

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, January 20, 2021

- I. Educational Highlight- Racial Equity and Social Justice at City High: A Historical View
- II. Consent Agenda
 1. Approve November 18, 2020 Minutes
 2. Enrollment
 3. Metrics
 4. November 2020 Financials
- III. Reports
 1. CEO's/Principal's Report
 - a. Report on Trimester 2 COVID-19 Instructional Model
 2. Board Committee Updates
 - a. Finance
 - b. Racial Equity & Social Justice
 - c. Student Recruitment & Retention
- IV. Old/New Business
 1. Board Compliance
 - a. Act 55 Training
 - b. Ethics Act Financial Disclosure Forms
 - c. New Legislation House Bill 703
 - i. Publicly disclosed email addresses for Board members
 2. Policies:
 - a. District-Wide Parental Involvement Policy (*vote required*)
- V. Next Board Meeting- February 17, 2021
 1. Parent-Teacher Conference Day~ February 15th

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

Time and Place

A meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held remotely via Zoom on Wednesday, November 18, 2020 at 5:30 p.m. due to operating a virtual educational model resulting from the COVID-19 pandemic.

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

Doug Anderson
Tracey Reed Armant
Melissa Curry
Gerry Dudley
Larry Hailsham
David Lehman
Valerie Njie
Bill Stayduhar
Cynthia Tananis

Also present were:

Kathy Clark, Esq., Solicitor
Robert Belicose, CPA (Maher Duessel)

David Lehman chaired the meeting.

Maher Duessel – Financial Audit

- Maher Duessel presented the 2019~2020 final financial Audit, which was a clean recommendation with no major findings.

Doug Anderson moved to accept the audit and financial statements as presented. Bill Stayduhar seconded the motion. The motion was unanimously approved.

The Consent Agenda for the November 18, 2020 Board of Trustees Meeting included the following items:

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

Valerie Njie moved to approve the minutes with corrections. Doug Anderson seconded the motion. The motion to approve the minutes was unanimously approved.

CEO/Principal Report

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

Trimester II Plan Framework

- **Emergency Instructional Plan**
 - Emergency Instructional Plans are required by PDE for any alternative instruction provided (i.e. virtual) in order for it to be counted toward instructional hours.
 - We are proposing to update our model for the second trimester. The plan must be submitted with board approval.
 - Plan input was captured through staff and family surveys, administrative meetings, ED leader meetings, our solicitors and consulting with other educational leaders.

- **Plan Formation**
 - There are two plans, plan A and plan B based upon the COVID positivity rate in Allegheny County. For a moderate rate, City High will follow a hybrid model. If the County rate is substantial, City High will continue to follow a virtual model.

- **Factors Influencing Plan A: Hybrid**
 - According to the AIU, all districts in the county have made an attempt to offer a full or modified in-person schedule.
 - Enables us to provide a full day of instruction that would be difficult to provide virtually due to screen time
 - In-person instruction enables City High to minimize independent work, whereby some students are floundering in the area.
 - Simplifies attendance expectation of teachers and improves overall accuracy

- **Plan A: Hybrid Model**
 - Four-day model: students come in person on alternate days
 - Students join virtually through live streaming
 - Weekly non-instructional day
 - Additional plan time
 - Managing health and safety concerns
 - Facilitating in-person and virtual instruction simultaneously
 - Starting a third model

- **Plan B: Full Virtual Schedule**
 - Hybrid schedule will transition to full virtual schedule meaning that in-person days will take place virtually.
 - Class sizes will be larger than trimester 1
 - Students will be required to sit for instruction for a much longer period of time
 - Advisory and Lunch would be combined
 - No independent work/assignments for most grades

Internal Relations

- Annual individual goal setting meetings: 69 to date
- Wednesday on-site academic and wellness support days
- Marketing and recruitment activities
- Trimester II planning

External Relations

- Continued participation in weekly charter leaders hosted by the AIU
- Panelist for fall virtual national Schools that Can E2E Symposium
- Invited to apply for the Advanced Leadership Institute (TALI) and selected as their Non-Profit Leadership Pittsburgh Fellow, which includes a scholarship by the POISE Foundation.

New Business

- Committee Updates
 - Committee consists of 8 members. They held a meeting on November 5, 2020. Meeting discussion consisted of the following:
 - Student Recruitment
 - Racial Equity
 - Racial Social Work-how best to prepare students for post high school

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

Executive Session

Valerie Njie motioned to go into Executive session regarding personnel matters. Bill Stayduhar seconded the motion. The motion was unanimously approved.

At 7:12 p.m. the Board came out of Executive session.

Valerie Njie moved to approve the amendment to the early retirement incentive program as presented. Tracey Reed Armant seconded the motion. The motion to approve the amendment was unanimously approved.

Adjournment

Valerie Njie made a motion to adjourn, seconded by Cindy Tananis. The motion carried unanimously.

The next regular Board of Trustees meeting is scheduled for Wednesday, January 20, 2021.

Submitted by,

Theresa Dillon – Secretary

CITY CHARTER HIGH SCHOOL STUDENT ENROLLMENT REPORT

December 2020

ENROLLMENT TO DATE	513	
Regular Education	396	77.19%
Special Education	117	22.81%

CATEGORY (Race by Gender)	2020/2021	2019/2020
White Male	17.35%	18.00%
White Female	15.01%	16.36%
Black Male	22.61%	20.73%
Black Female	30.41%	31.64%
Hispanic Male	0.78%	0.36%
Hispanic Female	0.58%	0.55%
Multi-Racial Male	5.65%	6.18%
Multi-Racial Female	6.04%	5.45%
Asian Male	0.78%	0.55%
Asian Female	0.39%	0.18%
American Indian	0.39%	0.00%
Other	0.00%	0.00%
	513	550

CATEGORY (Race by Grade)	9th	10th	11th	12th	Total
Black	12.67%	16.57%	15.98%	7.80%	53.02%
White	6.04%	9.36%	9.55%	7.41%	32.36%
Multi-Racial	2.34%	3.51%	3.70%	2.14%	11.70%
Hispanic	0.78%	0.58%	0.00%	0.00%	1.36%
Asian	0.19%	0.39%	0.39%	0.19%	1.17%
American Indian	0.39%	0.00%	0.00%	0.00%	0.39%

CATEGORY (Social Economic Status)	9th	10th	11th	12th	Total
Free	12.67%	17.54%	19.10%	8.38%	57.70%
Reduced	0.19%	1.36%	0.58%	0.19%	2.34%
Paid	9.16%	10.33%	9.94%	8.97%	38.40%

Grade	Enrollment Comparison		
	2020/2021	2019/2020	%Difference
12th Male	40	53	-24.5%
12th Female	50	71	-29.6%
Total	90	124	-27.4%
11th Male	74	48	54.2%
11th Female	78	57	36.8%
Total	152	105	44.8%
10th Male	78	75	4.0%
10th Female	78	88	-11.4%
Total	156	163	-4.3%
9th Male	53	77	-31.2%
9th Female	62	81	-23.5%
Total	115	158	-27.2%
Total	513	550	-6.7%

