



**Tuesday, November 8, 2022
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 Nov 8, 2022 - 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 Nov 8, 2022 - 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 Nov 8, 2022 - 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 Nov 8, 2022 - 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 Administrators' Reports**

Meeting Nov 8, 2022 - Board Meeting

Category 1. Meeting Opening

Type Report

Student ActivitiesAdventure Club: Cherry Crest Farms

On October 20, 2022, students joined the Adventure Club on a trip to Cherry Crest Adventure Farm. The trip included an adventure through a 5-acre corn maze, an educational tour of the farm's facilities, and the opportunity to learn about agriculture and slingshot trajectories.

Field Trip: Back to School Picnics

We held our annual back to school picnics near our Murrysville and West Chester offices on September 30, 2022. We had 94 students, in addition to family members, join us for this event.

Field Trip: Carnegie Museum of Natural History

On October 21, 2022, 18 students attended a trip to the Carnegie Museum of Natural History in Pittsburgh. Students were challenged with a scavenger hunt while exploring the museum in a guided tour.

Social Awareness and School Engagement

In September, middle school and high school SASE celebrated Attendance Awareness Month where students signed a pledge to commit to attendance. Also, they completed a SEL bingo card that had tasks to challenge social and emotional learning skills.

In October, middle and high school students had separate poetry cafes where students read poems they wrote. Additionally, middle school celebrated "world smile day" as a group in an event using their cameras to show things that made them smile, and completed a group activity celebrating the world series at the end of the month.

Special Education Count as of October 24, 2022**Students with IEP/GIEP/504 Service Agreements:**

Grade	Total Students	IEP	GIEP	504	Total IEP, GIEP, 504
6	46	6	1	2	9
7	87	18	2	2	22
8	170	26	5	7	38
9	252	37	6	22	65
10	234	48	2	24	74
11	262	58	1	27	86
12	234	37	8	26	71
Total	1,285	230 18%	25 2%	110 9%	365 28%

Students Receiving Related Services:

Speech and Language	30
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Group Social Skills Class with Counselor	53
Group Coping Skills Class with Therapist	48
Individual Counseling (including a Psychologist)	32
Executive Functioning Counseling	2
Occupational Therapy	10
Physical Therapy	0
Reading Instruction by Reading Therapist	1
Teacher of the Visually Impaired	0
Teacher of the Deaf and Hard of Hearing	0
Tutor	0
PCA	8
Behavior Support Consultant (BSC)	1
* 113 students with RS out of 255 students with IEPs/GIEPs = 44.3%	
* 113 of IEP students with RS there are 185 services per student on average = 1.64 services per student	
* 185 total services rendered out of the 255 students with IEP/GIEPS = 72.6%	185
TOTAL:	
*Related Services do not include newly enrolled students.	

2. Approval of Minutes

Subject	2.1 Approval of October 11, 2022 Minutes
Meeting	Nov 8, 2022 - Board Meeting
Category	2. Approval of Minutes
Type	Action
Recommended Action	Recommend the Board approve the Minutes of the October 11, 2022 Board Meeting as presented.

File Attachments
[October 11, 2022 Board Meeting Minutes.pdf \(739 KB\)](#)

3. Consent Agenda

Subject	3.1 Review of Consent Agenda Items
Meeting	Nov 8, 2022 - Board Meeting
Category	3. Consent Agenda
Type	Action (Consent)
Recommended Action	Recommend the Board approve the Consent Agenda items.

The Consent Agenda Items (Listed by Department) Include:

Financial

- 3.2 Treasurer's Report & Board Summary Report - September 2022
- 3.3 Expenditure Report - September 2022

Human Resources

- 3.4 Personnel Actions

Financial

- 3.5 Additional Designated Employee for School Procurement / Credit Cards
- 3.6 Additional Designated Employees for School Gas Credit Card

Board/School/Family Communications

- 3.7 Agreement - Lancaster Lebanon IU 13
- 3.8 Contract - Coatesville Country Club
- 3.9 Agreement - DJ Randy Barker
- 3.10 Agreement - Portraits by Sean
- 3.11 Resolution - Truancy Officers
- 3.12 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	3.2 Treasurer's Report and Board Summary Report
Meeting	Nov 8, 2022 - Board Meeting
Category	3. Consent Agenda
Type	Action (Consent)
Recommended Action	Recommend the Board approve the September 2022 Treasurer's Report and Board Summary Report as presented.

File Attachments

- [September 2022 - Treasurer's Report.pdf \(81 KB\)](#)
- [September 2022 - Board Summary Report.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	3.3 Expenditure Report
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Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the September 2022 Expenditure Report as presented.

File Attachments
[September 2022 - Expenditure Report.pdf \(107 KB\)](#)

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 3.4 Personnel Actions

Meeting Nov 8, 2022 - Board Meeting

Category 3. 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 (2)
 Transfers/Classification Changes (0)
 Leaves of Absence Requests (2)
 Additional Duties (0)
 Supplementals/Stipends (4)
 Retirements/Resignations/Terminations (2)

File Attachments
[Personnel Actions Nov 8 2022 REV 10.31.22.pdf \(27 KB\)](#)

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 3.5 Additional Designated Employee for School Procurement / Credit Cards

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve Dr. Nora Wheeler as an additional designated employee to use a school procurement/credit card for the 2022-2023 SY.

