

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, February 16, 2022

- I. Consent Agenda
 1. Approve November 17 and December 13, 2021 Minutes
 2. Approve January 19, 2022 Minutes
 3. Enrollment
 4. Metrics
 5. January 2022 Financials

- II. Reports
 1. CEO's/Principal's Report
 2. Board Committee Updates

- III. Old/New Business
 1. McKinney Vento Policies
 - i. McKinney Vento Policy on Homelessness
 - ii. Dispute Resolution Policy

- IV. Executive Session
 1. Adjudications
 2. COVID Resilience Bonus

- V. Next Board Meeting- March 16, 2022
 1. Parent Teacher Conferences~ February 21st
 2. Open House~ March 12th

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, November 17, 2021 at 5:30 p.m. due to the lingering impact of the COVID-19 pandemic.

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

Doug Anderson
Michelle Betts
Cara Ciminillo
Gerry Dudley
Larry Hailsham
David Lehman
Tracey Reed Armant
Cindy Tananis

Also present was:

Robert Belicose CPA, Maher Duessel
Hayley Streit, CPA, Maher Duessel
Kathy Clark, Solicitor
Jordan Strassburger, Solicitor

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

Maher Duessel – Financial Audit

- Bob Belicose and Hayley Streit from Maher Duessel presented the 2020~2021 final financial Audit. They presented an unmodified opinion, the highest level of assurance for a clean financial audit.

Executive Session

Doug Anderson motioned to go into Executive Session to meet with the auditors. Cara Ciminillo seconded the motion. The motion to go into Executive session was unanimously approved.

David Lehman motioned to come out of Executive Session. Cindy Tananis seconded the motion. The motion carried unanimously.

The Consent Agenda for the November 18, 2021 Board of Trustees Meeting included the following items:

- Approve October 21, 2020 Board Meeting Minutes.
- Metrics
- Enrollment
- Financials

Gerry Dudley moved to approve the minutes. Cara Ciminillo seconded the motion. The motion to approve the minutes was unanimously approved.

Catherine Nelson 4Plus Evaluation

- Catherine Nelson shared a draft of the 4PLUS evaluation plan for monitoring the impact of the newly piloted 4Plus model. There was an extensive discussion of

CEO/Principal Report

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

- Enrollment updates
- PACSP Grant
- Trimester II Planning
- 4Plus Model Update
 - 4PLUS – Personalized Learning for Universal Success
 - A Calendar of activities for students and staff was shared.
 - As a part of the staff Professional Development calendar, Dara highlighted PD sessions held/upcoming with external experts: Dr. Kait Brennan, Dr. Kari Kokka (University of Pittsburgh) and Dr. Heather Cunningham (Chatham University).
- Internal Activities:
 - Goal Setting
 - COVID Health and Safety Management
 - Marketing and Recruitment
- External Relations
 - PA Coalition of Public Charter School Conference
 - PACSP Grant Institute
 - Board Service: YouthPlaces and Pittsburgh Downtown Partnership

Board Committee Updates

- Tracey Reed Armant is resigning to take a position on the Pittsburgh Public School Board. Her term with PPS begins in December. David Lehman thanked Tracey for her service on City High's Board and touched on what an asset she has been to the Board and our school. She was a pivotal member of the Racial Equity and Social Justice Committee, serving as Co-Chair. Comparable sentiments were shared with Tracey by other Board and staff members.

Cara Ciminillo moved to accept the resignation of Tracey Reed Armant with regrets effective, November 17, 2021. Cindy Tananis seconded the motion. The motion unanimously carried.

Alesha Platt and Larry Hailsham have graciously accepted the role of the new chairs of the Racial Equity and Social Justice committee.

Old/New Business

- ***Board Workshop/Training- to take place in December***
 - Board Disciplinary Procedures Training
 - Board Workshop on Discipline and Restorative Practices

Executive Session

Cindy Tananis motioned to go into Executive Session to discuss adjudications. Cara Ciminillo seconded the motion. The motion to go into Executive session was unanimously approved.

Cindy Tananis motioned to come out of Executive Session. Cara Ciminillo seconded the motion. The motion carried unanimously.

Adjudications

- 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 PE be deemed expelled for 20 days.

Cindy Tananis motioned to approve the adjudication as concerning PE as written. Gerry Dudley 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 AD be deemed expelled for 17 days.

Cindy Tananis motioned to approve the adjudication as concerning AD as written. Cara Ciminillo 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 IMM be deemed expelled for 20 days.

Cindy Tananis motioned to approve the adjudication as concerning IMM as written. Gerry Dudley 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 EW be deemed expelled for 20 days.

Cindy Tananis motioned to approve the adjudication as concerning EW as written. Cara Ciminillo 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 GT be deemed expelled until the end of the school year.

Cindy Tananis motioned to approve the adjudication as concerning GT as written. Gerry Dudley 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 MW be deemed expelled for 45 days.

Cindy Tananis motioned to approve the adjudication as concerning MW as written. Gerry Dudley 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 SH be deemed expelled until the end of the school year.

Cindy Tananis motioned to approve the adjudication as concerning SH as written. Cara Ciminillo seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Adjournment

Cindy Tananis made a motion to adjourn, it was seconded by Cara Ciminillo and carried unanimously.

The next regular Board of Trustees meeting is scheduled for Wednesday, January 19, 2022.

Submitted by,

Theresa Dillon – Secretary

Minutes of a Regular Meeting of

**THE BOARD OF TRUSTEES OF
EDSYS, INC**

Time and Place

A special meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held remotely via Zoom on Monday, December 13, 2021 at 10:00 a.m. due to the lingering impact of the COVID-19 pandemic.

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

Doug Anderson
Michelle Betts
Cara Ciminillo
Larry Hailsham
David Lehman
Cindy Tananis

Also present was:

Alan Shuckrow, Esq., Solicitor
Jordan Strassburger, Esq. Solicitor

David Lehman chaired the meeting, which was called to order at 10:02 a.m.

Dara announced that there were no speakers to address the Board who emailed Ms. Dillon for the Zoom link to join the meeting. The Board agreed to let members from the public speak if they joined the meeting late.

Dara presented a PowerPoint providing an overview of the COVID Vaccine Policy. Discussion took place regarding the policy. Two modifications were suggested: ‘...weekly testing, upon approval of a medical or religious accommodation’ and ‘...subject to disciplinary action including termination.’

Doug Anderson moved to approved the vaccine policy subject to the modifications presented. Cara Ciminillo seconded it. The motion passed unanimously.

David announced that Doug would be resigning based on a conflict of interest policy by PNC, Doug’s new employer. David thanked Doug for his service and his positive impact on the Board. Dara and other Board members expressed their appreciation for Doug’s service and that his contributions would be missed.

Adjournment

Cara Ciminillo moved to adjourn the meeting. It was seconded by Cindy Tananis and carried unanimously.

The next regular Board of Trustees meeting is scheduled for Wednesday, January 19, 2022.

Submitted by,

Dara Ware Allen in place of Theresa Dillon, Secretary

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, January 19, 2022 at 5:30 p.m. due to the lingering impact of the COVID-19 pandemic.

The following Board of Trustees members were present and a quorum was not established, so all voting was tabled and will take place at the next regular Board meeting:

Gerry Dudley
David Lehman
Cindy Tananis

Also present was:

Kathy Clark, Solicitor

David Lehman chaired the meeting, which was called to order at 5:32 p.m.

The Consent Agenda for the January 19, 2021 Board of Trustees Meeting included the following items:

- Approve November 17, 2021, December 13, 2021 special meeting and January 19, 2022 Board Meeting Minutes.
- Metrics
- Enrollment
- Financials

Minutes were tabled until the February 2022 Board meeting.

CEO/Principal Report

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

- Enrollment Updates: Class of 2026: enrollment is trending ahead of schedule Class 2025 is full with a waitlist, and we have three new students that enrolled at the beginning of Trimester 2 for the Class of 2024.
- Marketing Efforts
 - School tours are booked through February
 - WPXI ad campaign
- Implementation of Vaccine Policy
 - Dara provided a status update regarding the implementation of the vaccine policy.
 - Dara discussed the impact of the new CDC guidelines for non-boosted staff on operations. The quarantine periods are now the same for unvaccinated and non-boosted individuals. Dara announced a booster incentive approach for staff to receive a \$500 booster bonus for those who are currently boosted and for those that receive a booster shot by February 4, 2022.

Board Committee Updates

- No current updates.
- We lost 2 Board members who were not able to complete their terms so the Governance Committee will be meeting.

Old/New Business

- Board Workshop/Training will be rescheduled
- Dr. Heather Cunningham will do a Restorative Practice Reboot Training with all staff.
- A special board meeting will be scheduled to vote on the adjudication prepared for today's meeting.

The next regular Board of Trustees meeting is scheduled for Wednesday, February 16, 2022.

