C. Personnel

1. Motion to approve paying Ms. Kim Forsythe a not to exceed rate of \$50.00/student, to provide Anatomy consultation for IU 8, retroactive to August 14, 2018
2. Motion to approve the following days of unpaid leave for Ms. Amy Pipetti:
 - a. January 10 and March 11, 2019 (½ days)
 - b. January 16, 18, 29, February 28, March 12, March 14, 2019 (full days)
3. Motion to approve the 10 Month Part Time Special Education Learning Guide job description, retroactive to February 11, 2019

-
4. Motion to approve hiring Mrs. Bonnie Waltz, as a temporary 10 Month Part Time Special Education Learning Guide, retroactive to February 11, 2019
 5. Motion to approve the temporary 12 Month Full Time Chief Technology and Innovation Officer job description
 6. Motion to approve hiring Mr. Justin Keel as the temporary 12 Month Full Time Chief Technology and Innovation Officer, effective April 8, 2019
 7. Motion to accept the resignation of Ms. Chelsea Gibbons, Full-Time 10-Month Special Education Learning Guide, effective March 29, 2019

D. Contracted Services

1. Motion to approve the updated Related Services Agreement with Ignite Education Solutions for an increase in Special Education Services to 30 hours per week

E. Curriculum

1. Motion to approve upgrading the existing IXL site license, to include science and social studies for Grades 2-8 (125 students), for a not to exceed cost of \$1,687.00

F. Technology

1. None

G. Professional Development

1. None

H. Policies

1. None

-
- 8 Parent Representative
 - 9 Public Comment
 - 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – May 9, 2019 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

May 9, 2019
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Conflict of Interest Abstain Memorandum

Board Report

- | <u>Item #</u> | <u>Item Description</u> |
|---------------|--|
| 1 | Call to Order <ul style="list-style-type: none">A. Roll Call |
| 2 | Approval of Agenda <ul style="list-style-type: none">A. Motion to approve the Board Agenda <p style="text-align:center"><i>Executive Session for Personnel Issues</i></p> |
| 3 | Approval of Minutes <ul style="list-style-type: none">A. Motion to approve the <u>draft March 27, 2019 Board of Trustees Meeting Minutes</u> |
| 4 | Approval of Financial Reports <ul style="list-style-type: none">A. Motion to approve <u>Budget vs Actual</u> as of April 30, 2019B. Motion to accept the <u>List of Payments</u> as of April 30, 2019 |
| 5 | Old Business <ul style="list-style-type: none">A. None |

6 **New Business**

A. Board Business

1. None

B. General Operations

Review: Draft 2019-20 Budget for approval in June

1. Motion to approve recommended updated list of seniors for Class of 2019 graduation
2. Motion to approve the Summit (T.L.P. Learning) Program Agreement for the 2019-20 school year, retroactive to April 22, 2019
3. Motion to approve the purchase of medical equipment for the CPDLF health department including, but not limited to, a Stadiometer, Hearing Screener, Vision Screener, and associated supplies for a not to exceed cost of \$9,250.00
4. Motion to approve the development and implementation of a CPR Training Program for adults, at a not to exceed total start-up cost of \$3,000.00 and an estimated cost of \$10.00/trainee

C. Personnel

1. Motion to approve the following days of unpaid leave for Ms. Amy Pipetti:
 - a. March 28-29, 2019 (2 days)
 - b. April 15, 2019 (1 day)
 - c. April 26, 2019 (½ day)
2. Motion to approve replacing Ms. Amy Pipetti with Ms. Patti Raugh on the Connects U! Course Development team for payment of content development, retroactive to January 4, 2019
3. Motion to accept the resignation of Ms. Amy Pipetti, Full Time 10-Month Elementary Learning Guide, retroactive to May 3, 2019

4. Motion to approve the following substitute positions:
 - a. Mr. Devin Carosi, History Instructor, for up to 42 days, at a not to exceed rate of \$45.00/day, retroactive to April 1, 2019
 - b. Dr. Judy DiLeo, Elementary Learning Guide, for up to 17 days, at a not to exceed rate of \$45.00/day, retroactive to May 3, 2019
5. Motion to approve (1) ESY teacher, from June 10, 2019 - July 19, 2019 for up to 25 days at a daily rate not to exceed \$214.12
6. Motion to approve up to (5) teaching positions for Summer School for Math, Science, English, History, and P.E., from June 10, 2019 - July 19, 2019, at a rate to be determined once Summer School registrations are received
7. Motion to approve the cost of Summer School courses at rate of \$100.00/course for each learner

D. Contracted Services

1. None

E. Curriculum

1. Motion to approve renewal of 40 student subscriptions for Lexia Core5 Reading from August 1, 2019 - July 31, 2020 for a cost not to exceed of \$1,600.00
2. Motion to approve renewal of agreement with Northwest Evaluation Association (NWEA) for Measures of Academic Progress (MAPS) Growth and MAPS Skills from July 1, 2019 - June 30, 2020, for a cost not to exceed of \$3,025.00

3. Motion to approve expanding Summit Learning course offerings to include 11th grade

F. Technology

1. Motion to approve new lease agreement from July 1, 2019 - June 30, 2020 with Topp Business Solutions, Konica Minolta Digital Color Multifunction Device at the cost of \$189.51 per month, and for the equipment maintenance option, toner coverage maintenance agreement includes parts, labor and toner (excludes paper & staples), billed at \$0.0074 per copy (BW), and \$0.0425 per copy (color)
2. Motion to approve Cisco Umbrella web filtering subscription (50 Units), from July 1, 2019 - June 30, 2020, at a not to exceed cost of \$2,090.00
3. Motion to approve the purchase of office furniture for the Technology Department, at a not to exceed cost of \$2,000.00
4. Motion to approve the renewal of Custom Computer Specialists for Infinite Campus Annual Subscription Renewal from June 1, 2019 - May 31, 2020, for a not to exceed cost of \$8,662.50
5. Motion to approve the purchase of a 1-year subscription with Alma, a Student Information System, effective July 1, 2019 - June 30, 2020, for an initial cost of \$9,828.00, and a not to exceed ongoing annual cost of \$6,998.00 thereafter

G. Professional Development

1. None

H. Policies

FR (First Read): Terroristic Threats Policy - S33

1. Motion to approve the following updated policy:
 - a. Child Abuse Mandatory Reporter - S12

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – June 13 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda
June 13, 2019
12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

NOTE: All New Items added or Items revised after release to the Board will be highlighted in Yellow

Conflict of Interest Abstain Memorandum

CEO Board Report

- | <u>Item #</u> | <u>Item Description</u> |
|---------------|--|
| 1 | Call to Order
A. Roll Call |
| 2 | Approval of Agenda
A. Motion to approve the June 13, 2019 Board Agenda |
| 3 | Approval of Minutes
A. Motion to approve the draft <u>May 9, 2019 Board of Trustees Meeting Minutes</u> |
| 4 | Approval of Financial Reports
A. Motion to approve <u>Budget vs Actual as of May 31, 2019</u>
B. Motion to accept the <u>List of Payments as of May 31, 2019</u> |
| 5 | Old Business
A. None |

Executive Session for School Safety Report and Personnel

6 New Business

A. Board Business

1. None

B. General Operations

1. Motion to approve the purchase of (2) Sandusky Steel 78" Storage Cabinets for a not to exceed cost of \$1,399.98
2. Motion to adopt the CPDLF Board of Trustees Fund Balance Commitment Resolution as amended
3. Motion to allow the Board President and the CEO to take all necessary steps for completing and submitting all end of the year reports and grant submissions due before the September Board of Trustees meeting
4. Motion to allow the CEO, Business Manager, and Board President to enter into any contracts and make any purchases necessary for School Year 2019-20 operations before the September Board of Trustees meeting
5. Motion to approve the 2019-2020 School Improvement Plan
6. Motion to approve 2019-2020 Budget
7. Motion to enter into an Engagement Agreement with McKenna Snyder LLC for future legal matters pertaining to the operation of the charter school

C. Personnel

1. Motion to approve the creation of a position titled Director of Teaching and Learning
2. Motion to approve job description for the position of Director of Teaching and Learning
3. Motion to approve changing the title of Chief Technology and Innovation Officer to Director of Technology and Innovation

4. Motion to approve the creation of a position titled Part Time Administrative Assistant
5. Motion to approve the job description for the position of Part Time Administrative Assistant
6. Motion to approve the conversion of (1) Full Time Special Education Learning Guide position to a Full Time Learning Guide position
7. Motion to approve the conversion of one (1) temporary part time Learning Guide position to a permanent part time Learning Guide position.
8. Motion to approve move Bonnie Waltz from the temporary part time Special Education Learning Guide position to the permanent part time Special Education Learning Guide position.
9. Motion to hire the following new employees:
 - i. Ms. Deanna Mayers, Director of Teaching and Learning, with a salary of \$70,000, effective June 17, 2019
 - ii. Mr. Travis Weyandt, Special Education Learning Guide, with a salary of \$46,161.98, effective June 17, 2019
 - iii. Ms. Tori McCloskey, Learning Guide, with a salary of \$45,861.98, effective June 17, 2019
 - iv. Ms. Jennifer Cox, Special Education Learning Guide, with a salary of \$45,861.98, effective August 19, 2019
 - v. Ms. Rebecca Pazcoguin, Learning Guide, with a salary of \$47,161.98, effective June 17, 2019
10. Motion to approve the following Instructors to teach summer school courses from June 10, 2019 to July 19, 2019, for a one time stipend of \$1,000.00 each.
 - i. Leslie Rupp, English and History
 - ii. Kim Forsythe, Science
 - iii. Briana Pincherri, Math

11. Motion to approve the Salary Matrix to be used for salaries from 2019-20 to 2021-22 with a 2% increase on base salaries in Years 2 and 3.
12. Motion to approve the 2019-20 Personnel Salaries
13. Motion to approve providing a health insurance stipend of \$3,000 for employees who do not utilize our medical insurance for the entire 2019-20 school year.

D. Contracted Services

1. Motion to approve the 2019-20 Related Services Agreement with Dante Tambellini to provide Special Education services effective July 1, 2019 until June 30, 2020

E. Curriculum

1. Motion to approve the purchase of Reading A-Z w/RazKids addon reading education resources for K-5 students for 2 teachers at a not to exceed cost of \$500.00 for the 2019-20 school year
2. Motion to approve the purchase of EdPuzzle Pro School package for interactive video use in online instruction for a not to exceed cost of \$1,000.00 for the 2019-20 school year
3. Motion to approve renewal of IXL Site License, effective August 1, 2019 through July 31, 2020, for a not to exceed cost of \$1,890.00
4. Motion to approve the purchase of Atlas curriculum software for a three year period from July 1, 2019 to June 30, 2022 , for a not to exceed total cost of \$12,150.00 (\$4,050 per year)

F. Technology

1. Motion to approve the annual Microsoft Office agreement, effective July 3, 2019, for a not to exceed cost of \$700.00, which will be invoiced in July

2. Motion to approve the renewal of Leader Services for IEP Writer and Children Count User Licences, effective July 1, 2019 - June 30, 2020, for a not to exceed cost of \$1,254.00
3. Motion to approve the renewal of Network Solutions Domain Name subscription for the 2019-20 school year, for a not to exceed cost of \$107.96
4. Motion to approve the updated cost of Cisco Umbrella web filtering subscription (50 Units), from July 1, 2019 - June 30, 2020, at a not to exceed cost of \$4,367.33. The incorrectly quoted cost of \$2,090.00 was approved at the May 2019 board meeting.
5. Motion to approve the BambooHR for HR management system at a cost of \$8.09 per month per employee and \$1,572.41 implementation fee
6. Motion to approve a PowToon starter account, to be used by marketing, for a not to exceed cost of \$192.00 per year
7. Motion to approve the purchase of Adobe Acrobat Pro, to be purchased through the IU 13 software purchasing agreement, to include 25 perpetual licenses for a not to exceed cost of \$2,500.00
8. Motion to approve the purchase of Basecamp for Project Management and Team Communication system at a not to exceed cost of \$1,200.00 per year
9. Motion to approve the purchase of technology equipment to update staff equipment, provide equipment for new staff, provide new equipment for the Stroudsburg site, and restock student equipment inventory for a not to exceed cost of \$100,000

G. Professional Development

1. Motion to approve Mr. Justin Keel to attend the ISTE (International Society for Technology in Education) Conference from June 23-26, 2019 at the Pennsylvania Convention Center in Philadelphia, PA, for a not to exceed cost of \$1,500.00
2. Motion to approve up to (8) employees to attend the Summer Summit Learning Program Training in Newark, New Jersey, from July 8, 2019 to July 12, 2019, for a not to exceed cost of \$2700.
3. Motion to approve paying Mr. Travis Weyandt, Ms. Tori McCloskey, Mrs. Bonnie Waltz, and Ms. Rebecca Pazcoguin up to 7.5 additional days of pay at their individual per diem rates for New Hire Onboarding

H. Policies

1. Motion to approve the following policy:
 - a. Terroristic Threats Policy - S33

- | | |
|----|-----------------------------|
| 7 | Additional Discussion Items |
| 8 | Parent Representative |
| 9 | Public Comment |
| 10 | Motion to Adjourn |

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting is September 12, 2019 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

August 9, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Dr. Vincent DiLeo
- Mrs. Cathy Harlow
- Dr. Robert Gildea
- Dr. Paul Gallagher
- Dr. Tom McInroy

Members Absent:

- Mr. Mike Strasser
- Ms. Royce Boyd
- Mr. Scott Magnetti

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Ms. Karlie Travis, Business Manager

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Board Report.

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the Financial Report.

The CPDLF Board meeting started at 1:36 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Dr. Vincent DiLeo, presided over the meeting.

<u>Item #</u>	<u>Item Description</u>
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1	Call to Order
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	A. Roll Call
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2 Approval of Agenda

A. Motion to approve the August 9, 2018 Board Agenda

Action: Approve 2A
1st: Paul Gallagher
2nd: Tom McInroy
All in favor

3 Approval of Minutes

A. Motion to approve the draft June 14, 2018 Board of Trustees Meeting Minutes

Action: Approve 3A
1st: Tom McInroy
2nd: Cathy Harlow
All in favor

4 Approval of Financial Reports

A. Motion to approve Budget vs Actual as of June 30, 2018

B. Motion to approve Budget vs Actual as of July 31, 2018

C. Motion to accept the List of Payments as of June 30, 2018

D. Motion to accept the List of Payments as of July 31, 2018

Action: Approve 4A, 4B, 4C, 4D
1st: Cathy Harlow
2nd: Tom McInroy
All in favor

5 Old Business

A. None

6 New Business

A. Board Business

1. Motion to approve Dr. David Lehman as a voting member of the CPDLF Board of Trustees

Action: Approve 6A
1st: Paul Gallagher
2nd: Robert Gildea
All in favor

B. General Operations

1. Motion to approve the renewal of the AmTrust North America Workers Compensation Policy, retroactive to July 27, 2018, for a not to exceed cost of \$5,004.00
2. Motion to approve the renewal of the Cyber Liability Insurance Policy, the Terrorism Insurance Policy, and the Wright Specialty Education Insurance Policy, which includes the Commercial Package, Commercial Auto, Educators Legal Liability, Educators Excess Liability, effective 8/2/2018 - 8/2/2019, for a not to exceed cost of \$15,326.50
3. Motion to approve the 2017-18 Charter Annual Report, retroactive to July 31, 2018
4. Motion to approve advertising through Forever Media for a not to exceed cost of \$1,440.00, retroactive to July 18, 2018

Action: Approve 6B1, 6B2, 6B3, 6B4

1st: Tom McInroy

2nd: Cathy Harlow

All in favor

C. Personnel

1. Motion to hire Ms. Kim Forsythe, as a 10-month, full-time Learning Guide/Science Instructor, for an annual salary of \$42,500.00, retroactive to July 23, 2018
2. Motion to approve (1) day extra pay, at the individual's daily rate, for Patrick Baney, Leslie Rupp, and Amy Walters for Summer School grade processing on July 23, 2018, as reflected in the Payroll Change Forms, retroactive to July 20, 2018

-
3. Motion to approve (4) days extra pay, at her daily rate, for Kim Forsythe, for July 24-27, 2018 to attend Summit Learning Program Training, as reflected in the Payroll Change Form, retroactive to July 20, 2018

Action: Approve 6C1, 6C2, 6C3

1st: Robert Gildea

2nd: Paul Gallagher

All in favor

D. Contracted Services

1. Motion to accept resignation of Ms. Julie Bowser, School Nurse, effective June 30, 2018

Action: Approve 6D1

1st: Cathy Harlow

2nd: Tom McInroy

All in favor

E. Curriculum

1. Motion to approve contract with K12 Learning Unlimited for Grade 3 Curriculum and Content Building Project, as per proposal, retroactive to July 2, 2018
2. Motion approve renewal of contract with Amplify to provide DIBELS Next Software and Platform, effective November 1, 2018 - October 31, 2019 for a not to exceed cost of \$745.00
3. Motion to approve agreement with the Appalachia IU8 for Open Campus Services for (225) Odysseyware full curriculum seat licenses; (300) Odysseyware Academy seat licenses; and (100 New/185 Renewal) Own It! Group licenses and renewals, for a not to exceed total cost of \$105,675.00

Action: Approve 6E1, 6E2, 6E3

1st: Tom McInroy

2nd: Robert Gildea

All in favor

F. Technology

1. Motion to approve Cisco Umbrella web filtering subscription (50 Units), from July 1, 2018 - June 30, 2019, at a not to exceed cost of \$1,900.00, retroactive to June 30, 2018
2. Motion to approve renewal of HappyFox annual subscription, from July 27, 2018 - July 26, 2019 for help desk ticketing and help desk chat, in the amount of \$2,483.76, retroactive to July 27, 2018

Action: Approve 6F1, 6F2

1st: Tom McInroy

2nd: Cathy Harlow

All in favor

G. Professional Development

1. Motion to approve Kim Forsythe to attend Summit Learning Program Training in Arlington, VA July 23- 27 2018 for a not to exceed cost of \$250.00

Action: Approve 6G1

1st: Cathy Harlow

2nd: Paul Gallagher

All in favor

H. Policies

1. None

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn @ 1:43 p.m.

Action: Approve motion to adjourn

1st: Tom McInroy

2nd: Cathy Harlow

All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – September 13, 2018 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

September 13, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Ms. Royce Boyd
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Mrs. Cathy Harlow
- Dr. Tom McInroy

Members Absent:

- Dr. Robert Gildea
- Dr. David Lehman

Others Present:

Dr. Malynda Maurer, CEO

Mrs. Kim Salyards, Principal

Mrs. Dina Morrissey, Learning Services Coordinator

Ms. Karlie Travis, Business Manager

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Board Report, which included information on Act 55 of 2017, and an Addendum to today's agenda.

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the Financial Report

The CPDLF Board meeting started at 1:44 P.M. and was held at the IU8 Duncansville Office. CPDLF Board Vice President, Ms. Royce Ann Boyd, presided over the meeting.

Item # Item Description

1 Call to Order

 A. Roll Call

2 Approval of Agenda

 A. Motion to approve the Board Agenda

Action: Approve 2A
 1st: Paul Gallagher
 2nd: Mike Strasser
 All in favor

3 Approval of Minutes

 A. Motion to approve the draft August 9, 2018 Board of Trustees Meeting Minutes

Action: Approve 3A
 1st: Tom McInroy
 2nd: Cathy Harlow
 All in favor

4 Approval of Financial Reports

 A. Motion to approve Budget vs Actual as of June 30, 2018

 B. Motion to approve Budget vs Actual as of August 31, 2018

 C. Motion to accept the List of Payments as of August 31, 2018

Action: Approve 4A, 4B, 4C
 1st: Cathy Harlow
 2nd: Tom McInroy
 All in favor

5 Old Business

 A. None

6 New Business

A. Board Business

1. Motion to accept resignation of Dr. Vincent DiLeo, CPDLF Board President and Interview Committee Member, effective September 11, 2018

Action: Approve 6A1

1st: Paul Gallagher

2nd: Scott Magnetti

Accepted with regret; All in favor

2. Motion to appoint Dr. Robert Gildea as a Board Member for another (3) year term September 2018 - June 2021
3. Motion to appoint Ms. Cathy Harlow as a Board Member for another (3) year term September 2018 - June 2021

Addendum

- 3-1. Motion to appoint Mr. Scott Magnetti as a Board Member for another (3) year term September 2018 - June 2021

Action: Approve 6A2, 6A3, 6A3-1

1st: Paul Gallagher

2nd: Tom McInroy

All in favor

4. Election of Officers

- a. Nomination for Office of President:

Ms. Royce Boyd

1st: Dr. Tom McInroy

2nd: Ms. Cathy Harlow

All in favor

- b. Nomination for Office of Vice President:

Dr. Tom McInroy

1st: Mr. Mike Strasser

2nd: Dr. Paul Gallagher

All in favor

c. Nomination for Office of Secretary:

Mr. Mike Strasser

1st: Mr. Scott Magnett
2nd: Ms. Cathy Harlow
All in favor

d. Nomination for Office of Treasurer

Ms. Cathy Harlow

1st: Dr. Paul Gallagher
2nd: Mr. Mike Strasser
All in favor

5. Nomination of Board Member to fill (1) vacant position
on the Interview Committee

Dr. Robert Gildea

1st: Ms. Cathy Harlow
2nd: Mr. Scott Magnetti
All in favor

5-1. Nomination to fill (1) vacant seat on the CPDLF Board of
Trustees

Ms. Lisa Murgas

1st: Mr. Mike Strasser
2nd: Dr. Paul Gallagher
All in favor

B. General Operations

1. Motion to approve Dr. Malynda Maurer as the School
Safety and Security Coordinator for CPDLF, retroactive
to August 27, 2018

Action: Approve 6B1
1st: Tom McInroy
2nd: Mike Strasser
All in favor

-
2. Motion to approve amending the IU8 to lease (1) additional office space (189 sq. ft.), located within the EDC, for an additional cost per month of \$283.50
 3. Motion to approve the reconfiguration of employee work areas, within the existing CPDLF office suites, for a not to exceed cost of \$5,000.00

Action: Approve 6B2, 6B3

1st: Cathy Harlow

2nd: Paul Gallagher

All in favor

C. Personnel

1. Motion to approve 2018-19 CPDLF Personnel Report

Action: Approve 6C1

1st: Tom McInroy

2nd: Scott Magnetti

All in favor

2. Motion to change the employment status of Ms. Kim Forsythe, from a 10-month full-time Learning Guide to a 10-month part-time Instructor for an annual salary of \$21,090.46 prorated to the start date of August 31, 2018
3. Motion to change the employment status of Ms. Patti Raugh, from a 10-month part-time Learning Guide to a 10-month full-time Learning Guide / Instructor, for an annual salary of \$41,111.04 prorated to the start date of August 31, 2018

Action: Approve 6C2, 6C3

1st: Scott Magnetti

2nd: Paul Gallagher

All in favor

4. Motion to approve the EL Program Coordinator Job Description

Action: Approve 6C4

1st: Cathy Harlow

2nd: Tom McInroy

All in favor

D. Contracted Services

1. Motion to approve the following contracts/agreements for the 2018-19 school year, for the rates listed in each agreement, respectively:
 - a. Related Services Agreement with Jan Newman to provide Reading Teacher Services for students needing the Orton-Gillingham approach to reading instruction
 - b. Related Services Agreement with Ignite Education Solutions agreement to provide Special Education Services
 - c. Consultation Agreement with K12 Learning Unlimited to provide consultation regarding content creation and verification services for the Connects U! Development Project, for a not to exceed cost of \$1,615.00
 - d. Reading Specialist Agreement with the Appalachia Intermediate Unit 8, for a not to exceed cost of \$1,200.00
2. Motion to approve CTC rates as follows:
 - a. Greater Altoona Career & Technology Center, \$6,465.00 per year
 - b. Greater Johnstown Career and Technology Center, \$11,065.02 per year

Addendum

3. Motion to approve the CEO and Board President to review and accept the following Related Service Agreements for the 2018-19 school year provided liability coverage meets recommended limits by the solicitor:
 - a. Related Services Agreement with Mr. Dante Tambellini, to provide Special Education Services

-
- b. Related Services Agreement with Presence Learning to provide Special Education Services

Action: Approve 6D1 6D2, 6D3

1st: Mike Strasser

2nd: Paul Gallagher

All in favor

E. Curriculum

- 1. Motion to approve contracting with Florida Virtual per the following quotes:

- a. Non-hosted Per Enrollment General at \$84 per student, initial purchase not to exceed cost of \$14,280.00
- b. Hybrid Hosting Support Plan for maintenance of 19 perpetual courses for a not to exceed cost of \$9,500.00
- c. Global School Half Credit for \$400 per course, courses purchased as needed

Action: Approve 6E1

1st: Mike Strasser

2nd: Paul Gallagher

All in favor

F. Technology

- 1. Motion to approve the purchase of the following items, per the CDI Quote:

- a. (100) HP Chromebooks for students, including OS management software and accessories, for a not to exceed cost of \$19,300.00
- b. (100) Chrome OS Management Software, for a not to exceed cost of \$2,600.00
- c. (3) Microsoft Surface Books for a not to exceed cost of \$7,677.00

Addendum

2. Motion to approve the Admin team to select and purchase computer charging cart(s) from CDI for a not to exceed cost of \$1,200

Action: Approve 6F1, 6F2

1st: Paul Gallagher

2nd: Mike Strasser

All in favor

G. Professional Development

1. Motion to approve up to (5) people, as determined by Administration, to attend the Summit Fall Regional Convening, being held in Newark, NJ, October 24-26, 2018 for a not to exceed total cost of \$900.00

Action: Approve 6G1

1st: Scott Magnetti

2nd: Tom McInroy

All in favor

H. Policies

1. Motion to approve updated Truancy Policy

Action: Approve 6H1

1st: Cathy Harlow

2nd: Mike Strasser

All in favor

7 Additional Discussion Items

None

8 Parent Representative

Ms. Kim Salyards is working to form a Parent Committee consisting of 4-6 parents. One of those parents would be chosen as the Parent Representative and would be expected to attend board meetings.

9 Public Comment

None

10 Motion to Adjourn @ 2:01 p.m.

1st: Tom McInroy

2nd: Mike Strasser

All in favor

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes **January 10, 2019**

12:30 P.M. – Lunch and CEO Report
1:00 P.M. – Meeting

Members Present:

- Ms. Royce Boyd
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Dr. Robert Gildea
- Dr. Tom McInroy
- Ms. Lisa Murgas

Members Absent:

- Mrs. Cathy Harlow
- Dr. David Lehman

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Ms. Karlie Travis, Business Manager
Mr. Dave Scott, YOBC Auditor

Financial Audit Report: Prior to the CEO Report, Mr. Dave Scott, YOBC Auditor, presented the Financial Audit prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2018. Mr. Scott stated that CPDLF is doing well financially and there were only two items to note - one was fixed already; one will be an ongoing item, but not an item of concern.

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Board Report.

Dr. Maurer reported to the board that in preparing for CPDLF's 2020 Charter Renewal Application, Mr. Joshua Pollak, Esq. was concerned that participating in Open Campus (OC) would be an issue when we applied for our charter renewal with PDE. After Dr. Maurer investigated several options, her suggestion was to move what CPDLF does for Open Campus

to the IU. There was concern that the fidelity of the program would not be able to be maintained if the program were to move to the IU. There was also concern about the financial stability of CPDLF without OC. Dr. Maurer reported that the business manager calculated that we would need CPDLF enrollment to be at 199 to be self-sustainable. The plan is to target marketing to the group of families who would benefit from the type of programming that we have to offer to raise our enrollment to 199 by the end of the year. Dr. Maurer reminded the board that OC income needs to be supplemental and not a major part of our revenue or we could be flagged by the IRS. PDE, in the past, has not allowed cyber charters to serve students for which they are not the LEA.

Dr. Butler will be calling a meeting with all the superintendents involved with Open Campus at the IU. Board members were urged to share their concerns as well as what they need a virtual program to provide for their schools. No decisions were made and the matter will be investigated further.

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the Financial Report, as of December 31, 2018.

The CPDLF Board meeting started at 2:28 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Ms. Royce Ann Boyd, presided over the meeting.

<u>Item #</u>	<u>Item Description</u>
1	Call to Order <ul style="list-style-type: none"> A. Roll Call
2	Approval of Agenda <ul style="list-style-type: none"> A. Motion to approve the January 10, 2019 Board Agenda
3	Approval of Minutes <ul style="list-style-type: none"> A. Motion to approve the <u>draft November 8, 2018 Board of Trustees Meeting Minutes</u> <p>Action: Approve 2A, 3A 1st: Scott Magnetti 2nd: Mike Strasser All in favor</p>

4 Approval of Financial Reports

- A. Motion to approve Budget vs Actual as of December 31, 2018
- B. Motion to accept the List of Payments as of December 31, 2018

Action: Approve 4A, 4B

1st: Robert Gildea

2nd: Tom McInroy

All in favor

5 Old Business

- A. None

6 New Business

A. Board Business

- 1. None

B. General Operations

- 1. Motion to approve following Health Insurance Plans for January 1 - December 31, 2019, retroactive to November 28, 2018
 - a. Health - UPMC Platinum PPO \$10/\$25
 - b. Vision - Highmark Fashion Advantage Gold - Opt V
 - c. Dental - Highmark - WPA F3W 1500 ST
- 2. Motion to accept the Financial Audit prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2018
- 3. Motion to accept the IRS Form 990 as prepared by Young, Oakes, Brown & Company, P.C. for Year Ending June 30, 2018

Action: Approve 6B1, 6B2, 6B3

1st: Scott Magnetti

2nd: Tom McInroy

All in favor

-
4. Motion to approve a 3-year sublease agreement with Fusia Dance for 2,000 sq ft at a cost of \$1.60/sq ft, for a total of \$3,200/month, to begin 30 days following the approval to operate a satellite site by PDE
 5. Motion to approve the Charter Amendment Request to PDE for the opening of a second facility at 2123 W. Main Street, Stroudsburg, PA 18360

Action: Approve 6B4, 6B5

1st: Lisa Murgas

2nd: Paul Gallagher

All in favor

C. Personnel

1. Motion to approve Ms. Kim Forsythe to provide Anatomy consultation for the IU8, at a not to exceed cost of \$75.00/student, to be paid each semester, retroactive to August 14, 2018
2. Motion to approve the following days of unpaid leave for Ms. Amy Pipetti
 - a. December 6, 2018
 - b. December 7, 2018
 - c. January 10, 2019 (½ day)
3. Motion to approve November 26, 2018 as (1) day of unpaid leave for Ms. Kim Forsythe and Mrs. Brieana Day

Action: Approve 6C1, 6C2, 6C3

1st: Scott Magnetti

2nd: Robert Gildea

All in favor

D. Contracted Services

1. Motion to approve Related Services Agreement with Dante Tambellini, to provide Special Education Services, retroactive to January 2, 2019

Action: Approve 6D1

1st: Scott Magnetti

2nd: Lisa Murgas

All in favor

E. Curriculum

1. Motion to approve replacing Ms. Amy Pipetti with Ms. Patti Murtha on the Connects U! Course Development Team, effective January 4, 2019

Action: Approve 6E1

1st: Paul Gallagher

2nd: Lisa Murgas All in favor

F. Technology

1. Motion to approve renewal of one-year subscription to Edlio, LLC from November 13, 2018 to November 13, 2019, for the purpose of Website Content Management, for a not to exceed cost of \$3,750.00, retroactive to November 13, 2018
2. Motion to approve purchase of (3) Microsoft Surface Books, as per CDI invoice, for a not to exceed total cost of \$5,428.40, retroactive to December 14, 2018

Action: Approve 6F1, 6F2

1st: Scott Magnetti

2nd: Robert Gildea

All in favor

G. Professional Development

1. Motion to approve (1) employee to attend the Mid-Atlantic Conference on Personalized Learning (MACPL) from March 13-15, 2019 at the Harrah's Resort and Conference Center, Atlantic City, New Jersey, for a not to exceed cost of \$1,500.00
2. Motion to approve up to (5) employees, as determined by Administration, to attend the Summit Spring Regional Convening, being held in Newark, NJ, March 24-26, 2018 for a not to exceed total cost of \$900.00
3. Motion to approve replacing Ms. Amy Pipetti with Ms. Barbara Dikum to attend the Title I Improving Schools Conference, January 13-16, 2019 in Station Square Pittsburgh, at no additional cost
4. Motion to approve the PLDC proposal to lead the development of goals and actions plans for the Results by Design plan, for a not to exceed cost of \$3,200.00, effective January 10, 2019

5. Motion to approve (2.5) additional Professional Development days for all staff for the development of goals and action plans to carry out the vision statements in our Results by Design plan

Action: Approve 6G1, 6G2, 6G3, 6G4, 6G5

1st: Tom McInroy

2nd: Mike Strasser

All in favor

H. Policies

1. Motion to approve the following policies:

- a. Updated: Use of Facilities

Action: Approve 6H1

1st: Scott Magnetti

2nd: Lisa Murgas

All in favor

7 Additional Discussion Items

The next regularly scheduled board meeting is scheduled for March 14, 2019; however, Dr. Maurer will be presenting at a conference in New Jersey that day. After discussion, the board decided to reschedule the meeting for another date to be determined. Dr. Maurer will send out potential dates and the meeting will be rescheduled based on the consensus.

8 Parent Representative

9 Public Comment

10 Motion to Adjourn @ 2:32 p.m.

Action: Approve Adjournment

1st: Tom McInroy

2nd: Lisa Murgas

All in favor

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

March 27, 2019

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Ms. Royce Boyd
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Dr. Paul Gallagher
- Mrs. Cathy Harlow
- Dr. Robert Gildea
- Dr. David Lehman
- Dr. Tom McInroy
- Ms. Lisa Murgas

Members Absent:

- None

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Ms. Karlie Travis, Business Manager

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the **CEO Board Report**

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the **Financial Report**

The CPDLF Board meeting started at 1:43 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Ms. Royce Ann Boyd, presided over the meeting.

- | <u>Item #</u> | <u>Item Description</u> |
|---------------|---|
| 1 | Call to Order

A. Roll Call |
| 2 | Approval of Agenda

A. Motion to approve the March 27, 2019 Board Agenda

Action: Approve
1st: Scott Magnetti
2nd: Tom McInroy
All in favor: |
| 3 | Approval of Minutes

A. Motion to approve the <u>draft January 10, 2019 Board of Trustees Meeting Minutes</u>

Action: Approve
1st: Mike Strasser
2nd: Paul Gallagher
All in favor: |
| 4 | Approval of Financial Reports

A. Motion to approve <u>Budget vs Actual as of March 22, 2019</u>
B. Motion to accept the <u>List of Payments as of March 22, 2019</u>

Action: Approve
1st: Robert Gildea
2nd: Cathy Harlow
All in favor: |

At 1:47 p.m., Ms. Royce Ann Boyd, President, motioned to move into Executive Session for personnel issues

- Action: Approve**
1st: Mike Strasser
2nd: Tom McInroy
All in favor:

At 1:54 p.m., Ms. Royce Ann Boyd, President, brought the meeting back into public session.

As a result of the Executive Session, Agenda Items C8 and C9 were added.

5 Old Business

A. None

6 New Business

A. Board Business

1. Motion to accept resignation of Board Member Dr. David Lehman, retroactive to February 5, 2019
2. Motion to appoint Dr. Allen Sell, Superintendent of BASD, to fill the vacant position on the CPDLF Board of Trustees, effective immediately

Action: Approve

1st: Tom McInroy

2nd: Lisa Murgas

All in favor:

3. Motion to adopt the Resolution relating to the Sublease with Fusia Dance, LLC

Action: Approve

1st: Scott Magnetti

2nd: Paul Gallagher

All in favor:

B. General Operations

1. Motion to approve the draft 2019-20 School Calendar

Action: Approve

1st: Lisa Murgas

2nd: Scott Magnetti

All in favor:

-
2. Motion to approve Summer Office Hours for 12-month employees, which consists of (4) 10-hour work days, Monday-Thursday, with the office closed on Fridays, from June 10 - August 9, 2019
 3. Motion to approve the operation of Summer School and ESY from June 10 - July 19, 2019

Action: Approve
1st: Paul Gallagher
2nd: Tom McInroy
All in favor:

C. Personnel

1. Motion to approve paying Ms. Kim Forsythe a not to exceed rate of \$50.00/student, to provide Anatomy consultation for IU 8, retroactive to August 14, 2018

Action: Approve
1st: Mike Strasser
2nd: Tom McInroy
All in favor:

2. Motion to approve the following days of unpaid leave for Ms. Amy Pipetti:
 - a. January 10 and March 11, 2019 (½ days)
 - b. January 16, 18, 29, February 28, March 12, March 14, 2019 (full days)

Action: Approve
1st: Tom McInroy
2nd: Paul Gallagher
All in favor:

3. Motion to approve the 10 Month Part Time Special Education Learning Guide job description, retroactive to February 11, 2019

Action: Approve
1st: Tom McInroy
2nd: Lisa Murgas
All in favor:

-
4. Motion to approve hiring Mrs. Bonnie Waltz, as a temporary 10 Month Part Time Special Education Learning Guide, retroactive to February 11, 2019

Action: Approve
1st: Paul Gallagher
2nd: Mike Strasser
All in favor:

5. Motion to approve the temporary 12 Month Full Time Chief Technology and Innovation Officer job description

Action: Approve
1st: Tom McInroy
2nd: Scott Magnetti
All in favor:

6. Motion to approve hiring Mr. Justin Keel as the temporary 12 Month Full Time Chief Technology and Innovation Officer, effective April 8, 2019

Action: Approve
1st: Robert Gildea
2nd: Scott Magnetti
All in favor:

7. Motion to accept the resignation of Ms. Chelsea Gibbons, Full-Time 10-Month Special Education Learning Guide, effective March 29, 2019

Action: Approve
1st: Scott Magnetti
2nd: Lisa Murgas
All in favor:

8. Motion to approve creation of substitute positions

9. Motion to approve hiring long-term substitutes through the remainder of the school year at a rate of \$45/day

Action: Approve
1st: Tom McInroy
2nd: Scott Magnetti
All in favor:

D. Contracted Services

1. Motion to approve the updated Related Services Agreement with Ignite Education Solutions for an increase in Special Education Services to 30 hours per week
Action: Approve
1st: Paul Gallagher
2nd: Tom McInroy
All in favor:

E. Curriculum

1. Motion to approve upgrading the existing IXL site license, to include science and social studies for Grades 2-8 (125 students), for a not to exceed cost of \$1,687.00
Action: Approve
1st: Scott Magnetti
2nd: Mike Strasser
All in favor:

F. Technology

1. None

G. Professional Development

1. None

H. Policies

1. None

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn @ 2:14 p.m.
Action: Approve
1st: Tom McInroy
2nd: Robert Gildea
All in favor:

Central Pennsylvania Digital Learning Foundation **Charter School**

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes

November 8, 2018

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

Members Present:

- Ms. Royce Boyd
- Mr. Mike Strasser
- Mr. Scott Magnetti
- Mrs. Cathy Harlow
- Dr. Tom McInroy
- Ms. Lisa Murgas

Members Absent:

- Dr. Paul Gallagher
- Dr. Robert Gildea
- Dr. David Lehman

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Ms. Karlie Travis, Business Manager

To our Board and Staff - Thank you for your commitment and dedication to the families of CPDLF as we continue to build an ideal learning experience with excellence for our learners. May you be blessed this holiday season!

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the CEO Board Report.

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the Financial Report.

The CPDLF Board meeting started at 1:53 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Ms. Royce Boyd, presided over the meeting.

-
- | <u>Item #</u> | <u>Item Description</u> |
|---------------|---|
| 1 | Call to Order

A. Roll Call |
| 2 | Approval of Agenda

A. Motion to approve the <u>November 8, 2018 Board Agenda</u>

Action: Approve 2A
1st: Scott Magnetti
2nd: Mike Strasser
All in favor |
| 3 | Approval of Minutes

A. Motion to approve the <u>draft September 13, 2018 Board of Trustees Meeting Minutes</u>

Action: Approve 3A
1st: Tom McInroy
2nd: Cathy Harlow
All in favor |
| 4 | Approval of Financial Reports

A. Motion to approve <u>2017-18 Budget vs Actual Final Budget as of June 30, 2018</u>

B. Motion to approve <u>2018-19 Budget vs Actual as of September 30, 2018</u>

C. Motion to accept the <u>List of Payments as of September 30, 2018 (FNB)</u>

D. Motion to accept the <u>List of Payments as of September 30, 2018 (FCB)</u>

Action: Motion 4A, 4B, 4C, 4D
1st: Cathy Harlow
2nd: Mike Strasser
All in favor |
| 5 | Old Business

A. None |

6 New Business

A. Board Business

1. None

B. General Operations

1. Motion to approve advertising through Forever Media for a not to exceed cost of \$2,550.00, retroactive to August 1, 2018
2. Motion to approve MOU with Altoona Area School District for the services of their Certified School Nurse, for the 2018-19 school year

Action: Approve 6B1, 6B2

1st: Scott Magnetti

2nd: Tom McInroy

All in favor

3. Motion to approve authorizing the Personnel Committee to make a decision on accepting an employee health insurance plan for the 2019 school year that is similar to the current health insurance plan
4. Motion to approve authorizing the Personnel Committee to make the final decision on the amount to fund Individual Employee HSA Accounts for January 11, 2019 and July 12, 2019 payment based on the new health insurance deductible

Action: Approve 6B3, 6B4

1st: Lisa Murgas

2nd: Cathy Harlow

All in favor

5. Motion to approve bond coverage from CNA Surety, through The Reschini Group, and paid for by CPDLF, effective November 12, 2018 through November 11, 2019, as follows:

- a. Board Treasurer for \$443.75, and the Board Secretary for \$350.00
- b. CPDLF CEO for \$350.00
- c. Fiscal Manager for \$350.00
- d. Board President for \$350.00

The Board discussed adding the board president during the meeting and that the rate would be determined after checking with the Insurance broker

Action: Approve 6B5

1st: Cathy Harlow

2nd: Lisa Murgas

All in favor

6. Motion to approve authorizing the CEO and Board President to enter into a sublease agreement with Fusia Dance, upon final review by legal counsel

Action: 6B6

1st: Tom McInroy

2nd: Scott Magnetti

All in favor

C. Personnel

- 1. Motion to move Ms. Amy Walters from 10 month full time Special Education Learning Guide, to 10 month part time instructor, retroactive to September 20, 2018 until the vacated full time position is filled
- 2. Motion to approve 10 days without pay retroactive to October 8-19, 2018, for Mrs. Cathy Cox
- 3. Motion to approve intermittent FMLA leave for Ms. Amy Pipetti to begin when PTO has been exhausted, with an end date to be determined

-
4. Motion to approve authorizing the Personnel Committee to implement a plan for the vacant Special Education Learning Guide/Instructor position for the remainder of the 2018-19 school year

Action: 6C1, 6C2, 6C3, 6C4

1st: Mike Strasser

2nd: Lisa Murgas

All in favor

D. Contracted Services

1. Motion to approve contract with Ms. Renee Weidlich to provide school nursing services, as outlined in contract, at a rate of \$30.00/hour for the 2018-19 school year, retroactive to September 24, 2018

Action: 6D1

1st: Scott Magnetti

2nd: Mike Strasser

All in favor

2. Motion to approve the CEO and Board President to execute the following Related Services Agreements, once reviewed by legal counsel:

- a. Humanus
- b. Presence Learning
- c. Dante Tambellini

Action: 6D2

1st: Scott Magnetti

2nd: Cathy Harlow

All in favor

E. Curriculum

1. Motion to approve the renewal of a 12-month, school-wide subscription to BrainPop, effective January 5, 2019 to January 5, 2020, for a not to exceed cost of \$1,895.00

Action: 6E1

1st: Cathy Harlow

2nd: Tom McInroy

All in favor

F. Technology

1. Motion to approve purchase of (20) headsets, as per Amazon invoice, for a not to exceed cost of \$719.80, retroactive to October 16, 2018
2. Motion to approve purchase of (20) DELL Laptop Ultrabooks, as per CDI quote, for a not to exceed total cost of \$7,980.00

Action: 6F1, 6F2

1st: Scott Magnetti

2nd: Lisa Murgas

All in favor

G. Professional Development

1. Motion to approve Mrs. Dina Morrissey and Mrs. Heather Jancula to attend the SAS Conference from December 9-12, 2018 at the Hershey Lodge and Conference Center, for a not to exceed total cost of \$1,650.00
2. Motion to approve Mrs. Kim Salyards and Ms. Amy Pipetti to attend the Title I Improving Schools Conference, January 13-16, 2019 in Station Square Pittsburgh, for a not to exceed total cost of \$1,200.00
3. Motion to approve Mr. Brandon Kelley and Ms. Chelsea Gibbons to attend the Pennsylvania Educational Technology Expo & Conference, February 10-13, 2019 in Hershey, PA for a not to exceed total cost of \$2,200.00
4. Motion to approve the K12 Learning Unlimited consultation proposal for Connects U! Development Project for the 2018-19 school year, for a not to exceed total cost of \$4,940.00

Action: 6G1, 6G2, 6G3, 6G4

1st: Scott Magnetti

2nd: Tom McInroy

All in favor

H. Policies

1. None

- 7 Additional Discussion Items
- 8 Parent Representative, not present
- 9 Public Comment
- 10 Motion to Adjourn @ 2:02 p.m.

