

# EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

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## BOARD OF TRUSTEES MEETING

WEDNESDAY, March 16, 2022

- I. Consent Agenda
  1. Approve February 16, 2022 Minutes
  2. Enrollment
  3. Metrics
  4. February 2022 Financials
  
- II. Reports
  1. CEO's/Principal's Report
  2. Board Committee Updates
    - a. Finance
    - b. Governance
      - i. Nominating: Board Skills Matrix
  
- III. Old/New Business
  1. Title I Monitoring Policies
    - i. Conflict of Interest Policy
    - ii. Travel Reimbursement Policy
  2. Ethics Statement of Financial Interests Forms
  3. Charter Renewal Update
  
- IV. Executive Session
  1. Adjudications
  
- V. Next Board Meeting- May 18, 2022
  1. Open House~ March 26<sup>th</sup>
  2. Last Day of School for Students~ April 7<sup>th</sup>

**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, February 16, 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:

Michelle Betts  
Cara Ciminillo  
Gerry Dudley  
Larry Hailsham  
David Lehman  
Cindy Tananis

Also present was:

Kathy Clark, Solicitor

David Lehman chaired the meeting, which was called to order at 5:34 p.m.

The Consent Agenda for the February 16, 2021 Board of Trustees Meeting included the following items:

- Approve the November 17 and the December 12, 2021 Board Meeting Minutes.
- Metrics
- Enrollment
- Financials

Larry Hailsham moved to approve the November 2021 minutes with corrections. Cindy Tananis seconded the motion. The motion to approve the minutes was unanimously approved.

Larry Hailsham moved to approve the December 2021 minutes from the special board meeting. Cindy Tananis seconded the motion. The motion to approve the November minutes was unanimously approved.

**McKinney Vento Policies Approval**

Dara Ware Allen shared that there were two McKinney Vento policies that City High needed to approve resulting from our monitoring visit that took place in late January. She informed the Board that City High had already been following the practices outlined in the policies.

- McKinney Vento Policy on Homelessness

Larry Hailsham moved to approve the McKinney Vento Policy on Homelessness. Gerry Dudley seconded the motion. The motion to approve the minutes was unanimously approved.

- McKinney Vento Resolution Policy

Gerry Dudley moved to approve the McKinney Vento Dispute Resolution Policy. Larry Hailsham seconded the motion. The motion to approve the minutes was unanimously approved.

### **Executive Session**

- Larry Hailsham motioned to go into executive session. Gerry Dudley seconded the motion. The motion to go into Executive session was unanimously approved.
- It was properly motioned and seconded to come out of executive session.

### **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 KC-G be deemed expelled for a total of 45 days.

Larry Hailsham motioned to approve the adjudication as concerning KC-G as written. Cindy Tananis seconded the motion. The motion to accept the adjudication as written was unanimously approved.

### **CEO/Principal Report**

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

- Enrollment Updates: Class of 2026: We currently have a waitlist, for the first time in February that can be recalled. For the 9<sup>th</sup> grade class of 2025. Applications for new students closed at the end of January. We are fully enrolled. The class of 2024 received some additional applicants but the class is still under enrolled. Retention will be the focus.
- Marketing Efforts
  - Open House on March 26, 2022
  - High School Recruitment Visits
- Internal Activities
  - Management of COVID health and safety protocols
  - Onboarding of new School Safety Team members
  - Marketing and recruitment activities
  - Convening of Snowball Dance
- External Relations
  - PACSP Grant Summit where by City High was a co-host for one of the sessions convened for PACSP grantees.
  - Service on two non-profit boards, YouthPlaces and the Pittsburgh Downtown Partnership

Cara Ciminillo motioned to adjourn. Cindy Tananis seconded the motion. The motion to adjourn was unanimously approved. The meeting adjourned at 7:10 p.m.

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

Submitted by,

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Theresa Dillon – Secretary

# CITY CHARTER HIGH SCHOOL STUDENT ENROLLMENT REPORT February 2022

|                    |     |        |
|--------------------|-----|--------|
| ENROLLMENT TO DATE | 553 |        |
| Regular Education  | 440 | 79.57% |
| Special Education  | 113 | 20.43% |

| CATEGORY (Race by Gender) | 2021/2022 | 2020/2021 |
|---------------------------|-----------|-----------|
| White Male                | 15.73%    | 18.15%    |
| White Female              | 13.20%    | 15.37%    |
| Black Male                | 24.23%    | 21.30%    |
| Black Female              | 31.83%    | 32.04%    |
| Hispanic Male             | 0.90%     | 0.56%     |
| Hispanic Female           | 0.36%     | 0.37%     |
| Multi-Racial Male         | 7.41%     | 5.93%     |
| Multi-Racial Female       | 4.70%     | 5.56%     |
| Asian Male                | 0.54%     | 0.56%     |
| Asian Female              | 0.72%     | 0.19%     |
| American Indian           | 0.36%     | 0.00%     |
| Other                     | 0.00%     | 0.00%     |
|                           | 553       | 540       |

| Grade        | Enrollment Comparison |            |               |
|--------------|-----------------------|------------|---------------|
|              | 2021/2022             | 2020/2021  | %Difference   |
| 12th Male    | 68                    | 40         | 70.0%         |
| 12th Female  | 69                    | 50         | 38.0%         |
| <b>Total</b> | <b>137</b>            | <b>90</b>  | <b>52.2%</b>  |
| 11th Male    | 67                    | 72         | -6.9%         |
| 11th Female  | 60                    | 76         | -21.1%        |
| <b>Total</b> | <b>127</b>            | <b>148</b> | <b>-14.2%</b> |
| 10th Male    | 48                    | 78         | -38.5%        |
| 10th Female  | 63                    | 78         | -19.2%        |
| <b>Total</b> | <b>111</b>            | <b>156</b> | <b>-28.8%</b> |
| 9th Male     | 88                    | 65         | 35.4%         |
| 9th Female   | 90                    | 55         | 63.6%         |
| <b>Total</b> | <b>178</b>            | <b>120</b> | <b>48.3%</b>  |
| <b>Total</b> | <b>553</b>            | <b>514</b> | <b>7.6%</b>   |

| CATEGORY (Race by Grade) | 9th    | 10th   | 11th   | 12th   | Total  |
|--------------------------|--------|--------|--------|--------|--------|
| Black                    | 18.99% | 11.21% | 12.66% | 13.20% | 56.06% |
| White                    | 8.68%  | 5.61%  | 6.69%  | 7.96%  | 28.93% |
| Multi-Racial             | 3.80%  | 2.35%  | 2.71%  | 3.25%  | 12.12% |
| Hispanic                 | 0.36%  | 0.36%  | 0.54%  | 0.00%  | 1.27%  |
| Asian                    | 0.36%  | 0.18%  | 0.36%  | 0.36%  | 1.27%  |
| American Indian          | 0.36%  | 0.00%  | 0.00%  | 0.00%  | 0.36%  |

