

Edsys, Inc.

Education Delivery Systems



CITY CHARTER HIGH SCHOOL

201 Stanwix Street
Suite 100 Pittsburgh, PA 15222
Tel. 412.690.2489
Fax 412.690.2316

MAY
2026

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, May 20, 2026

- I. Public Comment
- II. Educational Highlight: City High Enrollment and Recruitment
 - By Michelle Fossum, Director of Enrollment and Strategic Communications
- III. Consent Agenda
 1. March 18, 2026 Meeting Minutes (*vote required*)
 2. Enrollment
 3. Metrics
 4. Financial Report
 5. Monthly Expenditure Report/Vendor Expense Report (*vote required*)
- IV. Reports
 1. CEO's/Principal's Report
 2. Committee Reports/Updates
- V. Old/New Business
 1. Approval of Body Camera Policy (*vote required*)
- VI. Executive Session
 1. 1095 Filing Update
 2. Lease/Real Estate Task Force Update
 3. Adjudications (*vote required*)
- VII. Next Board Meeting - Wednesday, June 17, 2026
 1. School Employee Appreciation Week - May 4th to May 8th
 2. Addams Family Musical - May 6th to May 8th
 3. Keystones (10 Algebra and 11 Bio) - May 12th & May 13th
 4. PROM - No School for Seniors - May 15th
 5. Keystones- 11 Algebra Retakes - May 19th and May 20th
 7. 9th Grade Orientation - Saturday, June 6th
 8. Graduation - Saturday, June 20th

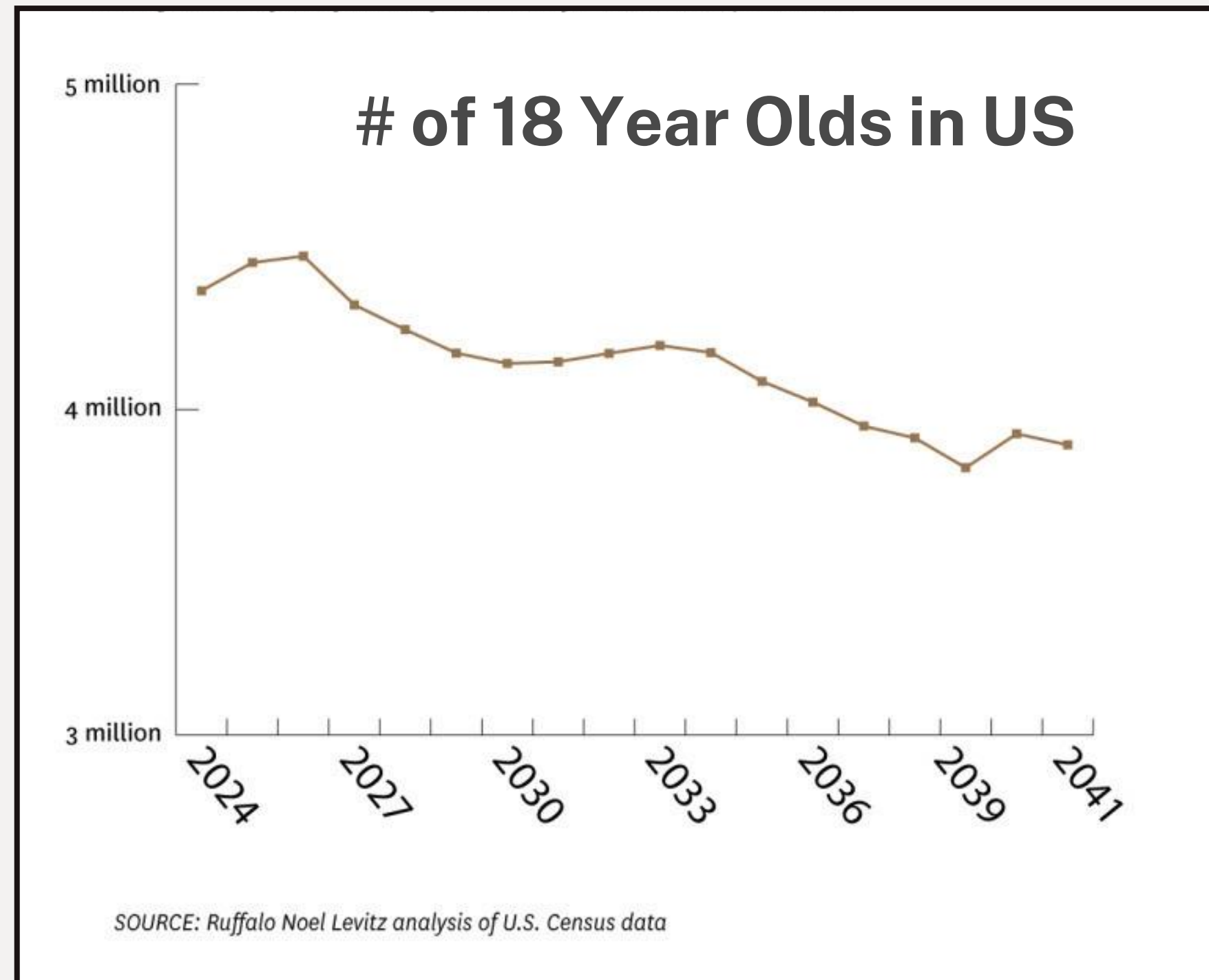
City High Enrollment & Recruitment

CHALLENGES, CHOICES, AND OPPORTUNITIES

Board Report, May 20, 2026



The Demographic Cliff



Fewer births = smaller high school cohorts

TheUpshot

U.S. Schools Face a Crisis as the Number of Children Drops

With fewer students, many public school districts are confronting unfilled classrooms, and hard choices about school closures.

Share full article



By Sarah Mervosh, Francesca Paris and Claire Cain Miller

May 8, 2026 Updated 6:08 a.m. ET

RESOURCES

- [New York Times](#)
- [Hechinger Report](#)
- [NPR](#)
- [Chronicle of Higher Education](#)

PITTSBURGH DEMOGRAPHICS

Allegheny County has experienced a significant decline in births, dropping from **18,000 annually in the 1990s**, to **12,000 in 2010**, and further to **11,500 in 2024**. This represents nearly a 40% decrease.



Starting High School at Age 14

- Born 1988 (City High Opens)
- Born 1998 (City High opens new building and expands seats to 180).
- Born 2012 (Current recruitment class of 2030)

MORE CHOICES, FEWER STUDENTS



Cyber Schools

- PA has the highest number of students in cyber schools in the US
- 4% of all students in PA go to a cyber charter school
- 14 different cyber charters in PA



Charter (brick & mortar)

- 7 charter high schools in Pgh Area (includes Dominus)
- More charter K-8's are looking to expand - ECS, Dominus, YSGA



PPS

- Magnet programs (arts, sci-tech, engineering)
- Neighborhood schools
- Transportation



Private

- Scholarship opportunities at many private schools
- They are also feeling enrollment crunch and increasing their marketing

GENERATIONAL SHIFTS IN PARENTS

70% of current high school aged students are children of Millennials (ages 29-44).

- Tend to have children later in life
- Tend to have strong sense of financial literacy/economic responsibility
- Tend to have a higher interest in **nontraditional educational pathways** (cyber schools, homeschooling).

RESOURCES

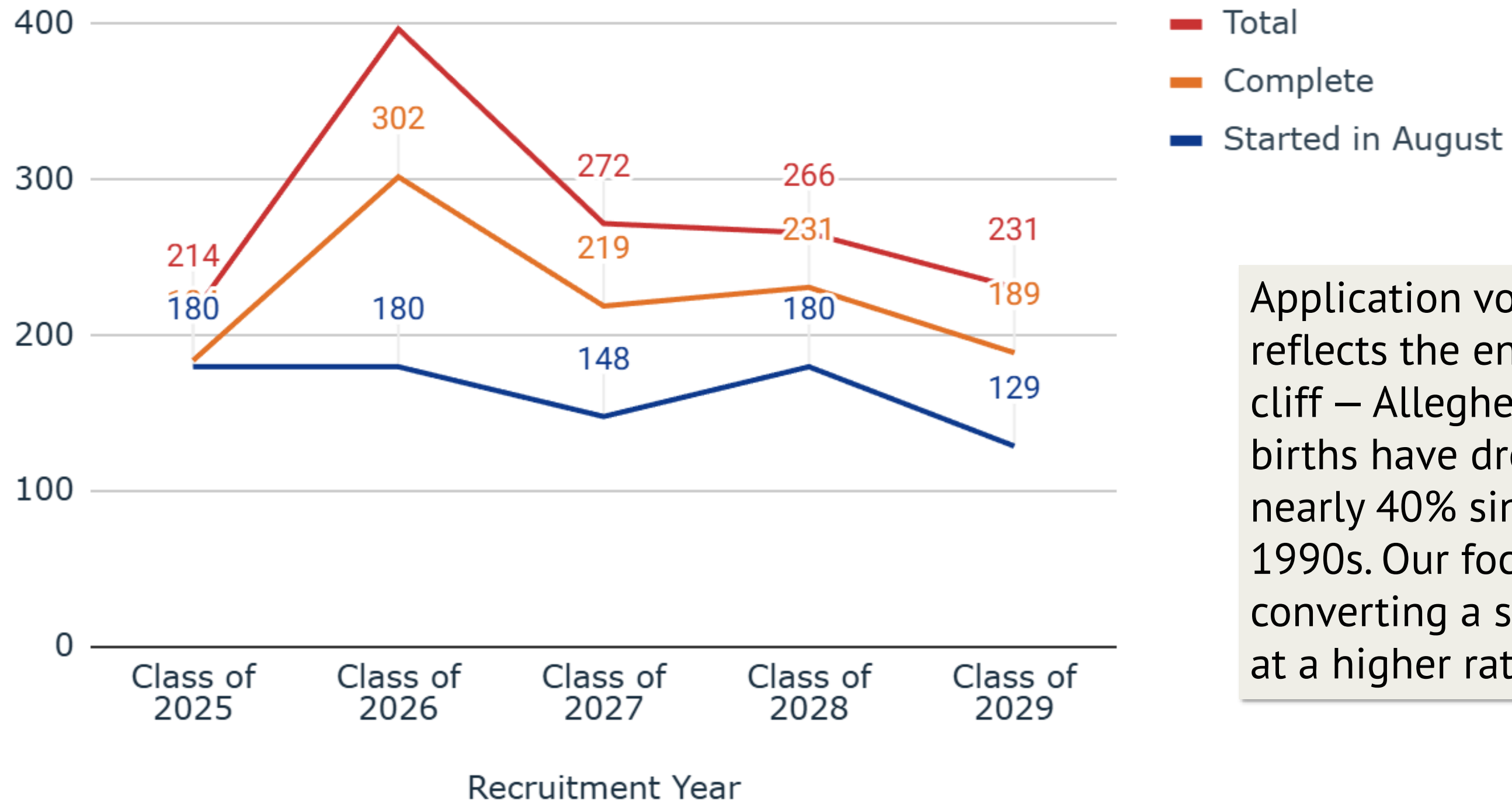
- [EdChoice.gov](https://www.edchoice.gov/)
- [Pew Research Center](https://www.pewresearch.org/)
- [School Choice Survey](https://www.schoolchoicematters.org/)

WHAT WE HEAR FROM FAMILIES

- **92% Parent satisfaction rating compared to 74% national average**
- **85% of parents chose City High because of our **focus on career preparation, project-based learning, and internships****
 - Over twice as much as the next highest:
 - *Year-round 42%;*
 - *Looping 41%;*
 - *Technology 41%*
- **Over 80% of our parents rate the school as an A or B, specifically noting:**
 - **Quality teachers, staff, and instruction,**
 - **A caring and supportive environment**
 - **Individualized attention**
 - **College and career prep**

ENROLLMENT REALITY AT CITY HIGH

Complete, Total and Started in August



Application volume reflects the enrollment cliff – Allegheny County births have dropped nearly 40% since the 1990s. Our focus is on converting a smaller pool at a higher rate.