Submitted by,

Theresa Dillon – Secretary

CITY CHARTER HIGH SCHOOL STUDENT ENROLLMENT REPORT January 2022

ENROLLMENT TO DATE	558	
Regular Education	443	79.39%
Special Education	115	20.61%

CATEGORY (Race by Gender)	2021/2022	2020/2021
White Male	15.59%	17.12%
White Female	13.26%	15.37%
Black Male	24.55%	22.76%
Black Female	31.72%	30.16%
Hispanic Male	0.90%	0.78%
Hispanic Female	0.36%	0.58%
Multi-Racial Male	7.35%	5.64%
Multi-Racial Female	4.66%	6.03%
Asian Male	0.54%	0.78%
Asian Female	0.72%	0.39%
American Indian	0.36%	0.39%
Other	0.00%	0.00%
	558	514

CATEGORY (Race by Grade)	9th	10th	11th	12th	Total
Black	19.00%	11.29%	12.90%	13.26%	56.45%
White	8.42%	5.56%	6.81%	7.89%	28.67%
Multi-Racial	3.76%	2.33%	2.69%	3.23%	12.01%
Hispanic	0.36%	0.36%	0.54%	0.00%	1.25%
Asian	0.36%	0.18%	0.36%	0.36%	1.25%
American Indian	0.00%	0.36%	0.00%	0.00%	0.36%

CATEGORY (Social Economic Status)	9th	10th	11th	12th	Total
Free					58.96%
Reduced					41.04%
Paid					0.00%
No Entry					0.00%

Grade	Enrollment Comparison		
	2021/2022	2020/2021	%Difference
12th Male	69	40	72.5%
12th Female	69	50	38.0%
Total	138	90	53.3%
11th Male	67	72	-6.9%
11th Female	61	77	-20.8%
Total	128	149	-14.1%
10th Male	49	78	-37.2%
10th Female	64	78	-17.9%
Total	113	156	-27.6%
9th Male	89	55	61.8%
9th Female	90	64	40.6%
Total	179	119	50.4%
Total	558	514	8.6%

School Districts		
Aliquippa SD	1	0.001792
Ambridge	1	0.001792
Avonworth SD	1	0.001792
Baldwin	3	0.005376
Bethel Park	4	0.007168
Brentwood SD	3	0.005376
Carlynton	1	0.001792
Chartiers Valley	1	0.001792
Clairton City	1	0.001792
Duquesne City	3	0.005376
East Allegheny	1	0.001792
Fox Chapel	1	0.001792
Gateway	2	0.003584
Keystone Oaks	1	0.001792
McKeesport SD	7	0.012545
Montour SD	2	0.003584
Mount Lebanon	1	0.001792
North Hills	5	0.008961
Northgate	1	0.001792
Penn Hills	22	0.039427
PPS	417	0.747312
Quaker Valley	1	0.001792
Shaler	2	0.003584
Steel Valley	9	0.016129
Sto-Rox	18	0.032258
West Mifflin	3	0.005376
Wilkinsburg	17	0.030466
Woodland Hills	29	0.051971
Total	558	100.00%



Student Enrollment

Grade Level	Current Year/Prior Year	Notes
9 th	179/121	Current Enrollment Significantly Higher than Prior Year
10 th	112/154	Current Enrollment Significantly Lower than Prior Year
11 th	129/149	Current Enrollment Lower than Prior Year
12 th	138/90	Current Enrollment Significantly Higher than Prior Year Current School-Wide Enrollment Significantly Higher than Prior Year School-Wide Total: 558 current students/514 students in prior year

Personnel Management

Measure	Current Year/Prior Year	Notes
Administrative Turnover	0/0	
Faculty Turnover	0/0	One of our Fitness Teachers and Cult/Lit TA's received external promotions
Staff Turnover	4/0	
Open Positions	7/0	Math/Science TA; Personal Care Assistant; and Counselor/Social Worker; School Safety Manager; School Safety Officers (2); and Activities Manager
Promotions	0/1	
Leaves	0/1	

School Management and Leadership

Measure	Current Year*/Prior Year	Notes
Average Daily Membership (PPS)	567.83/510.44	
Applications: New 9 th grade (2026)	161/217 94/133	New application launched on October 1st. Ytd applications continue to trend higher than last year, whereby we have nearly double the number of completed applications received than this time last year.
Suspensions > 1 day	7/0	Includes suspension days for 3 expulsions.
Expulsions	0/0	
Faculty Observations	30/24	
Student Attendance %	91.63%/92.76%	
Faculty/Staff Attendance %	97.24%/99.09%	The staff attendance rate is affected by COVID protocol absences (i.e. symptoms and COVID exposures/positive cases).

Fiscal Health (As of December 31, 2021)

Measure	Description
Bank Balance	\$5.548 million
P/L Comparison: 21-22 to 20-21 YTD	Income: \$7.141 to \$8.820 million Expense: \$7.095 to \$6.611 million

Compliance and Reporting

Measure	Description	Notes
McKinney Vento Cyclical Monitoring	Cyclical monitoring of McKinney Vento program on homelessness	Documents compiled and uploaded for January 27 th visit (via Zoom)
PIMS	Various monthly PIMS reports.	Submitted throughout the month depending on the respective report deadlines.



Initiatives/Grants

Initiative	Purpose	Fiscal Impact	Notes
Grant (Division of Federal Programs)	American Rescue Plan ESSER III (Elementary & Secondary School Emergency Relief) COVID-19 Grant	\$1,955,179.00	Due March 1st.
PACSP Federal Grant: through PCPCS)	Expanding Opportunities Through Quality Charter Schools Program (CSP)	\$1.5 M multi-year grant	Awarded on 5-10-21 for \$1.5 M for 3 years. Grant period began October 1 st . Some expenses later deemed ineligible. Grant amount reduced to \$969,258.60.

Strategic Planning

Program	Date/Notes	Program	Date/Notes
Revamped marketing approaches for increasing student recruitment are continuing into the 21-22 school year.	Additional multi-media strategies being implemented. The number of applications for the new 9 th grade class (2026) in comparison to this same time period as last year is significantly higher.	4PLUS Model	4PLUS evaluation draft plan developed; initial staff interviews implemented. Trimester 2 student and staff 4PLUS schedule established.
		Middle States Accreditation	Extension until May 2022 for initial written report; Site visit to take place Fall 2022; our accreditation status will not lapse in the interim; we changed our third objective to 'Advanced Learning Opportunities.'
		PPS Annual Monitoring Visit	The January 13 th visit was postponed due to an uptick in COVID cases.
		PPS Charter Renewal	Renewal letter submitted on 9/28/21; Awaiting follow-up details.

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 January 31, 2022

Presented on February 16, 2022
By the Finance Committee

Education Delivery Systems Financial Report
as of January 31, 2022

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Comments on Financial Statements

General Note: Due to City High transitioning to virtual learning during COVID-19, for the first and second trimester of the 20/21 school year, certain revenues and expenses were impacted. All revenues and expenses related to the Lunch Program were reduced, as well as some maintenance costs, transportation costs, wellness costs, and Student Activities costs in the fiscal 20/21 year. This will affect comparisons with the 21/22 year.

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 used these funds for scholarships awarded to Class of 2020 graduates.

\$36,500 in scholarships were paid through June 2021 for the 16 2020 graduates who have verified their college enrollment. Two awardees never verified college enrollment. Also, money was returned in two cases where the students did not complete the year.

Note: The remaining \$24,000 in grant funds not used for scholarships for Class of 2020 and previous graduates was awarded to the Class of 2021 graduates and paid out to the colleges of their choice in September 2021. The PMC scholarship grant funds have all been spent.

City High received final approval for a \$64,000 grant from Partner4Work for fiscal 21/22. The funds are to be reimbursed to City High as costs are incurred toward training for undergraduate students in accordance with the grant. ~\$26K in costs were incurred under the grant in fiscal 21/22. \$22K has been reimbursed, with the remaining \$4K awaiting reimbursement @ January 31, 2022.

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 21/22.

Pennsylvania Charter Schools Program Grant - On September 30, 2020, the Pennsylvania Coalition of Public Charter Schools (PCPCS) was awarded an Expanding Opportunities Through Quality Charter School Programs Grant from the US Department of Education. The grant award will total \$30 million over a grant period of 5 years (2021-2025). The funds are to be used to help expand opportunities for students to attend excellent public charter schools and exceed state academic standards. **City High applied for and received approval for funding under this grant.**

City High received approval for ~\$900K for Year 1 (October 2021 thru September 2022) and \$200K each in Years 2 and 3 of the grant.

The grant provided a 90 day look-back period in which to begin reimbursement requests for budgeted expenditures, with the first submission request due on October 14, 2021. **City High requested reimbursement of ~\$41K under the grant in the October 14, 2021 submission. The first reimbursement was received in January 2022. Going forward, quarterly requests for reimbursements will be submitted during the grant period.**

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 20/21 rates in the 21/22 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 then caused another dip in enrollment, particularly in the Freshman Class in fiscal 20/21.

Student enrollment assumptions in the 21/22 budget are based on 20/21 actual enrollment.

Note 2: So far in fiscal 21/22, student enrollment is anticipated to be significantly above the 20/21 enrollment trends. The new 9th grade class is near capacity at 179 students, as compared to prior year's 9th grade class of 121.

As of January 2022, average student enrollment is up by 58 students as compared to January 2021 (568 vs 510 students) - primarily due to the Freshman Class (See above).

We will monitor enrollment numbers closely during the 21/22 year to determine their effect on expected tuition revenue. It should be noted that after late 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 has been approximately 22% since 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 thru fiscal 21/22, 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 higher enrollment on fiscal 21/22 tuition revenue have begun to show in the November and December financial statements.

Note 4: In August 2021, Pittsburgh Public made an error in processing their tuition checks. City High's check in the amount of \$768,533.34 was returned by the bank, thus resulting in the low Regular and Special Education Revenue in 21/22 as compared to 20/21 as well as the low Cash In for August 2021 shown on Page 9. Pittsburgh Public paid both the August and September 2021 tuition in September. The Tuition Revenue, Net Income, and Cash Flows were corrected in the September 2021 financial statements.

In addition, PPS underpaid for by 22 special education students in December 2021. This discrepancy was made up in the January 2022 tuition payment. See Cash Flow on Page 9 for January 2022.

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, applied for, and approved by the PDE. ~\$38K was received in December 2020.

The Ready to Learn Grant for 21/22 was applied for in November 2021 (\$28,823). It was approved and funded in December 2021, and remains comparable to prior years.

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 were to 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. The grant funds were received in November 2020. The grant is closed.