| CATEGORY (Social Economic Status) | 9th    | 10th   | 11th   | 12th   | Total  |
|-----------------------------------|--------|--------|--------|--------|--------|
| Free                              | 19.35% | 11.57% | 12.66% | 15.37% | 58.95% |
| Reduced                           | 12.84% | 8.50%  | 10.31% | 9.40%  | 41.05% |
| Paid                              | 0.00%  | 0.00%  | 0.00%  | 0.00%  | 0.00%  |

| School Districts |            |                |
|------------------|------------|----------------|
| Aliquippa SD     | 1          | 0.18%          |
| Ambridge         | 1          | 0.18%          |
| Baldwin          | 3          | 0.54%          |
| Bethel Park      | 4          | 0.72%          |
| Brentwood        | 3          | 0.54%          |
| Carlynton        | 1          | 0.18%          |
| Chartiers Valley | 1          | 0.18%          |
| Clairton City    | 1          | 0.18%          |
| Duquesne City    | 3          | 0.54%          |
| Fox Chapel       | 1          | 0.18%          |
| Gateway          | 3          | 0.54%          |
| Keystone Oaks    | 1          | 0.18%          |
| McKeesport       | 7          | 1.27%          |
| Montour SD       | 2          | 0.36%          |
| Mt. Lebanon      | 1          | 0.18%          |
| North Hills      | 5          | 0.90%          |
| Northgate        | 1          | 0.18%          |
| Penn Hills       | 22         | 3.98%          |
| PPS              | 414        | 74.86%         |
| Quaker Valley    | 1          | 0.18%          |
| Shaler           | 2          | 0.36%          |
| Steel Valley     | 8          | 1.45%          |
| Sto-Rox          | 17         | 3.07%          |
| West Mifflin     | 3          | 0.54%          |
| Wilkinsburg      | 17         | 3.07%          |
| Woodland Hills   | 28         | 5.06%          |
| <b>Total</b>     | <b>553</b> | <b>100.00%</b> |



**Student Enrollment**

| Grade Level      | Current Year/Prior Year | Notes   |
|------------------|-------------------------|---|
| 9 <sup>th</sup>  | 178/122                 | Current Enrollment Significantly Higher than Prior Year   |
| 10 <sup>th</sup> | 111/154                 | Current Enrollment Significantly Lower than Prior Year  |
| 11 <sup>th</sup> | 127/148                 | Current Enrollment Lower than Prior Year  |
| 12 <sup>th</sup> | 137/90                  | Current Enrollment Significantly Higher than Prior Year<br><br>Current School-Wide Enrollment Significantly Higher than Prior Year School-Wide Total: 553 current students/514 students in prior year |

**Personnel Management**

| Measure                 | Current Year/Prior Year | Notes   |
|-------------------------|-------------------------|---|
| Administrative Turnover | 0/0                     |   |
| Faculty Turnover        | 0/0                     |   |
| Staff Turnover          | 1/0                     |   |
| Open Positions          | 5/0                     | Technology Manager; Math/Science TA; Cult Lit TA; Counselor/Social Worker; and Activities Manager |
| Promotions              | 0/1                     |   |
| Leaves                  | 0/0                     |   |

**School Management and Leadership**

| Measure  | Current Year*/Prior Year | Notes  |
|--|--------------------------|--|
| Average Daily Membership (PPS)                 | 565.97/511.13            |  |
| Applications: New 9 <sup>th</sup> grade (2026) | 189/241<br>106/135       | New application launched on October 1st. Ytd applications continue to trend significantly higher than last year, whereby we already have a waitlist in February. |
| Suspensions > 1 day                            | 6/0                      |  |
| Expulsions                                     | 2/1                      |  |
| Faculty Observations                           | 37/26                    |  |
| Student Attendance %                           | 91.78%/93.14%            |  |
| Faculty/Staff Attendance %                     | 97.33%/99.08%            | The staff attendance rate is affected by COVID protocol absences (i.e. symptoms and COVID exposures/positive cases).   |

**Fiscal Health (As of February 28, 2022)**

| Measure                            | Description   |
|------------------------------------|---|
| Bank Balance                       | \$5.732 million   |
| P/L Comparison: 21-22 to 20-21 YTD | Income: \$8.116 to \$7.631 million<br>Expense: \$7.926 to \$7.386 million |

**Compliance and Reporting**

| Measure                              | Description  | Notes  |
|--------------------------------------|--|--|
| Title I, II & IV Cyclical Monitoring | Cyclical monitoring of school-wide Title I, II & IV programming and expenses | Prep meeting with monitor for the monitoring visit on May 10th               |
| PPS Annual Audit                     | Annual monitoring visit  | Visit rescheduled for April 22 <sup>nd</sup>                                 |
| 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           | Application submitted.  |
| 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 <sup>st</sup> . Some expenses and budgeted items later deemed ineligible despite prior approval. Grant amount reduced to \$969,258.60. |

**Strategic Planning**

| Program  | Date/Notes   | Program                     | Date/Notes  |
|--|--|-----------------------------|---|
| Revamped marketing approaches for increasing student recruitment are on-going. | Additional multi-media strategies being implemented and enhanced through the PACSP grant. The number of applications for the new 9 <sup>th</sup> grade class (2026) continue to outpace submitted applications in previous years. We hit our waitlist in February! | 4PLUS Model                 | 4PLUS evaluation plan developed and being implemented.  |
|  |  | 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 | Rescheduled for April 22nd  |
|  |  | PPS Charter Renewal         | Renewal letter submitted on 9/28/21; Awaiting follow-up details; Planning meeting is scheduled with Alan, Kathy and David.  |

# Edsys, Inc.

Education Delivery Systems

**City High**  
A NEW Pittsburgh charter  
high school



## **CITY CHARTER HIGH SCHOOL**

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Tel. 412.690.2489  
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## Financial Report as of February 28, 2022

Presented on March 16, 2022  
By the Finance Committee



Education Delivery Systems Financial Report  
as of February 28, 2022

Table of Contents

|  | Page  |
|--|-------|
| Comments on Financial Statements.....                                      | 1     |
| Comparative Balance Sheets as of February 28, 2022 and June 30, 2021 ..... | 2, 2a |
| Accounts Receivable Aging Summary as of February 28, 2022.....             | 3     |
| Accounts Payable Aging Summary as of February 28, 2022.....                | 4     |
| Profit/Loss Statement Year to Date February 28, 2022 .....                 | 5, 6  |
| (With Year to Date December 31, 2020 Comparison)                           |       |
| Profit/Loss Statement Year to Date February 28, 2022.....                  | 7, 8  |
| (With Fiscal 21/22 Budget Comparison)                                      |       |
| Cash Flow Forecast.....  | 9     |
| Revenue Comparison YTD 2021/2022 vs 2020/2021.....                         | 10    |
| Expense Comparison YTD 2021/2022 vs 2020/2021.....                         | 11    |

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 been fully spent.