TOUR STATISTICS

Total prospects

23

Attended tours

14

61% show rate

Apps submitted

12

52% of total

Apps in progress

6

26% of total

Status breakdown

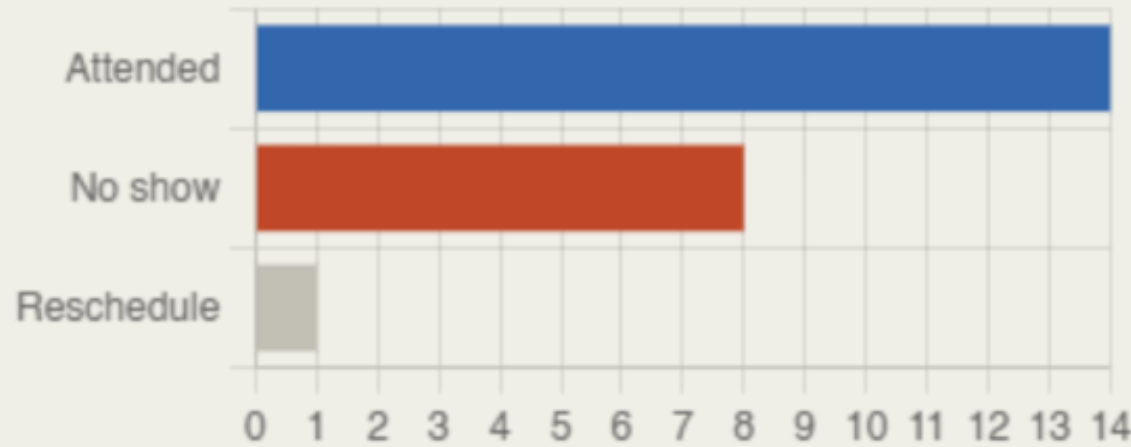


■ App submitted 52% ■ App in progress 26% ■ Inquiry 22%

30 Tour Spots

- ✓ 23 scheduled - 84% of spots
- ✓ 14 attended - 61%
- ✓ 12 applied after tour - 52%

No-show vs attended (all prospects)



Sending schools (top sources)



OPEN HOUSE

	Registered	Attended	% that attended	Applied	Applied %
Spring 2026 (2030)	64	43	67%	13	30.23%
Spring 2025 (2029)	59	41	69%	10	24.39%
Spring 2024 (2028)	72	48	67%	15	31.25%
Spring 2023 (2027)	44	39	89%	32	82.05%
Spring 2022 (2026)	51	31	61%	9	29.03%
Average	58	40.4	71%	15.8	39.11%

School Tours & Open House - Tri 1 & 2

56%



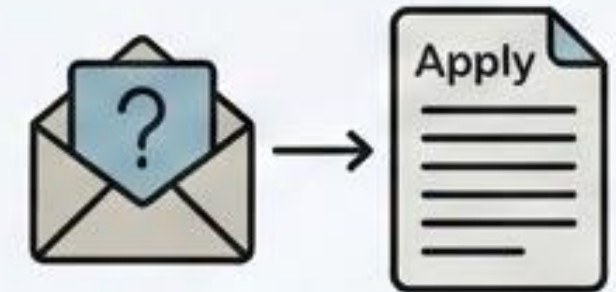
of all inquiries
attended an Open
House or a Tour

70%



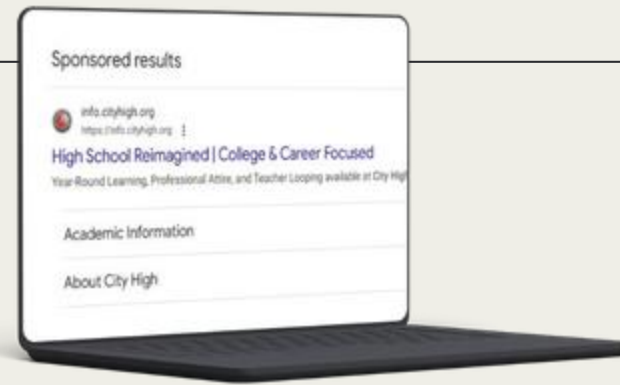
of people who attend
an Open House or a
Tour apply

45%



of General
Inquiries apply

CURRENT MARKETING & RECRUITING INVESTMENT



TV/Radio

- WTAE
- WPXI
- iHeart
- WESA/WYEP

Google/FB Ads

- DOM
- Schoolmint

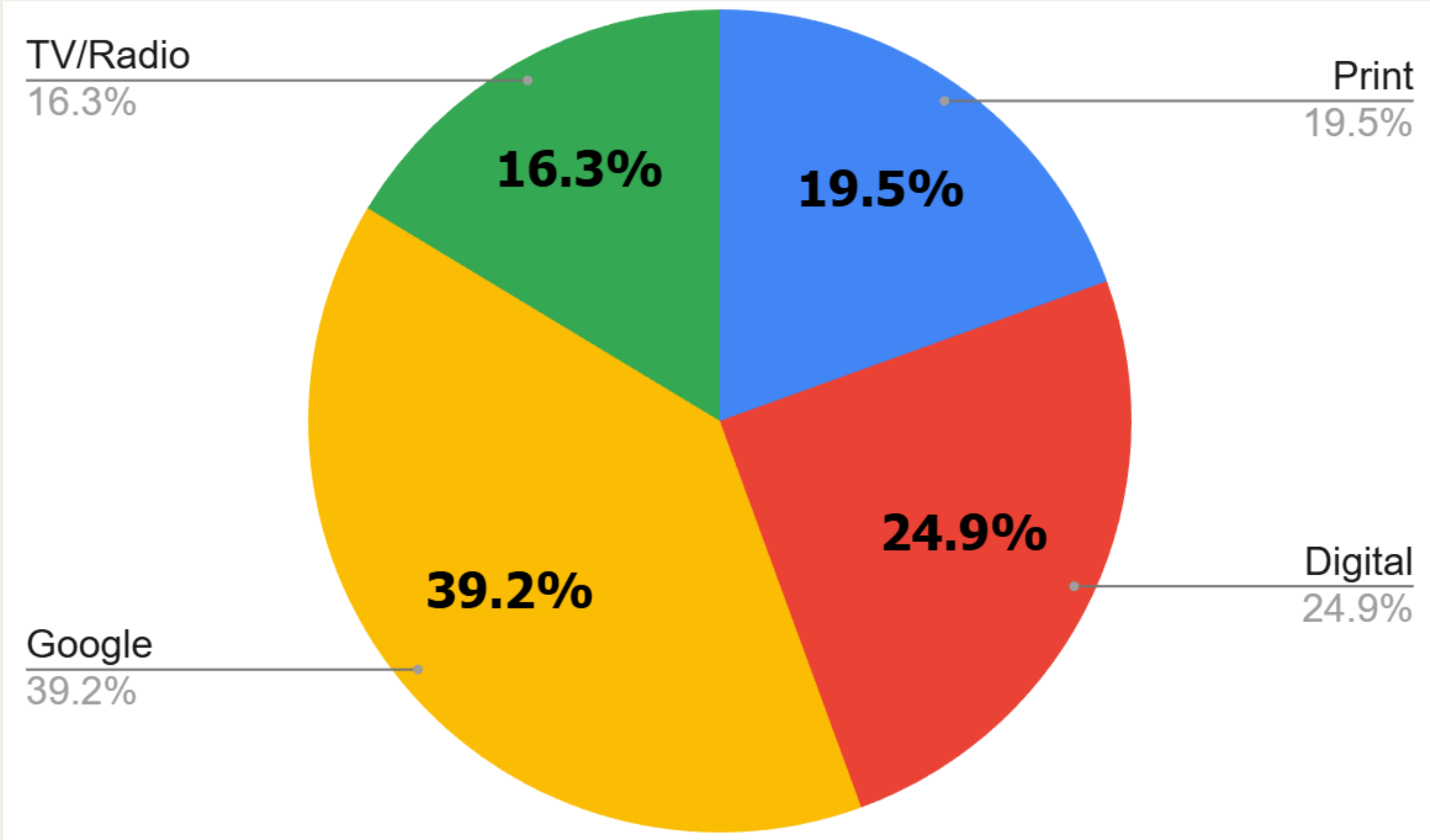
Digital

- CityCast
- SoulPitt
- WPXI/WTAE
- Pittsburgh Business Times
- Pittsburgh Magazine
- Post Gazette
- iHeart

Print/Physical

- Direct Mail
- Mall Advertising
- Pittsburgh Business Times
- Pittsburgh Magazine
- Post Gazette
- SoulPitt

CURRENT ADVERTISING BUDGET ALLOTMENT



SAMPLE MARKETING METRICS IN ACTION

Impressions: How often our ads are shown

- ✓ This recruitment cycle, our Spring Open House campaigns generated 321K+ impressions on the PG Homepage Takeover and 71K+ via WTAE OTT streaming

Reach: How many different people see them

- ✓ Our Fall 2025 iHeart campaigns reached 334K+ across digital and streaming platforms

Clicks: How many people engaged

- ✓ StoryStudio's Fall campaign delivered 7,324 clicks at a 0.37% CTR – **nearly double the industry average of 0.21%!**

Conversions: Meaningful actions (Open House registrations, website visits)

- ✓ WTAE email campaigns averaged 15%+ open rates across multiple sends; **one campaign hit 52% – well above our 35% benchmark (and industry standard of 28%)**

Cost per Result (CPC): Cost for each conversion

- ✓ Spring Open House PG Homepage Takeover: \$5,000 for 321K impressions and 360 clicks

Important Context

These metrics represent visibility, interest, and efficiency, **they do not predict or guarantee enrollment.**

SELECTED MARKETING METRICS: BY THE NUMBERS

📍 REACH & IMPRESSIONS

TOTAL IMPRESSIONS

3.1M+

across all paid channels

IHEART DIGITAL REACH

334K+

unique listeners, Fall 2025

WTAE TV IMPRESSIONS

1.5M

Sept 2025 alone

PG HOMEPAGE TAKEOVER

321K

Spring 2026 Open House

📊 ENGAGEMENT & CLICKS

STORYSTUDIO CTR

0.37%

vs. 0.21% industry avg

1.8x industry avg

STORYSTUDIO CLICKS

7,324

Fall 2025 campaign

STORYSTUDIO READS

1,680

avg session: 4m 17s

OTT VIDEO COMPLETION

97-99%

WTAE streaming ads

Excellent

✉️ EMAIL PERFORMANCE

BEST OPEN RATE

52%

vs. 35% benchmark

48% above target

AVG OPEN RATE

15%+

across all sends this cycle

PODCAST DOWNLOADS

8,923

CityCast midroll, Feb 2025

NICHE PROFILE VIEWS

2,555

214 clicks - 53 actions

“FREE MARKETING”

Social Media

- Facebook, Instagram, LinkedIn
- Instagram video has highest engagement



Click here for our [Social Media Benchmarks Report](#)