In December, 2020 City High applied for the Elementary and Secondary School Emergency Relief Fund (ESSER) in the amount of \$217,488. These funds can be spent anytime between March 2020 and September 2021, regardless of when the grant is applied for and approved. The application was approved by the PDE in February 2021 and funding began in April 2021. The funds under the grant have been fully spent and reimbursed as of December 31, 2021, the Final Expenditure Report has been submitted and the grant is closed.

In January 2021, City High was notified that it has been awarded a second Elementary and Secondary School Emergency Relief Fund Grant (ESSER II) in the amount of \$966,613. This grant begins in the 20-21 school year and extends into 21-22 and 22-23. City High has applied and received approval for the ESSER II grant funds in December 2021. Funding began in January 2022, with the first payment of ~\$45K.

City High has also been awarded a Safe Schools Grant in 20-21 for \$24,815.10. The grant is awaiting final approval and will ultimately be funded upon City High's completion of

expenditures in accordance with the grant budget, and submission of the expenditures to the Safe Schools Department.

Finally, in February 2021, City High's application was approved for a \$5,000 Special Education Covid Mitigation Impact Grant. Funds can be expended thru September 2021. All funds have been expended and the grant has been closed as of December 31, 2021.

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 \$305K for fiscal 21/22 was filed in August 2021, and was approved by the PDE in December 2021. City High also began receiving funds under the grants in December 2021.

YTD in fiscal 21/22, City High has received remaining payments from the 20/21 Title I grant in the amount of ~\$60K. All grant funds have been received and spent, and the grant is 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 .02% in Jan '22, 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 were reinvested into 4 new 3 month \$250,000 CD's in January 2021, earning interest between .05% and .02%.

The funds from the CD's were reinvested again in June 2021 into 2 new 3 month \$250,000 CD's, and 2 new 6 month \$250,000 CD's. **All of the CD's have matured in September 2021 and December 2021 and are awaiting reinvestment.**

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 20/21.

The transportation costs for fiscal 20/21 of ~\$10K were billed to the five school districts in May/June 2021. 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 20/21.

In 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 an educational trust of ~\$18K. The insurance credit and the educational trust refund were not budgeted in fiscal 20/21.

In fiscal 21/22, miscellaneous receipts represent forfeitures from the 401(K) plan that have

been applied against employer contributions in September/October, as well as \$4K in unrestricted grants for the Robotics Program.

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

Salaries for existing positions are budgeted to increase for fiscal 21/22 as there were across the board raises for the fiscal 21/22 year of ~3%.

The 21/22 budget also includes several newly established positions as follows:

Technology Coordinator, Community Engagement Director, additional School Counselor, additional Security Guard, and additional Custodian. All of these positions will be funded, at least in part, by either the ESSER Grants or the PA Charter School Grant. Thus far in fiscal 21/22, only the additional Security Guard and the additional custodian have been added, and the Technology Coordinator has been staffed from existing personnel. The rest of the new positions have not yet been filled. A part-time administrative assistant was also hired in January 2022, responsible for Covid contract tracing and notification. This position will be paid from ESSER II grant funds.

Benefits are budgeted at 48.8% of salaries for fiscal 21/22 based on the prior year's actual experience and projected benefit costs in fiscal 21/22, primarily City High's required increase in its annual PSERS contribution for employees, currently at 34.94% 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 21/22. There was no increase in premiums from fiscal 20/21.

The total benefit expense in 21/22 should be higher than prior year due to the increased salary percentage as mandated by the PDE for PSERS contributions (34.94% in 21/22 vs. 34.51% in 20/21). **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 34.94% under PSERS). Currently there are 42 employees participating in the ARP rather than PSERS (representing over 45% of the full-time workforce). City High has been tracking the savings on an annual basis.

****In fiscal 17/18 thru fiscal 20/21, the ARP generated ~\$950,000 in savings for retirement benefit payments.**

City High will continue to track the savings of the ARP vs PSERS in fiscal 21/22.

Please Note** YTD Benefit Expense is lower in fiscal 21/22 than 20/21 due to the **savings of the 401(k) Plan vs the PSERS Plan.**

Note that YTD benefits are higher in fiscal 21/22 vs 20/21 due to higher medical insurance (the 85% of employee high deductible costs covered by City High) and a \$20,000 early retirement payout in September 2021. The medical insurance is ~\$80K higher YTD in fiscal 21/22 due to a change in the plan structure, whereby City High's 85% deductible is paid out first before the employees begin to utilize their FSA's (for medical costs only, not dental or vision).

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 20/21 bonuses were paid in the August 15, 2021 payroll. The accrual for 21/22 is based on the actual bonuses paid for 20/21 and will continue to be carried on the balance sheet in fiscal 21/22, revalued for the June 30, 2022 audit, and paid out in August 2022.

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

Costs for Other Professional Services will continue to trend higher for 21/22, as expenses are incurred.

Projection due to tuition payments to approved private schools for certain special education students related to 21/22, 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 continue to trend higher in fiscal 21/22 as they have for the last several years. The campaigns have been successful in drawing a much larger Freshman Class in fiscal 21/22, than the last few school years. **Most of the advertising, marketing, and recruiting costs will be funded from the PCPCS grant in fiscal 21/22.**

In addition, there continue to be costs associated with operating during the Covid-19 pandemic that have been identified and realized. These will be tracked and disclosed as incurred.

Special education expenses are expected to be higher in 21/22 than 20/21 due to higher private school tuition and other specialized services, primarily due to a return to in-person instruction for students requiring these services. **Special education enrollment, as a percentage of total student enrollment, has averaged ~22% over the last several fiscal years.**

Note that Special Education expenses @ June 30, 2020 reflected 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 \$171K and \$100K in Accrued Liabilities on the 6/30/20 and 6/30/21 Balance Sheets, respectively. The 18/19 and prior costs (\$106K) were subsequently billed and paid in July 2020. The 19/20 and prior costs (\$53K) were subsequently billed and paid in August 2021. The remaining accrued liability of ~\$47K represents estimated costs for 4010 students for fiscal 20/21 not yet billed by the PDE.

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 20/21. Utilities were actually trending lower than prior years due to efforts by the Maintenance team to reduce steam usage (cutting cost of steam by ~1/3 in 17/18). The Utilities budget was decreased for fiscal 20/21 to reflect this, and decreased again for 21/22 based on actual 20/21 costs. **However, steam costs are beginning to increase again, which will result in Utilities being higher in fiscal 21/22 than 20/21, and possibly higher than budgeted.**

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 21/22 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 21/22 budget. In addition, the lease term was extended by five years, to August 2027.

Lease escalation related to fiscal 19/20 of \$35K was billed and paid in August 2020, resulting in Rent Expense being higher in 20/21 vs 21/22.

July rent was prepaid in both June 2021 and June 2020.

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.

As City High has purchased more expensive laptops for the new 9th grade classes in 20/21 and 21/22, depreciation expense will start trending higher again (See Note 12).

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

See comments under Note #1 above regarding Grants Receivable. The amount at June 30, 2020 and June 30, 2021 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.

The PDE has been extremely slow in funding tuition redirection for the past several years. In fiscal 19/20, 20/21, and early 21/22 this was due primarily to the Covid-19 pandemic.

City High had 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. Over one year of tuition redirection was outstanding from the PDE as of 2/28/21.

City High has completed the reconciliations for fiscal 19/20. They were submitted to the PDE in late January 2021, with payment of ~\$263K received in March 2021.

It should be noted that some of the school districts that were previously paid through tuition redirection have begun making payments on their own to City High. This has resulted in the A/R not being as high as might be expected at 6/30/21, given the lack of redirection payments for the 20/21 school year. It should be noted that an additional tuition redirection payment of ~\$138,000 for 2 school districts was received from the PDE in June 2021. No tuition redirection has been received from the PDE thus far in fiscal 21/22.

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.

Note that the refurbished computers originally purchased for the new 9th grade class in August 2020 were ultimately sent back to the vendor in early January 2021, and replaced with newer computers, more suitable to the virtual learning environment. The vendor agreed to provide reimbursement of the original computers at 50% of original purchase price, exclusive of batteries. The overall loss on the transaction was ~\$37,000, and was included in the June 2021 financial statements. The resulting reimbursement of \$15,760 was received in May 2021.

The newer, higher cost computers were again purchased for the incoming Freshman Class in the 21/22 school year. This will result in higher depreciation over the next 4 years.

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 and Spring 2021 trips were cancelled due to Covid-19. All Fall 2021 fieldtrips were also cancelled. In 21/22, initial plans for a New York City fieldtrip for both the Senior and Junior Class in Spring 2022 were cancelled in December 2021. A fieldtrip for the Sophomore Class (location to be decided) is still under consideration. There is no Costa Rica trip planned for 21/22.

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). Deposits for the Spring 2022 New York City trips have also been refunded to students.

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 was reinstated on a full time basis (March/April 2021), transportation costs were 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. No student trips at all were taken during fiscal 20/21, and no deposits were collected.

14. **Page six and eight - Other Purchased Services**

Other Purchased Services (except for Advertising) should be comparable to 20/21, and include janitorial costs, extermination and pest control, and other miscellaneous services.

Other Purchased Services are higher YTD in fiscal 21/22 due to required water sampling that was performed in September and October, costing ~\$7K, as well as higher monthly cleaning costs now that students and staff are back in the building full-time.

