

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, November 18, 2020

- I. Presentation of 2019-2020 Financial Audit Report by Maher Duessel
- II. Consent Agenda
 - 1. Approve October 21, 2020 Minutes
 - 2. Enrollment
 - 3. Metrics
 - 4. October 2020 Financials
- III. Reports
 - 1. CEO's/Principal's Report
 - a. Updates to Emergency Instructional Plan (vote required)
 - i. Trimester 2 Educational Model
 - 2. Board Committee Updates
 - a. Student Recruitment & Retention
 - b. Racial Equity & Social Justice
- IV. Old/New Business
 - 1. Policies
 - a. Early Retirement Policy (to be discussed in Executive Session)
 - 2. New Legislation House Bill 703
- V. Executive Session
 - 1. Personnel Matters
- VI. Next Board Meeting- January 20, 2021
 - 1. Last Day of the Trimester~ November 20th
 - 2. Last Day for Administration~ December 4th

Minutes of a Regular Meeting of
THE BOARD OF TRUSTEES OF
EDSYS, INC

Time and Place

A meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held remotely via Zoom on Wednesday, October 21, 2020 at 5:30 p.m. due to operating a virtual educational model resulting from the COVID-19 pandemic.

The following Board of Trustees members were present and a quorum was established:

Doug Anderson
Dr. Tracey Reed Armant
Melissa Curry
David Lehman
Valerie Njie
Bill Stayduhar
Dr. Cynthia Tananis

Also present were:

Alan Shuckrow, Esq., Solicitor
Dr. Catherine Awsumb Nelson
Nekiya Washington-Butler, City High Alumni

David Lehman chaired the meeting. As Catherine was present early, her report was moved up as the first item of the agenda.

Annual Report Card Evaluation

Catherine Nelson presented the findings for the City High Annual report. She noted that the Annual Report this year was completed in two parts: Learning from Distance Learning, which was shared at the July Board meeting, and today's presentation, which reports out on metrics related to measuring the mission that have been reported on traditionally. Scores for the Keystone exams and SAT/ACT exams won't be included as these exams were deferred due to the pandemic. Catherine also reported that survey participation was a little lower, likely because there wasn't an opportunity for students to take the survey in person or for parents to take it during the February parent-teacher conference day as we typically afford. Nonetheless, the participation rates are as follows: 64% for students, 37.8% for parents, and 90% for teachers/80% for staff.

Highlights of Catherine's report were in the area of post-high school success, school climate, and school leadership:

- City High continued to maintain its high graduation rate of 94.7% with rates above 90% for sub-groups of African American, low SES, and special education students.
- City High continues to live up to its core values based on student responses. The school's core value index is at a 5-year high despite difficult circumstances
- Parent satisfaction is consistently higher than national benchmarks
- Internship ratings by business mentors continue to be maintained well over 90%

- Pittsburgh Promise eligibility for African American students increased and is on par with the eligibility rate for White students
- 79% of students made post-high school plans that include post-secondary education; notable is that the share of students choosing a two-year degree or certification increased.
- All leadership metrics continued to increase.

The Consent Agenda for the October 21, 2020 Board of Trustees Meeting included the following items:

- Approve September 16, 2020 Board Meeting Minutes.
- Metrics
- Enrollment
- Financials

Valerie Njie moved to approve the minutes with corrections regarding the order of the Executive Session. Doug Anderson seconded the motion. The motion to approve the minutes was unanimously approved.

CEO Report

Dara Ware Allen presented the CEO's/Principal's Report highlighting the following topics:

Student Recruitment and Marketing:

- She updated the board regarding City High's first Virtual Tour & Open House events for prospective students in place of our in-person annual open house that typically takes place at the beginning of November.
- Dara also spoke about other recruitment strategies and initiatives that are underway and she reported on the status of current enrollment numbers for the class of 2025 as well as transfer students.

Internal Relations

- Individual goal setting meetings with each staff member have been underway since September and will continue into November
- Wednesday on-site academic and wellness support days
- Classroom Observations
- Marketing and recruitment activities
- Troubleshooting regarding outstanding state and local reports related to Student Information Manager transition
- Trimester 2 Planning

External Relations

- Continued participation in regular meeting with charter leaders hosted by the AIU
- Served on the Executive Director Search Committee for the PA Coalition of Public Charter Schools
- Monthly partnership meetings with Schools that Can
- Selected to participate on the regional E2 Chats panel
- Attended the virtual program for the Pittsburgh Post-Gazette's 2020 Top Workplaces Awards

New Business

- Approval of the Title I School-Wide plan

Cindy Tananis motioned to approve the 2020/2021 Title I school wide plan as presented. Valerie Njie seconded the motion. The motion was unanimously approved.

David announced that Tracey and LaMont agreed to serve as co-chairs of the Racial Equity and Social Justice committee and is grateful for them assuming this important role. He looks forward to updates the committee will share with the Board.

Adjournment

Bill Stayduhar made a motion to adjourn, which was seconded by Cindy Tananis. The motion carried unanimously.

The next regular Board of Trustees meeting is scheduled for Tuesday, November 18, 2020.

Submitted by,

Theresa Dillon – Secretary

CITY CHARTER HIGH SCHOOL

STUDENT ENROLLMENT REPORT

November 2020

ENROLLMENT TO DATE	508
Regular Education	391 76.97%
Special Education	117 23.03%

CATEGORY (Race by Gender)	2020/2021	2019/2020
White Male	17.72%	18.05%
White Female	15.16%	16.25%
Black Male	22.44%	20.76%
Black Female	30.51%	31.59%
Hispanic Male	0.79%	0.36%
Hispanic Female	0.59%	0.54%
Multi-Racial Male	5.71%	6.14%
Multi-Racial Female	5.91%	5.60%
Asian Male	0.59%	0.54%
Asian Female	0.20%	0.18%
American Indian	0.39%	0.00%
Other	0.00%	0.00%
	508	554

CATEGORY (Race by Grade)	9th	10th	11th	12th	Total
Black	12.60%	16.34%	16.14%	7.87%	52.95%
White	6.10%	9.45%	9.65%	7.68%	32.87%
Multi-Racial	2.36%	2.95%	3.94%	2.36%	11.61%
Hispanic	0.79%	0.59%	0.00%	0.00%	1.38%
Asian	0.20%	0.00%	0.39%	0.20%	0.79%
American Indian	0.39%	0.00%	0.00%	0.00%	0.39%

CATEGORY (Social Economic Status)	9th	10th	11th	12th	Total
Free	12.99%	17.32%	19.49%	8.86%	58.66%
Reduced	0.20%	1.38%	0.59%	0.20%	2.36%
Paid	9.25%	10.63%	10.04%	9.06%	38.98%

	Enrollment Comparison		
Grade	2020/2021	2019/2020	%Difference
12th Male	43	52	-17.3%
12th Female	50	72	-30.6%
Total	93	124	-25.0%
11th Male	74	49	51.0%
11th Female	79	57	38.6%
Total	153	106	44.3%
10th Male	72	74	-2.7%
10th Female	77	89	-13.5%
Total	149	163	-8.6%
9th Male	52	79	-34.2%
9th Female	61	82	-25.6%
	113	161	-29.8%
Total	508	554	-8.3%

School Districts		
Aliquippa SD	1	0.20%
Baldwin	3	0.59%
Bethel Park	1	0.20%
Brentwood	3	0.59%
Carlynton	3	0.59%
Chartiers Valley	1	0.20%
Clairton City	0	0.00%
Duquesne City	2	0.39%
East Allegheny	0	0.00%
Fox Chapel	0	0.00%
Keystone Oaks	1	0.20%
McKeesport	7	1.38%
Montour SD	0	0.00%
New Castle SD	0	0.00%
New Kensington	1	0.20%
Northgate	1	0.20%
Penn Hills	13	2.56%
PPS	397	78.15%
Quaker Valley	1	0.20%
Shaler	2	0.39%
South Park	1	0.20%
Steel Valley	11	2.17%
Sto-Rox	16	3.15%
Washington	1	0.20%
West Mifflin	1	0.20%
Wilkinsburg	20	3.94%
Woodland Hills	21	4.13%
	0	0.00%
Total	508	100.00%



Student Enrollment

Grade Level	Current Year/Prior Year	Notes
9 th	114/161	Current Enrollment Significantly Lower than Prior Year
10 th	149/163	Current Enrollment Slightly Lower than Prior Year
11 th	153/106	Current Enrollment Significantly Higher than Prior Year
12 th	92/124	Current Enrollment Significantly Lower than Prior Year School-Wide Total: 508 current students/554 prior year

Personnel Management

Measure	Current Year/Prior Year	Notes
Administrative Turnover	0/0	
Faculty Turnover	0/0	
Staff Turnover	0/0	
Open Positions	1/1	
Promotions	0/1	We have a number of promotions that are in the pipeline that will be forthcoming over the next few months.
Leaves	0/0	

School Management and Leadership

Measure	Current Year*/Prior Year	Notes
Average Daily Membership	510.45/553.58	
Applications: New 9 th grade (2025)	30/15 / 13/19	The new application launched on 10/1 for siblings and 11/1 for Pittsburgh residents. New 9 th and 10 th grade enrollment re-opens in January (1/24/21 deadline).
Suspensions > 1 day	0/13	
Expulsions	0/4	
Faculty Observations	49/54	
Student Attendance %	92.21%	
Faculty/Staff Attendance %	99.75%	

Note-We are operating within the midst of a virtual learning model due to the COVID-19 pandemic.