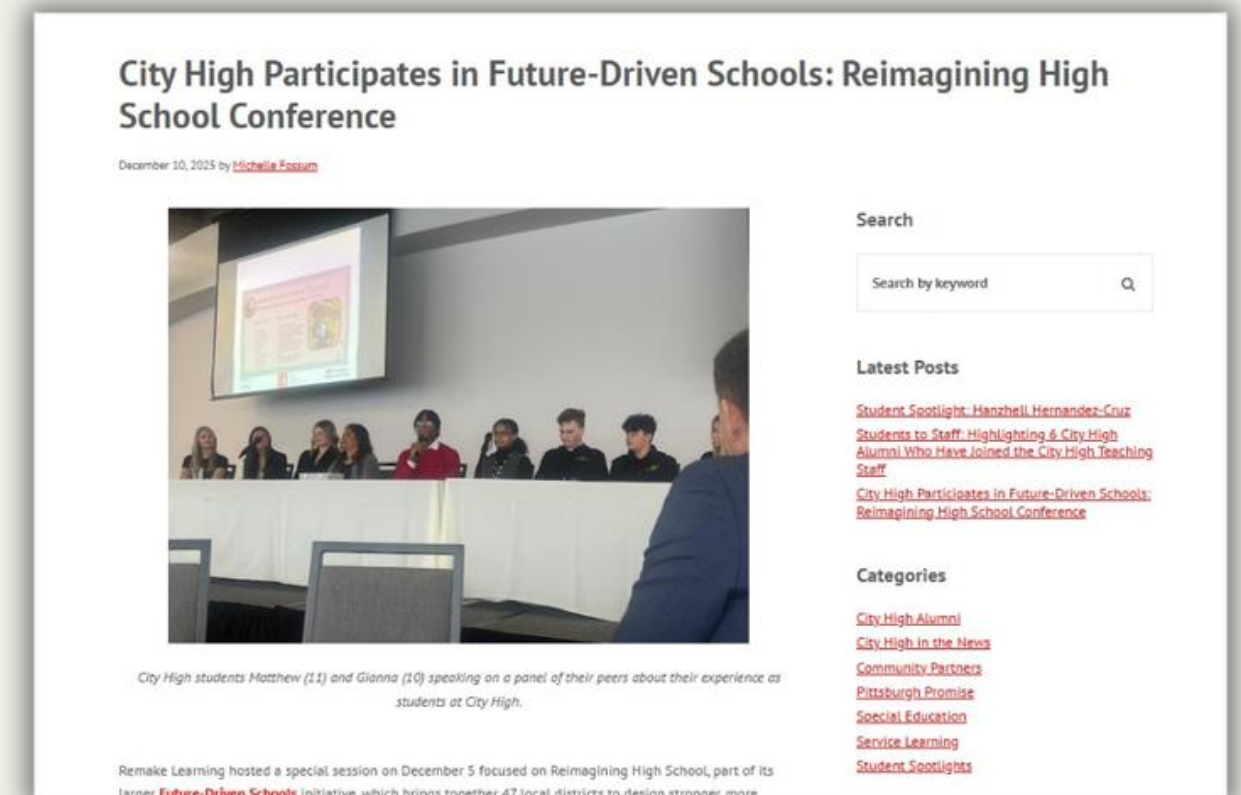


Alumni

- Working on identifying an Alumni Coordinator
- Word-of-mouth remains the strongest recruitment tool

PD/Community

- School fairs at local middle schools
- Leveraging professional opportunities as much as possible (workshops, conferences)
- Engaging in community experiences and events beyond City High families



RETENTION: THE SECRET STRATEGY

Keeping families at City High, not just filling seats.

“Retention is the strategic practice of sustaining both the **enrollment and engagement** of students and families who are aligned with the school’s mission, culture, and long-term health.”

Enrollment Management Association

- ☑ *Retention tracking at team level*
- ☑ *Informal multidisciplinary team w/admin, wellness, Student Information Manager*
- ☑ *NPS surveys: “How likely are you to recommend City High?”*

RESOURCES

- [Enrollment Management Association](#)
- [SchoolMint](#)

STRATEGIC TAKEAWAYS

1

Maximize low-cost channels

Social media, alumni networks, and professional development appearances stretch our reach without increasing spend.

2

Improve tracking & ROI

Understand cost-per-conversion across all paid platforms so every dollar can be optimized.

3

Retention is the secret strategy

Keeping the families we already have is our most powerful enrollment lever in a shrinking market.

KEY AREAS FOR BOARD SUPPORT

Are there areas where the board's networks, advocacy, or visibility could meaningfully support enrollment efforts?

Where can the board help ensure alignment between our academic model, culture, and how we present ourselves to families?

Are there additional indicators/metrics that the board would like to regularly monitor to understand enrollment health beyond year-to-year numbers?



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

A meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, located at City Charter High School, 201 Stanwix Street, Pittsburgh, PA 15222, was held on March 18, 2026 at 5:30 p.m.

Gerry Dudley chaired the meeting, which was called to order at 5:33 p.m.

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

Tammy Bey
Kathryn Clark (via video-conference)
James Doyle
Gerry Dudley
Valerie Nije
Thomas Ralston
Cindy Tananis (via video-conference)
Soo Youn Yi

Also present were:

David Mongillo, Solicitor
Dara Ware Allen, CEO and Principal
Angela Welch, Chief Academic Officer
Tiana DeLaRosa, Assistant Principal, Class of 2026
Bret Powner, Assistant Principal, Class of 2027 (via video-conference)
Carla Knight, Assistant Principal, Class of 2029
Natalie Dougherty, Director of Business Affairs and Human Resources
Susan Gratton, Business Affairs Associate, Board Secretary/Recording Secretary

I. Public Comment

None

II. Educational Highlight: The Internship Department of Post-High School Planning Office - Part Two - Angie Welch reviewed City High's Post High School Planning - Internship Program. Beginning in the 9th and 10th grades, students meet with City Charter internship managers in career class to explore career opportunities; in 10th and 11th grade, students complete a career interest form; and in 11th and 12th grades, internships are assigned. As a graduation requirement, every student must successfully complete an internship during trimester 3 of the 11th grade or during trimesters 1 or 2 of the 12th grade before they graduate.

III. Consent Agenda

The Consent Agenda included the following items:

1. February 18, 2026, Board Meeting Minutes
2. Enrollment
3. Metrics
4. Monthly Expenditure Report/Vendor Expense Report

Valerie Nije made a motion to approve the February 18, 2026, Board Meeting minutes. Tammy Spencer Bey seconded, and the motion was unanimously approved.

Tom Ralston made a motion to approve the monthly expenditure report/vendor expense report. James Doyle seconded, and the motion was unanimously approved.

IV. Reports

Dara shared the recommendation for City High's operational plan during the NFL Draft and provided background on how the decision was reached including numerous conversations with Visit Pittsburgh, the Pittsburgh Steelers, and Pittsburgh Regional Transit (PRT). The recommendation is for City High to operate virtually Wednesday, April 22nd through Friday, April 24th. Tammy Bey made a motion to approve the recommended modified school calendar due to the expected impact of the NFL draft on the downtown Pittsburgh area. Soo Yi seconded, and the motion was unanimously approved.

1. CEO's/Principal's Report: Dara Ware Allen gave her report highlighting the following topics:
 - Enrollment Office Updates At-A-Glance
 - Class of 2030
 - Recruitment/Marketing Efforts
 - Key Internal Relations & Activities
 - Key External Relations & Activities

2. Committee Reports/Updates

V. Old/New

Dara reviewed the laptop bid document summarizing the bid details for five vendors including the recommended bid to purchase Dell laptops from All Lines Technology for the incoming class of 2030. James Doyle made a motion to approve the 2030 laptop/electronic device bid as presented. Tammy Bey seconded, and the motion was unanimously approved.

VI. Executive Session

Thomas Ralston motioned to go into Executive Session at 6:54 p.m. Tammy Spencer Bey seconded, and the motion was unanimously approved.

Thomas Ralston motioned to come out of Executive Session at 7:15 p.m. James Doyle seconded, and the motion was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that FA shall be deemed expelled through the end of this school year or the end of the second trimester (April 3) if the family moves out of state.

Thomas Ralston motioned to approve the adjudication concerning FA as written. James Doyle seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that SK shall be deemed expelled through the end of this school year.

Tammy Bey motioned to approve the adjudication concerning SK as written. Thomas Ralston seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Soo Yi made a motion to approve the firm of JLL as the school's real estate broker. Tammy Spencer Bey seconded the motion, with Gerry Dudley abstaining, and the motion was approved.

With no further business, the meeting was adjourned at 7:17 p.m.

The next regular Board of Trustees meeting is scheduled for Wednesday, May 20, 2026.

Submitted by,

Susan M. Gratton

**CITY CHARTER HIGH SCHOOL
STUDENT ENROLLMENT REPORT
May 2026**

ENROLLMENT TO DATE	537	
Regular Education	429	79.89%
Special Education	108	20.11%

CATEGORY (Race by Gender)	2025/2026	2024/2025
White Male	65	80
White Female	54	63
Black Male	156	158
Black Female	181	188
Hispanic Male	5	8
Hispanic Female	7	2
Multi-Racial Male	17	24
Multi-Racial Female	38	41
Asian Male	4	3
Asian Female	7	7
American Indian Male	2	0
American Indian Female	1	1
Total	537	575

CATEGORY (Race by Grade)	9th	10th	11th	12th	Total
Black	98	92	70	77	337
White	26	27	34	32	119
Multi-Racial	10	17	6	22	55
Hispanic	6	3	1	2	12
Asian	4	2	1	4	11
American Indian	3	0	0	0	3
Total	537				

CATEGORY (Social Economic Status)	9th	10th	11th	12th	Total
Free	88	93	71	91	343
Reduced	2	4	3	1	10
Paid	0	0	0	0	0
Neither	57	44	38	45	184
Total	537				

Grade	Enrollment Comparison		
	2025/2026	2024/2025	%Difference
12th Male	64	60	6.67%
12th Female	73	63	15.87%
Total	137	123	11.38%
11th Male	59	70	-15.71%
11th Female	53	75	-29.33%
Total	112	145	-22.76%
10th Male	61	71	-14.08%
10th Female	80	65	23.08%
Total	141	136	3.68%
9th Male	65	72	-9.72%
9th Female	82	99	-17.17%
Total	147	171	-14.04%
Total	537	575	-6.6%

School Districts		
Aliquippa	1	0.001862197
Bethel Park	1	0.001862197
Butler Area	1	0.001862197
Carlynton	2	0.003724395
Chartiers Valley	1	0.001862197
Clairton City	1	0.001862197
Duquesne City	3	0.005586592
East Allegheny	3	0.005586592
Gateway	2	0.003724395
Hampton	1	0.001862197
Keystone Oaks	1	0.001862197
McKeesport	6	0.011173184
Montour	2	0.003724395
Mt. Lebanon	2	0.003724395
New Kensington	1	0.001862197
North Hills	3	0.005586592
Northgate	0	0
Penn Hills	21	0.039106145
PPS	410	0.763500931
Riverview	0	0
Shaler Area	1	0.001862197
South Allegheny	1	0.001862197
South Park	1	0.001862197
Steel Valley	3	0.005586592
Sto-Rox	21	0.039106145
West Mifflin	2	0.003724395
Wilkinsburg	21	0.039106145
Woodland Hills	25	0.046554935
Total	537	100.00%



Student Enrollment

Grade Level	Current Year/Prior Year	Notes
9 th	147/168	Current Enrollment is Lower than Prior Year
10 th	141/134	Current Enrollment is Higher than Prior Year
11 th	112/145	Current Enrollment is Significantly Lower than Prior Year
12 th	137/122	Current Enrollment is Higher than Prior Year Current School-Wide Enrolment is Lower than Last Year's School-Wide Total: 537/569

Personnel Management

Measure	Current Year/Prior Year	Notes
Administrative Turnover	0/0	
Faculty Turnover	1/1	Our 2028 Science Teacher is leaving the teaching field.
Staff Turnover	0/0	
Open Positions	8/5	Four of the positions are for planned retirements at the end of the year.
Promotions	2/0	Two teachers were promoted to Journeyman.
Leaves	0/1	

School Management and Leadership

Measure	Current Year*/Prior Year	Notes
Average Daily Membership	553.06/582.29	
Applications: New 9 th grade (2029)	125/171 / 122/163	Applications are tracking comparably ytd for the class of 2029.
Suspensions > 1 day	4/9 (April) 30/24 (March)	
Expulsions	1/0 (April) 2/0 (March)	There were 3 additional offenses that were settled as stipulations including a THC vape and an edibles scenario.
Faculty Observations	7 (April; usu. Observations don't take place in April) 40/44	
Student Attendance %	91.54%/90.39%	
Faculty/Staff Attendance %	TBD	



Fiscal Health (As of March 31, 2026)

Measure	Description
Bank Balance	\$11.616 M to \$8.297 M
P/L Comparison: 25-26 to 24-25 YTD	Income: \$11.762 M to \$11.718 M Expense: \$10.895 M to \$10.524 M

Compliance and Reporting

Measure	Description	Notes
IRS Re: 1095 Filing	While City High provides comprehensive health benefits that it primarily subsidizes, a turnover in staff resulted in a lapse in 1095 filings required by the Affordable Care Act.	A Reasonable Cause letter was prepared in conjunction with the Solicitor's Office and submitted by the April 15 th deadline. We will provide an update at the Board meeting. Dougherty and I are the point persons working with the Solicitor's Office.
Bureau of Special Education Reports	Various reports were submitted ahead of data monitoring and regarding graduation rates for students receiving special education services.	Submitted in early May. Mr. Hanna and Welch have been the point persons for these reports.
Partner4Work	Numerous data reports and policy revisions requested for this this year	Submitted monthly and weekly. There have been challenges, not with programming, but with new reimbursement requirements. DeLa and Mr. Carrington have borne the brunt of these requests.
PIMS	Various monthly PIMS reports.	Submitted by deadline. Mr. Watson is the point person for these reports.