15. **Page two - Prepaid Expenses**

Prepaid expenses at 6/30/21 and 6/30/20 represent advance deposits for software support and maintenance contracts for fiscal 21/22 and 20/21, respectively. In addition, the July rent and

EDSYS, INC.
Comparative Balance Sheets
As of January 31, 2022 and June 30, 2021

	Internal	Under Audit
	Jan 31, 22	June 30, 21
ASSETS		
Current Assets		
Checking/Savings		
1000 - CHECKING AND SAVINGS		
1010 - PNC and Huntington Banks		
1011 - Huntington Bank - Restricted	37,555.09	33,406.79
1010 - Huntington Bank - Unrestricted	4,510,726.28	4,095,997.63
1012 - PNC Investments CD's	1,000,000.00	1,000,000.00
Total 1010 - PNC and Huntington Bank	5,548,281.37	5,129,404.42
1100 - Petty Cash Account	200.00	200.00
Total 1000 - CHECKING AND SAVINGS	5,548,481.37	5,129,604.42
Accounts Receivable		
1200 - Accounts Receivable Curr	457,552.12	616,968.67
11. 1220 - Grants Receivable	3,717.00	20,537.50
1300 - Accounts Receivable Other	24,226.93	42,670.36
Total Accounts Receivable	485,496.05	680,176.53
Other Current Assets		
15. 1400 - Prepaid Expenses	26,096.33	233,103.80
1500 - Construction-in-Progress	0.00	0.00
Total Other Current Assets	26,096.33	233,103.80
Total Current Assets	6,060,073.75	6,042,884.75
Fixed Assets		
12. 1700 - Fixed Assets	2,926,163.37	2,913,999.26
1800 - Less Accumulated Drepreciation	(2,464,071.14)	(2,324,156.86)
Net Fixed Assets	462,092.23	589,842.40
TOTAL ASSETS	6,522,165.98	6,632,727.15

EDSYS, INC.
 COMPARATIVE BALANCE SHEETS
 As of January 31, 2022 and June 30, 2021

	Jan 31, 22	June 30, 21
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - ACCOUNTS PAYABLE	5,296.18	11,796.98
Total Accounts Payable	5,296.18	11,796.98
Other Current Liabilities		
2200 - Accrued Liabilities	47,080.80	177,705.55
2390 - Payroll Liabilities	25,734.62	27,913.01
8. 2450 - Attendance Incentive	133,900.00	133,900.00
2460 - Benefits Incentive	26,000.00	26,000.00
2500 - Student Card Deposits	12,422.63	12,596.85
2600 - Deferred Revenue	-	0.00
Total Other Current Liabilities	245,138.05	378,115.41
Total Current Liabilities	250,434.23	389,912.39
Equity		
3900 - Net Assets - Unrestricted	3,193,613.42	2,591,142.05
Board Designated - Lease Payments	1,020,831.00	1,020,831.00
Board Designated - Retirement Contributions	1,979,169.00	1,979,169.00
Temporarily Restricted	25,000.00	25,000.00
Opening Balance Equity	6,968.96	6,968.96
Net Income (Loss)	46,149.37	619,703.75
Total Equity	6,271,731.75	6,242,814.76
TOTAL LIABILITIES & EQUITY	6,522,165.98	6,632,727.15

EDSYS, Inc.
A/R Aging Summary
As of January 31, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Aliquippa School District			3,549.09		887.28	4,436.37
Ambridge Area School District					1,822.48	1,822.48
Avonworth			4,527.81			4,527.81
Baldwin-Whitehall			10,270.01			10,270.01
Bethel Park School District			-6.80			-6.80
Brentwood Borough			20,342.33			20,342.33
Carlynton School District					-1,776.93	-1,776.93
Charleroi School District						0.00
Chartiers Valley School District			78.73		-52.30	26.43
Clairton City School District			4,131.18		11,813.73	15,944.91
Duquesne School District						0.00
East Allegheny School District			4,643.56		1,936.66	6,580.22
Fox Chapel School District						0.00
Gateway School District						0.00
Hampton School District						0.00
Keystone Oaks School District						0.00
McKeesport Area School District			28,759.73		31,104.16	59,863.89
Montour			5,252.75			5,252.75
New Castle School District					24,700.68	24,700.68
New Kensington-Arnold					1,650.27	1,650.27
North Allegheny School District						0.00
Northgate School District			9,641.98		28,511.33	38,153.31
North Hills School District					7,029.88	7,029.88
Penn Hills School District					44,418.49	44,418.49
Pittsburgh Public Schools						0.00
Quaker Valley School District			6,295.28			6,295.28
Riverview School District						0.00
Shaler Area School District			11,112.11		1,830.95	12,943.06
South Park School District						0.00
Steel Valley						0.00
Sto-Rox			83,303.65		108,832.25	192,135.90
Washington School District						0.00
West Allegheny School District					5,746.73	5,746.73
West Mifflin School District					-1,012.91	-1,012.91
Wilkinsburg Borough						0.00
Woodland Hills					-1,792.04	-1,792.04

EDSYS, Inc.
A/P Aging Summary
As of January 31, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Carolina Biological Supply Company	13.55					13.55
Galls, Inc.	53.53					53.53
L.M. Colker Company & ICS Indiana	288.02					288.02
Office Depot	2,525.46					2,525.46
Paragon Foods	435.40					435.40
Reinhart Food Service. LLC	905.81					905.81
Turner Dairy Farms, Inc.	246.88					246.88
US Foods, Inc.	827.53					827.53
						0.00
						0.00
						0.00
						0.00
	<u>5,296.18</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 #</u>	<u>0.00</u>	<u>5,296.18</u>

EDSYS, INC.
Profit/Loss With Previous Year Comparison
July 2021 through December 2021

	<u>Jul-Jan '22</u>	<u>Jul-Jan '21</u>	<u>Difference</u>	
Income				
6000 - REVENUE/LOCAL SOURCES				
1.	Foundation Grants	18,407.88	0.00	18,407.88
2.	Tuition - Regular	4,974,932.92	4,544,949.18	429,983.74
2.	Tuition - Special Education	1,659,605.79	1,883,932.31	(224,326.52)
	School Lunch Proceeds	6,226.90	221.05	6,005.85
	School Store Proceeds	5,747.00	0.00	5,747.00
	Dell/Lenovo Reimbursements	0.00	0.00	0.00
	Total 6000 - REVENUE/LOCAL SOURCES	6,664,920.49	6,429,102.54	235,817.95
3. 7000 - REV FROM STATE SOURCES				
	Special Ed Reimbursement	0.00	0.00	0.00
	Lease Reimbursements	0.00	38,004.98	(38,004.98)
	Covid-19 Health and Safety Grant	0.00	89,873.00	(89,873.00)
	Nurse Reimbursement	0.00	0.00	0.00
	Ready to Learn Block Grant	28,823.00	28,823.00	0.00
	Total 7000 - REV FROM STATE SOURCES	28,823.00	156,700.98	(127,877.98)
4. 8000 - REV FROM FEDERAL SOURCES				
	ERATE Revenue	1,445.23	1,367.42	77.81
	Title I, II, and IV Revenue	126,305.76	174,958.11	(48,652.35)
	ESSER I, ESSER II and SECIM Grants	151,400.38	0.00	151,400.38
	Other CARES Act (PA Charter School)	41,223.30	0.00	41,223.30
	Lunch/Milk Subsidies	110,392.60	886.86	109,505.74
	Total 8000 - REV FROM FEDERAL SOURCES	430,767.27	177,212.39	253,554.88
9000 - OTHER FINANCING SOURCES				
5.	Other Financing Sources	479.72	2,653.90	(2,174.18)
6.	Miscellaneous Receipts	16,256.95	54,804.43	(38,547.48)
	Total 9000 - OTHER FINANCING SOURCES	16,736.67	57,458.33	(40,721.66)
	Total Income	7,141,247.43	6,820,474.24	320,773.19
	Gross Profit	7,141,247.43	6,820,474.24	320,773.19
Expense				
7. 100/200 - PERSONNEL SERVICES				
	Salaries	3,354,062.27	3,144,845.00	209,217.27
	Benefits	1,566,652.43	1,462,931.52	103,720.91
	Total 100/200 - PERSONNEL SERVICES	4,920,714.70	4,607,776.52	312,938.18
300 - PURCHASED PROFESSIONAL SERVICES				
	Technology	68,400.95	63,218.15	5,182.80
	Special Education	92,679.86	64,323.08	28,356.78
8.	Other	160,398.68	177,650.15	(17,251.47)
	Total 300 - PURCHASED PROFESSIONAL	321,479.49	305,191.38	16,288.11

EDSYS, INC.
Profit/Loss With Previous Year Comparison
July 2021 through December 2021

	<u>Jul-Jan '22</u>	<u>Jul-Jan '21</u>	<u>Difference</u>
Expense			
400 - PURCHASED PROPERTY SERVICES			
Repair & Maint - Bldgs & Tech	12,189.64	906.33	11,283.31
9. Utilities	98,315.30	64,479.69	33,835.61
9. Rental - Land & Bldgs	938,333.36	973,179.45	(34,846.09)
Rental - Equipment	42,164.55	53,811.81	(11,647.26)
Total 400 - PURCHASED PROPERTY SERV.	<u>1,091,002.85</u>	<u>1,092,377.28</u>	<u>(1,374.43)</u>
500 - OTHER PURCHASED SERVICES			
13. Student Transportation	59,618.97	27,295.53	32,323.44
Insurance	84,282.61	67,719.33	16,563.28
8. Communications & Advertising	71,095.79	78,708.32	(7,612.53)
14. Other Purchased Services	74,631.94	51,999.42	22,632.52
Total 500 - OTHER PURCHASED SERVICES	<u>289,629.31</u>	<u>225,722.60</u>	<u>63,906.71</u>
600 - SUPPLIES			
17. General Supplies	127,062.87		39,777.53
Lunches, School Store, Refreshments	65,340.43	87,285.34	62,456.27
Books, Periodicals, Software	67,555.03	2,884.16	8,644.74
Total 600 - SUPPLIES	<u>259,958.33</u>	<u>58,910.29</u>	<u>110,878.54</u>
700 - PROPERTY		149,079.79	
16. Technical Equipment	47,830.16		27,893.43
10. Depreciation Expense	139,914.28	19,936.73	4,249.07
Loss on Disposal of Assets	0.00	135,665.21	(36,412.77)
Total 700 - PROPERTY	<u>187,744.44</u>	<u>36,412.77</u>	<u>(4,270.27)</u>
800 - OTHER		192,014.71	
Dues and Fees	118.94		68.94
Student Awards	24,450.00	50.00	(14,550.00)
Total 800 - OTHER	<u>24,568.94</u>	<u>39,000.00</u>	<u>(14,481.06)</u>
Total Expense	<u>7,095,098.06</u>	<u>39,050.00</u>	<u>483,885.78</u>
Net Income (Loss)	<u><u>46,149.37</u></u>	<u><u>6,611,212.28</u></u>	<u><u>(163,112.59)</u></u>
		<u><u>209,261.96</u></u>	