Action: Approve Adjournment

1st: Tom McInroy

2nd: Scott Magnetti

All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – January 10, 2019 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Minutes
May 9, 2019

Members Present:

- Ms. Royce Boyd
- Dr. Paul Gallagher
- Dr. Robert Gildea
- Mrs. Cathy Harlow
- Dr. Tom McInroy
- Ms. Lisa Murgas
- Dr. Allen Sell

Members Absent:

- Mr. Scott Magnetti
- Mr. Mike Strasser

Others Present:

Dr. Malynda Maurer, CEO
Mrs. Joan Dodge, Board Recorder
Mrs. Kim Salyards, Principal
Mrs. Dina Morrissey, Learning Services Coordinator
Mr. Justin Keel, Chief Technology & Innovation Officer
Ms. Karlie Travis, Business Manager

CEO Report: Prior to the Board Meeting, Dr. Maurer provided the attendees with the **CEO Board Report**

Business Manager Report: Prior to the Board Meeting, Ms. Travis provided the attendees with the **Financial Report**

Chief Technology & Innovation Officer Report: Prior to the Board Meeting, Mr. Keel provided the attendees with a Technology Report.

The CPDLF Board meeting started at 2:03 P.M. and was held at the IU8 Duncansville Office. CPDLF Board President, Ms. Royce Ann Boyd, presided over the meeting.

Item # Item Description

1 Call to Order

 A. Roll Call

2 Approval of Agenda

 A. Motion to approve the Board Agenda

Action: Approve 2A
1st: Cathy Harlow
2nd: Lisa Murgas
All in favor

At 2:04 p.m. the Board President requested an Executive Session for Personnel Issues.

Action: Approve Request for Executive Session
1st: Allen Sell
2nd: Robert Gildea
All in favor

The Executive Session resulted in adding Agenda Items 8, 9, 10, and 11 to Section 6C - Personnel. The public meeting reconvened at 3:06 p.m.

3 Approval of Minutes

 A. Motion to approve the draft March 27, 2019 Board of Trustees Meeting Minutes

Action: Approve 3A
1st: Tom McInroy
2nd: Paul Gallagher
All in favor

4 Approval of Financial Reports

 A. Motion to approve Budget vs Actual as of April 30, 2019

 B. Motion to accept the List of Payments as of April 30, 2019

Action: Approve 4A, 4B
1st: Cathy Harlow
2nd: Lisa Murgas
All in favor

5 Old Business

A. None

6 New Business

A. Board Business

1. None

B. General Operations

Review: Draft 2019-20 Budget for approval in June

1. Motion to approve recommended updated list of seniors for Class of 2019 graduation
2. Motion to approve the Summit (T.L.P. Learning) Program Agreement for the 2019-20 school year, retroactive to April 22, 2019

Action: Approve 6B1, 6B2

1st: Lisa Murgas

2nd: Tom McInroy

All in favor

3. Motion to approve the purchase of medical equipment for the CPDLF health department including, but not limited to, a Stadiometer, Hearing Screener, Vision Screener, and associated supplies for a not to exceed cost of \$9,250.00

4. Motion to approve the development and implementation of a CPR Training Program for adults, at a not to exceed total start-up cost of \$3,000.00 and an estimated cost of \$10.00/trainee

Action: Approve 6B3, 6B4

1st: Paul Gallagher

2nd: Allen Sell

All in favor

C. Personnel

1. Motion to approve the following days of unpaid leave for Ms. Amy Pipetti:
 - a. March 28-29, 2019 (2 days)
 - b. April 15, 2019 (1 day)
 - c. April 26, 2019 (½ day)
2. Motion to approve replacing Ms. Amy Pipetti with Ms. Patti Raugh on the Connects U! Course Development team for payment of content development, retroactive to January 4, 2019
3. Motion to accept the resignation of Ms. Amy Pipetti, Full Time 10-Month Elementary Learning Guide, retroactive to May 3, 2019
4. Motion to approve the following substitute positions:
 - a. Mr. Devin Carosi, History Instructor, for up to 42 days, at a not to exceed rate of \$45.00/day, retroactive to April 1, 2019
 - b. Dr. Judy DiLeo, Elementary Learning Guide, for up to 17 days, at a not to exceed rate of \$45.00/day, retroactive to May 3, 2019

Action: Approve 6C1, 6C2, 6C3, 6C4
1st: Tom McInroy
2nd: Lisa Murgas
All in favor
5. Motion to approve (1) ESY teacher, from June 10, 2019 - July 19, 2019 for up to 25 days at a daily rate not to exceed \$214.12
6. Motion to approve up to (5) teaching positions for Summer School for Math, Science, English, History, and P.E., from June 10, 2019 - July 19, 2019, at a rate to be determined once Summer School registrations are received

7. Motion to approve the cost of Summer School courses at rate of \$100.00/course for each learner

Action: Approve 6C5, 6C6, 6C7

1st: Paul Gallagher

2nd: Tom McInroy

All in favor

8. *Motion to approve the development of a sick day bank for all employees*

Action: Approve 6C8

1st: Cathy Harlow

2nd: Lisa Murgas

All in favor

9. *Motion to approve the update to the bereavement leave benefit*

Action: Approve 6C9

1st: Lisa Murgas

2nd: Tom McInroy

All in favor

10. *Motion to approve converting from a time-based system of work for Academic Full Time employees to a performance-based system of work*

Action: Approve 6C10

1st: Tom McInroy

2nd: Lisa Murgas

All in favor

11. *Motion to approve the proposed salary matrix to be valid from the 2019-20 school year to the 2021-22 school year*

Action: Approve 6C11

1st: Paul Gallagher

2nd: Allen Sell

All in favor

D. Contracted Services

1. None

E. Curriculum

1. Motion to approve renewal of 40 student subscriptions for Lexia Core5 Reading from August 1, 2019 - July 31, 2020 for a cost not to exceed of \$1,600.00
2. Motion to approve renewal of agreement with Northwest Evaluation Association (NWEA) for Measures of Academic Progress (MAPS) Growth and MAPS Skills from July 1, 2019 - June 30, 2020, for a cost not to exceed of \$3,025.00
3. Motion to approve expanding Summit Learning course offerings to include 11th grade

Action: Approve 6E1, 6E2, 6E3
1st: Lisa Murgas
2nd: Allen Sell
All in favor

F. Technology

1. Motion to approve new lease agreement from July 1, 2019 - June 30, 2020 with Topp Business Solutions, Konica Minolta Digital Color Multifunction Device at the cost of \$189.51 per month, and for the equipment maintenance option, toner coverage maintenance agreement includes parts, labor and toner (excludes paper & staples), billed at \$0.0074 per copy (BW), and \$0.0425 per copy (color)
2. Motion to approve Cisco Umbrella web filtering subscription (50 Units), from July 1, 2019 - June 30, 2020, at a not to exceed cost of \$2,090.00
3. Motion to approve the purchase of office furniture for the Technology Department, at a not to exceed cost of \$2,000.00

Action: Approve 6F1, 6F2, 6F3
1st: Paul Gallagher
2nd: Lisa Murgas
All in favor

4. Motion to approve the renewal of Custom Computer Specialists for Infinite Campus Annual Subscription Renewal from June 1, 2019 - May 31, 2020, for a not to exceed cost of \$8,662.50
5. Motion to approve the purchase of a 1-year subscription with Alma, a Student Information System, effective July 1, 2019 - June 30, 2020, for an initial cost of \$9,828.00, and a not to exceed ongoing annual cost of \$6,998.00 thereafter

Action: Approved 6F4, 6F5

1st: Tom McInroy

2nd: Cathy Harlow

All in favor

G. Professional Development

1. None

H. Policies

FR (First Read): Terroristic Threats Policy - S33

1. Motion to approve the following updated policy:
 - a. Child Abuse Mandatory Reporter - S12

Action: Approve 6H1

1st: Cathy Harlow

2nd: Lisa Murgas

All in favor

- 7 Additional Discussion Items
- 8 Parent Representative
- 9 Public Comment
- 10 Motion to Adjourn @ 3:14 p.m.

Action: Approve Adjournment

1st: Tom McInroy

2nd: Lisa Murgas

All in favor

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting – June 13 at 1:00 P.M. at IU8 Duncansville Office

Central Pennsylvania Digital Learning Foundation
Charter School

580 Foot of Ten Road
Duncansville, PA 16635

Website: www.cpdf.org

CPDLF Board of Trustees Meeting Agenda

June 13, 2019

12:30 P.M. – Lunch and CEO Report

1:00 P.M. – Meeting

NOTE: All New Items added or Items revised after release to the Board will be highlighted in Yellow

Conflict of Interest Abstain Memorandum

CEO Board Report

- | <u>Item #</u> | <u>Item Description</u> |
|---------------|--|
| 1 | Call to Order <ul style="list-style-type: none">A. Roll Call |
| 2 | Approval of Agenda <ul style="list-style-type: none">A. Motion to approve the June 13, 2019 Board Agenda |
| 3 | Approval of Minutes <ul style="list-style-type: none">A. Motion to approve the draft <u>May 9, 2019 Board of Trustees Meeting Minutes</u> |
| 4 | Approval of Financial Reports <ul style="list-style-type: none">A. Motion to approve <u>Budget vs Actual as of May 31, 2019</u>B. Motion to accept the <u>List of Payments as of May 31, 2019</u> |
| 5 | Old Business <ul style="list-style-type: none">A. None |

Executive Session for School Safety Report and Personnel

6 New Business

A. Board Business

1. None

B. General Operations

1. Motion to approve the purchase of (2) Sandusky Steel 78" Storage Cabinets for a not to exceed cost of \$1,399.98
2. Motion to adopt the CPDLF Board of Trustees Fund Balance Commitment Resolution as amended
3. Motion to allow the Board President and the CEO to take all necessary steps for completing and submitting all end of the year reports and grant submissions due before the September Board of Trustees meeting
4. Motion to allow the CEO, Business Manager, and Board President to enter into any contracts and make any purchases necessary for School Year 2019-20 operations before the September Board of Trustees meeting
5. Motion to approve the 2019-2020 School Improvement Plan
6. Motion to approve 2019-2020 Budget
7. Motion to enter into an Engagement Agreement with McKenna Snyder LLC for future legal matters pertaining to the operation of the charter school

C. Personnel

1. Motion to approve the creation of a position titled Director of Teaching and Learning
2. Motion to approve job description for the position of Director of Teaching and Learning
3. Motion to approve changing the title of Chief Technology and Innovation Officer to Director of Technology and Innovation

4. Motion to approve the creation of a position titled **Part Time Administrative Assistant**
5. Motion to approve the job description for the position of **Part Time Administrative Assistant**
6. Motion to approve the conversion of (1) Full Time Special Education Learning Guide position to a Full Time Learning Guide position
7. Motion to approve the conversion of one (1) temporary part time Learning Guide position to a permanent part time Learning Guide position.
8. Motion to approve move Bonnie Waltz from the temporary part time Special Education Learning Guide position to the permanent part time Special Education Learning Guide position.
9. Motion to hire the following new employees:
 - i. Ms. Deanna Mayers, Director of Teaching and Learning, with a salary of \$70,000, effective June 17, 2019
 - ii. Mr. Travis Weyandt, Special Education Learning Guide, with a salary of \$46,161.98, effective June 17, 2019
 - iii. Ms. Tori McCloskey, Learning Guide, with a salary of \$45,861.98, effective June 17, 2019
 - iv. Ms. Jennifer Cox, Special Education Learning Guide, with a salary of \$45,861.98, effective August 19, 2019
 - v. Ms. Rebecca Pazcoguin, Learning Guide, with a salary of \$47,161.98, effective June 17, 2019
10. Motion to approve the following Instructors to teach summer school courses from June 10, 2019 to July 19, 2019, for a one time stipend of \$1,000.00 each.
 - i. Leslie Rupp, English and History
 - ii. Kim Forsythe, Science
 - iii. Briana Pincherri, Math

11. Motion to approve the Salary Matrix to be used for salaries from 2019-20 to 2021-22 with a 2% increase on base salaries in Years 2 and 3.
12. Motion to approve the 2019-20 Personnel Salaries
13. Motion to approve providing a health insurance stipend of \$3,000 for employees who do not utilize our medical insurance for the entire 2019-20 school year.

D. Contracted Services

1. Motion to approve the 2019-20 Related Services Agreement with Dante Tambellini to provide Special Education services effective July 1, 2019 until June 30, 2020

E. Curriculum

1. Motion to approve the purchase of Reading A-Z w/RazKids addon reading education resources for K-5 students for 2 teachers at a not to exceed cost of \$500.00 for the 2019-20 school year
2. Motion to approve the purchase of EdPuzzle Pro School package for interactive video use in online instruction for a not to exceed cost of \$1,000.00 for the 2019-20 school year
3. Motion to approve renewal of IXL Site License, effective August 1, 2019 through July 31, 2020, for a not to exceed cost of \$1,890.00
4. Motion to approve the purchase of Atlas curriculum software for a three year period from July 1, 2019 to June 30, 2022 , for a not to exceed total cost of \$12,150.00 (\$4,050 per year)

F. Technology

1. Motion to approve the annual Microsoft Office agreement, effective July 3, 2019, for a not to exceed cost of \$700.00, which will be invoiced in July

2. Motion to approve the renewal of Leader Services for IEP Writer and Children Count User Licences, effective July 1, 2019 - June 30, 2020, for a not to exceed cost of \$1,254.00
3. Motion to approve the renewal of Network Solutions Domain Name subscription for the 2019-20 school year, for a not to exceed cost of \$107.96
4. Motion to approve the updated cost of Cisco Umbrella web filtering subscription (50 Units), from July 1, 2019 - June 30, 2020, at a not to exceed cost of \$4,367.33. The incorrectly quoted cost of \$2,090.00 was approved at the May 2019 board meeting.
5. Motion to approve the BambooHR for HR management system at a cost of \$8.09 per month per employee and \$1,572.41 implementation fee
6. Motion to approve a PowToon starter account, to be used by marketing, for a not to exceed cost of \$192.00 per year
7. Motion to approve the purchase of Adobe Acrobat Pro, to be purchased through the IU 13 software purchasing agreement, to include 25 perpetual licenses for a not to exceed cost of \$2,500.00
8. Motion to approve the purchase of Basecamp for Project Management and Team Communication system at a not to exceed cost of \$1,200.00 per year
9. Motion to approve the purchase of technology equipment to update staff equipment, provide equipment for new staff, provide new equipment for the Stroudsburg site, and restock student equipment inventory for a not to exceed cost of \$100,000

G. Professional Development

1. Motion to approve Mr. Justin Keel to attend the ISTE (International Society for Technology in Education) Conference from June 23-26, 2019 at the Pennsylvania Convention Center in Philadelphia, PA, for a not to exceed cost of \$1,500.00
2. Motion to approve up to (8) employees to attend the Summer Summit Learning Program Training in Newark, New Jersey, from July 8, 2019 to July 12, 2019, for a not to exceed cost of \$2700.
3. Motion to approve paying Mr. Travis Weyandt, Ms. Tori McCloskey, Mrs. Bonnie Waltz, and Ms. Rebecca Pazcoguin up to 7.5 additional days of pay at their individual per diem rates for New Hire Onboarding

H. Policies

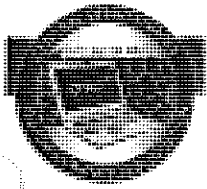
1. Motion to approve the following policy:
 - a. Terroristic Threats Policy - S33

- | | |
|----|-----------------------------|
| 7 | Additional Discussion Items |
| 8 | Parent Representative |
| 9 | Public Comment |
| 10 | Motion to Adjourn |

REMINDER: The next regularly scheduled CPDLF Board of Trustees meeting is September 12, 2019 at 1:00 P.M. at IU8 Duncansville Office

Attachment 80

Policies – Board



Board of Trustees Policy - B01
BOARD POLICY MANUAL DISTRIBUTION

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") desires to make this Manual of Policies and Procedures ("Manual") a useful guide for all members of the Board, the Administration of Charter School, all personnel employed by the Board of Trustees, and the students of Charter School and all members of the community.

Therefore, copies of this Manual shall be maintained at the Main Office of the Charter School for review as a public record during regular office hours.

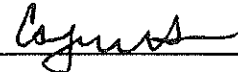
The Secretary shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the Charter School. The Secretary is designated to review the existing policies monthly in light of Board actions and in light of revisions to state statutes and procedures, and to recommend to the Board of Trustees such changes as may be desired to maintain the Board Manual in a current status.

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

ADOPTED this 11th day of February, 2016



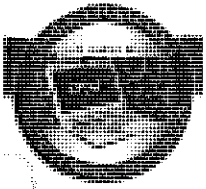
President



Secretary

Distribution:

- Board Policy Binder
- Board Policy Shared Drive Folder
- Website

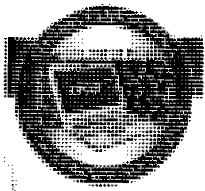


Board of Trustees Policy - B02
ANTI-DISCRIMINATION

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") shall not discriminate against any person on the basis of race, sex, color, creed, religion, sexual orientation, ancestry, national origin, disability, marital status, pregnancy, genetic information or any other classification otherwise protected by applicable state and/or federal laws. The Charter School's Board of Trustees recognizes school administrators', employees' obligations to comply with all applicable federal, state, and local laws in providing equal opportunity for all Charter School students. Pursuant to 22 Pa. Code §12.4 and consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951 - 963).

The Charter School does not discriminate on the basis of race, sex, color, creed, religion, sexual orientation, ancestry, national origin, disability, marital status, pregnancy, genetic information or any other classification otherwise protected by law in the administration of its educational policies, admission policies, hiring policies, scholarship and aid programs, and all other policies and operations, nor may a student be subject to disciplinary action on account of race, sex, color, creed, religion, sexual orientation, ancestry, national origin, disability, marital status, pregnancy, genetic information or any other classification.

The Charter School's Board of Trustees encourages students and third parties who have been subject to discrimination to promptly report such incidents. The Board of Trustees directs that complaints of discrimination shall be investigated promptly. Confidentiality of all parties shall be maintained, consistent with the Charter School's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.



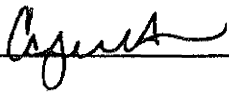
Board of Trustees Policy - B02
ANTI-DISCRIMINATION

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

ADOPTED this 11th day of February, 2016



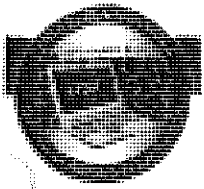
President



Secretary

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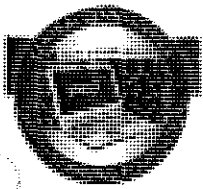
Board of Trustees Policy - B04
HEARING OFFICER

The Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes the necessity of ensuring that all students subjected to disciplinary proceedings in the form of a formal hearing be afforded due process. To make certain that any member of the Board who is appointed to preside over a formal hearing is qualified to do so, the Board sets forth the following minimum standards for qualification.

Guidelines:

A member of the Board of the Charter School who is appointed to preside over any formal disciplinary hearing shall:

- * Be impartial, disinterested and objective, including but not limited to:
- * Having no financial or personal interest in the outcome of the hearing; and
- * Having no prior involvement with the child, whether personally or professionally.
- * Have the ability to communicate effectively;
- * Understand the role of the hearing examiner in formal disciplinary proceedings;
- * Be familiar with Federal and Pennsylvania law regarding discipline of both regular education students and special education students;
- * Understand Charter School policies and the Student Code of Conduct as they relate to discipline;
- * Have the ability to listen to and impartially analyze the evidence presented by all parties to the hearing;
- * Have the ability to objectively analyze the evidence presented by all parties in accordance with Federal and Pennsylvania law, as well as relevant policies, to develop a recommendation for discipline that will be presented to the Board of Trustees; and
- * Recite an Oath of Office reflecting their acceptance of the responsibilities of their role.



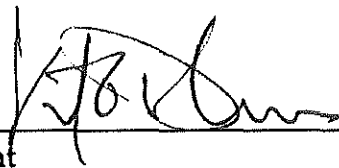
Board of Trustees Policy - B04
HEARING OFFICER

The Board recognizes all Board Members as qualified to serve as hearing examiners.


Each Member of the Board is hereby authorized to act as a hearing examiner at any disciplinary hearing for the duration of their term as a Member of the Board of Trustees.

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.

ADOPTED this __11th__ day of __February__, 2016



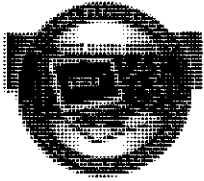
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Board of Trustees Policy - B05
TITLE IX

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, protects students from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient, which receives Federal financial assistance.

This policy reaffirms the commitment of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") to comply with Title IX. This policy covers student on student as well as employee on student sexual harassment.

The Charter School shall not retaliate against any person for opposing an unlawful educational practice or policy, or making charges, testifying or participating in any complaint or action under Title IX.

In providing any aid, benefit, or service to a student, a charter school shall not, on the basis of sex:

1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
2. Provide different aid, benefits, or services or provide aid, benefits, or services In a different manner;
3. Deny any person any such aid, benefit, or service;
4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
5. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which



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TITLE IX

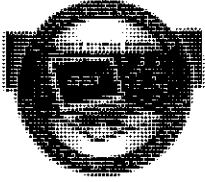
discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

6. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Title IX Coordinator

The Charter School has appointed a Title IX Coordinator to ensure its compliance with Title XI. The core responsibilities of the Title IX Coordinator will be:

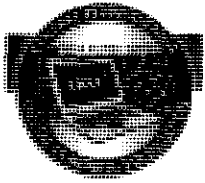
- Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX;
- Provide leadership, direction and supervision for all activities and personnel of the Title IX program including consulting with relevant policy-making bodies and senior personnel for the purpose of advising, clarifying and identifying necessary action to eliminate sex and/or gender-based discrimination in all educational programs and activities, to ensure that access to facilities, opportunities, and resources is gender equitable throughout the district or campus;
- Provide ongoing training, consultation, and technical assistance on Title IX for all students and employees, with specialized training content for hearing officers/boards, investigators, campus law enforcement and appeals officers;
- Develop, implement and coordinate campus and/or school-based strategic efforts aimed at the prevention of sexual violence and other forms of sex and/or gender-based discrimination;
- Develop and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the school or campus community (students, faculty, administrators, staff, and parents) of Title IX rights,



Board of Trustees Policy - B05
TITLE IX

responsibilities, and resources both within and external to school/campus premises;

- Oversee prompt, effective, and equitable intake, investigation, processing, issuing of findings of fact, and timely resolution of all instances of sex/gender discrimination made known to responsible employees and/or reported or filed by students, faculty, employees, third parties, or by members of the broader community;
- Oversee Title IX compliance efforts of other campus/school delegates, departments and offices (e.g., investigators, student conduct/discipline, victim services, public safety, nurse/health services, counseling services, student affairs, human resources, faculty/academic affairs, athletics, etc.);
- Provide appropriate notice of an investigation; determine the extent of an investigation; ensure provision of initial remedial actions; assure compliance with timelines; deliver appropriate notice of charges, notice of hearing, notice of outcome, and remedies, and provide a repository for and source of institutional record-keeping (may also be delegated);
- Provide guidance and assistance to alleged victims of sexual violence and sex/gender discrimination including referral to support resources, notice of right to file internal grievances, notice of the right to grieve to the US Department of Education Office for Civil Rights, and notice of the right to report incidents to law enforcement;
- Monitor institutional compliance with and provide ongoing consultation on Section 504 of the Rehabilitation Act of 1973 and related federal and state laws prohibiting discrimination and harassment against all protected classes;
- Organize and maintain grievance files, disposition reports, and other records regarding Title IX compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, pattern monitoring; and
- Serve as the main contact for government inquiries pursuant to Title IX.



Board of Trustees Policy - B05
TITLE IX

Sexual Harassment

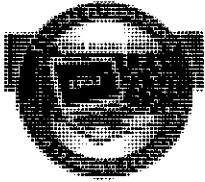
Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education programs and activities (*i.e.*, creates a hostile environment). In accordance with U.S. Department of Education's Office of Civil Rights ("OCR") Guidance, a variety of related factors must be considered in order to determine if a hostile environment has been created. It directs the conduct in question to be viewed from both a subjective and an objective perspective. Specifically, OCR's standards require that the conduct be evaluated from the perspective of a reasonable person in the alleged victim's position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single or isolated incident of sexual violence may create a hostile environment.

Sexual harassment includes, but is not limited to, sexual advances, request for sexual favors, or other verbal or physical acts of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's success in school;
2. Submission to or rejection of such conduct by a student is used as the basis for school decisions affecting such student; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment.

Gender-Based Harassment

Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity and OCR accepts such complaints for investigation. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct



Board of Trustees Policy - B05
TITLE IX

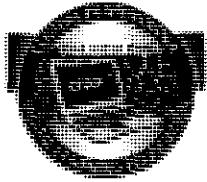
of a sexual nature. Similarly, the actual or perceived sexual orientation or gender identity of the parties does not change a charter school's obligations. Recent court cases have recognized acts of harassment directed at a person because of gender to be sexual harassment, regardless of the intent behind the act. The Charter School adopts this interpretation as part of its policy.

Allegations of Sexual Harassment Occurring Off School Grounds

Title IX applies with equal force to conduct off Charter School grounds so long as it occurs in the context of an educational program or activity of the Charter School. Such programs and activities include but are not limited to activities that take place during Charter School sponsored field trips, athletic team or school band travel and other events for Charter School clubs that occur off campus. Once the Charter School is put on notice of out of school sexual violence against a student, it must investigate and determine whether the conduct may have continuing effects that create a hostile environment as if the conduct had occurred at school. If a student files a complaint with the school, regardless of where the conduct occurred, the school must process the complaint in accordance with its established procedures. Because students often experience the continuing effects of off-school grounds sexual harassment in the educational setting, the Charter School should consider the effects of the off-school grounds conduct when evaluating whether there is a hostile environment at the Charter School. For example, if a student alleges that he or she was sexually assaulted by another student off school grounds, and that upon returning to the Charter School he or she was taunted and harassed by other students who are the alleged perpetrator's friends, the Charter School should take the earlier sexual assault into account in determining whether there is a sexually hostile environment. The Charter School also should take steps to protect a student who was assaulted off school grounds from further sexual harassment or retaliation from the perpetrator and his or her associates.

Sexual harassment is a violation of federal and state laws and may expose not only the Charter School as a school entity, but individuals employed by the Charter School, to significant liability under the law.

When the Charter School knows or reasonably should know of possible sex-based harassment, it will take immediate and appropriate steps to investigate or otherwise determine what occurred. If an investigation reveals that the harassment created a



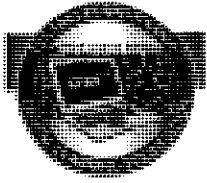
Board of Trustees Policy - B05
TITLE IX

hostile environment, the Charter School will take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent the harassment from recurring, and, as appropriate, remedy its effects.

Examples of Prohibited Conduct

The following are examples of acts that violate Title IX. These examples are not to be construed as an all-inclusive list of prohibited acts under the policy:

- A. Physical assaults of a sexual nature, such as:
1. Rape, sexual battery, molestation or attempts to commit those offenses, or committing an act with intent to cause fear in another of immediate bodily harm or death; and
 2. Intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against or poking a student's body, or touching of the clothing covering the immediate area of the complainant's intimate body parts.
- B. Unwelcome sexual advances, propositions or other sexual comments such as:
1. Sexually-oriented gestures, sounds, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any student;
 2. Preferential treatment or promise of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward; and
 3. Subjecting or threatening to subject a student to unwelcome sexual attention or conduct, or intentionally making success in school more difficult because of the student's gender.
- C. Display of publications anywhere within the Charter School's control such as:



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TITLE IX

1. Displaying pictures, posters, cartoons, calendars, graffiti, objects, promotional materials, reading materials, music, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

Exceptions will be considered in situations where nudity or sexually explicit language is necessary to convey a message important to public health or safety or are otherwise pedagogically appropriate. Subject to the foregoing exceptions, visual material will be presumed to be sexually suggestive if it depicts a person of either sex who is nude or seminude or who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body;

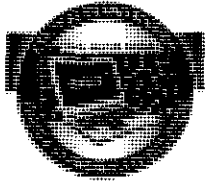
2. Displaying or publicizing, in any virtual classroom environment, materials that are sexually revealing, sexually suggestive, sexually demeaning or pornographic;
3. Displaying signs or other materials purporting to segregate a student by gender on the Charter School computer network system;
or
4. Possession of such material in a manner that it is reasonably foreseeable that they might be seen by others.

D. Sexual Favoritism:

The granting or withholding of Charter School opportunities and benefits including, but not limited to, assignments, discipline, and progress marking and reporting constitute Title IX violations when based on sexual favoritism, and is prohibited.

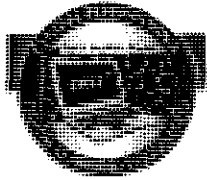
E. Other Forms of Title IX Violations:

Other conduct that has the purpose or effect of unreasonably interfering with a student's work performance or learning conditions on the basis of gender may also constitute violations, and therefore, is prohibited. Examples of conduct which, when based upon gender, violate Title IX, include:



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TITLE IX

1. Assigning disagreeable or unsafe assignments; or not making comparable assignments that would tend to disadvantage a student's development;
 2. Withholding information, materials, equipment or supplies which are necessary for the efficient performance of an assignment;
 3. Unreasonably failing to cooperate or assist students with school-related matters;
 4. Interfering with a student's efforts to satisfactorily complete an assignment;
 5. Maintaining unequal standards of performance;
 6. Ostracizing students, or otherwise making it known to students that they are not welcome because of their gender;
or
 7. Referring to students by sexually denigrating or insulting names because of their gender.
- F. Retaliation for Title IX complaints. A non-exhaustive list of examples of retaliation may include:
1. Arbitrary discipline, threats, unwarranted change of assignments, providing inaccurate information, or failing to cooperate or discuss school-related matters with any student because that student has complained about, been a witness to or resisted Title IX prohibited harassment, discrimination or retaliation; and
 2. Intentionally pressuring, falsely denying, lying about, or covering up or attempting to cover up conduct such as that described in any item above.



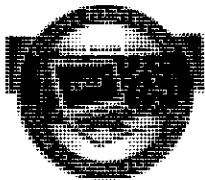
Board of Trustees Policy - B05
TITLE IX

Making a Complaint

The Charter School will:

1. Publish a Notice of Nondiscrimination on the Basis of Sex in its education programs and activities, including that Title IX requires it not to discriminate in such a manner. The notice must state that inquiries concerning the application of Title IX may be referred to Charter School's Title IX Coordinator or to OCR. It will include the name or title, office address, telephone number, and e-mail address for the Charter School's Title IX Coordinator. The notice will be prominently posted on the Charter School's website and at various locations throughout the Charter School and published in electronic and printed publications of general distribution that provide information to students and employees about the Charter School's services and policies;
2. Designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX that include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX Coordinator or designee will be available to meet with students as needed; and
3. Prominently post this policy (including the compliant procedures contained in this policy) on the school website; send it electronically to all members of the school community; make it available at various locations throughout the Charter School; and summarize it or attach it to the school's handbooks, codes of conduct, and catalogs for students, parents of elementary and secondary students, faculty, and staff.

Should the Title IX Compliance Officer be the person accused of the sexual harassment or should the complainant feel that the Title IX Compliance Officer is in some way responsible for the Title IX violation, the complainant may bring his or her concerns directly to the attention of the Chief Executive Officer ("CEO"), who will follow the procedures outlined below.



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TITLE IX

Complaint Procedures

The student may seek either an informal or formal resolution of his or her complaint:

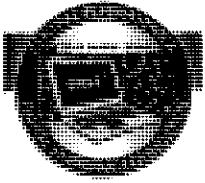
A. Informal

The student or his or her parent may request the Title IX Compliance Officer to intervene by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated. In such case the Title IX Compliance Officer must meet with the alleged offender, take a statement with regard to the allegations, and, if warranted, require that the alleged offender participate in non-disciplinary counseling. The alleged offender, if he or she is a student, shall have the right to have his or her parent present during the meeting with the Title IX Compliance Officer. The Title IX Compliance Officer shall document, in writing, all actions taken regarding investigation of the allegations, including statements of other student(s) and/or school administration/staff/contractor(s) or volunteer(s). The complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. Moreover, in cases involving allegations of sexual assault, an informal resolution or mediation is not appropriate even on a voluntary basis.

B. Formal

A student who believes that his or her Title IX rights have been violated or a parent, who believes that his or her child's Title IX rights have been violated, may file a complaint requesting a formal investigation into the allegations. Formal complaints shall be taken in writing by the Title IX Compliance Officer and signed by the complainant. A thorough and complete investigation shall be conducted by the Title IX Compliance Officer.

This investigation shall determine: (1) whether or not the conduct occurred; (2) whether the conduct constitutes a violation of Title IX or of this policy, and, (3) if the conduct and was a violation, what actions the Charter School will take to end the violation, eliminate any hostile environment, and prevent its recurrence, which may include imposing sanctions on the perpetrator and providing remedies for the complainant and broader student population.



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TITLE IX

To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

C. Interim Measures

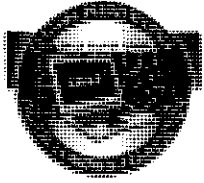
During the pendency of an investigation, the Charter School will take reasonable interim measures in order to prevent further possible Title IX issues. These may include taking steps to avoid further contact between the complainant and the alleged perpetrator by removal of the alleged perpetrator from complainant's homeroom/classroom, transportation, lunch, extracurricular activities and other school day activities/programming in which contact is foreseeable. The Title IX Compliance Officer shall provide the complainant with periodic updates on the status of the investigation. The Title IX Compliance Officer shall also ensure that the complainant is aware of his or her Title IX rights and any available student assistance programs and resources, such as victim advocacy, academic support, counseling, disability services, health, and mental health services. The Title IX Compliance Officer shall also inform the complainant of his or her right to seek outside legal assistance and of his or her right to report a crime to local law enforcement.

Even when a Title IX Compliance Officer has determined that the Charter School can respect a complainant's request for confidentiality and therefore may not be able to respond fully to an allegation of sexual violence and initiate formal action against an alleged perpetrator, these interim measures may be taken to protect the complainant while keeping the identity of the complainant confidential.

D. Confidentiality

Before a student reveals information that he or she may wish to keep confidential, the Charter School should make every effort to ensure that the student understands:

1. The Charter School employee's obligation to report the names of the alleged perpetrator and student involved in the alleged sexual violence, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX Coordinator, other appropriate school



Board of Trustees Policy - B05
TITLE IX

2. Officials, local law enforcement and Child Line pursuant to Mandatory Reporter duties;
3. The student's option to request that the Charter School maintain his or her confidentiality, which the Title IX Compliance Officer will consider; and
4. The student's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services. If the student requests confidentiality, the Title IX Compliance Officer should make every effort to respect this request and should evaluate the request in the context of the Charter School's responsibility to provide a safe and nondiscriminatory environment for all students.

Procedures for Investigating and Resolving Complaints

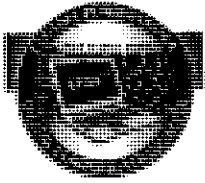
A. Title IX Compliance Officer

The Title IX Compliance Officer shall be capable of conducting a thorough and complete investigation and shall seek advice and assistance from the Board of Trustees if the Title IX Compliance Officer believes that he or she lacks the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the Title IX Compliance Officer or the CEO is the one accused of violating Title IX, the Board will appoint a qualified individual who is not employed by the Charter School to conduct the investigation.

B. Conducting Investigations/Holding Hearings

The Title IX Compliance Officer receiving a Title IX complaint shall take the details of the complaint in writing and have the complainant sign it. All Title IX complaints against a student shall be received, investigated and disposed of in accordance with the procedures set forth in this Policy,

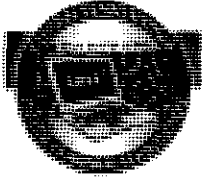
- The Title IX Compliance Officer shall meet with every complainant to listen and understand the allegations. The complainant may have his or her Parent(s) present during any such meeting. The accused, if he or she is a student, shall



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TITLE IX

also have the right to have his or her parent(s) present at any meetings with the Title IX Compliance Officer as well.

- From these meetings, the Title IX Compliance Officer will conduct an adequate, reliable, and impartial investigation of complaint(s), which includes interviewing and obtaining statements from any witnesses of both the complainant and alleged perpetrator, and the review of all evidence presented. Parties will be provided updates until a determination is made in writing.
- The complaint will be decided using a preponderance of the evidence standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred).
- Even though FERPA limits disclosure of certain information in disciplinary proceedings, the Title IX Compliance Officer will disclose information to the complainant about the sanction imposed on the perpetrator when the sanction directly relates to the complainant. This includes an order that the perpetrator stay away from the complainant, or that the perpetrator is prohibited from attending school for a period of time, or is transferred to other homeroom/classes at the Charter School.
- If the Title IX Compliance Officer makes a decision finding that the complainant's allegations are substantiated by a preponderance of the evidence, the appropriate level of discipline consistent with Charter School's strong policy against Title IX misconduct will be determined by the CEO, Title IX Compliance Officer and any other Administration as part of the Charter School's Board approved disciplinary process. If the Title IX Compliance Officer or the CEO believes that the imposition of in school suspension, out of school suspension, or expulsion against an accused student may be appropriate, then an informal or formal hearing shall be held. The formal disciplinary procedures contained in the Charter School's Code of Conduct shall be followed for such hearings to assure due process protection for the accused. Documents regarding substantiated charges of sexual harassment shall be placed in the accused student's file. Documents regarding unsubstantiated charges shall not be placed in student files, but shall be maintained by the Board of Trustees in a confidential



Board of Trustees Policy - B05
TITLE IX

file established expressly for retaining complaints of Title IX complaints against students.

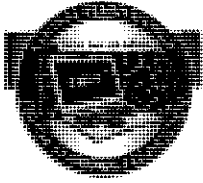
- Notice of the right and how to appeal this decision will be included with the Decision to both students and Parents.

C. Other Reporting Requirements

If the complaint involves sexual assault, rape or conduct of a criminal nature, the local Police Department shall be contacted and a report of the incident made by the Charter School. (A report must also be made by the any mandatory reporter to Child Line and the Department of Public Welfare in accordance with the Charter School's Board approved Mandatory Reporter Policy. If there is any question of whether the conduct complained of constituted criminal activity, the Charter School's Board Solicitor should be contacted immediately. Knowledge of a law enforcement investigation does not relieve the Charter School of its independent Title IX obligation to investigate the conduct.

D. Training

Employees will be trained so that they know to report harassment to appropriate school officials, and so that employees with the authority to address harassment know how to respond properly. Training for employees will include practical information about how to identify types of conduct that constitute sexual harassment or violence, how to identify warning signals that may need attention and how to report sexual harassment and violence. This training will be provided to any employees likely to witness or receive reports of sexual harassment and violence, including teachers, school security, school administrators, school counselors, and health personnel. All persons involved in implementing a recipient's grievance procedures (e.g., Title IX Coordinators, investigators, and adjudicators) must have training or experience in handling complaints of sexual harassment and sexual violence, and with the Charter School's grievance procedures. The training also will include applicable confidentiality requirements. In sexual violence cases, the fact-finder and decision-maker also will have adequate training or knowledge regarding sexual violence.



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TITLE IX

Additionally, the Charter School will ensure that staff members are capable of providing culturally competent counseling to all complainants. It will ensure that its counselors and other staff who are responsible for receiving and responding to complaints of sexual violence, including investigators and hearing board members, receive appropriate training about working with Lesbian/Gay/Bi-sexual/Transgender and gender-nonconforming students and same-sex sexual violence.

The Charter School will also ensure that any school reporting forms, information, or training about sexual violence be provided in a manner that is accessible to students and employees with disabilities, for example, by providing electronically-accessible versions of paper forms to individuals with print disabilities, or by providing a sign language interpreter to a deaf individual attending a training.

To ensure that students understand their rights under Title IX, the Charter School will provide age-appropriate training to its students regarding Title IX and sexual violence. Training may be provided separately or as part of the Charter School's broader training on sex discrimination and sexual harassment.

The Charter School may include these education programs in its orientation programs for new students, faculty, staff, and employees, training for student athletes and coaches, and school assemblies and "back to school nights." These programs will include a discussion of what constitutes sexual harassment and sexual violence, the Charter School's policies and disciplinary procedures, and the consequences of violating these policies.

The Charter School also will include such information in their employee handbook and any handbooks that student athletes and members of student activity groups receive. These materials will include where and to whom students should go if they are victims of sexual violence. These materials also will tell students and school employees what to do if they learn of an incident of sexual violence.

CONCLUSION

If any section of this procedure is declared invalid, the remaining sections shall remain valid and unaffected.



Board of Trustees Policy - B05
TITLE IX

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

ADOPTED this 12th day of May, 2016

President

Secretary

Distribution:

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Board of Trustees Policy - B06
RELIGIOUS BELIEFS AND CUSTOMS

No religious belief or non-belief should be promoted by the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") or its employees, and none should be disparaged. Instead, the Charter School should encourage all students and staff members to appreciate and be tolerant of each other's religious views and customs. The Charter School should foster understanding and mutual respect among diverse students and parents.

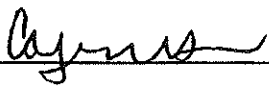
In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs or cultural beliefs unless there are clear issues of law and/or overriding concerns that would prevent such excuse.

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

ADOPTED this 11th day of February, 2016



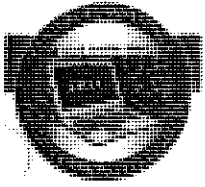
President



Secretary

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Board of Trustees Policy - B07
EVALUATION OF EDUCATIONAL PROGRAM

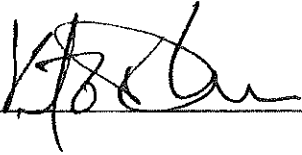
The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") directs the Chief Executive Officer ("CEO") to develop and implement a systematic short-range and long-range plan for the continuing qualitative assessment of the progress of the educational program toward the goals established by the Board. To this end, s/he shall recommend such tests and methods as may be indicated by generally accepted professional practice and best professional judgment.

The Board reserves the right to review tests and to approve those which serve a legitimate purpose without infringing upon the personal rights of the students or their parents. The results of any evaluation may be released by the CEO employing school data, but such data may not be traceable to individuals.


The CEO shall be responsible for a plan and procedure for an evaluation of the educational program.

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

ADOPTED this 11th day of February, 2016



President



Secretary

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Central Pennsylvania Digital Learning Foundation Charter School
www.cpdf.org

Board of Trustees Policy

CURRICULUM DEVELOPMENT POLICY

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes its responsibility for the support and improvement of the educational program. To this purpose, the curriculum shall be developed and evaluated on a continuing basis in accordance with the best in educational theory and practice and, in accordance with Chapter 4 of Title 22 of the Pennsylvania Code, as to Academic Standards and Assessments and/or any regulations promulgated thereafter.

Curriculum shall be defined as all planned learning activities of the Charter School, such as courses of study, subjects, class organization, and evaluation of student achievement. It shall include the provisions of applicable state law as well as subjects and procedures within the discretionary powers of the Board of Trustees ("Board").

The Board directs that:

- A) No course of study shall be taught at Charter School unless it has been reviewed by the Board and determined to be in accordance with the grant of Charter. If a change is determined to be warranted, the Pennsylvania Department of Education shall be duly notified before any change in curriculum is made consistent with the provisions of the grant of Charter.
- B) A course of study is to be prepared for each curriculum area. This course of study shall contain objectives, subject content, basic instructional activities, references to approved instructional materials, and procedures for evaluation of student achievement.
- C) Staff shall use the course of study in planning instruction and judging student progress.
- D) The course of study shall be available for public examination.
- E) The Chief Executive Officer ("CEO") shall be responsible for the

continuous evaluation of the effectiveness of each course of study and shall recommend to the Board such revisions or new courses of study deemed to be in the best interests of the students.