School Districts		
Aliquippa SD	1	0.19%
Baldwin	3	0.58%
Bethel Park	1	0.19%
Brentwood	3	0.58%
Carlynton	2	0.39%
Chartiers Valley	1	0.19%
Clairton City	0	0.00%
Duquesne City	2	0.39%
East Allegheny	0	0.00%
Fox Chapel	0	0.00%
Keystone Oaks	1	0.19%
McKeesport	5	0.97%
Montour SD	1	0.19%
New Castle SD	0	0.00%
New Kensington	1	0.19%
Northgate	1	0.19%
Penn Hills	15	2.92%
PPS	402	78.36%
Quaker Valley	1	0.19%
Shaler	1	0.19%
South Park	1	0.19%
Steel Valley	11	2.14%
Sto-Rox	17	3.31%
Washington	1	0.19%
West Mifflin	1	0.19%
Wilkinsburg	19	3.70%
Woodland Hills	22	4.29%
Total	513	100.00%



Student Enrollment

Grade Level	Current Year/Prior Year	Notes
9 th	117/158	Current Enrollment Significantly Lower than Prior Year
10 th	154/163	Current Enrollment Comparable to Prior Year
11 th	152/105	Current Enrollment Significantly Higher than Prior Year
12 th	90/124	Current Enrollment Significantly Lower than Prior Year School-Wide Total: 513 current students/550 prior year

Personnel Management

Measure	Current Year/Prior Year	Notes
Administrative Turnover	0/0	
Faculty Turnover	0/3	
Staff Turnover	0/1	
Open Positions	3/5	Cult Lit TA, Administrative Assistant/Receptionist, School Safety Officer
Promotions	0/0	We have a number of promotions that are in the pipeline that will be forthcoming over the next few months.
Leaves	1/1	

School Management and Leadership

Measure	Current Year*/Prior Year	Notes
Average Daily Membership	509.84/547.00	
Applications: New 9 th grade (2025)	88/110 / 67/87	New 9 th and 10 th grade enrollment re-opened in January (1/24/21 deadline). Enrollment for the 2025 class lags. However, enrollment activity has been steady vs. in spurts.
Suspensions > 1 day	0/19 (Nov.& Dec.)	
Expulsions	0/3 (Nov.& Dec.)	
Faculty Observations	20/32	
Student Attendance %	92.36%	
Faculty/Staff Attendance %	98.94%	

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

Fiscal Health (As of October 31, 2020)

Measure	Description
Bank Balance	\$4.069 million
P/L Comparison: 20-21 to 19-20 YTD	Income: \$4.965 to \$5.926 million Expense: \$5.610 to \$6.033 million

Compliance and Reporting

Measure	Description	Notes
Audit	Independent Financial Audit Completed	Presented at November meeting
Reports	Health and Safety PCCD Final Grant Report	Submitted 11-9-20
Reports	PIMS Act 16 Special Education Report	Submitted 11-20
Reports	Charter School Enrollment and Low-Income Verification Report	Submitted 11-25-20
Reports	Caplan/PMC Properties Scholarship Report	Submitted 12-16-20

Initiatives/Grants

Initiative	Purpose	Fiscal Impact	Notes
Grant (Safe Schools)	Safe Schools Grant for safety updates to the school building.	\$24,815.10	Awarded



Grant (Division of Federal Programs)	Special Education COVID-19 Mitigation Grant	\$5,000	Submitted 12-30-20
Grant (Division of Federal Programs)	ESSER (Elementary & Secondary School Emergency Relief) COVID-19 Grant	\$217,488	Submitted 12-30-20
Individual Giving Donations	Rohrich Toyota Two additional donors	\$2,500 \$700	Parent alumni, who is an employee at Rohrich Toyota; Staff donation (\$500) & friend of staff member (\$200)

Strategic Planning

Program	Date	Program	Date
Revamped marketing approaches for increasing student recruitment: -new website w/search engine optimization -digital online ads -new director of enrollment position (hired in August) Re-envisioned spring campaign including a series of commitment/orientation events	Initial acceleration phase: April-June 2020	Leveraging Technology Staff Groups: Fin Lit/Tech Teachers, Distance Learning Committee, and Tech Task Force	End of trimester content meeting convened; planning joint meeting/convening for forecasting shifting technology needs
	Fall phase: 20-21 Campaign underway	Trimester 2 Plan Monitoring and Adjustments	Re-opening school educational model approved at November Board meeting; Hybrid start date delayed.
	Current phase: 20-21 spring Campaign underway	Middle States Accreditation	Extension requested & approved; Plan due June 2021
		PPS Charter Renewal	Process kicks off this summer and is scheduled to conclude in the spring of 2022

Edsys, Inc.

Education Delivery Systems

City High
A NEW Pittsburgh charter
high school



CITY CHARTER HIGH SCHOOL

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

Financial Report as of December 31, 2020

Presented on January 20, 2020
By the Finance Committee

Education Delivery Systems Financial Report
as of December 31, 2020

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Comments on Financial Statements

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

Note #

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

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

\$36,000 in scholarships were paid in October and November 2020 for the 15 graduates who have verified their college enrollment.

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

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

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

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

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

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

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

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

As of December 2020, average student enrollment is down 37 students as compared to December 2019 (513 vs 550 students) - primarily due to Freshman Class (See above).

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

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

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

Note 3: Pittsburgh Public pays tuition for the first 4 months of the school year based on estimated enrollment from the previous year. In November of each year, PPS reconciles to the actual enrollment and adjusts their payments accordingly. Therefore, the effects of the lower enrollment on fiscal 20/21 tuition revenue began to show in the November and December financial statements. However, PPS underpaid for special education students in November and December 2020. This, coupled with an increase in the PPS tuition rate for special education students of ~\$3,000 (retroactive to the beginning of the school year) resulted in

a large payment from PPS for tuition in January 2021 of ~\$1.5 million. See Cash Flows on Page 9. This will be reflected in the January 2021 financial statements.

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 19/20 was applied for in November 2019 (\$28,823). It was approved and funded in December 2019, and was fully spent in the 19/20 year.

The Ready to Learn Grant for 20/21 was applied for in October 2020 (\$28,823). It was approved and funded in October 2020.

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

City High applied and was awarded a Covid-19 Health and Safety Grant for Reopening Schools from the Pennsylvania Commission on Crime and Delinquency (PCCD). The grant award is for \$89,873.00. The funds must be spent or committed between 7/3/2020 and 10/30/2020. City High has spent the entire amount under the grant, and a final fiscal report has been filed and accepted. The grant funds were received in November 2020. The grant is closed.

In December, 2020 City High applied for the Elementary and Secondary School Emergency Relief Fund (ESSER) in the amount of \$217,488. These funds can be spent anytime between March 2020 and September 2021, regardless of when the grant is applied for and approved. The application is currently under review by the PDE.