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 3.6 Additional Designated Employees for School Gas Credit Card

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve Estella Greco, Anthony Harkins and Lillian Lopez as additional designated employees to use the school gas credit card as needed for testing or other job duties.

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 3.7 Agreement - Lancaster Lebanon IU 13

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the Agreement with Lancaster Lebanon IU13 for SSIP/PaTTAN services, a copy of which is attached.

This Agreement has been reviewed by our solicitor.

File Attachments

[Lancaster Lebanon IU13.pdf \(327 KB\)](#)

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 3.8 Contract - Coatesville Country Club

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the contract with Coatesville Country Club for our prom near West Chester for a total cost of \$6,070.00, dependent upon the number of attendees, a copy of which is attached.

This has previously been reviewed by our solicitor and no changes have been made to the contract.

File Attachments

[Coatesville Country Club.pdf \(227 KB\)](#)

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 3.9 Agreement - DJ Randy Barker

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the agreement between 21CCCS and DJ Randy Barker for the 2022-2023 Murrysville prom for a total cost of \$350.00, a copy of which is attached.

This Agreement has been reviewed by our CEO and Assistant Principal.

File Attachments
[DJ Randy Barker.pdf \(99 KB\)](#)

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 3.10 Agreement - Portraits by Sean

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the Agreement with Portraits by Sean for graduation portraits at both locations for a total cost of \$3,200.00, a copy of which is attached.

This Agreement has been reviewed by our CEO and Assistant Principal.

File Attachments
[Portraits by Sean.pdf \(79 KB\)](#)

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 3.11 Resolution - Truancy Officers

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the Resolution and letter designating Truancy Officers, copies of which are attached. There are 2 additional truancy officers for 21st Century Cyber Charter School.

File Attachments
[Resolution of the Board of Trustees.pdf \(94 KB\)](#)
[Hearing Officer Letter.pdf \(62 KB\)](#)

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 3.12 Policies and Administrative Regulations

Meeting Nov 8, 2022 - Board Meeting

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action Recommend the Board approve the below new and/or revised Policies, copies of which are attached. These were First Reading on the October Board Agenda.

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Policy Number	Policy Name	Status	Provided By
2001	Enrollment	REVISED	Solicitor
2018.3	Consequences for Students Convicted or Adjudicated Delinquent of Sexual Assault	REVISED	Solicitor
2036.1	Threat Assessment	REVISED	PSBA
2066	Transgender and Gender Conforming Student	REVISED	Solicitor
2067	Dual Enrollment Agreements with Institutions of Higher Education	NEW	Solicitor
4000	Objectives	REVISED	Business Administrator, Loree Marchese

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By
2001-AR-7	Guidelines for Reasonable Information to Substantiate Sworn Statement by Resident Under 24 P.S. §13-1302	REVISED	Solicitor
2018.3-AR-1	Act 110 Verification	NEW	Solicitor
2066-AR-1	Official Name Change Form	NEW	CEO

File Attachments

[2001 REVISED.pdf \(175 KB\)](#)
[2018.3 REVISED.pdf \(155 KB\)](#)
[2036.1 REVISED.pdf \(270 KB\)](#)
[2066 REVISED.pdf \(165 KB\)](#)
[2067 NEW.pdf \(89 KB\)](#)
[4000 REVISED.pdf \(85 KB\)](#)
[2001-AR-7 REVISED.pdf \(79 KB\)](#)
[2018.3-AR-1 NEW.pdf \(72 KB\)](#)
[2066-AR-1 NEW.pdf \(77 KB\)](#)

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.

4. New Business

Subject 4.1 2022-2023 IDEA-B Original Allocation Use of Funds and Intergovernmental Agreement

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the 2022-23 IDEA-B Original Allocation Use of Funds and Intergovernmental Agreement in the amount of \$241,347, a copy of which is attached.

Funding of \$375,850 was included in the 2022-23 budget which included \$73,022 in American Rescue Plan (ARP) funds. The \$134,503 reduction in funding was due to decreased enrollment from the prior fiscal year and no award for additional ARP funding.

A recusal memorandum from Dr. George Fiore of the Chester County Intermediate Unit is also attached.

File Attachments

[2022-2023 IDEA-B.pdf \(1,219 KB\)](#)

[Dr. George Fiore - Recusal Memorandum.pdf \(23 KB\)](#)

Subject 4.2 Memorandum of Understanding - Western Area Career and Technology Center

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the Memorandum of Understanding with Western Area Career and Technology Center at a cost of \$8,500 for the 2022-2023 SY, a copy of which is attached.

This Memorandum of Understanding has been reviewed by our CEO and Director of Curriculum, Instruction & Assessment.

File Attachments

[Western Area Career & Technology Center.pdf \(127 KB\)](#)

Subject 4.3 Early College Program - Luzerne County Community College

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the Early College Program for eligible 21CCCS high school students with Luzerne County Community College, a copy of which is attached.