City High received final approval for a \$45,000 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. To date in fiscal 21/22 ~\$19K in costs have been incurred and reimbursed under the terms of the grant.

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. As of February 2022, City High has been reimbursed a total of ~\$120K under the PCPCS Grant.**

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 178 students, as compared to prior year's 9th grade class of 122.**

**As of February 2022, average student enrollment is up by 55 students as compared to February 2021 (566 vs 511 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 began 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 could be spent anytime between March 2020 and September 2021, regardless of when the grant was 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 payments of ~\$67K thus far YTD.**

**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 Feb '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 by 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 \$10K 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.

**Note that Salaries and Benefits are running below budget due to several positions that were budgeted for fiscal 21/22 but have not been filled, as well as turnover of existing staff whose positions have not been filled, or are being filled through contracted services.**

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 40 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.**

**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 ~\$95K 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. Although budgeted for in fiscal 21/22, lease escalation for 20/21 and 21/22 has not yet been billed or paid. 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 has started 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 February 28, 2022 and June 30, 2021

|   | <b>Internal</b>            | <b>Under Audit</b>         |
|---|----------------------------|----------------------------|
|   | <b>Feb 28, 22</b>          | <b>June 30, 21</b>         |
| <b>ASSETS</b>                               |                            |                            |
| <b>Current Assets</b>                       |                            |                            |
| <b>Checking/Savings</b>                     |                            |                            |
| <b>1000 - CHECKING AND SAVINGS</b>          |                            |                            |
| <b>1010 - PNC and Huntington Banks</b>      |                            |                            |
| 1011 - Huntington Bank - Restricted         | 35,671.43                  | 33,406.79                  |
| 1010 - Huntington Bank - Unrestricted       | 4,696,354.09               | 4,095,997.63               |
| 1012 - PNC Investments CD's                 | 1,000,000.00               | 1,000,000.00               |
| <b>Total 1010 - PNC and Huntington Bank</b> | <u>5,732,025.52</u>        | <u>5,129,404.42</u>        |
| 1100 - Petty Cash Account                   | 0.00                       | 200.00                     |
| <b>Total 1000 - CHECKING AND SAVINGS</b>    | <u>5,732,025.52</u>        | <u>5,129,604.42</u>        |
| <b>Accounts Receivable</b>                  |                            |                            |
| 1200 - Accounts Receivable Curr             | 441,360.53                 | 616,968.67                 |
| 11.            1220 - Grants Receivable     | (30.00)                    | 20,537.50                  |
| 1300 - Accounts Receivable Other            | 24,226.93                  | 42,670.36                  |
| <b>Total Accounts Receivable</b>            | <u>465,557.46</u>          | <u>680,176.53</u>          |
| <b>Other Current Assets</b>                 |                            |                            |
| 15.            1400 - Prepaid Expenses      | 34,545.89                  | 233,103.80                 |
| 1500 - Construction-in-Progress             | 0.00                       | 0.00                       |
| <b>Total Other Current Assets</b>           | <u>34,545.89</u>           | <u>233,103.80</u>          |
| <b>Total Current Assets</b>                 | <u>6,232,128.87</u>        | <u>6,042,884.75</u>        |
| <b>Fixed Assets</b>                         |                            |                            |
| 12.            1700 - Fixed Assets          | 2,926,163.37               | 2,913,999.26               |
| 1800 - Less Accumulated Drepreciation       | (2,482,604.32)             | (2,324,156.86)             |
| <b>Net Fixed Assets</b>                     | <u>443,559.05</u>          | <u>589,842.40</u>          |
| <b>TOTAL ASSETS</b>                         | <u><b>6,675,687.92</b></u> | <u><b>6,632,727.15</b></u> |

EDSYS, INC.  
 COMPARATIVE BALANCE SHEETS  
 As of February 28, 2022 and June 30, 2021

|   | Feb 28, 22          | June 30, 21         |
|---|---------------------|---------------------|
| <b>LIABILITIES &amp; EQUITY</b>               |                     |                     |
| <b>Liabilities</b>                            |                     |                     |
| <b>Current Liabilities</b>                    |                     |                     |
| <b>Accounts Payable</b>                       |                     |                     |
| 2000 - ACCOUNTS PAYABLE                       | 5,171.20            | 11,796.98           |
| <b>Total Accounts Payable</b>                 | 5,171.20            | 11,796.98           |
| <b>Other Current Liabilities</b>              |                     |                     |
| 2200 - Accrued Liabilities                    | 47,080.80           | 177,705.55          |
| 2390 - Payroll Liabilities                    | 33,738.14           | 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                  | 14,238.89           | 12,596.85           |
| 2600 - Deferred Revenue                       | -                   | 0.00                |
| <b>Total Other Current Liabilities</b>        | 254,957.83          | 378,115.41          |
| <b>Total Current Liabilities</b>              | 260,129.03          | 389,912.39          |
| <br>  |                     |                     |
| <b>Equity</b>                                 |                     |                     |
| 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)                             | 189,976.51          | 619,703.75          |
| <b>Total Equity</b>                           | 6,415,558.89        | 6,242,814.76        |
| <br>  |                     |                     |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>         | <b>6,675,687.92</b> | <b>6,632,727.15</b> |

**EDSYS, Inc.**  
**A/R Aging Summary**  
As of February 28, 2022

|                                  | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u>    | <u>&gt; 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         |
| 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   |                |               |                |                   | 1,936.66          | 1,936.66          |
| 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                          |                |               |                |                   |                   | 0.00              |
| 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    |                |               |                |                   |                   | 0.00              |
| 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         |
|                                  | <u>0.00</u>    | <u>0.00</u>   | <u>0.00</u>    | <u>175,709.82</u> | <u>265,650.71</u> | <u>441,360.53</u> |

**EDSYS, Inc.**  
**A/P Aging Summary**  
As of February 28, 2022

|                                    | <b>Current</b>  | <b>1 - 30</b> | <b>31 - 60</b> | <b>61 - 90</b> | <b>&gt; 90</b> | <b>TOTAL</b>    |
|------------------------------------|-----------------|---------------|----------------|----------------|----------------|-----------------|
| HD Supplies Facilities Maintenance | 270.44          |               |                |                |                | 270.44          |
| J.B. Kreider Company, Inc.         | 189.00          |               |                |                |                | 189.00          |
| L.M. Colker Company & ICS Indiana  | 366.95          |               |                |                |                | 366.95          |
| Office Depot                       | 175.80          |               |                |                |                | 175.80          |
| Paragon Foods                      | 608.98          |               |                |                |                | 608.98          |
| Reinhart Food Service. LLC         | 1,960.21        |               |                |                |                | 1,960.21        |
| Turner Dairy Farms, Inc.           | 335.84          |               |                |                |                | 335.84          |
| US Foods, Inc.                     | 1,263.98        |               |                |                |                | 1,263.98        |
|                                    |                 |               |                |                |                | 0.00            |
|                                    |                 |               |                |                |                | 0.00            |
|                                    |                 |               |                |                |                | 0.00            |
|                                    |                 |               |                |                |                | 0.00            |
|                                    | <u>5,171.20</u> | <u>0.00</u>   | <u>0.00</u>    | <u>0.00 #</u>  | <u>0.00</u>    | <u>5,171.20</u> |