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

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

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

NOTE 2:

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

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

Funding of the 20/21 grant began in November 2020.

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 .08% in December '20, as interest rates have dropped severely in reaction to COVID-19.

NOTE from Fiscal 14/15: In fiscal 12/13, City High transferred the majority of its cash to

Huntington Bank, leaving a small balance under the FDIC Insured limit of \$250K, in the PNC Account. During fiscal 13/14, the PNC account was utilized as a segregated account to pay the premiums, administrative costs, and monthly claims of City High's self-funded medical benefit plan placed with Highmark. Since fiscal 14/15, the PNC account was with a balance of ~\$49,000. The account was closed in November 2017 with the funds transferred to the Huntington Bank Operating Account.
All other PNC accounts were closed as of June 30, 2013.

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

In May 2020, the funds were reinvested through PNC Bank in four 3 month \$250,000 FDIC insured CD's, earning interest at rates ranging from .15% to .2% (See COVID-19 effect on interest rates above). These CD's matured in August 2020, and are awaiting reinvestment. The interest of ~\$25,000 on the matured one year CD's was paid to City High in May.

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

Amount represents all miscellaneous monies received by City Charter High, such as donations for the Robotics, Drama, Mentoring/Career Readiness Programs, School Recycling Program, etc...Other receipts are primarily from students to cover their portion of costs for participation in various school sponsored educational and recreational activities, as well as student payments for MOS certifications, and loss or damage to school property. The SAGE and Robotics Programs actively fundraise and solicit donations/grants to help defray the costs of various local and national competitions. Amounts received are included in Misc. Receipts.
The Robotics Program received \$10,500 in unrestricted grants in 19/20.
The transportation costs for fiscal 18/19 of ~\$39K were billed to the four school districts in January 2020. The unpaid balance is a portion of the A/R - Other on the Balance Sheet and is included in miscellaneous receipts on the Profit/Loss Statement in 19/20.
In fiscal 19/20, miscellaneous receipts also includes ~\$10K of forfeitures from the 401(k) Plan that have been used to fund current employer match and nonelective contributions.
In early fiscal 20/21, the miscellaneous receipts represent refunds of ~\$10K in deposits for field trips and activities that were cancelled due to Covid-19, an insurance renewal credit from UPMC of ~\$21K, and a refund of unused monies remaining in an educational trust of ~\$18K. The insurance credit and the educational trust refund were not budgeted in fiscal 20/21.

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

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

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

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

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

However, beginning in 17/18, City High has implemented an alternative retirement plan (ARP) open to newly hired employees only. Under the ARP, City High will match the employee's pre-tax contribution, up to 7%, as well as provide a non-elective contribution to each employee of 5%, for a maximum annual contribution of 12% per employee (as compared to 34.51% under PSERS). Currently there are 32 employees participating in the ARP rather than PSERS (representing over one-third of the workforce). City High has been tracking the savings on an annual basis.
****In fiscal 17/18, 18/19, and 19/20, the ARP generated ~\$85,000, \$165,000, and \$300,000 in savings, respectively, for a three-year total savings to City High of ~\$550,000.****
Please Note** YTD Benefit Expense is lower in fiscal 20/21 than 19/20 due to the **savings of the 401(k) Plan vs the PSERS Plan.**

In addition, the estimated accrual for Attendance and Benefit Bonuses are carried as a liability on City High's balance sheet for the entire fiscal year. The liabilities for these bonuses are estimated based on prior year payouts. The 19/20 bonuses were paid in the August 15,

2020 payroll. The accrual for 20/21 is based on the actual bonuses paid for 19/20 and will continue to be carried on the balance sheet in fiscal 20/21, revalued for the June 30, 2021 audit, and paid out in August 2021.

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

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

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

In addition, City High has begun new targeted advertising and marketing campaigns in order to continue to attract new students, as enrollment decreased in 17/18 for the first time in school history. As a result, advertising costs will trend higher in fiscal 20/21 than previous years.

In addition, there will be costs associated with operating during the Covid-19 pandemic that are just now being identified and realized. These will be tracked and disclosed as incurred.

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

Special education expenses were expected to be higher in 20/21 than 19/20 due to higher private school tuition and other specialized services, primarily because of an increase in students requiring these services. **Special education enrollment, as a percentage of total student enrollment, has risen from ~15% to ~22% over the last several fiscal years. Note that Special Education expenses @ June 30, 2020 reflect an accrual of ~\$106K for costs related to 18/19 and prior for 4010 students that were yet been billed by the PDE, as well as ~\$65K for 4010 students for 19/20, also not yet billed by the PDE. This also represents the \$171K and \$65K in Accrued Liabilities on the 6/30/20 and 12/31/20 Balance Sheets, respectively. The 18/19 and prior costs were subsequently billed and paid in July 2020.**

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

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

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

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

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

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

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

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

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

See comments under Note #1 above regarding Grants Receivable. The amount at June 30, 2020 and December 31, 2020 represents amount due under the Partner4Work Grant.

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

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

applications in December. The January 2019 application was also returned for corrections. The next application was submitted and returned in May 2019. **Funding of ~\$278K was ultimately received in October 2019. Only one school district remains to be paid. This effectively means that tuition redirection was not received from the PDE for nonpaying school districts for all of fiscal 18/19, resulting in extremely high A/R @ 6/30/19. July tuition was billed with the final reconciliations for the various school districts in September 2019, with payment of tuition redirection of ~\$278K finally paid in October 2019.**

A similar scenario occurred in fiscal 19/20, primarily due to the Covid-19 pandemic. City High has not received any tuition redirection from the PDE since March 2020, which represented billings through January 2020. This results in an extremely high A/R again @ 6/30/20. At least 6 months of tuition redirection was outstanding from the PDE as of October 31, 2020. City High is working on the reconciliations for fiscal 19/20 right now. They will be submitted to the PDE by late January 2021, with payment expected in February 2021. It should be noted that some of the school districts that were previously paid through tuition redirection have begun making payments to City High. This has resulted in the A/R not being as high as might be expected at 12/31/20, with the lack of redirection payments from the PDE since March 2020.

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

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

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

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

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

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

Other student transportation costs include daily transportation of special education students to approved private schools. This cost began to trend higher in the second half of 17/18, and has continued to trend higher in 18/19 and 19/20, as City High has additional students enrolled in private schools (transporting ~10 students either to private schools or to City High prior to Covid-19). **Until in-person instruction is reinstated on a full time basis, transportation costs will be minimal.**

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

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

Other Purchased Services (except for Advertising) should be comparable to 19/20, and include janitorial costs, extermination and pest control, cleaning of linens and uniforms for cafeteria staff, and other miscellaneous services. Amount is lower than prior year due to the timing of insurance premiums and transportation payments.

In addition, monthly cleaning costs have decreased due to the cleaning company providing twice a week cleaning services rather than daily (since staff and certain students are only in the building once a week in the virtual learning environment for Trimester 1 and early Trimester 2).

