

21ST CENTURY CYBER CS

Charter School Annual Report | 2022 - 2023

## School Profile

**LEA Name**

21st Century Cyber CS

**AUN**

124150002

**Address 1**

1245 Wrights Lane

**Address 2****City**

West Chester

**State**

PA

**Zip Code**

19380

**Chief Administrator Name**

Dr Matthew Flannery

**Chief Administrator Email**

mflannery@21cccs.org

**Chief Administrator Phone**

(484)875-5458

**Extension**

Charter School Principal

**Principal Name**

Monica Frank

**Principal Email**

mfrank@21cccs.org

**Principal Phone**

14848755400

**Extension**

5493

Authorizing District(s)

**Cyber Charter - PDE is Authorizing Entity (CHECKED)**

**Upload Current Charter (PDF only)**

21st Century Renewal Decision 2019.pdf

2015 Renewal.pdf

## Governance and Staff

### Board of Trustees Members

<b>Name</b>	<b>Office</b>	<b>Check if New Member</b>
Mr. Peter Mango	Chairperson, Local Business Representative	
Mrs. Andrea Fox	Vice Chairperson, Parent Representative	
Mrs. Molly Burnett	Parent Representative	
Dr. George Fiore	Chester County IU Executive Director	
Dr. Alan Fegley	Phoenixville Area School District Superintendent	
Dr. Dusty Blakey	Kennett Consolidated Area School District Superintendent	
Dr. Michele Orner	Octorara Area School District Superintendent	

### Board of Trustees Meeting Schedule

<b>Location</b>	<b>Date</b>	<b>Time</b>
Board Meeting: Virtual	2022-08-09	1:00PM
Board Meeting: Virtual	2022-09-13	1:00PM

Board Meeting: Virtual	2022-10-11	1:00PM
Board Meeting: Virtual	2022-11-08	1:00PM
Board Meeting: Virtual	2022-12-13	1:00PM
Board Meeting: Virtual	2023-01-10	1:00PM
Board Meeting: Virtual	2023-02-14	1:00PM
Board Meeting: Virtual	2023-03-14	1:00PM
Board Meeting: Virtual	2023-04-11	1:00PM
Board Meeting: Virtual	2023-05-09	1:00PM

**Upload Board Minutes**

2023-2024 SY Board Meeting Minutes.pdf

[Leadership Team](#)

<b>Name</b>	<b>Title/Position</b>	<b>Check if New Member</b>
Dr. Matthew Flannery	Chief Executive Officer	

Mrs. Loree Marchese	Business Manager	
Mrs. Lucinda Currie	Human Resource Officer	
Dr. Nancy Giagnacova	Director of Special Education	
Mr. Michael Matz	Other	
Mr. Brian Cote	Other	
Dr. Nora Wheeler	Principal	(CHECKED)
Dr. Monica Frank	Principal	
Mrs. Erika Laidlaw	Principal	

Dr. Kelly Sherbondy	Assistant Principal	(CHECKED)
Ms. Megan Stellfox	Other	

**Upload of Professional Staff Member Roster (PDE-414 Form)**  
2022-23 Annual Report PDE 414 Professional Staff.pdf

Quality of Teaching and Other Staff

	# of Staff per Category	# of Staff Appropriately Certified	# of Staff Promoted	# of Staff Transferred	# of Staff Terminated	# of Staff Contracted for Following Year
<b>Chief Executive Officer</b>	1	1	0	0	0	1
<b>Chief Administrative Officer</b>	0	0	0	0	0	0
<b>Principal</b>	3	3	1	0	0	2
<b>Assistant Principal</b>	2	2	0	0	1	1

<b>Classroom Teacher (including Master Teachers)</b>	63	63	0	0	14	49
<b>Specialty Teacher (including Master Teachers)</b>	1	1	0	0	0	1
<b>Special Education Teacher (including Master Teachers)</b>	11	11	0	1	4	6
<b>Special Education Coordinator</b>	1	1	0	0	1	0
<b>Counselor</b>	8	8	0	0	2	6
<b>Psychologist</b>	0	0	0	0	0	0
<b>School Nurse</b>	2	2	0	0	1	1
<b>IT Director</b>	1	1	0	0	0	1
<b>Business Administrator</b>	1	1	0	0	0	1
<b>ISD, Curriculum Developers, Tech Support</b>	18	18	0	1	2	15
<b>HR Manager</b>	1	1	0	0	0	1

<b>Student Support Manager, Facilities Manager</b>	1	1	0	0	0	1
<b>Business Office, Administrative Support Staff, Teaching Assistants</b>	61	61	1	0	13	47
<b>Other</b>	5	5	0	1	0	4
<b>Totals</b>	180	180	2	3	38	137

## Fiscal Matters

### Major Fundraising Activities

The school does not have any major fundraising activities this year or planned for next year.