**EDSYS, INC.**  
**Profit/Loss With Previous Year Comparison**  
July 2021 through February 2022

|                                     | <u>Jul-Feb '22</u>                           | <u>Jul-Feb '21</u>  | <u>Difference</u>   |                     |
|-------------------------------------|--|---------------------|---------------------|---------------------|
| <b>Income</b>                       |  |                     |                     |                     |
| <b>6000 - REVENUE/LOCAL SOURCES</b> |  |                     |                     |                     |
| 1.                                  | Foundation Grants                            | 18,407.88           | 0.00                | 18,407.88           |
| 2.                                  | Tuition - Regular                            | 5,560,118.97        | 5,139,461.09        | 420,657.88          |
| 2.                                  | Tuition - Special Education                  | 1,843,732.98        | 2,060,359.22        | (216,626.24)        |
|                                     | School Lunch Proceeds                        | 7,760.60            | 1,003.50            | 6,757.10            |
|                                     | School Store Proceeds                        | 6,902.75            | 0.00                | 6,902.75            |
|                                     | Dell/Lenovo Reimbursements                   | 0.00                | 0.00                | 0.00                |
|                                     | <b>Total 6000 - REVENUE/LOCAL SOURCES</b>    | <u>7,436,923.18</u> | <u>7,200,823.81</u> | <u>236,099.37</u>   |
| 3.                                  | <b>7000 - REV FROM STATE SOURCES</b>         |                     |                     |                     |
|                                     | 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                |
|                                     | <b>Total 7000 - REV FROM STATE SOURCES</b>   | <u>28,823.00</u>    | <u>156,700.98</u>   | <u>(127,877.98)</u> |
| 4.                                  | <b>8000 - REV FROM FEDERAL SOURCES</b>       |                     |                     |                     |
|                                     | ERATE Revenue                                | 2,304.73            | 1,367.42            | 937.31              |
|                                     | Title I, II, and IV Revenue                  | 205,211.58          | 213,929.64          | (8,718.06)          |
|                                     | ESSER I, ESSER II and SECIM Grants           | 173,879.75          | 0.00                | 173,879.75          |
|                                     | Other CARES Act (PA Charter School)          | 119,869.59          | 0.00                | 119,869.59          |
|                                     | Lunch/Milk Subsidies                         | 125,073.07          | 1,158.58            | 123,914.49          |
|                                     | <b>Total 8000 - REV FROM FEDERAL SOURCES</b> | <u>626,338.72</u>   | <u>216,455.64</u>   | <u>409,883.08</u>   |
|                                     | <b>9000 - OTHER FINANCING SOURCES</b>        |                     |                     |                     |
| 5.                                  | Other Financing Sources                      | 527.50              | 2,860.28            | (2,332.78)          |
| 6.                                  | Miscellaneous Receipts                       | 24,102.00           | 54,959.15           | (30,857.15)         |
|                                     | <b>Total 9000 - OTHER FINANCING SOURCES</b>  | <u>24,629.50</u>    | <u>57,819.43</u>    | <u>(33,189.93)</u>  |
|                                     | <b>Total Income</b>                          | <u>8,116,714.40</u> | <u>7,631,799.86</u> | <u>484,914.54</u>   |
|                                     | <b>Gross Profit</b>                          | <u>8,116,714.40</u> | <u>7,631,799.86</u> | <u>484,914.54</u>   |
| <b>Expense</b>                      |  |                     |                     |                     |
| 7.                                  | <b>100/200 - PERSONNEL SERVICES</b>          |                     |                     |                     |
|                                     | Salaries                                     | 3,814,073.61        | 3,572,080.89        | 241,992.72          |
|                                     | Benefits                                     | 1,681,894.61        | 1,560,720.94        | 121,173.67          |
|                                     | <b>Total 100/200 - PERSONNEL SERVICES</b>    | <u>5,495,968.22</u> | <u>5,132,801.83</u> | <u>363,166.39</u>   |
|                                     | <b>300 - PURCHASED PROFESSIONAL SERVICES</b> |                     |                     |                     |
|                                     | Technology                                   | 72,157.79           | 65,559.80           | 6,597.99            |
|                                     | Special Education                            | 104,601.71          | 75,387.08           | 29,214.63           |
| 8.                                  | Other  | 189,040.69          | 206,722.97          | (17,682.28)         |
|                                     | <b>Total 300 - PURCHASED PROFESSIONAL</b>    | <u>365,800.19</u>   | <u>347,669.85</u>   | <u>18,130.34</u>    |