15. **Page two - Prepaid Expenses**

Prepaid expenses at 6/30/20 represent advance deposits for software support and maintenance contracts for fiscal 20/21, as well as Fall 2020 field trip deposits. In addition,

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

	Internal	As Audited
	Dec 31, 20	June 30, 20
ASSETS		
Current Assets		
Checking/Savings		
1000 - CHECKING AND SAVINGS		
1010 - PNC and Huntington Banks		
1011 - Huntington Bank - Restricted	70,660.11	79,921.58
1010 - Huntington Bank - Unrestricted	2,998,672.31	3,271,580.14
1012 - PNC Investments CD's	1,000,000.00	1,000,000.00
Total 1010 - PNC and Huntington Bank	<u>4,069,332.42</u>	<u>4,351,501.72</u>
1100 - Petty Cash Account	200.00	200.00
Total 1000 - CHECKING AND SAVINGS	<u>4,069,532.42</u>	<u>4,351,701.72</u>
Accounts Receivable		
1200 - Accounts Receivable Curr	555,613.53	803,520.57
11. 1220 - Grants Receivable	8,909.50	33,274.60
1300 - Accounts Receivable Other	15,090.00	76,545.45
Total Accounts Receivable	<u>579,613.03</u>	<u>913,340.62</u>
Other Current Assets		
15. 1400 - Prepaid Expenses	11,125.00	233,026.61
1500 - Construction-in-Progress	0.00	0.00
Total Other Current Assets	<u>11,125.00</u>	<u>233,026.61</u>
Total Current Assets	<u>4,660,270.45</u>	<u>5,498,068.95</u>
Fixed Assets		
12. 1700 - Fixed Assets	2,950,067.21	2,785,057.54
1800 - Less Accumulated Drepreciation	<u>(2,326,005.82)</u>	<u>(2,211,226.12)</u>
Net Fixed Assets	<u>624,061.39</u>	<u>573,831.42</u>
TOTAL ASSETS	<u>5,284,331.84</u>	<u>6,071,900.37</u>

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

	Dec 31, 20	June 30, 20
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - ACCOUNTS PAYABLE	24,000.20	9,283.94
Total Accounts Payable	24,000.20	9,283.94
Other Current Liabilities		
2200 - Accrued Liabilities	65,486.65	235,872.66
2390 - Payroll Liabilities	40,041.82	31,273.35
8. 2450 - Attendance Incentive	136,400.00	136,400.00
2460 - Benefits Incentive	24,000.00	24,000.00
2500 - Student Card Deposits	15,882.12	13,924.01
2600 - Deferred Revenue	-	0.00
Total Other Current Liabilities	281,810.59	441,470.02
Total Current Liabilities	305,810.79	450,753.96
Equity		
3900 - Net Assets - Unrestricted	5,497,309.05	4,829,347.70
Board Designated - Lease Payments	58,333.00	58,333.00
Board Designated - Retirement Contributions	0.00	0.00
Temporarily Restricted	60,500.00	60,500.00
Opening Balance Equity	6,968.96	6,968.96
Net Income (Loss)	(644,589.96)	665,996.75
Total Equity	4,978,521.05	5,621,146.41
TOTAL LIABILITIES & EQUITY	5,284,331.84	6,071,900.37

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Aliquippa School District			886.34	2,659.02		3,545.36
Ambridge Area School District						0.00
Baldwin-Whitehall			2,567.50	7,702.51	-767.11	9,502.90
Bethel Park School District		-436.73				-436.73
Brentwood Borough		0.00				0.00
Carlynton School District		-3,249.61				-3,249.61
Charleroi School District						0.00
Chartiers Valley School District			2,295.49		10,637.10	12,932.59
Clairton City School District					11,813.73	11,813.73
Duquesne School District						0.00
East Allegheny School District					1,936.66	1,936.66
Fox Chapel School District						0.00
Gateway School District					1,186.75	1,186.75
Hampton School District					14,868.17	14,868.17
Keystone Oaks School District			1,227.72	3,683.17	3,402.53	8,313.42
McKeesport Area School District			6,224.46	18,673.39	31,221.49	56,119.34
Montour						0.00
New Castle School District					24,700.68	24,700.68
New Kensington-Arnold			825.14	2,475.41		3,300.55
North Allegheny School District						0.00
Northgate School District					7,231.48	7,231.48
North Hills School District						0.00
Penn Hills School District			5,539.81			5,539.81
Pittsburgh Public Schools						0.00
Quaker Valley School District			1,530.85	4,854.28	-3,473.66	2,911.47
Riverview School District						0.00
Shaler Area School District				9,519.16	6,681.62	16,200.78
South Park School District						0.00
Steel Valley			13,256.70		18,222.28	31,478.98
Sto-Rox			17,143.69	51,431.09	206,053.47	274,628.25
Washington School District			889.36			889.36
West Allegheny School District					5,746.73	5,746.73
West Mifflin School District			1,004.29			1,004.29
Wilkinsburg Borough			39,456.99			39,456.99
Woodland Hills			23,715.18		2,276.40	25,991.58
	<u>0.00</u>	<u>-3,686.34</u>	<u>116,563.52</u>	<u>100,998.03</u>	<u>341,738.32</u>	<u>555,613.53</u>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Allegheny Intermediate Unit		12,772.68		8.10		12,780.78
Amazon	2,636.80					2,636.80
Consolidated Communications	1,450.87					1,450.87
Energy Management Systems		4,917.78				4,917.78
HD Supply Facilities Maintenance	753.00					753.00
Paper Products Company, Inc.	258.55					258.55
Prime Communications, Inc.		60.00				60.00
Verizon Wireless	1,142.42					1,142.42
						0.00
						0.00
						0.00
						0.00
						0.00
	<u>6,241.64</u>	<u>17,750.46</u>	<u>0.00</u>	<u>8.10</u> #	<u>0.00</u>	<u>24,000.20</u>