### Fiscal Solvency Policies

No changes or additions for the policies and procedures.

### Accounting System

21st Century Cyber Charter School utilizes CSIU's Financial Accounting Software in conjunction with the Chart of Accounts mandated by the PA LECS Comptroller's Office for budgeting, accounting and financial reporting. All financial reporting conforms to Generally Accepted Accounting Principles (GAAP) as stated in the Independent Auditor's Report dated December 13, 2022 for the 2021-22 school year presented by Herbein + Company Inc. There are no changes to the Accounting System.

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

Preliminary Statements of Revenues, Expenditures, and Fund Balances for the 2022-2023 school year are attached. (PLEASE ATTACH USING LINK BELOW)

### Upload Statements of Revenues, Expenditures & Fund Balances

22-23Charter Annual Report Statements.pdf

## Financial Audit Basics

### Audit Firm

Herbein & Company, Inc.

### Date of Last Audit

2022-12-13

### Fiscal Year Last Audited

2021-2022

**Explanation of the Report**

N/A (UPLOAD FINANCIAL AUDIT DOCUMENT BELOW)

**Upload Financial Audit Document(s)**

21st Century Cyber Charter School FS 6.30.22 Final.pdf

**Financial Audit Citations**

<b>Financial Audit Citations Description</b>	<b>Response</b>
N/A	N/A

**Federal Programs Consolidated Review**

**Federal Programs Consolidated Review Document(s)**

Yes

**Upload Available Federal Programs Consolidated Review Document(s)**

Grant Agreement (3).pdf

**Title I Status**

Yes

**Title I First Year Status**

Yes

**Date of Last Federal Programs Consolidated Review**

0001-05-25

**School Years Reviewed**

0

**Federal Programs Consolidated Review Report**

Grant Agreement (3).pdf

**Consolidated Review/Annual Report**

The 22-23 year is the first year for receiving an allocation for Title Funding.

**Federal Programs Consolidated Review Citations**

<b>Findings</b>	<b>Corrective Action(s) Taken</b>
N/A	N/A

## Special Education

### Special Education Support Services

<b>Position Title</b>	<b>Building(s) Name and Location for Charter Schools</b>	<b>Caseload</b>	<b>Low Age</b>	<b>High Age</b>
Director of Special Education	21st Century Cyber Charter School	0	12	21
Supervisor of Special Education	21st Century Cyber Charter School	0	12	21

### Special Education Contracted Services

<b>Title</b>	<b>Amt. of Time per Week in Days or Hours</b>	<b>Operator</b>	<b># of Students</b>
Coping Skills	36	Outside Contractor	66
Counseling	33	Outside Contractor	68
Social Skills	58	Outside Contractor	68
Speech Language	17	Outside Contractor	28
Occupational Therapy	4	Outside Contractor	13
Physical Therapy	0	Outside Contractor	0
Executive Functioning Skills	3	Outside Contractor	8

Vision	1	Outside Contractor	1
Hearing	1	Outside Contractor	1
PCA Support	291	Outside Contractor	7
Reading Support	3	Outside Contractor	2
Tutoring	0	Outside Contractor	0

[Special Education Cyclical Monitoring](#)

**Date of Last Special Education Cyclical Monitoring**

2023-05-31

**Upload Link to Report (Optional)**

**Special Education Cyclical Monitoring Report**

Compliance Monitoring Report 22-23.pdf

**Administrative Procedures for Internal Controls of IEP Development**

Special Education Policy.docx

## Special Education Personnel Development

### Autism

Description of Training			
Autism Awareness			
Lead Person/Position		Year of Training	
Melinda Bundonis/Special Education Teacher		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	2	21st Century Cyber Charter School	students and parents

