Tuesday, December 14, 2021
Board Meeting

21CCCS
1245 Wrights Lane
West Chester, PA 19380
1:00 p.m.

1. Meeting Opening

Subject 1.1 Call to Order - Roll Call
Meeting Dec 14, 2021 - Board Meeting
Category 1. Meeting Opening
Type Procedural
The Board Chairperson will call the board meeting to order, the Board Secretary will document attendance.

Subject 1.2 Notification of Recording
Meeting Dec 14, 2021 - Board Meeting
Category 1. Meeting Opening
Type Procedural
All board meetings for the 21st Century Cyber Charter School are audio recorded for the purpose of creating the Minutes.

Subject 1.3 Pledge of Allegiance
Meeting Dec 14, 2021 - Board Meeting
Category 1. Meeting Opening
Type Procedural
The Pledge of Allegiance has been temporarily suspended due to the Board Meeting being virtual.

Subject 1.4 Executive Session Announcements
Meeting Dec 14, 2021 - Board Meeting
Category 1. Meeting Opening
Type Information
An Executive Session was held prior to the start of this Board Meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

Subject 1.5 CEO and Administrator Reports
Meeting Dec 14, 2021 - Board Meeting
Category 1. Meeting Opening
Type Report

CEO REPORTS
https://go.boarddocs.com/pa/21cccs/Board.nsf/vpublic?open
**Bucks County Board Members**
Dr. Matthew Flannery would like to express gratitude to the Bucks County and Montgomery County Board Members for their years of service to 21st Century Cyber Charter School.

**COVID-19 Transmission Level Matrix**
Dr. Matthew Flannery will discuss 21CCCS' guidelines in following the COVID-19 Transmission Level Matrix, a link to which is below.

**Annual Food Drive**
21CCCS staff participated in the annual food drive which was a huge success. Our West Chester collection was donated to the Chester County Food Bank and our Murrysville collection was donated to the Westmoreland County Food Bank for a total of 1,895 pounds of food. We would like to thank Ashley Cooke, School Counselor, who organized the collection at both of our locations and provided motivation to our generous staff for this annual tradition. Pictures are below:

![Annual Food Drive Pictures]

**ADMINISTRATOR REPORTS**

**Student Spotlight**
Trey (10th Grade) is a passionate and growth-minded business person. He established his business when he was twelve and created his designer apparel brand called SPERGO. He says that 21CCCS helps him manage his time because he travels a lot for his business. Trey appeared on Shark Tank on November 5th and got a $300,000 investment deal from Daymond John. Photos are below as well as a link to Trey's appearance on Shark Tank.

Trey - Shark Tank Appearance

![Trey - Shark Tank Appearance Pictures]
Student Activities / Field Trips / Adventure Club

Adventure Club: OhioPyle State Park
On October 28, 2021, over 24 students joined the Adventure Club on a hike at OhioPyle State Park. While there, the group explored the surroundings and creek, as well as the local wildlife. They also conducted a stream examination. A video is attached below.

OhioPyle State Park Video

Adventure Club: Cherry Crest Farms
On November 4, 2021, over 71 participants joined the Adventure Club on an adventure at Cherry Crest Farms. While there, the group navigated through a 5-acre corn maze, and had an educational tour of the farm’s facilities where they learned about agriculture and slingshot trajectories.

Outreach Event: Community Service Team Challenge Kick-Off
29 students attended a virtual Community Service Kick-Off, lead by our Outreach Coordinator, on November 9, 2021. Students and staff are challenged with working in teams to accomplish various service projects within their communities.

Social Awareness and School Engagement
In the month of November, our SASE Coordinators arranged a yoga session to de-stress and relieve anxiety for our high school students. Students and staff are also posting short videos to share all the ways they give back this time of year. At the middle school level, students focused on kindness. Activities included writing letters to veterans, sharing ways of showing kindness to others, being a good digital citizen, and learning about different customs and facets of Thanksgiving traditions.