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

	<u>Jul '20-Dec '20</u>	<u>Jul '19-Dec '19</u>	<u>Difference</u>	
Income				
6000 - REVENUE/LOCAL SOURCES				
1.	Foundation Grants	0.00	61,500.00	(61,500.00)
2.	Tuition - Regular	3,659,789.28	4,344,040.23	(684,250.95)
2.	Tuition - Special Education	942,988.90	1,164,180.90	(221,192.00)
	School Lunch Proceeds	115.15	32,097.00	(31,981.85)
	School Store Proceeds	0.00	6,951.50	(6,951.50)
	Dell/Lenovo Reimbursements	0.00	0.00	0.00
	Total 6000 - REVENUE/LOCAL SOURCES	<u>4,602,893.33</u>	<u>5,608,769.63</u>	<u>(1,005,876.30)</u>
7000 - REV FROM STATE SOURCES				
	Special Ed Reimbursement	0.00	0.00	0.00
	Lease Reimbursements	38,004.98	0.00	38,004.98
	Covid-19 Health and Safety Grant	89,873.00	0.00	89,873.00
	PAsmart Grant	0.00	24,705.84	(24,705.84)
	Nurse Reimbursement	0.00	0.00	0.00
	Ready to Learn Block Grant	28,823.00	28,823.00	0.00
	Total 7000 - REV FROM STATE SOURCES	<u>156,700.98</u>	<u>53,528.84</u>	<u>103,172.14</u>
8000 - REV FROM FEDERAL SOURCES				
	ERATE Revenue	1,367.42	1,600.20	(232.78)
	Title I, II, and IV Revenue	150,592.88	155,068.34	(4,475.46)
	Lunch/Milk Subsidies	886.86	72,427.95	(71,541.09)
	Total 8000 - REV FROM FEDERAL SOURCES	<u>152,847.16</u>	<u>229,096.49</u>	<u>(76,249.33)</u>
9000 - OTHER FINANCING SOURCES				
5.	Other Financing Sources	2,449.09	21,215.16	(18,766.07)
6.	Miscellaneous Receipts	51,088.85	13,729.91	37,358.94
	Total 9000 - OTHER FINANCING SOURCES	<u>53,537.94</u>	<u>34,945.07</u>	<u>18,592.87</u>
	Total Income	<u>4,965,979.41</u>	<u>5,926,340.03</u>	<u>(960,360.62)</u>
	Gross Profit	<u>4,965,979.41</u>	<u>5,926,340.03</u>	<u>(960,360.62)</u>
Expense				
100/200 - PERSONNEL SERVICES				
	Salaries	2,717,993.78	2,729,954.95	(11,961.17)
	Benefits	1,294,577.60	1,371,730.51	(77,152.91)
	Total 100/200 - PERSONNEL SERVICES	<u>4,012,571.38</u>	<u>4,101,685.46</u>	<u>(89,114.08)</u>
300 - PURCHASED PROFESSIONAL SERVICES				
	Technology	61,711.20	51,764.60	9,946.60
	Special Education	46,418.73	132,613.90	(86,195.17)
8.	Other	160,970.55	146,963.78	14,006.77
	Total 300 - PURCHASED PROFESSIONAL	<u>269,100.48</u>	<u>331,342.28</u>	<u>(62,241.80)</u>

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

	<u>Jul '20-Dec '20</u>	<u>Jul '19-Dec '19</u>	<u>Difference</u>
Expense			
400 - PURCHASED PROPERTY SERVICES			
	906.33	6,707.14	(5,800.81)
	9. 51,138.20	76,057.51	(24,919.31)
	9. 738,346.11	812,733.30	(74,387.19)
	40,822.81	43,174.66	(2,351.85)
	<u>831,213.45</u>	<u>938,672.61</u>	<u>(107,459.16)</u>
500 - OTHER PURCHASED SERVICES			
	24,195.53	96,668.21	(72,472.68)
	63,776.44	61,359.77	2,416.67
	8. 70,973.80	27,343.52	43,630.28
	14. 43,613.72	65,697.36	(22,083.64)
	<u>202,559.49</u>	<u>251,068.86</u>	<u>(48,509.37)</u>
600 - SUPPLIES			
	74,411.67	121,880.20	(47,468.53)
	1,674.97	74,508.70	(72,833.73)
	56,724.29	49,250.41	7,473.88
	<u>132,810.93</u>	<u>245,639.31</u>	<u>(112,828.38)</u>
700 - PROPERTY			
	9,483.94	39,342.50	(29,858.56)
	10. 114,779.70	123,614.98	(8,835.28)
	<u>124,263.64</u>	<u>162,957.48</u>	<u>(38,693.84)</u>
800 - OTHER			
	50.00	1,856.52	(1,806.52)
	38,000.00	0.00	38,000.00
	<u>38,050.00</u>	<u>1,856.52</u>	<u>36,193.48</u>
	<u>5,610,569.37</u>	<u>6,033,222.52</u>	<u>(422,653.15)</u>
Total Expense			
Net Income (Loss)	<u>(644,589.96)</u>	<u>(106,882.49)</u>	<u>(537,707.47)</u>

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

	<u>Jul '20-Dec '20</u>	<u>Fiscal 20/21 Budget</u>	<u>YTD Remaining</u>
Income			
6000 - REVENUE/LOCAL SOURCES			
1.	Foundation Grants	0.00	64,000.00
2.	Tuition - Regular	3,659,789.28	9,003,420.00
2.	Tuition - Special Education	942,988.90	2,459,306.00
	School Lunch Proceeds	115.15	75,000.00
	School Store Proceeds	0.00	15,000.00
	Dell/Lenovo Reimbursements	0.00	0.00
	Total 6000 - REVENUE/LOCAL SOURCES	4,602,893.33	11,616,726.00
3.	7000 - REV FROM STATE SOURCES		
	Special Ed Reimbursement	0.00	100,000.00
	Lease Reimbursements	38,004.98	45,000.00
	Covid-19 Health and Safety Grant	89,873.00	0.00
	PASmart Grant	0.00	0.00
	Nurse Reimbursement	0.00	10,000.00
	Ready to Learn Block Grant	28,823.00	30,000.00
	Total 7000 - REV FROM STATE SOURCES	156,700.98	185,000.00
4.	8000 - REV FROM FEDERAL SOURCES		
	ERATE Revenue	1,367.42	10,000.00
	Title I, II, and IV Revenue	150,592.88	300,000.00
	Lunch/Milk Subsidies	886.86	170,000.00
	Total 8000 - REV FROM FEDERAL SOURCES	152,847.16	480,000.00
	9000 - OTHER FINANCING SOURCES		
5.	Other Financing Sources	2,449.09	20,000.00
6.	Miscellaneous Receipts	51,088.85	50,000.00
	Total 9000 - OTHER FINANCING SOURCES	53,537.94	70,000.00
	Total Income	4,965,979.41	12,351,726.00
	Gross Profit	4,965,979.41	7,385,746.59
Expense			
7.	100/200 - PERSONNEL SERVICES		
	Salaries	2,717,993.78	5,675,700.00
	Benefits	1,294,577.60	2,713,368.00
	Total 100/200 - PERSONNEL SERVICES	4,012,571.38	8,389,068.00
	300 - PURCHASED PROFESSIONAL SERVICES		
	Technology	61,711.20	60,000.00
	Special Education	46,418.73	310,000.00
8.	Other	160,970.55	280,000.00
	Total 300 - PURCHASED PROFESSIONAL	269,100.48	650,000.00