Fiscal Health (As of October 31, 2020)

Measure	Description
Bank Balance	\$4.169 million
P/L Comparison: 20-21 to 19-20 YTD	Income: \$3.806 to \$3.836 million Expense: \$4.077 to \$4.210 million

Compliance and Reporting

Measure	Description	Notes
Title I Annual Report	Annual Title I Report.	Submitted October 5, 2020

Initiatives/Grants

Initiative	Purpose	Fiscal Impact	Person in Charge	Notes
PA Commission on Crime & Delinquency	Health & Safety Grant for COVID-19 Fall Reopening Resources	\$82,373.00	CEO	Grant awarded and must be used by October 30, 2020.



Strategic Planning

Program	Date	Program	Date
Revamped marketing approaches for increasing student recruitment: -new website w/search engine optimization -digital online ads -new director of enrollment position (hired in August) Re-envisioned fall campaign	Initial acceleration phase: April-June 2020 Current phase: 20-21 Fall Campaign underway	Leveraging Technology Staff Groups: Fin Lit/Tech Teachers, Distance Learning Committee, and Tech Task Force	End of trimester content meeting; planning joint meeting/convening for forecasting shifting technology needs
		Trimester 2 Re-Opening Planning	Re-opening school educational model presented at November Board member
		Middle States Accreditation	Extension requested & approved; Plan due June 2021

Edsys, Inc.

Education Delivery Systems

City High
A NEW Pittsburgh charter
high school



CITY CHARTER HIGH SCHOOL

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Financial Report as of October 31, 2020

Presented on November 18, 2020
By the Finance Committee

Education Delivery Systems Financial Report
as of October 31, 2020

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Comments on Financial Statements

General Note: Due to City High transitioning to virtual learning during COVID-19, for the first trimester of the 20/21 school year, certain revenues and expenses will be impacted. All revenues and expenses related to the Lunch Program will be reduced, as well as some maintenance costs, transportation costs, wellness costs, and Student Activities costs.

Note #

1. **Page five and seven - Foundation Grants**

In July 2019, City Charter High received a \$50,000 grant from Philadelphia Management Company. The grant is unclear as to restrictions and intended use. Consistent with prior years, City High intends to use these funds for scholarships awarded to Class of 2020 graduates.

\$32,000 in scholarships were paid in October 2020 for the 14 graduates who have verified their college enrollment.

Note: The grant funds not used for scholarships for Class of 2020 graduates remain in Restricted Cash on the Balance Sheet.

City High received final approval for a \$64,000 grant from Partner4Work for fiscal 19/20. The funds will be reimbursed to City High as costs are incurred toward training for undergraduate students in accordance with the grant. ~\$42,000 in costs have been incurred and \$34,000 has been reimbursed through October 2020. Certain costs budgeted under the grant were not incurred. There is no carryover provision for the grant, therefore City High will not receive the full \$64,000.

In addition, in December 2019 City High received a \$10,000 grant from Claude Worthington Benedum Foundation. The grant is restricted to fund a teacher training and symposium, which has been postponed and will take place in fiscal 20/21.

2. **Page five and seven - Tuition - Regular and Special Education**

Overall, monthly tuition payments received from Pittsburgh Public Schools (PPS) had been trending higher each year since 07/08. This was due primarily to increased and more stable student enrollment each year from the PPS and, more recently, increased tuition rates to help offset the lack of retirement reimbursements from the PDE. Tuition rates were projected to remain consistent with the final 19/20 rates in the 20/21 Budget.

Note 1: Student enrollment rebounded in fiscal 18/19, and was almost back to historical trends prior to the Covid-19 pandemic. The pandemic has caused another dip in enrollment, particularly in the incoming Freshman Class.

Student enrollment assumptions in the 20/21 budget are based on 19/20 actual enrollment.

Note 2: At the present time in 20/21, student enrollment is anticipated to be slightly below the 19/20 enrollment trends. However, the new 9th grade class is not yet at anticipated levels as only ~118 new students picked up laptops as compared to the expected ~135.

As of October 2020, average student enrollment is down 46 students as compared to October 2019 (508 vs 554 students) - primarily due to Freshman Class (See above).

We will monitor enrollment numbers closely during the 20/21 year to determine their effect on expected tuition revenue. It should be noted that after January of each school year, enrollment numbers will only decline, as no new students are added after that time.

Also of note is that special education enrollment (and incremental special education tuition rates) is higher than historically projected in the past budgets. The budgets anticipated that 15% of total student enrollment would be special education students, while the actual special education enrollment was approximately 22% in fiscal 18/19. This created a large positive variance in actual Tuition - Special Education Revenue as compared to the budgets.

Beginning in fiscal 19/20, and continuing in fiscal 20/21, budget has anticipated a 21% special education enrollment rate.

Note 3: Pittsburgh Public pays tuition for the first 4 months of the school year based on estimated enrollment from the previous year. In November of each year, PPS reconciles to the actual enrollment and adjusts their payments accordingly. Therefore, the effects of the lower enrollment on fiscal 20/21 tuition revenue will begin to show in the November financials.

3. **Page five and seven- Revenue from State Sources**

Amounts represent reimbursements received each year from the state for a portion of City Charter High's costs related to that fiscal year, in accordance with state regulations. Costs eligible for partial reimbursement currently include special education, facility rent, and school nurse expenses.

Note from Fiscal 13/14: The 11/12 Pennsylvania State budget eliminated the reimbursement for Social Security/Medicare expenses incurred by Pennsylvania public schools. No reimbursement has been included in subsequent budgets.

Note from Fiscal 14/15: The 14/15 Pennsylvania State Budget eliminated the reimbursement for the 50% of PSERS Retirement expenses incurred by charter schools.

No reimbursement has been budgeted in subsequent fiscal years.

The Lease Reimbursement from PDE is currently in arrears for two years (14/15 and 16/17). City High received the 17/18 Lease Reimbursement of ~\$46K in February 2019 (~\$20K short of

the 18/19 budget). It is not clear as to whether the school will ever receive the 14/15 and 16/17 reimbursements (~\$60K each). Also, Lease Reimbursement for 19/20 was budgeted, and applied for, but has not yet been received.

The Ready to Learn Grant for 19/20 was applied for in November 2019 (\$28,823). It was approved and funded in December 2019, and was fully spent in the 19/20 year. The Ready to Learn Grant for 20/21 was applied for in October 2020 (\$28,823). It was approved and funded in October 2020.

The PASmart Grant was new for fiscal 19/20 and was targeted for K-12 Computer Science and STEM Education in Pennsylvania schools. City High applied for, and was approved for \$35,000 in funding. All funds were received and expended in accordance with the grant stipulations in fiscal 19/20. A final report has been filed and the grant has been closed.

City High applied and was awarded a Covid-19 Health and Safety Grant for Reopening Schools from the Pennsylvania Commission on Crime and Delinquency (PCCD). The grant award is for \$89,873.00. The funds must be spent or committed between 7/3/2020 and 10/30/2020. City High has spent the entire amount under the grant, and a final fiscal report has been filed and accepted. No grant funds have been received yet.

4. **Page five and seven - Title I, II, and V, Lunch/Milk Subsidies, and ERATE**

Amounts represent federal funds received or accrued and applied toward the specific programs in the applicable fiscal years.

NOTE 1: Title V funding has been suspended for the last five fiscal years.

NOTE 2:

The application for Title I, II, and IV (new in 17/18) funding of approximately \$320K for fiscal 20/21 was filed in September 2020, has been approved, and funding will begin in November 2020.

YTD in fiscal 20/21, City High has received remaining payments from the 19/20 Title I grant in the amount of ~\$77K. All grant funds have been received and spent. The final report was submitted to the PDE in August 2020. The grant has been closed.

5. **Page five and seven - Other Financing Sources**

Amount represents monthly interest earned on MMAX account with Huntington Bank and, beginning in March 2013, certificates of deposit placed with Huntington Bank and, later, PNC Bank (See Note below).

Interest earned on the MMAX accounts at Huntington was approximately .2% in October '20, as interest rates have dropped severely in reaction to COVID-19.

NOTE from Fiscal 14/15: In fiscal 12/13, City High transferred the majority of its cash to Huntington Bank, leaving a small balance under the FDIC Insured limit of \$250K, in the PNC Account. During fiscal 13/14, the PNC account was utilized as a segregated account to pay the premiums, administrative costs, and monthly claims of City High's self-funded medical benefit plan placed with Highmark. Since fiscal 14/15, the PNC account was with a balance of ~\$49,000. The account was closed in November 2017 with the funds transferred to the Huntington Bank Operating Account.

All other PNC accounts were closed as of June 30, 2013.

In addition, City High invested \$1,000,000 into one year Certificates of Deposit placed first with Huntington Bank, and later with PNC Bank in \$250,000 increments. The CD's were first opened in March 2013, and have matured and been reinvested for various terms over the years.