Quarter 1 Honor Roll
Distinguished: 410
High Honors: 108
Honors: 120

Special Education Count as of November 24, 2021

Students with IEP/GIEP/504 Service Agreements:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Students</th>
<th>IEP</th>
<th>GIEP</th>
<th>504</th>
<th>Total IEP, GIEP, 504</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>80</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>150</td>
<td>14</td>
<td>7</td>
<td>10</td>
<td>31</td>
</tr>
<tr>
<td>8</td>
<td>222</td>
<td>24</td>
<td>4</td>
<td>14</td>
<td>42</td>
</tr>
<tr>
<td>9</td>
<td>285</td>
<td>43</td>
<td>4</td>
<td>11</td>
<td>58</td>
</tr>
<tr>
<td>10</td>
<td>298</td>
<td>73</td>
<td>3</td>
<td>21</td>
<td>95</td>
</tr>
<tr>
<td>11</td>
<td>309</td>
<td>62</td>
<td>8</td>
<td>22</td>
<td>92</td>
</tr>
<tr>
<td>12</td>
<td>262</td>
<td>47</td>
<td>4</td>
<td>22</td>
<td>73</td>
</tr>
<tr>
<td>Total</td>
<td>1,606</td>
<td>278</td>
<td>30</td>
<td>100</td>
<td>408</td>
</tr>
</tbody>
</table>

https://go.boarddocs.com/pa/21cccs/Board.nsf/vpublic?open
Students Receiving Related Services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech and Language</td>
<td>24</td>
</tr>
<tr>
<td>Group Social Skills Class with Counselor</td>
<td>65</td>
</tr>
<tr>
<td>Group Coping Skills Class with Therapist</td>
<td>67</td>
</tr>
<tr>
<td>Individual Counseling (including a Psychologist)</td>
<td>44</td>
</tr>
<tr>
<td>Executive Functioning Counseling</td>
<td>7</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>13</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>0</td>
</tr>
<tr>
<td>Reading Instruction by Reading Therapist</td>
<td>3</td>
</tr>
<tr>
<td>Teacher of the Visually Impaired</td>
<td>1</td>
</tr>
<tr>
<td>Teacher of the Deaf and Hard of Hearing</td>
<td>1</td>
</tr>
<tr>
<td>Tutor</td>
<td>1</td>
</tr>
<tr>
<td>PCA</td>
<td>11</td>
</tr>
</tbody>
</table>

* 144 students with RS out of 308 students with IEPs/GIEPs = 46.75%

* 144 of IEP students with RS there are 237 services per student on average = 1.65 services per student

* 237 total services rendered out of the 308 students with IEP/GIEPS = 76.94%

TOTAL: 237

*Related Services do not include newly enrolled students.

File Attachments
Team Turkey & Team Gravy.png (6,494 KB)
Trey.png (1,366 KB)
COVID-19 Transmission Level Matrix.pdf (230 KB)

2. Organization of Board of Trustees

Subject 2.1 Oath of Office

Meeting Dec 14, 2021 - Board Meeting

Category 2. Organization of Board of Trustees

Type Procedural

The Oath will be administered by the solicitor to the Board Members as Hearing Officers who were not present at the August Board Meeting. A list of those Board Members is below:

Andrea Fox
Mollie Burnett
Dr. George Fiore
Dr. Dusty Blakey
2.2 Resignation of Bucks County and Montgomery County Board Members

Meeting
Dec 14, 2021 - Board Meeting

Category
2. Organization of Board of Trustees

Type
Action

Recommended Action
Recommend the Board approve the resignation of the Bucks County and Montgomery County Board Members, effective January 1, 2022.