- F) The CEO's recommendation to the Board shall include the following information about the proposed course of study:
- 1) Its applicability to students and an enumeration of the group of students to be affected by it.
 - 2) Its description and content, including the instructional method where such method departs significantly from current practice and is an integral part of the course of study.
 - 3) Its rationale in terms of the goals of the Charter School, especially when it is proposed to take the place of an existing course of study.
 - 4) The resources that its implementation will require: textbooks, materials, equipment, specially trained personnel.
 - 5) The evaluative methods and standards by which its efficacy will be monitored and measured.
- G) With prior approval, the CEO may conduct pilot programs considered necessary for the continued growth of the instructional program and is authorized to seek State, federal, and private aid for such programs.
- H) The Board is committed to the support of a full range of educational programs to meet the individual needs of its students. These commitments include, but are not limited to, state mandated programs in basic academic subjects, special education for the handicapped/disabled, guidance counseling, instruction for the homebound, independent study, and summer school for remedial and/or enrichment.

Central Pennsylvania Digital Learning Foundation Charter School
www.cpdf.org

Board of Trustees Policy

CURRICULUM DEVELOPMENT POLICY - B08

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes its responsibility for the support and improvement of the educational program. To this purpose, the curriculum shall be developed and evaluated on a continuing basis in accordance with the best in educational theory and practice and, in accordance with Chapter 4 of Title 22 of the Pennsylvania Code, as to Academic Standards and Assessments and/or any regulations promulgated thereafter.

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The Board directs that:

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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.

ADOPTED this 10 day of August , 2017

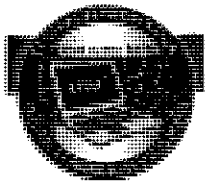


President

Secretary

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Board of Trustees Policy - B09
INSTRUCTIONAL MATERIALS

A listing of all approved books and instructional materials shall be prepared for use by staff and available for public examination.

Inventories shall be maintained to assist in requisitioning.

Wherever possible, use of textbooks for home study shall be encouraged.

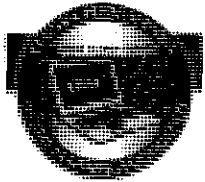
All students shall be held accountable for damage or loss of such books or materials in accordance with procedures developed by the CEO or his/her designee.

No student shall be denied use of required books or materials because of financial need.

Complaint Procedure

If a complaint is received by Charter School personnel concerning educational materials, the CEO shall provide for procedures to hear fully the substance of the complaint and to review the material at issue in order to come to a decision. Such procedures will allow for:

- Form for complainant to complete and submit with reason(s) as to disagreement with specific textbook, instructional material or portion thereof.
- Notification that challenged materials will be kept in use during the reconsideration process.
- Review of challenged material by the CEO in conjunction with the Principal and Curriculum Coordinator and any other Administration or staff with expertise.
- Determining general acceptance of the material by reading reviews and consulting recommended lists.
- Determining the extent to which the material supports the curriculum.
- Meeting with complainant to discuss substance of complaint and Administration's response as a result of the review process.
- Completion of a written decision with reasons based on the review process and notification to complainant of ability to present any disagreement with decision to the Board of Trustees.



Board of Trustees Policy - B09
INSTRUCTIONAL MATERIALS

The Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") to the extent of its resources shall support its educational programs with the best available books and instructional materials.

Textbooks, library books, and instructional materials are those approved by the Board, obtained as a result of an official selection procedure, and made accessible for student use. Instructional materials include textbooks, reference books, other supplementary titles, all audiovisual materials, maps, library books, and all other instructional materials. Textbooks include: books, kits, filmstrips, cassettes, tapes, computer programs, computer documentation, computer software, video cassettes, video disks, DVDs and all other materials intended for instruction in the classrooms.

The Chief Executive Officer ("CEO") or his/her designee shall develop a procedure for the selection of books and materials and make recommendations for Board approval.

Selection Guidelines

A formally defined selection procedure shall be established and made known to staff and community.

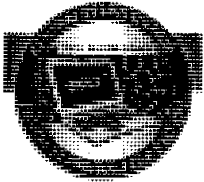
Content of titles selected shall be in accordance with professional criteria of validity, democratic consideration of respect for all people, adherence to the adopted curriculum, and the abilities and maturity of the student user.

Wherever possible, materials shall represent the many religious, racial, ethnic, and cultural groups and their contribution to the heritage of the United States.

Examination of available offerings shall be made by professional staff who, if advisable, may consult with non-school representatives.

Each selected work shall be factually accurate and possess literary or artistic value.

In textbooks where controversial issues are discussed, opposing viewpoints shall be presented.



Board of Trustees Policy - B09
INSTRUCTIONAL MATERIALS

- Retention or withdrawal of challenged materials as decided by the 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.

ADOPTED this 12th day of May, 2016

President

Secretary

Distribution:

- Board Policy Binder
- Board Policy Shared Drive Folder
- Website

**Central Pennsylvania Digital Learning Foundation Charter School
580 Foot of Ten Road
Duncansville, PA 16635**

Board of Trustees Policy - B15

RIGHT TO KNOW POLICY

In accordance with the Right-to-Know Law, Act 3 of 2008, be it resolved that the Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") hereby establishes the following:

- (1) Right-to-Know Law Policy,
- (2) Right-to-Know Law Request for Access to Records Form, and
- (3) Right-to-Know Law Request Fee Structure.

The Board of Trustees hereby directs that the Right-to-Know Law Policy, Right-to-Know Request for Access to Records Form and Right-to-Know Law Request Fee Structure be posted at Charter School's main administrative office and, if Charter School maintains an Internet website, on Charter School's Internet website together with the following:

- (1) Contact information for the Open Records Officer (may be included in the Right-to-Know Law Policy);
- (2) Contact information for the Office of Open Records or other applicable appeals officer (may be included in the Right-to-Know Law Policy); and
- (3) Any additional Administrative Procedures or regulations that may be developed consistent with this Policy and the Right to Know Law.

The Board further appoints the Charter School's CEO as the Open Records Officer.

This Policy, Form and Fee Structure included herein, hereby replace and supersede all prior Policies, Forms and/or Fee Structures related to the Right-to-Know Law in effect at the Charter School.

In accordance with the Right-to-Know Law, Requesters may elect to access the Official Records Request Form available through the Office of Open Records.

The Board of Trustees of the Charter School directs the appointed Open Records Officer to implement procedures necessary to effectuate this Policy and to adhere to the requirements of the Right-to-Know Law. This policy supersedes and replaces all previously adopted Right-to-Know Law Policies at the Charter School and any and all procedures related to the Right-to-Know Law at the Charter School shall be modified as consistent with this Policy.

Language in this Policy has been drafted taking into consideration the Right-to-Know Law and information available from and through the Office of Open Records and Pennsylvania Department of Education. Nothing in this policy shall be construed to conflict with applicable state and/or federal laws, including but not limited to the Right-to-Know Law and any and all applicable common law and cases developing from the Right-to-Know Law and/or interpreting the Right-to-Know Law. In the event the Right-to-Know Law is amended or otherwise revised, this Policy shall be interpreted to incorporate any revisions or changes to the Right-to-Know Law without the need for Board action.

The Open Records Officer is the individual designated by the Board to receive, review and respond to all requests directed to the Charter School pursuant to this Policy and applicable law.

A record of the Charter School is public provided the record is not:

- (1) Exempt under the Right-to-Know Law;
- (2) Exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree; or
- (3) Protected by a privilege.

This Policy shall not be interpreted to require or allow access to any record that is not a Public Record under the Right-to-Know Law.

This Policy shall be interpreted to allow access to or duplication of Public Records to the extent required by the Right-to-Know Law.

For purposes of this Policy, a Requester is a person that is a legal resident of the United States and requests a record pursuant to the Right-to-Know Law. The term includes an agency.

Access to a record or written notice to a Requester granting, denying or partially granting and partially denying access to a record.

The Open Records Officer shall receive requests submitted to the Charter School under the Right-to-Know Law, direct requests to other appropriate persons in accordance with the Right-to-Know Law, track the Charter School's progress in responding to requests and issue interim and final Responses under the Right-to-Know Law and this Policy.

The Charter School may designate a Public Records Access Room. The function of a Public Records Access Room is to provide a specific, established site where Requesters may have physical access to some or all of the Charter School's Public Records. If the Board elects not to establish such a room, the Open Records Officer shall determine on an ad hoc basis and in accordance with the Right-to-Know Law the building and room where Public Records will be made available to a Requester and the hours of availability.

In either instance the Open Records Officer has the discretion to establish procedures governing the use of the room including, but not limited to, the hours of access, the need and adequacy of proof of identification, restrictions or prohibitions on the removal of Records, the use of written requests and the ability of a Requester to bring his or her own equipment into the room.

Procedure for Requesting Records:

Oral requests. The Right-to-Know Law does not require the Charter School to respond to oral requests. The Open Records Officer shall refuse to accept any oral request.

Anonymous requests. The Right-to-Know Law does not require the Charter School to respond to Anonymous requests. The Open Records Officer shall refuse to accept any written request that does not identify the Requester.

Written requests. The Right-to-Know Law requires that the Open Records Officer act upon each non-anonymous written request when such request is submitted in person, by mail, by facsimile or email.

Contents of a request. The Right-to-Know Law sets forth various specifications for the contents of a written request. A Requester must submit a request in writing to the Open Records Officer on a form to be provided by the Open Records Officer or on the Official form issued by the Office of Open Records. The request must be addressed to the Open Records Officer and must set forth the name and address where the Charter School should address its Response. The request should identify or describe the Record or Records sought with sufficient specificity to enable the Charter School to ascertain which Records are being requested. The written request may be submitted in person, by mail, facsimile or email. Any Charter School Employee or Board Member who receives a request directed to the Open Records Officer shall immediately forward that request to the Open Records Officer.

The Right-to-Know Law provides that the Requester need not include the reason for the request or the intended use of the Records. Therefore, the Open Records Officer shall not insist that such a statement be provided, nor shall the Charter School reject or refuse a request on the grounds that no such reason was given.

Forms. The Charter School may create or adopt forms for use by Requesters in preparing written requests. In the absence of a form created by the Charter School, the Open Records Office's official Form must be used.

Identification. As the Right-to-Know Law states that the Charter School provide a Requester with access to a Public Record if the Requester is a legal resident of the United States, the Charter School may require the Requester to produce photographic identification to the extent allowed by the Right-to-Know Law.

Address all Open Records Requests to:

Right to Know Officer
Central Pennsylvania Digital Learning Foundation Charter School
580 Foot of Ten Road
Duncansville, PA 16635

The Charter School shall post this information to its website and shall post it at a location that is publicly accessible.

The Right-to-Know Law provides that, upon receipt of a written Open Records Request, the Charter School must make a good faith effort to determine if the requested Record is a Public Record, financial record, or legislative record and to respond as promptly as possible under the circumstances existing at the time of the request, and that this time shall not exceed five (5) business days from the date the written request is received by the Charter School's Open Records Officer.

The five (5) business day period does not begin to run until the Charter School's designated Open Records Officer has received a written request in accordance with the Right-to-Know Law and this Policy. If an Open Records Request is submitted to the Charter School or to some Officer or employee of the Charter School other than the Open Records Officer, the five (5) business day period has not yet begun.

Either a final or an interim written Response must be made within five (5) business days from the date that the Open Records Officer received the request. If the Open Records Officer fails to respond within that time period, the Open Records Request is deemed denied.

The Right-to-Know Law and this Policy contemplate that Requesters will receive a Response within the five (5) business day period. However, the Right-to-Know Law and this Policy also provide the Charter School with certain specific exceptions to invoke a single extension of time, which may not exceed thirty (30) calendar days. If an extension is invoked and then there is no timely Response, the Open Records Request is deemed denied. Likewise, if the Open Records Officer notifies the Requester that it needs more than the maximum of thirty (30) days, the request is deemed denied.

Processing of Open Records Requests by the Open Records Officer:

Upon receiving an Open Records Request, the Open Records Officer shall, at a minimum, promptly complete the following tasks to the extent required by the Right-to-Know Law:

- (i) Date-stamp or otherwise note the date of receipt on the Open Records Request.
- (ii) Compute the day on which the five (5) business day period will expire and make a notation of that date.

- (iii) Maintain a paper or electronic copy of the Open Records Request, including all documents submitted with it and the envelope (if any) in which it was received.
- iv) Create an official file for the retention of the original Open Records Request.
- (v) Make a good faith effort to determine if the record requested is a Public Record and if the Charter School has possession, custody or control of the record.
- (vi) Maintain a copy of the Charter School's Response to the request.

For purposes of determining the five (5) business-day period:

- (i) A business day shall be from 8:00 a.m. until 4:00 p.m. on any Monday, Tuesday, Wednesday, Thursday, or Friday, except those days when the offices of the Charter School are closed for all or part of a day due to a holiday; due to severe weather (such as a blizzard or ice storm); due to natural or other disaster; or due to the request or direction of local, state, or federal law enforcement officers.
- (ii) Any Open Records Request received by the Open Records Officer after the close of its regular business hours shall be deemed received by that office on the following business day.
- (iii) For purposes of determining the end of the five (5) business day period, the day that an Open Records Request is received (or deemed received) is not counted. The first day of the five (5) business day period is the Charter School's next business day.

The act of providing a Requester with physical access to a document or a copy of the requested Record, in the Open Records Office, is a "Response" for purposes of this Open Records Policy. Unless the Charter School issues written policies to the contrary, only the Open Records Officer possesses the authority to permit this access.

Where timely access is not provided in accordance with subsection 8(1) above, the Act requires that the Charter School's Response be in writing. The Open Records Officer has the duty to prepare and send written Responses. In preparing a written Response, the Open Records Officer should consult, as necessary, with the Solicitor.

The Charter School is not required to create a Public Record that does not already exist, nor is the Charter School required to compile, maintain, format, or organize a Public Record in a manner in which the Charter School does not currently do so.

The Open Records Office shall send written Responses to Requesters by one of the following, in its discretion: United States mail, facsimile transmission; electronic transmission; overnight or parcel delivery service; or, courier delivery.

Access to Public Records:

Unless otherwise provided by law, a Public Record, legislative record or financial record shall be accessible for inspection and duplication in accordance with the Right-to-Know Law and this Policy. A Public Record, legislative record or financial record being provided to a Requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. Public Records, legislative records or financial records shall be available for access during the regular business hours of the Charter School.

The Charter School shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the Charter School does not currently compile, maintain, format or organize the record.

The Open Records Officer may respond to a records request by notifying the Requester that the record is available through publicly accessible electronic means or that the Charter School will provide access to inspect the record electronically. If the Requester is unwilling or unable to access the record electronically, the Requester may, within thirty days following receipt of the notification, submit a written request to the Open Records Officer to have the record converted to paper. The Charter School shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

The Act requires that, unless otherwise provided by law, the Public Records of the Charter School must be accessible for inspection by any Requester during the regular business hours of the Charter School. Unless the Charter School adopts written policies to the contrary, the regular business hours of the Charter School for purposes of the Act are from 8:00 a.m. until 4:00 p.m. on any business day.

Access shall be provided by the Open Records Officer either in the Open Records Office or the Public Records Access Room, at the discretion of the Open Records Officer, depending on the size, complexity or other circumstances of the request.

Notice of Review:

Upon receipt of a written request for access, the Open Records Officer shall determine if one of the following applies:

- (A) The request for access requires redaction of a record in accordance with the Right-to-Know Law;
- (B) The request for access requires the retrieval of a record stored in a remote location;

- (C) A timely Response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;
- (D) A legal review is necessary to determine whether the record is a record subject to access under this act;
- (E) The Requester has not complied with the agency's policies regarding access to records;
- (F) The Requester refuses to pay applicable fees authorized by this act; or
- (G) The extent or nature of the request precludes a Response within the required time period.

Upon a determination that one of the above factors applies, the Open Records Officer shall send written notice to the Requester within five (5) business days of receipt of the request for access. The notice shall include a statement notifying the Requester that the request for access is being reviewed, the reason for the review, a reasonable date that a Response is expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that a Response is expected to be provided is in excess of thirty (30) days, following the five (5) business days allowed for in the Right-to-Know Law, the request for access shall be deemed denied unless the Requester has agreed in writing to an extension to the date specified in the notice.

If the Requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the Charter School has not provided a Response by that date.

Written Final Responses:

Types of final Responses. The Act provides for three (3) types of written final Responses:

- (i) The Charter School grants the entire Open Records Request;
- (ii) The Charter School refuses the entire Open Records Request;
- (iii) The Charter School grants part of the Open Records Request and refuses the remainder.

The failure of the Charter School to make a timely final Response is a Deemed Denial under the terms of the Act. Final Responses that deny Open Records Requests, both in whole or in part, shall be in writing by the Open Records Officer and include all of the following:

- (i) A description of the record requested;

- (ii) The specific reasons for the denial, including a citation of supporting legal authority;
- (iii) The typed or printed name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial is issued;
- (iv) Date of the Response; and
- (v) The procedure to appeal the denial of access under the Right-to-Know Law.

If the Open Records Officer grants the request, the Response shall so inform the Requester and include any necessary information for access.

Redaction:

If the Charter School determines that a Public Record, legislative record or financial record contains information which is subject to access as well as information which is not subject to access, the Charter School's Response shall grant access to the information which is subject to access and deny access to the information which is not subject to access. If the information which is not subject to access is an integral part of the Public Record, legislative record or financial record and cannot be separated, the Charter School shall redact from the record the information which is not subject to access, and the Response shall grant access to the information which is subject to access. The Charter School may not deny access to the record if the information which is not subject to access is able to be redacted. Information which the Charter School redacts in accordance with the Right-to-Know Law shall be deemed a denial under the Right-to-Know Law.

Appeals:

If a written request for access to a record is denied or deemed denied, the Requester may file an appeal with the Office of Open Records or judicial, legislative or other appeals officer designated under the Right-to-Know Law within fifteen (fifteen (15)) business days of the mailing date of the Charter School's Response or within fifteen (fifteen (15)) business days of a deemed denial. The appeal shall state the grounds upon which the Requester asserts that the record is a Public Record, legislative record or financial record and shall address any grounds stated by the Charter School for delaying or denying the request. Unless otherwise provided by applicable law, the Office of Open Records shall assign an appeals officer to review the denial.

A person other than the Charter School or Requester with a direct interest in the record subject to an appeal under this section may, within fifteen (15) days following receipt of actual knowledge of the appeal but no later than the date the appeals officer issues an

order, file a written request to provide information or to appear before the appeals officer or to file information in support of the Requester's position. Copies of the written request shall be sent to the agency and the Requester.

Posting:

The following information shall be posted at the Charter School and, if the Charter School maintains an Internet website, on the Internet website:

- (A) Contact information for the Open Records Officer.
- (B) Contact information for the Office of Open Records or other applicable appeals officer.
- (C) A form which may be used to file a request.
- (D) Regulations, policies and procedures of the Charter School relating to the Right-to-Know Law.

The Charter School may deny a Requester access to a record if the Requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the Charter School. Such denial shall not restrict the ability to request a different record.

The Charter School may deny a Requester access:

- (i) When timely access is not possible due to fire, flood or other disaster; or
- (ii) To historical, ancient or rare documents, records, archives and manuscripts when access may, in the professional judgment of the curator or custodian of records, cause physical damage or irreparable harm to the record. To the extent possible, the contents of such a record shall be made accessible to a Requester even when the record is physically unavailable.

If, in Response to a request, the Charter School produces a record that is not a Public Record, legislative record or financial record, the Charter School shall notify any third party that provided the record to the agency, the person that is the subject of the record and the Requester. the Charter School shall notify a third party of a request for a record if the third party provided the record and included a written statement signed by a representative of the third party that the record contains a trade secret or confidential proprietary information. Notification shall be provided within five (5) business days of receipt of the request for the record. The third party shall have five business days from receipt of notification from the agency to provide input on the release of the record. The Charter School shall deny the request for the record or release the record within ten (10) business days of the provision of notice to the third party and shall notify the third party of the decision.

A Public Record shall be accessible for duplication by a Requester. The Charter School does not make duplication equipment available to a Requester but shall provide other means by which a Requester may obtain copies.

The Charter School will assign its own staff to make the duplications requested by the Requester; or it may contract for duplication services and require that the Requester pay the contractor for those services. The Charter School shall charge the Requester a reasonable fee(s) that is consistent with the prevailing charges in the geographic location where the duplication occurs.

Retention and Disposal of Public Records:

There are statutes, regulations and other laws that regulate the Charter School's retention and disposition of Records. The Charter School shall follow the mandates of these laws and regulations. Neither the Act nor this policy modifies, rescinds or supersedes any retention or disposition schedule established pursuant to law or other regulation.

Reasonable fees and charges as permitted by the Right-to-Know Law shall be established by the Board via Resolution and Established Fee Structure. The Board-approved list of fees shall be available for review by Requesters.

Such a fee structure may be amended from time to time as appropriate, using the standards provided in the Right-to-Know Law and shall not exceed the fee structure recommended by the Office of Open Records.

If the fee is for copying only and the anticipated cost exceeds \$100.00, the Charter School may allow access to the Records but shall refuse to make copies until the fee is paid. If the fee is for redacted copies or some other allowable service that is necessary in order for access to be provided, the Charter School may deny access until the fee is paid. At no time will the Charter School accept cash as a method of payment.

The Charter School shall not charge a fee for review of a record to determine whether the record is subject to access.

All copies must be retrieved within ninety (90) days of the Charter School Response or the Charter School may, in the discretion of the Open Records Officer and to the extent allowed by law, dispose of copies made. The Requester remains responsible for fees incurred to the extent allowed by the Right-to-Know Law.

The Open Records Officer may waive fees set by the Board on a case by case basis consistent with applicable state and federal law.

CENTRAL PENNSYLVANIA DIGITAL LEARNING FOUNDATION
CHARTER SCHOOL

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER:

STREET ADDRESS:

CITY/STATE/COUNTY (Required):

TELEPHONE (Optional):

RECORDS REQUESTED: (*Provide as much specific detail as possible so the agency can identify the information.)

-

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

OPEN RECORDS OFFICER: Central Pennsylvania Digital Learning Foundation Charter School
580 Foot of Ten Road
Duncansville, PA 16635
(814) 682-5258

DATE RECEIVED BY CENTRAL PENNSYLVANIA DIGITAL LEARNING FOUNDATION
CHARTER SCHOOL:

FIVE (5) BUSINESS-DAY RESPONSE DUE: *If the requester wishes to pursue the relief and remedies provided for in the Right-to-Know Law, the request must be in writing. (Section 702.) Written requests need not include an explanation as to why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

Central Pennsylvania Digital Learning Foundation Charter School
Right-to-Know Law Request Fee Structure

The Right-to-Know law requires the establishment of a fee structure. The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") establishes the following fee structure in accordance with the Law and has derived this structure upon review of the Open Records Office's Recommended Structure. The Law requires that the Office of Open Records review the fee structure biannually. Any updates will be posted by the Charter School.

Record Type	<u>Fee Structure</u>
Copies: (A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page)	\$0.25 per page.
Certification of a Record:	\$1.00 per record. Please note that certification fees do not include notarization fees.
Specialized documents: (For example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual Cost of the Charter School
Facsimile/Microfiche/Other Media:	Actual Cost of the Charter School
Conversion to Paper:	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the Requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).
Postage Fees:	Fees for postage may not exceed the actual cost of mailing to the Charter School
Other Allowable Fees:	Actual Cost to the Charter School

Please Also Be Advised in regard to the Right-to-Know Law Fee Structure:

Statutory Fees: If a separate statute authorizes the Charter School to charge a set amount for a certain type of record, the Charter School may charge no more than that statutory amount.

Inspection of Redacted Records: If a Requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Charter School shall redact the non-public information. The Charter School may not charge the Requester for the redaction. However, the Charter School may charge for the copies it must make of the redacted material in order for the Requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the Requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If the Charter School offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a Requester, the Charter School may establish user fees specifically for the **provision** of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a Requester as required by the Right-to-Know Law. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof. The user fees for enhanced electronic access must be reasonable, must be pre-approved by the Office of Open Records and shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. Any request is to be submitted to the Office of Open Records, 400 North Street, Harrisburg, PA 17120.


Fee Limitations: Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless the Charter School necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for a review of a record to determine whether the record is a Public Record, legislative record or financial record subject to access. No fee may be charged for searching for or retrieval of documents. The Charter School may not charge staff time or salary for complying with a Right-to-Know request.

Prepayment: Prior to granting a request for access, the Charter School may require a Requester to **prepay** an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

Once the request is fulfilled and prepared for release, the Office of Open Records recommends **that** the Charter School obtain the cost of the records prior to releasing the records. This recommendation is designed to avoid situations in which the Charter School provides the records and the Requester fails to submit payment.

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

ADOPTED this day 8 of June, 2017



President



Secretary

Distribution:

- Board Policy Binder
- Board Policy Shared Drive Folder
- CPDLF Website

Attachment 81

Policies – Community

**Central Pennsylvania Digital Learning Foundation Charter School
721 North Juniata Street, Suite 3
Hollidaysburg, PA 16648**

Board of Trustees Policy - C01

COMMUNITY/PUBLIC COMPLAINTS POLICY

Residents and community groups who wish to make a request, suggestion or complaint concerning school staff, program, or other matters will be handled in a fair and impartial manner by the school administration of the Central Pennsylvania Digital Learning Foundation Charter School.

- (a) The Parent Advisory Council may receive parent concerns, requests, suggestions and complaints and facilitate communication with school administration.

The Board of Trustees shall become involved in such matters only in cases where the school administration is unable to remedy the situation. The administration will supply the Board of Trustees with a complete detailed report. The complainant shall be advised of the Board's decision and shall be allowed to participate in the next Board meeting during the public comment portion.

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

ADOPTED this ____ day of _____, 2016



President

Secretary

**Central Pennsylvania Digital Learning Foundation Charter School
721 North Juniata Street, Suite 3
Hollidaysburg, PA 16648**

Board of Trustees Policy - C02

GOVERNMENT RELATIONS POLICY

It is the policy of the Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") to maintain harmonious relations with government officials.

The Board shall have the authority to enter into agreements with any department, agency, office, board or commission of Hollidaysburg, or the Commonwealth of Pennsylvania or the United States, when, in the opinion of the Board, such agreement will further the efficient and effective administration of public education.

Such agreements may include but are not limited to:

1. Requests for Police Assistance are to be made to the local Police District.
2. The local Police District should be notified of:
 - a. A change in the time of regular dismissals.
 - b. Athletic events.
 - c. Special events, including night activities.
 - d. Unsafe highway conditions affecting the safety of pupils, etc.
3. Emergency Requests

In the event of an emergency, the Chief Executive Officer, or his/her designee, is to call the policy emergency number, 9-1-1, and request assistance in accordance with the Memorandum of Understanding in place with the local law enforcement.

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

ADOPTED this _____ day of _____, 2016



President

Secretary

**Central Pennsylvania Digital Learning Foundation Charter School
721 North Juniata Street, Suite 3
Hollidaysburg, PA 16648**

Board of Trustees Policy – C03

PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”) recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board Meetings. The Board also recognizes its responsibility for proper governance of the Charter School and the need to conduct its business in an orderly and efficient manner.

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for public participants to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.

To ensure that all individuals attending public meetings of the Charter School have the opportunity to observe the meeting and hear those participants who wish to address the Board, all members of the public attending all meeting shall be expected to: turn off or silence all cell phone, pagers, and other electronic devices; know that it is unlawful to disrupt public meetings and that individuals who do so may be prosecuted; and understand that the presiding officer may instruct that an individual be removed if he/she determines that they are disrupting the meeting.

Any member of the public may address the Charter School’s Board of Trustees at a formally scheduled public Board Meeting in accordance with the procedures and limitations of this policy.

In order that the Board may fairly and adequately discharge its overall responsibility, all citizens who wish to participate in a public Board meeting shall register their intent with the Board Secretary, or other designated Board member, prior to the start of the meeting and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable. Anyone who has not contacted the Board Secretary may be recognized at the discretion of the presiding officer.

Requests to participate can be made via first class mail or e-mail to:

Aiko Malynda Maurer, CEO
Central Pennsylvania Digital Learning Foundation Charter School
580 Foot of Ten Road, Duncansville, PA 16635
e-mail: mmaurer@cpdlf.org

The following guidelines shall be followed for persons or groups wishing to make statements to the Board at any meeting:

1. Participants must first be recognized by the presiding officer and must preface their comments by an announcement of name, address and group affiliation, if applicable;
2. The Board reserves the right to postpone a reply until it has had time for appropriate deliberation and preparation of a response (this will usually be made at the next meeting);
3. If questions or problems relate to issues of a personal nature, i.e. complaints about the conduct or performance of a particular Charter School employee, the Board may direct that such issues be discussed with the CEO or may go into executive session to receive presentations;
4. Visitors at Board meetings shall not, without prior arrangements, enter into discussion of matters being deliberated by the Board during the course of the business meeting unless recognized and given permission by the presiding officer;
5. The agenda of Board meetings shall include opportunity for participants, without prior arrangements, to address the Board on any matter prior to the Board taking official action and at the conclusion of the business meeting;
6. Presentations to the board should be limited to a duration of two (2) minutes unless prior arrangements have been made and an extension of time has been granted. The presiding officer may extend the time limits at his/her discretion;

7. Remarks on behalf of an organization or group may be presented through only one (1) speaker at each meeting, but additional representatives of the organization or group may submit written remarks to be included in the minutes of the meeting;
8. There shall be a limit of six (6) speakers on the same side of an issue, but the Board may, at its discretion, hold a special Board meeting or permit more than six (6) speakers on an issue;
9. Comments on agenda items and other public comments shall be directed to the presiding officer;
10. Members of the public shall not be permitted to participate in debate regarding issues before the Board nor to question school staff regarding Board and administrative issues and procedures during meetings of the Board unless permitted by the presiding officer;
11. The presiding officer shall maintain control of all meetings and may terminate a participant's statement when it has exceeded the time limits or when it is personally directed, abusive, obscene or, in the opinion of the presiding officer, not relevant; and
12. Persons refusing to follow the guidelines of the Board are subject to removal.

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.

The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. When his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive obscene, or irrelevant;
2. Request any individual to leave the meeting when that person does not observe reasonable decorum; and

3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.

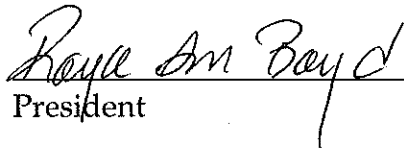
Any person attending a meeting of the Board shall have the right to use electronic recording devices under the following rules:

1. No auxiliary lighting will be permitted.
2. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay sessions of the Board.
3. Audio and video recording devices can be used from an individual's seat or from a location designated by the presiding Board officer.
4. An individual's right to record will be forfeited if there is an interference with the ability of others to observe the proceedings and all reasonable efforts have been made to attempt to correct the problem.
5. All taping shall begin when the meeting is called to order and termination of taping shall be at the time of adjournment.
6. Videotaping shall only be the proceedings and content of the meeting, and not attendees or otherwise.

No placards or banners will be permitted within the meeting room.

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

ADOPTED this day _____ of _____, 2016

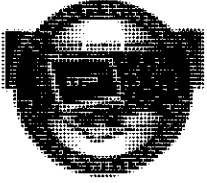


President

Secretary

Attachment 82

Policies – Employee



Board of Trustees Policy - E01
EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") shall provide an environment free from harassment of any kind, including sexual harassment, or harassment because of one's gender. Sexual harassment has been defined by the Equal Employment Opportunity Commission (EEOC), as well as by federal, state and local laws, and for the purpose of this policy, Charter School has adopted this definition. This policy covers employee on student and employee on employee harassment.

A key aspect of such an environment is protection from harassment or discrimination based on sex, race, religion, age, marital status, ethnicity, disability, ancestry, sexual orientation, gender and/or any other legally-protected class for every employee. Such harassment will not be tolerated by or from any Board member, employee, student or vendor doing business with the Charter School.

Harassment or discrimination is defined herein as discriminatory treatment on the basis of race, color, sex, religion, national origin, age of forty (40) or older, disability, or any other protected activity or class under applicable law or statutes. An action may not rise to the level of harassment pursuant to federal law if it consists of simple teasing, offhand comments, or isolated incidents that are not "extremely serious." Rather, the conduct must be "so objectively offensive as to alter the 'conditions' of the victim's employment." The conditions of employment are altered if the harassment or discrimination culminated in a tangible employment action or was sufficiently severe or pervasive to create a hostile work environment.

Further, sexual harassment is defined as: unwanted sexual advances, including request for sexual favors, and/or inappropriate verbal or physical contact of a sexual nature when made by a member of the Charter School staff, administration or Board of Trustees ("Board"). Sexual advances, request for sexual favors, or other verbal or physical acts of a sexual nature constitute sexual harassment when:

- A) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's success in school;



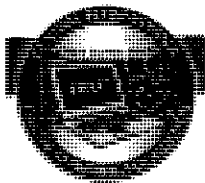
Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

- B) Submission to or rejection of such conduct by a school employee is used as the basis for the employee's success in their employment with the Charter School or threatens their employment with the Charter School in any way;
- C) Submission to or rejection of such conduct by a student is used as the basis for school decisions affecting such student;
- D) Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment; or
- E) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile work environment.

Recent court cases have recognized acts of harassment directed at a person because of gender to be sexual harassment, despite the intent behind the act. The Charter School adopts this interpretation as part of its policy. Sexual harassment is a violation of federal and state laws and may expose not only the Charter School, but also individuals to significant liability under the law.

Any student or employee who feels he or she is being subjected to harassing or discriminatory behavior of any kind is encouraged to object to the behavior and report the behavior to his/her Chief Executive Officer ("CEO") or other appropriate officials as indicated in the "Procedures for Making Complaints," which is incorporated herein. It is a violation of this policy to retaliate or engage in any form of reprisal because a student or employee has raised a concern, filed a complaint of, or been a witness to sexual harassment.

It shall also be the policy of the Charter School that the basic rights of all concerned must be respected at all times.



Board of Trustees Policy - E01
EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION

Prohibited Sexually Harassing Conduct

The following are examples of acts that violate the Charter School's Anti-Harassment policy and position. These examples are not to be construed as an all-inclusive list of prohibited acts under the policy.

- A) Physical assaults of a sexual nature, such as:
 - 1) Rape, sexual battery, molestation or attempts to commit those offenses, or committing an act with intent to cause fear in another of immediate bodily harm or death; and
 - 2) Intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against or poking a person's body, or touching of the clothing covering the immediate area of the complainant's intimate body parts.

- B) Unwelcome sexual advances, propositions or other sexual comments such as:
 - 1) Sexually-oriented gestures, sounds, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any student;
 - 2) Preferential treatment or promise of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward; and
 - 3) Subjecting, or threatening to subject, an individual to unwelcome sexual attention or conduct, or intentionally making success in school more difficult because of the individual's gender.



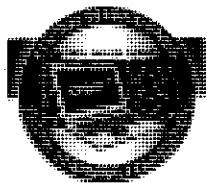
Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

- C) Display of publications anywhere within the Charter School's control such as:
- 1) Displaying pictures, posters, cartoons, calendars, graffiti, objects, promotional materials, reading materials, music or other materials that are sexually suggestive, sexually demeaning, or pornographic;
 - 2) Displaying or publicizing, in the classroom environment, materials that are sexually revealing, sexually suggestive, sexually demeaning or pornographic;
 - 3) Displaying signs or other materials purporting to segregate a student by gender in any area of the school (other than the rest rooms and similar semi-private lockers/changing rooms); or
 - 4) Possession of such material in a manner that is reasonably foreseeable that it might be seen by others.

Exceptions will be considered in situations where nudity or sexually explicit language is necessary to convey a message important to public health and/or safety or pedagogically appropriate.

Subject to the foregoing exceptions, visual material will be presumed to be sexually suggestive if it depicts a person of either sex who is nude or seminude and/or who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

- D) **Sexual Favoritism:** The granting or withholding of school opportunities and benefits, including, but not limited to, evaluation, salary, etc., constitutes sexual harassment when it is based on sexual favoritism, and is prohibited.
- E) **Other Forms of Prohibited Sexual Harassment:** Other conduct that has the purpose or effect of unreasonably interfering with work performance on



Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
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the basis of gender may also constitute sexual harassment, and therefore, is prohibited.

Prohibited Retaliation

The following are examples of retaliatory acts that violate the Charter School's Anti-Harassment and Anti-Discrimination Policy. These examples are not to be construed as an all-inclusive list of prohibited retaliatory acts. Examples of such retaliation may include:

- 1) Arbitrary discipline, threats, unwarranted change of assignments, providing inaccurate information, or failing to cooperate or discuss school-related matters with an employee because that employee has complained about, been a witness to, or resisted harassment, discrimination and/or retaliation; and/or
- 2) Intentionally pressuring, falsely denying, lying about, or covering up or attempting to cover up conduct such as that described in any items above.

Procedures for Making Complaints

The Charter School is committed to resolving these complaints as quickly and efficiently as possible. Individuals who believe they are/have been the victims of or have knowledge or have witnessed harassment, discrimination and/or retaliation should report such incidents, in writing, as promptly as possible, to the CEO. Should the CEO be the person accused of the harassment, discrimination and/or retaliation or should the complainant feel that the CEO is in some way responsible for the harassment, discrimination or retaliation, the complainant may bring his/her concerns directly to the attention of the Board President who will follow the procedures outlined below.

Any alleged incident involving an employee and another employee, administrator, Board member or vendor shall be investigated by the CEO or his/her designee. After



Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

completing any such investigation, the CEO shall determine appropriate remediation and/or discipline and shall report to the Board of Trustees.

The reporting of an alleged incident shall remain strictly confidential, within the bounds of any legal and investigative requirements. The confidentiality and rights of the accused shall be similarly respected.

To the extent possible and as permissible by law, the Charter School shall maintain full and confidential records of all such investigation, remediation and discipline (if imposed).

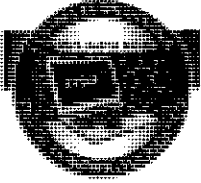
Any retaliation by a Charter School employee found guilty of harassment, discrimination and/or retaliation (or friend/supporter(s) of such an individual) shall be handled as a most serious offense by the appropriate level of jurisdiction, including possible referral to the appropriate law enforcement agencies. Equally serious is a complaint that is not made in good faith or based upon false information. Disciplinary action, including unpaid suspension or termination, may be taken against an employee who files such a complaint.

All students and employees shall be made aware of this policy and their rights to protection against harassment and against any type of retaliation for reporting alleged harassment or discrimination. They also shall be informed of counseling services, where appropriate.

The employee may seek either an informal or formal resolution to their complaint:

A. Informal (Employee)

The employee may request that the CEO intervene, after a full investigation by the CEO or his/her designee, by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated in the work place. In such case, the CEO must discuss the matter with the alleged offender, and, if warranted, require that he/she participate in non-disciplinary counseling. The CEO shall document responsive actions taken in writing. Copies will also be forwarded to the President of the



Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

Board. If a student, the accused shall have the right to have his/her parent/guardian present during his/her interview.

B. Informal (Student)

The student or his/her parent/guardian may request CEO to intervene by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated. In such case, the CEO must discuss the matter with the alleged offender, and, if warranted, require that he/she participate in non-disciplinary counseling. The CEO shall document actions taken in writing. Copies will also be forwarded to the Board President. The accused, if he/she is a student, shall have the right to have his/her parent present during the interview.

C. Formal

An individual who believes that he/she has been harassed, discriminated, or retaliated against (or a witness to any such conduct) should make a written complaint to the CEO requesting an investigation into the allegation. Formal complaints shall be taken in writing and signed by the complainant. A thorough and complete investigation shall be conducted by the CEO or his/her designee with results provided to the Board of Trustees. To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.



Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

Procedures for Investigating and Resolving Complaints

A. Equal Employment Opportunity Officer ("EEO")

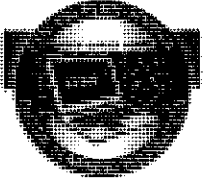
The CEO or his/her designee shall be designated as the EEO Officer, capable of conducting a thorough and complete investigation. This EEO Officer shall seek advice and assistance from the Board of Trustees if it is believed that he/she lacks the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the CEO is the alleged harasser or is alleged to have been responsible for the harassment/discrimination/retaliation, the President of the Board will conduct the investigation.

B. Conducting Investigations

The EEO Officer, receiving a complaint of harassment, discrimination or retaliation, shall take the details of the complaint in writing and have the complainant sign it. Copies of this document will be provided to the Board. All complaints of harassment, discrimination or retaliation against a Charter School employee shall be received, investigated and disposed of in accordance with the procedures set forth in this policy, and complainants shall be notified of the final disposition/action taken.

If the complaint involves sexual assault, rape or conduct of a potentially criminal nature, the local police department or law enforcement agency shall be contacted and a report of the incident made. If there is any question whether the conduct complained of constituted criminal activity, the Charter School's solicitor should be contacted and consulted.

The EEO Officer shall attempt to secure statements from all participants in, and witnesses to the alleged incident. The accused, if he/she is a student, shall have the right to have his/her parent or guardian present.



Board of Trustees Policy - E01
EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION

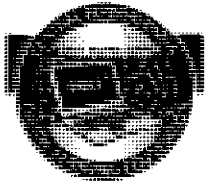
All investigations shall be completed by the EEO Officer within ten (10) school days from the date of the written complaint.

A substantiated charge of harassment, discrimination or retaliation shall result in appropriate disciplinary action, including, but not limited to, potential employee discharge or suspension without pay, or student suspension or expulsion. Any disciplinary action shall be subject to the requirements of the Charter School's Code of Conduct, the Public School Code, Charter School Law, Department of Education Regulations and other applicable law. All complainants shall be guaranteed protection from reprisals of any type, including, but not limited to, continued employment, promotion, work assignment, grades awarded, etc., unless it can be proved such accusations were known to be false and malicious in their intent. If such malicious intent is proved, the complainant shall be subject to appropriate disciplinary action.

Documents regarding substantiated charges of harassment, discrimination or retaliation shall be maintained by the Charter School. Documents regarding unsubstantiated charges shall not be placed in employee personnel files, but shall be maintained by the Board of Trustees in a confidential EEO file established expressly for retaining complaints of harassment, discrimination and/or retaliation against students and/or employees.

C. Training

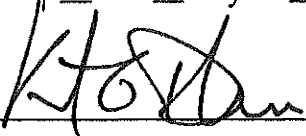
It is the responsibility of the Charter School Board of Trustees to ensure that all administration, staff and Board receive the appropriate training to enforce this Policy.




Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

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

ADOPTED this 12th day of May, 2016



President



Secretary

Distribution:

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Board of Trustees Policy - E02
EMPLOYEE SMOKING

The Board of Trustees ("Board") the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes that smoking during school hours and on school property presents a health and safety hazard, which can have serious consequences for the smoker, the nonsmoker, and the safety of the Charter School and is, therefore, of concern to the Board.

For the purposes of this policy, "use of tobacco" shall mean all uses of tobacco and tobacco related products, including possession, including but not limited to the following: lighted or unlighted cigar, cigarette and pipe; other lighted or unlighted smoking product or material, smokeless tobacco in any form, electronic smoking products, as well as other controlled substances. "Electronic smoking products" mean electronic products designed to deliver nicotine, flavor, and/or other potentially harmful chemicals. School jurisdiction shall include use of property owned or operated by the School or contracted transportation to and from school and extra-curricular activities and during extracurricular activities. The time shall include transportation on School or leased vehicles or public transit vehicles.

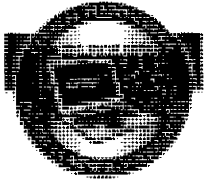
Pennsylvania Act 128, of 2000 prohibits the use of tobacco products in Charter School buildings or other premises leased by, or under the control of Charter School and on buses, vans or other vehicles owned by, leased by or under the control of Charter School.

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, the Board prohibits the use of tobacco by employees in school buildings, on school grounds, and on school buses.

Whenever such property shall be used as a public place or public meeting, the School employee in charge shall prohibit the use of tobacco by any attendees.

The Board prohibits tobacco use and possession by employees at school-sponsored activities that are held off school property.

The Chief Executive Officer shall develop procedures to implement this policy, which include informing all students and staff members of the smoking regulations of this school; instructions on the potential hazards of the use of tobacco; the formation of a committee of students, staff members, parents, and community representatives to




Board of Trustees Policy - E02
EMPLOYEE SMOKING

evaluate the effectiveness of the Board's policy on smoking and to solicit community and parental support in the discouragement of the use of tobacco and the awareness of safety hazards that smoking in public buildings produce.