Initiatives/Grants

Initiative	Purpose	Fiscal Impact	Notes
PCCD Grant for 26-27 year	Applied for a grant to continue our smoking and THC alternate programming as well as funding to replace our speaker system used during emergencies and all school announcements.	\$70,000	Providing supplemental information per their request.
PCCD Health and Safety Grant (#45405)	State grant allocated to City High in the amount of \$70,000 to be used address school-wide safety and behavioral health	\$70,000	Grant period ends on June 30, 2026.



	needs to enable us to address Act 55 requirements		
PCCD Health and Safety Grant (#40080)	State grant opportunity that is enabling us to provide school-wide substance abuse and prevention programming as well as smoking cessation programming for its student body community. Additionally, the funding will be used to implement various aspects of our security and school safety plan including subsidizing the salary of one of our security officers.	\$140,000	Grant period ends on June 30, 2026.
Partner 4 Work multi-year competitive grant	Expands City High's career and technical course offerings and internship experiences in the IT (e.g. cybersecurity), Medical (e.g. nursing), and Manufacturing (e.g. mechatronics) fields.	\$38,000 annually (\$262k over 5 years; \$62k for first 3 years)	This is a reimbursable grant. DeLa has worked collaboratively with our Transition Manager to address recruitment and compliance issues.
Ron Caplan Scholarship Grant	Unrestricted donation by Ron Caplan that City High used to provide for college scholarships to graduating seniors through an internal application and selection process.	\$40,000	The funds will be allocated in scholarships to graduates of our 2026 senior class. Smaller awards also to be provided to students for outstanding graduation projects.

Strategic Planning

Program	Date/Notes	Program	Date/Notes
Revamped marketing approaches for increasing student recruitment are on-going.	We continue to curate our marketing and enrollment plan to include a range of high leverage and effective strategies that are implemented.	City High Evaluation	The stakeholder surveys for the Annual Report have been launched. Revisions to the 4PLUS report will incorporate additional staff and student input through Focus Groups that wrapped up in May.
		PPS Annual Audit	An informal visit was held in early October 2025. Our Annual Visit was held on February 19, 2026.
		Middle States Accreditation	We are implementing and monitoring our Middle States goals and our reaccreditation is for the period of January 2024 to January 1 st , 2031.

EDSYS INC DBA CITY CHARTER HIGH SCHOOL

	Page
Financial Metrics	1
Comparative Balance Sheets as of March 31, 2026 and June 30, 2025	2 - 3
Net Asset Balances	4
Accounts Receivable Aging Summary as of March 31, 2026	5
Accounts Payable Aging Summary as of March 31, 2026	6 - 7
Comparative Income Statement (Year To Date Comparison March 2026 to March 2025)	8 - 10
Actual YTD to Budget	11 - 13
Cash Analysis	14
MMAX statement as of 03/31/2026	15
PNC Statement as of 03/31/2026 - CD Investments	16 - 25

EDSYS DBA CITY CHARTER HIGH SCHOOL
FINANCIAL METRICS
As of March 31, 2026



As of:	Cash Balance	Current Ratio*	Receivables	Payables	Payroll Liab
March 31, 2026	\$ 11,616,479	\$18.83 to \$1	\$624,834	\$179,944	\$162,514
February 28, 2026	\$ 11,569,816	\$14.95 to \$1	\$793,179	\$128,304	\$357,032

*Current Ratio = Current Assets/Current Liabilities

Days cash on hand 274

- **Receivables includes \$326,283 of amounts due from Grants of which \$292,545 was received in April.**

Tuition Receivable	Total	Current	1 - 30	31 - 60	61 - 90	> 90
March 31, 2026	\$298,551	\$207,280	\$59,398	(\$5,175)	(\$16,679)	\$53,727
February 28, 2026	\$478,745	\$298,762	\$43,939	\$4,366	\$20,027	\$111,651

- **Outstanding receivables includes 3 schools who historically wait for PDE to submit payment. Total of \$71,677.**

- **Top school districts with balances:**

McKeesport	\$51,229	**				
Woodland Hills	\$46,151			** will be submitted to PDE		
Sto-Rox	\$34,948					
Penn Hills	\$28,930					
Hampton	\$20,691					

For the month Ending March 2026	Total Revenue	Total Expense	Revenue Per Student	Expense Per Student
FY 25/26 Actual	\$11,762,805	\$10,895,320	\$21,143	\$19,584
FY 25/26 Budget	\$15,500,428	\$15,033,279	\$26,725	\$25,919
% of Budget	76%	72%	79%	76%
FY 24/25 Actual	\$11,718,315	\$10,524,657	\$19,337	\$17,367

- **Nine months of the budget is 75%.**

- **Number of students for calculation (avg YTD) - FY25/26: 556 - Budget: 580 - FY24/25: 606**

Balance Sheet

As of March 31, 2026

	Mar 31, 26	Jun 30, 25
ASSETS		
Current Assets		
Checking/Savings		
0101-01 · Huntington Bank MMAX 5231	0.00	8,538,208.94
0101-02 · Huntington Bank Chk FSA 5187	10,830.79	22,654.77
0101-03 · Chase Bank Checking 1612	10,120,659.71	0.00
0101 · Huntington Bank Checking 5190	279,372.13	1,191,381.62
0102-01 · Chase Bank SA Chk 1613	10,475.53	0.00
0102-02 · Chase Bank FSA 1615	94,974.54	0.00
0102 · Huntington Bank SA Chk 5174	63.00	135,157.28
0103 · Investments		
0104 · PNC Bank Investment Cash	136,140.01	530,668.19
0105 · PNC Certificates of Deposit	963,963.08	540,243.20
Total 0103 · Investments	1,100,103.09	1,070,911.39
Total Checking/Savings	11,616,478.79	10,958,314.00
Accounts Receivable		
1200 · Accounts Receivable	298,551.04	391,625.37
1300 · Accts Receivable - Non Tuition	326,283.45	621,383.85
Total Accounts Receivable	624,834.49	1,013,009.22
Other Current Assets		
1310 · Accrued Interest Receivable	8,204.69	9,535.13
1400 · Prepaid Expenses - Amortized	91,090.81	88,913.87
1405 · Prepaid Expenses	100,402.36	4,242.88
1410 · Prepaid Insurance	28,345.99	6,962.52
1420 · Other Receivables	0.00	25,113.49
1425 · Due From Student Activites	176,386.10	246,712.56
Total Other Current Assets	404,429.95	381,480.45
Total Current Assets	12,645,743.23	12,352,803.67
Fixed Assets		
1700 · Fixed Assets		
1710 · Leasehold Improvements	1,084,793.47	1,059,865.53
1720 · Furniture/Fixtures	1,406,586.79	1,399,036.79
1730 · Office Equipment	2,100.73	2,100.73
1735 · Kitchen Equipment	221,997.02	221,997.02
1740 · Computer Equipment	924,294.57	719,100.07
Total 1700 · Fixed Assets	3,639,772.58	3,402,100.14
1800 · Accumulated Depreciation		
1810 · Accum Depr - Leasehold Improve	(896,136.35)	(810,268.04)
1820 · Accum Depr - Furniture/Fixtures	(1,195,281.85)	(1,143,804.21)
1830 · Accum Depr - Office Equipment	(2,100.73)	(2,100.73)
1835 · Accum Depr - Kitchen Equipment	(221,997.02)	(221,997.02)
1840 · Accum Depr - Computer Equipment	(431,374.73)	(291,650.82)
Total 1800 · Accumulated Depreciation	(2,746,890.68)	(2,469,820.82)
Total Fixed Assets	892,881.90	932,279.32
Other Assets		
1900 · Right of Use Asset	1,966,525.90	3,040,802.38
1901 · Right of Use - Pitney Bowes	5,466.54	8,148.08
1902 · Right of Use - Canon	190,309.33	243,268.55
Total Other Assets	2,162,301.77	3,292,219.01
TOTAL ASSETS	15,700,926.90	16,577,302.00

Balance Sheet

As of March 31, 2026

	Mar 31, 26	Jun 30, 25
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · Accounts Payable	179,944.11	245,964.13
Total Accounts Payable	179,944.11	245,964.13
Other Current Liabilities		
2300 · Payroll Liabilities		
2320 · Retirement	0.00	98,373.21
2330 · Bus Pass	2,905.75	0.00
2340 · FSA Deposits	55,789.65	24,679.52
2350 · Life Insurance	(145.83)	0.00
2380 · Dental and Vision Withholdings	101.28	0.00
2390 · Payroll Suspense	50.93	0.00
2395 · FSA/HRA Settlement	(138,863.28)	(12,735.04)
Total 2300 · Payroll Liabilities	(80,161.50)	110,317.69
2405 · Accrued Liabilities PSERS	242,675.69	569,480.59
2420 · Escheat Property	7,111.19	7,036.19
2435 · Operating Lease Liability	2,079,789.39	3,147,018.26
2436 · Operating Lease - Pitney Bowes	5,466.54	8,148.08
2437 · Operating Lease - Canon	190,309.33	243,268.55
2450 · Attendance Incentive	0.00	94,700.00
2460 · Benefits Incentive	0.00	167,555.32
2500 · Student Card Deposits	(5,724.57)	2,255.67
2510 · Student Card Deposits - Revtrak	(1,901.30)	(220.00)
2550 · Student Activities Funds Held	135,156.70	41,421.75
2560 · Due To Operating Fund	176,386.10	246,712.56
2600 · Refundable Advance	2,089.81	2,089.81
Total Other Current Liabilities	2,751,197.38	4,639,784.47
Total Current Liabilities	2,931,141.49	4,885,748.60
Total Liabilities	2,931,141.49	4,885,748.60
Equity		
3700 · Suspense	(492.85)	0.00
3900 · Net Assets	11,906,945.58	9,848,647.25
Net Income	863,332.68	1,842,906.15
Total Equity	12,769,785.41	11,691,553.40
TOTAL LIABILITIES & EQUITY	15,700,926.90	16,577,302.00

Net Asset Balances by Funding Source

As of March 31, 2026

	<u>Mar 31, 26</u>
10 WITHOUT DONOR RESTRICTIONS	12,706,932.38
20 WITH DONOR RESTRICTIONS	<u>63,345.88</u>
TOTAL	<u><u>12,770,278.26</u></u>