**EDSYS, INC.**  
**Profit/Loss With Previous Year Comparison**  
July 2021 through February 2022

|   | <u>Jul-Feb '22</u>       | <u>Jul-Feb '21</u>         | <u>Difference</u>         |
|---|--------------------------|----------------------------|---------------------------|
| <b>Expense</b>                              |                          |                            |                           |
| <b>400 - PURCHASED PROPERTY SERVICES</b>    |                          |                            |                           |
| Repair & Maint - Bldgs & Tech               | 5,177.64                 | 1,537.03                   | 3,640.61                  |
| 9.    Utilities                             | 115,679.12               | 72,827.16                  | 42,851.96                 |
| 9.    Rental - Land & Bldgs                 | 1,055,600.03             | 1,090,346.12               | (34,746.09)               |
| Rental - Equipment                          | 48,291.40                | 59,687.31                  | (11,395.91)               |
| <b>Total 400 - PURCHASED PROPERTY SERV.</b> | <u>1,224,748.19</u>      | <u>1,224,397.62</u>        | <u>350.57</u>             |
| <b>500 - OTHER PURCHASED SERVICES</b>       |                          |                            |                           |
| 13.    Student Transportation               | 60,696.47                | 35,541.53                  | 25,154.94                 |
| Insurance                                   | 84,282.61                | 67,719.33                  | 16,563.28                 |
| 8.    Communications & Advertising          | 79,823.68                | 87,891.29                  | (8,067.61)                |
| 14.    Other Purchased Services             | 92,534.99                | 64,404.51                  | 28,130.48                 |
| <b>Total 500 - OTHER PURCHASED SERVICES</b> | <u>317,337.75</u>        | <u>255,556.66</u>          | <u>61,781.09</u>          |
| <b>600 - SUPPLIES</b>                       |                          |                            |                           |
| 17.    General Supplies                     | 138,504.01               |                            | 36,676.37                 |
| Lunches, School Store, Refreshments         | 80,196.40                | 101,827.64                 | 75,155.79                 |
| Books, Periodicals, Software                | 72,782.48                | 5,040.61                   | 8,582.14                  |
| <b>Total 600 - SUPPLIES</b>                 | <u>291,482.89</u>        | <u>64,200.34</u>           | <u>120,414.30</u>         |
| <b>700 - PROPERTY</b>                       |                          | 171,068.59                 |                           |
| 16.    Technical Equipment                  | 48,384.25                |                            | 24,627.25                 |
| 10.    Depreciation Expense                 | 158,447.46               | 23,757.00                  | 1,896.74                  |
| Loss on Disposal of Assets                  | 0.00                     | 156,550.72                 | (36,412.77)               |
| <b>Total 700 - PROPERTY</b>                 | <u>206,831.71</u>        | <u>36,412.77</u>           | <u>(9,888.78)</u>         |
| <b>800 - OTHER</b>                          |                          | 216,720.49                 |                           |
| Dues and Fees                               | 118.94                   |                            | 68.94                     |
| Student Awards                              | 24,450.00                | 50.00                      | (13,550.00)               |
| <b>Total 800 - OTHER</b>                    | <u>24,568.94</u>         | <u>38,000.00</u>           | <u>(13,481.06)</u>        |
| <b>Total Expense</b>                        | <u>7,926,737.89</u>      | <u>38,050.00</u>           | <u>540,472.85</u>         |
| <b>Net Income (Loss)</b>                    | <u><u>189,976.51</u></u> | <u><u>7,386,265.04</u></u> | <u><u>(55,558.31)</u></u> |
|   |                          | <u><u>245,534.82</u></u>   |                           |

**EDSYS, INC.**  
**Profit/Loss With Budget Comparison**  
July 2021 through February 2022

|  | <u>Jul-Feb '22</u>                           | <u>Fiscal 21/22<br/>Budget</u> | <u>YTD<br/>Remaining</u> |                     |
|--|--|--------------------------------|--------------------------|---------------------|
| <b>Income</b>                                |  |                                |                          |                     |
| <b>6000 - REVENUE/LOCAL SOURCES</b>          |  |                                |                          |                     |
| 1.   | Foundation Grants                            | 18,407.88                      | 64,000.00                | 45,592.12           |
| 2.   | Tuition - Regular                            | 5,560,118.97                   | 9,023,638.00             | 3,463,519.03        |
| 2.   | Tuition - Special Education                  | 1,843,732.98                   | 2,829,670.00             | 985,937.02          |
|  | School Lunch Proceeds                        | 7,760.60                       | 75,000.00                | 67,239.40           |
|  | School Store Proceeds                        | 6,902.75                       | 15,000.00                | 8,097.25            |
|  | Dell/Lenovo Reimbursements                   | 0.00                           | 0.00                     | 0.00                |
|  | <b>Total 6000 - REVENUE/LOCAL SOURCES</b>    | <u>7,436,923.18</u>            | <u>12,007,308.00</u>     | <u>4,570,384.82</u> |
| <b>7000 - REV FROM STATE SOURCES</b>         |  |                                |                          |                     |
|  | 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            |
|  | <b>Total 7000 - REV FROM STATE SOURCES</b>   | <u>28,823.00</u>               | <u>205,000.00</u>        | <u>176,177.00</u>   |
| <b>8000 - REV FROM FEDERAL SOURCES</b>       |  |                                |                          |                     |
|  | ERATE Revenue                                | 2,304.73                       | 10,000.00                | 7,695.27            |
|  | Title I, II, and IV Revenue                  | 205,211.58                     | 300,000.00               | 94,788.42           |
|  | ESSER I, ESSER II and SECIM Grants           | 173,879.75                     | 402,500.00               | 228,620.25          |
|  | Other CARES Act (PA Charter School)          | 119,869.59                     | 450,000.00               | 330,130.41          |
|  | Lunch/Milk Subsidies                         | 125,073.07                     | 170,000.00               | 44,926.93           |
|  | <b>Total 8000 - REV FROM FEDERAL SOURCES</b> | <u>626,338.72</u>              | <u>1,332,500.00</u>      | <u>706,161.28</u>   |
| <b>9000 - OTHER FINANCING SOURCES</b>        |  |                                |                          |                     |
| 5.   | Other Financing Sources                      | 527.50                         | 5,000.00                 | 4,472.50            |
| 6.   | Miscellaneous Receipts                       | 24,102.00                      | 50,000.00                | 25,898.00           |
|  | <b>Total 9000 - OTHER FINANCING SOURCES</b>  | <u>24,629.50</u>               | <u>55,000.00</u>         | <u>30,370.50</u>    |
|  | <b>Total Income</b>                          | <u>8,116,714.40</u>            | <u>13,599,808.00</u>     | <u>5,483,093.60</u> |
|  | <b>Gross Profit</b>                          | <u>8,116,714.40</u>            | <u>13,599,808.00</u>     | <u>5,483,093.60</u> |
| <b>Expense</b>                               |  |                                |                          |                     |
| <b>7. 100/200 - PERSONNEL SERVICES</b>       |  |                                |                          |                     |
|  | Salaries                                     | 3,814,073.61                   | 6,189,495.00             | 2,375,421.39        |
|  | Benefits                                     | 1,681,894.61                   | 2,966,581.00             | 1,284,686.39        |
|  | <b>Total 100/200 - PERSONNEL SERVICES</b>    | <u>5,495,968.22</u>            | <u>9,156,076.00</u>      | <u>3,660,107.78</u> |
| <b>300 - PURCHASED PROFESSIONAL SERVICES</b> |  |                                |                          |                     |
|  | Technology                                   | 72,157.79                      | 112,500.00               | 40,342.21           |
|  | Special Education                            | 104,601.71                     | 285,000.00               | 180,398.29          |
| 8.   | Other  | 189,040.69                     | 325,000.00               | 135,959.31          |
|  | <b>Total 300 - PURCHASED PROFESSIONAL</b>    | <u>365,800.19</u>              | <u>722,500.00</u>        | <u>356,699.81</u>   |