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### Training Date Complete

2022-04-18

Autism Awareness Flyer April 2023.pdf

Parent Trainings 2022-23.docx

### BehaviorSupport

Description of Training			
Understanding Positive Behavior Support Plans			
Lead Person/Position		Year of Training	
Morgan Pugh/Special Education Teacher		2023	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	2	21st Century Cyber Charter School	students and parents

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### Training Date Complete

2023-03-20

Parent Trainings 2022-23\_3208fc54.docx

March 2023 Parent Session Flyer .pdf

## Paraprofessional

Description of Training			
PCA Training			
Lead Person/Position		Year of Training	
Carly Parker/Supervisor of Special Education		2022-2023	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
2	1	21st Century Cyber Charter School	PCA's

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### Training Date Complete

2023-06-23

PCA Onboarding and expectations.pdf

2023-2024 PCA's - Sheet1.pdf

## Transition

Description of Training			
Transition Planning in the IEP			
Lead Person/Position		Year of Training	
Kera Romero/Special Education Teacher		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	2	21st Century Cyber Charter School	students and parents

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### Training Date Complete

2022-10-24

Parent Trainings 2022-23\_97243391.docx

Transition Planning in the IEP Parent Training Flyer-October 2022 -1.pdf

## ScienceofLiteracy

Training not offered.

## Parent Training

Description of Training			
Inclusive Practices			
Lead Person/Position		Year of Training	
Anne Daly/Special Education Teacher		2022	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
1	2	21st Century Cyber Charter School	students and parents

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### Training Date Complete

2022-09-27

Inclusive Practice Parent Flyer.pdf

Parent Trainings 2022-23\_3d2c96e6.docx

### Training Date Complete

2023-01-03

Parent Trainings 2022-23\_17bbb9b7.docx

Parent Training\_ Executive Functioning (1).pptx

### Training Date Complete

2023-05-18

Parent Trainings 2022-23\_a5b03b8f.docx

ESY vs. Summer School.pptx

### Training Date Complete

2023-02-27

Parent Trainings 2022-23\_bfd26883.docx

Parent Presentation Feb 2023.pptx

## IEP Development

Description of Training			
Understanding Assessments			
Lead Person/Position		Year of Training	
CCIU		2023	
Hours Per Training	Number of Sessions	Provider	Who Participated (Audience)
4	1	CCIU	sped teachers and counselors

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**Training Date Complete**

2023-03-07

21st CCS Assessment Resource Doc(1).docx

Attendance .docx

**Special Education Program Profile**

<b>FTE ID</b>	<b>Classroom Location</b>	<b>Full-time or Part-time Position?</b>	<b>Revised</b>
Emotional Support	Secondary	Full-time (1.0)	06/29/2023 12:50 PM

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<b>Building Name</b>		
21st Century Cyber CS		
<b>Support Type</b>		
Emotional Support		
<b>Support Sub-Type</b>		
Emotional Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		50
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	11 to 14
<b>Age Range Justification</b>		<b>FTE %</b>
		1

<b>Building Name</b>		
21st Century Cyber CS		

<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		50
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	11 to 14
<b>Age Range Justification</b>		<b>FTE %</b>
		1

This individual has exceeded 1FTE

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Life Skills Support	Secondary	Full-time (1.0)	06/29/2023 12:50 PM

<b>Building Name</b>		
21st Century Cyber CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Full-Time (80% or More)		12
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	11 to 14
<b>Age Range Justification</b>		<b>FTE %</b>
		1

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
Learning Support	Secondary	Full-time (1.0)	06/29/2023 12:49 PM

<b>Building Name</b>		
21st Century Cyber CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		50
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	15 to 18
<b>Age Range Justification</b>		<b>FTE %</b>
		1

<b>Building Name</b>		
21st Century Cyber CS		
<b>Support Type</b>		
Life Skills Support		
<b>Support Sub-Type</b>		
Life Skills Support (Grades 7-12)		
<b>Level of Support</b>		<b>Case Load</b>
Full-Time (80% or More)		15
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	15 to 19
<b>Age Range Justification</b>		<b>FTE %</b>
		1

<b>Building Name</b>		
21st Century Cyber CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		

Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		50
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	11 to 14
<b>Age Range Justification</b>		<b>FTE %</b>
		1