EDSYS, INC.
Profit/Loss With Budget Comparison
 July 2021 through December 2021

	<u>Jul-Jan '22</u>	<u>Fiscal 21/22 Budget</u>	<u>YTD Remaining</u>	
Income				
6000 - REVENUE/LOCAL SOURCES				
1.	Foundation Grants	18,407.88	64,000.00	45,592.12
2.	Tuition - Regular	4,974,932.92	9,023,638.00	4,048,705.08
2.	Tuition - Special Education	1,659,605.79	2,829,670.00	1,170,064.21
	School Lunch Proceeds	6,226.90	75,000.00	68,773.10
	School Store Proceeds	5,747.00	15,000.00	9,253.00
	Dell/Lenovo Reimbursements	0.00	0.00	0.00
	Total 6000 - REVENUE/LOCAL SOURCES	6,664,920.49	12,007,308.00	5,342,387.51
7000 - REV FROM STATE SOURCES				
	Special Ed Reimbursement	0.00	125,000.00	125,000.00
	Lease Reimbursements	0.00	40,000.00	40,000.00
	Covid-19 Health and Safety Grant	0.00	0.00	0.00
	Nurse Reimbursement	0.00	10,000.00	10,000.00
	Ready to Learn Block Grant	28,823.00	30,000.00	1,177.00
	Total 7000 - REV FROM STATE SOURCES	28,823.00	205,000.00	176,177.00
8000 - REV FROM FEDERAL SOURCES				
	ERATE Revenue	1,445.23	10,000.00	8,554.77
	Title I, II, and IV Revenue	126,305.76	300,000.00	173,694.24
	ESSER I, ESSER II and SECIM Grants	151,400.38	402,500.00	251,099.62
	Other CARES Act (PA Charter School)	41,223.30	450,000.00	408,776.70
	Lunch/Milk Subsidies	110,392.60	170,000.00	59,607.40
	Total 8000 - REV FROM FEDERAL SOURCES	430,767.27	1,332,500.00	901,732.73
9000 - OTHER FINANCING SOURCES				
5.	Other Financing Sources	479.72	5,000.00	4,520.28
6.	Miscellaneous Receipts	16,256.95	50,000.00	33,743.05
	Total 9000 - OTHER FINANCING SOURCES	16,736.67	55,000.00	38,263.33
	Total Income	7,141,247.43	13,599,808.00	6,458,560.57
	Gross Profit	7,141,247.43	13,599,808.00	6,458,560.57
Expense				
7. 100/200 - PERSONNEL SERVICES				
	Salaries	3,354,062.27	6,189,495.00	2,835,432.73
	Benefits	1,566,652.43	2,966,581.00	1,399,928.57
	Total 100/200 - PERSONNEL SERVICES	4,920,714.70	9,156,076.00	4,235,361.30
300 - PURCHASED PROFESSIONAL SERVICES				
	Technology	68,400.95	112,500.00	44,099.05
	Special Education	92,679.86	285,000.00	192,320.14
8.	Other	160,398.68	325,000.00	164,601.32
	Total 300 - PURCHASED PROFESSIONAL	321,479.49	722,500.00	401,020.51

EDSYS, INC.
Profit/Loss With Budget Comparison
July 2021 through December 2021

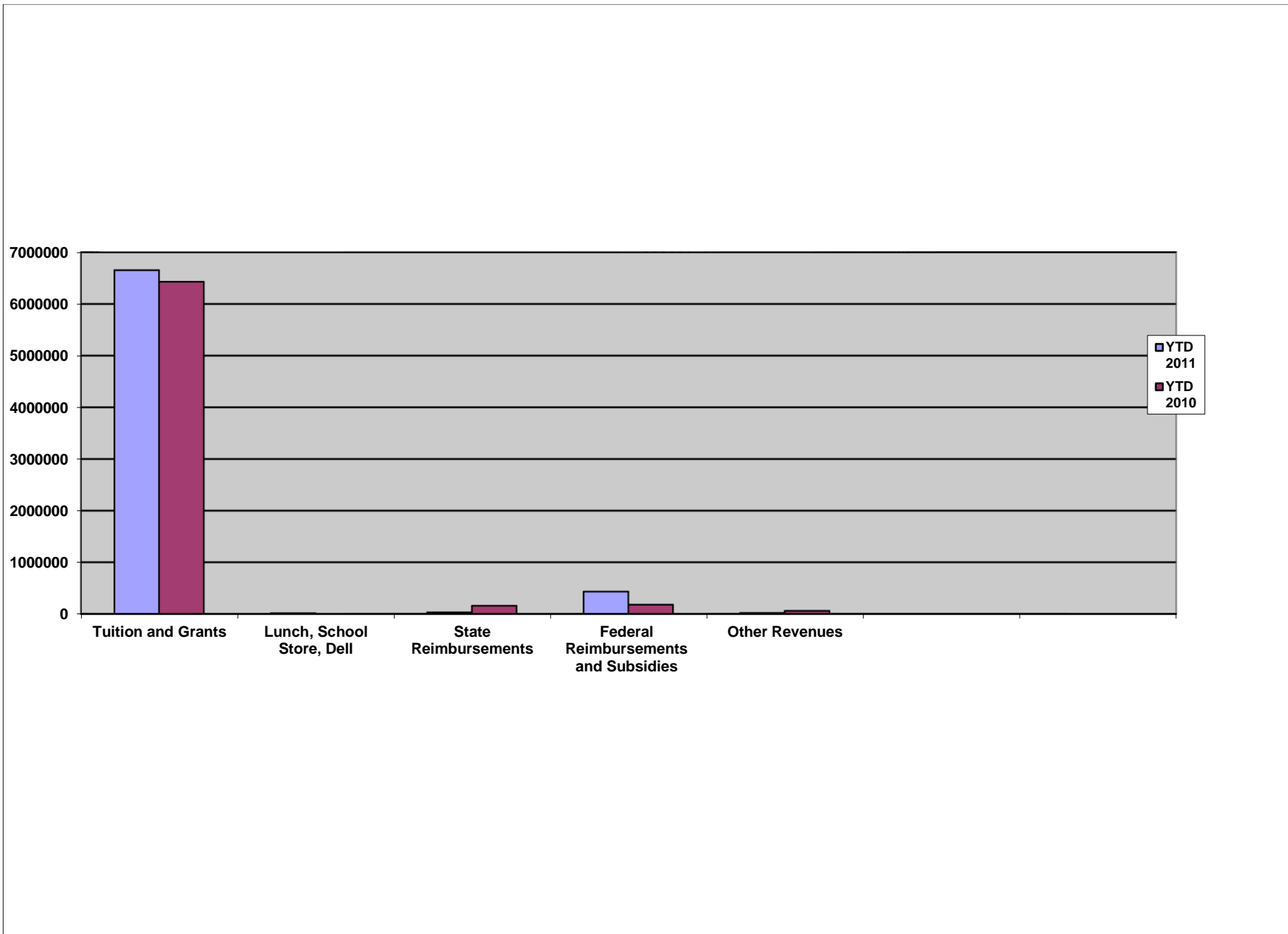
	<u>Jul-Jan '22</u>	<u>Fiscal 21/22 Budget</u>	<u>YTD Remaining</u>	
Expense				
400 - PURCHASED PROPERTY SERVICES				
	Repair & Maint - Bldgs & Tech	12,189.64	5,000.00	(7,189.64)
9.	Utilities	98,315.30	175,000.00	76,684.70
9.	Rental - Land & Bldgs	938,333.36	1,450,000.00	511,666.64
	Rental - Equipment	42,164.55	85,000.00	42,835.45
	Total 400 - PURCHASED PROPERTY SERV.	1,091,002.85	1,715,000.00	623,997.15
500 - OTHER PURCHASED SERVICES				
13.	Student Transportation	59,618.97	280,000.00	220,381.03
	Insurance	84,282.61	70,000.00	(14,282.61)
	Communications & Advertising	71,095.79	265,000.00	193,904.21
14.	Other Purchased Services	74,631.94	175,000.00	100,368.06
	Total 500 - OTHER PURCHASED SERVICES	289,629.31	790,000.00	500,370.69
600 - SUPPLIES				
17.	General Supplies	127,062.87	200,000.00	72,937.13
	Lunches, School Store, Refreshments	65,340.43	185,000.00	119,659.57
	Books, Periodicals, Software	67,555.03	75,000.00	7,444.97
	Total 600 - SUPPLIES	259,958.33	460,000.00	200,041.67
700 - PROPERTY				
16.	Technical Equipment	47,830.16	62,500.00	14,669.84
10.	Depreciation Expense	139,914.28	285,000.00	145,085.72
	Loss on Disposal of Assets	0.00	36,412.77	36,412.77
	Total 700 - PROPERTY	187,744.44	383,912.77	196,168.33
800 - OTHER				
	Dues and Fees	118.94	2,500.00	2,381.06
	Student Awards	24,450.00	55,000.00	30,550.00
	Total 800 - OTHER	24,568.94	57,500.00	32,931.06
	Total Expense	7,095,098.06	13,284,988.77	6,189,890.71
	Net Income (Loss)	46,149.37	314,819.23	268,669.86
		4,300,000.00		
		4,614,819.23		