In May 2020, the funds were reinvested through PNC Bank in four 3 month \$250,000 FDIC insured CD's, earning interest at rates ranging from .15% to .2% (See COVID-19 effect on interest rates above). These CD's matured in August 2020, and are awaiting reinvestment.

The interest of ~\$25,000 on the matured one year CD's was paid to City High in May.

6. **Page five and seven - Miscellaneous Receipts**

Amount represents all miscellaneous monies received by City Charter High, such as donations for the Robotics, Drama, Mentoring/Career Readiness Programs, School Recycling Program, etc...Other receipts are primarily from students to cover their portion of costs for participation in various school sponsored educational and recreational activities, as well as student payments for MOS certifications, and loss or damage to school property. The SAGE and Robotics Programs actively fundraise and solicit donations/grants to help defray the costs of various local and national competitions. Amounts received are included in Misc. Receipts.

The Robotics Program received \$10,500 in unrestricted grants in 19/20.

The transportation costs for fiscal 18/19 of ~\$39K were billed to the four school districts in January 2020. The unpaid balance is a portion of the A/R - Other on the Balance Sheet and is included in miscellaneous receipts on the Profit/Loss Statement in 19/20.

In fiscal 19/20, miscellaneous receipts also includes ~\$10K of forfeitures from the 401(k) Plan that have been used to fund current employer match and nonelective contributions.

In early fiscal 20/21, the miscellaneous receipts represent refunds of ~\$10K in deposits for field trips and activities that were cancelled due to Covid-19, an insurance renewal credit from UPMC of ~\$21K, and a refund of unused monies remaining in a educational trust of ~\$18K.

7. **Page five and seven - Personnel Services**

Salaries for existing positions are budgeted to remain flat for fiscal 20/21 as there were no raises for the fiscal 20/21 year. An across the board salary increase of 3% was given in fiscal 19/20. The 20/21 budget does include the addition of a newly established position - Director of Enrollment.

Benefits are budgeted at 49.1% of salaries for fiscal 20/21 based on the prior year's actual experience and projected benefit costs in fiscal 20/21, primarily City High's required increase in its annual PSERS contribution for employees, currently at 34.51% of salary.

NOTE: In an attempt to offset rising benefit costs, in fiscal 15/16 City High converted to a high deductible medical benefit plan, and an associated HRA. The premium payments are ~\$40K/mo. compared to ~\$55K/mo. in prior years under the traditional plan. Under the high deductible plan, City High pays 85% of the employee deductible costs incurred. City High has continued to offer the high deductible plan thru fiscal 20/21. There was no increase in premiums from fiscal 19/20.

The total benefit expense in 20/21 should be higher than prior year due to the increased salary percentage as mandated by the PDE for PSERS contributions (34.51% in 20/21 vs. 34.29% in 19/20).

However, beginning in 17/18, City High has implemented an alternative retirement plan (ARP) open to newly hired employees only. Under the ARP, City High will match the employee's pre-tax contribution, up to 7%, as well as provide a non-elective contribution to each employee of 5%, for a maximum annual contribution of 12% per employee (as compared to 34.51% under PSERS). Currently there are 32 employees participating in the ARP rather than PSERS (representing over one-third of the workforce). City High has been tracking the savings on an annual basis.

****In fiscal 17/18, 18/19, and 19/20, the ARP generated ~\$85,000, \$165,000, and \$300,000 in savings, respectively, for a three-year total savings to City High of ~\$550,000.****

Please Note** YTD Benefit Expense is lower in fiscal 20/21 than 19/20 due to the **savings of the 401(k) Plan vs the PSERS Plan.**

In addition, the estimated accrual for Attendance and Benefit Bonuses are carried as a liability on City High's balance sheet for the entire fiscal year. The liabilities for these bonuses are estimated based on prior year payouts. The 19/20 bonuses were paid in the August 15, 2020 payroll. The accrual for 20/21 is based on the actual bonuses paid for 19/20 and will continue to be carried on the balance sheet in fiscal 20/21, revalued for the June 30, 2021 audit, and paid out in August 2021.

8. **Page five and seven - Other Professional Services and Other Purchased Services**

Costs for Other Professional Services will continue to trend higher for 20/21, as expenses are incurred.

Projection due to tuition payments to approved private schools for certain special education students related to 20/21, as well as other special education costs, and higher anticipated ESL costs. In addition, City High is paying for contracted services for adjunct teachers, cyber school and alternative school for certain students, and Point Park tuition fees for students that were previously offered free of charge. In fiscal 16/17, City High also began offering a "College in High School" class through CCAC.

In addition, City High has begun new targeted advertising and marketing campaigns in order to continue to attract new students, as enrollment decreased in 17/18 for the first time in school history. As a result, advertising costs will trend higher in fiscal 20/21 than previous years. In addition, there will be costs associated with operating during the Covid-19 pandemic that are just now being identified and realized. These will be tracked and disclosed as incurred.

Finally, attorney fees are higher in 20/21 than 19/20 due to the retirement of the school's previous solicitor and the subsequent hiring of a new firm with higher billing rates.

Special education expenses were expected to be higher in 20/21 than 19/20 due to higher private school tuition and other specialized services, primarily because of an increase in students requiring these services. **Special education enrollment, as a percentage of total student enrollment, has risen from ~15% to ~22% over the last several fiscal years.**

Note that Special Education expenses @ June 30, 2020 reflect an accrual of ~\$106K for costs related to 18/19 and prior for 4010 students that were yet been billed by the PDE, as well as ~\$65K for 4010 students for 19/20, also not yet billed by the PDE. This also represents the \$171K and \$65K in Accrued Liabilities on the 6/30/20 and 10/31/20 Balance Sheets, respectively. The 18/19 and prior costs were subsequently billed and paid in July 2020.

9. **Page six and eight - Rental - Land & Buildings**

In addition to the increased rent for the new leased facility, City High began paying for certain utilities that were included in the lease payment in the old facility, including steam heat, water and sewage, and electricity. Utilities costs are budgeted based on actual costs in 18/19. Utilities are actually trending lower than prior years due to efforts by the Maintenance team to to reduce steam usage (cutting cost of steam by ~1/3 in 17/18). The Utilities budget was decreased for fiscal 19/20 to reflect this, and decreased again for 20/21 based on actual 19/20 costs.

In November 2019, the lease payment increased by \$ ~2,083 per month (to \$117,267), in accordance with the lease agreement. This increase is included in the 20/21 budget.

In June 2017, City High signed an Amendment to the existing lease in order to lease additional space for the build-out of a new Fitness Center for students. Annual rent increased by \$50,000 (\$4,167/month) beginning in September 2017. This increase was included in the 20/21 budget. In addition, the lease term was extended by five years, to August 2027.

Note that in October 2018, the lease escalation for the prior year was also paid.

No lease escalation was billed or paid in fiscal 19/20. Lease escalation related to fiscal 19/20 of ~\$35K was billed and paid in August 2020.

July rent was prepaid in both June 2020 and June 2019.

10. **Page six and eight - Depreciation Expense**

Change in depreciation expense from 18/19 is due to additional depreciation for the leasehold improvements and equipment for the Fitness Center, new laptops purchased for incoming 9th grade class, new classroom furniture, and an upgraded firewall system in 18/19, offset by newly retired assets (primarily computer equipment) for which depreciation is no longer applicable.

11. **Page two - Accounts Receivable and Grants Receivable**

See comments under Note #1 above regarding Grants Receivable. The amount at June 30, 2020 represents amount due under the Partner4Work Grant.

City High traditionally began invoicing for tuition for each new school year in October.

This allowed a few months for enrollment to stabilize and eliminated the need for numerous billing adjustments. The suburban school districts were invoiced for August thru October 20XX at that time. However, in 16/17, City High began billing in accordance with new State regulations. According to these regulations, City High must first bill each school district by the 5th of each month, allowing 30 days for the school district to make payment. If payment is not received in 30 days, City High may then apply to the PDE for tuition redirection for nonpaying school districts. In fiscal 18/19 City High began billing the school districts in October and applied for the first tuition redirection in early November. This application was returned for corrections. The PDE website was then closed for applications in December. The January 2019 application was also returned for corrections. The next application was submitted and returned in May 2019. **Funding of ~\$278K was ultimately received in October 2019. Only one school district remains to be paid.**

This effectively means that tuition redirection was not received from the PDE for nonpaying school districts for all of fiscal 18/19, resulting in extremely high A/R @ 6/30/19. July tuition was billed with the final reconciliations for the various school districts in September 2019, with payment of tuition redirection of ~\$278K finally paid in October 2019.

A similar scenario occurred in fiscal 19/20, primarily due to the Covid-19 pandemic. City High has not received any tuition redirection from the PDE since March 2020, which represented billings through January 2020. This results in an extremely high A/R again @ 6/30/20. At least 6 months of tuition redirection is outstanding from the PDE as of October 31, 2020. City High is working on the reconciliations for fiscal 19/20 right now. They have been completed and will be submitted to the PDE by the end of November 2020, with payment expected in December 2020.