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Seat</th>
<th>Intermediate Unit / School District</th>
<th>Submitted Letter of Resignation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mark Hoffman</td>
<td>Bucks County Seat 1</td>
<td>Executive Director Bucks County IU</td>
<td>November 19, 2021</td>
</tr>
<tr>
<td>Dr. William Harner</td>
<td>Bucks County Seat 2</td>
<td>Superintendent Quakertown Community SD</td>
<td>November 19, 2021</td>
</tr>
<tr>
<td>Dr. Samuel Lee</td>
<td>Bucks County Seat 3</td>
<td>Superintendent Bensalem Township SD</td>
<td>November 19, 2021</td>
</tr>
<tr>
<td>Dr. Regina Speaker</td>
<td>Montgomery County Seat 1</td>
<td>Executive Director Montgomery County IU</td>
<td>December 6, 2021</td>
</tr>
<tr>
<td>Dr. Allyn Roche</td>
<td>Montgomery County Seat 2</td>
<td>Superintendent Upper Perkiomen SD</td>
<td>December 6, 2021</td>
</tr>
<tr>
<td>Dr. John Toleno</td>
<td>Montgomery County Seat 3</td>
<td>Superintendent Upper Merion SD</td>
<td>December 6, 2021</td>
</tr>
<tr>
<td>Dr. Steven Yanni</td>
<td>Montgomery County Seat 4</td>
<td>Superintendent Upper Dublin SD</td>
<td>December 6, 2021</td>
</tr>
</tbody>
</table>

3. Approval of Minutes

Subject
3.1 Approval of November 9, 2021 Minutes

Meeting
Dec 14, 2021 - Board Meeting

Category
3. Approval of Minutes

Type
Action

Recommended Action
Recommend the Board approve the Minutes of the November 9, 2021 Board Meeting as presented.

File Attachments
November 9, 2021 Board Meeting Minutes.pdf (950 KB)

4. Consent Agenda

Subject
4.1 Review of Consent Agenda Items

Meeting
Dec 14, 2021 - Board Meeting

Category
4. Consent Agenda

Type
Action (Consent)

Recommended Action
Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial
4.2 Treasurer’s Report & Board Summary Report - October 2021
4.3 Expenditure Report - October 2021
4.4 Designated Employees for School Procurement / Credit Cards

Human Resources
4.5 Personnel Actions
**Prom / Graduation**

4.6 Agreement - Coatesville Country Club (Prom)

4.7 Contract - Westmoreland County Community College - NJHS & NHS

**Curriculum**

4.8 Contracts - Testing Locations in PA for Keystone and PSSA Testing

**Special Education**

4.9 Agreement - Carbon Lehigh Intermediate Unit

**Technology**

4.10 Quote - Sycamore International Inc.

**ISD**

4.11 Amended Contract - Remote Learner

**Board / School / Family Communication**

4.12 Policies and Administrative Regulations

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

### Subject 4.2 Treasurer’s Report and Board Summary Report - October 2021

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Type Action (Consent)

Recommended Action

Recommend the Board approve the October 2021 Treasurer’s Report and Board Summary Report as presented.

File Attachments

- Treasurer’s Report - October 2021.pdf (63 KB)
- Board Summary Report - October 2021.pdf (19 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

### Subject 4.3 Expenditure Report - October 2021

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Type Action (Consent)

Recommended Action

Recommend the Board approve the October 2021 Expenditure Report as presented.

File Attachments

- Expenditure Report - October 2021.pdf (20 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

### Subject 4.4 Designated Employees for School Procurement / Credit Cards
Meeting Dec 14, 2021 - Board Meeting
Category 4. Consent Agenda
Type Action (Consent)
Recommended Action Recommend the Board approve the designated employees indicated below to use school procurement/credit cards for the 2021-2022 SY.

Matthew Flannery
Loree Marchese
Brian Cote
Nancy Giagnacova
Mike Matz
Monica Frank
Erika Laidlaw
Casey Regina
Barry Johnson
Lisa Iozzi

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.5 Personnel Actions
Meeting Dec 14, 2021 - Board Meeting
Category 4. Consent Agenda
Type Action (Consent)
Recommended Action Recommend the Board approve the routine terminations/resignations/retirements, nominations, and changes in status of 21CCCS staff as presented (pending satisfactory completion of pre-employment paperwork for new hires.)

New Hires/Re-Hires (10)
Transfers/Classification Changes (2)
Leaves of Absence Requests (0)
Additional Duties (2)
Supplementals/Stipends (1)
Retirements/Resignations/Terminations (4)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.6 Agreement - Coatesville Country Club (Prom)
Meeting Dec 14, 2021 - Board Meeting
Category 4. Consent Agenda
Type Action (Consent)
Recommended Action Recommend the Board approve the agreement with Coatesville Country Club for our prom near West Chester for a total cost of $3276.00, a copy of which is attached.