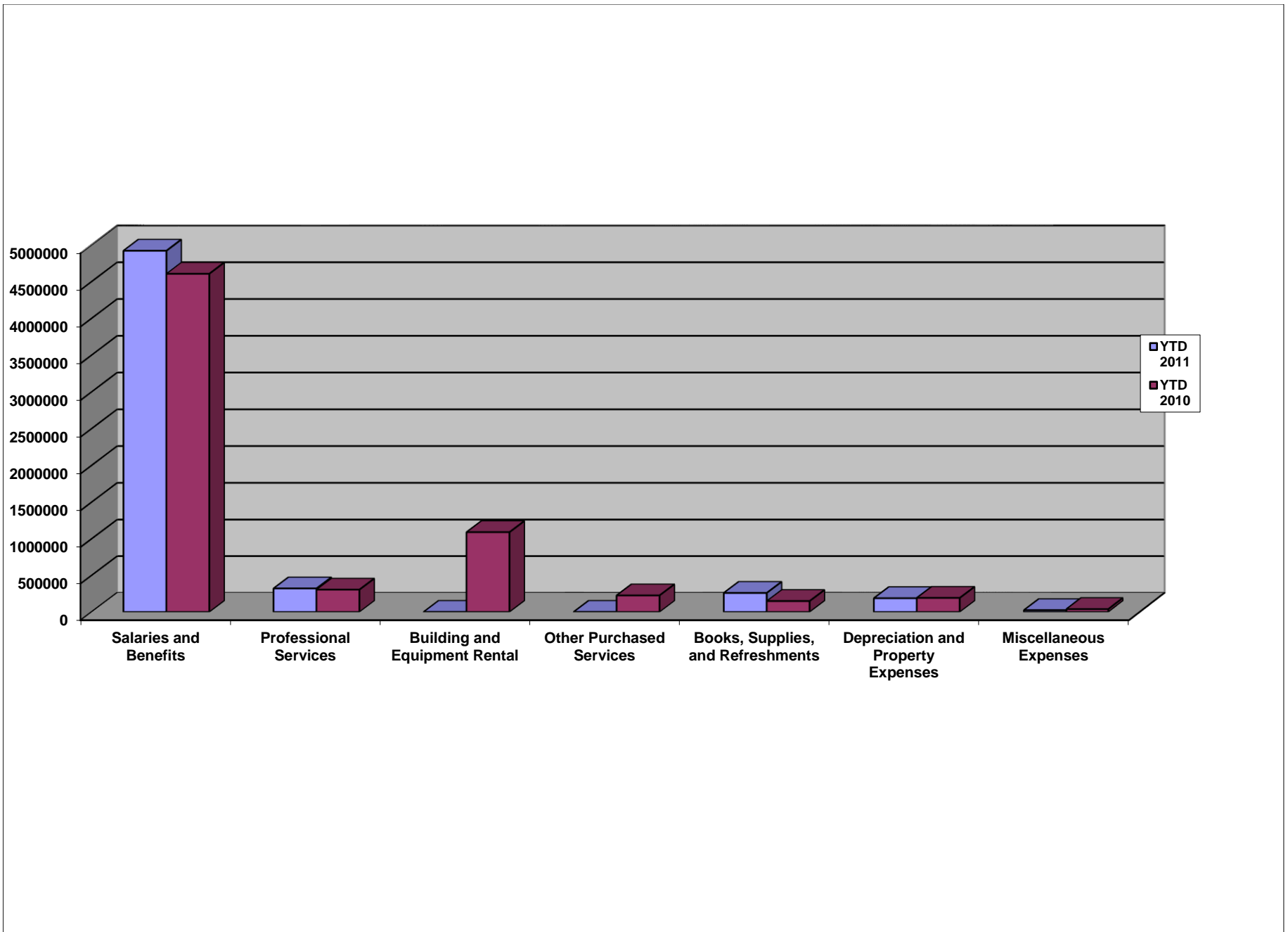
EDSYS, INC.
Cash Flow Forecast
July 2021 through June 2022

	<u>Cash In</u>	<u>Cash Out</u>	<u>Net In/(Out)</u>	<u>Balance</u>
Beginning Balance 07-01-21	5,129,604.42 A	0.00 A	5,129,604.42 A	5,129,604.42
July 2021	918,764.88 A	892,993.69 A	25,771.19 A	5,155,375.61
August 2021	149,088.77 A	1,024,306.54 A	(875,217.77) A	4,280,157.84
September 2021	1,558,904.55 A	841,457.53 A	717,447.02 A	4,997,604.86
October 2021	1,001,365.47 A	1,422,374.81 A	(421,009.34) A	4,576,595.52
November 2021	1,136,882.62 A	898,098.22 A	238,784.40 A	4,815,379.92
December 2021	829,417.19 A	966,725.28 A	(137,308.09) A	4,678,071.83
January 2022	1,800,779.64 A	930,370.10 A	870,409.54 A	5,548,481.37
February 2022	950,000.00 E	975,000.00 E	(25,000.00) E	5,523,481.37
March 2022	0.00 E	0.00 E	0.00 E	5,523,481.37
April 2022	0.00 E	0.00 E	0.00 E	5,523,481.37
May 2022	0.00 E	0.00 E	0.00 E	5,523,481.37
June 2022	0.00 E	0.00 E	0.00 E	5,523,481.37
Ending Balance	<u>8,345,203.12</u> *	<u>7,951,326.17</u>	<u>393,876.95</u>	<u>5,523,481.37</u>
Budget 21-22	13,599,808.00 *	13,248,577.00	351,231.00	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*		
January 31, 2022	\$5,548,281	\$24 to \$1	\$457,552	\$5,296
June 30, 2021	\$5,129,604	\$15 to \$1	\$616,969	\$11,797

*Current Ratio = Current Assets/Current Liabilities

	Tuition Receivable Aging Schedule				
	Total	Current	>30	>60	>90
January 31, 2022	\$457,552	\$0	\$191,901	\$0	\$265,651
June 30, 2021	\$616,969	\$215,270	\$302,584	\$0	\$99,115

For the 7 Mos. Ended Jan:	Income Statement			
	Total Revenue	Total Expense	Revenue Per Student*	Expense Per Student*
2022	\$7,141,247	\$7,095,098	\$12,572.62	\$12,491.37
21/22 Budget	\$13,599,808	\$13,248,576	\$25,184.83	\$24,534.40
% of Budget	52.51%	53.55%	49.92%	50.91%
2021	\$6,820,474	\$6,611,212	\$13,373.48	\$12,963.16

Comments:

Revenue is higher in 21/22 than 20/21 due to increased student enrollment, as well as increased lunch subsidies due to City High participating in the SSO Program. In addition, the CARES Act ESSER grant funds were not yet received YTD in 20/21. This is slightly offset by higher Title I, II, and IV funding YTD in 20/21, the PCCD Covid-19 grant and the Lease Reimbursement received in 20/21, as well as higher Miscellaneous Receipts.

YTD Expenses in 21/22 are higher than 20/21 due to higher salaries and benefits, higher supply and technology costs, higher utility costs, and higher lunch and school store food expenses.

See below for benefit expense discussion.

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

21/22 Budget:	540 students	
Jan 2022	568 students	(YTD Average)
Jan 2021	510 students	(YTD Average)

Highlights:

Total Revenue is higher YTD in fiscal 21/22 than 20/21 due to higher student enrollment and higher federal and state subsidies YTD in 21/22 (ESSER Funds and Lunch Reimbursements).

Total Expenses are also higher YTD as expected due to higher salaries (raises) and benefits, as well as higher supply costs, food costs due to a return to in-person instruction, and higher utility costs.

Average enrollment is up 58 students halfway through the 21/22 school year as compared to halfway through the 20/21 school year. (568 vs 510). This is primarily due to the new Freshman Class currently near maximum capacity with 179 students.

The fiscal 21/22 budget was built based on average enrollment of 540 students.

However, 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 ~\$950,000 in fiscal 17/18 thru 20/21, by implementing the new 401K plan for new hires effective 7/1/17.

As of 1/31/22, 42 employees are participating in the 401K plan rather than PSERS. This represents over 45% 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 December 31, 2021

MMAX Account: (Placed Through Huntington Bank)

Issuer Name	FDIC #	City, State	Amount
Americu	68433	Rome, NY	\$247,000.00
BankUnited National Association	58979	Miami Lakes, FL	\$247,000.00
CIT Bank National Association	58978	Pasadena, CA	\$247,000.00
City National Bank of Florida	20234	Miami, FL	\$247,000.00
Investors Bank	28892	Short Hills, NJ	\$247,000.00
JPMorgan Chase Bank National Association	628	Columbus, OH	\$247,000.00
OPTUS Bank	35241	Columbia, SC	\$247,000.00
Pacific National Bank	26299	Miami, FL	\$247,000.00
Salem Five Cents Savings Bank	23296	Milton, MA	\$150,106.53
Signature Bank	57053	New York, NY	\$247,000.00
Third Coase Bank SSB	58716	Humble, TX	\$247,000.00
Tristate Capital Bank	58457	Pittsburgh, PA	\$247,000.00
U.S. Century Bank	57369	Doral, FL	\$247,000.00
Total Portfolio (Interest - .02%)			<u><u>\$3,114,106.53</u></u>

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

Issuer Name/Cusip No.	Effective Date	Maturity Date	Interest Rate	Amount
Ballston National Bank/New York/058723AG2	6/16/2021	9/16/2021	0.03%	\$250,000.00
Guilford Savings Bank/Guilford,CT/401834BN5	6/22/2021	9/21/2021	0.03%	\$250,000.00
Bank of India/New York/06279KQ66	6/15/2021	12/15/2021	0.05%	\$250,000.00
Goldman Sachs Bank/USA/38149MWT6	6/11/2021	12/16/2021	0.05%	\$250,000.00
Total Portfolio				<u><u>\$1,000,000.00</u></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.