12. **Page two and two(a) - Fixed Assets and Debt**

Beginning in fiscal 10/11 through fiscal 19/20, operating funds have been used to purchase computers for the new freshman class. The computers are capitalized as fixed assets (see Page 2) and are being depreciated over 4 years beginning 9/1/20. Additionally, in 17/18, a new Fitness Center was completed, with the cost to City High capped at \$200,000. As of February 2018, the Fitness Center, including the new elevator access, has been completed and in use, the costs have been capitalized and depreciated over the new extended lease term of ten years. The equipment purchased for the Fitness Center has been capitalized as Furniture and Fixtures, and depreciated over 5 years. Note that the Fitness Center and equipment were placed in service in late October 2017. Depreciation commenced effective 11/1/2017. Depreciation related to the new elevator commenced on 2/1/2018, when it was placed in service.

All capital leases have been paid off and City High has no long-term or short-term debt outstanding.

13. **Page six and eight - Student Transportation**

In 07/08 through 18/19 City High helped to subsidize the student trips to Costa Rica, New York, and Niagara Falls utilizing interest earned on the CD and MMAX accounts, as well as operating funds. In fiscal 19/20, City High planned again help to subsidize these trips and the budget reflects these costs, however all Spring 2020 trips were cancelled due to Covid-19.

NOTE: The amount of student contributions and fundraising associated with the Costa Rica and Niagara Falls trips for 18/19 was repaid from the Student Activities Account to the City High Operating Account in November, after the completion of the fiscal 18/19 audit. Student payments toward the cancelled 19/20 trips (including New York City in 19/20) that had accumulated in the Student Activities Account, were either refunded to the students or rolled over (See Below).

Other student transportation costs include daily transportation of special education students to approved private schools. This cost began to trend higher in the second half of 17/18, and has continued to trend higher in 18/19 and 19/20, as City High has additional students enrolled in private schools (transporting ~10 students either to private schools or to City High prior to Covid-19).

Until in-person instruction is reinstated on a full time basis, transportation costs will be minimal.

Note that all trips in 19/20 were cancelled due to COVID-19. Students were refunded their deposits for the Costa Rica trip, net of airfare vouchers that were issued to them from American Airlines. Students were also refunded for the New York City trip and the Niagara Falls trip, except in the case where deposits were rolled over for future trips or toward Senior Fees.

14. **Page six and eight - Other Purchased Services**
Other Purchased Services (except for Advertising) should be comparable to 19/20, and include janitorial costs, extermination and pest control, cleaning of linens and uniforms for cafeteria staff, and other miscellaneous services. Amount is lower than prior year due to the timing of insurance premiums and transportation payments.
In addition, monthly cleaning costs have decreased due to the cleaning company providing twice a week cleaning services rather than daily (since staff and certain students are only in the building once a week in the virtual learning environment for Trimester One).
15. **Page two - Prepaid Expenses**
Prepaid expenses at 6/30/20 represent advance deposits for software support and maintenance contracts for fiscal 20/21, as well as Fall 2020 field trip deposits. In addition,

EDSYS, INC.
Comparative Balance Sheets
As of October 31, 2020 and June 30, 2020

	Internal	Under Audit
	Oct 31, 20	June 30, 20
ASSETS		
Current Assets		
Checking/Savings		
1000 - CHECKING AND SAVINGS		
1010 - PNC and Huntington Banks		
1011 - Huntington Bank - Restricted	83,499.37	79,921.58
1010 - Huntington Bank - Unrestricted	3,085,344.56	3,271,580.14
1012 - PNC Investments CD's	1,000,000.00	1,000,000.00
Total 1010 - PNC and Huntington Bank	4,168,843.93	4,351,501.72
1100 - Petty Cash Account	200.00	200.00
Total 1000 - CHECKING AND SAVINGS	4,169,043.93	4,351,701.72
Accounts Receivable		
1200 - Accounts Receivable Curr	842,147.95	803,520.57
11. 1220 - Grants Receivable	8,909.50	33,274.60
1300 - Accounts Receivable Other	44,666.85	76,545.45
Total Accounts Receivable	895,724.30	913,340.62
Other Current Assets		
15. 1400 - Prepaid Expenses	7,184.00	233,026.61
1500 - Construction-in-Progress	0.00	0.00
Total Other Current Assets	7,184.00	233,026.61
Total Current Assets	5,071,952.23	5,498,068.95
Fixed Assets		
12. 1700 - Fixed Assets	2,853,846.85	2,785,057.54
1800 - Less Accumulated Drepreciation	(2,289,172.98)	(2,211,226.12)
Net Fixed Assets	564,673.87	573,831.42
TOTAL ASSETS	5,636,626.10	6,071,900.37

EDSYS, INC.
COMPARATIVE BALANCE SHEETS
As of October 31, 2020 and June 30, 2020

	Oct 31, 20	June 30, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - ACCOUNTS PAYABLE	6,774.52	9,283.94
Total Accounts Payable	6,774.52	9,283.94
Other Current Liabilities		
2200 - Accrued Liabilities	65,486.65	235,872.66
2390 - Payroll Liabilities	37,447.46	31,273.35
8. 2450 - Attendance Incentive	136,400.00	136,400.00
2460 - Benefits Incentive	24,000.00	24,000.00
2500 - Student Card Deposits	15,902.12	13,924.01
2600 - Deferred Revenue	-	0.00
Total Other Current Liabilities	279,236.23	441,470.02
Total Current Liabilities	286,010.75	450,753.96
Equity		
3900 - Net Assets - Unrestricted	5,495,479.84	4,829,347.70
Board Designated - Lease Payments	58,333.00	58,333.00
Board Designated - Retirement Contributions	0.00	0.00
Temporarily Restricted	60,500.00	60,500.00
Opening Balance Equity	6,968.96	6,968.96
Net Income (Loss)	(270,666.45)	665,996.75
Total Equity	5,350,615.35	5,621,146.41
TOTAL LIABILITIES & EQUITY	5,636,626.10	6,071,900.37

EDSYS, Inc.
A/R Aging Summary
As of October 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Aliquippa School District		2,659.02				2,659.02
Ambridge Area School District						0.00
Baldwin-Whitehall		6,800.01			135.39	6,935.40
Bethel Park School District		8,140.66				8,140.66
Brentwood Borough		10,705.34				10,705.34
Carlynton School District		11,173.40	4,525.28		17,914.90	33,613.58
Charleroi School District						0.00
Chartiers Valley School District		6,886.47	2,336.54		8,300.56	17,523.57
Clairton City School District					11,813.73	11,813.73
Duquesne School District		11,657.82				11,657.82
East Allegheny School District			3,748.19		1,998.54	5,746.73
Fox Chapel School District						0.00
Gateway School District					1,186.75	1,186.75
Hampton School District			1,239.01		13,629.16	14,868.17
Keystone Oaks School District		3,683.17	884.72		2,517.81	7,085.70
McKeesport Area School District		18,673.39	530.82		30,690.67	49,894.88
Montour						0.00
New Castle School District			2,058.39		22,642.29	24,700.68
New Kensington-Arnold		2,475.41				2,475.41
North Allegheny School District						0.00
Northgate School District		7,231.49	2,410.49		4,820.99	14,462.97
North Hills School District						0.00
Penn Hills School District		50,934.99				50,934.99
Pittsburgh Public Schools						0.00
Quaker Valley School District		6,952.14	2,995.70		-2,443.82	7,504.02
Riverview School District						0.00
Shaler Area School District		9,519.16			16,200.78	25,719.94
South Park School District		3,164.21	2,109.47		10,547.37	15,821.05
Steel Valley		39,770.12			18,222.28	57,992.40
Sto-Rox		51,431.09	23,682.64		182,370.83	257,484.56
Washington School District		2,668.07				2,668.07
West Allegheny School District			957.79		4,788.94	5,746.73
West Mifflin School District		3,012.87				3,012.87
Wilkinsburg Borough		118,370.95				118,370.95
Woodland Hills		71,145.56	2,276.40			73,421.96
	<u>0.00</u>	<u>447,055.34</u>	<u>49,755.44</u>	<u>0.00</u>	<u>345,337.17</u>	<u>842,147.95</u>

EDSYS, Inc.
A/P Aging Summary
As of October 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Amazon	3,226.05					3,226.05
Consolidated Commucations	1,450.87					1,450.87
HD Supplies Facilities Maintenance	94.49					94.49
Imler's Poultry	122.40					122.40
J.B. Kreider Company, Inc.	126.00					126.00
McMaster-Carr	133.47					133.47
Office Depot	553.28					553.28
Universal Information Systems, Inc.	1,067.96					1,067.96
						0.00
						0.00
						0.00
						0.00
	<u>6,774.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 #</u>	<u>0.00</u>	<u>6,774.52</u>

EDSYS, INC.
Profit/Loss With Previous Year Comparison
July 2020 through October 2020