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

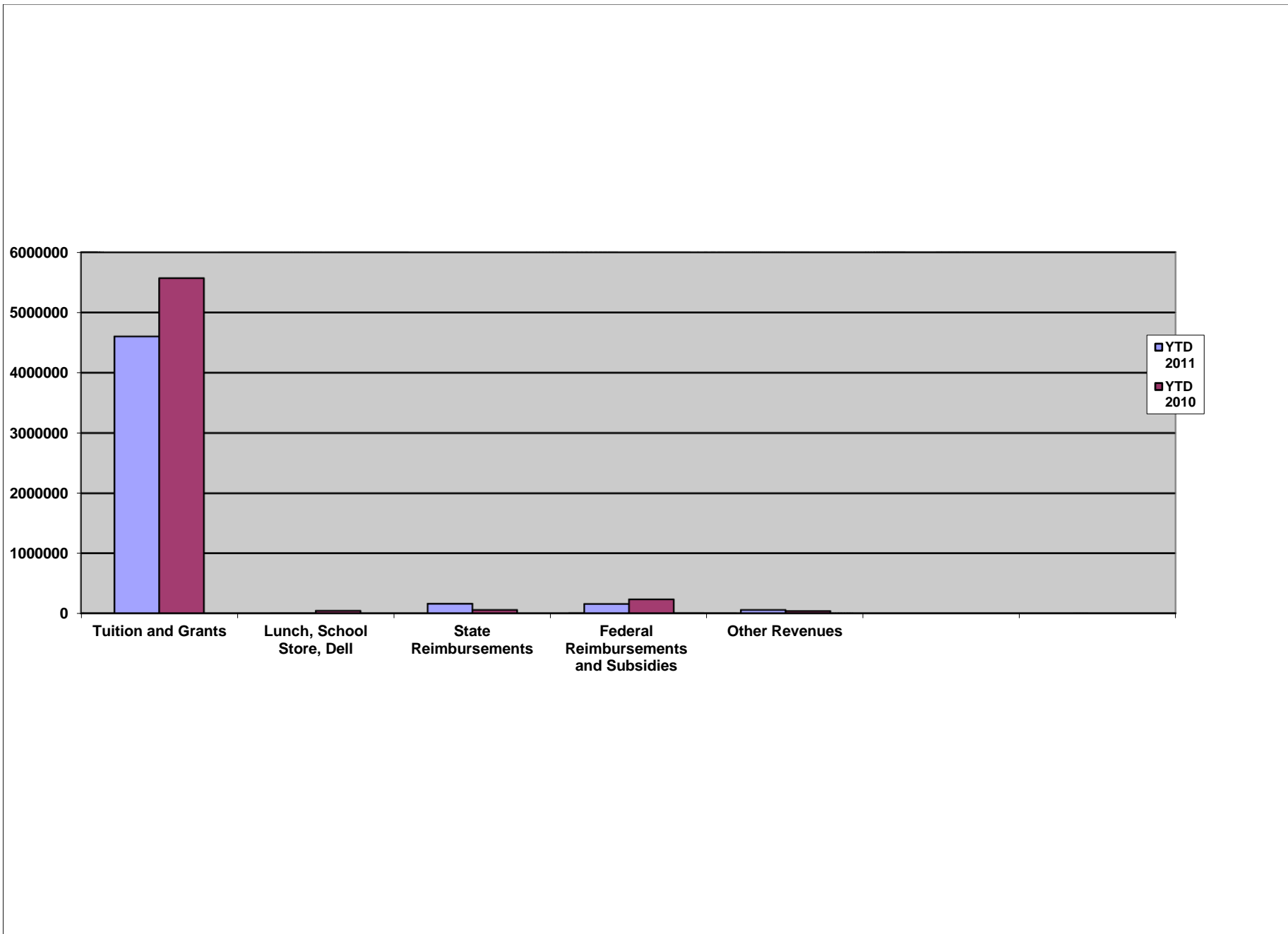
	<u>Jul '20-Dec '20</u>	<u>Fiscal 20/21 Budget</u>	<u>YTD Remaining</u>	
Expense				
400 - PURCHASED PROPERTY SERVICES				
	Repair & Maint - Bldgs & Tech	906.33	4,500.00	3,593.67
9.	Utilities	51,138.20	200,000.00	148,861.80
9.	Rental - Land & Bldgs	738,346.11	1,437,192.00	698,845.89
	Rental - Equipment	40,822.81	85,000.00	44,177.19
	Total 400 - PURCHASED PROPERTY SERV.	831,213.45	1,726,692.00	895,478.55
500 - OTHER PURCHASED SERVICES				
13.	Student Transportation	24,195.53	290,000.00	265,804.47
	Insurance	63,776.44	65,000.00	1,223.56
	Communications & Advertising	70,973.80	155,000.00	84,026.20
14.	Other Purchased Services	43,613.72	140,000.00	96,386.28
	Total 500 - OTHER PURCHASED SERVICES	202,559.49	650,000.00	447,440.51
600 - SUPPLIES				
17.	General Supplies	74,411.67	176,000.00	101,588.33
	Lunches, School Store, Refreshments	1,674.97	170,000.00	168,325.03
	Books, Periodicals, Software	56,724.29	65,000.00	8,275.71
	Total 600 - SUPPLIES	132,810.93	411,000.00	278,189.07
700 - PROPERTY				
16.	Technical Equipment	9,483.94	40,000.00	30,516.06
10.	Depreciation Expense	114,779.70	242,200.00	127,420.30
	Total 700 - PROPERTY	124,263.64	282,200.00	157,936.36
800 - OTHER				
	Dues and Fees	50.00	2,500.00	2,450.00
	Student Awards	38,000.00	50,000.00	12,000.00
	Total 800 - OTHER	38,050.00	52,500.00	14,450.00
	Total Expense	5,610,569.37	12,161,460.00	6,550,890.63
	Net Income (Loss)	(644,589.96)	190,266.00	924,728.96
			4,300,000.00	
			4,490,266.00	