Our solicitor has reviewed this agreement.

File Attachments
Coatesville Country Club - Prom.pdf (59 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.7 Contract - Westmoreland County Community College - NJHS & NHS Ceremony
Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Westmoreland County Community College for the NJHS and NHS Ceremony near our Murrysville location for a cost of $1,534.48 for the 2021-2022 SY. This cost reflects 75 attendees and may change according to the actual number of attendees at the ceremony.

This contract is the same as the contract for our graduation of June 2021, which was reviewed by our solicitor.

File Attachments
Westmoreland CCC - NJHS & NHS.pdf (1,104 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.8 Contracts - Testing Locations in PA for Keystone and PSSA Testing

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the contracts for testing locations in PA for Keystone and PSSA Testing, for a total cost of $18,480.00, a copy of which contracts are attached.

The solicitor has not reviewed the contracts as they have been reviewed by the 21CCCS Admin Team.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Location</th>
<th>Testing</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny College</td>
<td>Meadville</td>
<td>PSSA &amp; Keystone</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Cedar Crest College</td>
<td>Allentown</td>
<td>PSSA &amp; Keystone</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>Comfort Suites</td>
<td>Altoona</td>
<td>PSSA</td>
<td>$400.00</td>
</tr>
<tr>
<td>Comfort Suites</td>
<td>Altoona</td>
<td>Keystone</td>
<td>$400.00</td>
</tr>
<tr>
<td>Heritage Hills Resort</td>
<td>York</td>
<td>PSSA</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Heritage Hills Resort</td>
<td>York</td>
<td>Keystone</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Pennsylvania College of Technology</td>
<td>Williamsport</td>
<td>PSSA &amp; Keystone</td>
<td>$2,880.00</td>
</tr>
<tr>
<td><strong>Total Cost:</strong></td>
<td></td>
<td></td>
<td><strong>$18,480.00</strong></td>
</tr>
</tbody>
</table>

File Attachments
Allegheny College.pdf (419 KB)
Cedar Crest Contract.pdf (229 KB)
Comfort Suites Altoona Keystone Testing Contract.pdf (58 KB)
Comfort Suites Altoona PSSA Testing Contract.pdf (58 KB)
Heritage Hills PSSA Testing Site Contract.pdf (173 KB)
Heritage Hills Keystone Testing Site Contract.pdf (141 KB)
PA College of Technology.pdf (361 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.9 Agreement - Carbon Lehigh Intermediate Unit

Meeting Dec 14, 2021 - Board Meeting

Category 4. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement with Carbon Lehigh Intermediate Unit for related services for the 2021-2022 SY, a copy of which is attached.

https://go.boarddocs.com/pa/21cccs/Board.nsf/vpublic?open
This agreement has been reviewed by our solicitor.

The cost will be determined based upon the number of students and the type of program.

File Attachments
Carbon Lehigh IU.pdf (316 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.10 Quote - Sycamore International Inc.
Meeting Dec 14, 2021 - Board Meeting
Category 4. Consent Agenda
Type Action (Consent)
Recommended Action Recommend the Board approve the quote from Sycamore International Inc. for the pay out to 21CCCS of old and/or disposal of unusable technology equipment for the minimum amount of $38,500.00, a copy of which is attached.

The solicitor has not reviewed this quote as it is for the payout of old and/or disposal of unusable technology equipment.

File Attachments
Sycamore International.pdf (667 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.11 Amended Contract - Remote Learner
Meeting Dec 14, 2021 - Board Meeting
Category 4. Consent Agenda
Type Action (Consent)
Recommended Action Recommend the Board approve the amended contract with Remote Learner for 6 additional months at the cost of $2,363.00, a copy of which is attached.

The original contract in the amount of $2636.00 was approved at the November 9, 2021 Board Meeting. This is a reduction of price for the extension of our current contract with Remote Learner for an additional 6 months of the Development site space to identify any errors/broken files in our Semester 2 courses before officially retiring last year’s site.