Accounts Receivable Aging Summary

As of March 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
10 WITHOUT DONOR RESTRICTIONS						
2. SCHOOL DISTRICTS						
ALIQUIPPA SCHOOL DISTRICT	3,673.40	3,139.08	0.00	0.00	2,305.48	9,117.96
BETHEL PARK SCHOOL DISTRICT	3,355.67	0.00	0.00	0.00	0.00	3,355.67
BUTLER SCHOOL DISTRICT	1,081.02	0.00	0.00	0.00	0.00	1,081.02
CARLYNTON SCHOOL DISTRICT	4,626.29	5,014.67	0.00	0.00	0.00	9,640.96
CHARTIERS VALLEY SCHOOL DISTRICT	2,891.49	0.00	0.00	0.00	0.00	2,891.49
CLAIRTON CITY SCHOOL DISTRICT	1,203.28	2,376.60	1,188.31	0.00	4,753.21	9,521.40
DUQUESNE SCHOOL DISTRICT	5,370.19	3,600.04	0.00	0.00	0.00	8,970.23
EAST ALLEGHENY SCHOOL DISTRICT	15,171.78	11,469.42	(0.05)	(10,090.08)	0.00	16,551.07
GATEWAY	2,556.70	0.00	0.00	0.00	0.00	2,556.70
HAMPTON SCHOOL DISTRICT	2,700.20	5,924.60	2,962.29	0.00	9,103.63	20,690.72
KEYSTONE OAKS SCHOOL DISTRICT	1,552.01	0.00	0.00	0.00	0.00	1,552.01
MCKEESPORT AREA SCHOOL DISTRICT	7,318.46	7,318.45	6,750.24	0.00	29,842.04	51,229.19
MONTOUR	2,722.12	2,722.12	0.00	0.00	0.00	5,444.24
MT LEBANON SCHOOL DISTRICT	5,238.89	0.00	0.00	0.00	0.00	5,238.89
NEW KENSINGTON SD	0.00	0.00	(13,234.09)	0.00	0.00	(13,234.09)
NORTH HILLS	5,494.90	0.00	0.00	0.00	0.00	5,494.90
NORTHGATE SCHOOL DISTRICT	(658.27)	0.00	3,861.42	0.00	7,722.83	10,925.98
PENN HILLS	28,930.06	6,588.68	0.00	(6,588.68)	0.00	28,930.06
RIVERVIEW SCHOOL DISTRICT	0.00	0.00	(5,187.15)	0.00	0.00	(5,187.15)
SHALER AREA SCHOOL DISTRICT	1,461.28	1,389.41	0.00	0.00	0.00	2,850.69
SOUTH ALLEGHENY SD	954.27	0.00	0.00	0.00	0.00	954.27
SOUTH PARK SD	2,424.90	3,249.59	0.00	0.00	0.00	5,674.49
STEEL VALLEY	5,089.04	5,089.04	0.00	0.00	0.00	10,178.08
STO-ROX	34,948.49	1,516.38	(1,516.38)	0.00	0.00	34,948.49
WEST MIFFLIN SCHOOL DISTRICT	3,372.97	0.00	0.00	0.00	0.00	3,372.97
WILKINSBURG BOROUGH	19,649.76	0.00	0.00	0.00	0.00	19,649.76
WOODLAND HILLS	46,151.04	0.00	0.00	0.00	0.00	46,151.04
Total 2. SCHOOL DISTRICTS	207,279.94	59,398.08	(5,175.41)	(16,678.76)	53,727.19	298,551.04
Total 10 WITHOUT DONOR RESTRICTIONS	207,279.94	59,398.08	(5,175.41)	(16,678.76)	53,727.19	298,551.04
TOTAL	207,279.94	59,398.08	(5,175.41)	(16,678.76)	53,727.19	298,551.04

Accounts Payable Aging Summary

As of March 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
21ST CENTURY	607.50	0.00	0.00	0.00	0.00	607.50
ADDISON, MARCIE	35.00	0.00	0.00	0.00	0.00	35.00
AFLAC	1,038.92	0.00	0.00	0.00	0.00	1,038.92
ALLEN, MICHAEL	1,415.00	0.00	0.00	0.00	0.00	1,415.00
AMERICAN UNITED LIFE INSURANCE CO - #0000	3,224.19	0.00	0.00	0.00	0.00	3,224.19
AMERICAN UNITED LIFE INSURANCE CO - #0001	409.36	0.00	0.00	0.00	0.00	409.36
ARNOLD, SABRINA	270.00	0.00	0.00	0.00	0.00	270.00
BIVINS-GREEN, EYONA	35.00	0.00	0.00	0.00	0.00	35.00
BRENNAN, KAITLYN	3,000.00	0.00	0.00	0.00	0.00	3,000.00
BROOKS, SARAH	95.00	0.00	0.00	0.00	0.00	95.00
BROWN, JAYVON	35.00	0.00	0.00	0.00	0.00	35.00
BYRNES, DEANNA	35.00	0.00	0.00	0.00	0.00	35.00
CANON FINANCIAL SERVICES INC	6,225.21	0.00	0.00	0.00	0.00	6,225.21
CARDIAC LIFE PRODUCTS	2,987.22	0.00	0.00	0.00	0.00	2,987.22
CAROLINA BIOLOGICAL SUPPLY CO	0.00	(333.90)	0.00	0.00	0.00	(333.90)
CHAMBERS, OLIVIA	1,415.00	0.00	0.00	0.00	0.00	1,415.00
CHANDLER, GREJAUN	35.00	0.00	0.00	0.00	0.00	35.00
CHAPMAN, AIRAJAE	95.00	0.00	0.00	0.00	0.00	95.00
CHASE CC	22,503.02	0.00	0.00	0.00	0.00	22,503.02
COLKER JANITORIAL SUPPLY	0.00	651.64	0.00	0.00	0.00	651.64
CONSOLIDATED COMMUNICATIONS	0.00	0.00	0.00	0.00	(2,288.71)	(2,288.71)
DILARD, MICAH	1,415.00	0.00	0.00	0.00	0.00	1,415.00
DIRECT ONLINE MARKETING LLC	3,200.00	0.00	0.00	0.00	0.00	3,200.00
EHRlich	70.00	0.00	0.00	0.00	0.00	70.00
FERGUSON, MICHAEL	1,415.00	0.00	0.00	0.00	0.00	1,415.00
FLINN SCIENTIFIC INC	0.00	107.69	0.00	0.00	0.00	107.69
FRANJO RESTORATION SERVICES	4,189.36	0.00	0.00	0.00	0.00	4,189.36
FRESHPOINT (FMRLY PARAGON)	1,998.10	1,524.60	0.00	0.00	0.00	3,522.70
GLOBAL WORDSMITHS	735.36	0.00	0.00	0.00	0.00	735.36
GOLD STAR FOODS	602.34	374.40	0.00	0.00	0.00	976.74
GOSA, JAMAAL	300.00	0.00	0.00	0.00	0.00	300.00
HD SUPPLY	779.46	(10.98)	0.00	0.00	0.00	768.48
HOLY FAMILY INSTITUTE	2,940.00	0.00	0.00	0.00	0.00	2,940.00
HUNTINGTON NATIONAL BANK CC	1,396.10	0.00	0.00	0.00	0.00	1,396.10
IHEARTMEDIA	6,530.02	0.00	0.00	0.00	0.00	6,530.02
JORDAN, ALEATHIA	270.00	0.00	0.00	0.00	0.00	270.00
JOSTENS INC	4,335.45	0.00	0.00	0.00	0.00	4,335.45
KINETICS AV	310.00	0.00	0.00	0.00	0.00	310.00
KRISE TRANSPORTATION INC	12,921.82	0.00	0.00	0.00	0.00	12,921.82
MCMaster-CARR	157.12	0.00	0.00	0.00	0.00	157.12
MUSA, JOHORA	35.00	0.00	0.00	0.00	0.00	35.00
MUZHIMU, ALI	95.00	0.00	0.00	0.00	0.00	95.00
NELSON, TRACEY	95.00	0.00	0.00	0.00	0.00	95.00
OFFICE DEPOT - ODP BUSINESS SOLUTIONS	73.73	0.00	0.00	0.00	0.00	73.73
PALOMO, BRIANA	95.00	0.00	0.00	0.00	0.00	95.00
PAPER PRODUCTS COMPANY INC	1,193.90	0.00	0.00	0.00	0.00	1,193.90
PAPKE, CHLOE	95.00	0.00	0.00	0.00	0.00	95.00
PARKER, ALEXIS	95.00	0.00	0.00	0.00	0.00	95.00
PEOPLES	19,212.92	0.00	0.00	0.00	0.00	19,212.92
PERFORMANCE FOODSERVICE	6,009.44	0.00	0.00	0.00	0.00	6,009.44

Accounts Payable Aging Summary

As of March 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
PITTSBURGH COMMUNITY BROADCASTING	1,170.00	0.00	0.00	0.00	0.00	1,170.00
PITTSBURGH POST GAZETTE	3,750.00	0.00	0.00	0.00	0.00	3,750.00
POINT PARK UNIVERSITY	90.99	0.00	0.00	0.00	0.00	90.99
PRO, TONYA	95.00	0.00	0.00	0.00	0.00	95.00
PRT	14,957.50	0.00	0.00	0.00	0.00	14,957.50
REDD, MONIQUE	95.00	0.00	0.00	0.00	0.00	95.00
REEVES, DAITYN	20.00	0.00	0.00	0.00	0.00	20.00
REIFMAN, REBECCA	120.00	0.00	0.00	0.00	0.00	120.00
RICHARD, LATESHA	95.00	0.00	0.00	0.00	0.00	95.00
ROBINSON, ZYASIAH	1,415.00	0.00	0.00	0.00	0.00	1,415.00
RODRIGUEZ, RAFAEL	95.00	0.00	0.00	0.00	0.00	95.00
ROPIZAR, BELLA	35.00	0.00	0.00	0.00	0.00	35.00
RUSSELL, THERESA	95.00	0.00	0.00	0.00	0.00	95.00
SELLERS, EVELYN	35.00	0.00	0.00	0.00	0.00	35.00
SHEFFIELD, AUJJA	270.00	0.00	0.00	0.00	0.00	270.00
SIWA, JAY	270.00	0.00	0.00	0.00	0.00	270.00
SKARIS, JACKSON	270.00	0.00	0.00	0.00	0.00	270.00
SMAGLO, STEFANIE	95.00	0.00	0.00	0.00	0.00	95.00
STARR, JAYMAR	1,415.00	0.00	0.00	0.00	0.00	1,415.00
TASC	0.00	0.00	360.80	0.00	0.00	360.80
TOWNSEND, DANA	35.00	0.00	0.00	0.00	0.00	35.00
TUCKER ARENSBERG ATTORNEYS	2,050.00	0.00	0.00	0.00	0.00	2,050.00
TURNER DAIRY FARMS INC	1,690.07	0.00	0.00	0.00	0.00	1,690.07
TURNER, SUMMER	270.00	0.00	0.00	0.00	0.00	270.00
ULINE	450.75	0.00	0.00	0.00	0.00	450.75
UNIVERSAL INFORMATION SYSTEMS	1,781.00	0.00	0.00	0.00	0.00	1,781.00
UPSHAW, JAMES	1,415.00	0.00	0.00	0.00	0.00	1,415.00
US FOODS INC 51104214	7,382.72	0.00	0.00	0.00	0.00	7,382.72
VOGEL, AVERY	100.00	0.00	0.00	0.00	0.00	100.00
VOGEL, LISA	70.00	0.00	0.00	0.00	0.00	70.00
WESOLOWSKI, GARY	95.00	0.00	0.00	0.00	0.00	95.00
WHC PA LLC	19,935.00	0.00	0.00	0.00	0.00	19,935.00
WILSON, TIANI	0.00	95.00	0.00	0.00	0.00	95.00
WTAE	5,775.00	0.00	0.00	0.00	0.00	5,775.00
TOTAL	179,463.57	2,408.45	360.80	0.00	(2,288.71)	179,944.11