**EDSYS, INC.**  
**Profit/Loss With Budget Comparison**  
July 2021 through February 2022

|  | <u>Jul-Feb '22</u>                          | <u>Fiscal 21/22<br/>Budget</u> | <u>YTD<br/>Remaining</u> |                     |
|--|---|--------------------------------|--------------------------|---------------------|
| <b>Expense</b>                           |   |                                |                          |                     |
| <b>400 - PURCHASED PROPERTY SERVICES</b> |   |                                |                          |                     |
|  | Repair & Maint - Bldgs & Tech               | 5,177.64                       | 5,000.00                 | (177.64)            |
| 9.                                       | Utilities                                   | 115,679.12                     | 175,000.00               | 59,320.88           |
| 9.                                       | Rental - Land & Bldgs                       | 1,055,600.03                   | 1,450,000.00             | 394,399.97          |
|  | Rental - Equipment                          | 48,291.40                      | 85,000.00                | 36,708.60           |
|  | <b>Total 400 - PURCHASED PROPERTY SERV.</b> | <b>1,224,748.19</b>            | <b>1,715,000.00</b>      | <b>490,251.81</b>   |
| <b>500 - OTHER PURCHASED SERVICES</b>    |   |                                |                          |                     |
| 13.                                      | Student Transportation                      | 60,696.47                      | 280,000.00               | 219,303.53          |
|  | Insurance                                   | 84,282.61                      | 70,000.00                | (14,282.61)         |
|  | Communications & Advertising                | 79,823.68                      | 265,000.00               | 185,176.32          |
| 14.                                      | Other Purchased Services                    | 92,534.99                      | 175,000.00               | 82,465.01           |
|  | <b>Total 500 - OTHER PURCHASED SERVICES</b> | <b>317,337.75</b>              | <b>790,000.00</b>        | <b>472,662.25</b>   |
| <b>600 - SUPPLIES</b>                    |   |                                |                          |                     |
| 17.                                      | General Supplies                            | 138,504.01                     | 200,000.00               | 61,495.99           |
|  | Lunches, School Store, Refreshments         | 80,196.40                      | 185,000.00               | 104,803.60          |
|  | Books, Periodicals, Software                | 72,782.48                      | 75,000.00                | 2,217.52            |
|  | <b>Total 600 - SUPPLIES</b>                 | <b>291,482.89</b>              | <b>460,000.00</b>        | <b>168,517.11</b>   |
| <b>700 - PROPERTY</b>                    |   |                                |                          |                     |
| 16.                                      | Technical Equipment                         | 48,384.25                      | 62,500.00                | 14,115.75           |
| 10.                                      | Depreciation Expense                        | 158,447.46                     | 285,000.00               | 126,552.54          |
|  | Loss on Disposal of Assets                  | 0.00                           | 36,412.77                | 36,412.77           |
|  | <b>Total 700 - PROPERTY</b>                 | <b>206,831.71</b>              | <b>383,912.77</b>        | <b>177,081.06</b>   |
| <b>800 - OTHER</b>                       |   |                                |                          |                     |
|  | Dues and Fees                               | 118.94                         | 2,500.00                 | 2,381.06            |
|  | Student Awards                              | 24,450.00                      | 55,000.00                | 30,550.00           |
|  | <b>Total 800 - OTHER</b>                    | <b>24,568.94</b>               | <b>57,500.00</b>         | <b>32,931.06</b>    |
|  | <b>Total Expense</b>                        | <b>7,926,737.89</b>            | <b>13,284,988.77</b>     | <b>5,358,250.88</b> |
|  | <b>Net Income (Loss)</b>                    | <b>189,976.51</b>              | <b>314,819.23</b>        | <b>124,842.72</b>   |
|  | Carryforward from 19/20                     |                                | <b>4,300,000.00</b>      |                     |
|  | Carryforward to 21/22                       |                                | <b>4,614,819.23</b>      |                     |