Employees who violate the Board's policy on the use of tobacco are subject to the consequences as set forth in the School Code of Conduct.

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

ADOPTED this 12th day of May, 2016



President



Secretary

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Central Pennsylvania Digital Learning Foundation Charter School
580 Foot of Ten Road
Duncansville, PA 16635

Board of Trustees Policy - E03

CONFLICT OF INTEREST POLICY

Board members, Officers and employees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") have a duty of loyalty to the Charter School and to the public whose interest they are sworn to serve. The purpose of this Conflict of Interest Policy, which provides guidance and a general standard of conduct with respect to actual or apparent conflicts, is in keeping with the Pennsylvania Public Official and Employee Ethics Law and the State Legislature's declaration that the people have the right to be assured that the financial interests of public officials and employees conflict with the public trust, and the principle which prohibits public officials and employees from entering into situations where private interests may conflict with official duties.

The appearance of conflict of interest undermines the public confidence in the integrity of the Charter School, its Board Members and/or employees, and should be scrupulously avoided.

Standards of Conduct

No Board Member or employee shall:

- A) Engage in conduct that constitutes a conflict of interest, which shall be defined as use by a Board Member or employee of authority of his office or employment of any confidential information received through his position for the private pecuniary benefit of himself, a member of his immediate family, or a business with which the Board Member or employee or a member of his immediate family is associated. "Immediate family," for purposes of this policy, is defined to mean a parent, spouse, child, brother or sister.
- B) Engage, or have any interest, financial or otherwise, directly or indirectly, in any business, transaction or professional activity, which conflicts with or impairs the proper discharge of official duties or which could bring disfavor or disrespect upon the Charter School.

- C) Accept an honorarium, which represents a payment in recognition of published works, appearances, speeches, and presentations and which is not intended as consideration of the value of such services that are non-public, occupational or professional in nature.
- D) Recommend or otherwise participate in the decision to make any contract of any value between the Charter School, any school or Student Activity Fund, and any business or entity in which the Board Member or employee or a member of his immediate family, has a personal or financial interest or act to implement or administer any such contract.
- E) No Board Member or employee may participate in the selection, award, or administration of the contract, regardless of the value of the contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or Board Member any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- F) A Board Member or employee shall report the nature of his or her interest in a potential Charter School contract to his or her superior. Where a Board Member or employee or a member of his or her immediate family has a personal or financial interest in a contract, he or she shall disclose it publicly and abstain from voting on the contract. Formal approval of the contract by a majority of all members of the Board of Trustees, other than the abstaining member, shall be required. The foregoing would apply to any business in which the Board Member's or employee's spouse or child is associated.
- G) Advertise business or professional activities on the Charter School property or use work hours, property or services to perform or promote personal or commercial enterprises or to campaign or raise money for any candidates for political office.
- H) Use confidential information, as defined by the Sunshine Act or the Board of Trustees, concerning property, personnel matters, or affairs of the Charter School or its employees to advance the financial or other private interests of the Board Member, employee or others; nor shall Board Members and employees disclose confidential information except as directed by the Board of Trustees or a court of law. Nothing in this provision shall be interpreted as prohibiting the practice of "whistle-blowing."

- I) Accept anything of value including, but not limited to, a gift, loan, political contribution, reward, promise of future employment, favor, gratuity, entertainment, transportation or lodging based on any implied or actual understanding that the judgment of the Board Member or public employee would be influenced thereby. The officers, employees, and agents of the Charter School may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Example gifts of nominal value are t-shirts, calendars, pencils, branded inexpensive pens and other inexpensive promotional items. Examples of gifts of more than nominal value may include, but are not limited to, money, service, loan, travel, lodging, meals, refreshments, entertainment, discount, or promise to do or not do something having a monetary value.
- J) Solicit directly from other Board Members or employees, students or their parents, anything of value for the Board Member's or employee's personal benefit.
- K) Purchase property of any kind from the Charter School, either directly or indirectly, except in a manner approved by the Board for the particular sale involved, unless (1) there is an open and public bid process, including public notice and subsequent public disclosures of all bids considered and contracts awarded, and (2) the Board Member or employee did not act in an official capacity in connection with the sale, and (3) the Board Member or employee was not privy to non-public information received in the course of his office or employment.
- L) Participate in the review and approval of publications or materials for Charter School purchase if the Board Member or employee is the author/editor of or has any financial interest in the sale of such publications or materials.
- M) Tutor or counsel as a private enterprise, for compensation, pupils assigned to any class or course of the Charter School to which the employee is assigned. Employees may tutor or counsel pupils enrolled in other schools unless such private enterprise conflicts with or impairs the proper discharge of official duties for the Charter School.
- N) Refer a Charter School parent or student to a service, service provider or product in return for anything of value. Employees making referrals as part of their official duties shall make referrals to more than one provider of any non-unique service or product. For example, Charter School counselors shall refer parents or students to more than one counselor or provider of medical services where comparably qualified persons are available.

- O) Upon separation from Charter School service or employment, represent any individual or business entity on any matter before the Charter School for a period of one year after such separation.

Administration

Statement of Financial Interest

In accordance with Pennsylvania's Public Official and Employee Ethics Law, the Charter School requires each Board Member and applicable employee to file a Statement of Financial Interest with the Secretary of the Board of Trustees by May 1st of each year for the immediate prior year. All Statements of Financial Interest are reviewed by the Board President.

The Board of Trustees may require any employee whose duties require the exercise of discretion or judgment to file a Statement of Financial Interest.

Conflict of Interest Resolution

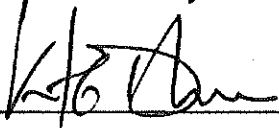
In the event that a question of conflict of interest or the appearance of conflict of interest arises, a Board Member or employee must apprise his/her superior and the Board President who will investigate and report the fact of the inquiry and results of his investigation to the CEO and the Finance Committee of the Board of Trustees for resolution. A Board Member having a conflict question shall take it to the President of the Board of Trustees who, if he/she cannot resolve it, with counsel, will refer the question to the Finance Committee of the Board of Trustees for resolution.

All violations of the foregoing policy are subject to appropriate censure or disciplinary action, including termination of employment and any penalties as prescribed by law.

Any contract or subcontract made in violation of this policy shall be voidable by the Board of Trustees and subject to termination for the Board's convenience.

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

ADOPTED this 8 day of June, 2017



President



Secretary

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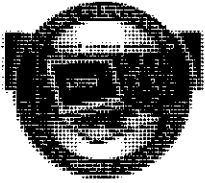
Board of Trustees Policy - E04
EMPLOYEE EVALUATION

All employees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") have the continuing responsibility of engaging in a program of evaluation consistent with legal and professional guidelines. Such evaluation shall seek to make each employee more effective in achieving the goals of the Charter School.

The Chief Executive Officer ("CEO") shall have the authority to develop a system-wide program in accordance with the law, the charter, professional standards, and the guidelines of this policy.

A) Guidelines

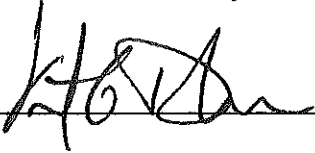
- 1) Procedures such as use of evaluation forms shall be uniform for each employee category.
- 2) Major emphasis shall be placed on the identification and development of the knowledge, skills, and attitudes that improve employee competency.
- 3) To the greatest extent, evaluation shall be cooperative with effort made to involve the employee in developing specific performance goals and methods for attaining such goals.
- 4) Findings shall be objective involving citing observable and verifiable data.
- 5) Employee strengths, as well as weakness, should be recognized.
- 6) The goals of Charter School shall be the determining factors in any recommendation.
- 7) All materials shall be held confidential, shared only as the law may provide.
- 8) The wording of any report shall be clear in language and intent.
- 9) The employee shall be permitted to file a response to any supervisor's recommendation.
- 10) The Board of Trustees shall have final approval in compensation, termination and renewal of personnel.

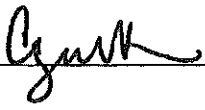


Board of Trustees Policy - E04
EMPLOYEE EVALUATION

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

ADOPTED this 12th day of May , 2016

President 

Secretary 

Distribution:

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- Board Policy Shared Drive Folder
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Board of Trustees Policy - E06
EMPLOYEE FILES

For effective operation of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School"), a file must be established for the retention of all papers bearing upon an employee's responsibilities.

The Board of Trustees ("Board") of the Charter School requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs, conformance with school rules, and evidence of completed evaluations.

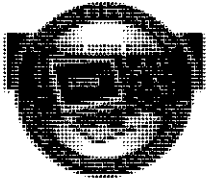
The Board designates the establishment and the maintenance of official personnel records to the Chief Executive Officer ("CEO"). A central file shall be maintained; supplemental records may be maintained for ease in data gathering. Only that information which pertains to the professional and legal role of the employee and is submitted by duly authorized staff and/or the Board may be entered in the official record file. A copy of each such entry shall be made available to the employee. Every effort will be made to maintain the confidentiality of all personal information.

Employee records shall not be available to the Board except as may be required in the performance of its functions as a Board which may include the authority of the Personnel Committee to specifically review evaluations as part of the collective authority to the Board.

Each employee shall have access to his or her file except for matters pertaining to pending litigation or possible criminal investigation. An employee shall not have access to an administrator's file for confidential letters of recommendation and administrative review notes, evaluations and/or reports completed in connection with an application for a different position and/or assignment.

Employees wishing to review their own records shall do so in the presence of the administrator designated to maintain such records and shall make no alterations or additions to the records nor remove any material therefrom and shall sign a log attached to the file indicating the date and name of the reviewer.

An employee wishing to appeal material in his or her record shall make a request in writing to the administrator delegated to maintain the records and specify therein name and date, material to be appealed, and reason for appeal.



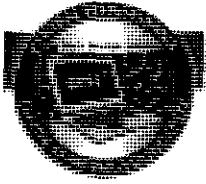
Board of Trustees Policy - E06
EMPLOYEE FILES

The CEO or his/her designee shall hear the appeal and make a determination. If necessary, the CEO shall review the determination to the Board of Trustees for review.

The CEO shall prepare guidelines defining the material to be incorporated into employee records.

Upon initial employment the file shall contain:

- A) Completed employment application form
- B) Copy of teaching certificate, where applicable
- C) Proof of subject matter competency for highly qualified status per the NCLB or other applicable statutes or laws
- D) Transcripts
- E) Recommendations
- F) W-4 form
- G) Retirement registration
- H) Annuity forms
- I) Insurance beneficiary forms
- J) IRS forms
- K) Photo identification
- L) Criminal records check/FBI check
- M) Child abuse clearance



Board of Trustees Policy - E06
EMPLOYEE FILES

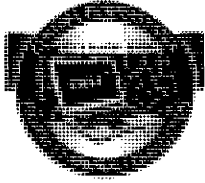
- N) Military or draft status
- O) Driving record or status of license if required to operate a vehicle during work hours

In a separate confidential file, should be the following employee records:

- A) Physical examination
- B) Hospitalization forms
- C) Any other medical records or information

During the period of employment, the following data shall be maintained in addition to the data required upon initial employment in confidential personnel files:

- A) Rate of compensation
- B) Completed copy of employment contract, where applicable
- C) Job title, dates of changes
- D) Leave/ Attendance record
- E) Completed performance evaluations
- F) Disciplinary incidents, including warnings
- G) Special awards or distinctions
- H) Authorization for a deduction or withholding of pay
- I) Criminal records check, FBI check and fingerprints and Child Abuse Clearance and renewals



Board of Trustees Policy - E06
EMPLOYEE FILES

- J) Retirement record
- K) Amended insurance beneficiary/enrollment forms
- L) Amended W-4 forms

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

ADOPTED this 12th day of May , 2016



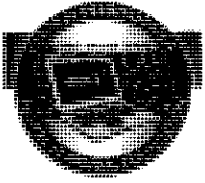
President



Secretary

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- Board Policy Shared Drive Folder
- Website

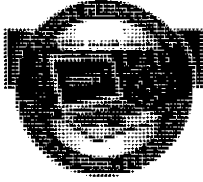


Board of Trustees Policy - E07
EMPLOYEE FREEDOM OF SPEECH IN
NON-INSTRUCTIONAL SETTINGS

The Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") acknowledge the right of its professional employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the Charter School and its programs, however, the employee's freedom of expression must be balanced against the interests of the Charter School.

The following guidelines are adopted by the Board to help clarify, and therefore avoid, situations in which the employee's expression could conflict with the Charter School's interests. In situations in which the teacher is not engaged in the performance of professional duties he or she should:

- A) State clearly that his or her expression represents personal views and not necessarily those of the Charter School;
- B) Not make representations or statements on behalf of the Charter School unless expressly authorized to do so by the Board;
- C) Refrain from expressions that would interfere with the maintenance of discipline by Charter School officials or unlawfully interfere with Charter School operations;
- D) Refrain from making public expressions that he or she knows to be false or made without regard for truth or accuracy;
- E) Not make threats against students, coworkers, supervisors, other Charter School officials or others who contract with or volunteer for or at the Charter School.



Board of Trustees Policy - E07
EMPLOYEE FREEDOM OF SPEECH IN
NON-INSTRUCTIONAL SETTINGS

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

ADOPTED this 12th day of May, 2016

President

Secretary

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Central Pennsylvania Digital Learning Foundation Charter School

www.cpdf.org

Board of Trustees Policy

EMPLOYEE HEALTH AND RETIREMENT BENEFITS - E08

WHEREAS, the Charter School Law requires Charter Schools to comply with Section 24 P.S. § 17-1724-A regarding employee health care benefits and employee enrollment in the public School Employee's Retirement System (PSERS); and

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") will offer eligible employees health care benefits similar to an aggregate of the employee health care benefits offered at the school districts represented on the Board of Trustees as deemed practical by the Charter School and its providers. These benefits will be reviewed annually.

The Charter School will further offer to enroll eligible Charter School employees in PSERS to the extent deemed practical by the Charter School and to the extent required by applicable law.

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

ADOPTED this 10 day of August, 2017

President

Keye Am Boyd

Secretary

Distribution:

- Board Policy Binder
- Board Policy Shared Drive Folder
- CPDLF Website
- Staff Handbook

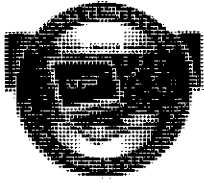


Board of Trustees Policy - E11
EMPLOYEE RESPONSIBILITY FOR STUDENT WELFARE

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") believes that the major focus of an educational institution is to protect and advance the welfare of its students. Each employee has the moral and legal responsibility to assist in making the learning environment free of risk to the well-being of the learner.

The Chief Executive Officer ("CEO") shall develop a program of student welfare in accordance with the guidelines of this policy.

Commensurate with assigned duties and responsibilities, each employee must maintain a standard of concern for the physical, emotional, and moral protection of the students. Instructional staff shall provide content and activities on general welfare as presented in assigned curricula courses and/or guides. Employees are responsible for the safety of students assigned to their charge. This provision includes the presence of the teacher or a responsible designee at all times, the use of only that equipment which has been approved by the Board, and the reporting of unsafe equipment or conditions to the immediate supervisor. This reporting includes the presence of dangerous weapons, drug abuse and any persons who are acting in a suspicious manner. Students may not be transported in a personal vehicle except where specifically permitted by Board policy.



Board of Trustees Policy - E11
EMPLOYEE RESPONSIBILITY FOR STUDENT WELFARE

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

ADOPTED this 12th day of May , 2016

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Board of Trustees Policy - E14
EMPLOYMENT OF PERSONNEL

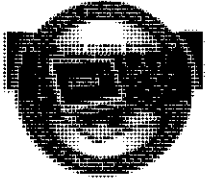
In its dedication to excellence in education, the Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") is committed to the employment of the most qualified staff.

Upon recommendation of the Chief Executive Officer ("CEO"), the Board shall approve the employment and determine responsibilities and approve compensation for each employee. Any employee who is related to any member of the Board shall receive the affirmative vote of a majority of all members of the Board other than the member related to the applicant. Relatives shall include: father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister/brother-in-law, uncle or aunt. The CEO shall report annually to the Board all assignments and reassignments of employees made during the school year, all appointments exempt from the policies and regulations of the Board, and on any subjects the Board may deem necessary and proper. The use of applicants prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program or meeting emergency conditions in the operation of the Charter School. Retroactive employment shall be recommended at the next regular meeting of the Board. |

Guidelines

Appointments of personnel shall be made on merit without regard to race, creed, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization or any other legally-protected class. An employee's deliberate misstatement of fact essential to qualifications for employment or determination of salary shall be considered as grounds for dismissal. All prospective employees must provide the CEO with:

- A) State of Pennsylvania (PA) certification where such certification is required;
- B) Completed PA State Police Request for Criminal Record;
- C) FBI Clearance for new PA residents in accordance with PA law; and
- D) Completed PA Child Abuse History Clearance.

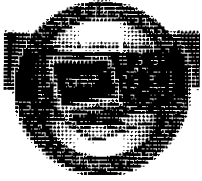


Board of Trustees Policy - E14
EMPLOYMENT OF PERSONNEL

The CEO shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines: candidates of good moral character who possess the following attributes: successful educational training and experience, scholarship, and intellectual vigor; appreciation of children; and good physical health, emotional and mental maturity and stability. Screening procedures shall be used, as necessary, to determine the candidate's ability to perform the tasks for which the candidate is being considered. Recommendations may be sought from former employers and others to assist in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only. All employees, regardless of position, must be photographed for identification purposes. All information shall be kept confidential. The identification card shall serve to admit employees to the school building(s) in the course of their duty assignment. Candidates shall be recruited and recommended in accordance with Board policy as well as state and federal law. The CEO shall make appointments on merit without regard to race, religion, color, national origin, sex, sexual orientation, marital status, or membership in an employee organization or any other legally-protected class. Exception to this policy of merit shall be made for the following:

Administrators;

- A) Persons employed by contract to perform special services for the Charter School where the CEO certifies that such services cannot be performed by current employees; and,
- B) Persons temporarily appointed or designated to make or conduct a special inquiry or study, or to perform a special service of a unique character which cannot or should not be performed by Charter School employees.
- C) Physical examinations by a licensed physician shall be required of all employees as follows:
 - 1) A tuberculin skin test shall be administered within three (3) months prior to the date the school receives the form.
 - 2) Charter School personnel who have a documented non-significant tuberculin skin test are not required to have further tuberculin tests unless they are exposed to a case of active tuberculosis or are



Board of Trustees Policy - E14
EMPLOYMENT OF PERSONNEL

directed otherwise by the Secretary of the Department of Health to have an additional test.

Results of this examination shall be made known to the CEO on a confidential basis, discussed with the employee, and made part of the employee's record. |

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

ADOPTED this 12th day of May , 2016

President

Secretary

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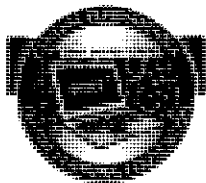
Board of Trustees Policy - E15
EMPLOYMENT OF RELATIVES AND NON-NEPOTISM

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") permits the employment of qualified relatives of employees so as long as such employment does not, per the discretion of the Board of Trustees and with the guidance of the Charter School administration, create actual or perceived conflicts of interest.

In accordance with the Pennsylvania Public Official and Employee Ethics Act, ("Act"), a Board Member, required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken. Employment matters which could result in a conflict of interest include, but are not limited to: decision(s) to hire, to determine initial salary, salary increase/decrease/bonus, to discipline or to fire an individual who is or will be employed, whether by contract or at-will, by the Charter School as an administrator, staff person, independent contractor or other capacity, who is a relative of a Board Member.

For purposes of this policy in order to avoid any suggestion of impropriety, "relative" is defined more broadly than the Act's definition of an "immediate family member" and will include a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The Charter School, per the discretion of the Board of Trustees and with the guidance of the administration, will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

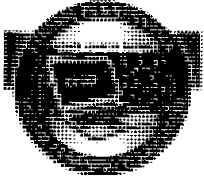
- Board of Trustees' approval is required prior to hire.
- Individuals who are related by blood or marriage are permitted to work at the Charter School, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.



Board of Trustees Policy - E15
EMPLOYMENT OF RELATIVES AND NON-NEPOTISM

- No relatives are permitted to work in the same department or in any other positions in which the Charter School believes an inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the Charter School a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.
- In addition, the Charter School recognizes that at times, employees and their "close friends," "domestic partners," or "significant others" may be assigned to positions that create a coworker or supervisor-subordinate relationship. The Charter School will, per the Board of Trustees' discretion and with the guidance of the administration, exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.

This policy applies to all categories of employment at the Charter School including regular, temporary, and part-time classifications.



Board of Trustees Policy - E15
EMPLOYMENT OF RELATIVES AND NON-NEPOTISM

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.

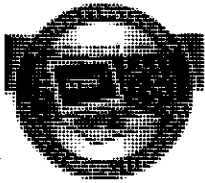
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President

Secretary

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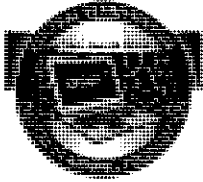


Board of Trustees Policy - E16
EMPLOYEES/EQUAL EMPLOYMENT OPPORTUNITY

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") has been and remains committed to the principle and practice of equal employment opportunity for all persons without regard to race, color, religion, age, sex, sexual orientation, ancestry, national origin, handicap, disability or Vietnam era veteran status, consistent with job qualifications and safe performance of work requirements. The Charter School seeks to recruit, hire and place into available jobs the most qualified persons and to administer personnel matters such as compensation, benefits, promotion, training, layoffs, discipline, termination and Charter School-sponsored educational, social and recreational programs in accordance with this policy. In addition to applying equal employment principles in all its personnel decisions, the Charter School is committed to affirmative action to assure equal opportunity. It shall take positive steps to make its policy known and to encourage all qualified minorities, women, handicapped persons, and covered veterans to seek employment with or advancement within the Charter School.

The Chief Executive Officer ("CEO") has overall authority for the Charter School's equal employment policy and shall designate such personnel as he deems appropriate to implement the policy.

All administrators, supervisors and managers shall be made aware of this policy and shall fulfill their responsibilities in a manner that reflects and fosters the Charter School's equal employment policy. All other employees are expected to conduct themselves at work in a way consistent with this policy. All employees are expected to deal fairly and courteously with one another to ensure a work environment free of intimidation and harassment. Ethnic, racist, or sexist slurs or other personal derogation not related to legitimate factors concerning work are offensive and unacceptable employee behavior. Sexual harassment is also a form of unlawful and unacceptable sexual discrimination and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Please refer to the Charter School's Anti-Harassment and Anti-Discrimination Policy for specifics and details on filing a complaint.



Board of Trustees Policy - E16
EMPLOYEES/EQUAL EMPLOYMENT OPPORTUNITY

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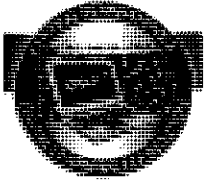
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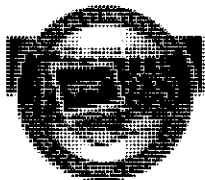
Board of Trustees Policy - E17
ESTABLISHING A POSITION

To maintain an effective charter school, the Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") shall continually evaluate the Charter School's staff and establish positions essential to the fulfillment of educational goals.

The Chief Executive Officer ("CEO") shall be responsible for recommending, to the Board, new or additional positions, whether these are permanent or temporary assignments.

Recommendations for new or additional positions will include position descriptions of the duties for which the positions were established, a title that conforms with the appropriate State certification, if such certification is required, and supporting data and other rationale essential to the recommendation for such a position.

The initial salary or salary range for new positions shall be determined by the Board at the time of establishing such positions based upon the recommendation of the CEO, and supporting documentation. In the exercise of its authority to establish new or additional positions, the Board shall give primary consideration to the most effective management of the affairs of the Charter School, the number of students enrolled, the special needs of students, the financial resources, and, above all, the educational goals of the Charter School.



Board of Trustees Policy - E17
ESTABLISHING A POSITION

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

ADOPTED this 12th day of May, 2016

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Board of Trustees Policy

PREVAILING WAGE POLICY – E18

The Charter School Law requires Boards of Trustees of charter schools to comply with the Pennsylvania Prevailing Wage Act. This Act requires every public entity to ensure that the prevailing wage rates are paid to workers employed on any construction, reconstruction, demolition, alteration, or repair work in excess of \$25,000. The prevailing wages, as determined by the Department of Labor and Industry, must be incorporated into the bidding specifications and the final contract for any work that falls under the Pennsylvania Prevailing Wage Act.

Definitions

Maintenance Work means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased.

Public Work means construction, reconstruction, demolition, alteration and/or repair work other than maintenance work, done under contract and paid for in whole or in part out of the public body's funds where estimated cost of total project is in excess of \$25,000. Note that this does not include work under a rehabilitation or manpower training program.

Whenever a project is to be undertaken that includes work on the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") property, the administration of the Charter School shall determine whether the work qualifies as Public Work as defined by this policy before presenting the proposed project to the Board of Trustees for approval. If in doubt, the administration shall seek an opinion from the Charter School's legal counsel.

If the administration has determined that a project is subject to the Pennsylvania Prevailing Wage Act, before drafting public bidding specifications for the project, the administration will request a determination of the general prevailing minimum wage rates from the Department of Labor and Industry. Generally this will be done by



completing the electronic form maintained on the Department of Labor and Industry's website. Once obtained from the Department of Labor and Industry, the prevailing minimum wage rates are good for one hundred twenty (120) days only. If the contract is not awarded within one hundred twenty (120) days from the determination rate, a new request must be submitted with the Department of Labor and Industry.

Appealing the Prevailing Minimum Wage Rates

On receipt of the prevailing minimum wage rates from the Department of Labor and Industry, the administration shall immediately review the rates with the architect, construction manager, or other construction professional to determine if the rates are appropriate. If the rates do not appear to be appropriate, the administration shall instruct legal counsel for the Charter School to file a petition to review the determination of the prevailing minimum wage rates with the Secretary of Labor and Industry. This must be done within ten (10) days of the issuance of the specifications for the particular contract.

Once the specifications are published, a potential bidder or union representatives may also file a challenge to the prevailing minimum wage rates issued for the project. If the Charter School receives notice of a challenge, it will issue a notice telling all potential bidders that the prevailing minimum wage rates contained in the specifications have been challenged, and that the closing date for submission of bids will be extended until five days after the final determination by the Secretary of Labor and Industry of the prevailing minimum wage rates.

Required Contract Provisions

The administration shall ensure that the general prevailing minimum wage rates (including contributions for employee benefits) obtained from the Department of Labor and Industry are contained in the specifications for any project that is subject to the Pennsylvania Prevailing Wage Act.

In addition, the specifications for a project should contain the form of the contract that will be signed with the prevailing bidder. In addition to the prevailing minimum wage rates, this contract must also include:

- A) A requirement that the workers shall be paid at least the prevailing minimum wage rates as determined by the Department of Labor and Industry;



- B) A requirement that the prevailing minimum wage rates apply to work performed both by the contractor and by any subcontractors hired by the contractor;
- C) A requirement that the contract inserted into each subcontract contains the same requirements with respect to the prevailing minimum wage as are included in the contractor's agreement with the Charter School;
- D) A prohibition from contractor employing any workers on the project except for those for whom a prevailing minimum wage rate has been obtained. The contract will further provide that if the contractor must employ such an employee to complete the contracted work, that the contractor will notify the Charter School, which will then obtain a determination of the prevailing minimum wage rate for the omitted trade.
- E) A requirement that the contractor and each of its subcontractors post for the entire period of construction the prevailing minimum wage rates obtained from the Department of Labor and Industry in a prominent and easily accessible place at the work site and at the places used to pay workers their wages. This posting shall contain at least the name of the project, the name of the Charter School, the crafts and classifications of workers in the determination made by the Department of Labor and Industry, and the prevailing minimum wage rate for each craft and classification, and a statement advising workers that if they have been paid less than the prevailing minimum wage rate for their job classification or that the contractor or subcontractor is not complying with the Pennsylvania Prevailing Wage Act, they may file a protest in writing with the Secretary of Labor and Industry within three (3) months of the date of the occurrence, objecting to the payment to a contractor to the extent of the amount due or to become due to them as wages for work performed on the public work project. Any changes in the prevailing minimum wage rate shall also be posted.
- F) A requirement that the contractor and subcontractors keep an accurate record showing the name, craft or classification, number of hours worked per day and the actual hourly rate of wage paid, including employee benefits, to each worker employed on the project. The contract shall require the contractor to include the deductions from each worker. The



contract shall further require the contractor to keep the records for two (2) years from the date of payment, and it shall require the contractor to make the records available to the Charter School or the Department of Labor and Industry on request.

- G) A requirement that apprentices shall be limited to numbers in accordance with a bona fide apprenticeship program registered with an approved by the Pennsylvania Apprenticeship and Training Council.
- H) A requirement that wages shall be paid without deductions except authorized deductions and that employers who are not parties to a contract requiring contributions to employee benefits which the Department of Labor and Industry has determined to be included in the prevailing minimum wage rate shall pay the monetary equivalent directly to the workers.
- I) A prohibition from paying workers on a lump sum basis, a piece work system, or a price certain for the completion of a certain amount of work regardless of the average hourly earnings that result from these payment methods.
- J) A requirement that the contractor and each of its subcontractors file a statement each week and a final statement at the conclusion of the work, under oath, on the form drafted by the Department of Labor and Industry, certifying that workers have been paid wages in strict conformity with the provisions of the contract as required by the Pennsylvania Prevailing Wage Act or if wages remain unpaid to set forth the amount of wages due and owing to each worker respectively.
- K) A provision allowing the Charter School, if directed by the Secretary of Labor and Industry, to withhold the amount of unpaid wages for the benefit of the workers whose wages have not been paid and to pay those wages directly to the worker, and that payments made directly to workers under an order from the Secretary of Labor and Industry shall be treated as if they were payments made to the Contractor.



- L) A provision allowing the Charter School to terminate the contract if the Secretary of Labor and Industry determines that the contractor has failed to comply with the Pennsylvania Prevailing Wage Act and directs the Charter School to terminate the contract. An additional provision shall be included stating that in the event of a termination of the contract for failure to pay the prevailing minimum wage, regardless of any other provision of the contract, the Charter School shall only be required to pay the contractor for work actually performed as of the date of termination for which the required wages were paid.

In addition, the contract shall incorporate, by reference, the provisions of the Pennsylvania Prevailing Wage Act and the Department of Labor and Industry's prevailing wage regulations.

During the course of the project, the administration of the Charter School shall periodically check to ensure that the prevailing minimum wage rates are being posted in accordance with the Pennsylvania Prevailing Wage Act.

Requirements before Final Payment

Before final payment is made to any contractor, the administration of the Charter School will ensure that the final statement under oath from the contractor and each of its subcontractors has been received. If such a final statement has not been received, or if the statement shows that the prevailing minimum wage rates have not been paid, the administration will inform the Treasurer of the Board of Trustees, who shall withhold final payment to the contractor until a satisfactory statement is received.

However, if a contractor complies with the Pennsylvania Prevailing Wage Act but a subcontractor fails to do so, the Charter School shall make the final payment to the contractor despite the subcontractor's failure to comply. If the contractor or subcontractor does not comply with the requirements of the Pennsylvania Prevailing Wage Act, the Treasurer will then inform the Secretary of Labor and Industry.

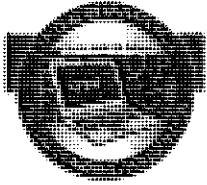


TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this _____ day of _____, 2016

Royce Ann Boyd
President

Secretary



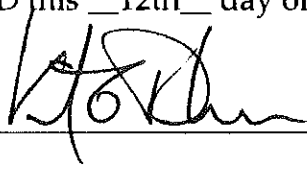
Board of Trustees Policy - E20
PROFESSIONAL GROWTH GUIDELINES

Continued professional study and in-service training are prerequisites for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all professional personnel of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School").

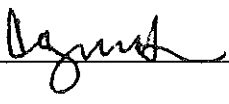
Act 48 of the Commonwealth of Pennsylvania mandates that each certificated employee engage in professional development in order to maintain active status. Act 48 further provides that educational agencies, including the Charter School, develop a three (3) year educational development program plan and provides guidelines for same. It is the policy of this Board of Trustees that the CEO shall prepare a professional development plan for the Charter School consistent with Act 48 and prepare a plan to assure that all affected employees meet their obligation for continuing professional growth.

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

ADOPTED this 12th day of May, 2016



President



Secretary

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Board of Trustees Policy - E21
SOLICITATION

Solicitation, distribution of literature/printed materials and the sale of merchandise by an employee of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") for any purpose is prohibited while an employee is on his/her work time ("work time" does not include meal periods, authorized rest breaks or any period when employees are properly not engaged in the performance of their work tasks). Employees who are not on work time may not solicit employees who are on work time or distribute literature/printed materials of any kind in working areas.

Solicitation of employees or distribution of advertising materials, handbills or printed or written literature of any kind to employees on the premises of the Charter School by persons who are not school employees is prohibited at any time. This policy does not include school-authorized vendors.

The Charter School bulletin boards and other areas where information is posted are provided for advertising of school functions or information. Posting of any literature/printed materials unrelated to such functions or information is strictly prohibited.



Board of Trustees Policy - E21
SOLICITATION

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Board of Trustees Policy

TRAVEL EXPENSE REIMBURSEMENT POLICY - E23

The Board of Trustees (the "Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes the need to establish policies and procedures governing the reimbursement of travel and other reasonable and proper expenses incurred by employees in the performance of official and necessary Charter School business. Additionally, the Board sees the need to establish procedures for the reimbursement of travel expenses for necessary Charter School-related business and activities.

1. AUTHORIZATION AND APPROVAL OF TRAVEL AND REIMBURSEMENTS

The Chief Executive Officer ("CEO") or his /her designee(s) is responsible for authorizing travel on necessary and essential Charter School business and the subsequent approval of incurred expenditures. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been on travel status.

Those designees considered agents of the CEO, and those designees alone, have the authority to approve expenditures for this purpose for their direct reports. It shall be their responsibility to see that their subordinates are familiar with these procedures and that their approval is obtained *before* such expenditures are incurred. An Administrator may not authorize his/her own travel or approve expenditures, but must obtain the approval of his/her supervisor.

All out-of-town travel for educational personnel must be approved by the CEO to ensure that the purpose is consistent with the Charter School's educational goals and focus. Additionally, expenditures for all out-of-town travel require the prior approval of the CEO or his /her designee(s).

Expenditures in excess of the limitations established in these procedures will be approved only if fully documented and a review of the circumstances indicates that such expenditures are necessary and in the best interests of the Charter School. The CEO shall provide written authorization of approvals. Limited instances outside of established limitations set forth in these procedures when necessitated by business circumstances are subject to *advance* written approval of the CEO for reasons other

than those set forth here. The CEO may delegate approval to her designee for amounts under \$200.00.

2. FEDERAL GRANT RECIPIENT REIMBURSEMENT

The Board of Trustees shall reimburse administrative, professional and support employees and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

3. CONFERENCE PARTICIPATION

Participation in any one conference will be limited to *two (2) participants* absent express written consent of the Board of Trustees.

For all employees, attendance at the conference must be essential to job performance. For instance, travel to participate in meetings of professional, civic or social associations will only be approved if their content is deemed to be specifically aligned with and critical to job performance. Employees may attend additional conferences on their own time and at their expense.

To share helpful information, attendance at a conference by any employee, including an employee who has been invited to a conference as a presenter, is conditioned upon the employee providing a written report and, if requested by his/her supervisor, a presentation to colleagues regarding conference content within thirty (30) days after the conference.

Waiver of any or all of the limitations set forth above in Conference Participation may be granted only by the CEO.

4. REQUEST FOR REIMBURSEMENT

Employees will be reimbursed for approved expenditures within the policies and limitations established herein. The "Central Pennsylvania Digital Learning Foundation Charter School Travel Reimbursement Form" (hereinafter referred to as "Reimbursement Form"), properly executed and signed, will be used to request reimbursement for routine or out-of-state travel. Receipts for transportation, hotel accommodations, taxi fares, tolls, etc., must be obtained and attached to the form. Reimbursement will be included in the employee's paycheck for a subsequent pay period.

All requests for reimbursement of travel expenses are subject to review by the Board of Trustees to determine the official nature of the expenditure and the propriety and

reasonableness of the charges. Expenditures not deemed necessary or reasonable will not be reimbursed.

5. REIMBURSABLE EXPENSES

Travel Within the Altoona Metropolitan Area and Surrounding Suburbs (*Routine Travel*) The Reimbursement Form should be submitted for reimbursement on a monthly basis.

By Automobile

The shortest distance to the destination should generally be taken. Exceptions may be made when expressways or other highways are more convenient or require less time. Records must be kept of the distances between stops so that entries on the Reimbursement Form will be accurate. In listing trips on the Reimbursement Form, indicate the start destination (school/location) of each trip and the miles covered. Show the total reimbursable miles covered for the day in the prescribed block, rounding the total to the nearest mile. Attach a computer map showing the miles of the route. The Charter School's mileage reimbursement rate is the rate allowed by the Internal Revenue Service. Parking fees are reimbursable when parking at commercial parking areas is necessary. Parking fees are not reimbursable with respect to the regular or normal work location.

Mileage reimbursement will not be granted for the first stop of each workday or for the trip home from the last work location of the day. These two trips are equivalent to going to work and returning home after work each day and are not reimbursable. Mileage after the first stop through the last official stop of the day is reimbursable.

Travel mileage reimbursement will not be granted to employees who are eligible to earn overtime or compensatory time and who work on a non-scheduled workday, i.e., weekends, holidays, snow days or summer days for ten-month employees, etc.

Indicate on the Reimbursement Form each place visited via public transportation and the cost of each trip. Generally, the least expensive mode of travel should be used. Enter the total fares for the day in the amount column on the Reimbursement Form. The cost of travel to and from home and an employee's school or office is not an allowable expense.

Extended Daily Travel

Travel within the state of Pennsylvania, which does not include an overnight stay, and is less than 150 miles (*one-way*), is considered routine. The same guidelines established for travel within the Altoona Metropolitan Area and Surrounding Suburbs as outlined above apply. Overnight stay is not permitted within the Greater Altoona Region unless an exception is granted by the CEO or his /her designee(s).

6. OUT-OF-TOWN TRAVEL

Out-of-town travel includes any travel that is (a) over 150 miles (one way), or (b) includes an overnight stay, or (c) is outside the state of Pennsylvania. All out-of-town travel must be authorized in advance by the CEO or his /her designee(s), even where reimbursement of expenses is not being requested. The Reimbursement Form should be used for this purpose.

The authorizing administrator must be aware of the difference between the costs for automobile, train and air travel before approving a trip and authorize only that travel plan most advantageous to the Charter School. Carpooling should be required by supervisors wherever possible.

Employees are required to forward a completed Reimbursement Form to the CEO or his /her designee.

Conference registration fees for conventions, professional or trade association meetings are reimbursable by use of the Reimbursement Form. Payment of registration fees must be documented by cancelled check, credit card receipt or money order receipt.

Transportation to a terminal for the purpose of beginning a trip, transportation to and from the destination terminal, and transportation home from the terminal must always be made at the lowest possible cost. Public transportation, shuttle service or private automobile, if less costly, must be used in preference to taxi service. Reasonable, long-term airport parking costs will be reimbursed.

Bridge and highway tolls incurred in official travel will be reimbursed when receipts are attached to the Reimbursement Form.

7. MEALS WHILE IN TRAVEL STATUS

Meal allowance will be made for travel of over four (4) hours.

All meals while on travel status are reimbursable, with appropriate documentation, up to \$50 per day (taxes and tips included):

8. OTHER EXPENSES

Valet expenses (dry cleaning, laundering) and other such personal expenses are not reimbursable.

Use of a rental car is not reimbursable unless it can be shown that it was essential in the conduct of the official business and/or in the best interests of the Charter School. Approval for use of a rental car must be secured in advance of travel on the Reimbursement Form.

Upon conclusion of travel, and within ten (10) business days, a Reimbursement Form must be completed and signed by the CEO or his / her designee. Additional requests for travel will be denied to an employee who has not submitted a Reimbursement Form in a timely fashion.

9. VACATION PRECEDING/FOLLOWING TRAVEL

When an official period of travel is preceded or followed by an approved employee vacation or other non-work day, only such expenses that are an integral part of the official travel may be charged.

Transportation costs will be reimbursed up to the approved value of the roundtrip cost to and from the point of destination of the official travel.

10. CEO AND BOARD OF TRUSTEE EXPENSE REIMBURSEMENTS

The CEO of the Charter School is the only eligible employee authorized to use an executive credit card and/or debit card to incur reasonable and necessary expenses related to conducting official Charter School business in accordance with the reimbursement guidelines and the policies and procedures for utilization of the Charter School.

When traveling out-of-town on official Charter School business, charges for transportation and accommodations for the CEO can be charged directly to the executive credit card and/or debit card by the CEO and on the personal credit card of choice for the Board of Trustees Members.

Requests for payment of executive credit card expenses by the CEO must be submitted to the Board of Trustees. All requests for payment require the credit card statement, original itemized receipt(s) of charges and an explanation of the business purpose(s). Requests for reimbursement of expenses by Board Members must follow the same procedures.

Late fees will NOT be reimbursed by the Charter School, but will be the responsibility of the CEO and/or Board Member to pay using non- Charter School funds.

All requests for payment by the CEO must be reviewed and approved by the Board prior to being paid.

All requests for reimbursement of expenses by the Board of Trustees must be reviewed and approved by the CEO or his /her designee.

All requests for credit card payment or reimbursement of expenses are subject to review by an internal audit service to determine the official nature of the expenditure and the propriety and reasonableness of the charges.

11. POLICIES AND PROCEDURES FOR AIR TRAVEL

Airline reservations will be booked by the employee at the lowest available coach rate requiring as few transfers as possible.

Many airlines offer substantially reduced fares when a Saturday evening stay-over is booked. Approval for early arrivals and extended stays at the expense of the Charter School will be granted if the employee can demonstrate that the additional cost for lodging and meals is more than offset by reduced airfares.

Paper tickets will not be issued. All tickets will be electronic; requiring the employee to present two forms of identification at the check-in. Employees will receive a printed itinerary prior to traveling. This itinerary and appropriate receipts must be submitted along with the properly completed Reimbursement Form.

An employee's frequent flier mileage account can be credited for official travel. Employees cannot reject a booking if the lowest available fare is with an airline other than that of which they are a frequent flier member.

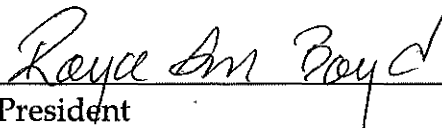
Charges for change of flights will be the responsibility of the employee unless the change was in the interest of the Charter School and approved by the CEO or his /her designee prior to or after completion of travel.

Lodging will be booked at government rates *or at the lowest available rate if government rates are not available within a ½ mile radius* except as noted in below. Employees will be required to present identification and a credit card at the time of arrival. Reimbursement of room charges will be through the Reimbursement Form.

Regularly scheduled conferences and meetings usually provide for special lodging rates for participants. Employees should check to see if they can book lodging at the designated conference or meeting hotels at a price that is less than the conference or meeting rate. If a lower rate cannot be secured, the employee should book lodging through the conference or meeting facility.

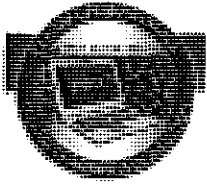
TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER AND/OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this day 8 of September, 2016



President

Secretary



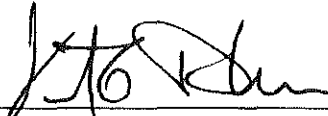
Board of Trustees Policy - E24
WHISTLEBLOWER

All employees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") are subject to the obligations and protections of the Pennsylvania Whistleblower Law, 43 Pa.C.S. §§ 1421-1428. The Charter School will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee or a person acting on behalf of the employee makes a good faith report or is about to report to the Charter School or an appropriate authority an instance of wrongdoing, which is not merely technical or minimal, or an instance of substantial waste, abuse, misuse, destruction or loss of the funds or resources of the Charter School.

The Charter School will not discharge, threaten or otherwise discriminate or retaliate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee is requested by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

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

ADOPTED this 12th day of May, 2016



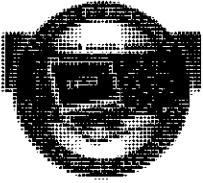
President



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Board of Trustees Policy - E01
EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION

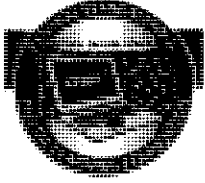
The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") shall provide an environment free from harassment of any kind, including sexual harassment, or harassment because of one's gender. Sexual harassment has been defined by the Equal Employment Opportunity Commission (EEOC), as well as by federal, state and local laws, and for the purpose of this policy, Charter School has adopted this definition. This policy covers employee on student and employee on employee harassment.