	<u>Jul '20-Oct '20</u>	<u>Jul '19-Oct '19</u>	<u>Difference</u>
Income			
6000 - REVENUE/LOCAL SOURCES			
1. Foundation Grants	0.00	50,000.00	(50,000.00)
2. Tuition - Regular	2,813,152.84	2,750,712.85	62,439.99
2. Tuition - Special Education	833,096.52	831,810.35	1,286.17
School Lunch Proceeds	85.15	23,896.70	(23,811.55)
School Store Proceeds	0.00	5,002.25	(5,002.25)
Dell/Lenovo Reimbursements	0.00	0.00	0.00
Total 6000 - REVENUE/LOCAL SOURCES	<u>3,646,334.51</u>	<u>3,661,422.15</u>	<u>(15,087.64)</u>
3. 7000 - REV FROM STATE SOURCES			
Special Ed Reimbursement	0.00	0.00	0.00
Lease Reimbursements	0.00	0.00	0.00
Covid-19 Health and Safety Grant	0.00	0.00	0.00
PAsmart Grant	0.00	16,470.56	(16,470.56)
Nurse Reimbursement	0.00	0.00	0.00
Ready to Learn Block Grant	28,823.00	0.00	28,823.00
Total 7000 - REV FROM STATE SOURCES	<u>28,823.00</u>	<u>16,470.56</u>	<u>12,352.44</u>
4. 8000 - REV FROM FEDERAL SOURCES			
ERATE Revenue	1,367.42	1,600.20	(232.78)
Title I, II, and IV Revenue	77,497.19	104,749.58	(27,252.39)
Lunch/Milk Subsidies	381.80	29,932.13	(29,550.33)
Total 8000 - REV FROM FEDERAL SOURCES	<u>79,246.41</u>	<u>136,281.91</u>	<u>(57,035.50)</u>
9000 - OTHER FINANCING SOURCES			
5. Other Financing Sources	2,067.16	15,958.91	(13,891.75)
6. Miscellaneous Receipts	50,057.51	6,156.73	43,900.78
Total 9000 - OTHER FINANCING SOURCES	<u>52,124.67</u>	<u>22,115.64</u>	<u>30,009.03</u>
Total Income	<u>3,806,528.59</u>	<u>3,836,290.26</u>	<u>(29,761.67)</u>
Gross Profit	<u>3,806,528.59</u>	<u>3,836,290.26</u>	<u>(29,761.67)</u>
Expense			
7. 100/200 - PERSONNEL SERVICES			
Salaries	1,874,356.97	1,847,467.85	26,889.12
Benefits	917,765.72	983,265.30	(65,499.58)
Total 100/200 - PERSONNEL SERVICES	<u>2,792,122.69</u>	<u>2,830,733.15</u>	<u>(38,610.46)</u>
300 - PURCHASED PROFESSIONAL SERVICES			
Technology	55,180.12	45,174.01	10,006.11
Special Education	30,280.70	91,504.62	(61,223.92)
8. Other	110,991.51	94,379.45	16,612.06
Total 300 - PURCHASED PROFESSIONAL	<u>196,452.33</u>	<u>231,058.08</u>	<u>(34,605.75)</u>

EDSYS, INC.
Profit/Loss With Previous Year Comparison
July 2020 through September 2020

	<u>Jul '20-Oct '20</u>	<u>Jul '19-Oct '19</u>	<u>Difference</u>
Expense			
400 - PURCHASED PROPERTY SERVICES			
Repair & Maint - Bldgs & Tech	906.33	4,000.64	(3,094.31)
9. Utilities	35,702.13	38,212.44	(2,510.31)
9. Rental - Land & Bldgs	621,279.44	578,199.98	43,079.46
Rental - Equipment	30,993.20	33,334.29	(2,341.09)
Total 400 - PURCHASED PROPERTY SERV.	<u>688,881.10</u>	<u>653,747.35</u>	<u>35,133.75</u>
500 - OTHER PURCHASED SERVICES			
13. Student Transportation	16,651.53	64,316.85	(47,665.32)
Insurance	63,776.44	61,359.77	2,416.67
8. Communications & Advertising	54,740.93	22,935.58	31,805.35
14. Other Purchased Services	25,890.89	44,060.61	(18,169.72)
Total 500 - OTHER PURCHASED SERVICES	<u>161,059.79</u>	<u>192,672.81</u>	<u>(31,613.02)</u>
600 - SUPPLIES			
17. General Supplies	62,807.38	97,300.85	(34,493.47)
Lunches, School Store, Refreshments	1,111.83	56,767.36	(55,655.53)
Books, Periodicals, Software	56,651.41	37,934.85	18,716.56
Total 600 - SUPPLIES	<u>120,570.62</u>	<u>192,003.06</u>	<u>(71,432.44)</u>
700 - PROPERTY			
16. Technical Equipment	6,111.65	28,596.37	(22,484.72)
10. Depreciation Expense	77,946.86	81,061.66	(3,114.80)
Total 700 - PROPERTY	<u>84,058.51</u>	<u>109,658.03</u>	<u>(25,599.52)</u>
800 - OTHER			
Dues and Fees	50.00	531.52	(481.52)
Student Awards	34,000.00	0.00	34,000.00
Total 800 - OTHER	<u>34,050.00</u>	<u>531.52</u>	<u>33,518.48</u>
Total Expense	<u>4,077,195.04</u>	<u>4,210,404.00</u>	<u>(133,208.96)</u>
Net Income (Loss)	<u><u>(270,666.45)</u></u>	<u><u>(374,113.74)</u></u>	<u><u>103,447.29</u></u>

EDSYS, INC.
Profit/Loss With Budget Comparison
July 2020 through October 2020

		Fiscal 20/21	YTD
	Jul '20-Oct '20	Budget	Remaining
Income			
6000 - REVENUE/LOCAL SOURCES			
1.	Foundation Grants	0.00	64,000.00
2.	Tuition - Regular	2,813,152.84	9,003,420.00
2.	Tuition - Special Education	833,096.52	2,459,306.00
	School Lunch Proceeds	85.15	75,000.00
	School Store Proceeds	0.00	15,000.00
	Dell/Lenovo Reimbursements	0.00	0.00
	Total 6000 - REVENUE/LOCAL SOURCES	3,646,334.51	11,616,726.00
7000 - REV FROM STATE SOURCES			
	Special Ed Reimbursement	0.00	100,000.00
	Lease Reimbursements	0.00	45,000.00
	Covid-19 Health and Safety Grant	0.00	0.00
	PASmart Grant	0.00	0.00
	Nurse Reimbursement	0.00	10,000.00
	Ready to Learn Block Grant	28,823.00	30,000.00
	Total 7000 - REV FROM STATE SOURCES	28,823.00	185,000.00
8000 - REV FROM FEDERAL SOURCES			
	ERATE Revenue	1,367.42	10,000.00
	Title I, II, and IV Revenue	77,497.19	300,000.00
	Lunch/Milk Subsidies	381.80	170,000.00
	Total 8000 - REV FROM FEDERAL SOURCES	79,246.41	480,000.00
9000 - OTHER FINANCING SOURCES			
5.	Other Financing Sources	2,067.16	20,000.00
6.	Miscellaneous Receipts	50,057.51	50,000.00
	Total 9000 - OTHER FINANCING SOURCES	52,124.67	70,000.00
	Total Income	3,806,528.59	12,351,726.00
	Gross Profit	3,806,528.59	8,545,197.41
Expense			
7. 100/200 - PERSONNEL SERVICES			
	Salaries	1,874,356.97	5,675,700.00
	Benefits	917,765.72	2,713,368.00
	Total 100/200 - PERSONNEL SERVICES	2,792,122.69	8,389,068.00
300 - PURCHASED PROFESSIONAL SERVICES			
	Technology	55,180.12	60,000.00
	Special Education	30,280.70	310,000.00
8.	Other	110,991.51	280,000.00
	Total 300 - PURCHASED PROFESSIONAL	196,452.33	650,000.00