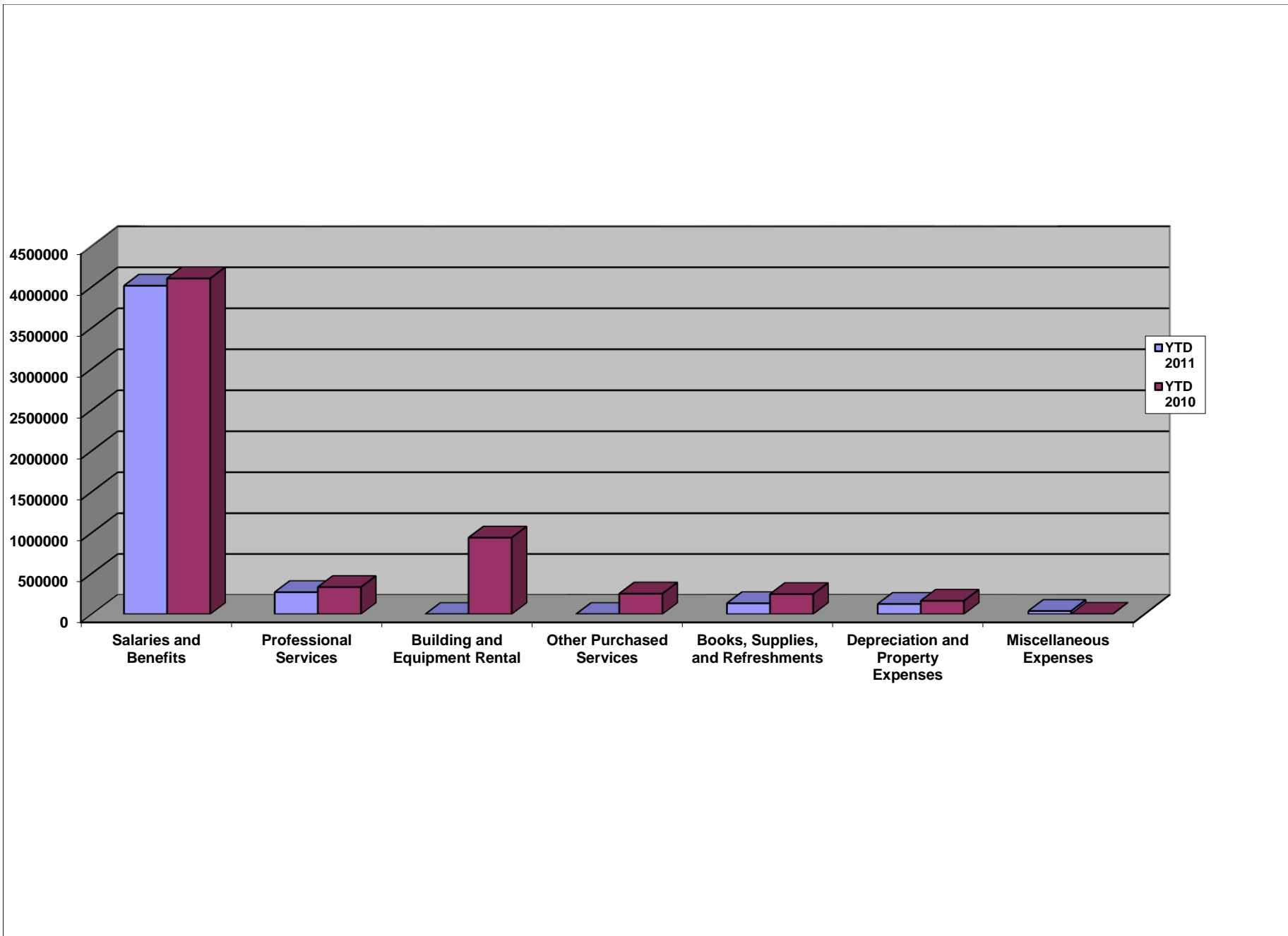
EDSYS, INC.
Cash Flow Forecast
July 2020 through June 2021

	<u>Cash In</u>	<u>Cash Out</u>	<u>Net In/(Out)</u>	<u>Balance</u>
Beginning Balance 07-01-20	4,351,701.72 A	0.00 A	4,351,701.72 A	4,351,701.72
July 2020	996,498.64 A	993,844.61 A	2,654.03 A	4,354,355.75
August 2020	854,764.40 A	838,215.89 A	16,548.51 A	4,370,904.26
September 2020	904,895.17 A	804,859.06 A	100,036.11 A	4,470,940.37
October 2020	1,115,078.68 A	1,416,975.12 A	(301,896.44) A	4,169,043.93
November 2020	888,132.26 A	851,364.41 A	36,767.85 A	4,205,811.78
December 2020	593,198.02 A	729,477.38 A	(136,279.36) A	4,069,532.42
January 2021	1,600,000.00 E	1,000,000.00 E	600,000.00 E	4,669,532.42
February 2021	0.00 E	0.00 E	0.00 E	4,669,532.42
March 2021	0.00 E	0.00 E	0.00 E	4,669,532.42
April 2021	0.00 E	0.00 E	0.00 E	4,669,532.42
May 2021	0.00 E	0.00 E	0.00 E	4,669,532.42
June 2021	0.00 E	0.00 E	0.00 E	4,669,532.42
Ending Balance	<u>6,952,567.17</u> *	<u>6,634,736.47</u>	<u>317,830.70</u>	<u>4,669,532.42</u>
Budget 20-21	12,351,726.00 *	12,161,460.00	190,266.00	4,490,266.00 **

A = Actual
E = Estimate

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





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

MMAX Account: (Placed Through Huntington Bank)

Issuer Name	FDIC #	City, State	Amount
BankUnited National Association	58979	Miami Lakes, FL	\$45,693.49
Branch Banking and Trust Company	9846	Charlotte, NC	\$247,000.00
CIT Bank National Association	58978	Pasadena, CA	\$247,000.00
City National Bank of Florida	20234	Miami, FL	\$247,000.00
Customers Bank	34444	Phoenixville, PA	\$247,000.00
JPMorgan Chase Bank N.A.	628	Columbus, OH	\$247,000.00
Origin Bank	12614	Choudrant, LA	\$247,000.00
Signature Bank	57053	New York, NY	\$247,000.00
SpiritBank	4048	Tulsa, OK	\$247,000.00
The First National Bank of Long Island	7072	New York, NY	\$247,000.00
The First National Bank of South Miami	17093	South Miami, FL	\$247,000.00
Third Coast Bank SSB	58716	Humble, TX	\$247,000.00
Total Portfolio (Interest - .08%)			<u><u>\$2,762,693.49</u></u>

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

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

NOTE: Each Certificate of Deposit issued under a specific Cusip Number is a separate and distinct entity with respect to FDIC insurance coverage, regardless of issuing bank.

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

As of:	Balance Sheet		Tuition Receivable	Accounts Payable
	Cash Balance	Current Ratio*		
December 31, 2020	\$4,069,532	\$17 to \$1	\$555,614	\$24,000
June 30, 2020	\$4,351,702	\$12 to \$1	\$803,521	\$9,284

*Current Ratio = Current Assets/Current Liabilities

	Tuition Receivable Aging Schedule				
	Total	Current	>30	>60	>90
December 31, 2020	\$555,614	(\$3,686)	\$116,564	\$100,998	\$341,738
June 30, 2020	\$803,521	\$213,875	\$449,389	\$0	\$140,257

For the 6 Mos. Ended December:	Income Statement			
	Total Revenue	Total Expense	Revenue Per Student*	Expense Per Student*
2020	\$4,965,979	\$5,610,569	\$9,680.27	\$10,936.78
20/21 Budget	\$12,351,726	\$12,161,460	\$22,873.57	\$22,521.22
% of Budget	40.20%	46.13%	42.32%	48.56%
2019	\$5,926,340	\$6,033,223	\$10,678.09	\$10,870.67

Comments:

Revenue is much lower in 20/21 than 19/20 due to lower enrollment numbers (especially new Freshmen) and lower food service revenue due to the virtual learning environment. Other factors affecting the comparison of YTD revenue through December 2020 are the PMC grant in 19/20 of \$50,000 and the PASmart Grant of ~\$25,000, neither of which are received in fiscal 20/21, as well as lower interest income. Offsetting this are higher Miscellaneous receipts YTD in 20/21 due to partial refund of deposits paid for the 19/20 Costa Rica trip, an insurance renewal credit, and refund of an educational trust. and the receipt of the lease reimbursement from PDE.