Comparative Income Statement

July 2025 through March 2026

	Jul '25 - Mar 26	Jul '24 - Mar 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
6500 · Earnings on Investments				
6510 · Int on Investments & Int Chck	142,855.50	186,032.48	(43,176.98)	(23.21%)
6530 · Unrealized Gains/Losses	(290.02)	758.65	(1,048.67)	(138.23%)
6540 · Investment fees	(75.00)	(75.00)	0.00	0.0%
Total 6500 · Earnings on Investments	142,490.48	186,716.13	(44,225.65)	(23.69%)
6600 · Food Service Revenue				
6611 · School Lunch Program	362.90	939.08	(576.18)	(61.36%)
6613 · Milk Proceeds	425.40	207.60	217.80	104.91%
6620 · Daily Sales -Non Reimburable	20,222.53	17,980.40	2,242.13	12.47%
6691 · School Store - Nonfood	4,351.50	3,881.55	469.95	12.11%
6692 · School Store Proceeds	8,752.50	10,227.30	(1,474.80)	(14.42%)
Total 6600 · Food Service Revenue	34,114.83	33,235.93	878.90	2.64%
6700 · Revenue From LEA Activities				
6790 · Revenue From Student Activites	143.65	5,584.89	(5,441.24)	(97.43%)
Total 6700 · Revenue From LEA Activities	143.65	5,584.89	(5,441.24)	(97.43%)
6830 · Federal Revenue Intermed Source				
6832 · IDEA Funds	0.00	(122,884.23)	122,884.23	100.0%
Total 6830 · Federal Revenue Intermed Source	0.00	(122,884.23)	122,884.23	100.0%
6900 · Other Revenue from Local Source				
6920 · Contributions / Donations	51,368.27	42,165.00	9,203.27	21.83%
6940 · Receipts from LEAs				
6941 · Tuition Regular	7,203,983.51	8,768,942.17	(1,564,958.66)	(17.85%)
6942 · Tuition Special Education	3,788,706.93	1,980,061.21	1,808,645.72	91.34%
Total 6940 · Receipts from LEAs	10,992,690.44	10,749,003.38	243,687.06	2.27%
Total 6900 · Other Revenue from Local Source	11,044,058.71	10,791,168.38	252,890.33	2.34%
6990 · Miscellaneous Rev Grants	17,601.01	22,299.20	(4,698.19)	(21.07%)
7000 · Revenue from State Sources				
7505 · Ready to Learn Block Grant	28,823.00	28,823.00	0.00	0.0%
7600 · Lunch/Milk Subsidies	5,493.50	5,561.44	(67.94)	(1.22%)
7700 · PCCD Safety Grant	19,411.32	0.00	19,411.32	100.0%
Total 7000 · Revenue from State Sources	53,727.82	34,384.44	19,343.38	56.26%
8000 · Rev from Federal Sources				
8390 · ERATE Revenue	8,537.40	5,479.10	3,058.30	55.82%
8514 · Title I Revenue	224,974.11	190,013.98	34,960.13	18.4%
8515 · Title II Revenue	11,264.92	9,963.45	1,301.47	13.06%
8517 · Title IV Revenue	18,224.63	10,383.51	7,841.12	75.52%
8520 · PA Charter Grant	0.00	(49,619.23)	49,619.23	100.0%
8531 · Lunch/Milk Subsidies	206,281.46	204,626.20	1,655.26	0.81%
8744 · ARP ESSER	0.00	358,122.88	(358,122.88)	(100.0%)
Total 8000 · Rev from Federal Sources	469,282.52	728,969.89	(259,687.37)	(35.62%)
9000 · Other Financing Sources				
9900 · Other Financing Misc Receipts	1,386.28	38,840.46	(37,454.18)	(96.43%)
Total 9000 · Other Financing Sources	1,386.28	38,840.46	(37,454.18)	(96.43%)
Total Income	11,762,805.30	11,718,315.09	44,490.21	0.38%
Gross Profit	11,762,805.30	11,718,315.09	44,490.21	0.38%
Expense				
100 · Personnel Services - Salaries	5,334,185.64	5,041,140.25	293,045.39	5.81%
200 · Personnel Services - Benefits				

Comparative Income Statement

July 2025 through March 2026

	Jul '25 - Mar 26	Jul '24 - Mar 25	\$ Change	% Change
211 · Medical Insurance	765,299.07	763,160.94	2,138.13	0.28%
212 · Dental Insurance	28,953.04	31,529.91	(2,576.87)	(8.17%)
213 · Life Insurance	29,238.58	28,462.80	775.78	2.73%
214 · Vision Insurance	9,244.50	(11,521.21)	20,765.71	180.24%
215 · Additional EE Medical Expenses	0.00	1,298.41	(1,298.41)	(100.0%)
220 · Social Security	414,487.85	390,977.36	23,510.49	6.01%
230 · Retirement	693,485.40	740,498.38	(47,012.98)	(6.35%)
235 · 401K Retirement	149,934.13	219,161.26	(69,227.13)	(31.59%)
240 · Staff Tuition Reimbursement	27,251.00	17,905.00	9,346.00	52.2%
250 · UCOMP (Self Insured)	9,686.30	35,399.56	(25,713.26)	(72.64%)
260 · Workers' Comp	24,679.39	21,710.50	2,968.89	13.68%
Total 200 · Personnel Services - Benefits	2,152,259.26	2,238,582.91	(86,323.65)	(3.86%)
300 · Professional & Technical Svcs				
330 · Other Professional Services				
331 · ESL Services	0.00	7,541.94	(7,541.94)	(100.0%)
333 · Student College/Tech/Career	6,380.63	8,727.69	(2,347.06)	(26.89%)
335 · Private School Tuition	50,125.00	31,068.00	19,057.00	61.34%
336 · Payroll/Bookkeeping/Audit/Fed	97,149.73	103,056.13	(5,906.40)	(5.73%)
337 · Legal	50,692.02	57,270.62	(6,578.60)	(11.49%)
339 · Misc Professional Services	74,779.83	78,833.48	(4,053.65)	(5.14%)
339.2 · Special Education Services	53,949.50	56,367.25	(2,417.75)	(4.29%)
Total 330 · Other Professional Services	333,076.71	342,865.11	(9,788.40)	(2.86%)
348 · Technology Subscription Services	181,863.04	149,847.89	32,015.15	21.37%
349 · Technology Support	0.00	3,608.90	(3,608.90)	(100.0%)
350 · Security Safety Services	140.00	0.00	140.00	100.0%
Total 300 · Professional & Technical Svcs	515,079.75	496,321.90	18,757.85	3.78%
400 · Purchased Property Services				
413 · Custodial Services	69,246.86	57,044.76	12,202.10	21.39%
431 · RPR & Maint - Buildings	5,920.22	15,338.46	(9,418.24)	(61.4%)
432 · RPR & Maint - Equipment	607.50	8,005.23	(7,397.73)	(92.41%)
438 · RPR & Maint - Tech	0.00	596.05	(596.05)	(100.0%)
440 · Utilities	203,270.83	135,889.50	67,381.33	49.59%
441 · Rental - Land & Buildings	1,240,971.06	1,131,762.33	109,208.73	9.65%
442 · Rental - Equipment	69,804.86	66,255.34	3,549.52	5.36%
449 · Other Rentals	0.00	4,021.87	(4,021.87)	(100.0%)
Total 400 · Purchased Property Services	1,589,821.33	1,418,913.54	170,907.79	12.05%
500 · Other Purchased Services				
513 · Other Student Transport Spec Ed	194,766.40	184,336.00	10,430.40	5.66%
515 · Transportation - Public Carrier	90,869.57	78,607.00	12,262.57	15.6%
519 · Student Transportation Misc	286.06	6,971.50	(6,685.44)	(95.9%)
529 · Other Insurance	52,219.98	43,802.41	8,417.57	19.22%
530 · Communications	21,194.32	21,189.33	4.99	0.02%
549 · Advertising	170,305.34	233,833.94	(63,528.60)	(27.17%)
581 · Mileage	31.22	0.00	31.22	100.0%
582 · Travel	4,345.32	7,246.56	(2,901.24)	(40.04%)
590 · Other Purchased Services				
591 · Student Activities	54,216.12	51,515.13	2,700.99	5.24%
592 · Staff Development/20th Aniv	8,838.94	16,701.60	(7,862.66)	(47.08%)
599 · Other Purch Services	50,688.35	33,852.32	16,836.03	49.73%
Total 590 · Other Purchased Services	113,743.41	102,069.05	11,674.36	11.44%
Total 500 · Other Purchased Services	647,761.62	678,055.79	(30,294.17)	(4.47%)

Comparative Income Statement

July 2025 through March 2026

	Jul '25 - Mar 26	Jul '24 - Mar 25	\$ Change	% Change
600 · Supplies				
610 · General Supplies				
611 · Gen Supplies	86,594.81	84,449.22	2,145.59	2.54%
612 · Art and Music Supplies	3,898.21	6,709.54	(2,811.33)	(41.9%)
613 · Instructional Materials	16,731.32	20,430.34	(3,699.02)	(18.11%)
614 · Custodial Supplies	29,526.38	31,943.37	(2,416.99)	(7.57%)
618 · Technology Supplies	15,237.77	12,213.61	3,024.16	24.76%
Total 610 · General Supplies	151,988.49	155,746.08	(3,757.59)	(2.41%)
630 · School Store - Nonfood	160.99	1,414.12	(1,253.13)	(88.62%)
632 · Milk	9,187.46	8,381.48	805.98	9.62%
634 · School Store - Food	538.16	159.00	379.16	238.47%
635 · Student Lunches	130,245.01	134,813.13	(4,568.12)	(3.39%)
636 · Refreshments	25,887.49	18,387.81	7,499.68	40.79%
640 · Books & Periodicals	35.00	4,224.00	(4,189.00)	(99.17%)
648 · Educational Software	16,077.72	8,276.64	7,801.08	94.25%
Total 600 · Supplies	334,120.32	331,402.26	2,718.06	0.82%
700 · Property				
740 · Depreciation	277,069.86	262,721.92	14,347.94	5.46%
752 · Capitalized Equipment	7,550.00	98,211.34	(90,661.34)	(92.31%)
756 · Technology Equipment	229,072.00	45,286.01	183,785.99	405.83%
790 · Other Property Purchases	17,629.09	42,808.00	(25,178.91)	(58.82%)
Total 700 · Property	531,320.95	449,027.27	82,293.68	18.33%
800 · Other Objects				
810 · Dues and Fees	5,245.72	4,828.24	417.48	8.65%
815 · Student Awards	(2,500.00)	(3,500.00)	1,000.00	28.57%
820 · Claims/Penalties/Late Fees	219.99	4,119.31	(3,899.32)	(94.66%)
890 · Bad Debt Expense	555.00	244.00	311.00	127.46%
899 · Miscellaneous expense	(5.49)	0.00	(5.49)	(100.0%)
Total 800 · Other Objects	3,515.22	5,691.55	(2,176.33)	(38.24%)
8600 · Fixed Asset Purchase	(212,744.50)	(134,478.34)	(78,266.16)	(58.2%)
Total Expense	10,895,319.59	10,524,657.13	370,662.46	3.52%
Net Ordinary Income	867,485.71	1,193,657.96	(326,172.25)	(27.33%)
Other Income/Expense				
Other Income				
9100 · Student Contributed Act Income	49,490.50	54,916.36	(5,425.86)	(9.88%)
Total Other Income	49,490.50	54,916.36	(5,425.86)	(9.88%)
Other Expense				
9150 · Supplies For SA	27,118.50	65,709.42	(38,590.92)	(58.73%)
9160 · SA Bank Fees	369.05	271.59	97.46	35.89%
9500 · Purchased Services For SA	26,155.98	16,416.26	9,739.72	59.33%
Total Other Expense	53,643.53	82,397.27	(28,753.74)	(34.9%)
Net Other Income	(4,153.03)	(27,480.91)	23,327.88	84.89%
Net Income	863,332.68	1,166,177.05	(302,844.37)	(25.97%)