EDSYS, INC.
Profit/Loss With Budget Comparison
July 2020 through October 2020

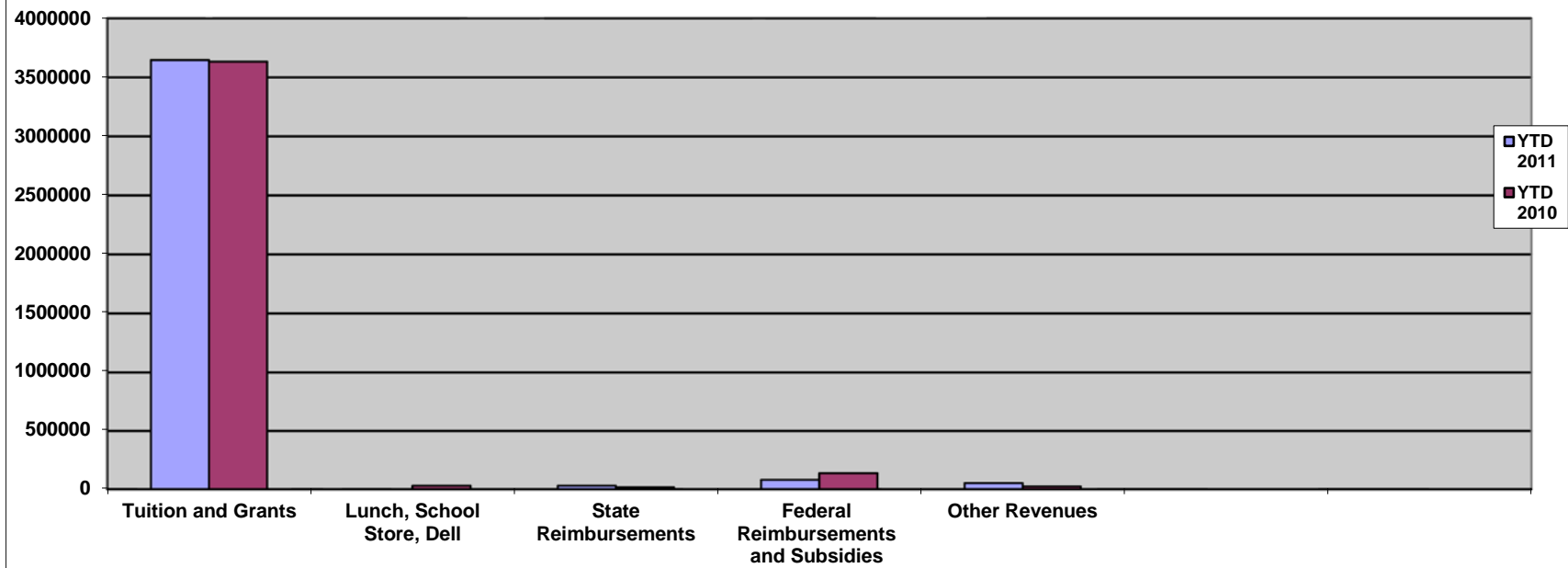
		Fiscal 20/21	YTD
		Budget	Remaining
Expense	Jul '20-Oct '20		
400 - PURCHASED PROPERTY SERVICES			
	Repair & Maint - Bldgs & Tech	906.33	4,500.00
9.	Utilities	35,702.13	200,000.00
9.	Rental - Land & Bldgs	621,279.44	1,437,192.00
	Rental - Equipment	30,993.20	85,000.00
	Total 400 - PURCHASED PROPERTY SERV.	688,881.10	1,726,692.00
500 - OTHER PURCHASED SERVICES			
13.	Student Transportation	16,651.53	290,000.00
	Insurance	63,776.44	65,000.00
	Communications & Advertising	54,740.93	155,000.00
14.	Other Purchased Services	25,890.89	140,000.00
	Total 500 - OTHER PURCHASED SERVICES	161,059.79	650,000.00
600 - SUPPLIES			
17.	General Supplies	62,807.38	176,000.00
	Lunches, School Store, Refreshments	1,111.83	170,000.00
	Books, Periodicals, Software	56,651.41	65,000.00
	Total 600 - SUPPLIES	120,570.62	411,000.00
700 - PROPERTY			
16.	Technical Equipment	6,111.65	40,000.00
10.	Depreciation Expense	77,946.86	242,200.00
	Total 700 - PROPERTY	84,058.51	282,200.00
800 - OTHER			
	Dues and Fees	50.00	2,500.00
	Student Awards	34,000.00	50,000.00
	Total 800 - OTHER	34,050.00	52,500.00
	Total Expense	4,077,195.04	12,161,460.00
	Net Income (Loss)	(270,666.45)	190,266.00
Carryforward from 19/20		4,300,000.00	
Carryforward to 21/22		4,490,266.00	

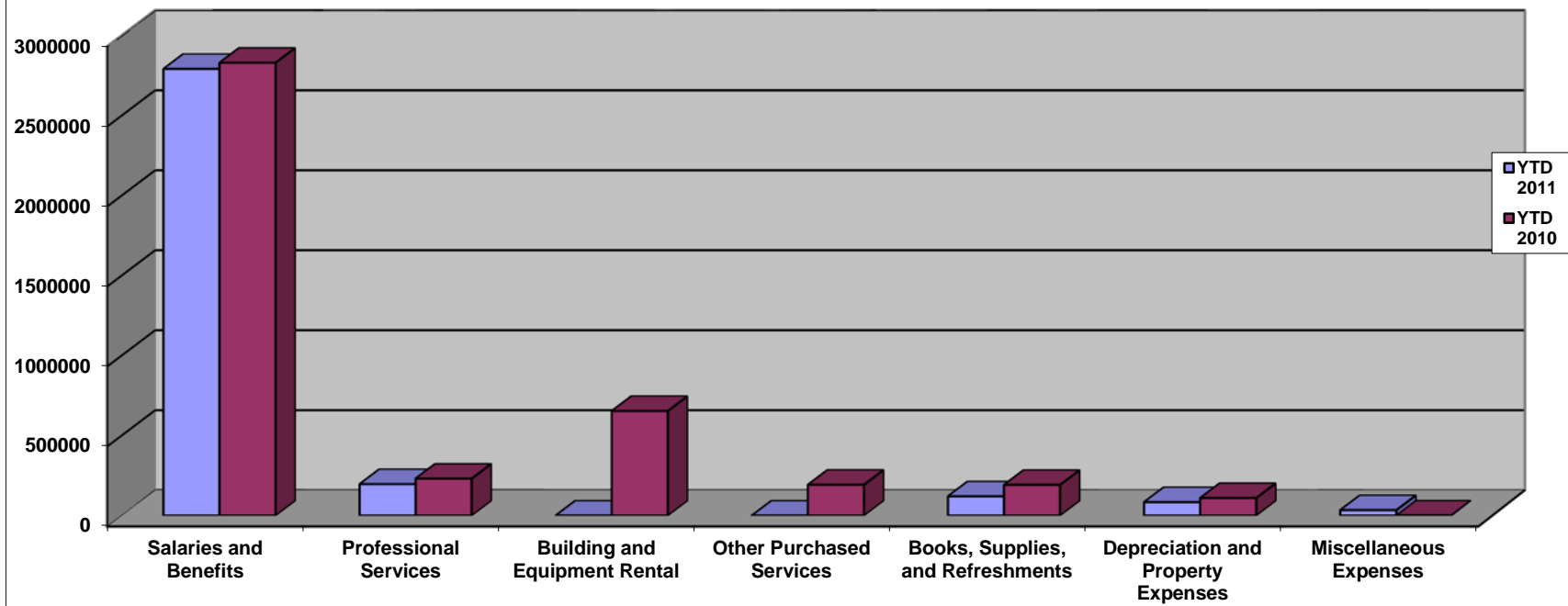
EDSYS, INC.
Cash Flow Forecast
July 2020 through June 2021

	<u>Cash In</u>	<u>Cash Out</u>	<u>Net In/(Out)</u>	<u>Balance</u>
Beginning Balance 07-01-20	4,351,701.72 A	0.00 A	4,351,701.72 A	4,351,701.72
July 2020	996,498.64 A	993,844.61 A	2,654.03 A	4,354,355.75
August 2020	854,764.40 A	838,215.89 A	16,548.51 A	4,370,904.26
September 2020	904,895.17 A	804,859.06 A	100,036.11 A	4,470,940.37
October 2020	1,115,078.68 A	1,416,975.12 A	(301,896.44) A	4,169,043.93
November 2020	600,000.00 E	920,000.00 E	(320,000.00) E	3,849,043.93
December 2020	0.00 E	0.00 E	0.00 E	3,849,043.93
January 2021	0.00 E	0.00 E	0.00 E	3,849,043.93
February 2021	0.00 E	0.00 E	0.00 E	3,849,043.93
March 2021	0.00 E	0.00 E	0.00 E	3,849,043.93
April 2021	0.00 E	0.00 E	0.00 E	3,849,043.93
May 2021	0.00 E	0.00 E	0.00 E	3,849,043.93
June 2021	0.00 E	0.00 E	0.00 E	3,849,043.93
Ending Balance	<u>4,471,236.89</u> *	<u>4,973,894.68</u>	<u>(502,657.79)</u>	<u>3,849,043.93</u>
Budget 20-21	12,351,726.00 *	12,161,460.00	190,266.00	4,490,266.00 **

A = Actual
E = Estimate

* Excludes Beg. Cash Balance
** Represents Ending Cash Balance as Budgeted





As of:	Balance Sheet		Tuition Receivable	Accounts Payable
	Cash Balance	Current Ratio*		
October 31, 2020	\$4,169,044	\$17 to \$1	\$842,148	\$6,775
June 30, 2020	\$4,351,702	\$12 to \$1	\$803,521	\$9,284

*Current Ratio = Current Assets/Current Liabilities

	Tuition Receivable Aging Schedule				
	Total	Current	>30	>60	>90
October 31, 2020	\$842,148	\$447,055	\$49,755	\$0	\$345,338
June 30, 2020	\$803,521	\$213,875	\$449,389	\$0	\$140,257

For the 4 Mos. Ended October:	Income Statement		Revenue Per Student*	Expense Per Student*
	Total Revenue	Total Expense		
2020	\$3,806,529	\$4,077,195	\$7,362.73	\$7,886.26
20/21 Budget	\$12,351,726	\$12,161,460	\$22,873.57	\$22,521.22
% of Budget	30.82%	33.53%	32.19%	35.02%
2019	\$3,836,290	\$4,210,404	\$6,875.07	\$7,545.53

Comments: Revenue is slightly lower in 20/21 than 19/20 due to lower enrollment numbers (especially new Freshmen) and lower food service revenue due to the virtual learning environment. Other factors affecting the comparison of YTD revenue through October 2020 are the PMC grant in 19/20 of \$50,000 and the PASmart Grant of ~\$14,000, neither of which are received in fiscal 20/21, as well as lower interest income. Offsetting this are higher Miscellaneous receipts YTD in 20/21 due to partial refund of deposits paid for the 19/20 Costa Rica trip, an insurance renewal credit, and refund of an educational trust.