A key aspect of such an environment is protection from harassment or discrimination based on sex, race, religion, age, marital status, ethnicity, disability, ancestry, sexual orientation, gender and/or any other legally-protected class for every employee. Such harassment will not be tolerated by or from any Board member, employee, student or vendor doing business with the Charter School.

Harassment or discrimination is defined herein as discriminatory treatment on the basis of race, color, sex, religion, national origin, age of forty (40) or older, disability, or any other protected activity or class under applicable law or statutes. An action may not rise to the level of harassment pursuant to federal law if it consists of simple teasing, offhand comments, or isolated incidents that are not "extremely serious." Rather, the conduct must be "so objectively offensive as to alter the 'conditions' of the victim's employment." The conditions of employment are altered if the harassment or discrimination culminated in a tangible employment action or was sufficiently severe or pervasive to create a hostile work environment.

Further, sexual harassment is defined as: unwanted sexual advances, including request for sexual favors, and/or inappropriate verbal or physical contact of a sexual nature when made by a member of the Charter School staff, administration or Board of Trustees ("Board"). Sexual advances, request for sexual favors, or other verbal or physical acts of a sexual nature constitute sexual harassment when:

- A) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's success in school;



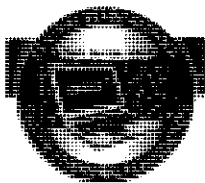
Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

- B) Submission to or rejection of such conduct by a school employee is used as the basis for the employee's success in their employment with the Charter School or threatens their employment with the Charter School in any way;
- C) Submission to or rejection of such conduct by a student is used as the basis for school decisions affecting such student;
- D) Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment; or
- E) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile work environment.

Recent court cases have recognized acts of harassment directed at a person because of gender to be sexual harassment, despite the intent behind the act. The Charter School adopts this interpretation as part of its policy. Sexual harassment is a violation of federal and state laws and may expose not only the Charter School, but also individuals to significant liability under the law.

Any student or employee who feels he or she is being subjected to harassing or discriminatory behavior of any kind is encouraged to object to the behavior and report the behavior to his/her Chief Executive Officer ("CEO") or other appropriate officials as indicated in the "Procedures for Making Complaints," which is incorporated herein. It is a violation of this policy to retaliate or engage in any form of reprisal because a student or employee has raised a concern, filed a complaint of, or been a witness to sexual harassment.

It shall also be the policy of the Charter School that the basic rights of all concerned must be respected at all times.



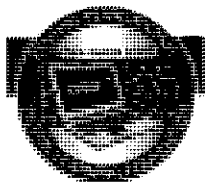
Board of Trustees Policy - E01
EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION

Prohibited Sexually Harassing Conduct

The following are examples of acts that violate the Charter School's Anti-Harassment policy and position. These examples are not to be construed as an all-inclusive list of prohibited acts under the policy.

- A) Physical assaults of a sexual nature, such as:
 - 1) Rape, sexual battery, molestation or attempts to commit those offenses, or committing an act with intent to cause fear in another of immediate bodily harm or death; and
 - 2) Intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against or poking a person's body, or touching of the clothing covering the immediate area of the complainant's intimate body parts.

- B) Unwelcome sexual advances, propositions or other sexual comments such as:
 - 1) Sexually-oriented gestures, sounds, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any student;
 - 2) Preferential treatment or promise of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward; and
 - 3) Subjecting, or threatening to subject, an individual to unwelcome sexual attention or conduct, or intentionally making success in school more difficult because of the individual's gender.



Board of Trustees Policy - E01
**EMPLOYEE ANTI-HARASSMENT
AND ANTI-DISCRIMINATION**

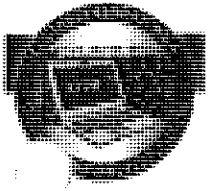
- C) Display of publications anywhere within the Charter School's control such as:
- 1) Displaying pictures, posters, cartoons, calendars, graffiti, objects, promotional materials, reading materials, music or other materials that are sexually suggestive, sexually demeaning, or pornographic;
 - 2) Displaying or publicizing, in the classroom environment, materials that are sexually revealing, sexually suggestive, sexually demeaning or pornographic;
 - 3) Displaying signs or other materials purporting to segregate a student by gender in any area of the school (other than the rest rooms and similar semi-private lockers/changing rooms); or
 - 4) Possession of such material in a manner that is reasonably foreseeable that it might be seen by others.

Exceptions will be considered in situations where nudity or sexually explicit language is necessary to convey a message important to public health and/or safety or pedagogically appropriate.

Subject to the foregoing exceptions, visual material will be presumed to be sexually suggestive if it depicts a person of either sex who is nude or seminude and/or who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

- D) Sexual Favoritism: The granting or withholding of school opportunities and benefits, including, but not limited to, evaluation, salary, etc., constitutes sexual harassment when it is based on sexual favoritism, and is prohibited.
- E) Other Forms of Prohibited Sexual Harassment: Other conduct that has the purpose or effect of unreasonably interfering with work performance on

Attachment 83
Policies – Finance



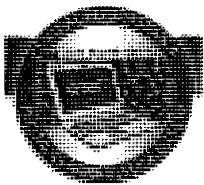
Board of Trustees Policy – F01
FINANCES

The Board of Trustees (the “Board”) of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”) recognizes its responsibility to the taxpayers to be sure that public monies expended by the Charter School are utilized for the furtherance of pupil education in a manner that will ensure full value to the taxpayers, and that adequate constraints and records are established to ensure that end.

The Chief Executive Officer (“CEO”) has the authority and responsibility, in conjunction with the Board to prepare the budget. The Board has the authority and responsibility to approve the budget, winning bids, and resolutions authorizing certain expenditures of the Charter School.

To meet the goals of this policy, the Board requires the CEO to establish sound accounting procedures based upon State and federal recommended accounting procedures and upon the recommendation of the local, state, and federal auditors, and to institute effective business practices and recommend suitable accounting equipment, where necessary.

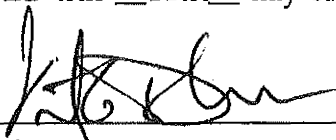
In accordance with State law, the Board will authorize an annual audit by an independent auditor. In addition, a Board audit committee may be established.



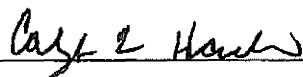
Board of Trustees Policy - F01
FINANCES

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

ADOPTED this 11th day of February, 2016



President



Secretary

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Board of Trustees Policy - F02
BANK ACCOUNTS

The Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") shall designate one or more bank(s) and trust companies as depository(s) for the safeguarding of school funds by a majority vote of the Board in accordance with the Bylaws.

Each designated depository shall be federally secured and insured by the FDIC and such deposits shall be so secured and insured in accordance with law.

Each designated depository shall be advised not to cash checks payable to Central Pennsylvania Digital Learning Foundation Charter School but to deposit said checks to Charter School's accounts.

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

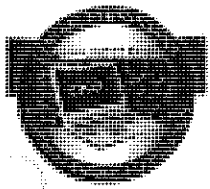
ADOPTED this 11th day of February, 2016

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Board of Trustees Policy - F03
INVESTMENTS

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") shall optimize its return through investment of its unencumbered cash balances in such ways as to minimize non-invested balances and maximize return on investments in accordance with and as permitted by state and federal law.

All investments of the Charter School shall be in accordance with the following policy.

Funds of the Charter School may be invested in U.S. Treasury Securities or placed in time accounts or share accounts of institutions insured by the FDIC to the extent such certificates are insured by a proper bond in accordance with law and Board of Trustees ("Board") policy.

Investment of Charter School funds may be made in the sole discretion of the Board when operating within applicable statutes, provided that no commitment of this Board may be put in default at time due but be paid properly and promptly.

The Board requires that the Business Manager report to the Board monthly the amount of funds in investments, the interest earned to date and the transactions occurring since the last report.

The Business Manager working with the Treasurer and President of the Board shall, as soon as is practicable after the end of each fiscal year, and prior to the annual meeting of the Board submit to the Board an annual financial statement for the Charter School for the past year. Such statement shall include itemized data with respect to all assets of the Charter School, outstanding indebtedness, if any, and such other information relating to the finances of the Charter School as the Board may deem necessary or proper.

The Board shall, consistent with law, determine which officers and employees shall be required to furnish surety bonds, conditioned on the faithful performance of their respective duties, to determine the amount of such bonds, and to approve the surety or sureties in each case.



Board of Trustees Policy - F03
INVESTMENTS

The Board shall have the power to amend the budget to authorize the transfer of any unencumbered balance or portion thereof from one appropriation to another.

The Board shall have the power to make additional appropriations or increase existing appropriations to meet emergencies which could not be anticipated when the budget was adopted, the funds therefore to be provided from unexpended balances in existing appropriations, from unappropriated revenues if any, or from temporary loans. Under no circumstances may the Board increase the aggregate total of budget appropriations unless unappropriated revenues become available in sufficient amount to maintain the budget in balance, in which event the Board may make additional or increased appropriations.

The Board shall, at least thirty (30) days before the end of the fiscal year, adopt by majority vote of all its members an operating budget setting forth in lump sum amounts the proposed expenditures of the Board during the next fiscal year and the estimated receipts of the Board during the next fiscal year including approximate estimates of proposed revenues and all other receipts. The total amount of proposed expenditures shall not exceed the amount of funds available for the Charter School's purposes.

Funds of the Board may be withdrawn from approved public depositories, or negotiable instruments owned by the Board may be sold before maturity at the sole discretion of the Board so long as such withdrawals or sales are beneficial to the Charter School and are permissible in accordance with applicable state and federal law.

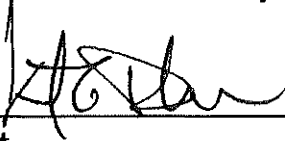
All securities shall be purchased in the name of the Charter School.



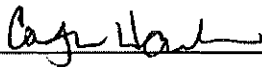
Board of Trustees Policy - F03
INVESTMENTS

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

ADOPTED this 11th day of February, 2016



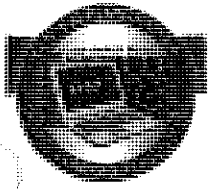
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Board of Trustees Policy - F04
CREDIT CARD/DEBIT CARD

The Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of credit cards and debit cards (referred to collectively as "Credit Cards"). The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors.

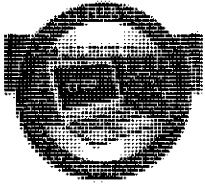
Although the cards are issued in the Charter School's employee's name, they are considered School property and should be used with good judgment.

Credit cards shall not be used in order to circumvent the general purchasing procedures established by Pennsylvania State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the Charter School and serve a valid and proper purpose shall be paid for by credit card.

Under no circumstances shall credit cards be used for personal purchases. The credit card is for business related purchases only and personal charges are not to be made to the card. Purchases are limited to meals, refreshments, travel, small supplies, and other Charter School -related items.

The cardholder is the only person entitled to use the card and is responsible for all charges made against the card. Improper use of the card can be considered a misappropriation of Charter School funds. Inappropriate or illegal use of the credit card may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

All charges are billed directly to and paid directly by the Charter School. Therefore, any personal charges on the credit card could be considered misappropriation of Charter School funds since the cardholder cannot pay the bank directly.



Board of Trustees Policy - F04
CREDIT CARD/DEBIT CARD

Credit cardholders are expected to comply with internal control procedures in order to protect Charter School assets. This includes keeping receipts, coding transaction to the appropriate general ledger code, reviewing the transaction for propriety, reconciling monthly statements and following proper card security measures. Cardholders are responsible for reconciling their monthly statement and resolving any discrepancies by contacting the supplier first and then the bank.

The Chief Executive Officer or his/her designee shall annually submit for Board approval the position titles authorized to use Charter School credit card(s) in conducting school business.

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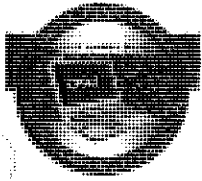
ADOPTED this 11th day of February , 2016

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Board of Trustees Policy - F05
PETTY CASH

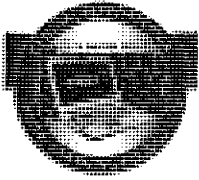
Petty cash funds may be used for designated purposes so long as such funds are subject to adequate controls and safeguards.??

The Board of Trustees ("Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") authorizes the establishment of petty cash funds in the care of the Chief Executive Officer or other administrators charged with the responsibility for the management and administration of budgetary allocations/ appropriations or to those serving in acting capacities. A Board approved Internal Controls Policy sets forth the workings of the Petty Cash fund in more detail.

Each responsible person shall ensure that petty cash funds are spent only for designated purposes for which the fund was established, no single purchase for petty cash exceeds \$500, each request for funds is made in writing with any confirming papers attached and is signed by the requestor, funds are not used to circumvent the regular purchasing procedure, and the petty cash box is secured daily.

A responsible custodian may choose to select an employee from the Charter School staff to carry out the functional operations on his/her behalf related to the maintenance, disbursement, record keeping, and safekeeping of the imprest funds. The functional custodian is directly accountable to the responsible custodian.

The responsible custodian shall provide for the safekeeping of funds and records.



Board of Trustees Policy - F05
PETTY CASH

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

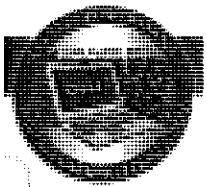
ADOPTED this 14th day of April , 2016

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Board of Trustees Policy - F06
SPECIAL PURPOSE FUNDS

It is the purpose of this policy to establish financial supervision and controls for the administration of the various activities that involve the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") Special Purpose Funds.

Special Purpose Funds are not part of the Charter School funds but shall be supervised by the Chief Executive Officer ("CEO"), approved by the Board of Trustees (the "Board"), and the CEO shall countersign all checks drawn upon them.

Such Special Purpose Funds may include any Charter School student body organization. Such funds may be deposited or invested in banks whose accounts are insured by FDIC and approved by the Board.

Funds collected by a Student Body Organization shall be turned in to the student organization's custodian of the fund or to the CEO before the end of each school day to be safeguarded until they are deposited as soon thereafter as possible.

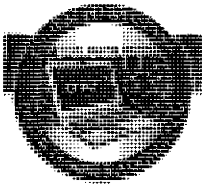
The custodian of such funds shall furnish a bond in such amount and with surety as the Board may approve conditioned upon the faithful performance of the duties as custodian.

Records shall be maintained of the receipts and disbursements of all such funds in designated accounts according to the activity involved.

Disbursements from such funds shall be made by check only upon the request of the authorized advisor and the approval of the custodian of the fund.

All checks shall be signed by the person authorized to approve such disbursements.

All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so and only the CEO may authorize the collection of monies by a student organization.



Board of Trustees Policy - F06
SPECIAL PURPOSE FUNDS

No funds shall be expended without the approval of the faculty advisor of the organizations, a student representative of the organization and the CEO.

A financial report of the condition of each Special Purpose Fund organization shall be submitted to the Board, no less than every other month.

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

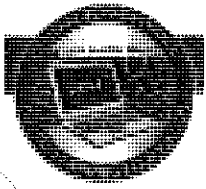
ADOPTED this 14th day of April, 2016

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Board of Trustees Policy - F07
COMMON TRUSTS FOR GIFTS & GRANTS

The Board of Trustees (the "Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes the need to establish a mechanism for the acceptance and use of gifts, bequests, or grants made to the Charter School.

The Board accepts with gratitude bequests for the advancement of education or for the general welfare of its students and staff.

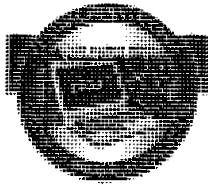
All bequests shall be accepted by a resolution of the Board setting forth the identity of the grantor (unless the grantor requests anonymity), the stipulated use of the bequest, the time period over which the bequest is to be expended and limitations, if any, which apply to the use of funds.

The Chief Executive Officer or his/her designee shall see to the investment of all trust funds received with the term of the investment consistent with the period of the intended use of the funds and the purpose of the Charter School.

The CEO, in consultation with key staff, shall determine the most appropriate use of trust funds consistent with the intent of the grantor and the purpose of Charter School. Recommended uses shall be submitted by resolution for approval of the Board.

No bequest or grant of funds shall be accepted if conditions associated with the grant would be antithetical to the mission of the Charter School.

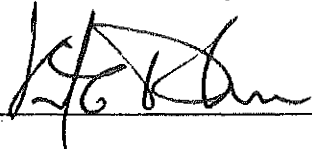
No bequest or grant of funds shall be accepted for any purpose inconsistent with the ideals of a free and democratic society.



Board of Trustees Policy - F07
COMMON TRUSTS FOR GIFTS & GRANTS

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

ADOPTED this 14th day of April, 2016



President



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Board of Trustees Policy - F08
GIFTS, GRANTS, DONATIONS

The Board of Trustees (the "Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes that individuals and organizations in the community may wish to contribute money, supplies or equipment to enhance or extend the instructional program. This policy is intended to establish guidelines and procedures for such gifts.

The Board has the authority to accept such gifts and donations as may be made to the Charter School. The Board may authorize that the Chief Executive Officer ("CEO") or his/her designee be authorized to accept gifts of cash or property valued up to \$5,000.00. Gifts exceeding \$5,000.00 shall be accepted by the Board.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the Charter School.

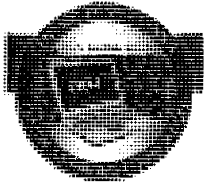
Any gift accepted by the Board, or its designee, shall become the property of the Charter School, and may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the Charter School.

In the case of gifts, or donations by or through a Parent Advisory Council, the Board is authorized to approve receipt upon certification by the CEO that the property is appropriate to the Charter School's purposes and needs. At the close of each school term, the CEO shall submit to the Board a detailed statement of these gifts and donations.

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift so long as the intent of the gift is consistent with the purpose of the Charter School, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the Charter School.

In no case shall acceptance of a gift be considered to be an endorsement by the Charter School of a commercial product or business enterprise or institution of learning.

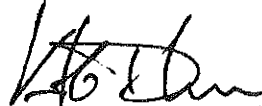


Board of Trustees Policy - F08
GIFTS, GRANTS, DONATIONS

The CEO and the Board shall provide potential donors with a description of acceptable gifts/donations to the Charter School. All such gifts/donations shall be recorded in the appropriate inventory listing and property records. Such statement shall be audited in accordance with all financial records/statements of the Charter School.

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

ADOPTED this 14th day of April , 2016



President



Secretary

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Board of Trustees Policy - F09
PUBLIC CHARTER SCHOOL AUDIT

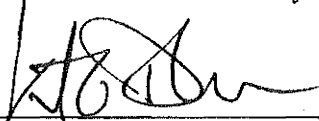
The Board of Trustees the (the "Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes the importance of the right of the public to have access to the public records of the Charter School. This includes public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the Charter School's independent auditor and the audit conducted by the Commonwealth's Auditor General's Office.

The Board also recognizes its obligation to represent the best interests of all of its constituents. Therefore, the Board will make the results of both Charter School's accountants' audit and the Auditor General's audit available to the public at Charter School.

The Board believes that the two (2) available audits - local and state- provide adequate safeguards for the public interest.

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

ADOPTED this 11th day of February, 2016



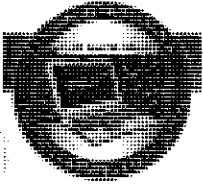
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Board of Trustees Policy - F10
BUDGET PLANNING

The budget shall be designed to reflect the Central Pennsylvania Digital Learning Foundation Charter School's ("Charter School") objectives for the education of the students. Therefore, it must be organized and planned to ensure adequate understanding of the financial needs associated with program implementation, support, and development. This necessitates a continuous joint review of the financial requirements of Charter School programs by the Charter School Administration and 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.

ADOPTED this 11th day of February, 2016



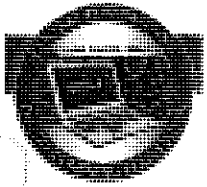
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Board of Trustees Policy - F11
BUDGET PREPARATION

The Board of Trustees (the "Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the education plan for Charter School. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of Charter School.

The budget should be studied by each member of the Board during its preparation but, once adopted, it deserves the support of all members of the Board regardless of their position when adoption was voted.

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

ADOPTED this __11th__ day of __February__, 2016

President

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Board of Trustees Policy - F12
BUDGET MONITORING

It is the policy of the Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") to establish a system of control over the adopted budget to assure that funds are available for approved programs and that the Charter School remains financially sound.

No expenditure may exceed the adopted budget line for fund, function and class.

The Chief Executive Officer ("CEO") or his/her designee shall ascertain that funds are available in the appropriate budget line item prior to the release of any purchase order or commitment. No funds shall be released unless funds are available in the appropriate budget line item.

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

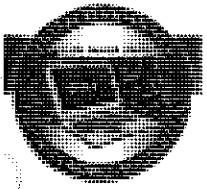
ADOPTED this __11th__ day of __February__, 2016

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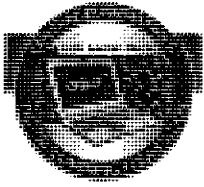
Board of Trustees Policy - F13
FINANCIAL REPORTING

It is the purpose of this policy to establish financial reporting requirements to the Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School").

The Chief Executive Officer ("CEO") or his/her designee shall, as soon as is practicable after the end of each fiscal year, submit to the Board of Trustees an annual financial statement for the Charter School for the past year. Such statement shall include itemized data with respect to all assets of the Charter School, outstanding indebtedness, if any, and such other information relating to the finances of the Charter School as the Board may deem necessary or proper.

On a monthly basis, the CEO or his/her designee shall prepare a monthly financial report for the Charter School's operating fund including:

- a. Balance Sheet;
- b. Statement of Revenues, Expenditures and Budget Comparison;
- c. Listing of Disbursements; and
- d. Statement of Cash Flow.



Board of Trustees Policy - F13
FINANCIAL REPORTING

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

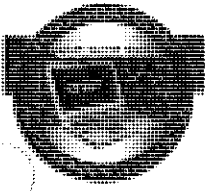
ADOPTED this day 11th of February, 2016

President

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Board of Trustees Policy - F14
INTERNAL CONTROLS

Internal controls are designed to safeguard assets and help to detect losses from employee dishonesty or error. A fundamental concept in a good system of internal control is the segregation of duties. Although the size of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") accounting staff prohibits complete adherence to this concept, implementing the following practices will improve existing internal control without impairing efficiency.

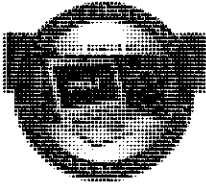
Internal controls are hereby adopted in the following areas:

- **CASH RECEIPTS**
- **PETTY CASH**
- **CHECK ISSUANCE AND CASH DISBURSEMENTS**
- **ACCOUNTING SYSTEM**
- **INSURANCE COVERAGE**
- **EXPENSE REPORTS**
- **FINANCES**
- **BUDGET**
- **PURCHASES OF GOODS & SERVICES**
- **STAFFING AND HIRING**
- **PAYROLL**
- **CREDIT, DEBIT AND/OR CHARGE CARDS**
- **SCHOOL PROPERTY RECORDS**
- **ADDITIONAL MISCELLANEOUS ITEMS**

CASH RECEIPTS

An employee who is not responsible for accounting functions, such as the secretary or administrative assistant, shall open all incoming mail. In addition, this individual shall be responsible for:

1. Recording the cash receipts.
2. Preparing the daily bank deposit.



Board of Trustees Policy - F14
INTERNAL CONTROLS

1. Forwarding the cash receipts listing (along with remittance advice) to the Charter School's accounting staff ("Business Manager").

Once the Charter School's Business Manager has received the cash receipts listing, he/she will be responsible for posting incoming cash receipts to the general ledger and detail customer accounts. The Charter School's Business Manager shall also be responsible for posting cash receipts for monies received for student lunches and all student activities such as summer school, etc.

In addition, the Business Manager shall be responsible for depositing cash receipts intact on a weekly basis.

PETTY CASH

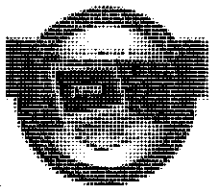
One petty cash fund shall be used instead of multiple miscellaneous cash accounts. Disbursements from the petty cash fund shall be controlled in the same manner as disbursements from the checking account.

To provide for proper control and recording of petty cash, an "imprest system" shall be established. An imprest system is an account set up to make change or pay small obligations for which the issuance of a formal voucher and check would be too expensive and/or time consuming. Imprest accounts derive their name from the fact that the account balance is maintained at a fixed level by regular reimbursement for the exact amount of the disbursements.

Under such a system, the amount of cash in the petty cash fund shall be adequate to handle all petty cash transactions for a short period of time, but the balance shall not exceed \$500.

Formal petty cash vouchers are to be used for all working fund disbursements. Such vouchers shall be properly approved and supported and shall be signed and dated by the payee. The maximum amount for individual fund disbursements shall be \$100.

The petty cash fund shall be reimbursed periodically with a check made payable to the petty cash custodian (the Chief Executive Officer ("CEO") or his/her designee). Proper



Board of Trustees Policy - F14
INTERNAL CONTROLS

expense accounts shall be charged as reimbursements are made. In addition, the CEO along with the Board of Trustees ("Board") shall set restrictions concerning the type and amount of transactions that can be handled through the petty cash fund. All disbursements are to be approved by an authorized person (one or more Board members and/or the CEO), and supported by petty cash vouchers indicating the proper account distribution. To prevent possible reuse, petty cash vouchers and supportive documents shall be cancelled by stamping "PAID."

CHECK ISSUANCE AND CASH DISBURSEMENTS

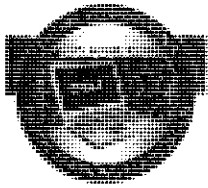
When paying bills, the Charter School's Business Manager shall:

- Indicate on the invoice that the checking of prices and cash discounts are correct by initialing such.
- Cancel invoices by attaching a copy of the check stub to the invoice.
- Have the persons signing the check (Board members, CEO) initial the invoice to indicate review of the invoice. Two signatures are required for all checks above the amount approved by the Board for CEO signature alone. These two signatures shall consist of the CEO or designee, if applicable, and an authorized Board Trustee.
- Signed checks shall be handed over to the secretary and/or administrative assistant to be mailed out. Such checks are to be mailed without allowing them to be returned to the employee(s) responsible for accounts payable.

The CEO may not authorize purchases or sign checks for items greater than \$500 that are not included in the school's annual, board approved budget.

The CEO may authorize purchases and sign checks for items that are captured in the school's annual, board approved budget up to \$5,000. Items above \$5,000 require two signatures and prior board approval, with the following exceptions:

- Health and Liability insurance payments



Board of Trustees Policy - F14
INTERNAL CONTROLS

- Food Services purchases

The CEO may engage in contracts for services or goods that are captured in the school's annual, board approved budget up to \$10,000 with a term of one year or less. Contracts above \$10,000, or with a term of more than one year, require prior board approval.

ACCOUNTING SYSTEMS

No transaction shall be posted to a prior year or prior month by Charter School's Business Manager nor shall any transaction be changed or deleted by the Business Manager. If deemed necessary, the Charter School's accounting firm with prior Board approval shall make such adjustments. Controls within accounting systems shall be modified to prevent such changes.

FIDELITY INSURANCE COVERAGE

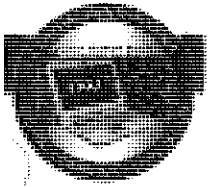
Any employee who handles cash (either its receipt or disbursement) or who holds a position of financial trust must have fidelity bond insurance coverage. The adequacy of such coverage shall be subject to Board review with the Charter School's insurance agent on an annual basis at a minimum.

EXPENSE REPORTS

All seminars and/or professional development courses are subject to prior approval by the CEO and/or Board of Trustees. The Charter School shall reimburse the employee for fees incurred as related to:

- conference fees
- hotel lodging
- travel to and from the conference
- meals (subject to a maximum reimbursement of \$35 per day)

Upon returning from such seminars/training, if an employee wishes to be reimbursed for the types of expenses mentioned above, he/she must submit a Charter School Expense Report (with attached receipts) to the CEO. The expense report shall include



Board of Trustees Policy - F14
INTERNAL CONTROLS

any and all amounts paid by the Charter School along with any out-of-pocket employee expenses that are to be reimbursed by the Charter School. If the amount of the cash advanced exceeds the total allowable expenses, the employee shall owe the Charter School the difference. If the total allowable expenses exceed the amount advanced, the employee shall be owed the difference.

FINANCES

Public monies expended by the Charter School shall be utilized for the furtherance of pupil education in a manner that will ensure full value to the taxpayers and that adequate constraints and records are established to ensure that end.

The CEO has the authority and responsibility, in conjunction with the Board, to prepare the budget. The Board has the authority and responsibility to approve the budget, the bids, and pass a resolution authorizing the expenditures of the Charter School.

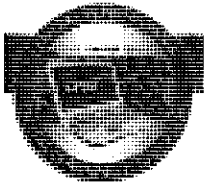
The Board requires the CEO to establish sound accounting procedures based upon State and Federal recommended accounting procedures and upon the recommendation of the local, state, and federal auditors and to institute effective business practices and recommend suitable accounting equipment, where necessary.

In accordance with State law, the Board will authorize an annual audit by an independent auditor.

BUDGET

The budget shall be designed to reflect the Charter School's objectives for the education of the students. Therefore, it must be organized and planned to ensure adequate understanding of the financial needs associated with program implementation, support and development. This necessitates a continuous review of the financial requirements of the Charter School's programs.

The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the education plan for the Charter School. The budget shall be designed to carry out that plan in a



Board of Trustees Policy - F14
INTERNAL CONTROLS

thorough and efficient manner and to maintain the facilities and honor the obligations of the Charter School.

The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of the Charter School and its students.

The annual budget proposal, once formulated, represents the position of the Board and will be available in draft form prior to its adoption. Adoption of the budget, after due deliberation and public comment, will take place at the Charter School's June Public Board Meeting.

Each member of the Board and each administrator shall be thoroughly familiar with and understand the need for each of the proposed expenditures so that they can answer any questions directed to them.

PURCHASES OF GOODS & SERVICES

When funds are available, all purchases contemplated within the current budget and not subject to bid are to be made in a manner that ensures the best interest of the Charter School.

The Board shall advertise and obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost saving to the Charter School.

The Charter School shall solicit bids from and shall award contracts to or consent to subcontracting only with "responsible bidders" as that term is defined by law. Bidders, contractors, or affiliates may be disqualified, suspended or debarred if they are deemed "not responsible" in order to protect the Charter School and the public's interest in accordance with the standards and procedures adopted by the Charter School and any other applicable law. The CEO shall maintain records of all persons disqualified. The Charter School is required by law to award contracts to the lowest responsible bidder.



Board of Trustees Policy - F14
INTERNAL CONTROLS

All construction, reconstruction, repairs, maintenance or work of any nature upon the Charter School building or property in excess of \$19,400.00 shall be conducted through proper public announcement, receipt of valid formal bids, and award as provided by Board Policy and Procedures, including obtaining Board approval in advance. Projects exceeding \$19,400.00 may not be partitioned to avoid these requirements.

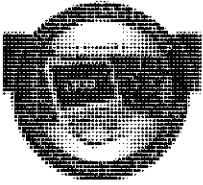
Written or telephonic price quotations from at least three (3) qualified and responsible contractors shall be requested by the Board for all contracts that exceed \$10,500.00 or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; and the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.

Any construction, reconstruction, repairs or work of any nature, where the entire cost or value, including labor and material, is less than 5,000.00 may be performed by the Charter School's own maintenance personnel.

Bid specifications shall be approved by the Board before being published.

The bid specifications shall combine like items of supply and material whenever it is feasible, and permissible under statute, and not split purchases to avoid requirements for bidding.

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing Charter School classes are threatened, and time for bidding cannot be provided because of the need for immediate action in accordance with the Pennsylvania School Code. Such emergency must be declared by the Board and stated by resolution at an emergency meeting that does not require public notice pursuant to the Sunshine Act.



Board of Trustees Policy - F14
INTERNAL CONTROLS

Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened and the contractor may submit a revised bid proposal at the discretion of the Charter School or the contractor may lose the right to bid if circumstances as determined by the Board require.

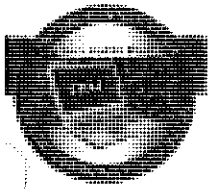
Bids shall be opened by the Board Secretary and/or an appointed Board Member at the next regularly scheduled Board Meeting after the closing date of the bids. The Board shall accept the bid of the lowest responsible bidder, kind, quality, and material being equal, but shall have the right to reject any and all bids, or select a single item from any bid.

There are exceptions to contracts or purchases that do not require advertising, bidding or price quotations and are set forth at 16 Pa.C.S.A. sec. 1802(h) and include but are not limited to professional service contracts involving professional expertise (i. e., medical, legal, architects, engineers, CPAs) and specifically those involving construction management services.

STAFFING AND HIRING

The Board has the sole authority and responsibility to create new/additional staff positions. Approved job descriptions will clearly state any restriction as to candidate eligibility for those positions for which the description requires extensive work with financial, personnel and other such highly confidential Charter School information. Relatives of current Board members, current staff and parents of current students would not be permitted to apply for such positions. This restriction serves to prevent potential conflicts of interest pursuant to the Board's approved Conflict of Interest Policy and Employee Conflict of Interest Policy, both of which apply to employees of the School. The CEO, in collaboration with the Board of Trustees, has the authority to establish salaries and approve candidates for hire.

The hiring procedures outlined below must be followed in order to appoint candidates to any position at the Charter School. The primary goal in the employment process is to fill vacancies with the most qualified candidates available. In this pursuit, the Charter



Board of Trustees Policy - F14
INTERNAL CONTROLS

School will adhere to the principles of Equal Employment Opportunity. The Charter School is an equal opportunity employer dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment and strongly encourages applications from women, minorities, individuals with disabilities and covered veterans."

To assure careful selection and orientation of new staff into the community, the Board promotes an open and collaborative process to facilitate the hiring of all Charter School personnel. Instructional staff is required to hold PA State certification or be in the process of obtaining certification within one (1) year of hire. It is required that middle school teachers and support staff have secondary certification or equivalent experience working with this population.

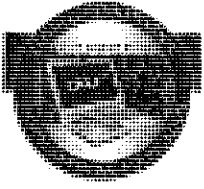
All non-instructional and administrative staff are expected to participate in and obtain certification or ongoing professional development related to their area of responsibility.

- 1) The first step in the hiring process is notice to the Board of Trustees of a position opening.
- 2) Recommendations to create a new position must be submitted to the Board of Trustees and approved prior to the start of the search for an employee to fill the position.

This recommendation will include:

- Rationale, needs assessment
- Required qualifications and selection criteria
- Job description
- Proposed salary range/rates, determined by the required position qualifications and established salary scales/range
- Job posting

- 3) A file of current job posting ads will be maintained and will include narrative versions for Internet/website use, and abbreviated versions for print advertising.



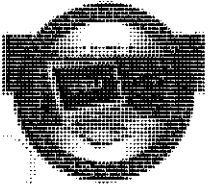
Board of Trustees Policy - F14
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Job postings will include:

- position title
- salary or salary range
- brief description of the duties
- minimum qualifications
- name and address to which to send applications
- last day for filing applications
- Equal Employment Opportunity Statement
- Restrictions, if any, regarding eligibility of relatives of current Board members, current staff or parents of current students to apply

And require applicants to provide:

- letter of interest
 - copies of Certifications, as applicable
 - resume
 - three references
 - transcripts, as applicable
 - standard application (PDE)
 - Act 34 and 151 clearances and FBI clearances where applicable
- 4) A job posting (ad) for open positions will be published:
- a) Internally
 - Notice by email of an open position to all current staff
 - Posting on the Charter School website
 - b) Externally
 - Internet - K-12 Jobs, PASBO and PSBA when applicable (leadership positions)
 - Print Publications - 2 local newspapers, PSBA when applicable (leadership positions)
- 5) A file folder for each open position will be created and contain:
- Job description
 - Job posting

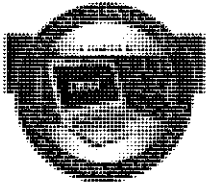


Board of Trustees Policy - F14
INTERNAL CONTROLS

- Resumes, cover letters, applications, clearances and certifications of qualified candidates
- 6) A file of submitted resumes for various positions will be maintained and rotated out on an annual basis.
- 7) Current staff and recommendations of candidates by current staff will be given consideration.

Screening/Interview/Selection:

- 1) Resumes/applications will be initially screened, reviewed by, interviewed and selected by the appropriate interview team members based on the following criteria:
- a) Selection of the CEO shall be made by the entire Board with input from administration, staff, and parents based on criteria developed through a collaborative process.
 - b) Selection of Leadership level positions shall be made by a using a collaborative process that includes the CEO, Board members and representatives of the staff group with whom they will be working.
 - c) Selection of teaching, custodial or office staff shall be made using a collaborative process involving the CEO, applicable leadership, and representatives of the staff group with whom they will be working.
- 2) Devise standard selection questions that are not biased against: gender, race, religion, sexual orientation, disability, familial status, color, citizenship status, national origin, creed, veteran status or any other factor protected by law and use the same questions and selection criteria for all candidates.
- 3) Screen resumes for minimum entrance requirements; resumes may be accepted as supplements to the "application," but not as a substitute for the "application."



Board of Trustees Policy - F14
INTERNAL CONTROLS

- 4) Select candidates for interview, and send a letter to candidates not selected for interview.
- 5) Notify successful candidates of selection for interview, schedule interviews, and then interview those candidates.
- 6) Select candidates for final (or second) interviews.
- 7) Perform and document reference checks; develop a consistent process and set of questions for checking references.
- 8) Conduct final interviews.
- 9) Solicit written remarks from those that met with or interviewed candidates. A rating form can be developed for this purpose.
- 10) Select final candidate.
- 11) Ensure that telephone calls (and/or emails) are made to all finalists not selected as soon as the candidate selected has accepted the position offer.

Follow-up will be made with a formal letter.

Approval:

- 1) When a conditional offer has been made, selected candidate(s) and their credentials will be presented to the Board for review and final approval.
- 2) For all positions, prior approval from the Board must be obtained before a conditional offer of employment is extended where any exceptions are to be made to normal hiring practices (as related to salary, flexible hours, vacation, etc.).
- 3) Upon verbal acceptance of the conditional offer of employment, a written offer of employment will be sent to the candidate.



Board of Trustees Policy - F14
INTERNAL CONTROLS

This offer letter will include:

- Job title
- Monthly or hourly salary
- Hours
- Benefit eligibility
- Status (salaried or hourly)
- Statement of conditional offer pending final board approval
- Vacation and holiday information
- Employment at will
- Start date
- Employee Handbook

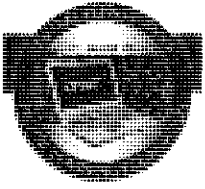
Hiring:

- 1) The following information will be collected for a Personnel folder for each individual. Include a paperwork checklist to the inside front of the folder.

This confidential file will include:

- Resume
- Application
- Offer letter
- Attendance records
- Job description
- Employee Handbook confirmation
- Payroll deduction forms
- Human Resources documents
- Emergency contact information
- Birth Certificate
- ACT 34 and 151 Clearances
- Professional Certifications
- Parking information

On the first day of employment or, at the latest, during the first week of employment, the employee must meet with the Business Manager. The employee will also receive a copy of the job description during this time.



Board of Trustees Policy - F14
INTERNAL CONTROLS

The employee will be required to submit the following documentation:

- Employee Handbook confirmation
- Emergency contact information
- W-4 or W-4A tax withholding form
- I-9 employment eligibility form
- Self-identification form - protected status
- PSERS (retirement) forms
- Birth certificate
- Basic and optional life insurance enrollment form or waiver
- Health insurance enrollment form or waiver
- Parking information - make model car, license plate number
- Workers' compensation notification
- Credit union enrollment (optional)
- 403 B annuity/deferred compensation enrollment form (optional)
- Section 125 ("Cafeteria Plan") benefit waiver if applicable (optional)
- Payroll automatic deposit forms (optional)

Probation/Orientation/Mentoring:

1) During the ninety (90) day probationary period all permanent/temporary staff members will be introduced to Charter School norms/culture. Orientation, staff development, mentoring, and continuous support will be designed and provided appropriate to individual needs.

2) Criteria for applicable and appropriate orientation, staff development, mentoring, and continuous support for each position will be developed through the use of a collaborative process.

3) At the end of the ninety (90) day probationary period all permanent/temporary staff will receive a written performance evaluation.



Board of Trustees Policy - F14
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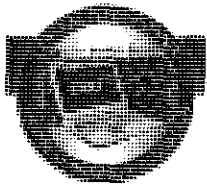
Terminations/Separations:

- 1) No employee may be terminated without prior approval of the Board.
- 2) Prior consultation with the Board Solicitor or his/her designee shall be required in instances of involuntary termination.
- 3) Upon the separation of an individual, whether voluntary or involuntary, notice will be given immediately to the Network Tech Specialist, Business Manager, and Facilities Manager in order to initiate separation and security procedures.
- 4) Any Charter School property issued including, but not limited to, items such as computer equipment, credit cards, keys, petty cash, and instructional materials must be returned to the Charter School at the time of termination or the last day of work. The departing employee will be responsible for any lost or damaged items. The value of any property issued and not returned will be deducted from the last paycheck. The departing employee may be required to sign a wage deduction authorization form for this purpose.
- 5) The Charter School does not respond to oral requests for or provide "to whom it may concern" reference letters, as these letters can be easily misused. In the event of termination, either voluntarily or involuntarily, the CEO may be able to provide a reference to specific potential employers only if a signed release form has been received.

Exit Interviews:

- 1) Whenever possible, in cases of voluntary terminations, the Charter School shall interview the departing employee on or just prior to his/her last day of work. This interview will serve to ascertain the employee's forwarding address, to sign off on retirement and/or insurance conversions, and to obtain further details on the employee's reasons for leaving. The written results of the interview shall be placed in the employee's personnel file.

PAYROLL



Board of Trustees Policy - F14
INTERNAL CONTROLS

Employment of all permanent, temporary, and part-time Charter School personnel must be approved by the Board. Authorization to pay follows therefrom.

Actions by the Board to employ or re-employ on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, the position title, the period of employment and whether such employment is "at will."

Actions by the Board to employ temporary or part-time personnel (i.e., by the hour or day) shall include the name of the individual, the position title and the rate of pay.

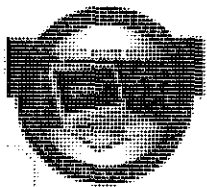
Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy are required of all employees. Salary or wages may be withheld for unapproved time off in accordance with Board policy by the CEO to the extent permitted by applicable law.

The Board of Trustees shall provide for the preparation, maintenance and revision of a position classification plan and of a pay plan for all Charter School employees.

The salary guide of the Charter School shall provide for the determination of beginning salaries for all employees by classification. Classification shall include:

- (a) Administrative;
- (b) Instructional -- including teachers, counselor, nurse, psychologist, therapists (speech, occupational/physical therapist, etc.), specialist teacher;
- (c) Instructional support staff - including teacher support assistant, classroom aides, etc.; and
- (d) Operational support staff -- including secretaries, office clerks, etc.

Salary increments for all employees shall be based on employee performance and may include variable percentage or fixed increases as determined by the Board of Trustees.



Board of Trustees Policy - F14
INTERNAL CONTROLS

The Board shall, at the earliest possible date, adopt and publish a pay plan for all employees.

CREDIT/DEBIT CARDS

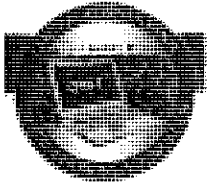
The Board recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of credit cards and debit cards (referred to collectively as "Credit Cards." A separate Credit Card/Debit Card Policy is approved by the Board and available for review at the Charter School.) The authorization, handling and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors.

Although the cards are issued in the Charter School employee's name, they are considered School property and should be used with good judgment.

Credit cards shall not be used in order to circumvent the general purchasing procedures established by Pennsylvania State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or Charter School-related activities and that only those types of expenses that are for the benefit of the Charter School and serve a valid and proper purpose shall be paid for by credit card.

Under no circumstances shall credit cards be used for personal purchases. The credit card is for business related purchases only and personal charges are not to be made to the card. Purchases are limited to meals, refreshments, travel, small supplies and other Charter School-related items.