Profit & Loss Budget vs. Actual

July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6500 · Earnings on Investments				
6510 · Int on Investments & Int Chck	142,855.50	125,000.00	17,855.50	114.28%
6530 · Unrealized Gains/Losses	(290.02)	758.65	(1,048.67)	(38.23%)
6540 · Investment fees	(75.00)			
Total 6500 · Earnings on Investments	142,490.48	125,758.65	16,731.83	113.31%
6600 · Food Service Revenue				
6611 · School Lunch Program	362.90	939.08	(576.18)	38.64%
6613 · Milk Proceeds	425.40	207.60	217.80	204.91%
6620 · Daily Sales -Non Reimburable	20,222.53	28,468.00	(8,245.47)	71.04%
6691 · School Store - Nonfood	4,351.50	3,881.55	469.95	112.11%
6692 · School Store Proceeds	8,752.50	16,293.23	(7,540.73)	53.72%
Total 6600 · Food Service Revenue	34,114.83	49,789.46	(15,674.63)	68.52%
6700 · Revenue From LEA Activities				
6790 · Revenue From Student Activites	143.65	25,000.00	(24,856.35)	0.58%
Total 6700 · Revenue From LEA Activities	143.65	25,000.00	(24,856.35)	0.58%
6830 · Federal Revenue Intermed Source				
6832 · IDEA Funds	0.00	125,000.00	(125,000.00)	0.0%
Total 6830 · Federal Revenue Intermed Source	0.00	125,000.00	(125,000.00)	0.0%
6900 · Other Revenue from Local Source				
6920 · Contributions / Donations	51,368.27	50,000.00	1,368.27	102.74%
6940 · Receipts from LEAs				
6941 · Tuition Regular	7,203,983.51	9,421,268.17	(2,217,284.66)	76.47%
6942 · Tuition Special Education	3,788,706.93	4,819,916.47	(1,031,209.54)	78.61%
Total 6940 · Receipts from LEAs	10,992,690.44	14,241,184.64	(3,248,494.20)	77.19%
Total 6900 · Other Revenue from Local Source	11,044,058.71	14,291,184.64	(3,247,125.93)	77.28%
6990 · Miscellaneous Rev Grants	17,601.01	62,000.00	(44,398.99)	28.39%
7000 · Revenue from State Sources				
7170 · State Building Reimbursement	0.00	40,000.00	(40,000.00)	0.0%
7330 · Nurse Reimbursement	0.00	10,000.00	(10,000.00)	0.0%
7505 · Ready to Learn Block Grant	28,823.00	25,000.00	3,823.00	115.29%
7600 · Lunch/Milk Subsidies	5,493.50	15,000.00	(9,506.50)	36.62%
7700 · PCCD Safety Grant	19,411.32	100,000.00	(80,588.68)	19.41%
Total 7000 · Revenue from State Sources	53,727.82	190,000.00	(136,272.18)	28.28%
8000 · Rev from Federal Sources				
8390 · ERATE Revenue	8,537.40	40,000.00	(31,462.60)	21.34%
8514 · Title I Revenue	224,974.11	308,126.00	(83,151.89)	73.01%
8515 · Title II Revenue	11,264.92	26,783.00	(15,518.08)	42.06%
8516 · Title III Revenue	0.00	3,000.00	(3,000.00)	0.0%
8517 · Title IV Revenue	18,224.63	20,786.00	(2,561.37)	87.68%
8531 · Lunch/Milk Subsidies	206,281.46	233,000.00	(26,718.54)	88.53%
Total 8000 · Rev from Federal Sources	469,282.52	631,695.00	(162,412.48)	74.29%
9000 · Other Financing Sources				
9900 · Other Financing Misc Receipts	1,386.28			
Total 9000 · Other Financing Sources	1,386.28			
Total Income	11,762,805.30	15,500,427.75	(3,737,622.45)	75.89%
Gross Profit	11,762,805.30	15,500,427.75	(3,737,622.45)	75.89%
Expense				
100 · Personnel Services - Salaries	5,334,185.64	7,155,046.88	(1,820,861.24)	74.55%

Profit & Loss Budget vs. Actual

July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
200 · Personnel Services - Benefits				
211 · Medical Insurance	765,299.07	1,254,331.32	(489,032.25)	61.01%
212 · Dental Insurance	28,953.04	43,865.64	(14,912.60)	66.0%
213 · Life Insurance	29,238.58	23,850.45	5,388.13	122.59%
214 · Vision Insurance	9,244.50	13,889.64	(4,645.14)	66.56%
220 · Social Security	414,487.85	490,343.00	(75,855.15)	84.53%
230 · Retirement	693,485.40	1,200,000.00	(506,514.60)	57.79%
235 · 401K Retirement	149,934.13	300,000.00	(150,065.87)	49.98%
240 · Staff Tuition Reimbursement	27,251.00	24,000.00	3,251.00	113.55%
250 · UCOMP (Self Insured)	9,686.30	6,000.00	3,686.30	161.44%
260 · Workers' Comp	24,679.39	25,000.00	(320.61)	98.72%
Total 200 · Personnel Services - Benefits	2,152,259.26	3,381,280.05	(1,229,020.79)	63.65%
300 · Professional & Technical Svcs				
330 · Other Professional Services				
331 · ESL Services	0.00	15,000.00	(15,000.00)	0.0%
332 · Extended Day/Tutors Spec Ed	0.00	5,000.00	(5,000.00)	0.0%
333 · Student College/Tech/Career	6,380.63	20,000.00	(13,619.37)	31.9%
335 · Private School Tuition	50,125.00	144,437.00	(94,312.00)	34.7%
336 · Payroll/Bookkeeping/Audit/Fed	97,149.73	145,000.00	(47,850.27)	67.0%
337 · Legal	50,692.02	95,000.00	(44,307.98)	53.36%
338 · Strategic Program Development	0.00	40,000.00	(40,000.00)	0.0%
339 · Misc Professional Services	74,779.83	94,000.00	(19,220.17)	79.55%
339.1 · Public Relations	0.00	60,000.00	(60,000.00)	0.0%
339.2 · Special Education Services	53,949.50	121,108.00	(67,158.50)	44.55%
Total 330 · Other Professional Services	333,076.71	739,545.00	(406,468.29)	45.04%
348 · Technology Subscription Services	181,863.04	150,000.00	31,863.04	121.24%
349 · Technology Support	0.00	4,500.00	(4,500.00)	0.0%
350 · Security Safety Services	140.00			
Total 300 · Professional & Technical Svcs	515,079.75	894,045.00	(378,965.25)	57.61%
400 · Purchased Property Services				
413 · Custodial Services	69,246.86	82,200.00	(12,953.14)	84.24%
431 · RPR & Maint - Buildings	5,920.22	152,600.00	(146,679.78)	3.88%
432 · RPR & Maint - Equipment	607.50	5,000.00	(4,392.50)	12.15%
440 · Utilities	203,270.83	150,000.00	53,270.83	135.51%
441 · Rental - Land & Buildings	1,240,971.06	1,550,000.00	(309,028.94)	80.06%
442 · Rental - Equipment	69,804.86	85,000.00	(15,195.14)	82.12%
449 · Other Rentals	0.00	12,000.00	(12,000.00)	0.0%
Total 400 · Purchased Property Services	1,589,821.33	2,036,800.00	(446,978.67)	78.06%
500 · Other Purchased Services				
513 · Other Student Transport Spec Ed	194,766.40	278,260.00	(83,493.60)	69.99%
515 · Transportation - Public Carrier	90,869.57	100,000.00	(9,130.43)	90.87%
519 · Student Transportation Misc	286.06	50,000.00	(49,713.94)	0.57%
529 · Other Insurance	52,219.98	85,000.00	(32,780.02)	61.44%
530 · Communications	21,194.32	40,000.00	(18,805.68)	52.99%
549 · Advertising	170,305.34	175,000.00	(4,694.66)	97.32%
581 · Mileage	31.22			
582 · Travel	4,345.32	8,000.00	(3,654.68)	54.32%
590 · Other Purchased Services				
591 · Student Activities	54,216.12	100,000.00	(45,783.88)	54.22%
592 · Staff Development/20th Aniv	8,838.94	18,000.00	(9,161.06)	49.11%
599 · Other Purch Services	50,688.35	40,000.00	10,688.35	126.72%

Profit & Loss Budget vs. Actual

July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
Total 590 · Other Purchased Services	113,743.41	158,000.00	(44,256.59)	71.99%
Total 500 · Other Purchased Services	647,761.62	894,260.00	(246,498.38)	72.44%
600 · Supplies				
610 · General Supplies				
611 · Gen Supplies	86,594.81	115,000.00	(28,405.19)	75.3%
612 · Art and Music Supplies	3,898.21	5,000.00	(1,101.79)	77.96%
613 · Instructional Materials	16,731.32	45,000.00	(28,268.68)	37.18%
614 · Custodial Supplies	29,526.38	40,000.00	(10,473.62)	73.82%
618 · Technology Supplies	15,237.77	36,275.00	(21,037.23)	42.01%
Total 610 · General Supplies	151,988.49	241,275.00	(89,286.51)	62.99%
630 · School Store - Nonfood	160.99			
632 · Milk	9,187.46	6,000.00	3,187.46	153.12%
634 · School Store - Food	538.16	2,000.00	(1,461.84)	26.91%
635 · Student Lunches	130,245.01	180,000.00	(49,754.99)	72.36%
636 · Refreshments	25,887.49	25,000.00	887.49	103.55%
640 · Books & Periodicals	35.00	5,000.00	(4,965.00)	0.7%
648 · Educational Software	16,077.72	8,500.00	7,577.72	189.15%
Total 600 · Supplies	334,120.32	467,775.00	(133,654.68)	71.43%
700 · Property				
740 · Depreciation	277,069.86			
752 · Capitalized Equipment	7,550.00			
756 · Technology Equipment	229,072.00	187,050.00	42,022.00	122.47%
790 · Other Property Purchases	17,629.09	11,500.00	6,129.09	153.3%
Total 700 · Property	531,320.95	198,550.00	332,770.95	267.6%
800 · Other Objects				
810 · Dues and Fees	5,245.72	5,000.00	245.72	104.91%
815 · Student Awards	(2,500.00)	(3,500.00)	1,000.00	71.43%
820 · Claims/Penalties/Late Fees	219.99	4,021.86	(3,801.87)	5.47%
890 · Bad Debt Expense	555.00			
899 · Miscellaneous expense	(5.49)			
Total 800 · Other Objects	3,515.22	5,521.86	(2,006.64)	63.66%
8600 · Fixed Asset Purchase	(212,744.50)			
Total Expense	10,895,319.59	15,033,278.79	(4,137,959.20)	72.48%
Net Ordinary Income	867,485.71	467,148.96	400,336.75	185.7%
Other Income/Expense				
Other Income				
9100 · Student Contributed Act Income	49,490.50	65,000.00	(15,509.50)	76.14%
Total Other Income	49,490.50	65,000.00	(15,509.50)	76.14%
Other Expense				
9150 · Supplies For SA	27,118.50			
9160 · SA Bank Fees	369.05			
9500 · Purchased Services For SA	26,155.98			
Total Other Expense	53,643.53			
Net Other Income	(4,153.03)	65,000.00	(69,153.03)	(6.39%)
Net Income	863,332.68	532,148.96	331,183.72	162.24%

EDSYS DBA CITY CHARTER HIGH SCHOOL
 FINANCIAL METRICS
 As of November 30, 2025

	<u>Cash In</u>	<u>Cash Out</u>	<u>Net In/(Out)</u>	<u>Balance</u>
				10,958,314.00
July 2025	1,243,623.36	1,710,713.81	(467,090.45)	10,491,223.55
August 2025	1,080,057.93	1,317,767.66	(237,709.73)	10,253,513.82
September 2025	1,027,316.72	1,358,568.25	(331,251.53)	9,922,262.29
October 2025	1,019,915.76	1,170,520.20	(150,604.44)	9,771,657.85
November 2025	893,704.71	1,244,914.08	(351,209.37)	9,420,448.48
December 2025	2,561,739.11	1,119,876.29	1,441,862.82	10,862,311.30
January 2026	1,669,416.22	1,174,362.69	495,053.53	11,357,364.83
February 2026	1,327,874.00	1,115,423.11	212,450.89	11,569,815.72
March 2026	1,466,812.11	1,420,149.04	46,663.07	11,616,478.79
April 2026			0.00	11,616,478.79
May 2026			0.00	11,616,478.79
June 2026			0.00	11,616,478.79
Ending Balance	<u><u>12,290,459.92</u></u>	<u><u>11,632,295.13</u></u>	<u><u>658,164.79</u></u>	<u><u>11,616,478.79</u></u>