YTD Expenses in 20/21 are slightly lower than 19/20 due to lower transportation, food service, and PSERS costs in 20/21. Offsetting this is rent escalation of ~\$35K paid in August 2020, higher advertising and other professional services costs.

See below for benefit expense discussion.

***Average Student Enrollment** assumed as follows:

20/21 Budget:	540 students	
October 2020	517 students	(YTD Average)
October 2019	558 students	(YTD Average)

Concerns:

Total Revenue is slightly lower YTD in fiscal 20/21 than 19/20 due to the lower tuition revenue as a result of lower enrollment to begin the 20/21 school year. Average enrollment is down 41 students early in the 20/21 school year as compared to the same time in the 19/20 school year. (517 vs 558). This is primarily due to the new Freshman Class. The fiscal 20/21 budget was built based on average enrollment of 540 students. In addition, there continues to be a loss of interest earnings due to decrease in interest rates (Covid-19 related).

Note that City High realized a total savings of ~\$550,000 in fiscal 17/18 thru 19/20, by implementing the new 401K plan for new hires effective 7/1/17.

As of 10/31/20, 32 employees are participating in the 401K plan rather than PSERS. This represents over 30% of the workforce. Savings will continue to grow each fiscal year as employee turnover occurs and new hires join the 401K plan rather than PSERS.

City Charter High School
List of Depository Institutions
As of October 31, 2020

MMAX Account: (Placed Through Huntington Bank)

Issuer Name	FDIC #	City, State	Amount
Branch Banking and Trust Company	9846	Charlotte, NC	\$36,311.56
CIT Bank National Association	58978	Pasadena, CA	\$248,000.00
Customers Bank	34444	Phoenixville, PA	\$248,000.00
First-Citizens Bank & Trust Company	11063	Raleigh, NC	\$248,000.00
Hanmi Bank	24170	Los Angeles, CA	\$248,000.00
JPMorgan Chase Bank N.A.	628	Columbus, OH	\$248,000.00
Origin Bank	12614	Choudrant, LA	\$248,000.00
Republic Bank	27332	Philadelphia, PA	\$248,000.00
SpiritBank	4048	Tulsa, OK	\$248,000.00
The First National Bank of Long Island	7072	New York, NY	\$248,000.00
The First National Bank of South Miami	17093	South Miami, FL	\$248,000.00
The Northern Trust Company	913	Chicago, IL	\$248,000.00
Third Coast Bank SSB	58716	Humble, TX	\$248,000.00
Total Portfolio (Interest - .2%)			<u>\$3,012,311.56</u>

Certificates of Deposit: (Placed Through PNC Investments, Inc.)

Issuer Name/Cusip No.	Effective Date	Maturity Date	Interest Rate	Amount
Beal Bank, Plano, TX/07370X6G4	5/20/2020	8/19/2020	0.15%	\$250,000.00
Customers Bank, Phoenixville, PA/23204HJL3	5/29/2020	8/31/2020	0.20%	\$250,000.00
Flushing Bank, New York, NY/34387AEC9	5/18/2020	8/18/2020	0.15%	\$250,000.00
Key Bank National Assoc, Ohio/49306SF76	5/20/2020	8/20/2020	0.15%	\$250,000.00
Total Portfolio				<u>\$1,000,000.00</u>

NOTE: Each Certificate of Deposit issued under a specific Cusip Number is a separate and distinct entity

with respect to FDIC insurance coverage, regardless of issuing bank.

Funds from matured investments are being held at PNC awaiting reinvestment.

Emergency Instructional Time Template for City Charter Charter High School

Response for Question #2

The on-going impact of the COVID-19 pandemic remains a health and safety concern as we considered such factors when planning our model of operation for our second trimester. Accordingly, City High will operate a hybrid model while students will still maintain the option of exclusively joining classes remotely. Currently, students attend live synchronous virtual classes five days per week in either an AM or PM scheduled and complete independent work outside of class. The hybrid model will operate as follows in an effort to increase the number of full days of instruction and reduce the need for independent work outside of class:

- 4-day model: students come in person for full days (8:00 a.m. to 3:40 p.m. (3:45 p.m. for 9th graders))
- Students join virtually through live streaming on the two days they are not in person
 - A co-teacher will be placed in every classroom
 - In some cases, a teacher may be moved from a classroom to be placed with another teacher. Class sizes will be smaller to allow for this.
- There will be a weekly non-instructional day on Mondays
 - Additional support (office hours, 1:1 support, study club, etc.) will be offered to students on this day
 - Additional time for teaching teaming and planning
 - Content teaming
 - Lesson planning that accounts for in-person and virtual student needs
 - Professional development

Suggested Weekly Schedule: 9th through 11th Grades

Monday	Tuesday	Wednesday	Thursday	Friday
Teacher Work Day	Group 1: In-person Group 2: Virtual	Group 2: In-person Group 1: Virtual	Group 1: In-person Group 2: Virtual	Group 2: In-person Group 1: Virtual

<u>Day can be used for:</u> Planning, Grading, Grade Level Team Meeting, Content Team Meeting 8 AM-4 PM	7:50 AM to 3:45 PM Regular school/lunch schedule in place, including 10 min. transitions	7:50 AM to 3:45 PM	7:50 AM to 3:45 PM	7:50 AM to 3:45 PM
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Suggested Weekly Schedule: 12th Grade

Monday	Tuesday	Wednesday	Thursday	Friday
Teacher Work Day	Lecture: History All senior students will be in attendance daily.	Lecture: Math All senior students will be in attendance daily.	Lecture: English* All senior students will be in attendance daily.	Lecture: Science All senior students will be in attendance daily.

<u>Day can be used for:</u> Planning, Grading, Grade Level Team Meeting, Content Team Meeting 8 AM-4 PM	7:50 AM to 3:40 PM Regular school/lunch schedule in place. Internships will be running as scheduled, Tuesday through Friday.	7:50 AM to 3:40 PM	7:50 AM to 3:40 PM *Grad Project lecture will occur in Seminar.	7:50 AM to 3:40 PM
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A trimester 2 “How-to” video will be prepared for students like trimester 1 and posted on our website, www.cityhigh.org. Additionally, teachers will receive a Teachers Guide containing guidelines and protocols for the hybrid model.

Emergency Instructional Time Template

Section 520.1

As [communicated to chief school administrators on July 6, 2020](#), Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. LEA's Proposed Calendar and Schedule(s) for SY 2020-21

a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days <i>Must meet minimum 180 days</i>
8/31/20	7/23/21	177 days; Hours: _____

- b. A sample weekly academic schedule as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

2. If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

Please see attached description.

3. The Chief School Administrator and Board President affirm the following:



The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.



The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.



The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)

- ☒ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☒ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☒ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☒ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☒ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: City Charter High School

Signature of Chief School Administrator:

Date:

Signature of Governing Body President:

Date:

Date Approved at Board Meeting:

Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board minutes at which such schedule was approved to RA-EDContinuityofED@pa.gov.

Any questions can be submitted to RA-EDContinuityofED@pa.gov.

Appendix A: Sample Weekly Schedules

Below are two examples of weekly schedules and the format in which they may be submitted to PDE. Any difference in plans by school or grade level should also be noted.

50% Return - Hybrid Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-Person	Group A: In-School/ In-Person	Groups A & B - Remote Learning	Group A: Remote Learning	Group A: Remote Learning
Group B: Remote Learning	Group B: Remote Learning		Group B: In-School/ In-Person	Group B: In-School/ In-Person

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

50% Return – Split Schedule					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Group A: In-School	Group A: In-School	Groups A & B: Remote Learning (or Alternating by Week)	Group B: In-School	Group B: In-School
	Group B: Remote Learning	Group B: Remote Learning		Group A: Remote Learning	Group A: Remote Learning
PM	Group B: In-School	Group B: In-School		Group A: In-School	Group A: In-School
	Group A: Remote Learning	Group A: Remote Learning		Group B: Remote Learning	Group B: Remote Learning

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.



Racial Equity & Social Justice Committee

October 20, 2020

1:00 to 2:00 p.m.

Meeting Minutes

Committee Members in Attendance: Cindy Tananis (Chair), Valerie Njie, David Lehman, Dara Ware Allen, Michelle Fossum, Alesha Platt, and Laura Sheldon (Guest)

The committee meeting was held via Zoom. Dara presented a Power Point covering the following topics:

New Admissions Application

- Mrs. Fossum gave an overview of the new online application, which has an updated interface through our existing Admissions Plus account. It is more updated to reflect the look of our website. Mrs. Fossum also highlighted updated features and capabilities we have to automate and customize responses to applicant inquiries.