The cardholder is the only person entitled to use the card and is responsible for all charges made against the card. Improper use of the card can be considered a misappropriation of Charter School funds. Inappropriate or illegal use of the credit card may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.



Board of Trustees Policy - F14
INTERNAL CONTROLS

All charges are billed directly to and paid directly by the Charter School. Therefore, any personal charges on the credit card could be considered misappropriation of Charter School funds since the cardholder cannot pay the bank directly.

Credit cardholders are expected to comply with internal control procedures in order to protect Charter School assets. This includes keeping receipts, coding transaction to the appropriate general ledger code, reviewing the transaction for propriety, reconciling monthly statements and following proper card security measures. Cardholders are responsible for reconciling their monthly statement and resolving any discrepancies by contacting the supplier first and then the bank.

The CEO shall annually submit for Board approval the position titles authorized to use the Charter School credit card(s) in conducting Charter School business.

SCHOOL PROPERTY RECORDS

In order to ensure accountability for the prudent use of public funds, the Board of Trustees directs that a property accounting and inventory system be established and maintained for all Charter School real and personal property as defined herein.

1) Real property shall consist of all land and buildings acquired by the Charter School in the course of its operations.

2) Charter School personal property shall consist of furniture and equipment items with a purchase price in excess of \$500.00. All furniture or equipment items of lesser value shall be placed in use without being recorded on personal property inventory records.

3) The Charter School's property records of consumable supplies and materials shall be maintained on a continuous inventory basis. The CEO shall be responsible for the design and implementation of the Charter School's real and personal property inventory control system. Such inventories shall be maintained on a current basis and shall be verified by annual physical inventories. A system of property records shall show, as appropriate to the item recorded:



Board of Trustees Policy - F14
INTERNAL CONTROLS

- a. description and identification;
- b. manufacturer;
- c. year of purchase;
- d. initial cost;
- e. location;
- f. condition; and
- g. depreciation and current valuation in conformity with insurance requirements.

The CEO shall be responsible for the design and implementation of a system for maintaining all the Charter School's consumable supplies and materials including books and computer software. Inventory balances shall be verified by periodic, unannounced spot checks to determine loss, mislocation or depreciation and any major loss shall be reported to the Board.

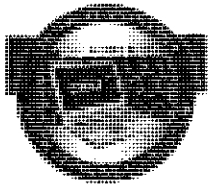
This delegation carries with it the delegation of whatever authority is necessary for the successful implementation of an effective inventory control system at the Charter School.

None of the Charter School's personal property or equipment shall be removed for personal or non-Charter School use, except in accordance with Board policy.

Unneeded surplus, unusable, and/or obsolete property can consume valuable storage space. It is the Board's intention to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.

When it has been determined that any property is obsolete or unneeded surplus and should be exchanged for other property, the Board of Trustees authorizes that such property may be sold or exchanged in accordance with any of the following provisions:

- a) The property is no longer required for its originally intended purpose.
- b) The property is considered out of date, obsolete, or in unusable condition.



Board of Trustees Policy - F14
INTERNAL CONTROLS

- c) The property is in quantities exceeding any possibility of effective use by the Charter School.

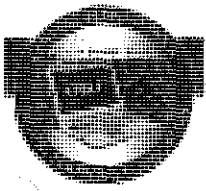
If any staff member identifies property that is unused, obsolete or surplus, that member is to notify the Charter School's CEO of such property. It is the CEO's responsibility to create a list of such property and provide this list to the Board.

Determination as to whether any of the State criteria apply to property possessed by the Charter School shall be made by the CEO who may delegate this responsibility provided that all requirements of this policy are met. As necessary, the CEO or his/her designee may call upon other staff personnel to develop criteria to aid in this identification.

School property owned by the Charter School which is unusable, obsolete, surplus to need, has been replaced, or is otherwise no longer of value to the Charter School will be listed and presented to the Board with a recommendation for disposition. The Board is vested with the final authority to approve any disposition.

Items of some value may be disposed of in the following ways:

- a) Public auction generally conducted by a licensed auctioneer;
- b) Salvage scrap sold to local dealers;
- c) Negotiated sale normally used when disposing of items or property of substantial value;
- d) Sealed bid normally used for items of substantial value or unique qualities;
- e) Pre-priced sale large quantities of obsolete or surplus furniture and equipment may be sold by this method;
- f) Some items have no sale value or disposal exceeds the net worth; These items may be donated to charitable organizations or otherwise discarded;
- g) Offered to the general public at a predetermined price.



Board of Trustees Policy - F14
INTERNAL CONTROLS

Equipment being replaced may be traded in on new equipment as part of the purchase procedure.

Charter School employees, officers, directors, etc. may not receive or accept abandoned or disposed of property. Charter School employees, officers, directors, etc. may submit sealed bids or purchase pre-priced items, as long as the person had nothing to do with the bid process or pricing and must recuse themselves from any decisions regarding disposition of the items.

No property that has been acquired by, or conveyed or granted to the Charter School shall be considered as abandoned by it unless and until the Board has passed, by vote of the majority of members of the Board, a resolution declaring it to be the intention of the Charter School to vacate and abandon same, whereupon all rights, title, and interest of the Charter School in such property shall be fully terminated.

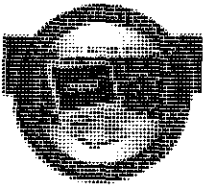
The disposition of the Charter School real estate shall be handled at the discretion of the Board in accordance with applicable state and federal laws, including applicable sections of the Public School Code of 1949 and any applicable sections of the PA Municipalities Planning Code.

ADDITIONAL MISCELLANEOUS ITEMS

The CEO or his/her designee (the designee must be someone other than the employee maintaining cash records) is responsible for opening bank statements, canceled checks, and appropriate advances. The CEO, designee, or other responsible Board member(s) shall periodically review such items, before turning them over for reconciliation. Unusual items noted during the review shall be investigated promptly.

The CEO, other responsible Board member(s), or a representative from the Charter School's accounting firm shall approve journal entries.

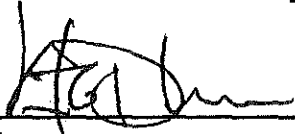
The CEO or designee is responsible for implementing additional procedures where necessary to ensure proper internal controls.




Board of Trustees Policy - F14
INTERNAL CONTROLS

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.

ADOPTED this 14th day of April , 2016



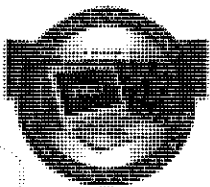
President



Secretary

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Board of Trustees Policy - F15
PAYMENT OF CLAIMS

It is the purpose of the Board of Trustees (the "Board") of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School"), to effect the prompt payment of bills but, at the same time, to ensure that due care has been taken in the review of such bills.

Each bill or obligation of the Charter School must be fully itemized and verified by the Business Manager before a check can be drawn for its payment.

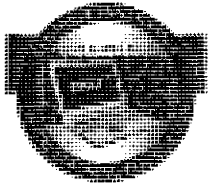
It shall be the responsibility of the Business Manager upon receipt of an invoice to verify that the purchase invoice is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is in a classification for which the Board budgeted, and the invoice is for the amount contracted.

Upon the approval of an order, the Business Manager shall prepare a check for payment and cancel the commitment placed against the appropriate account.

No check shall be made out to cash and all checks shall be executed in accordance with the Bylaws and Internal Controls Policy.

Have the persons signing the check (Board members, Chief Executive Officer ("CEO")) initial the invoice to indicate review of the invoice. Two signatures are required for all checks above the amount approved by the Board for CEO signature alone. These two signatures shall consist of the CEO or his/her designee, if applicable, and an authorized Board Trustee.


Signed checks shall be handed over to the secretary and/or administrative assistant to be mailed out. Such checks are to be mailed without allowing them to be returned to the employee(s) responsible for accounts payable.




Board of Trustees Policy - F15
PAYMENT OF CLAIMS

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

ADOPTED this 14th day of April, 2016



President



Secretary

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**Central Pennsylvania Digital Learning Foundation Charter School
580 Foot of Ten Road
Duncansville, PA 16635**

Board of Trustees Policy - F16

FEDERAL FISCAL COMPLIANCE POLICY

The Board of Trustees (the "Board") of Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") shall ensure federal funds received by the Charter School are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.

The Board shall review and approve all applications for federal funds submitted by the Charter School.

The Board designates the Business Manager as the Charter School contact for all federal programs and funding.

The CEO or his/her designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.

The Charter School's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met. Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

Identification - the Charter School must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.

Financial Reporting - Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations ("EDGAR").

Accounting Records – the Charter School must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property and other assets. The Charter School must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.

Cash Management – The Charter School shall maintain written procedures to implement the cash management requirements found in EDGAR. See Attachment 1.

Allowability of Costs – The Charter School shall ensure that allowability of all costs charged to each federal award is accurately determined and documented. See Attachments 2 and 3.

Standards of Conduct

The Charter School shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

Employees - Time and Effort Reporting

All Charter School employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

Charter School employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

The Charter School shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.

Record Keeping

The Charter School shall maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.

The Charter School shall ensure the proper maintenance of federal fiscal records documenting:

- a. Amount of federal funds.
- b. How funds are used.
- c. Total cost of each project.
- d. Share of total cost of each project provided from other sources.
- e. Other records to facilitate an effective audit.
- f. Other records to show compliance with federal program requirements.
- g. Significant project experiences and results.
- h. All records must be retrievable and available for programmatic or financial audit.

The Charter School shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other Charter School records which are pertinent to the federal award. The Charter School shall also permit timely and reasonable access to the Charter School's personnel for the purpose of interview and discussion related to such documents.

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.

As part of the Records Management Plan, the Charter School shall maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.

The Charter School shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.

Subrecipient Monitoring

In the event that the Charter School awards subgrants, the Charter School shall establish procedures to:

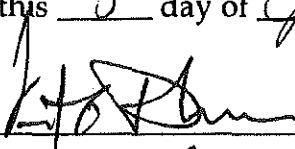
- a. Assess the risk of noncompliance.
- b. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
- c. Ensure the Charter School's record retention schedule addresses document retention on assessment and monitoring.

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

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

ADOPTED this 8 day of June, 2017



President



Secretary

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Cash Management - Federal Programs

Federal Fiscal Compliance Policy - F16 Attachment 1

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") receives payment from the Pennsylvania Department of Education (PDE) on a reimbursement basis. The Charter School may receive an advance of federal grant funds. The Charter School shall maintain accounting methods and internal controls and procedures that assure those responsibilities are met.

Payment Methods

Reimbursements -

The Charter School will initially charge federal grant expenditures to nonfederal funds. The Business Manager will request reimbursement for actual expenditures incurred under the federal grants quarterly.

Such requests shall be submitted with appropriate documentation and signed by the requestor. Requests for reimbursements will be approved by the Business Manager. Reimbursement will be submitted on the appropriate form to the PDE portal. All reimbursements are based on actual disbursements, not on obligations. PDE will process reimbursement requests within the timeframes required for disbursement. Consistent with state and federal requirements, the Charter School will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for PDE to review upon request. Reimbursements of actual expenditures do not involve interest calculations.

Advances -

When the Charter School receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the Charter School and the expenditure of those funds on allowable costs of the applicable federal program. (2 CFR Sec. 200.305(b)) The Charter School shall attempt to expend all advances of federal funds within seventy-two (72) hours of receipt.

When applicable, the Charter School shall use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds. (2 CFR Sec. 305(b)(5)) The Charter School shall hold federal advance payments in insured, interest-bearing accounts.

The Charter School is permitted to retain for administrative expense up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. (2 CFR Sec. 200.305(b)(9))

Consistent with state guidelines, interest accruing on total federal grant cash balances shall be calculated on cash balances per grant and applying the actual or average interest rate earned. Remittance of interest shall be responsibility of the Business Manager.

Allowability of Costs - Federal Programs

Federal Fiscal Compliance Policy - F16 Attachment 2

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

Delegation of Responsibility

When determining how the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") will spend its grant funds, the Business Manager will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service.

Allowability Determinations

All costs supported by federal education funds must meet the standards outlined in Education Department General Administrative Regulations ("EDGAR"), 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Business Manager must consider these factors when making an allowability determination.

Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, nonregulatory guidance and grant award notifications.

Restrictions in state and local rules or policy also must be considered. Whichever allowability requirements are stricter will govern whether a cost is allowable.

General allowability determination factors include the following:

1. Be Necessary and Reasonable for the performance of the federal award. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were

comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Charter School or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the Charter School, its employees, its students, the public at large, and the federal government.
- Whether the Charter School significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. (2 CFR Sec. 200.404)

Whether a cost is **necessary** will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the Charter School can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the federal award program.
- Whether the cost is identified in the approved budget or application.
- Whether there is an educational benefit associated with the cost.
- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses program goals and objectives and is based on program data.

2. Allocable to the federal award. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR Sec. 200.405)
3. Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the school entity.
4. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
5. Consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
6. Adequately documented. All expenditures must be properly documented.
7. Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in Part 200.
8. Not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such. Some federal program statutes require the nonfederal entity to contribute a certain amount of nonfederal resources to be eligible for the federal program.
9. Be the net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR Sec. 200.406)

Selected Items of Cost

Charter School personnel responsible for spending federal grant funds and for determining allowability must be familiar with and refer to the Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a federal grant. When applicable, employees must check costs against the selected

items of cost requirements to ensure the cost is allowable, and also check state, Charter School and program-specific rules.

Any questions related to specific costs should be forwarded to the Business Manager who shall consult with the school solicitor for clarification as appropriate.

Administration of Federal Funds - Type of Costs, Obligations and Property Management

Federal Fiscal Compliance Policy - F16 Attachment 3

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") establishes and maintains Board policies, administrative regulations and procedures on administration of federal funds in federal programs as required by the Uniform Grant Guidance and other federal, state and local laws, regulations and requirements. The Charter School's financial management system includes internal controls and grant management standards in the following areas.

Direct and Indirect Costs

Direct costs - costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

Indirect costs - costs incurred for a common or joint purpose benefiting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. (2 CFR Sec. 200.405, 200.413)

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs.

Direct and indirect costs shall be determined in accordance with law, regulations, the terms and conditions of the federal award, and the Charter School's negotiated indirect cost rate.

The Charter School shall develop an indirect cost rate proposal and cost allocation plan in accordance with law, regulations and the terms and conditions of the federal award.

Timely Obligation of Funds

Obligations - orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the Charter School during the same or a future period.

All obligations must occur between the beginning and ending dates of the federal award project, which is known as the period of performance. The period of performance is dictated by law and regulations and will be indicated in the federal award. Specific requirements for carryover funds may be specified in the federal award and must be adhered to by the Charter School. (2 CFR Sec. 200.77, 200.309)

The Charter School will handle obligations and carryover of state-administered and direct grants in accordance with state and federal law and regulations, and the terms and conditions of the federal award. Carryover will be calculated and documented by the Business Manager.

The Charter School may exercise an extension of the period of performance under a direct grant in accordance with law, regulations and the terms and conditions of the federal award when written notice is provided to the federal awarding agency at least ten (10) calendar days prior to the end of the period of performance. (2 CFR Sec. 200.308(d)(2))

The Chief Executive Officer ("CEO") along with the Business Manager will decide when an extension of the period of performance is necessary and will recommend that the Board approve this process.

The CEO along with the Business Manager will develop the required written notice, including the reasons for the extension and revised period of performance; the notice will be issued no later than ten (10) calendar days prior to the end of the currently documented period of performance in the federal award.

The Charter School must seek approval from the federal awarding agency for an extension of the period of performance when the extension is not contrary to federal law or regulations, and the following conditions apply:

- a. The terms and conditions of the federal award prohibit the extension;
- b. The extension requires additional federal funds; or
- c. The extension involves any change in the approved objectives or scope of the project. (2 CFR Sec. §200.308)

The CEO along with the Business Manager will determine when an extension must be requested for approval by the federal awarding agency, draft the written request and notify the Board of the requested extension.

Management of Property Acquired With Federal Funds

Contract and Purchasing Administration -

The Charter School maintains internal controls, administrative regulations and procedures to ensure that contractors deliver goods and services in accordance with the terms, conditions and specifications of the designated contract, purchase order or requisition.

Property Classifications -

Property shall be classified as equipment, supplies, computing devices and capital assets as defined and specified in accordance with law, regulations and Board policy.

Inventory Control/Management -

All property purchased with federal funds, regardless of cost, will be inventoried as a safeguard.

Inventory will be received by the department or program requesting the item; designated staff will inspect the property, compare it to the applicable purchase order or requisition, and ensure it is appropriately logged and tagged in the Charter School's property management system.

Items acquired will be physically labeled by source of funding and acquisition date.

Inventory records of equipment and computing devices must be current and available for review and audit, and include the following information:

- a. Description of the item, including any manufacturer's model number.
- b. Manufacturer's serial number or other identification number.
- c. Identification of funding source.
- d. Acquisition date and unit cost.
- e. Source of items, such as company name.
- f. Percentage of federal funds used in the purchase.
- g. Present location, use, condition of item, and date information was reported.

- h. Pertinent information on the ultimate transfer, replacement or disposition of the item and sale price of the property.

Inventory will be updated as items are sold, lost or stolen, or cannot be repaired, and new items are purchased.

Physical Inventory -

Physical inventory of property will be completed by designated Charter School staff in accordance with applicable federal and state law and regulation and Board policy.

The physical inventory of items will be conducted annually, and the results will be reconciled with the inventory records and reported to the federal awarding agency.

Maintenance -

The Charter School establishes adequate maintenance procedures to ensure that property is maintained in good condition in accordance with law, regulation and Board policy.

Safeguards -

The Charter School ensures that adequate safeguards are in place to prevent loss, damage or theft of property:

- a. Any loss, damage or theft will be reported to the CEO and investigated and fully documented, and may be reported to local law enforcement.
- b. If stolen items are not recovered, the Charter School will submit copies of the investigative report and insurance claim to the federal awarding agency.
- c. The Charter School may be responsible for replacing or repairing lost, damaged, destroyed or stolen items.
- d. Replaced equipment is property of the originally funded program and should be inventoried accordingly.
- e. Charter School property may only be loaned in accordance with Board policy and administrative regulations.

Disposition of Property Acquired with Federal Funds -

When the Charter School determines that equipment or supplies acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the CEO will contact the federal awarding agency or pass-through entity administering the program to obtain disposition instructions, based on the fair market value of the equipment or supplies.

Generally, items with a fair market value of \$5,000 or less that are no longer effective may be retained, sold, purged, or transferred to the Charter School. For items with a fair market value greater than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If the Charter School will be replacing the equipment or supplies, the Charter School may use the existing equipment or supplies as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The Business Manager will be responsible for contacting the federal awarding agency and determining the process for disposition of equipment or supplies.

The Charter School may use the following methods in disposing of unnecessary equipment or supplies acquired with federal funds:

- a. Public auction and/or online sale - generally conducted by a licensed auctioneer.
- b. Salvage - scrap sold to local dealers.
- c. Negotiated sale - normally used when disposing of items of substantial value.
- d. Sealed bid - normally used for items of substantial value or unique qualities.
- e. Pre-priced sale - large quantities of obsolete or surplus equipment or supplies may be sold by this method.
- f. Donation to charitable organizations, for equipment or supplies with little to no value.
- g. Disposition to trash for equipment or supplies with no value.

The Business Manager will be responsible for maintaining records of obsolete and surplus property disposed of, and will report to the federal awarding agency when required.

Procurement – Federal Programs Attachment

Federal Fiscal Compliance Policy - F16 Attachment 4

Responsibility for Purchasing

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”) has outlined standard Charter School purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

Disqualification, Suspension Or Debarment Of Bidders Policy
Internal Controls Policy
Payment of Claims Policy
Purchases Subject to Bid Policy
Purchases Budgeted Policy

Purchase Methods

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in the Purchases Subject to Bid Policy must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. Final determination of which purchasing procedures are to be applied is delegated to the Business Manager under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The Charter School shall use purchase orders or requisition order forms for purchase requests in accordance with the applicable purchase method. The Charter School shall use paper and/or electronic purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the Charter School main office.

Purchase requests by an employee must be submitted to the CEO. Purchase of all budgeted items or items approved by the CEO must be initiated by use of a purchase order or requisition submitted to the Business Manager.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed or goods will be delivered.
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the Charter School's Records Management Policy and records retention schedule.

Contracts shall be reviewed by the CEO prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

Micro-Purchases Not Requiring Quotes or Bidding (up to \$3,000)

For purposes of this procedure, micro-purchase means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$3,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$3,000.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the Charter School distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Business Manager will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the Charter School considers the price to be reasonable. The Charter School will maintain evidence of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include

comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

Small Purchase Procedures (between \$3,000 and \$19,400)

For purposes of this procedure, small purchase procedures are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$19,400 or more. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing \$19,400 or more because the School Code requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply if other than \$19,400. (24 P.S. Sec. 120)

Because state law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding is required (\$150,000).

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained.

Formal Competitive Bidding (\$19,400 or more)

Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder when the total cost is estimated to be \$19,400 or more.

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding will be used when the estimated total cost will be at or over the federal threshold of \$150,000.

The federal competitive bidding dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of \$19,400 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative when formal bidding would otherwise be required only to procure architectural and engineering services. Other types of services for federally funded purposes to which the Uniform Grant Guidance applies, professional or otherwise, must be procured using competitive bidding when the cost would meet or exceed the federal threshold for competitive bidding (\$150,000).

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the Charter School may use small purchase procedures or micro- purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Board policy for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$150,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The Charter School shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the Charter School may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
- b. Proposals must be solicited from an adequate number of qualified sources.
- c. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Competitive proposals shall be evaluated by the CEO based on factors including but not limited to:

- a. Cost.
- b. Experience of contractor.
- c. Availability.
- d. Personnel qualifications.
- e. Project management expertise.
- f. Understanding of Charter School needs.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Board.

Contract/Price Analysis:

The Charter School performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Business Manager must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Business Manager will enact established business practices which may include evaluation of similar prior procurements and a review process.

When performing a cost analysis, the Business Manager negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

Noncompetitive Proposals

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Charter School.
4. After solicitation of a number of sources, the Charter School determines the competition is inadequate.

In addition to standard procurement policy and procedures, the Charter School will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The Charter School may utilize legal advice from the solicitor regarding noncompetitive proposals.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000.

Purchase Cards

The Charter School approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs. The use of procurement cards is governed by Board Procurement Cards and established administrative regulations.

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

The Education Department General Administrative Regulations further requires the following to ensure adequate competition.

Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms

The Charter School must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

The Charter School must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Prequalified Lists

The Charter School must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the Charter School must not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

The Charter School must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Avoiding Acquisition of Unnecessary or Duplicative Items

The Charter School must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the Charter School enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act and the Commonwealth Procurement Code. (53 Pa. C.S. Ch. 23; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the Charter School shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

Use of Federal Excess and Surplus Property

The Charter School considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The Charter School awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The Charter School may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the Charter School verifies that the contractor with whom the Charter School intends to do business is not excluded or disqualified.

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Business Manager will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

The Charter School must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy relating to Records Management and established administrative regulations.

Time and Materials Contracts

The Charter School may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the Charter School is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

The Charter School must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The Charter School alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Charter School of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The Charter School maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established Charter School administrative regulations and the advice of the solicitor.

Food Service Program Notes:

Exemption from Bidding for Perishable Food Items -

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$150,000). Small purchase procedures may be used for purchases below \$150,000, or micro-purchase procedures for purchases below \$3,000. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings. (24 P.S. Sec. 504(d))

Geographic Preferences -

The Charter School is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the Charter School has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

Buy American -

The Charter School shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or (b) The contractor must exclude all unallowable costs from its billing documents and certify that only

allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

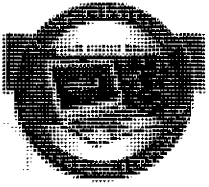
3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)



Board of Trustees Policy - F17
PER PUPIL ALLOTMENT

The Central Pennsylvania Digital Learning Foundation Charter School ("Charter School"), receiving pupils who are residents of a school district other than the Charter School's chartering school district, shall assess the per pupil allotment in accordance with the Pennsylvania School Code.

It shall be the responsibility of the Charter School Chief Executive Officer or his/her designee to invoice the per pupil allotment for approved students. Such rates shall be determined annually. Billings based upon such rates will be made immediately following the billing period.

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

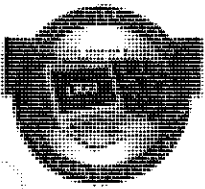
ADOPTED this 11th day of February , 2016

President

Secretary

Distribution:

- Board Policy Binder
- Board Policy Shared Drive Folder
- Website



Board of Trustees Policy - F20
DISQUALIFICATION, SUSPENSION
OR DEBARMENT OF BIDDERS

This policy sets forth standards to determine what bidders are not responsible and procedures to disqualify or suspend or debar non-responsible bidders from contracting or subcontracting with the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School"). It applies to all contracts that the Charter School is required by law to award to the lowest responsible bidder.

The Charter School shall solicit bids from and shall award contracts to or consent to subcontracting only with "responsible bidders" as that term is defined by law. Bidders, contractors, or affiliates may be disqualified, suspended or debarred if they are deemed "not responsible" in order to protect the Charter School and the public's interest in accordance with the standards and procedures adopted by the Charter School and any other applicable law.

The Charter School adopts this policy and procedure under its powers to make rules and regulations to manage school affairs and competitive bidding provisions of the Public School Code applicable to the Charter School.

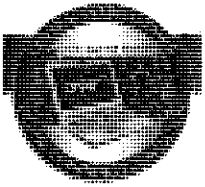
The Chief Executive Officer ("CEO") is generally responsible to implement and enforce this policy and may designate subordinate officers or employees to perform any functions provided for in this policy.

Definitions

Adequate Evidence means evidence sufficient to support a reasonable belief in the truth of the fact or conclusion it is offered to support and does not require proof in accordance with technical rules of evidence.

Affiliates means persons having an overt or covert relationship such that any one of them directly or indirectly controls or have the power to control another.

Bidders means any person responding to an invitation for bids or otherwise seeking to contract with the Charter School or with its contractors.



Board of Trustees Policy - F20
DISQUALIFICATION, SUSPENSION
OR DEBARMENT OF BIDDERS

Contractor means any person independent of the Charter School who does or seeks to do business with the Charter School pursuant to mutual agreement and includes persons who subcontract with the Charter School.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, including a plea of nolo contendere.

Disqualification means exclusion as a contractor from bidding on any particular contract with the Charter School; a contractor so excluded is "disqualified."

Indictment means a formal accusation of a criminal offense and includes any information or other filing by a competent authority charging a criminal offense.

Legal Proceedings means any civil or criminal judicial proceeding, including appeals.

Person means an individual, company, firm, association, corporation, partnership, or other legal entity.

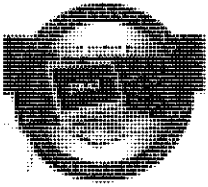
Public Prosecutor means an official having legal authority in any jurisdiction to file or to prosecute indictment.

Suspension means exclusion as a contractor in bidding for a contract or being awarded a contract for a period of time or until some stated future occurrence; a contractor so excluded is "suspended."

Cause for Disqualification

A bidder or contractor may be disqualified with respect to any particular bid or contract award for any one or more of the following causes:

1. Any cause set forth in the above sections of this policy;
2. Inadequate financial resources to perform the contract;



Board of Trustees Policy – F20
DISQUALIFICATION, SUSPENSION
OR DEBARMENT OF BIDDERS

3. Inadequate experience, organization, or technical resources to perform the contract;
4. Any other facts or circumstances showing a reasonable likelihood of inability to perform the contract.
5. Discrimination in the bidder's or contractor's employment or business practices on the basis of race, color, sex or national origin.

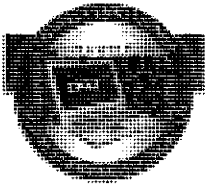
Period of Disqualification

Disqualification may be imposed for any particular bid or contract award and applies only to the bid or contract award.

Responsibility for Agents

Bidders, contractors, and affiliates are deemed responsible for the acts of persons acting for or on their behalf, such that:

1. The fraudulent, criminal or other improper conduct of any officer, director, shareholder, partner, employee or other associate may be imputed to the bidder, contractor or affiliate when the conduct occurred in connection with the individual's performance of duties for or on behalf of the bidder, contractor or affiliate, or with his/her knowledge, approval or acquiescence. Acceptance of the benefits derived from such conduct shall be evidence of such knowledge, approval or acquiescence;
2. The fraudulent, criminal or other improper conduct of bidder, contractor or affiliate may be imputed to any officer, director, shareholder, partner, employee, or other associate who participated in, knew of or had reason to know of the conduct; and
3. The fraudulent, criminal or other improper conduct of one bidder, contractor or affiliate participating in a joint venture or similar arrangement may be imputed



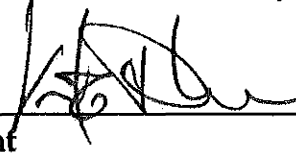
Board of Trustees Policy - F20
DISQUALIFICATION, SUSPENSION
OR DEBARMENT OF BIDDERS

to other participating bidders, contractors, or affiliates if the conduct occurred for or on behalf of the joint venture or similar arrangement or with the knowledge, approval or acquiescence of other participants. Acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval, or acquiescence.

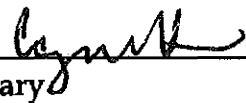
Bids shall be opened by the Board Secretary and/or an appointed Board Member at the next regularly scheduled Board Meeting after the closing date of the bids. Copies of records of all persons disqualified shall be maintained pursuant to Board Meeting Minutes for the purpose of enforcing this policy.

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

ADOPTED this 14th day of April, 2016



President



Secretary

Distribution:

- Board Policy Binder
- Board Policy Shared Drive Folder
- Webs

Central Pennsylvania Digital Learning Foundation Charter School
www.cpdlf.org

Board of Trustees Policy

BLOODBORNE PATHOGEN POLICY – M06

Bloodborne diseases definitions

Blood: human blood and human blood components

Bloodborne Pathogens: microorganisms that are present in the human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human immunodeficiency Virus (HIV).

Exposure Incident: skin, eye, mucous membrane, or parenteral (piercing of the skin) contact with blood or other potentially infectious materials that results or may result from the performance of an employee's duties.

Other potentially infectious materials (fluids): semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva during dental procedures, and any body fluid that is visibly contaminated with blood.

Universal precautions: a method of infection control in which all human blood and certain bodily fluids are treated as if known to be infectious for HIV, HBV or other bloodborne pathogens.

Personal Protective Equipment (PPE): is the equipment supplied by the employer for the employee to use in any situation that the employee feels the needs for protection from blood or other potentially infectious material, and to use in these situations as spelled out in this policy.

Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Sharps: any object that can penetrate the skin including, but not limited to, needles and broken glass.

Decontamination: the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls: controls that isolate or remove the bloodborne pathogens hazard from the workplace including but not limited to: Sharps disposable puncture-proof containers, use of gloves, use of Ziploc bags, biohazard disposal containers.

HBV: hepatitis B virus

HIV: human immunodeficiency virus

Parenteral: Piercing mucous membranes through such means as needles, ticks, human bites, cuts and abrasions.

Regulated Waste: liquid or semi-liquid blood or other potentially infectious materials; contaminated items that could release blood or other potentially infectious materials in a liquid or semi-liquid state; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials. Any item that has the potential to release blood or flakes of dried blood when handled or scratched is a regulated waste.

Source Person: any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Sterilize: the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial and spores.

Work Practice Controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed e.g., washing hands when removing protective gloves.

Bloodborne Pathogen Training

Employee education and training for Bloodborne Pathogens should be part of the new employee orientation for all employees, and conducted for all employees on an annual basis. Keep a copy of the Exposure Control Plan on file in the school at all times.

Training should cover specifics in the plan, applications of the Bloodborne Pathogens program to the employee's specific job and answer any questions.

The training should cover the following items of the Exposure Control Plan:

1. The OSHA definitions/regulations that include
 - Definition of Bloodborne Pathogens;
 - Occupational exposures and exposure incidents;
 - Potentially infectious materials;
 - Modes of transmission; and
 - Definition and symptoms of Hepatitis and HIV.
2. Exposure Determination
3. Control Measures
4. Decontamination/Cleaning Procedures
5. Regulated Waste Disposal Procedures
6. Hepatitis B Vaccination
7. Incident and Exposure Procedures
8. Post-Exposure Follow-UP

Purpose of the Plan

The purpose of this plan is to minimize or eliminate employee occupational exposure to blood or certain other body fluids and to comply with the Occupational Safety and Health Administration (OSHA) Exposure to Bloodborne Pathogens: Final Rule. OSHA's purpose is to ensure that no employee will suffer material health or functional impairment due to exposure to hazardous agents during the course of their employment.

"Occupational exposure" is any reasonably anticipated contact with blood by skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials resulting from the performance of any employee's duties.

Recommendations for Preventing Transmission of Bloodborne Diseases

General Recommendations:

- Gloves should be worn whenever contact with blood or blood-contaminated body fluid might occur, such as when providing first aid to a bleeding person or cleaning up blood.
- Hands should be washed thoroughly and immediately after exposure to blood or any other body fluid and after removing gloves.
- Open skin lesions of all children and faculty should be kept covered to prevent contamination of the environment and contact with other persons.

- Any surface contaminated with blood or body fluids should be cleaned with a diluted solution of household bleach and water (1/4 cup of bleach to a gallon of water).
- Blood-contaminated materials should be disposed of in a leak proof red biohazard bag that is securely closed.
- Personal care items should not be shared.
- Educate yourself about bloodborne diseases by referring to local resources including libraries and local health departments.
- Immediately report any unsafe condition to the Chief Executive Office or Principal.

Exposure Determination

Initial Exposure Determination of the Jobs

In the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") any employee may incur an occupational exposure.

Occupational Tasks at Risk for Exposure

Specific tasks that may cause these employees to have an occupational exposure include:

- Responding to an injured child that results in visible blood.
- The need for cleaning of a wound with soap and water.
- Application of a band-aid.
- Visible blood in stool, urine, vomit or nasal secretions of children.

Definition of Exposure

- Skin or parenteral (piercing the skin) contact with blood or other potentially infectious fluids.
- Mucous membranes (eyes, nose, mouth, ears, etc.) contact with blood or other potentially infectious fluids.

Control Measures: Universal Precautions

A universal precaution is an approach to infection control whereby all human blood and certain potentially infectious bodily fluids are treated as if infected with HIV or Hepatitis B or other Bloodborne Pathogens. These precautions have been adopted by the Charter School to protect staff from Bloodborne Pathogens.

Blood can become mixed with normal bodily fluids such as saliva, vomit, sweat, urine or stool, and these fluids should be treated as being possible HIV/HBV contaminated fluids. When staff comes in contact with or handle blood or body fluids, they must always wear gloves.

You can't identify every child or adult who may transmit infection. Yet you cannot afford to ignore the risk of infection since it takes just one exposure to become infected. Universal precautions resolve this uncertainty by requiring you to treat all human blood

and certain human bodily fluids as if they were known to be infected with HIV, HBV or other Bloodborne Pathogens.

Reducing your Risk

- Engineering controls.
- Employee work practices.
- Personal Protective equipment.
- Decontamination procedures.

Engineering Controls

Engineering controls are items provided by the employer that serve to reduce employee exposure in the work place. Engineering control effectiveness depends on the employee actually using the provided items.

- Puncture-Proof Containers: "Sharps" which include needles and broken glass, or other sharp, pointed instruments, are to be placed in red biohazard sharps containers.

Sharps are never to be thrown directly into a trash receptacle. Red biohazard sharps containers are located in the Principal's office.

- Biohazard Protection Items: Biohazard protection items include: latex glove, disinfectant wipes and CPR Micro Shields. First Aid kits will include biohazard protection items as well as Band-Aids, and paper towels to absorb blood. All first aid supplies and biohazard protection items will be located in areas free from food and drinking liquids. Biohazard protection items will be located throughout the Charter School and in the Charter School's first aid kit.

Disinfecting Solutions and Disposable Cloths: Registered germicide or bleach solutions (fresh mixture of ¼ cup bleach to 1 gallon of water) and disposable cloths to soak up contaminated material are to be located in storage areas in the Principal's office.

Supervision: All Engineering controls are to be examined and maintained by the Principal on a regular basis

Employee Work Practices

Employee work practices reduce the likelihood of exposure through changing the manner in which the task is performed. These are specific procedures you must follow on the job to reduce your exposure to Bloodborne pathogens or other infectious material.

- **Hand washing;** if infectious material gets on your hands, the sooner you wash it off, the less chance you have of becoming infected:

Hand washing will occur at the following times:

1. When hands become soiled.
2. Before and after handling food.
3. Before and after drinking.
4. After using the bathroom, personal.
5. After assisting a child in the bathroom or with changing soiled clothing.
6. After wiping your nose or someone else's nose
7. Immediately after removing protective gloves.
8. Immediately after having contact with blood, body fluids, or other potentially infectious material.
9. Before and after administering medication.
10. Immediately after cleaning/disinfecting any contaminated surfaces.

Purpose:

1. To protect employees and others from exposure to harmful microorganisms.
2. To prevent transmission of infection from one individual to another.
3. To remove transient bacteria on hands contaminated after handling children, objects and surfaces.

Equipment:

1. Warm running water.
2. Soap dispenser with liquid soap.
3. Paper towels.

Procedure:

1. Adjust running water to comfortable temperature and force at a level to prevent spattering water.
2. Wash hands, vigorously scrubbing with soap and water for a minimum of 15 seconds. Scrub hands, wrists and between fingers and around nails. Rinse hands with fingertips downward. The friction of the skin with soap and water is essential in hand washing. Microorganisms will remain unless effectively removed.
3. Dry hands with paper towel.
4. Turn off faucet with paper towel.
5. Leave equipment clean and in proper place.

Note: Disinfectant wipes should be available when a hand washing facility is not available.

Sharps will be handled in the following manner:

1. Sharps including needles, broken glass or other sharp, pointed instruments are to be placed in a red biohazard sharps container.

2. Sharps are never to be picked up directly with the hands. Sharps should be picked up with a dust pan, pliers, tweezers or similar tool.
3. Contaminated needles should not be bent, recapped, removed, sheared or purposely broken.
4. Label containers as containing sharps and tape shut to prevent re-opening before disposing.
5. Dispose of puncture-proof container. See section on Regulated Waste Disposal Procedures.

Work Area Restrictions include:

1. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.
2. All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious material.

Personal Protective Equipment (PPE)

Gloves

Gloves are the most widely used form of personal protective equipment. Gloves act as a primary barrier between your hands and Bloodborne Pathogens. Gloves will be worn when:

1. Assisting with toileting of a child.
2. Blood is visible on an adult, child, surface or piece of equipment.
3. Cleaning a contaminated surface or object.
4. Dealing with vomit, stool, urine, non-intact skin or other potential infectious fluids or material.
5. The employee anticipates hand contact with blood.
6. The employee feels the need to properly protect self from any illness, disease, surface or object.
7. When removing garbage from the Charter School to the dumpster.
8. When handling soiled laundry.

Types of gloves include:

1. Latex or vinyl gloves in appropriate sizes for each employee.
2. Hypoallergenic gloves or glove liners for individuals allergic to latex or vinyl gloves.

Procedure for using gloves:

1. Check gloves for holes, tears, or punctures before wearing.
2. Since gloves can be torn or punctured, bandage any cuts before being gloved.
3. Wear one glove on each hand.
4. To remove gloves, peel one glove off from top to bottom and hold it in the gloved hand.
5. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second one.
6. Place in a Zip-lock bag and dispose of the entire bundle promptly. See section on Regulated Waste Disposal Procedures.
7. Do not wash or attempt to disinfect the glove for reuse.
8. Wash your hands immediately after removing the gloves.
9. Change gloves between attending to different individuals, using this entire procedure.

CPR Micro Shields

During the provision of CPR, the victim may expel saliva, blood or other fluids, CPR Micro Shields are recommended as a type of personal protective equipment that is designed to protect you from contact with fluids during resuscitation. Dispose of contaminated CPR Micro Shields in a Zip-lock bag, See section on Regulated Waste Disposal Procedures.

Decontamination and Cleaning Procedures

Employees must clean the work area or surfaces when surfaces become obviously contaminated; after any spill of blood or other potentially infectious materials; after any individual care procedure whether visible contamination occurs or not; at the end of the work shift.

Hard Surfaces

A hard surface is any surface that can be cleaned immediately by the use of a registered germicide or bleach solution and paper towel. The surface will be allowed to air dry and has no need to be laundered or otherwise treated. In addition bins, pails, cans, and similar receptacles should be decontaminated on a regularly scheduled basis.

Method of Cleaning:

1. Gloves must be used when decontaminating these surfaces.
2. Pre-clean surfaces with a suitable detergent prior to disinfecting. Anti-bacterial soap, hot water and a paper towel can be used for pre-cleaning.
3. Disinfect surface with a registered germicide or bleach solution by applying the solution until the entire surface is wet, allow to remain at least 10 minutes, if possible and allow to air dry or remove with clean dry paper towel or cloth.

Soft Surfaces

A soft surface is any surface that would need to be laundered if contaminated. The surface will usually need to be dried mechanically or hung out to dry.

Method of Cleaning:

1. Gloves must be used when decontaminating soft surfaces or when doing laundry.
2. Put soft surface or laundry into a washing machine with soap and bleach solution.
3. If a washing machine is unavailable, the contaminated item(s) should be put into a bucket with bleach and water solution to soak until a washer is available and the item can be laundered. This solution should be emptied out and discarded when not being used. Fresh bleach and water solution should be made for each instance of contamination.

Miscellaneous Surfaces

Any surface area that cannot be thoroughly cleaned by school personnel and equipment, i.e. carpeting, ceiling tiles, etc.

Method of Cleaning

1. Gloves must be worn when attempting to secure or decontaminate the area.
2. Pre-clean the area with soap and water as well as possible.
3. Disinfect: use a registered germicide or bleach solution directly on the surface, then rise with water.
4. Inform the CEO or his/her designee that a contamination has occurred and identify the site.
5. The CEO or his/her designee will notify a commercial cleaning company to thoroughly clean the item or site that same day.
6. Contaminated area must be secured so that no exposure can occur to children or faculty i.e. carpeting contamination should be covered and labeled in order to alert other teachers, parents and staff to the site or item.

Regulated Waste Disposal Procedures

Sharps:

1. Place all sharps in a disposable puncture-proof container.
2. The puncture-proof container should then be labeled as containing sharps to prevent re-opening.
3. Tape container shut and dispose of container in approved receptacle.

First Aid Clean-Up Items

1. All disposable first aid clean-up items, such as band aids, used cotton balls, used antiseptic wipes, used paper towels or facial tissues shall be thrown into a red biohazard bag.

Personal Protective Equipment (PPE)

1. All PPE such as gloves shall be removed immediately after use.
2. All PPE shall be placed into a Zip-lock bag and disposed of in an approved disposal area.
3. Any waste should then be tied up and taken out to the Charter School's approved disposal area.

1. Note: Used gloves that are not suspected to be contaminated with blood or other potentially infectious materials can be thrown into the regular garbage without a Zip-lock bag.

All contaminated waste should be disposed of in red Zip-locked bags or in Zip-lock bags with the biohazard label affixed to signify enclosed potentially infectious materials. Disposal bags are to be emptied when necessary by using disposable gloves and deposited in your school's disposal area. No trash should ever be removed from receptacles or dumpsters.

Hepatitis B Vaccination

Employees who render first aid only as a collateral duty responding solely to injuries resulting from workplace incidents need not receive a pre-exposure Hepatitis B vaccination.

The CEO or his/her designee will ensure that the vaccination is offered at no cost to the employee within 24 hours of any exposure incident and that the appropriate forms are signed. Employees who decline the Hepatitis B vaccination will sign a waiver (see the Forms Section). Employees who initially decline the vaccination but who later wish to have it may then have the vaccine provided at no cost.

Employees should be made aware in Bloodborne Pathogen trainings of the following information regarding the vaccine:

An employee should not take the vaccine if he/she has an allergy to yeast

WARNINGS

Active Infections: any serious active infection is reason for delaying use of the vaccine except when, in the opinion of a physician, withholding the vaccine entails a greater risk.

Pregnancy: it is not known whether the vaccine can cause fetal harm when administered to a pregnant woman or can affect reproduction capacity. The vaccine should be given to a pregnant woman only if clearly needed and recommended by a physician.

Nursing Mothers: it is not known whether the vaccine is excreted in human milk. Because many drugs are excreted in human milk, caution should be exercised when the vaccine is administered to a nursing woman.