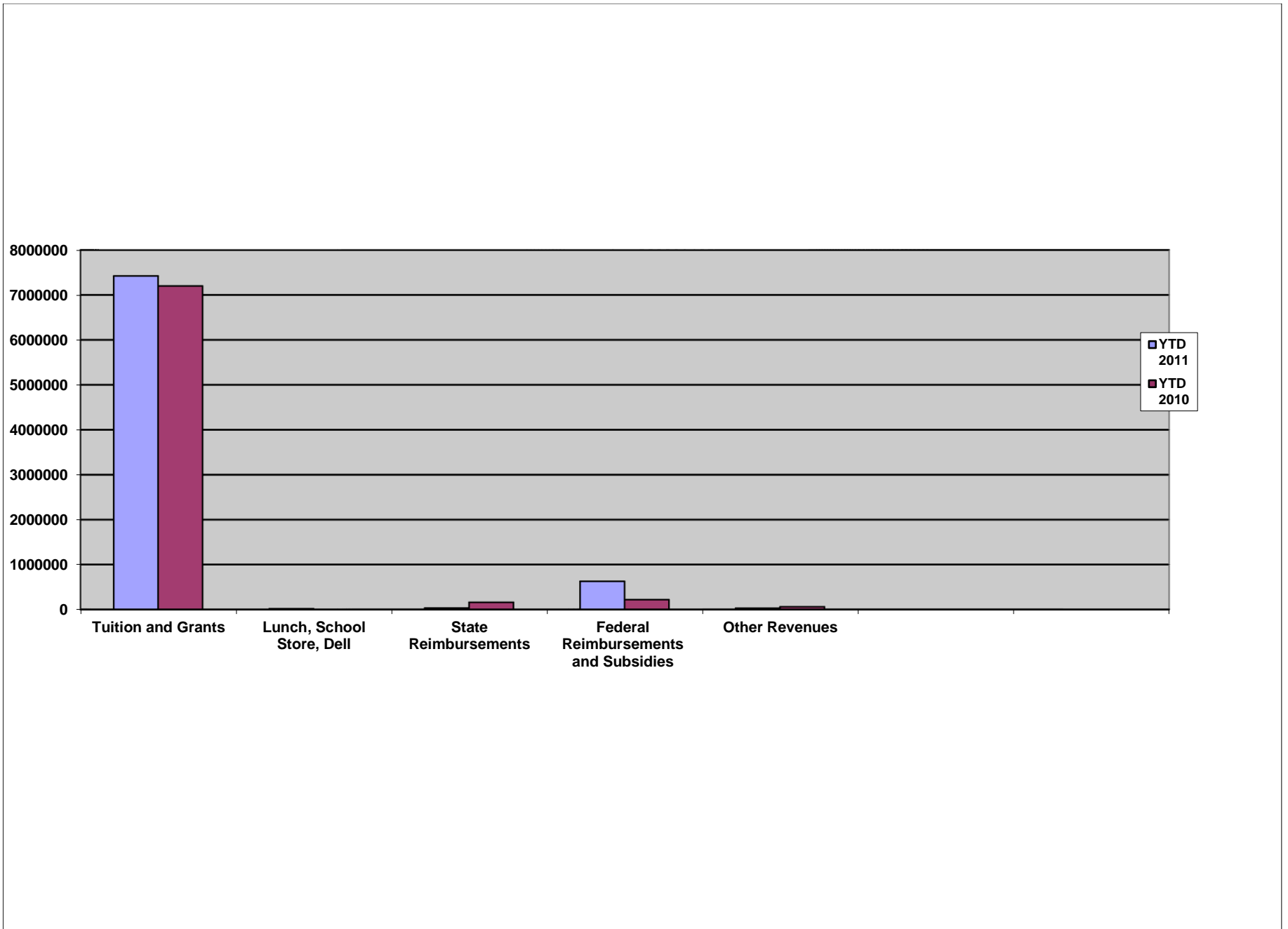


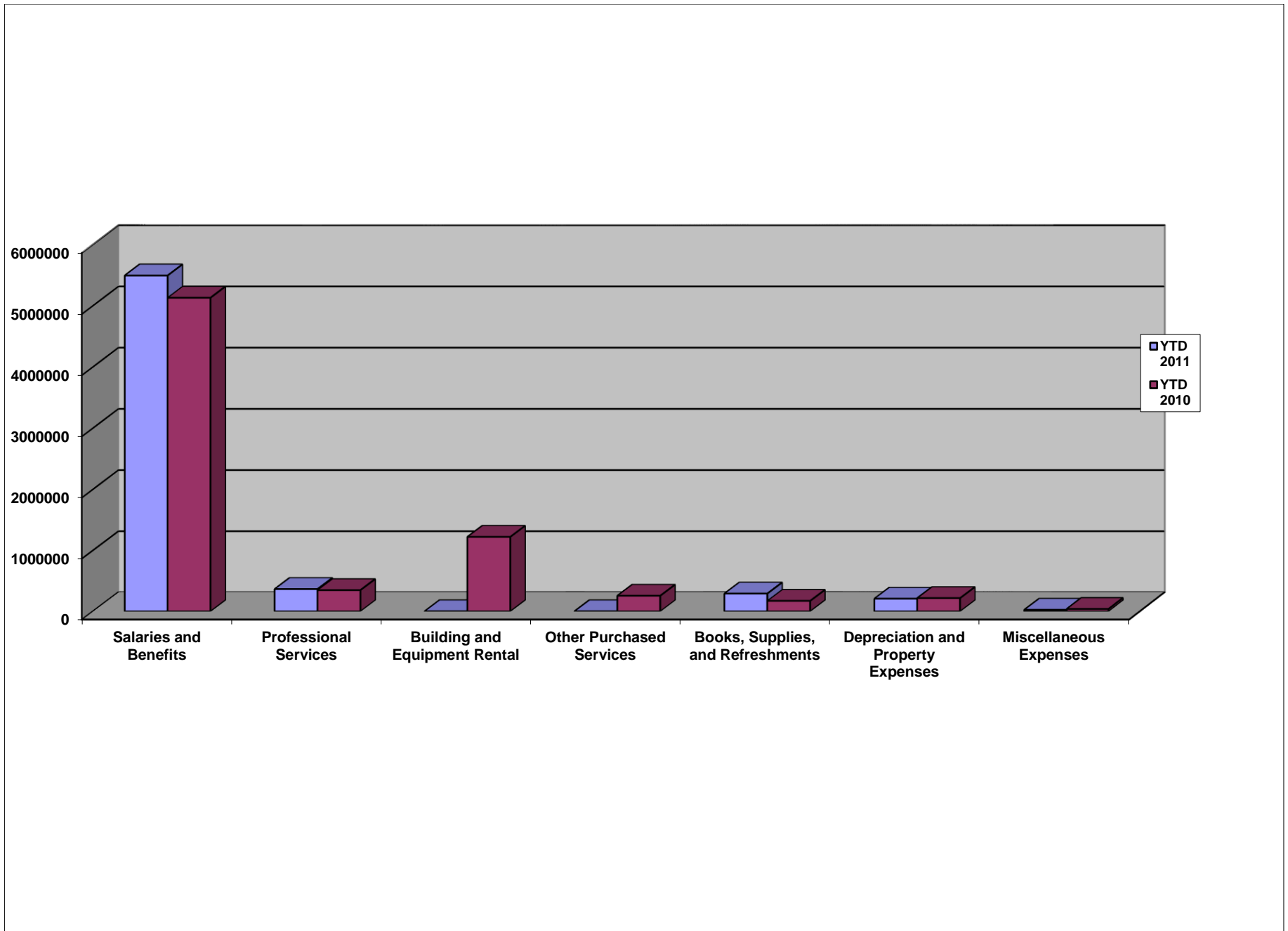
**EDSYS, INC.**  
**Cash Flow Forecast**  
**July 2021 through June 2022**

|                                   | <u>Cash In</u>        | <u>Cash Out</u>     | <u>Net In/(Out)</u> | <u>Balance</u>      |
|-----------------------------------|-----------------------|---------------------|---------------------|---------------------|
| <b>Beginning Balance 07-01-21</b> | 5,129,604.42 A        | 0.00 A              | 5,129,604.42 A      | 5,129,604.42        |
| <b>July 2021</b>                  | 918,764.88 A          | 892,993.69 A        | 25,771.19 A         | 5,155,375.61        |
| <b>August 2021</b>                | 149,088.77 A          | 1,024,306.54 A      | (875,217.77) A      | 4,280,157.84        |
| <b>September 2021</b>             | 1,558,904.55 A        | 841,457.53 A        | 717,447.02 A        | 4,997,604.86        |
| <b>October 2021</b>               | 1,001,365.47 A        | 1,422,374.81 A      | (421,009.34) A      | 4,576,595.52        |
| <b>November 2021</b>              | 1,136,882.62 A        | 898,098.22 A        | 238,784.40 A        | 4,815,379.92        |
| <b>December 2021</b>              | 829,417.19 A          | 966,725.28 A        | (137,308.09) A      | 4,678,071.83        |
| <b>January 2022</b>               | 1,800,779.64 A        | 930,370.10 A        | 870,409.54 A        | 5,548,481.37        |
| <b>February 2022</b>              | 1,003,032.32 A        | 819,488.17 A        | 183,544.15 A        | 5,732,025.52        |
| <b>March 2022</b>                 | 900,000.00 E          | 1,150,000.00 E      | (250,000.00) E      | 5,482,025.52        |
| <b>April 2022</b>                 | 0.00 E                | 0.00 E              | 0.00 E              | 5,482,025.52        |
| <b>May 2022</b>                   | 0.00 E                | 0.00 E              | 0.00 E              | 5,482,025.52        |
| <b>June 2022</b>                  | 0.00 E                | 0.00 E              | 0.00 E              | 5,482,025.52        |
| <b>Ending Balance</b>             | <u>9,298,235.44</u> * | <u>8,945,814.34</u> | <u>352,421.10</u>   | <u>5,482,025.52</u> |
| <b>Budget 21-22</b>               | 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 |                |                    |                  |
|-------------------|---------------|----------------|--------------------|------------------|
|                   | Cash Balance  | Current Ratio* | Tuition Receivable | Accounts Payable |
| February 28, 2022 | \$5,732,025   | \$24 to \$1    | \$441,361          | \$5,171          |
| 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       |
| February 28, 2022 | \$441,361                         | \$0       | \$0       | \$175,710 | \$265,651 |
| June 30, 2021     | \$616,969                         | \$215,270 | \$302,584 | \$0       | \$99,115  |

| For the 8 Mos. Ended Feb: | Income Statement |               |                      |                      |
|---------------------------|------------------|---------------|----------------------|----------------------|
|                           | Total Revenue    | Total Expense | Revenue Per Student* | Expense Per Student* |
| 2022                      | \$8,116,714      | \$7,926,738   | \$14,340.48          | \$14,004.84          |
| 21/22 Budget              | \$13,599,808     | \$13,248,576  | \$25,184.83          | \$24,534.40          |
| % of Budget               | 59.68%           | 59.83%        | 56.94%               | 57.08%               |
| 2021                      | \$7,631,800      | \$7,386,265   | \$14,935.03          | \$14,454.53          |