Fall/Winter Campaign

Dara provided an overview of the following:

- Digital Ads: These have been running through Direct Online Marketing (DOM) and Niche.com. The ads are updated based on weekly discussions regarding the performance of individual ads. The overarching focus has been to promote our virtual open hour & tour events; our application launch date; and to overall promote class of 2025 and transfer applications.
- Virtual Open House & Tour: There are four virtual open houses/tours that are planned in place of our typical in-person Open House in early November. The events will take place on November 7th (2 sessions), November 11th, and November 14th. The virtual open house/tour and will include a filmed virtual narrated tour followed by a teacher and student ambassador panel and then conclude with a Q&A.
- Social Media Blitz: Mrs. Fossum has planned a daily City High post campaign for October and November. It includes highlights previous City High content in a re-packaged format as well as student and alumni highlights and informational updates.
- Direct Mail: An expanded direct mail brochure was sent to approximately 23,000 families in our geographic and age range as potential recruits for City High. Another one is planned in early January ahead of the transfer enrollment deadline.

Recruitment Data Tracking & Monitoring: Setting Goals & Indicators for Tracking Progress

Dara presented the following historical trends and discussion took place about how City High should begin setting recruitment benchmarks throughout the year as indicators about whether we're trending on track to fill our incoming 9th grade classes.

	16-17 (Class of 2021)	17-18 (Class of 2022)	18-19 (Class of 2023)	19-20 (Class of 2024)
October	20	37/64	50/80	13/19
November	93	78/90	113/136	84/101
December	93	87/125	123/151	88/110
January	133/142	127/157	148/174	110/131
February	152/166	143/169	170/197	118/143
March	164/172	155/183	194/222	124/150
April	164/172	159/186	197/225	126/153
May	178/195	172/201	198/228	132/163
June	180/205	190/215	202/230	134/161
July	193/214	201/237	215/243	136/156
Beginning 9th Grade Enrollment	138	175	162	122

There was also a discussion about retention in exploring strategies to influence accepted applicants and better gaging their intent to enroll. We typically don't find this out until late June into July, which has become too late to make up for accepted applicants who've chosen to enroll in another school.

Website Update

Dara provided an update regarding the progress of the website. We are pleased with the significant input our team has provided. However, the company, Blue Archer, is far from meeting their projected completion date of late June/early July. It should launch by our application launch day of November 1st.



Racial Equity & Social Justice Committee

November 5, 2020

9:00 to 10:00 a.m.

Meeting Minutes

Committee Members in Attendance: Tracey Reed Armant (Co-Chair), LaMont Lyons (Co-Chair), David Lehman, Valerie Njie, Cindy Tananis, Dara Ware Allen, Mark Barga (History Teacher and Ed Leader), and Angela Welch

The committee meeting was held via Zoom. LaMont and Tracey welcomed the group and began by asking members to introduce themselves and share their understanding or definition of what the work means to them. Various ideas were shared as follows:

- This work is a lens for viewing the world, not a set of activities; a way that you interface with children; a worldview
- Some of us have been able to live a life that was less engaged with racial equity
- Preparing students and young people to be warriors in this work
- Use of common language is extremely important
- Diversity and inclusion does not equal racial/social justice
- How do we keep this work on the front burner and keep it going?; What is sustainable and actionable?
- This work is a journey. We don't just arrive.

Some members shared resources during the meeting and afterwards that would be helpful to the committee in engaging in this work and the committee's charge.

Additional agenda items included the following: Key Issues; Work Process; Key Deliverables; Communications Plan; and Operating Logistics. The discussion did not sequentially follow the agenda but touched on various agenda items with the following big ideas that surfaced:

- Audit what we're doing through the lens of equity
 - By digging into our data on metrics including grades, suspensions, test scores, outcomes for African American students, and disparity rates.
 - Reviewing policies (i.e. Student Handbook and Employee Handbook); a policy on policy should be developed, perhaps a checklist that is used as a lens for assuring that our values are represented in a range of policies that the Board reviews.
 - Reviewing the big buckets of work in the school such as Finances, Operations (e.g. Curriculum), Shining Examples of Equity Flourishing, Areas that Are or May Be Troubling
- Assure an emphasis on Restorative Practices/Justice

A question was raised about how the work of this committee aligns or should align with the school's Middle States Equity Group. Dara suggested that this committee plays an overarching role, which should inform the board's governance. It can serve as an umbrella for work that will flow from the school leadership's commitment to racial equity/social justice. The Middle States Equity Group's priority and goals; City High policies, Broad-based data metrics are areas of focus that would flow from this commitment. This will also allow work to take root from the ground up among various role groups within the school. The committee wants to keep thinking about a process that heightens all of our sensitivity to racial equity/social justice that will regularly inform our actions.

The role of students was brought up. There was consensus that student voice is important. Further discussion was about whether a student(s) should join the committee or a sub-committee of students is formed to inform the committee. Perhaps, a representative of a potential student group joins the committee.

There was also some discussion about what other schools are doing and if we should engage them as thinking partners on this. Cindy suggested her contact at Falk, who is the Head of School there.

Next Steps:

- Share minutes of this meeting with the Board to update them of our efforts.
- The staff will schedule a report-out from the Middle States Equity Group to familiarize the committee with its work
- To conduct an audit or inventory of where City High currently stands in relation to equity on specific topics or data metrics, the committee needs to finalize a list of focus. An accompanying timeline should also be developed.

Proposed Policy Amendment to City High Early Retirement Policy
Employee Handbook Excerpt
November 18, 2020

The proposed amendment is highlighted below in yellow.

E. Early Retirement Incentive

City Charter High School's Early Retirement Incentive is offered to recognize long served employees of 14 years or more that are looking to move on with their careers either into retirement or to explore other opportunities beyond City High.

The incentive is as follows:

§ A cash, one-time payment of \$20,000 upon early retirement.

To be eligible an employee must be:

§ Between the ages of 55 years old and 62 on the retirement date (except as provided below); and

§ Have at least 14 years of consecutive service at City High on the retirement date.

The early retirement may be delayed by the employee to a date not later than the last day of the school year in which the employee reaches 62 years of age.

This policy may be amended and/or rescinded at any time by the Board of Trustees in the Board's sole and absolute discretion.'

City High Middle States Accreditation Process
Status Overview
November 2020

City High is in the process of applying for reaccreditation with the Middle States Association of Elementary and Secondary Schools (MSA). As part of this process, City High will be setting goals in the form of student and school performance objectives for our next seven years of operation following the end of our current accreditation period.

Our original timeline was changed due to the Covid 19 pandemic. The timeline below reflects this change. This document assumes that we stick to the current timeline. However, City High will assess whether we should push for another extension as we may decide that all our planning energy needs to be directed at making it through the current moment.

In addition to the performance objectives, which include descriptions, rationale, timelines and measures of success, the document that City High must present to MSA asks for detailed information regarding the schools budget, current outcomes, facilities, staffing and more. This document is due to MSA in June 2021. MSA will then schedule a time in the fall of the 2021 – 22 school year to visit the school, go over the document with City High staff, and make a decision regarding accreditation.

To date, the primary work on this process has been led by City High's Ed Leader and Administrative Teams. Additionally, all staff were involved in workshops for each emerging performance objective to surface wonderings, share questions or concerns, and share overall input that led to solidifying the following performance objectives:

Performance Objective #1: **Equity** with an emphasis on three sub-components including culturally relevant practices, restorative practice, and student voice.

Performance Objective #2: **Staff and Student Wellness**, which is focused on strategies to actively address the wellness needs of students and a set of strategies that also help to address the wellness needs of staff amidst a high expectations/performance culture at City High.

Performance Objective # 3: **Post High School Success** – This objective is two pronged. Prong one focuses on more efficiently capturing and communicating student information both internally and externally. Prong two considers those cross curricular skills, habits and traits we strive to help students develop (e.g.: collaboration, perseverance, problem solving) and attempts to both clarify our approach to these skills and how we measure progress.

Additional staff beyond the Ed Leader and Administrative Teams joined individual performance objective teams based on interest and/or expertise they could lend to the respective topics. Were it not for the pandemic, representatives of other members of the City High community – parents, students and board members – would have been part of the early planning, as they had been in previous accreditation processes. Still, there are opportunities for these crucial players to be part of Middle States in the following ways:

- 1) Attend a virtual Introduction to MSA (to be scheduled). Attendees will be brought up to date on current progress and have opportunities to have questions answered, provide input and help shape next steps. This introduction can be done synchronously or asynchronously.

- 2) Plug into one of the existing focus groups that are charged with fleshing out the details in regards to the different performance objectives. Brief descriptions of the performance objectives and contacts are provided below.
- 3) Contact one of City High's two MSA Internal Coordinators (Lou Tamler – tamler@cityhigh.org or Josh Hanna – hanna@cityhigh.org) to discuss your interests or expertise you may be able to lend one of the three performance objectives.
- 4) Sign up to be part of a mini, virtual retreat (to be scheduled) where we will revisit City High's Mission Statement, Vision and Graduate Profiles to help ensure that the goals we are setting indeed fit with who we are and where we want to go.
- 5) Agree to help consider lessons learned and organizational changes during the term of the previous accreditation. Middle States has a series of reflective questions that should be considered by our school stakeholder community.