NOTE 2: All CD's have expired and are in the process of being reinvested as of 1/31/22.

DRAFT
Dispute Resolution Process
City Charter High School

**DISPUTE RESOLUTION PROCESS
CITY CHARTER HIGH SCHOOL PLACEMENT OF CHILDREN AND YOUTH
IN HOMELESS SITUATIONS**

BACKGROUND INFORMATION

The McKinney-Vento Homeless Assistance Act (also referred to as the Act or the McKinney-Vento Act) acknowledges that disputes may arise between City Charter High School and homeless students and their parents, or unaccompanied youth, when the district seeks to place a student in a school other than the school of origin or the school requested by the parent or unaccompanied youth. The Act includes dispute resolution among the required duties of the local education agency (LEA) liaison. City Charter High School (City High) has developed a dispute resolution process as required by the McKinney-Vento Act.

Districts should bear in mind that disputes related to school selection or enrollment should be initiated at the request of the parent or unaccompanied youth and not at the request or convenience of City Charter High School. Additionally, issues related to the definition of homelessness, the responsibilities of City Charter High School to serve homeless children and youth, and/or the explicit rights of homeless children and youth are addressed in the McKinney-Vento Act. Disputes related to the school placement and enrollment of homeless children and youths shall be resolved within the parameters of the federal McKinney-Vento Act. The dispute resolution process for the school placement of homeless children and youths shall not be used in an effort to circumvent or supersede any part of the federal McKinney-Vento Act.

The following procedures are specified in the Act:

Enrollment: If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

Written Explanation: The district must provide a written explanation of the school placement decision to the parent or, in the case of an unaccompanied youth, to the unaccompanied youth. (The written explanation must include a description of the parent's or unaccompanied youth's right to appeal the decision.)

Liaison: The designated LEA homeless liaison is assigned to carry out the dispute resolution process in an expeditious manner.

Responsibility: City Charter High School, usually the school's homeless liaison, is responsible to inform the parent of the homeless student(s) or the unaccompanied youth of the dispute resolution process.

OVERVIEW

In a case where a dispute occurs regarding the enrollment of a homeless child or youth, the following process must be used: Level I of the appeal is to the district's homeless liaison. If unresolved at this level, the case is appealed to City Charter High School's CEO/Principal (Level II), and if the dispute continues to be unresolved, the final appeal (Level III) is to City High. **Every effort must be made to resolve the complaint or dispute at the local level before it is brought to City High.**

INITIATION OF THE DISPUTE RESOLUTION PROCESS

If a school district seeks to place a homeless child or youth in a school other than the school of origin, or the school requested by the parent or unaccompanied youth, the child's/youth's parent or the unaccompanied youth shall be informed in a language and format understandable to the parent or unaccompanied youth of their right to appeal the decision made by City Charter High School and be provided the following:

1. Written contact information for the LEA homeless liaison and State Coordinator, with a brief description of their roles.
2. A simple, written detachable form that parents, guardians, or unaccompanied youth can complete and turn in to the school to initiate the dispute process (the school should copy the form and return the copy to the parent, guardian, or youth for their records when it is submitted.)
3. A written step-by-step description of how to dispute City Charter High School's decision.
4. Written notice of the right to enroll immediately in the school of choice pending resolution of the dispute.
5. Written notice of the right to appeal to the state if the district-level resolution is not satisfactory.
6. Written timelines for resolving district- and state-level appeals.

Level I: LEA Liaison Communication

If a parent or unaccompanied youth wishes to appeal City Charter High School's decision related to a student's placement:

1. The parent or unaccompanied youth must file a request for dispute resolution with the district's homeless liaison by submitting a form that initiates the dispute resolution process. The request for dispute resolution must be submitted by the parent or the unaccompanied youth to the district liaison within fifteen (15) business days of receiving notification that the district intends to enroll the student in a school other than that requested by the family or the unaccompanied youth. The parent or unaccompanied youth may submit the request directly to the

- homeless liaison or they may submit the request to the school where the dispute is taking place. If the request is submitted to the school where the dispute is taking place, the school shall immediately forward the request to the district's homeless liaison. In the event that the district's homeless liaison is unavailable, a City Charter High School designee may receive the parent's or unaccompanied youth's request to initiate the dispute resolution process.
2. The homeless liaison must log their receipt of the complaint, including the date and time, with a written description of the situation and the reason for the dispute, and a copy of the complaint must be forwarded to the liaison's immediate supervisor and the district superintendent.
 3. Within five (5) business days of their receipt of the complaint, the liaison must make a decision on the complaint and inform the parent or unaccompanied youth in writing of the result. It is the responsibility of the district to verify the parent's or unaccompanied youth's receipt of the written notification regarding the homeless liaison's Level I decision.
 4. If the parent or unaccompanied youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify the district's homeless liaison of their intent to proceed to Level II within ten (10) business days of receipt of notification of the Level I decision.
 5. If the parent or unaccompanied youth wishes to appeal the liaison's Level I decision, the district's homeless liaison shall provide the parent or unaccompanied youth with an appeals package containing:
 - a. A copy of the parent's or unaccompanied youth's complaint which was filed with the district's homeless liaison at Level I,
 - b. The decision rendered at Level I by the LEA liaison, and
 - c. Any additional information from the parent, unaccompanied youth, and/or homeless liaison.

Level II: LEA Superintendent Communication

(If the dispute remains unresolved after a Level I appeal)

1. If a parent disagrees with the decision rendered by the district's homeless liaison at Level I, the parent or unaccompanied youth may appeal the decision to City Charter High School's CEO/Principal, or his/her designee, (the designee shall be someone other than the district's homeless liaison) using the appeals package provided at Level I.
2. The CEO/Principal, or his/her designee, will arrange for a personal conference to be held with the parent or unaccompanied youth. The personal conference will be arranged within five (5) business days of the parent or unaccompanied youth's notification to City High of their intent to proceed to Level II of the dispute resolution process. Once arranged, the meeting between the superintendent, or superintendent's designee, and the parent or unaccompanied youth is to take place as expeditiously as possible.
3. The CEO/Principal, or his/her designee, will provide a decision in writing to the parent or unaccompanied youth with supporting evidence and reasons, within five (5) business days of the superintendent's, or superintendent's designee, personal conference with the parent or unaccompanied youth. It is the responsibility of the

- district to verify the parent's or unaccompanied youth's receipt of the written notification regarding the superintendent's Level II decision.
4. A copy of the appeals package, along with the written decision made at Level II is to be shared with the district's homeless liaison.
 5. If the parent or unaccompanied youth disagrees with the decision made at Level II and wishes to move the dispute resolution process forward to Level III, the parent or unaccompanied youth shall notify the region's homeless regional coordinator at the Allegheny Intermediate Unit of their intent to proceed to Level III within ten (10) business days of receipt of notification of the Level II decision.
 6. If the dispute remains unresolved, the process then moves to Level III.

Level III: Allegheny Intermediate Unit's Regional Coordinator of McKinney Vento Oversight

(If the dispute remains unresolved after a Level II appeal)

1. The CEO/Principal of City High shall forward all written documentation and related paperwork to the Regional Coordinator or designee for review within five (5) business days of notifying the parent or unaccompanied youth of the decision rendered at Level II.
2. The entire dispute package including all documentation and related paperwork is to be submitted to the Allegheny Intermediate Unit (AIU) in one consolidated and complete package via hard copy mail delivery. Documents submitted separately from the dispute package, documents submitted after the fact, or documents submitted outside of the dispute package in an attempt to extend the dispute timeframe or impact a pending dispute outcome may not be reviewed by the AIU. It is the responsibility of City High to ensure that dispute packages are complete and ready for review at the time they are submitted to the AIU.
3. The City High homeless education coordinator, or designee, along with the appropriate agency director, and/or agency assistant superintendent, shall make a final decision within fifteen (15) business days of receipt of the complaint.
4. The final decision will be forwarded to City Charter High School's homeless liaison for distribution to the parent and City High's CEO and Principal.
5. The decision made by the AIU shall be the final resolution for placement of a homeless child or youth in the district.
6. The CEO/Principal of City Charter High School shall maintain a record of all disputes related to the placement of homeless children and youths. These records shall include disputes resolved at Level I, Level II, and/or Level III.

INTER-DISTRICT DISPUTES

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Disputes arising between school districts (LEAs) regarding the placement of a homeless child or youth in a district should be resolved between the districts at the local level in the

best interest of the child and according to the law. Disputes between LEAs that remain unresolved shall be forwarded in writing by either of the disputing districts to the City High homeless education coordinator, or designee. A decision will be made by the City High homeless coordinator, or designee, along with a committee of City High staff within ten (10) business days of the receipt of the dispute and will be forwarded in writing to a district's superintendents, a district's homeless liaison and the parent(s) of the homeless child, or the homeless youth.

The decision made by City High shall be the final resolution between the disputing LEAs for placement of a homeless child or youth in a district.

McKinney-Vento Homeless Education Act of 2001
42 U.S.C. §§ 11431, et. seq. (Chapter 119) , as amended by the
No Child Left Behind Act.

POLICY STATEMENT

Section 721(l)(2) of the McKinney-Vento Homeless Education Act:

The following is the policy of the Congress:

- (1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
- (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- (3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
- (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

DEFINITIONS

Homeless Children and Youths: According to Section 725(2) of the McKinney-Vento Homeless Education Act, "the term 'homeless children and youths'--

- (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)) ['one who (1) lacks a fixed, regular, and

adequate residence or (2) has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.']; and

(B) includes--

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)."