**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 |                      |
| Feb 2022      | 566 students | <b>(YTD Average)</b> |
| Feb 2021      | 511 students | <b>(YTD Average)</b> |

**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 55 students at this point in the 21/22 school year as compared to the 20/21 school year. (566 vs 511). This is primarily due to the new Freshman Class currently near maximum capacity with 178 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 2/28/22, 40 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 February 28, 2022

***MMAX Account: (Placed Through Huntington Bank)***

| <b>Issuer Name</b>                       | <b>FDIC #</b> | <b>City, State</b> | <b>Amount</b>                       |
|--|---------------|--------------------|-------------------------------------|
| Allegiance Bank                          | 58629         | Houston, TX        | \$249,000.00                        |
| Amerant Bank National Association        | 22953         | Coral Gables, FL   | \$249,000.00                        |
| Americu                                  | 68433         | Rome, NY           | \$249,000.00                        |
| CIT Bank National Association            | 58978         | Pasadena, CA       | \$249,000.00                        |
| Citibank National Association            | 7213          | Sioux Falls, SD    | \$126,154.31                        |
| City National Bank of Florida            | 20234         | Miami, FL          | \$249,000.00                        |
| Customers Bank                           | 34444         | Phoenixville, PA   | \$249,000.00                        |
| Hanmi Bank                               | 24170         | Los Angeles, CA    | \$249,000.00                        |
| JPMorgan Chase Bank National Association | 628           | Columbus, OH       | \$249,000.00                        |
| Provident Bank                           | 12010         | Jersey City, NJ    | \$249,000.00                        |
| Signature Bank                           | 57053         | New York, NY       | \$249,000.00                        |
| SpiritBank                               | 4048          | Tulsa, OK          | \$249,000.00                        |
| U.S. Century Bank                        | 57369         | Doral, FL          | \$249,000.00                        |
| Total Portfolio (Interest - .02%)        |               |                    | <b><u><u>\$3,114,154.31</u></u></b> |

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

| <b>Issuer Name/Cusip No.</b>                | <b>Effective Date</b> | <b>Maturity Date</b> | <b>Interest Rate</b> | <b>Amount</b>                       |
|---|-----------------------|----------------------|----------------------|-------------------------------------|
| 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                             |                       |                      |                      | <b><u><u>\$1,000,000.00</u></u></b> |

**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 2/28/22.**

# BOARD SELF-ASSESSMENT SKILL SETS

| Board Member       | Finance  | Legal    | Fundraising | Organizational Culture | Parent Perspective | Corporate Perspective | Education K-12 | Education Post High School | Higher Education | Human Resources | Workforce Skills | Information Technology | Foundations | Political | Student Assessment Data Analysis | Notes |
|--------------------|----------|----------|-------------|------------------------|--------------------|-----------------------|----------------|----------------------------|------------------|-----------------|------------------|------------------------|-------------|-----------|----------------------------------|-------|
| Michelle Betts*    |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
| Cara Ciminillo     |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
| Gerry Dudley       |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
| Larry Hailsham     |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
| David Lehman, Esq. |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
| Bill Stayduhar     |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
| Dr. Cindy Tananis  |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
|                    |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
|                    |          |          |             |                        |                    |                       |                |                            |                  |                 |                  |                        |             |           |                                  |       |
| <b>Total</b>       | <b>0</b> | <b>0</b> | <b>0</b>    | <b>0</b>               | <b>0</b>           | <b>0</b>              | <b>0</b>       | <b>0</b>                   | <b>0</b>         | <b>0</b>        | <b>0</b>         | <b>0</b>               | <b>0</b>    | <b>0</b>  | <b>0</b>                         |       |

\*-Parent Representative

Rank your subject matter expertise in each category on a scale of 1 to 5 (1 being the lowest 5 being the highest)



**CITY CHARTER HIGH SCHOOL**  
**CONFLICT OF INTEREST POLICY**

1. Purpose

This policy shall affirm standards of conduct established to ensure that City Charter High School (“City Charter”) Board of Trustees (the “Board”) members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

2. Definitions

**Confidential information** shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

**Conflict or Conflict of interest** shall mean use by a Board member or City Charter employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a *de minimis* economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or City Charter employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

**De minimis economic impact** shall mean an economic consequence which has an insignificant effect.

**Financial interest** shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

**Honorarium** shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of *de minimis* economic impact.

**Immediate family** shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

**Business partner** shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

3. Delegation of Responsibility

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and City Charter employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

4. Disclosure of Financial Interests

No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.

The City Charter solicitor and designated City Charter employees shall file a statement of financial interests as required by law and regulations.

5. Standards of Conduct

City Charter maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

City Charter shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the School to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written statement to be attached to the Board minutes.

No public official or public employee shall accept an honorarium.

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.

6. Improper Influence

No person shall offer or give to a Board member, employee or nominee for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee for the Board would be influenced thereby.

No Board member, employee or nominee for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee for the Board would be influenced thereby.

7. Organizational Conflicts

Organizational conflicts of interest may exist when due to City Charter's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, City Charter may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the CEO or designee to determine whether it is likely that City Charter would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any City Charter employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

8. Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the CEO. If the CEO is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the CEO, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

The CEO or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.

9. Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

10. Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, City Charter shall take prompt, corrective action to ensure that such conduct ceases and will not recur. City Charter staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, and state and federal laws.

## CITY CHARTER HIGH SCHOOL

### Travel Reimbursement Policy – Federal Programs

#### Purpose

City Charter High School (“City Charter”) shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

#### Definitions

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

#### Policy Guidance

School officials and employees shall comply with applicable Board policies and administrative regulations established for the reimbursement of travel and other expenses.

The validity of payments for travel costs for all school employees and school officials shall be determined by the CEO or designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the school’s non-federally funded activities, and in accordance with the school’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the current IRS rate per mile as approved by the Board for other travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Board.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the school’s established policy.