The solicitor has previously reviewed this contract and no changes, other than the cost, have been made since that last review.

File Attachments
Amended Remote Learner.pdf (178 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

Subject 4.12 Policies and Administrative Regulations
Meeting Dec 14, 2021 - Board Meeting
Category 4. Consent Agenda
Type Action (Consent)
Recommended Action Recommend the Board approve the below new and/or updated Policies and Administrative Regulations, copies of which are attached.

UPDATED POLICIES / ARs: Removed language is indicated in red strike through. New language is highlighted in yellow.

https://go.boarddocs.com/pa/21cccs/Board.nsf/vpublic?open
These updated policies and administrative regulations have been reviewed by the CEO, the Policy Review Committee and our Solicitor.

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Policy Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4020-AR-2 - NEW</td>
<td>Cash Management - Federal Programs</td>
</tr>
<tr>
<td>4025 - UPDATED</td>
<td>Credit Cards</td>
</tr>
<tr>
<td>4025-AR-1 - UPDATED</td>
<td>Procurement / Credit Cards</td>
</tr>
<tr>
<td>4025-AR-2 - UPDATED</td>
<td>Cardholder Agreement</td>
</tr>
<tr>
<td>4025-AR-3 - NEW</td>
<td>Payment Request Form - Credit Card Purchases</td>
</tr>
</tbody>
</table>

File Attachments
4020-AR-2 - NEW.pdf (52 KB)
4025 - UPDATED.pdf (93 KB)
4025-AR-1 - UPDATED.pdf (74 KB)
4025-AR-2 - UPDATED.pdf (68 KB)
4025-AR-3 - NEW.pdf (137 KB)

These action items are routine and should not require discussion by the Board. However, if any board member wishes to discuss an item, they may request to remove it from the consent agenda.

5. New Business

Subject 5.1 Satisfaction of Mortgage for 1245 Wrights Lane, West Chester, PA
Meeting Dec 14, 2021 - Board Meeting
Category 5. New Business
Type Action
Recommended Action Recommend the Board approve payment to Fulton Bank in the amount of $3,038,951.40 to satisfy early payment of the Fulton Bank Commercial Loan for a Tax-Exempt Revenue Note - Series 2019 disbursed March 5, 2019. Original payments were scheduled through March 2029. Interest savings estimated to be $161,328.60.

Subject 5.2 ARP ESSER Health and Safety Plan Guidance
Meeting Dec 14, 2021 - Board Meeting
Category 5. New Business
Type Action
Recommended Action Recommend the Board approve the ARP ESSER Health and Safety Plan Guidance, a copy of which is attached.

File Attachments
ARP ESSER Health and Safety Plan Guidance - December 2021.pdf (220 KB)

6. First Reading

Subject 6.1 2020-2021 Financial Audit
Meeting Dec 14, 2021 - Board Meeting
Category 6. First Reading
Type First Reading
Megan Thompson from Herbein + Company, Inc. will present the draft of the 2020-2021 Audit for 21CCCS, as attached. No action needed at this time as this is a First Reading. A final copy of the audit will be presented at the January 2022 board meeting for Board review and recommendation for approval.
7. Board Member and Public Comment

**Subject** 7.1 Board Member Comment

Meeting Dec 14, 2021 - Board Meeting

Category 7. Board Member and Public Comment

Type Procedural

**Subject** 7.2 Public Comment

Meeting Dec 14, 2021 - Board Meeting

Category 7. Board Member and Public Comment

Type Procedural

8. Meeting Schedule

**Subject** 8.1 2021-2022 Meeting Schedule

Meeting Dec 14, 2021 - Board Meeting

Category 8. Meeting Schedule

Type Information

The schedule below reflects the remaining Board Meetings for the 2021-2022 School Year, held at 1245 Wrights Lane, West Chester, PA:

**Board Meetings - 1:00 p.m.**

January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022

The Board Meetings will be held the second Tuesday of every month from August through May at 1:00 p.m. There will be no Board Meetings in June or July.

9. Adjournment

**Subject** 9.1 Adjournment

Meeting Dec 14, 2021 - Board Meeting

Category 9. Adjournment

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.