Employees should consult a physician before taking the vaccine.

Incident and Exposure Procedures

Incident and Accident Reporting

All injuries that require any first aid must be written up on the Charter School's Emergency/Accident Report. The Charter School's Emergency/Accident Report will include the following information:

1. Name of injured person;
2. Date and time of accident/incident;
3. Location of the accident/incident on the premises;
4. Brief description of the accident and resulting injury;
5. First aid procedures used on the injured person;
6. Names of any staff members in attendance;
7. Signature of the supervisor to whom the accident/injury was reported;
8. Signature of the staff member who filed the report;

9. Brief description of the PPR used during the first aid treatment; and
10. Answer to the question: Did the accident involve staff being exposed to blood or potentially infectious fluids? ____ Yes ____ No

Exposure Reporting Procedures

If the treatment and/or care of an individual or an accident results in an exposure of a staff member, then an Exposure Incident Report must be completed by the employee and submitted to the supervisor on duty.

1. The Determination: each incident must be evaluated by the employee to determine if an exposure has occurred. (See section on Exposure Determination)
2. Complete the Report Form (See Forms Section)
3. Submitting the Report:
 - The report must be completed the day the exposure occurs.
 - The completed report must be submitted to and signed by the CEO or his/her designee.
 - The CEO or his/her designee will notify the appropriate agencies and the solicitor within 24 hours of the exposure.

Post Exposure Follow-Up

In the event of an exposure, the employer will provide the employee with:

1. The post exposure Hepatitis B Immune Globulin (HBIG) vaccine, and the series of Hepatitis B vaccinations if the employee consents and the health care provider recommends the full vaccination series at no cost. (See section describing Hepatitis B Vaccination)
2. Immediate blood testing with the employee's consent.
3. If the employee refuses HIV testing, the lab will be instructed to hold the sample for 90 days. The employee may then decide to test for HIV, and the test is done free of charge to the employee.
4. A written confidential report of the employee's blood test as soon as available.
5. A copy of the report with the identity of the source individual, unless prohibited by law.
6. If the source individual refuses to test, the same procedures will still apply to the employee.
7. Re-Testing of the employee's blood at 6 weeks, 12 weeks, 6 months and one year following exposure. The employee must provide a separate consent form for each test.
8. Post exposure services, when medically indicated, may include counseling and evaluation of related illnesses.

In the event of an exposure, the employer will provide the healthcare provider with:

1. A copy of the Occupational Exposure to Bloodborne Pathogens: Final Rule.

2. A description of the exposed employee's job as it relates to the exposure incident.
3. Documentation of the routes of exposure.
4. Documentation of the circumstances.
5. Results of the source individual's blood testing, if available.
6. All medical records that are relevant to the appropriate treatment of the employee.

Written Opinion from Health Care Provider:

The exposed employee will be provided with a copy of the health care professional's written opinion within 15 days of the completion of the medical evaluation. The exposed employee is also entitled to complete confidentiality and the freedom to designate, by express written consent, what persons will be notified of the physician's findings and the results of the testing.

The Chief Administrative Officer's Responsibilities:

The CEO of the Charter School will assure that the policies described in this document are effectively carried out.

Record Keeping:

The CEO and designated staff are required to maintain medical records related to Bloodborne Pathogens, including exposure incidents, post exposure follow-up, Hepatitis B vaccination status, and training for all employees with occupational exposure. These records are to be kept confidential and should be held for the duration of the employee's employment plus thirty (30) years. Training records should be held for three (3) years. Additionally, all records related to an exposure incident should be promptly copied and forwarded to the Charter School solicitor.

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

ADOPTED this day 9 of November, 2017



President



Secretary

Attachment 84
Policies – Medical

Board of Trustees Policy

**ADHD/ADD MEDICATION AND
SELF-ADMINISTRATION POLICY – M01**

The Board of Trustees of Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”), recognizes that a number of students have a medically certified Attention Deficit Disorder (“ADD”)/Attention Deficit Hyperactivity Disorder (“ADHD”)/ condition requiring medication to be administered during school hours in order to maintain health and to function in the school setting. A student with ADD/ADHD shall be permitted to self-administer medication for his/her ADD/ADHD in the School Nurse’s Office and in the presence of the School Nurse at any school-related activity if requested by the parent or guardian in accordance with this Policy and Charter School procedures.

Definition: a —persistent pattern of inattention and/or hyperactivity-impulsivity that is more frequent and severe than is typically observed in individuals at a comparable level of development. (American Psychiatric Association, 1994).

Goal of medication therapy: To allow the student to access a free and appropriate education and to maximize the student’s ability to learn.

Common Categories of ADD/ADHD Medication:

1. Stimulants are believed to be effective due to their ability to increase the student’s dopaminergic and noradrenergic activity. Stimulants can increase attention span and short-term memory, reduce distractibility, reduce motor activity and improve cognitive performance.
2. There are alternatives to stimulants. They are not FDA approved for the treatment of ADHD, but useful in controlling the hyperactivity of ADHD. One mechanism of action is to inhibit the release of norepinephrine that enhances excitatory inputs and increases alertness.
3. Antidepressants are another category of drugs used to treat ADHD. Tricyclic antidepressants (TCA) are effective in reducing hyperactivity, improving mood, and enhancing sleep, but do not appear to positively affect concentration.
4. Antipsychotic medications have been used with limited success. They are less effective and have significant side effects.

Nursing Implications for ADD/ADHD:

1. Obtain a complete health history on the student from the parent(s)/guardian(s). Request that the parent(s)/guardian(s) provide information regarding the student's past medical history, the name of the primary care provider/licensed prescriber and medications if applicable.
2. Develop an Individual Health Plan if appropriate. Assessment of the effectiveness of the medication through school behavior and academic performance is important. The Certified School Nurse should also be involved in the development of an IEP if appropriate.
3. Keep stimulants used to treat ADD/ADHD that are Class II controlled substances in a locked cabinet. These medications must also be counted when brought to school.
4. Administration timing is very important with ADD/ADHD students. Rebound effects may be seen if doses are not given at appropriate times.

Policy Implications for ADD/ADHD:

1. Develop protocols regarding management of students with ADD/ADHD behaviors. For example, procedures may be needed to assist students in completing assignments, reporting for medication and maintaining communication between home and school.
2. The policy should address the security of drugs that may be prescribed for students to take in school. Many of these drugs are scheduled drugs that require special attention. Methylphenidate has become increasingly abused by teenagers. The tablets are often crushed and snorted like cocaine. Methylphenidate can be addictive when abused (U.S. Dept. of Justice, 2005).
3. Education of parent(s)/guardian(s), students, and teachers is important in the treatment of ADD/ADHD.
4. The policy needs to address the method for dealing with behaviors that may or may not be previously identified as ADD or ADHD. Behavior modification and appropriate structure is as important as medication for effective treatment of ADD/ADHD.

Written plans for effective diabetes management include:

Individualized Healthcare Plan (IHP) – This plan is required by professional standards of practice and uses the nursing process (assessment, diagnosis, planning, implementation, and evaluation) to determine a plan of action that meets the healthcare needs of a student during the school day. This plan, initiated by the Certified School Nurse, provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. While parental involvement is not required, it is strongly encouraged.

Emergency Care Plan – This plan is based on the information provided in the student's Individualized Healthcare Plan and specifically describes how and when to administer the medication. The School Nurse usually coordinates the development of the Emergency Plan, and the plan should be distributed to all school personnel who have responsibility for students with ADD/ADHD including administrators, teachers, counselors, bus drivers, food service managers, and lunchroom personnel, once the student's parent(s)/guardian(s) have signed any necessary consent form(s) allowing such disclosure.

ADD/ADHD Medical Management Plan – This plan should be part of the Individualized Healthcare Plan (IHP) and Emergency Care Plan (ECP). This plan is developed by a student's personal healthcare team and family. It outlines the prescribed healthcare regimen and should be signed by the student's physician or another member of the student's personal healthcare team. The Medical Management Plan may include information such as the student's date of diagnosis, current health status, list of ADD/ADHD medication, specific medical orders, and emergency contact information.

The following information must be provided in the ADD/ADHD Medical Management Plan to the Charter School's Nurse:

- The name of the medication;
- The dose and maximum dosages;
- The times when medication is to be taken;
- The diagnosis or reason medicine is needed (unless this is confidential);
- Information on serious reactions that could occur and appropriate emergency responses;
- That the child is qualified and able to self-administer the medication;
- Consent for administration of medication or equipment, contact with student's personal and emergency health care providers and the release of information to such health care providers and school personnel;

The Charter School will require a written statement in the ADD/ADHD Medical Management Plan from the parent or guardian that states:

- The Charter School is to comply with the health care provider's orders;
- The Charter School and/or school employee comply with the order of the healthcare provider and that the School/School employee be relieved of any responsibility for the benefits or consequences of the prescribed medication which is parent-authorized; and
- The Charter School bears no responsibility or liability for ensuring that the medication is taken.

The Charter School has the right to require a statement from the health care provider for continued use of any medication beyond a specified time period. The Charter School may also require updated prescriptions and parental approvals on an annual basis.

School Nurse Duties:

Under the Pennsylvania Nurse Practice Act, there is no provision for a registered nurse (RN) to delegate nursing tasks, such as administering medication. Supplemental licensed nurses who are not certified school nurses must work under the direction of the school nurse and cannot be assigned a caseload. A licensed nurse must have an order for medications. Without an order, licensed nurses administering medication are diagnosing and prescribing treatment, which is outside of nursing practice parameters and is within the practice of medicine defined by the Medical Practice Act of 1985.

Section 504/IEP Considerations:

Students with IHPs and ECPs may also have an Individualized Education Plan (IEP), or a 504 Student Accommodation Plan to ensure school nursing services and access to the learning environment.

If a student's diabetes condition worsens to the point that it interferes with the student's ability to access his/her education at the Charter School, the student may be eligible for a Section 504 Plan or IEP. The Section 504 regulations define a person with a disability as any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. In determining whether a student with diabetes is covered by Section 504, both the medical condition and extent of the student's treatment program must be considered. The standard for coverage is the same

pursuant to Title II of the ADA as it is pursuant to Section 504. Under Section 504, a student does not have to receive special education services in order to receive related aids and services.

Pursuant to IDEA, the category of "other health impairment" includes diabetes as one of the health conditions listed to qualify under IDEA. The student's diabetes must adversely affect educational performance to the point that the student requires special education and related services, as defined by state law. Under IDEA, FAPE means special education and related services that meet state standards and are provided in conformity with an individualized education program (IEP). Typically an IEP is more specific than a Section 504 Plan with regard to the student's academic needs. Ideally, these documents are developed as a result of a cooperative effort involving the family, the child's health care team and the school/school district.

While the specifics of a student's 504 Plan or IEP will vary based on each student's unique needs, plans for students with diabetes usually include the following components:

- Where and when blood glucose monitoring and treatment will take place;
- Consent for administration of insulin, blood glucose monitoring, contact with health care providers and the release of information to health care providers and school personnel;
- Identity of licensed school nurses who are authorized to conduct blood glucose assessment, insulin and glucagon administration, and treatment of hypoglycemia and hyperglycemia;
- Location of the student's diabetes management supplies;
- Free access to the restroom and water fountain;
- Nutritional needs, including provisions for meals and snacks;
- Plans to enable full participation in all school sponsored activities and field trips. Students' education plans should carefully describe the plan for coverage and care during school sponsored activities, which take place while under school jurisdiction during or outside of school hours.
- Alternative times for academic exams if the student is experiencing hypoglycemia or hyperglycemia;
- Permission for absences, without penalty, for doctors' appointments and diabetes-related illness;
- Maintenance of confidentiality and the student's right to privacy;

Reference should be made to the Board of Trustee's Section 504 Plan Policy and/or the Annual Notice of Special Education for guidance as to qualifying for an IEP and contact information for Charter School personnel.

Principal/CEO Responsibilities:

The Board delegates the following responsibilities to the Principal/CEO or his/her designee(s) for implementation:

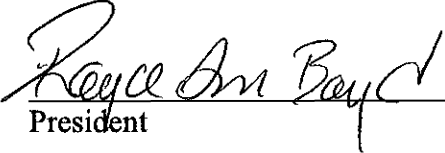
- Participate in developing and implementing school policy related to diabetes management at school;
- Ensure sufficient allocation of resources to manage students with diabetes in the Charter School;
- Ensure the development & implementation of a system that keeps Charter School health services informed of the pending enrollment of students with diabetes and any related enrollment changes that may occur throughout the school year and from year to year;
- Promote a supportive learning environment for students with diabetes;
- Promotes a school environment and treats students with diabetes the same as other students, except to be responsive to medical needs as outlined in the student's written IHP, IEP, or other education plan;
- Identify all staff members who have responsibility for students with diabetes;
- Meet at least annually with the Charter School health team;
- Arrange and attend a meeting of the Charter School health team members (student, family, school nurse, 504/IEP coordinator, teacher(s), and other staff members who have primary responsibility for the student) before the school year starts, or when the child is newly diagnosed, to discuss medical accommodations, educational aids and services related to the student's needs;
- Support diabetes management training for the Charter School Nurse and other staff responsible for students with diabetes;
- Provide for practices which alert all Charter School-related staff members who teach or supervise a student with diabetes. Ensure that these staff members, including the bus driver, are familiar with the accommodations and emergency procedures outlined in the student's DMMP, ECP, 504 Plan, IEP or other education plan;
- Provide for practices which alert all substitute personnel. Ensure that they are aware of the needs and emergency procedures for students with diabetes;
- Work with the Charter School health team to ensure the implementation of the student's written plans, including the Diabetes Medical Management

Plan and education plans. Monitor plan compliance through the Charter School health team, school nurse and IEP Team, if applicable;

- Ensure that the student's confidentiality & right to privacy is respected;
- Help establish on-campus and off-campus (for field trips and school-sponsored activities) emergency protocols;
- Include diabetes awareness as part of the Charter School health or cultural education;
- Facilitate & support ongoing communication between parents/guardians of students with diabetes and the Charter School staff;

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

ADOPTED this 9 day of June, 2016



President

Secretary

Board of Trustees Policy – M02

ADMINISTRATION OF MEDICATION/
MEDICAL EQUIPMENT POLICY

The Board of Trustees (“Board”) of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”) recognizes that a number of students have medically certified conditions requiring medication, and/or equipment or machinery to be administered during school hours in order to maintain health and to function in the school setting.

The administration of medication, in accordance with the consent of a parent/guardian and the direction of a physician to a student during school hours will be permitted only in the event that:

1. Failure to take such medicine would jeopardize the health of the student or would prevent the student from attending school if the medication were not made available during school hours, or
2. It is a necessary component of a student's accommodation plan or service agreement, as defined by state and federal law or a component of a student's individualized education plan as defined by state and federal law.

In addition to Chapter 14 of the PA Public School Code, the Department of Health of the Commonwealth of Pennsylvania has developed, and periodically updates, certain guidelines for the administration of medicine in school facilities, all of which are incorporated herein.

For purposes of this policy:

Medication shall mean any drug prescribed by a physician, including drugs for injection, any patent drug, or any nonprescription medication.

Possession shall include carrying, storing, or controlling medication or equipment necessary for administration of medication by students on their way to or from school or while on school property or at any school-sponsored activity.

School Nurse: School nurses are Registered Nurses with a Bachelor of Nursing ("BSN") licensed by the Department of State, Board of Nursing and certified by the Department of Education. School nurses work under the same Nurse Practice Act and rules as Registered Nurses in any other practice setting. School nurses are regulated by the State Board of Education, with the advice of the Professional Standards and Practices Commission (PSPC) as "educational specialists" under the Professional Educator Discipline Act. An education specialist is a person whose primary responsibility is to render professional service other than classroom teaching. The service is to be directly related to the personal welfare of the students and may include services to other professionals working with the students.

Nurse services shall be provided to every child of school age in Pennsylvania. The number of pupils under the care of each nurse shall not exceed 1,500.

No Delegation of Responsibility

Regulations promulgated pursuant to the Professional Nursing Law permit a licensed registered nurse ("RN") to administer a drug ordered for a patient in the dosage and manner prescribed. (49 Pa Code §21.14 (a).)

A licensed practical nurse ("LPN") may not function independently in the school setting. The Certified School Nurse ("CSN") must provide medical oversight to the LPN. Medical oversight does not necessarily mean direct, line-of-sight supervision, but should include, at a minimum, periodic and regular communication. State Board of Nursing regulations at 49 Pa. Code § 21.145 (a) further define the scope of practical nursing and state that: [t]he LPN is prepared to function as a member of the health care team... and participates in the planning, implementation, and evaluation of nursing care in settings where nursing takes place. An LPN may administer medications as prescribed by law or regulation. 49 Pa Code §21.145 (b) states: The LPN administers medication and carries out therapeutic treatment ordered for the patient.

Neither the Professional Nursing Law nor the Practical Nurse Law permits delegation of nursing functions. When the State Board of Nursing attempted to promulgate a

regulation allowing a registered nurse to delegate certain nursing functions, including administration of medications, the proposed regulation was disapproved on the basis that the Board was exceeding its statutory authority. Accordingly, a certified school nurse or other licensed personnel such as a RN or LPN, cannot lawfully delegate the nursing function of medication administration to the principal, teacher, or administrative personnel.

Pertinent Department of Education Certification and Staffing Policy Guidelines (CSPGs) conform to state law. CSPGs clarify how schools are expected to comply with certification and staffing laws, regulations, court decisions, opinions of the Attorney General, administrative agency policy, and administrative decisions of appeals taken from local education agency hearings. CSPG No. 95, applicable to a K-12 Principal, states that a principal holding a valid certificate is qualified to perform, "...supervision and direction of certified and non-certified staff persons required for school operation *exclusive of directing health services controlled by the Nurse Practice Act.*" (emphasis added).

Therefore, all medication shall be maintained by the nurse and administered by the nurse and at no time may an unlicensed school employee administer medication to a student.

In the best interest of safe and quality health care for students, the ideal situation is a full-time CSN in every school building. Short of the ideal, best practice would be to have a licensed professional (CSN, RN, LPN) in every building and where an RN or LPN is utilized, oversight by a CSN is necessary.

Guidelines

For a student who, because of a special medical condition, must carry medication on his/her person, the student's parent/guardian shall provide physician's prescription/order to the Certified School Nurse or school personnel.

Please see Board approved Asthma Medication And Equipment Policy - M4, Diabetes Medication, Equipment & Self Administration Policy - M07, and Severe Allergy/Epinephrine Auto Injector Policy - M13 for guidance with regard to students transporting medication on their person and self-administering such medication.

“Self-Monitoring of Asthma and Diabetes Policy” and “Epi-Pen Policy” for guidance with regard to students transporting medication on their person and self-administering such medication.

Criteria

- 1) If a student requires medication (prescription or over-the-counter) during school or any school outing when the student is under the care and supervision of the faculty or staff of the Charter School, the medication must be given to the licensed school health personnel (CSN, RN, LPN) by the parent/guardian. The medication must be in its original container from the pharmacy and accompanied by a note from the parent/guardian and an order from the doctor indicating the name of the drug, the dose, the timing of the dose, and the reason the medication is required. The licensed school health personnel (CSN, RN, LPN) receiving any medication should document the quantity of the medication delivered. This documentation should include the date, time, amount of medication, and the signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Students should not be in possession of any types of medication at any time in School or at any school sponsored event or activity. Students may not keep any medications on their persons or in their school bags or lockers. All medications are to be kept in the possession of authorized school personnel and are to be administered by the nurse. (For exceptions, see aforementioned Board approved “Asthma Medication And Equipment Policy - M4, Diabetes Medication, Equipment & Self Administration Policy - M07, and Severe Allergy/ Epinephrine Auto Injector Policy - M13).

- 2) Parents who wish to give medication to their child(ren) during the school day must administer it in the office.
- 3) Medication in baggies or foil wrappings will not be accepted or administered. Vitamins, over the counter medication such as antacids, acetaminophen or ibuprofen, and lactose products (ex, Dairy Ease) and Complimentary and Alternative Medicine (CAM), which includes Homeopathic Remedies, Herbal Preparations, Enzymes, Vitamins and

Minerals, must also be accompanied by a written order from a physician and parents/guardian with clear instructions for dosage and administration times. Such medication is to be administered by the nurse.

- 4) Parents whose child(ren) may require an EpiPen or EZ Pen for severe allergy reactions, must provide a supply to be kept in the nurse's office for use by their child. The use of such medication must follow the Charter School Epinephrine Auto Injector Policy.
- 5) Only the exact amount of prescription medication for the treatment period should be kept in the nurse's office.
- 6) No medication will be administered if the date on the medication is more than one (1) year old or if the expiration date on the package indicates that it has expired.
- 7) The CSN is charged with the final determination of what over-the-counter items fall under the category of medication and for developing procedures to carry out this policy.
- 8) Only in a true first aid/emergency situation, where a student is determined to be in immediate and serious danger, such as critical illness, serious accident, or threatened homicide or suicide, may certain designated Charter School Administration administer medication. (See Board's Emergency/First Aid Policy for further guidance).

Confidentiality

Parents and students have an expectation of privacy where the students' health information is concerned that is supported by ethical and legal considerations. Legal sources of privacy and confidentiality protections include the U.S. and State Constitutions, federal and state laws, and case law. The Public School Code, at 24 P.S. § 14 - 1409, states that all health records shall be confidential, and their contents may be divulged only when necessary for the health of the child or at the request of the parent or guardian to a physician. Regulations promulgated pursuant to the Nurse Practice Act, addressing standards of nursing conduct, require a registered nurse to safeguard

the patient's dignity, the right to privacy and the confidentiality of patient information.
49 Pa. Code § 21.18.

Additionally, the Family Educational Rights and Privacy Act (FERPA) is a federal law that protects privacy interests of parents in their children's education records, defined to include school health records, and prevents an educational institution from having a policy or practice of disclosing the education records of students, or personally identifiable information contained in education records, without the written consent of the parent. Under FERPA, there are a number of specific statutory exceptions to the general rule against nonconsensual disclosure that are set forth at U.S.C. § 1232g (b) - (j) and 34 C.F.R. § 99.31. FERPA provides for disclosure of confidential information about individual students in health and safety emergencies. In general, health and safety emergencies refer to situations of immediate and serious danger, such as critical illness, serious accident, or threatened homicide or suicide. If the situation is serious enough to telephone for emergency services (e.g. call 9-1-1), release of sufficient student information to assist in emergency treatment is appropriate. Such release may be made only to appropriate parties, and may be made only if knowledge of the specific information is necessary to protect the health or safety of the student or other individuals.

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

ADOPTED this day 9 of November, 2017



President

Secretary

Central PA Digital Learning Foundation
www.cpdf.org

Board of Trustees Policy

**ADMINISTRATION OF MEDICATION/
MEDICAL EQUIPMENT OFF-SITE POLICY - M03**

The Board of Trustees of the Central PA Digital Learning Foundation ("Charter School") recognizes that field trips, before/after school and summer programs and testing site activities present challenges to the Charter School health program. The Charter School is cognizant of the fact that regardless of setting or time of the year, all federal and state laws and regulations, and clinical standards that govern the practice of safe medication administration continue to apply. For example, taking medication from the original container and placing it in another container or envelope and re-labeling it for administration by Charter School personnel could be considered dispensing. Dispensing medications is not within the scope of nursing practice.

Section 504 of the Rehabilitation Act of 1973 has been interpreted to require that students with disabilities have access to non-academic services such as field trips and cannot be denied access to school programs and activities based on that disability. When participating in school-sponsored programs and activities, students are eligible to receive the same needed service that they receive during the regular school day. This requires planning in advance, especially if the program/activity includes overnight stays or travel out of state. The Charter School may not request that a parent/guardian sign a waiver of liability as a condition to administer medication during these events. In the case of a Charter School trip, the Parent may be asked to accompany his or her child but the Charter School cannot require the parent to do so. Administration of medications is a support service that must be provided.

Given the significant increase in students with special health care needs, including medication administration, Charter School policy requires that planning for school-sponsored activities is:

- 1) Initiated before school starts or early in the year; and
- 2) The product of collaboration between school administrators, teachers and nurses, as well as families, school medical advisors, and community health care providers, as appropriate.

Schools need to use professional judgment and creativity in finding the proper balance between requirements for safety and the personal risk-taking that is reasonable in order for the student to participate. Some considerations when planning for medication administration during school-sponsored programs and activities include the following:

- Consider assigning school health staff to be available, for example a licensed supplemental staff person (RN, LPN). (If the activity occurs during school hours, plans need to be in place to provide coverage for the staff person's regular duties.)
- Contact the Intermediate Unit for a licensed person from a substitute list.
- Contract with a credible agency that provides temporary nursing services.
- Utilize licensed volunteers (with all current criminal and child abuse clearances) via formal agreement that delineates responsibilities of both the Charter School and the individual volunteer.
- Address with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose.
- Arrange for medications to be provided in an original, labeled container and given according to Charter School policy. Have parent/guardian ask the pharmacist to provide a properly labeled, original container with only the amount of medication that will be needed for that specific test site date, field trip, event, etc.
- Ensure security procedures are in place for the handling of all medications.

Students with Diabetes

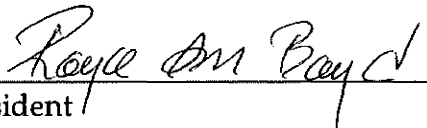
Act 86 of 2016 added Sections 1414.3 - 1414.8 to the Public School Code and is a voluntary option (not mandated) for schools. If schools choose to opt into Act 86 they must be sure to **read Act 86 at:**

<http://www.health.pa.gov/My%20Health/School%20Health/Documents/Chronic%20Disease/Diabetes/Act%2086%20of%202016-%20PSC.pdf> and the Diabetes in School Children, Recommendations and for School Personnel Resource Guide at [http://www.health.pa.gov/My%20Health/School%20Health/Documents/Chronic%20Disease/Diabetes/Final%20Diabetes In School Children.pdf](http://www.health.pa.gov/My%20Health/School%20Health/Documents/Chronic%20Disease/Diabetes/Final%20Diabetes%20In%20School%20Children.pdf).

CPDLF chooses to opt out of Act 86.

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

ADOPTED this day 11 of January, 2018



President

Secretary

Board of Trustees Policy – M04

**ASTHMA MEDICATION, EQUIPMENT, AND SELF-ADMINISTRATION
POLICY**

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”) recognizes that a number of students have a medically certified asthmatic condition requiring medication, equipment or machinery to be administered during school hours in order to maintain health and to function in the school setting. A student with asthma shall be permitted to use an asthma inhaler and otherwise attend to the care and management of his or her diabetes in the classroom in any area of the school or school grounds and at any school-related activity if requested by the parent or guardian in accordance with this Policy and Charter School procedures.

Additionally, the Board acknowledges that effective asthma management produces the following positive outcomes:

- Promote a healthy, productive learning environment for students with asthma;
- Reduce absences of students with asthma;
- Reduce classroom disruption;
- Help assure effective response in case of asthma-related emergency;
- Promote full participation in all areas of school curriculum and extra-curricular activities.

Definition:

Asthma is a chronic lung disease. For people who have asthma, certain “triggers” cause the airways and lungs to become inflamed. The airways through which a person breathes begin to narrow and excess mucus forms in them. This means that very little air can pass through the airways into the lungs and it becomes difficult to breathe. Wheezing, breathlessness, chest tightness, and coughing occur. This is what is called an “asthma attack” or an “asthma episode.” Attacks can be mild, or they can become very severe, serious and life threatening. Common “triggers” of asthma attacks are:

- Outdoor Air Pollution
- Tobacco smoke (including secondhand smoke)
- Dust mites
- Cockroaches
- Pets
- Mold and Mildew
- Strenuous physical activity
- Extreme weather conditions such as high humidity and cold
- Strong emotions
- Viruses, certain drugs, some foods and food additives

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Common Categories of Asthma Medication: Asthma medications are usually divided into two types: long-term control medications and quick relief medications. Most individuals use a combination of long-term control medications and quick-relief medications to manage their asthma.

- Long-term control medicines (also called controller, maintenance, or anti-inflammatory medicines) help prevent asthma symptoms by controlling the swelling in your lungs and decreasing mucus production. These medicines work slowly but help control your asthma for hours. They must be taken regularly (even when you don't have asthma symptoms) in order to work.
- Quick-relief medicines (also called rescue medicines) relieve or stop asthma symptoms once they have started. They are inhaled and work quickly to relax the muscles that tighten around your airways. When the muscles relax, your airways open up and you breathe easier. Quick-relief medicines can be used before you exercise to avoid asthma symptoms.

Nursing Implications for Rescue Inhalers:

Assess the student for signs of an asthma attack such as coughing, wheezing, difficulty breathing, chest tightness. Assess the student for inadequate asthma control such as

increase use of short-acting beta2-agonists, use of >1 canister / month, or lack of expected effect and know the *Rule of Twos*: Does the student:

- Use rescue inhaler more than 2 times / week?
- Wake up more than 2 times / month due to asthma?
- Refill his or her rescue inhaler more than 2 times / year?

If any of these occur, the School Nurse should suggest to the parent/guardian that the student be seen by his or her primary care provider for reevaluation. Communicate instructions calmly to the student. Document the date, time, medication, dose, route of administration and signature of the licensed personnel administering the medication on the student's medication record. Notify emergency services (911) if there is no improvement or condition worsens after initial treatment. Notify parent(s)/guardian(s) of incident.

Guidelines for Self-Administration:

In order to ensure that a student has his or her asthma medication immediately available when an asthma attack occurs, Pennsylvania has enacted a law, Act 187, which requires schools to develop a written policy that allows school aged children to carry (possess) and use (self-administer) their asthma medication.

The Charter School's decision to allow a student to possess and self-administer asthma medication will be based on the maturity of the student, the severity of the asthma, and the likelihood of misuse. In order for a student to be allowed to possess and self-administer asthma medication, this Charter School's policy requires the following responsible behavior from the student:

- Verbally explain the reason for use of the asthma inhaler to the school doctor or school nurse;
- Identify, to the school doctor or school nurse, the signs and symptoms which indicate the need for which the inhaler is to be used;
- Identify the individual medication(s) by name;
- Identify the appropriate dosage of the individual medication(s);
- Identify the effects and the side effects of medication to the school doctor or school nurse;
- Demonstrate to the school doctor or school nurse the ability for self-administration of the inhaler using the return demonstration technique;
- Behave responsibly when using the inhaler;

- Identify placement of inhaler to be kept on his/her person at all times;
- Acknowledge the need to notify the school doctor or school nurse immediately following each use of the inhaler;
- Demonstrate knowledge of how to access assistance for help regarding use of or side effects from use of asthma medications;
- Notify the school nurse immediately following each use of an asthma inhaler;
- Understand and acknowledge that the student is restricted from making inhaler available to other students. The student's privilege to self-administer medication or equipment may be revoked or restricted if the student abuses or ignores Charter School policies. This prohibition must be set forth in the Student Code of Conduct that is distributed to all Charter School families on an annual basis.

Required Documentation:

Individualized Healthcare Plan (IHP) – This plan is required by professional standards of practice and uses the nursing process (assessment, diagnosis, planning, implementation, and evaluation) to determine a plan of action that meets the healthcare needs of a student during the school day. This plan, initiated by the Certified School Nurse, provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. While parental involvement is not required, it is strongly encouraged.

Emergency Care Plan – This plan is based on the information provided in the student's Individualized Healthcare Plan and specifically describes how to recognize and what to do when signs or symptoms of these conditions are observed in students with asthma. The school nurse usually coordinates the development of the Emergency Plan, and the plan should be distributed to all school personnel who have responsibility for students with asthma.

Asthma Medical Management Plan

This plan should be part of the Individualized Healthcare Plan (IHP) and Emergency Care Plan (ECP). The following information must be provided through a written individual Asthma Medical Management Plan ("AMMP") by the parent(s)/guardian(s) of a student with asthma. This Plan is filled out with the Student's health care provider's assistance and provides critical information to the Charter School if a life-threatening asthma attack occurs or worsens at school or at a school sponsored activity. If Parent is asking that the Student be permitted to self-administer medication or use medical equipment, the AMMP must contain information from the medical provider that the

student has successfully demonstrated capability of independent monitoring and responsible behavior in self-administering treatment or prescribed medication. If the Charter School is not provided with an AMMP by student's parent(s), the Charter School must contact the parent(s) and inform them of the need to have an AMMP developed with their child's healthcare provider and to provide a copy of this plan to the Charter School Nurse as soon as possible.

The following information must be provided in the AMMP to the Charter School's Nurse:

- The name of the medication;
- The dose and maximum dosages;
- The times when medication is to be taken;
- The diagnosis or reason medicine is needed (unless this is confidential);
- Information on serious reactions that could occur and appropriate emergency responses;
- That the child is qualified and able to self-administer the medication;
- Consent for administration of medication or equipment, contact with student's personal and emergency health care providers and the release of information to such health care providers and school personnel;

The Charter School will require a written statement in the AMMP from the parent or guardian that states:

- The Charter School is to comply with the health care provider's orders;
- The Charter School and/or school employee comply with the order of the healthcare provider and that the School/School employee be relieved of any responsibility for the benefits or consequences of the prescribed medication which is parent-authorized; and
- The Charter School bears no responsibility or liability for ensuring that the medication is taken.

The Charter School has the right to require a statement from the health care provider for continued use of any medication beyond a specified time period. The Charter School may also require updated prescriptions and parental approvals on an annual basis.

Section 504/IEP Considerations:

Students with IHPs and ECPs may also have an Individualized Education Plan (IEP), or a 504 Student Accommodation Plan to ensure school nursing services and access to the learning environment.

If a student's asthma condition worsens to the point that it interferes with the student's ability to access his/her education at the Charter School, the student may be eligible for a Section 504 Plan or IEP. The Section 504 regulations define a person with a disability as any person who (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

Pursuant to IDEA, the category of "other health impairment" includes asthma as one of the health conditions listed to qualify under IDEA. The student's asthma must adversely affect educational performance to the point that the student requires special education and related services, as defined by state law.

Reference should be made to the Board of Trustee's Section 504 Plan Policy and/or the Annual Notice of Special Education for guidance as to qualifying for an IEP and contact information for Charter School personnel.

Principal/CEO Responsibilities:

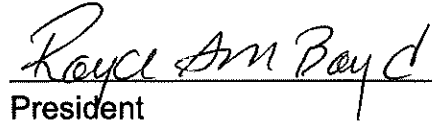
The Board delegates the following responsibilities to the Principal/CEO and/or his/her designee(s) for implementation:

- Participate in developing and implementing school policy related to asthma management at school;
- Ensure sufficient allocation of resources to manage students with asthma in the Charter School;
- Ensure the development & implementation of a system that keeps Charter School health services informed of the pending enrollment of students with asthma and any related enrollment changes that may occur throughout the school year and from year to year;
- Promote a supportive learning environment for students with diabetes;
- Promotes a school environment and treats students with asthma the same as other students, except to be responsive to medical needs as outlined in the student's written IHP, IEP, or other education plan;

- Identify all staff members who have responsibility for students with diabetes;
- Meet at least annually with the Charter School health team;
- Arrange and attend a meeting of the Charter School health team members (student, family, school nurse, 504/IEP coordinator, teacher(s), and other staff members who have primary responsibility for the student) before the school year starts, or when the child is newly diagnosed, to discuss medical accommodations, educational aids and services related to the student's needs;
- Support asthma management training for the Charter School Nurse and other staff responsible for students with diabetes;
- Provide for practices that alert all Charter School-related staff members who teach or supervise a student with diabetes. Ensure that these staff members, including the bus driver, are familiar with the accommodations and emergency procedures outlined in the student's IHP, AMMP, ECP, 504 Plan, IEP or other education plan;
- Provide for practices that alert all substitute personnel. Ensure that they are aware of the needs and emergency procedures for students with diabetes;
- Work with the Charter School health team to ensure the implementation of the student's written plans, including the Asthma Medical Management Plan and education plans. Monitor plan compliance through the Charter School health team, school nurse and IEP Team, if applicable;
- Ensure that the student's confidentiality & right to privacy is respected;
- Help establish on-campus and off-campus (for field trips and school-sponsored activities) emergency protocols;
- Include asthma awareness as part of the Charter School health or cultural education;
- Facilitate & support ongoing communication between parents/guardians of students with asthma and the Charter School staff;

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

ADOPTED this 9 day of June, 2016



President

Secretary

Board of Trustees Policy – M05

**AUTOMATIC EXTERNAL DEFIBRILLATOR & CARDIOPULMONARY
RESUSCITATION POLICY**

In compliance with the Pennsylvania School Code, the Board of Trustees ("Board") shall require that the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") participate in the Pennsylvania Department of Education ("PDE") program to purchase necessary automatic external defibrillators for the Charter School building(s). The PA Public School Code defines "Automatic external defibrillator" as a portable device that uses electric shock to restore a stable heart rhythm to an individual in cardiac arrest. The Board shall also require training in cardiopulmonary resuscitation for the continued good health of the Charter School community.

PDE shall establish an automatic external defibrillator program to assist school entities, including charter schools, and nonpublic schools in making automatic external defibrillators available in school buildings.

To be eligible to obtain or purchase automatic external defibrillators under the program a Charter School entity must:

- Assure that two (2) or more persons assigned to the location where the automatic external defibrillator will be primarily housed are trained as required in subsection (d).
- Ensure that the device will be secured in a safe and readily accessible location and agree to properly maintain and test the device according to the manufacturer's operational guidelines.
- Submit a valid prescription for the device from a licensed medical practitioner in this Commonwealth.
- Agree to provide the training to Charter School personnel who are expected to use the automatic external defibrillator in cardiopulmonary resuscitation and in the use of an automatic external defibrillator provided by the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the PA Department of Health.

- This required training may be included in the Charter School's continuing professional education plan.
- The provisions of 42 Pa.C.S. § 8331.2 (relating to good Samaritan civil immunity for use of automated external defibrillator) shall apply to school employees who render care with an automatic external defibrillator.
- Not later than June 30, 2014, and each year thereafter, each Charter School entity shall make a report to the department detailing the number, condition, age and placement of automatic external defibrillators in each school building. After the initial report is made, a Charter school entity may report this information as part of its annual report.

Cardiopulmonary Resuscitation ("CPR")

- The Charter School shall have, except in extenuating circumstances, one person certified in the use of cardiopulmonary resuscitation during regular school hours when school is in session and students are present.
- CPR is defined by the National Institutes of Health, U.S. National Library of Medicine to mean: an emergency lifesaving procedure that is done when someone's breathing or heartbeat has stopped. This may happen after an electric shock, heart attack, or drowning. CPR combines rescue breathing and chest compressions. Rescue breathing provides oxygen to the person's lungs and chest compressions keep oxygen-rich blood flowing until the heartbeat and breathing can be restored. Permanent brain damage or death can occur within minutes if blood flow stops. Therefore, it is very important that blood flow and breathing be continued until trained medical help arrives.
- The provisions of 42 Pa.C.S. §§ 8332 (relating to nonmedical Good Samaritan civil immunity) and 8337.1 (relating to civil immunity of school officers or employees relating to emergency care, first aid and rescue) shall apply to a person who renders cardiopulmonary resuscitation.

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.

ADOPTED this day _____ of _____, 2016

Royce Am Boyd

President

Secretary

Board of Trustees Policy – M07

**DIABETES MEDICATION, EQUIPMENT, AND SELF-ADMINISTRATION
POLICY**

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”), recognizes that a number of students have a medically certified diabetic condition requiring medication, equipment or machinery to be administered during school hours in order to maintain health and to function in the school setting. A student with diabetes shall be permitted to monitor glucose levels and otherwise attend to the care and management of his or her diabetes in the classroom in any area of the school or school grounds and at any school-related activity if requested by the parent or guardian in accordance with this Policy and Charter School procedures. The key to optimal blood glucose control is to carefully balance food, exercise, and insulin or medication. As a general rule, food makes blood glucose levels go up, while exercise and insulin make blood glucose levels go down. Other factors, including growth and puberty, illness, mental stress, or injury can also affect blood glucose levels.

Diabetes is a chronic disease in which the body does not make or properly use insulin. Insulin is a hormone needed to convert sugar, starches, and other food into energy. When insulin is no longer made, it must be obtained from another source, such as insulin injections or an insulin pump. When the body does not use insulin properly, oral medications may be taken instead of, or in addition to, insulin injections. There is not currently any cure known for diabetes. The goal of managing a student’s diabetes and of medication therapy is to maintain even blood sugar levels and allow the student to benefit from the Charter School’s education program.

The goal is to control blood glucose levels by keeping them within a target range that is determined for each child. The key to optimal blood glucose control is to carefully balance food, exercise, and insulin or medication. Other factors, including growth and puberty, illness, mental stress, or injury can also affect blood glucose levels. Therefore, a Charter School health team should be gathered in order to review the student’s Diabetes Medical Management Plan (DMMP) that should be part of the student’s

Individual Health Plan and Emergency Care Plan (ECP) in order to develop the 504 Plan or IEP, which incorporates these various plans.

If the Charter School is not provided with a DMMP by student's parent(s), the school must contact the parent(s) and inform them of the need to have a DMMP developed with their child's healthcare provider and to provide a copy of this plan to the school as soon as possible.

Depression is another concern for students with diabetes. It is increasingly being recognized as quite common among children and teens generally and even more so in those with diabetes. Healthcare providers and school personnel must be aware of emotional and behavioral issues related to diabetes care and management and refer students with diabetes and their families for counseling and support as needed.

Written plans for effective diabetes management include:

Individualized Healthcare Plan (IHP) – This plan is required by professional standards of practice and uses the nursing process (assessment, diagnosis, planning, implementation, and evaluation) to determine a plan of action that meets the healthcare needs of a student during the school day. This plan, initiated by the Certified School Nurse, provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. While parental involvement is not required, it is strongly encouraged.

Emergency Care Plan – This plan is based on the information provided in the student's Individualized Healthcare Plan and specifically describes how to recognize hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar) and what to do when signs or symptoms of these conditions are observed in students with diabetes. The school nurse usually coordinates the development of the Emergency Plan, and the plan should be distributed to all school personnel who have responsibility for students with diabetes including administrators, teachers, counselors, bus drivers, food service managers, and lunchroom personnel, once the student's parent(s)/guardian(s) have signed any necessary consent form(s) allowing such disclosure.

Diabetes Medical Management Plan – This plan should be part of the Individualized Healthcare Plan (IHP) and Emergency Care Plan (ECP). This plan is developed by a student's personal healthcare team and family. It outlines the prescribed healthcare regimen and should be signed by the student's physician or another member of the

student's personal healthcare team. The Medical Management Plan may include information such as the student's date of diagnosis, current health status, list of diabetes equipment and supplies, specific medical orders, and emergency contact information.

The following information must be provided in the DMMP to the Charter School's Nurse:

- The name of the medication;
- The dose and maximum dosages;
- The times when medication is to be taken;
- The diagnosis or reason medicine is needed (unless this is confidential);
- Information on serious reactions that could occur and appropriate emergency responses;
- That the child is qualified and able to self-administer the medication;
- Consent for administration of medication or equipment, contact with student's personal and emergency health care providers and the release of information to such health care providers and school personnel;

The Charter School will require a written statement in the DMMP from the parent or guardian that states:

- The Charter School is to comply with the health care provider's orders;
- The Charter School and/or school employee comply with the order of the healthcare provider and that the School/School employee be relieved of any responsibility for the benefits or consequences of the prescribed medication which is parent-authorized; and
- The Charter School bears no responsibility or liability for ensuring that the medication is taken.

The Charter School has the right to require a statement from the health care provider for continued use of any medication beyond a specified time period. The Charter School may also require updated prescriptions and parental approvals on an annual basis.

School Nurse Duties:

Under the Pennsylvania Nurse Practice Act, there is no provision for a registered nurse (RN) to delegate nursing tasks, such as assessing blood glucose or administering insulin or glucagon to an unlicensed individual. Supplemental licensed nurses who are

not certified school nurses must work under the direction of the school nurse and cannot be assigned a caseload. A licensed nurse must have an order for medications. Without an order, licensed nurses administering medication are diagnosing and prescribing treatment, which is outside of nursing practice parameters and is within the practice of medicine defined by the Medical Practice Act of 1985.

Section 504/IEP Considerations:

Students with IHPs and ECPs may also have an Individualized Education Plan (IEP), or a 504 Student Accommodation Plan to ensure school nursing services and access to the learning environment.

If a student's diabetes condition worsens to the point that it interferes with the student's ability to access his/her education at the Charter School, the student may be eligible for a Section 504 Plan or IEP. The Section 504 regulations define a person with a disability as any person who (i) has a physical or mental impairment, which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. In determining whether a student with diabetes is covered by Section 504, both the medical condition and extent of the student's treatment program must be considered. The standard for coverage is the same pursuant to Title II of the ADA as it is pursuant to Section 504. Under Section 504, a student does not have to receive special education services in order to receive related aids and services.