This early college program has been reviewed by the solicitor.

File Attachments

[Luzerne County Community College.pdf \(147 KB\)](#)

Subject 4.4 Dual Enrollment Agreement -Commonwealth University of Pennsylvania (Bloomsburg)

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the Dual Enrollment Agreement for eligible 21CCCS high school students with Commonwealth University of Pennsylvania (Bloomsburg), a copy of which is attached.

This agreement has been reviewed by the CEO and Director of Curriculum, Instruction & Assessment.

File Attachments
[Commonwealth University of Pennsylvania \(Bloomsburg\).pdf \(294 KB\)](#)

Subject 4.5 Contract - George's Transportation

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the contract with George's Transportation for transportation of a student on a 2 week trial basis from November 1, 2022 through November 11, 2022 at a total cost of \$2,385, a copy of which is attached.

Dr. Matthew Flannery authorized this 2 week contract, pursuant to Policy 3008, as the service was needed between board meetings. A copy of Policy 3008 is attached.

Subject 4.6 Agreement - Devereaux Advanced Behavioral Health

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the agreement with Devereaux Advanced Behavioral Health for related services at costs compliant with industry standards for the 2022-2023 SY, a copy of which is attached.

This agreement has been reviewed by our solicitor.

File Attachments
[Devereaux.pdf \(303 KB\)](#)

Subject 4.7 2022-2023 Fund Balance Designation

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the 2022-2023 Fund Balance Designation as of June 30, 2022.

Fund Balance as of 6/30/22:	
Nonspendable	\$ 9,847

Committed	\$13,883,986
Assigned	\$ 373,358
Unassigned	\$ 4,314,142
Total Fund Balance	\$18,581,333

File Attachments

[2022-2023 Fund Balance Designation.pdf \(100 KB\)](#)

Subject **4.8 CEO Salary - 2022-2023 SY**

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the proposed increase in salary for the CEO for the 2022-2023 school year.

Subject **4.9 2021-2022 Annual Financial Report**

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Information

The Annual Financial Report for the 2021-2022 fiscal year was submitted to the Pennsylvania Department of Education on October 31, 2022, a copy of which is attached.

File Attachments

[2021-2022 Annual Financial Report.pdf \(1,032 KB\)](#)

Subject **4.10 School Vehicles - Costars Purchase**

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve the Costars purchase of two Toyota Camrys, from New Holland Auto Group, for a total of \$55,334 from the Committed Fund Balance.

File Attachments

[New Holland Auto Group.pdf \(183 KB\)](#)

Subject **4.11 Addendum to Board Approved Contract - School Operations Service Group (PT Confidential Secretary Position)**

Meeting Nov 8, 2022 - Board Meeting

Category 4. New Business

Type Action

Recommended Action Recommend the Board approve an addendum to the Board approved contract from 5/10/22 to add the PT Confidential Secretary position staffed by School Operations Service Group.

File Attachments

[Addendum - School Operations Service Group.pdf \(211 KB\)](#)
[School Operations Service Group - October 11, 2022.pdf \(224 KB\)](#)
[School Operations Service Group - May 10, 2022.pdf \(1,063 KB\)](#)

5. First Reading

Subject **5.1 Policies and Administrative Regulations**

Meeting Nov 8, 2022 - Board Meeting

Category 5. First Reading

Type First Reading

Recommend the Board review the new and/or revised policies and administrative regulations, copies of which are attached. These are First Reading and no action is needed at this time. These policies and administrative regulations will be on the December Board agenda for approval.

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Policy Number	Policy Name	Status	Provided By
6005.1	Emergency Preparedness and Response	REVISED	PSBA

Administrative Regulation Number	Administrative Regulation Name	Status	Provided By
2004-AR-2	1st Unexcused Absence	REVISED	21CCCS Administration
2004-AR-3	2nd Unexcused Absence	REVISED	21CCCS Administration
6019-AR-2	Safe2Say Something Procedures	REVISED	PSBA

File Attachments

[6005.1 - REVISED.pdf \(179 KB\)](#)
[2004-AR-2 REVISED.pdf \(72 KB\)](#)
[2004-AR-3 REVISED.pdf \(70 KB\)](#)
[6019-AR-2 - REVISED.pdf \(597 KB\)](#)

6. Board Member and Public Comment

Subject **6.1 Board Member Comment**

Meeting Nov 8, 2022 - Board Meeting

Category 6. Board Member and Public Comment

Type Procedural

Subject 6.2 Public Comment

Meeting Nov 8, 2022 - Board Meeting

Category 6. Board Member and Public Comment

Type Procedural

7. Meeting Schedule

Subject 7.1 2022-2023 Meeting Schedule

Meeting Nov 8, 2022 - Board Meeting

Category 7. Meeting Schedule

Type Information

The schedule below reflects the remaining Board Meetings for the 2022-2023 School Year:

Board Meetings - 1:00 p.m.

December 13, 2022

January 10, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

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.

8. Adjournment

Subject 8.1 Adjournment

Meeting Nov 8, 2022 - Board Meeting

Category 8. Adjournment

Type Action

Recommended Action Recommend the Board adjourn the Board Meeting.