Expense Detail By Vendor

March 2026

Source Name	Debit	Credit	Balance
21ST CENTURY	607.50		607.50
ADOBE INC	1,435.00		1,435.00
ALLEN, MICHAEL	1,415.00		1,415.00
AMAZON 60457 8781 017015 5	3,901.70	159.99	3,741.71
AMERICAN UNITED LIFE INSURANCE CO - #0000	3,224.19	0.00	3,224.19
ARNOLD, SABRINA	270.00		270.00
BABB INC	1,961.92	0.00	1,961.92
BANK FEES #	51.00	0.00	51.00
BILL.COM#	216.74		216.74
BLUE ARCHER INC	220.00		220.00
BOOKMINDERS	4,097.75	0.00	4,097.75
BRENNAN, KAITLYN	3,000.00		3,000.00
CANON FINANCIAL SERVICES INC	6,225.21	0.00	6,225.21
CARDIAC LIFE PRODUCTS	2,987.22		2,987.22
CAROLINA BIOLOGICAL SUPPLY CO	25.75	333.90	(308.15)
CDW GOVERNMENT	1,729.92	0.00	1,729.92
CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	1,522.64		1,522.64
CHAMBERS, OLIVIA	1,415.00		1,415.00
CHASE CC	32,466.48	0.00	32,466.48
COLONIAL SURETY AGENCY#	223.22		223.22
CONNECTIVITY COMMUNICATIONS INC	235.05	0.00	235.05
CTI GROUP	2,975.00		2,975.00
DELUXE#	489.66	0.00	489.66
DILARD, MICAH	1,415.00		1,415.00
DIRECT ONLINE MARKETING LLC	3,200.00		3,200.00
EDPUZZLE INC	270.83		270.83
EHRlich	70.00		70.00
EMPOWER#	32,888.89	0.00	32,888.89
ENERGAGE LLC	402.50		402.50
ESTOCIN TRANSPORTATION SERVICES	11,669.00	0.00	11,669.00
EVANS CONSULTING & EVALUATIONS LLC	1,627.50		1,627.50
FACEBOOK#	42.00		42.00
FERGUSON, MICHAEL	1,415.00		1,415.00
FLINN SCIENTIFIC INC	107.69		107.69
FORD OFFICE TECHNOLOGIES	295.00		295.00
FRANJO RESTORATION SERVICES	4,189.36		4,189.36
FRESHPOINT (FMRLY PARAGON)	4,495.15	0.00	4,495.15
FULL SERVICE NETWORK	696.12		696.12
GAGGLE NET INC 198580331	622.85		622.85
GLOBAL WORDSMITHS	748.38	0.00	748.38
GOLD STAR FOODS	602.34	0.00	602.34
GOSA, JAMAAL	300.00		300.00
GRAINGER	234.41	0.00	234.41
HD SUPPLY	2,540.81	10.98	2,529.83
HOLY FAMILY INSTITUTE	2,940.00		2,940.00
HUNTINGTON NATIONAL BANK CC	1,529.93	133.83	1,396.10

Expense Detail By Vendor

March 2026

Source Name	Debit	Credit	Balance
IHEARTMEDIA	6,530.02		6,530.02
INCIDENT IQ LLC	1,161.86		1,161.86
JORDAN, ALEATHIA	270.00		270.00
JOSTENS INC	4,348.50	0.00	4,348.50
KINETICS AV	310.00		310.00
KRISE TRANSPORTATION INC	12,921.82	0.00	12,921.82
LEADER SERVICES	342.00		342.00
MAGIC SCHOOL INC	499.92		499.92
MCMASTER-CARR	157.12	0.00	157.12
NAVIGATE 360	885.60		885.60
NICHE.COM INC	969.75		969.75
OFFICE DEPOT - ODP BUSINESS SOLUTIONS	90.64	16.91	73.73
PA COALITION OF PUBLIC CHARTER SCHOOLS	235.00		235.00
PA UC FUND	1,117.27		1,117.27
PAPER PRODUCTS COMPANY INC	2,152.60	0.00	2,152.60
PAYCHEX #	2,158.66	0.00	2,158.66
PDQ	742.50		742.50
PEOPLES	19,212.92		19,212.92
PERFORMANCE FOODSERVICE	7,359.65	0.00	7,359.65
PETTY CASH#	300.00		300.00
PHILADELPHIA INSURANCE COMPANIES	932.67		932.67
PITNEY BOWES - PURCHASE POWER 2632	1,556.99		1,556.99
PITNEY BOWES GLOBAL FIN SVCS	924.69	0.00	924.69
PITTSBURGH COMMUNITY BROADCASTING	1,170.00		1,170.00
PITTSBURGH POST GAZETTE	5,000.00	0.00	5,000.00
PMC PROPERTY GROUP INC	141,825.58	0.00	141,825.58
POINT PARK UNIVERSITY	90.99		90.99
POWERSCHOOL	337.55		337.55
PRESSLEY RIDGE	4,538.07		4,538.07
PRINTSCAPE INC	353.28		353.28
PROJECT WAYFINDER INC	770.83		770.83
PRT	14,957.50	0.00	14,957.50
PSERS #	81,277.91	76.53	81,201.38
RELAY INC	1,623.00		1,623.00
RENAISSANCE	508.90		508.90
ROBINSON, ZYASIAH	1,415.00		1,415.00
SCHOOLMINT	1,512.50	0.00	1,512.50
SELECTIVE INSURANCE CO OF AMERICA 734	9,737.66	0.00	9,737.66
SHEFFIELD, AUIJA	270.00		270.00
SIWA, JAY	270.00		270.00
SKARIS, JACKSON	270.00		270.00
SMA CLEANING	6,850.00		6,850.00
STARR, JAYMAR	1,415.00		1,415.00
STRASSBURGER MCKENNA GUTNICK GEFSKY	9,026.73		9,026.73
TASC	360.80		360.80
TUCKER ARENSBERG ATTORNEYS	2,050.00		2,050.00
TURNER DAIRY FARMS INC	1,690.07	0.00	1,690.07
TURNER, SUMMER	270.00		270.00

Expense Detail By Vendor

March 2026

Source Name	Debit	Credit	Balance
ULINE	450.75	0.00	450.75
UNIVERSAL INFORMATION SYSTEMS	1,781.00	0.00	1,781.00
UPMC HEALTH PLAN - DENT/VIS 021047 NN3	4,258.86	26.92	4,231.94
UPMC HEALTH PLAN - MEDICAL 021047 302	78,758.67	568.97	78,189.70
UPSHAW, JAMES	1,415.00		1,415.00
US FOODS INC 51104214	9,790.44	0.00	9,790.44
VERIZON WIRELESS 408-00001	142.25		142.25
VERTEX EDUCATION-PA LLC	3,024.92		3,024.92
VOGEL, AVERY	100.00		100.00
VOID CHECK #	2.00	0.00	2.00
WHC PA LLC	39,590.00	0.00	39,590.00
WTAE	8,833.99	0.00	8,833.99
YOUNG, DAMON#	1,000.00		1,000.00
ZOHO CORPORATION	3,846.97	0.00	3,846.97
TOTAL	648,765.11	1,328.03	647,437.08

City Charter High School
Body-Worn Camera (BWC) Policy

I. Background, Scope, and Purpose

A. Body-worn cameras (BWCs) are a vital tool to promote school safety, reduce violent incidents, and address complaints against school safety officers. They offer added protection for students, staff, and the general public while documenting interactions and incidents involving safety officers.

B. This policy provides guidance for the use, handling, and storage of BWC data, ensuring compliance with applicable Pennsylvania state laws and protecting the privacy rights of all individuals.

C. Objectives:

- Accurately document incidents, contacts, and escorts involving safety officers.
- Serve as evidence in investigations, disciplinary proceedings, and legal matters.
- Support training and improve officer performance.
- Enhance transparency and accountability while fostering public trust.

II. Definitions

A. Body-Worn Cameras (BWCs): Devices worn by safety officers to record audio, video, and metadata during their official duties.

B. Digital Multimedia Evidence (DME): All recordings, including audio, video, and related metadata (e.g., timestamps, GPS data) captured by BWCs.

III. Legal Considerations

A. Ownership and Authorized Use

All body-worn camera (BWC) recordings and related data are the property of City Charter High School (CCHS) and shall be used solely for official school and safety purposes. Unauthorized access, use, duplication, or dissemination of BWC data is strictly prohibited and may result in disciplinary action.

B. Audio Recording Compliance

Audio recording is governed by the Pennsylvania Wiretap Act and shall be conducted as follows:

- Audio recording shall only occur when all parties have provided consent, either expressly or implicitly after clear and conspicuous notice of recording.
- When consent for audio recording cannot be obtained, officers shall limit recording to video only, unless audio recording is otherwise permitted by law.
- Officers should provide verbal notice of recording whenever feasible and safe to do so.

C. Public Records and Disclosure

BWC data may constitute a public record subject to the Pennsylvania Right-to-Know Law; however,

recordings may be exempt from disclosure in whole or in part. Exemptions may include, but are not limited to, records involving minors, school safety or security measures, or active investigations. All requests for access or release of BWC data shall be reviewed by the designated Open Records Officer and, when appropriate, legal counsel prior to disclosure.

IV. BWC Usage Guidelines

A. Training and Maintenance:

- Officers must receive training on proper use, data handling, and legal considerations of BWC operation.
- BWCs must be inspected daily before shifts to ensure functionality. Malfunctions or damage must be reported to supervisors immediately.

B. Activation:

Officers shall activate BWCs during interactions with students, staff, or the public when performing official duties, including:

- Investigations, searches, or confiscations.
- Escorts or crowd management.
- Incidents requiring documentation.

Officers must inform individuals when recording is occurring, if feasible, unless the situation requires discretion or poses a safety risk.

C. Deactivation:

BWCs may be deactivated when:

- The incident or interaction has concluded.
- A victim or witness requests deactivation, and it does not compromise safety or investigative needs.
- Officers are engaged in privileged or confidential communications (e.g., with attorneys, counselors).

V. Restrictions on Use

A. BWCs shall not be used to record:

- Personal activities or breaks.
- Private areas where individuals have a reasonable expectation of privacy, such as restrooms or locker rooms.
- Encounters with undercover law enforcement personnel.

B. Officers may not edit, delete, or distribute BWC recordings without written approval from the Chief Executive Officer (CEO) or designated administrator.

VI. Handling and Storage of Digital Multimedia Evidence (DME)

A. Download and Storage:

- DME must be securely uploaded at the end of each shift and categorized for retention based on incident type.
- DME shall be stored in a secure system with access limited to authorized personnel.

B. Retention Periods:

- Non-evidentiary DME shall be retained for 30 days before deletion unless flagged for further use.
- Evidentiary DME shall be retained for one year or until the resolution of investigations, litigation, or other official matters, whichever is longer.

C. Access and Review:

- Supervisors may review DME for incident investigations, training, or verifying compliance with policies.
- Officers may review their recordings before completing reports or statements.
- DME may be disclosed in response to valid RTKL requests, subject to redaction to protect privacy or sensitive information. Officers will be notified at least one week prior to public disclosure.

D. Deletion Requests:

- Requests for deletion of non-evidentiary recordings (e.g., privileged or accidental recordings) must be submitted in writing and approved by the CEO.

VII. Supervisory Oversight

A. Supervisors shall ensure compliance with BWC policies, conduct periodic reviews, and address any issues related to equipment or usage.

B. Supervisors must document any policy violations or incidents of non-compliance for further review.

VIII. Training and Compliance

A. Annual refresher training on BWC use, legal requirements, and policy updates shall be provided to all officers.

B. CCHS will evaluate the BWC program periodically to ensure it meets operational and legal standards, and update this policy as necessary.

This policy ensures that the use of body-worn cameras (BWC) at CCHS complies with Pennsylvania laws while supporting safety, accountability, and transparency.