<b>Building Name</b>		
21st Century Cyber CS		
<b>Support Type</b>		
Learning Support		
<b>Support Sub-Type</b>		
Learning Support		
<b>Level of Support</b>		<b>Case Load</b>
Itinerant (20% or Less)		50
<b>Identify Classroom</b>	<b>Classroom Location</b>	<b>Age Range</b>
School District	Secondary	17 to 21
<b>Age Range Justification</b>		<b>FTE %</b>
		1

This individual has exceeded 1FTE

## Facilities and Agreements

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

<b>Fixed Asset Description</b>	<b>Location</b>	<b>Capital Expenditure</b>
School Vehicles	West Chester, PA	56692
Shed	West Chester, PA	7092
HR Director Furniture	West Chester, PA	8298.18
Window Tinting	West Chester, PA	15,470
BO & HR Furniture	West Chester, PA	11235.44
Window Blinds	West Chester, PA	7147.52
PA System	West Chester, PA	16848

### Facility Plans and Other Capital Needs

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

We will continue to utilize the location of 1245 Wrights Lane West Chester, PA 19380 as our main administrative office and staff. Our Murrysville location will house the remaining staff. Both locations offer flexibility for our staff to enhance our teaching, aid leadership and host large trainings.

## Memorandum of Understanding

Organization	Purpose
Murrysville Police Department	The Memorandum establishes procedures to be followed when certain incidents occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act. This relationship of cooperation and mutual support and to maintain a safe school environment.
West Goshen Police Department	The Memorandum establishes procedures to be followed when certain incidents occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act. This relationship of cooperation and mutual support and to maintain a safe school environment.

### Upload of Memorandum of Understanding Document(s)

MOU - West Goshen PD.pdf

MOU - Murrysville PD.pdf

## Articulation Agreements

### Partnering Institution

Albright College

### Agreement Type

### Program/Course Area

General Education Elective Courses

### Upload Articulation Agreement

Albright College.pdf

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**Partnering Institution**

Bucks County Community College

**Agreement Type****Program/Course Area**

General Education Elective Courses

**Upload Articulation Agreement**

Bucks County Community College.pdf

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**Partnering Institution**

Commonwealth University of Pennsylvania

**Agreement Type****Program/Course Area**

General Education Elective Courses

**Upload Articulation Agreement**

Commonwealth University (Bloomsburg).pdf

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**Partnering Institution**

Harrisburg Area Community College

**Agreement Type****Program/Course Area**

General Education Elective Courses

**Upload Articulation Agreement**

Harrisburg Area CC.pdf

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**Partnering Institution**

Lehigh Carbon Community College

**Agreement Type****Program/Course Area**

General Education Elective Courses

**Upload Articulation Agreement**

Lehigh Carbon Community College.pdf

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**Partnering Institution**

Luzerne County Community College

**Agreement Type**

**Program/Course Area**

General Education Elective Courses

**Upload Articulation Agreement**

Luzerne .pdf

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**Partnering Institution**

Messiah University

**Agreement Type**

**Program/Course Area**

General Education Elective Courses

**Upload Articulation Agreement**

Messiah University.pdf

## Management Survey

### Charter School Management Survey

**Charter School Name**

21st Century Cyber CS

**Point of Contact Name**

Dr. Matthew Flannery

**Point of Contact Telephone Number**

484-875-5458

**Extension****Point of Contact Email**

mflannery@21cccs.org

### Management Organization Information

**As of the start of the 2021/2022 school year, has the Charter School had a Management Organization (i.e., a separate legal entity that contracts with one or more charter schools to manage, operate, and oversee the schools OR that holds charters to operate two or more charter schools)?**

No

[Signatures and Affirmations](#)

**Upload Board Affirmation Statement**

**Date of Approval**

2023-08-08

[Charter School Annual Report Affirmation](#)

**Board President**

**Chief Executive Officer**

[Charter School Law Affirmation](#)

**Board President**

**Chief Executive Officer**

[Ethics Act Affirmation](#)

**Board President**

**Chief Executive Officer**

Charter School Annual Background Check Affirmation  
**Board President**

**Chief Executive Officer**

Charter Annual Administrative Certification Affirmation  
**Board President**

**Chief Executive Officer**

Charter School Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation  
**Board President**

**Chief Executive Officer**