Pursuant to IDEA, the category of "other health impairment" includes diabetes as one of the health conditions listed to qualify under IDEA. The student's diabetes must adversely affect educational performance to the point that the student requires special education and related services, as defined by state law. Under IDEA, FAPE means special education and related services that meet state standards and are provided in conformity with an individualized education program (IEP). Typically, an IEP is more specific than a Section 504 Plan with regard to the student's academic needs. Ideally, these documents are developed because of a cooperative effort involving the family, the child's health care team, and the school/school district.

While the specifics of a student's 504 Plan or IEP will vary based on each student's unique needs, plans for students with diabetes usually include the following components:

- Where and when blood glucose monitoring and treatment will take place;
- Consent for administration of insulin, blood glucose monitoring, contact with health care providers and the release of information to health care providers and school personnel;
- Identity of licensed school nurses who are authorized to conduct blood glucose assessment, insulin and glucagon administration, and treatment of hypoglycemia and hyperglycemia;
- Location of the student's diabetes management supplies;
- Free access to the restroom and water fountain;
- Nutritional needs, including provisions for meals and snacks;
- Plans to enable full participation in all school sponsored activities and field trips. Students' education plans should carefully describe the plan for coverage and care during school sponsored activities, which take place while under school jurisdiction during or outside of school hours.
- Alternative times for academic exams if the student is experiencing hypoglycemia or hyperglycemia;
- Permission for absences, without penalty, for doctors' appointments and diabetes-related illness;
- Maintenance of confidentiality and the student's right to privacy;

Reference should be made to the Board of Trustee's Section 504 Plan Policy and/or the Annual Notice of Special Education for guidance as to qualifying for an IEP and contact information for Charter School personnel.

Principal/CEO Responsibilities:

The Board delegates the following responsibilities to the Principal/CEO and/or his/her designee(s) for implementation:

- Participate in developing and implementing school policy related to diabetes management at the Charter School;

- Ensure sufficient allocation of resources to manage students with diabetes in the Charter School;
- Ensure the development & implementation of a system that keeps Charter School health services informed of the pending enrollment of students with diabetes and any related enrollment changes that may occur throughout the school year and from year to year;
- Promote a supportive learning environment for students with diabetes;
- Promotes a school environment and treats students with diabetes the same as other students, except to be responsive to medical needs as outlined in the student's written IHP, IEP, or other education plan;
- Identify all staff members who have responsibility for students with diabetes;
- Meet at least annually with the Charter School health team;
- Arrange and attend a meeting of the Charter School health team members (student, family, school nurse, 504/IEP coordinator, teacher(s), and other staff members who have primary responsibility for the student) before the school year starts, or when the child is newly diagnosed, to discuss medical accommodations, educational aids and services related to the student's needs;
- Support diabetes management training for the Charter School Nurse and other staff responsible for students with diabetes;
- Provide for practices that alert all Charter School-related staff members who teach or supervise a student with diabetes. Ensure that these staff members, including the bus driver, are familiar with the accommodations and emergency procedures outlined in the student's DMMP, ECP, 504 Plan, IEP or other education plan;
- Provide for practices that alert all substitute personnel. Ensure that they are aware of the needs and emergency procedures for students with diabetes;
- Work with the Charter School health team to ensure the implementation of the student's written plans, including the Diabetes Medical Management Plan and education plans. Monitor plan compliance through the Charter School health team, school nurse and IEP Team, if applicable;

- Ensure that the student's confidentiality & right to privacy is respected;
- Help establish on-campus and off-campus (for field trips and school-sponsored activities) emergency protocols;
- Include diabetes awareness as part of the Charter School health or cultural education;
- Facilitate & support ongoing communication between parents/guardians of students with diabetes and the Charter School staff;

Nursing Implications for Diabetes Mellitus:

1. Obtain a complete health history on the student from the parent(s)/guardian(s). Request that the parent(s)/guardian(s) provide information regarding the student's past medical history, the name of the primary care provider/licensed prescriber and medications.
2. Develop an IHP and an ECP for students with diabetes. The School Nurse should also be involved in the development of a 504 Plan.
3. Manage the diabetic student with a balance of nutrition, exercise and hyperglycemic agents (oral or injectable), monitoring of blood glucose levels and good general hygienic care. Strict adherence to the medical regimen is essential for health maintenance and prevention of secondary complications.
4. Ensure that insulin is stored and handled properly.
5. Follow Standard Precautions during glucose monitoring and when disposing of insulin syringes and testing equipment.
6. Anticipate concerns that may affect the student's participation in the school program. Educate the parent(s)/guardian(s) regarding school practices and policies.
7. Invite community resources to participate in the education of school personnel regarding diabetes in the classroom.
8. Educate parent(s)/guardian(s), school personnel and students about diabetes including signs and symptoms of hyperglycemia and hypoglycemia and how to respond to them.

Guidelines for Self-Administration:

In order to ensure that a student has his or her diabetes medication and equipment immediately available when needed, this Charter School Policy allows school aged children to carry (possess) and use (self-administer) their diabetes medication and equipment. The Charter School's decision to allow a student to possess and self-administer diabetes medication will be based on the maturity of the student, the severity of the diabetes, and the likelihood of misuse. In order for a student to be allowed to possess and self-administer diabetes medication, this Charter School's policy requires the following responsible behavior from the student:

- Verbally explain the reason for use of the insulin pump and glucose checking equipment to the school doctor or school nurse;
- Identify the appropriate dosage of the individual medication(s);
- Identify the effects and the side effects of medication to the school doctor or school nurse;
- Demonstrate to the school doctor or school nurse the ability to check and write down blood glucose levels, figure out right insulin doses, and how to dispose of needles, lancets, and other supplies you have used in approved containers;
- Behave responsibly when monitoring glucose levels and/or administering insulin or medication;
- Acknowledge the danger of seeking help or treatment alone if having symptoms of low or high glucose or not feeling well.
- Identify placement of glucose monitoring equipment to be kept on his/her person at all times;
- Acknowledge the need to notify the school doctor or school nurse immediately following glucose monitoring and/or use of insulin pump or medication;
- Demonstrate knowledge of how to access assistance for help regarding use of or side effects from use of diabetes equipment/medications;
- Notify the school nurse immediately following each use of insulin pump or medication;

- Understand and acknowledge that the student is restricted from making inhaler available to other students. The student's privilege to self-administer medication or equipment may be revoked or restricted if the student abuses or ignores Charter School policies. This prohibition must be set forth in the Student Code of Conduct that is distributed to all Charter School families on an annual basis.

Family Education Rights and Privacy Act ("FERPA"):

FERPA generally prohibits schools from disclosing personally identifiable information in a student's education record, unless the school obtains the consent of the student's parent or the eligible student (a student who is 18 years old or older or who attends an institution of postsecondary education). FERPA does allow schools to disclose this information, without obtaining consent, to school officials, including teachers, who have legitimate educational interests in the information and in the educational interests of the child. Charter schools that do this must include in their annual notification to parents and eligible students the criteria for determining that constitutes a school official and what constitutes a legitimate educational interest. Additionally, under FERPA, charter schools may not prevent the parents of students, or eligible students themselves, from inspecting and reviewing the student's education records.

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

ADOPTED this _____ day of _____, 2016



President

Secretary

Board of Trustees Policy – M08

**EDUCATION AND TRAINING OF STAFF
FOR DIABETES, ASTHMA AND ALLERGIC REACTIONS**

The Board of Trustees (“Board”) of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”) recognizes that a number of students have medically certified diabetes and/or asthma and/or allergic conditions requiring medication, equipment or testing to be administered during school hours in order to maintain health, treat emergency situations and to function in the school setting.

Managing diabetes is of critical importance as a lack of management or mismanagement can lead to serious health problems and or a life-threatening event, as well as serious obstacles to a student’s accessing and benefiting from the Charter School’s education program.

As teachers and faculty members are with students throughout the day, all staff members should be trained on the signs and symptoms of changes in the insulin levels that may require notification of the school nurse or what interventions to provide when the school nurse is not available.

Asthma and allergies can be life-threatening conditions. Therefore, training of teachers and faculty members is essential to the safety of the student. Teachers should be trained on the signs and symptoms of asthma and allergic reactions, as well as the administration of the appropriate medications.

Delegation of Responsibility

The Chief Executive Officer (“CEO”) will require that all school personnel are provided with training on an annual basis on diabetes, asthma and allergic reactions, as well as monitoring students who self-administer medication and equipment for diabetes and/or asthma and reviewing students’ ability to self-administer same.

Training will be provided by a Registered Nurse or physician licensed to practice in the Commonwealth of Pennsylvania. As consented to in the Medical Management Plan, teachers and other faculty will be provided with information on students with diabetes, asthma and/or severe allergies, as well as training for understanding, knowledge and emergency interventions.

Guidelines for Training:

Training for Diabetes will include:

1. Recognition and treatment of hypoglycemia and hyperglycemia;
2. Actions to be taken when blood glucose levels are outside the target ranges;
3. Understanding physician instructions concerning diabetes medication drug dosage, frequency and the manner of administration, as well as emergency interventions;
4. Performance of finger stick blood glucose checking, keystone checking and recording the results;
5. Administration of glucagon and insulin and the recording of results;
6. Recommended schedules and food intake for meals and snacks;
7. Diabetic and asthmatic students of school age may possess on their persons, including bookbags and handbags, all necessary supplies, equipment and prescribed medication to perform self-monitoring and treatment.

Training for Asthma will include:

1. Recognition and treatment of asthma and acute event;
2. Actions to be taken when student is wheezing, has shortness of breath or reports tightness in chest;
3. Understanding physician instructions concerning asthma medication drug dosage, frequency and the manner of administration, as well as emergency interventions;
4. Performance of airflow testing;
5. Administration of inhaler and recording of results;
6. Recommended schedules and activities;
7. Asthmatic students of school age may possess on their persons, including bookbags and handbags, all necessary supplies, equipment and prescribed medication to perform self-monitoring and treatment.

Training for allergies will include:

1. Recognition and treatment of allergic reactions and acute event;
2. Actions to be taken when student has come in contact with the allergen (bee stings, peanuts, etc.) and/or student is having severe reaction causing wheezing, shortness of breath, tightness in chest, hives, unconsciousness;
3. Understanding physician instructions concerning the use of an epinephrine auto-injector (Epipen), frequency and the manner of administration, as well as emergency interventions;
4. Administration of an Epipen and recording of results;
5. Recommended schedules and activities;
6. Students with severe allergies may possess on their persons, including bookbags and handbags, all necessary supplies, equipment and prescribed medication to administer the Epipen or other prescribed treatment as documented by the physician.

All training on medical conditions should also include the following:

1. Procedures to be followed when the school nurse is not available;
2. Location of Medical Management Plans;
3. Notice to teachers and faculty of students with severe allergies, diabetes or asthma;
4. Confidentiality of information on student medical conditions;
5. Location of medications for students who either by age or lack of demonstrated competence cannot self-administer or carry the necessary medical equipment or medications. These medications must be readily available to all Charter School staff to obtain in an emergency situation when the school nurse is not available.

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.

ADOPTED this day _____ of _____, 2016

Royce Am Boyd

President

Secretary

Central PA Digital Learning Foundation
www.cpdf.org

Board of Trustees Policy

EMERGENCY/FIRST AID CARE POLICY - M09

The Board of Trustees of the Central PA Digital Learning Foundation (“Charter School”) recognizes that schools should develop and have policies in place that address student health emergencies. These policies should incorporate applicable laws pertaining to emergency response. State law on point states under 42 Pa. C.S. § 8337.1, that an officer or employee of a school who in good faith believes that a student needs emergency care, first aid or rescue and who provides such emergency care, first aid or rescue...or who removes the student...shall be immune from civil liability as a result of any acts or omissions by the officer or employee, except any acts or omissions intentionally designed to seriously harm or any grossly negligent acts or omissions which result in serious bodily harm. The law defines officer or employee of a school as a school director, principal, superintendent, teacher, guidance counselor, support staff member or other educational or medical employee employed in a day or residential school which provides preschool, kindergarten, elementary or secondary education in this Commonwealth at either a public or nonpublic school.

Definition

Emergency Care: For purposes of this policy, this means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying who, without such procedures or intervention, faces a risk of imminent death.

First Aid: For purposes of this policy, Nurses may administer first aid, including administration of an epinephrine auto-injector, to a student without the express written permission of a parent/guardian, where deemed necessary by a nurse pursuant to his/her professional judgment.

Guidelines

In order to be prepared for health emergencies that can be reasonably anticipated in the student population, the Charter School should have written first aid policies and emergency management practices in place. These policies and procedures should reflect staff responsibilities and Charter School administrative expectations for staff actions in an emergency situation, including identifying specially trained and designated individuals who, in addition to the School Nurse, will render first aid. For students who

are identified with a potential to experience a health emergency, the following should be developed on an individual basis:

- **Individual Health Plan:** It is the position of the National Association of School Nurses that the school nurse, in collaboration with the student, family and healthcare providers, shall meet nursing regulatory requirements and professional standards by developing an Individualized Healthcare Plan (IHP) for students whose healthcare needs affect or have the potential to affect safe and optimal school attendance and academic performance. Development of IHPs is a nursing responsibility, based on standards of care regulated by state nurse practice acts and cannot be delegated to unlicensed individuals.

The term IHP refers to all care plans developed by the school nurse, especially those for students who require complex health services on a daily basis or have an illness that could result in a health crisis. These students may also have an Individualized Education Plan (IEP), a 504 Student Accommodation Plan to ensure school nursing services and access to the learning environment, or an Emergency Care Plan (ECP) for staff caring for these students. It is the responsibility of the school nurse to implement and evaluate the IHP at least yearly and as changes in health status occur to determine the need for revision and evidence of desired student outcomes.

- **Emergency Care Plan (“ECP”):** The student Emergency Care Plan (ECP) is an emergency plan developed by the registered professional school nurse and is based on the IHP or is sometimes used instead of an IHP. The ECP is required by professional standards of practice and provides steps for school personnel in dealing with a life threatening or seriously harmful health situation for an individual student. The ECP is written in clear action steps using succinct terminology that can be understood by school faculty and staff who are charged with recognizing a health crisis and intervening appropriately. The ECP is distributed to these individuals with the expectation that the information will be treated with confidentiality. The names of the individuals who have a copy of the ECP should be listed at the bottom of the Plan.

Staff should be cognizant of those students whose health conditions may warrant emergency care and should be educated as to his/her role in caring for these students in the event of an emergency. The CEO shall provide instructions in obtaining emergency medical assistance for addressing emergency circumstances including obtaining medical assistance to cover the unavailability of the certified school nurse.

The Charter School will provide liability insurance coverage to protect Charter School employees who, in pursuit of their assigned duties, may have to administer first aid.

Students with Diabetes

Such emergency/first aid care shall include that which is required for students diagnosed with diabetes. Act 86 of 2016 added Sections 1414.3 - 1414.8 to the Public School Code and is a voluntary option (not mandated) for schools. If schools choose to opt into Act 86 they must be sure to read Act 86 at

<http://www.health.pa.gov/My%20Health/School%20Health/Documents/Chronic%20Disease/Diabetes/Act%2086%20of%202016-%20PSC.pdf> and the Diabetes in School Children, Recommendations and for School Personnel Resource Guide at [http://www.health.pa.gov/My%20Health/School%20Health/Documents/Chronic%20Disease/Diabetes/Final%20Diabetes In School Children.pdf](http://www.health.pa.gov/My%20Health/School%20Health/Documents/Chronic%20Disease/Diabetes/Final%20Diabetes%20In%20School%20Children.pdf).

CPDLF chooses to opt out of Act 86.

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

ADOPTED this day 11 of January, 2018



President

Secretary

Central Pennsylvania Digital Learning Foundation Charter School
www.cpdf.org

Board of Trustees Policy – M10

HEALTH EXAMINATION POLICY

In compliance with the Pennsylvania School Code, the Board of Trustees ("Board") shall require that the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") students submit to appropriate health and dental examinations to ensure each student's health status is at an optimal level and that achievement is not lessened as a result of unresolved or undiagnosed health problems.

Each student shall receive a comprehensive health examination upon original entry into school and in sixth and eleventh grades. These examinations shall be conducted by the school physician or school nurse practitioner. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

Annual vision tests shall also be given to each student. Other tests as determined by the Pennsylvania Advisory Health Board shall be as follows: hearing tests for children upon original entry into school and in kindergarten, and grades one, two, three, seven and eleven; tuberculosis tests (PPD) for children upon original entry into school and in grade nine; annual height and weight examinations for children in kindergarten through 12th grade including body mass index; dental exams upon original entry into school and in grades three and seven and scoliosis screening in grades six and seven.

Each student shall receive a comprehensive dental examination upon entry into school and in grades three and seven. These examinations will be conducted by the school dentist or dental hygienist. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

For each student transferring to the Charter School, the Chief Executive Officer ("CEO") shall request an adequate health record from the transferring school. If the record is not transferred or missing necessary documentation, the Charter School shall conduct a medical exam for a comprehensive health appraisal upon student's entry to the Charter School.

The individual student records of health examinations shall be maintained as a confidential record subject to statute and the policies of the Board.

A student who presents a statement signed by his/her parent or guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons exposed to contact with the unexamined person(s).

Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the student shall be so informed and a recommendation shall be made that the parent consult a private physician or dentist. The parent shall be required to report to the school the action taken subsequent to such notification.

When the parents or guardians inform the Charter School of financial inability to provide an examination, charter school shall advise them of the special school medical procedures available.

Parents and guardians of students who are to be examined shall be notified of such examinations. The notice shall include the date and location of the examination and encouragement that the parent or guardian attend. Such notice may also include notification that the parent may have the examination conducted privately at the parents' expense and encouragement that the parent do so in the interest of providing continuity in the student's health care; and, notification that the student may be exempted from such examination if it is contrary to the parents' religious beliefs.

The Charter School will accept reports of private physical and dental exams completed within one year prior to the student's entry into the grade where an exam is required.

Delegation of Responsibility

- 1) The CEO shall instruct all staff members to observe students continually for conditions that indicate physical defect or disability and to report such conditions promptly to the school nurse.
- 2) When a CEO receives a report of the existence of a communicable disease in a student's family, the school physician, school nurse practitioner or nurse must be notified and vice versa and also the Department of Health in either circumstance.
- 3) A pupil with a communicable disease may not be readmitted to school except upon written receipt of a physician's certificate of recovery or a statement that the illness is not communicable, or upon instruction from the school physician, school nurse practitioner, or nurse.

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

ADOPTED this day _____ of _____, 2016

Royce M Bayd
President

Secretary

Board of Trustees Policy – M11

Influenza/H1N1 Policy

The Board of Trustees (“Board”) of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”), is committed to the provision of a healthful environment for its students and employees. Influenza is an acute, highly contagious respiratory disease. It is characterized by abrupt onset of fever, body aches, sore throat, headache, and cough, and, in children, can also cause diarrhea, vomiting, and dehydration. The purpose of this policy is to help decrease the spread of flu among students and school staff during the school year. The general preventive measures in this policy are designed to reduce the risk of introduction or spread of influenza in the Charter School. This policy is in accordance with recommendations set forward by the U.S. Centers for Disease Control and Prevention, U.S. Department of Education and Pennsylvania Department of Health. This policy shall apply to all students and employees in all programs conducted by the Charter School.

Identification of Influenza/H1N1 Symptoms

The most important step in effectively preventing the spread of the flu among students and Charter School staff is the successful identification of flu symptoms amongst those infected by the flu. Symptoms of influenza/H1N1 include fever (measured temperature of >100F°) and either cough or sore throat. Illness may be accompanied by other symptoms including headache, tiredness, runny or stuffy nose, diarrhea, and vomiting. These symptoms can vary from mild to severe.

Some students and staff are at a higher risk for complications of influenza. These individuals will be pre-identified and the school health staff will take steps to individually educate those individuals of the symptoms of influenza, and recommend to those individuals steps they can take to prevent being infected by influenza. Those individuals are:

- Children < 6 years old.
- Adults 65 years old and older.
- Persons with: Chronic lung disease (including asthma); cardiovascular disease, kidney, liver or blood disorders (including sickle cell disease), nervous system, muscular or metabolic disorders (including diabetes); or suppressed immune system (dues to medications, HIV, cancer or organ transplant)
- Pregnant Woman
- Persons < 19 years old who are receiving long-term aspirin therapy.

Responses to Influenza/H1N1

To prevent the spread of influenza/H1N1, the Charter School will adopt and promote the following guidelines:

1. **Stay home when sick**

Students and staff members with flu-like symptoms will be asked not to come to school. Generally, individuals with flu-like symptoms should stay home for at least twenty-four (24) hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Since the usual duration of fever is two to four (2-4) days, this will allow most individuals to return after a period of three to five (3-5) days.

All students and staff who return to school after having flu-like symptoms must be evaluated by the school health staff upon return to school to make sure they are no longer ill with fever and are well enough to attend class.

2. **Separation of ill students and staff**

Students and staff who appear to have flu-like symptoms when they arrive at school or while they are at school will be promptly separated from other students and staff and sent home as soon as possible.

The Charter School should be extra-vigilant that ill students be excluded from sports activities, choir or any activities that may involve close contact, since transmission of the flu may be easier in these situations. All students and staff should avoid sharing of saliva, i.e. sharing glasses, water bottles, other drinks, or spoons/forks, etc.

Students and staff that feel flu-like symptoms at school are asked to report to the school health office immediately for treatment. If, after a medical examination by the school health staff, the individual is determined to have flu-like symptoms, that person will be prohibited from returning to class and will be kept in a "sick" room until any necessary arrangements can be made for that individual to go home.

The Charter School will designate a space to be used as a sick room. A limited number of staff will be designated to care for ill persons until they can be sent home. Persons in charge of caring for ill persons will be instructed to have limited interactions with other students and staff to decrease the risk of spreading influenza/H1N1.

Staff members that provide care for persons with flu-like illness will use appropriate personal protective equipment, such as a mask.

3. Hand hygiene

Influenza can spread through contaminated hands or objects that become contaminated with influenza. Students and staff are encouraged to wash their hands with soap and water regularly.

Hand sanitizers, which do not contain alcohol, will be distributed to all classrooms and offices throughout the school. All students and staff will be encouraged to use the hand sanitizers several times a day.

The Charter School will provide time for all students and staff to wash their hands and/or use the hand sanitizers whenever necessary, especially before eating, and after using the restroom. Restrooms should be checked regularly to ensure that soap and paper towels are always available.

All students will be educated on the importance of washing their hands. Notices will be prominently displayed throughout the school asking students and staff to wash their hands on a regular basis for 15-20 seconds (this is generally the amount of time it takes to sing the ABC's). Dry hands with paper towels or automatic hand dryers if possible.

4. Respiratory Etiquette

Influenza viruses are thought to be spread mainly from person to person when an ill individual coughs or sneezes. Students and staff will be educated on the importance of covering their nose and mouth with a tissue when coughing or sneezing or to cough or sneeze into their upper sleeve, not their hands. Tissues will be readily available to students and staff. Tissues are to be immediately discarded after use. Students and staff will be encouraged to wash their hands after coughing or sneezing.

5. Routine Cleaning

The Charter School will regularly clean all areas and items that are more likely to have frequent hand contact (computers, desks, doorknobs, etc.). The Charter School will also clean these areas immediately when visibly soiled.

The Charter School will ensure that custodial staff and other (such as classroom teachers) who use cleaners and disinfectants will read all instruction labels and understand safe and appropriate use.

- School buses, because of the enclosed space, may allow for easy spread of the flu. Tissues should be available on the buses, and students should be encouraged to cover nose and mouth while coughing or sneezing. Disinfect commonly handled interior surfaces (i.e. door handles, hand rails, etc.) between loads of students, if possible.

6. Absenteeism Monitoring

The Charter School will closely monitor the patterns of school absenteeism. It will be monitored on a daily basis and efforts should be made to determine if student or staff member is due to illness. Any increase in school absenteeism due to illness will be promptly reported to local and/or state public health authorities for an appropriate response.

7. Encourage Vaccinations

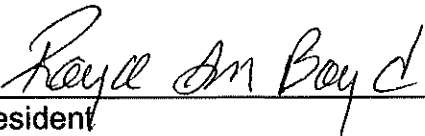
All students and staff will be encouraged to get vaccinated for the traditional influenza as well as H1N1.

There are three categories of exemptions from immunization:

- Medical exemption. Children are exempt from immunization if a physician or physician's designee provides a written statement that immunization may be detrimental to the health of the child.
- Religious exemption. Children are exempt from immunization if the parent, guardian, or emancipated child objects in writing to the immunization based on contradiction to their religious beliefs.
- Philosophical/Strong Moral Ethical Conviction exemption. Children exempt from immunization if the parent or guardian or emancipated child objects in writing to the immunization based on personal beliefs.

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

ADOPTED this day _____ of _____, 2016



President

Secretary

**Central Pennsylvania Digital Learning Foundation Charter School
721 North Juniata Street, Suite 3
Hollidaysburg, PA 16648**

Board of Trustees Policy M-12

**SELF-MONITORING & TREATMENT
FOR VARIOUS MEDICAL CONDITIONS POLICY**

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes that a number of students have medically certified conditions such as diabetes, asthma, severe allergies and/or ADHD/ADD, which require medication, equipment or machinery to be administered during school hours in order to maintain health and to function in the school setting. *(See other individual policies for Administration of Medication/Equipment for each of these four respective medical conditions.)*

This policy shall apply only to medical measures necessary to maintain a student in school and which can be self-administered by the student with necessary documentation provided to the Charter School Certified School Nurse by student's healthcare provider and parent(s)/guardian(s) permitting such self-administration.

The Chief Executive Officer ("CEO") shall have authorization to determine procedures for staff development in monitoring students who self-administer medication and equipment for diabetes and/or asthma and reviewing students' ability to self-administer same.

School policy and procedures must clearly define the circumstances under which self-administration is permitted and the decision making process with the following:

- Specify that the School Nurse perform a baseline assessment of the student's health status;
- Require the School Nurse to ensure that the student is competent in self-care through demonstration of administration skills and responsible behavior;

- Provide for the periodic and ongoing assessment by the School Nurse of the student's self-management skills;
- Require notification of the School Nurse immediately following each use by student;
- Include provisions for the immediate confiscation of the medication and loss of self-administration privileges if the Charter School policies are abused or ignored. If privileges are revoked, the Emergency Care Plan would need to be revised to ensure availability of the medication to the student.
- In order to accommodate students who carry and self-administer emergency medications, the following should be in place:
 - An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration;
 - Written parental/guardian consent;
 - An Individualized Healthcare Plan (IHP), including an Emergency Care Plan component. As a result, students of school age may possess on their persons, including bookbags and handbags, all necessary supplies, equipment and prescribed medication to perform self-monitoring and treatment.
 - Medical Management Plan for specific Condition - This plan should be part of the IHP and ECP. This Medical Management Plan is filled out with the Student's health care provider's assistance and provides critical information to the Charter School if regarding Student's medical condition and maintenance measures, warning signs, treatment plans, and emergency measures that are medically necessary for occurrences at school or at a school sponsored activity.

Section 504/IEP Considerations:

Students with IHPs and ECPs may also have an Individualized Education Plan (IEP), or a 504 Student Accommodation Plan to ensure school nursing services and access to the learning environment. Reference should be made to the Board of Trustee's Section 504 Plan Policy and/or the Annual Notice of Special Education for guidance as to qualifying for an IEP and contact information for Charter School personnel.

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.

ADOPTED this day _____ of _____, 2016



President

Secretary

Board of Trustees Policy – M13

**SEVERE ALLERGY/EPINEPHRINE AUTO INJECTOR POLICY
SELF-ADMINISTRATION**

The Board of Trustees (“Board”) of the Central Pennsylvania Digital Learning Foundation Charter School (“Charter School”) recognizes that a number of students with severe allergy(ies) experience allergic reactions which require the use of an epinephrine auto-injector to be administered during Charter School hours in order to maintain student health and in the Charter School setting.

Allergies can be described as an increased hypersensitivity to a particular substance. Antigens are substances that can cause an allergic reaction. Common antigens are tree and grass pollens, animal dander, mold spores, bee stings, latex, and certain foods. According to the Food Allergy and Anaphylaxis Network, a food allergy is—an immune system response to a food that the body mistakenly believes is harmful. Although an individual could be allergic to any food, such as fruits, vegetables, and meats, there are eight foods that account for 90% of all food-allergic reactions. These are: milk, egg, peanut, tree nut (walnut, cashew, etc.), fish, shellfish, soy, and wheat.

It is important to recognize the symptoms of an allergic reaction and respond quickly with treatment to prevent a severe reaction from happening. An allergic reaction can involve any or all of the following systems and the symptoms may include:

- Integumentary: Hives, edema, rash, pruritus, or eczema flare.
- Digestive: Cramps, nausea, vomiting, or diarrhea.

Respiratory: Itchy and watery eyes, rhinitis, sneezing, coughing, itching or swelling of lips, tongue and throat, change in voice, difficulty swallowing, tightness of chest, wheezing, shortness of breath, or repetitive throat clearing.

- Cardiovascular: Reduced blood pressure, increased heart rate, or shock.
- Neurological: Weakness or a feeling of impending doom.

- **Anaphylaxis:** A severe, potentially life threatening reaction that can be commonly caused by an allergy to food, latex, stinging insects, and medications. Anaphylaxis can involve all the systems.

Definitions:

Epinephrine is the definitive emergency treatment for severe allergic reactions. This medication reverses the allergic reaction, at least temporarily, to provide the life-saving time needed to get further treatment in a medical facility.

EpiPen and EpiPen Jr. shall mean a prescribed device for self- administration of emergency supportive therapy of epinephrine to treat anaphylaxis.

This policy shall apply only to the use of an epinephrine auto-injector necessary to maintain a student in the Charter School and which can be self-administered by the student with necessary documentation provided to the Charter School Nurse by student's healthcare provider and parent(s)/guardian(s) permitting such self-administration.

Delegation of Responsibility:

The Chief Executive Officer ("CEO") shall have authorization to determine procedures for staff development in monitoring students who self-administer equipment for severe allergic reactions and reviewing students' ability to self-administer same.

Criteria:

A student with medically certified severe and possibly life-threatening allergic reaction(s) and of school age may possess an epinephrine auto-injector on their persons, including bookbags and handbags, to perform treatment for an allergic reaction.

A student shall be permitted to use an epinephrine auto-injector in the classroom, in any area of the Charter School or Charter School grounds and at any Charter School-related activity if requested by the parent or guardian.

For the possession and use of an epinephrine auto-injector, a student must demonstrate the capability for self-administration and responsible behavior. The student must verify with the Charter School Nurse that his/her ability to administer the medication and that he/she has permission to do so.

The Charter School's decision to allow a student to possess and self-administer epinephrine through an EpiPen or EpiPen Jr. will be based on the maturity of the

student, the severity of the allergy, and the likelihood of misuse. In order for a student to be allowed to possess and self-administer allergy medication, the Charter School's policy requires that a student:

- Verbally explain the reason for use of the epinephrine to the Charter School Nurse;
- Identify, to the Charter School Nurse, the signs and symptoms which indicate the need for which the epinephrine is to be used;
- Identify the individual medication(s) by name;
- Identify the effects and the side effects of the medication to the Charter School Nurse;
- Demonstrate to the Charter School doctor or Charter School nurse the ability for self-administration of the epinephrine;
- Behave responsibly when using the epinephrine;
- Identify placement of the EpiPen or EpiPen Jr. to be kept on his/her person at all times;
- Acknowledge the need to notify the Charter School Nurse immediately following each use of the EpiPen or EpiPen Jr.;
- Demonstrate knowledge of how to access assistance for help regarding use of or side effects from use of epinephrine medication(s);
- Notify the Charter School nurse immediately following each use of an EpiPen or EpiPen Jr.;
- Understand and acknowledge the restriction of making the epinephrine auto-injector available to other students.

The student is restricted from making the epinephrine auto-injector available to other students. Permission to self-administer must be in the form of a written statement by a physician/certified healthcare provider indicating:

- The name of the drug;
- The dose, the timing of the dose;

- The diagnosis/reason the medication is required unless the reason should remain confidential; and
- Potential of a serious reaction that may occur in response to the medication.

In addition, the Charter School requires this written request from the student's parent/guardian shall contain statements that:

- The Charter School comply with the orders of the physician/certified healthcare provider;
- The Charter School is relieved of any responsibility for the benefits or consequences of the prescribed medication when parent-authorized;
- The Charter School bears no responsibility for ensuring that the medication is taken;
- Charter School may release information to the student's healthcare provider or emergency care provider and to all Charter School staff who have custodial care of the student and may need the information to maintain the student's health. Such Charter School staff includes the Charter School doctor, Charter School nurse, student's teachers, lunchroom staff, bus driver and any staff at Charter School sponsored activities or field trips.

The Charter School reserves the right to require the physician/certified healthcare provider to provide a statement justifying the continued use of the epinephrine auto-injector beyond a certain time period and may require updated prescriptions and parental approvals on an annual basis.

The student is restricted from making medication or any medical equipment available to other students. The student's privilege to self-administer medication or equipment may be revoked or restricted if the student abuses or ignores the Charter School policies. This policy shall be distributed with the Student Code of Conduct.

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

ADOPTED this day _____ of _____, 2016

 Raya Am Boyd
President

Secretary

Central Pennsylvania Digital Learning Foundation Charter School
www.cpdf.org

Board of Trustees Policy – M14

STUDENT IMMUNIZATIONS POLICY

The Board of Trustees of the Central Pennsylvania Digital Learning Foundation Charter School ("Charter School") recognizes the necessity that school children be immunized against diseases which spread easily in schools and interrupt school life and learning for individuals and groups. Due to changes in the Pennsylvania Department of Health (Department) Regulations effective August 1, 2011, this Policy supersedes and replaces all prior policies regarding student immunizations and is in effect beginning August 1, 2011.

In accordance with applicable Pennsylvania regulations, a student shall not be admitted to or permitted to attend school unless the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), have been met or the student has received from the Chief Executive Officer ("CEO") or his/her designee a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). 22 Pa. Code. Chapter 11.20.

In accordance with Title 28, Chapter 23.83 of the Pennsylvania Code, as of August 1, 2011, the Board of Trustees directs the CEO or his/her designee to ascertain that each student has been immunized in accordance with the regulations set forth in Title 28 Pa. Code Chapter 23.81-87 and further directs the CEO or his/her designee, in conjunction with the Charter School nurse, to oversee the Charter School's adherence to the requirements set forth in the applicable regulations and this Immunization Policy as well as any additional applicable immunization requirements mandated by the Pennsylvania Department of Health.

Below are the immunizations that will be required as a condition of attendance at the Charter School. The CEO or his/her designee, in conjunction with the Charter School nurse, is directed to monitor changes in state regulations regarding immunization requirements and to ensure that the Charter School complies with applicable immunization requirements:

- (1) *Diphtheria*. Four or more properly-spaced doses of diphtheria toxoid, which may be administered as a single antigen vaccine or in a combination form. The fourth dose shall be administered on or after the 4th birthday.

(2) *Tetanus*. Four or more properly-spaced doses of tetanus toxoid, which may be administered as a single antigen vaccine or in a combination form. The fourth dose shall be administered on or after the 4th birthday. Usually given as DTaP or DTP or DT or Td.

(3) *Poliomyelitis*. Three or more properly spaced doses of either oral polio vaccine or enhanced activated polio vaccine, which may be administered as a single antigen vaccine, or in a combination form. If a child received any doses of inactivated polio vaccine administered prior to 1988, a fourth dose of inactivated polio vaccine is required.

(4) *Measles (rubeola)*. Two properly-spaced doses of live attenuated measles vaccine, the first dose administered at 12 months of age or older, or a history of measles immunity proved by laboratory testing by a laboratory with the appropriate certification. Each dose of measles vaccine may be administered as a single antigen vaccine or in a combination form. Usually given as MMR.

(5) *German measles (rubella)*. One dose of live attenuated rubella vaccine, administered at 12 months of age or older or a history of rubella immunity proved by laboratory testing by a laboratory with the appropriate certification. Rubella vaccine may be administered as a single antigen vaccine or in a combination form. Usually given as MMR.

(6) *Mumps*. Two properly-spaced doses of live attenuated mumps vaccine, administered at 12 months of age or older or a physician diagnosis of mumps disease indicated by a written record signed by the physician or the physician's designee. Mumps vaccine may be administered as a single antigen vaccine or in a combination form. Usually given as MMR.

(7) *Hepatitis B*. Three properly-spaced doses of hepatitis B vaccine, unless a child receives a vaccine as approved by the Food and Drug Administration for a two-dose regimen, or a history of hepatitis B immunity proved by laboratory testing. Hepatitis B vaccine may be administered as single antigen vaccine or in a combination form.

(8) *Chickenpox (varicella)*. One of the following:

(i) *Varicella vaccine*. Two properly-spaced doses of varicella vaccine, the first dose administered at 12 months of age or older. Varicella vaccine may be administered as a single antigen vaccine or in a combination form.

(ii) *Evidence of immunity.* Evidence of immunity may be shown by one of the following:

(A) Laboratory evidence of immunity or laboratory confirmation of disease.

(B) A written statement of a history of chickenpox disease from a parent, guardian, or physician.

“Attendance at school” is defined, in pertinent part, as attendance at a grade, or special classes, kindergarten through 12th grade, including public, private, parochial, vocational, intermediate unit and home education students and students of cyber and charter schools. Attendance at a pre-kindergarten program operated by a school district, an early intervention program operated by a contractor or subcontractor including intermediate units, school districts and private vendors, or at private academic preschools is conditional upon the child’s satisfaction of the immunization requirements specifically set forth in another section: § 27.77. If the CEO or his/her designee has any questions regarding the applicability of the revised regulations to students attending the Charter School at any grade or level, the CEO or his/her designee is directed to contact the Charter School’s solicitor for clarification.

Grace Period:

There is a “**grace period**” with regard to vaccinations with which the Charter School must comply. A vaccine dose administered within the 4-day period prior to the minimum age for the vaccination or prior to the end of the minimum interval between doses shall be considered to be a valid dose of the vaccine. A dose administered greater than 4 days prior to minimum age or interval for a dose is invalid for purposes of this regulation and shall be repeated.

Medical and Religious Exemptions:

The only permitted exemptions from the immunization requirements listed above are pursuant to the Pennsylvania Code:

- Medical reasons;
- Religious beliefs; or
- Philosophical/strong moral or ethical conviction.

The Charter School must adhere to these requirements. For the medical reasons, children need not be immunized if a physician or the physician’s designee provides a written statement that immunization may be detrimental to the health of the child. 28 Pa. Code 23.84(a). When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to Chapter

23. Regarding the other two exemptions, children need not be immunized if the parent, guardian, or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief. 28 Pa. Code 23.84(b).

Foreign exchange students or those visiting Pennsylvania schools:

Foreign exchange students or foreign students visiting Pennsylvania schools need at least one dose of each antigen and are then granted a provisional enrollment, same as any student enrolling in a Pennsylvania schools.

Homeless students:

The Charter School shall immediately enroll the student in school, even if the student lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. (See the Pennsylvania Department of Education's Basic Education Circulars for "Education for Homeless Youth" or "Enrollment of Students.")

Responsibilities of Schools and Administrators:

The CEO or his/her designee is directed to appoint a knowledgeable person (i.e. Charter School nurse, director of Charter School health services) to perform the following:

- (1) Inform the parent, guardian or emancipated child at registration or prior to registration, if possible, of the requirements of Chapter 23.
- (2) Ascertain the immunization status of a child prior to admission to Charter School or continued attendance at Charter School.
 - (i) The parent, guardian or emancipated child shall be asked for a completed certificate of immunization.
 - (ii) In the absence of a certificate of immunization, the parent, guardian, or emancipated child shall be asked for a record or history of immunization that indicates the month, day and year that immunizations were given. This information shall be recorded on the certificate of immunization and signed by the Charter School official or the official's designee, or the details of the record shall be stored in a computer database.

If the knowledgeable person designated by the school administrator is unable to ascertain whether a child has received the immunizations or is exempt under § 23.84 (relating to exemption for immunization), the school administrator may admit the child to

school or allow the child's continued attendance at school **only** according to the following:

A child not previously admitted to or not allowed to continue attendance at school because the child has not had the required immunizations shall be admitted to or permitted to continue attendance at school only upon presentation to the school administrator or school administrator's designee of a completed **certificate of immunization or immunization record, upon submission of information sufficient for an exemption under § 23.84, or upon compliance with the below regarding provisional admittance to school.**

Provisional admittance to school.

(1) *Multiple dose vaccine series.* If a child has not received all the antigens for a multiple dose vaccine series described in § 23.83, the child may be provisionally admitted to school only if evidence of the administration of at least one dose of each antigen described in § 23.83 for multiple dose vaccine series is given to the school administrator or the administrator's designee and the parent or guardian's plan for completion of the required immunizations is made part of the child's health record.

(2) *Single dose vaccines.* If a child has not received a vaccine for which only a single dose is required, the child may be provisionally admitted to school if the parent or guardian's plan for obtaining the required immunization is made a part of the child's health record.

(3) *Completion of required immunizations.* The plan for completion of the required immunizations shall be reviewed **every 60 days** by the school administrator or the school administrator's designee. Subsequent immunizations shall be entered on the certificate of immunization or entered in the school's computer database. Immunization requirements described in § 23.83 shall be completed within 8 months of the date of provisional admission to school. If the requirements are not met, the school administrator may not admit the child to school or permit continued attendance after that 8-month provisional period.

The parent or guardian of a child or the emancipated child who has not received the immunizations required under § 23.83 shall be **informed** of the specific immunizations required and **advised** to go to the child's usual source of care or nearest public clinic to obtain the required immunizations.

The school shall maintain **on file** a certificate of immunization for a child enrolled. An alternative to maintaining a certificate on file is to transfer the immunization information from the certificate to a **computer database**. The certificate of immunization or a

facsimile thereof generated by computer shall be returned to the parent, guardian or emancipated child or the school shall transfer the certificate of immunization (or facsimile) with the child's record to the new school when a child withdraws, transfers, is promoted, graduates or otherwise leaves the school.

The Charter School may remove a student from school during an outbreak if in Charter School health records, the student is exempt from immunizations.

School Reporting to the Department of Health:

Below are school reporting requirements with which the Charter School **must** comply:

(a) The Charter School shall report immunization data to the Department by **October 15** of each year, using forms provided by the Department.

(b) The school administrator or the administrator's designee shall forward the reports to the Department as indicated on the reporting form provided by the Department.

(c) Duplicate reports shall be submitted to the county health department if the school is located in a county with a full-time health department.

(d) The school administrator or the administrator's designee shall ensure that the school's identification information, including the name of the school, school district, county and school address, is correct, and shall make any necessary corrections, prior to submitting the report.

(e) Content of the reports must include the following information:

(1) The month, day and year of the report.

(2) The number of students attending school in each grade-level, or in an ungraded school in each age group, as indicated on the reporting form.

(3) The number of doses of each individual antigen given in each grade-level, or in an ungraded school, in each age group, as indicated on the reporting form.

(4) The number of students attending school who were classed as medical exemptions in each grade-level, or in an ungraded school, in each age group, as indicated on the reporting form.

(5) The number of students attending school who were classed as religious exemptions in each grade level, or in an ungraded school, in each age group, as indicated on the reporting form.

(6) The number of students provisionally admitted in each grade level or, in an ungraded school, in any age group as indicated on the reporting form.

(7) The number of students in each grade level that were denied admission because of the student's inability to qualify for provisional admission or, in an ungraded school, in each age group as indicated on the reporting form.

(8) Other information as required by the Department.

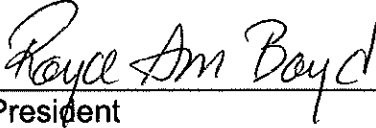
Department of Health Forms/Monitoring:

The Department of Health is to provide the certificates of immunization to schools. If the Charter School does not receive same, the CEO or his/her designee shall direct that the appropriate request be made to obtain the certificates and shall consult with the school's solicitor as may be necessary.

The Department will monitor for compliance and will have access to school immunization records whether the records are maintained as certificates or whether the records are contained in a school's computer database. The CEO or his/her designee, in conjunction with the school nurse, must maintain immunization records in accordance with Department of Health regulations and facilitate appropriate monitoring and access procedures.

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

ADOPTED this _____ day of _____, 2016



President

Secretary