Section 103(c) of the Act specifically excludes from the definition of homeless individuals any person who is imprisoned or otherwise detained by Act of Congress or State law.

Unaccompanied Youth: Section 725(6) of the Act indicates that the term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian." Youth living on their own in any of the homeless situations described in the law, are covered by the law.

Fixed Residence: A residence that is stationary, permanent, and not subject to change.

Regular Residence: A residence which is used on a regular (i.e., nightly) basis.

Adequate Residence: A residence which is sufficient for meeting both the physical and psychological needs typically met in home environments.

Parent: For the purpose of this policy, a parent means a parent, legal guardian, or person having legal custody of a child.

School of Origin: The school of origin, as defined in the McKinney-Vento Homeless Education Act, Section 722 (g)(3)(G), is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Enrollment: The terms "enroll" and "enrollment" include attending classes and participating fully in school activities.

DRAFT
Dispute Resolution Process
City Charter High School

**DISPUTE RESOLUTION PROCESS
CITY CHARTER HIGH SCHOOL PLACEMENT OF CHILDREN AND YOUTH
IN HOMELESS SITUATIONS**

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Responsibility: City Charter High School, usually the school's homeless liaison, is responsible to inform the parent of the homeless student(s) or the unaccompanied youth of the dispute resolution process.

OVERVIEW

In a case where a dispute occurs regarding the enrollment of a homeless child or youth, the following process must be used: Level I of the appeal is to the district's homeless liaison. If unresolved at this level, the case is appealed to City Charter High School's CEO/Principal (Level II), and if the dispute continues to be unresolved, the final appeal (Level III) is to City High. **Every effort must be made to resolve the complaint or dispute at the local level before it is brought to City High.**

INITIATION OF THE DISPUTE RESOLUTION PROCESS

If a school district seeks to place a homeless child or youth in a school other than the school of origin, or the school requested by the parent or unaccompanied youth, the child's/youth's parent or the unaccompanied youth shall be informed in a language and format understandable to the parent or unaccompanied youth of their right to appeal the decision made by City Charter High School and be provided the following:

1. Written contact information for the LEA homeless liaison and State Coordinator, with a brief description of their roles.
2. A simple, written detachable form that parents, guardians, or unaccompanied youth can complete and turn in to the school to initiate the dispute process (the school should copy the form and return the copy to the parent, guardian, or youth for their records when it is submitted.)
3. A written step-by-step description of how to dispute City Charter High School's decision.
4. Written notice of the right to enroll immediately in the school of choice pending resolution of the dispute.
5. Written notice of the right to appeal to the state if the district-level resolution is not satisfactory.
6. Written timelines for resolving district- and state-level appeals.

Level I: LEA Liaison Communication

If a parent or unaccompanied youth wishes to appeal City Charter High School's decision related to a student's placement:

1. The parent or unaccompanied youth must file a request for dispute resolution with the district's homeless liaison by submitting a form that initiates the dispute resolution process. The request for dispute resolution must be submitted by the parent or the unaccompanied youth to the district liaison within fifteen (15) business days of receiving notification that the district intends to enroll the student

- in a school other than that requested by the family or the unaccompanied youth. The parent or unaccompanied youth may submit the request directly to the homeless liaison or they may submit the request to the school where the dispute is taking place. If the request is submitted to the school where the dispute is taking place, the school shall immediately forward the request to the district's homeless liaison. In the event that the district's homeless liaison is unavailable, a City Charter High School designee may receive the parent's or unaccompanied youth's request to initiate the dispute resolution process.
2. The homeless liaison must log their receipt of the complaint, including the date and time, with a written description of the situation and the reason for the dispute, and a copy of the complaint must be forwarded to the liaison's immediate supervisor and the district superintendent.
 3. Within five (5) business days of their receipt of the complaint, the liaison must make a decision on the complaint and inform the parent or unaccompanied youth in writing of the result. It is the responsibility of the district to verify the parent's or unaccompanied youth's receipt of the written notification regarding the homeless liaison's Level I decision.
 4. If the parent or unaccompanied youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify the district's homeless liaison of their intent to proceed to Level II within ten (10) business days of receipt of notification of the Level I decision.
 5. If the parent or unaccompanied youth wishes to appeal the liaison's Level I decision, the district's homeless liaison shall provide the parent or unaccompanied youth with an appeals package containing:
 - a. A copy of the parent's or unaccompanied youth's complaint which was filed with the district's homeless liaison at Level I,
 - b. The decision rendered at Level I by the LEA liaison, and
 - c. Any additional information from the parent, unaccompanied youth, and/or homeless liaison.

Level II: LEA Superintendent Communication

(If the dispute remains unresolved after a Level I appeal)

1. If a parent disagrees with the decision rendered by the district's homeless liaison at Level I, the parent or unaccompanied youth may appeal the decision to City Charter High School's CEO/Principal, or his/her designee, (the designee shall be someone other than the district's homeless liaison) using the appeals package provided at Level I.
2. The CEO/Principal, or his/her designee, will arrange for a personal conference to be held with the parent or unaccompanied youth. The personal conference will be arranged within five (5) business days of the parent or unaccompanied youth's notification to City High of their intent to proceed to Level II of the dispute resolution process. Once arranged, the meeting between the superintendent, or superintendent's designee, and the parent or unaccompanied youth is to take place as expeditiously as possible.

3. The CEO/Principal, or his/her designee, will provide a decision in writing to the parent or unaccompanied youth with supporting evidence and reasons, within five (5) business days of the superintendent's, or superintendent's designee, personal conference with the parent or unaccompanied youth. It is the responsibility of the district to verify the parent's or unaccompanied youth's receipt of the written notification regarding the superintendent's Level II decision.
4. A copy of the appeals package, along with the written decision made at Level II is to be shared with the district's homeless liaison.
5. If the parent or unaccompanied youth disagrees with the decision made at Level II and wishes to move the dispute resolution process forward to Level III, the parent or unaccompanied youth shall notify the region's homeless regional coordinator at the Allegheny Intermediate Unit of their intent to proceed to Level III within ten (10) business days of receipt of notification of the Level II decision.
6. If the dispute remains unresolved, the process then moves to Level III.

Level III: Allegheny Intermediate Unit's Regional Coordinator of McKinney Vento Oversight

(If the dispute remains unresolved after a Level II appeal)

1. The CEO/Principal of City High shall forward all written documentation and related paperwork to the Regional Coordinator or designee for review within five (5) business days of notifying the parent or unaccompanied youth of the decision rendered at Level II.
2. The entire dispute package including all documentation and related paperwork is to be submitted to the Allegheny Intermediate Unit (AIU) in one consolidated and complete package via hard copy mail delivery. Documents submitted separately from the dispute package, documents submitted after the fact, or documents submitted outside of the dispute package in an attempt to extend the dispute timeframe or impact a pending dispute outcome may not be reviewed by the AIU. It is the responsibility of City High to ensure that dispute packages are complete and ready for review at the time they are submitted to the AIU.
3. The City High homeless education coordinator, or designee, along with the appropriate agency director, and/or agency assistant superintendent, shall make a final decision within fifteen (15) business days of receipt of the complaint.
4. The final decision will be forwarded to City Charter High School's homeless liaison for distribution to the parent and City High's CEO and Principal.
5. The decision made by the AIU shall be the final resolution for placement of a homeless child or youth in the district.
6. The CEO/Principal of City Charter High School shall maintain a record of all disputes related to the placement of homeless children and youths. These records shall include disputes resolved at Level I, Level II, and/or Level III.

INTER-DISTRICT DISPUTES

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending

resolution of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Disputes arising between school districts (LEAs) regarding the placement of a homeless child or youth in a district should be resolved between the districts at the local level in the best interest of the child and according to the law. Disputes between LEAs that remain unresolved shall be forwarded in writing by either of the disputing districts to the City High homeless education coordinator, or designee. A decision will be made by the City High homeless coordinator, or designee, along with a committee of City High staff within ten (10) business days of the receipt of the dispute and will be forwarded in writing to a district's superintendents, a district's homeless liaison and the parent(s) of the homeless child, or the homeless youth.

The decision made by City High shall be the final resolution between the disputing LEAs for placement of a homeless child or youth in a district.

McKinney-Vento Homeless Education Act of 2001
42 U.S.C. §§ 11431, et. seq. (Chapter 119) , as amended by the
No Child Left Behind Act.

POLICY STATEMENT

Section 721(l)(2) of the McKinney-Vento Homeless Education Act:

The following is the policy of the Congress:

- (1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
- (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- (3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
- (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

DEFINITIONS

Homeless Children and Youths: According to Section 725(2) of the McKinney-Vento Homeless Education Act, "the term 'homeless children and youths'--

- (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)) ['one who (1) lacks a fixed, regular, and adequate residence or (2) has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.']; and
- (B) includes--
- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
 - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)."

Section 103(c) of the Act specifically excludes from the definition of homeless individuals any person who is imprisoned or otherwise detained by Act of Congress or State law.

Unaccompanied Youth: Section 725(6) of the Act indicates that the term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian." Youth living on their own in any of the homeless situations described in the law, are covered by the law.

Fixed Residence: A residence that is stationary, permanent, and not subject to change.

Regular Residence: A residence which is used on a regular (i.e., nightly) basis.

Adequate Residence: A residence which is sufficient for meeting both the physical and psychological needs typically met in home environments.

Parent: For the purpose of this policy, a parent means a parent, legal guardian, or person having legal custody of a child.

School of Origin: The school of origin, as defined in the McKinney-Vento Homeless Education Act, Section 722 (g)(3)(G), is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Enrollment: The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.