YTD Expenses in 20/21 are much lower than 19/20 due to lower transportation, food service, supplies, utilities, PSERS costs, and timing of January rent payment. Offsetting this is rent escalation of ~\$35K paid in August 2020, higher advertising and student awards costs.

See below for benefit expense discussion.

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

20/21 Budget: 540 students

December 2020	513 students	(YTD Average)
December 2019	555 students	(YTD Average)

Concerns:

Total Revenue is lower YTD in fiscal 20/21 than 19/20 due to the lower tuition revenue as a result of lower enrollment to begin the 20/21 school year. Average enrollment is down 42 students halfway through the 20/21 school year as compared to the same time in the 19/20 school year. (513 vs 555). This is primarily due to the new Freshman Class. The fiscal 20/21 budget was built based on average enrollment of 540 students. In addition, there continues to be a loss of interest earnings due to decrease in interest rates (Covid-19 related).

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

As of 12/31/20, 32 employees are participating in the 401K plan rather than PSERS. This represents over 30% of the workforce. Savings will continue to grow each fiscal year as employee turnover occurs and new hires join the 401K plan rather than PSERS.



CEO's/Principal's Report

City Charter High School

Board of Trustees Meeting

November 18, 2020



Board Overview of Trimester 2 Plan Framework

Emergency Instructional Plan



- **Emergency Instructional Plans are required by PDE for any alternative instruction provided (i.e. virtual) in order for it to be counted toward instructional hours (990) or days (180).**
- **We are proposing to update our model for our second trimester so we need to update and submit our Emergency Instructional Plan with board approval.**



Inputs into the Plan

- **Staff and family surveys**
- **Additional internal and external Data**
- **Admin planning meetings**
- **City High Ed Leader planning meetings**
- **Consults with City High Solicitors**
- **Consults with other educational leaders**



Formulating Our Plan

- **There will be two plans, Plan A and Plan B, based on the covid positivity rate in Allegheny County**

Factors Influencing Plan A: Hybrid



- **According to the Allegheny intermediate unit (AIU), all school districts in Allegheny County have made an attempt to offer a full or modified in-person schedule**
 - **Learn from schools/districts that have minimized cases (example: independent schools have been in-person full-time) while learning from the mistakes of others**
 - **For an in-person model, staff and families mutually selected a hybrid model**
- **Enables us to provide a full day of instruction that would be difficult to provide virtually due to screen time**
 - **More aligned to our regular model, which minimizes the number of daily classes taught**



Factors Influencing Plan A: Hybrid

- **In-person enables City High to minimize independent work, whereby some students are currently floundering in this area**
- **Simplifies attendance expectations of teachers and improves accuracy overall through attendance scans on in-person days**



Plan A: Hybrid Model

- **4-day model: students come in person on alternate days (see proposed schedule- slides 11 & 12)**
- **Students join virtually through live streaming (we will be conducting test runs)**
 - **A co-teacher will be placed in every classroom**
 - **In some cases, a teacher may be moved from a classroom to be placed with another teacher. Class sizes will be smaller to allow for this.**
 - **Learning support teachers will still be placed based on the students they support .**



Plan A: Hybrid Model

- **There will be a weekly non-instructional day**
 - **We are targeting Monday to maximize number of hours for the trimester as there are numerous holidays/parent teacher conference days that fall on a Monday**
 - **Additional support for students (Office hours, study club, etc.)**
- **Additional plan time**
 - **Content teaming**
 - **Lesson planning that accounts for in-person and virtual student needs**
 - **Professional development**



Plan A: Hybrid Model (cons)

- **Managing health and safety concerns:**
 - **Potential closures (by grade level and school-wide)**
 - **Coverage due to staff call-off's**
 - **Admin will play a role in filling coverages directly (we will have a daily coverage schedule)**
 - **Permanent substitutes**
 - **Contact tracing and other Covid communications**
- **Facilitating in-person and virtual instruction simultaneously**
- **Starting a third model (A different model was used for the 19-20 third trimester and the 20-21 first trimester in addition to a different proposed for trimester 2)**

Suggested Weekly Schedule: Grades 9-11 Only



Monday	Tuesday	Wednesday	Thursday	Friday
<p>Teacher Work Day</p>	<p>Group 1: In-person Group 2: Virtual</p>	<p>Group 2: In-person Group 1: Virtual</p>	<p>Group 1: In-person Group 2: Virtual</p>	<p>Group 2: In-person Group 1: Virtual</p>
<p><u>Day can be used for:</u> Planning, Grading, Grade Level Team Meeting, Content Team Meeting 8 AM-4 PM</p>	<p>7:50 AM to 3:45 PM</p> <p>Regular school/lunch schedule in place, including 10 min. transitions</p>	<p>7:50 AM to 3:45 PM</p>	<p>7:50 AM to 3:45 PM</p>	<p>7:50 AM to 3:45 PM</p>

Suggested Weekly Schedule: Grade 12 Only



Monday	Tuesday	Wednesday	Thursday	Friday
<p>Teacher Work Day</p>	<p>Lecture: History All senior students will be in attendance daily.</p>	<p>Lecture: Math All senior students will be in attendance daily.</p>	<p>Lecture: English* All senior students will be in attendance daily.</p>	<p>Lecture: Science All senior students will be in attendance daily.</p>
<p><u>Day can be used for:</u> Planning, Grading, Grade Level Team Meeting, Content Team Meeting 8 AM-4 PM</p>	<p>7:50 AM to 3:40 PM</p> <p>Regular school/lunch schedule in place.</p> <p>Internships will be running as scheduled, Tuesday through Friday.</p>	<p>7:50 AM to 3:40 PM</p>	<p>7:50 AM to 3:40 PM</p> <p>*Grad Project lecture will occur in Seminar.</p>	<p>7:50 AM to 3:40 PM</p>



Other Items We're Considering...

- **Additional virtual support for students to occur all on non-instructional day and how is it provided?**
- **Does the in-person questionnaire stay the same? Will we have different entrance points for specific grade levels? Ex: Seniors use auditorium?**
- **What if some staff take a leave of absence? It will be difficult to operate the hybrid model with some staff working remotely or not at all.**
- **Attendance tracking issues and notifications to parents/guardians**



Plan B: Full Virtual Schedule

- Hybrid schedule will transition to full virtual schedule meaning that in-person days will take place virtually.
- Class sizes will be larger than trimester 1
- Students will be required to sit for instruction for a much longer period of time
- Advisory & Lunch would be combined for an hour break on virtual days
- No independent work/assignments for most grades

What are the conditions that will trigger our full virtual schedule?

- Allegheny moves to 'substantial' designation
- The number of school COVID cases reaches a threshold of 5 cases school-wide

PDE & PA Dept. of Health, and Allegheny Health Department (ACHD) Guidance

Level of Community Transmission in the County	Incidence Rate per 100,000 Residents (Most Recent 7 Days)	AND/OR	PCR Percent Positivity (Most Recent 7 Days)	Recommended Instructional Models
Low	<10	AND	<5%	Full in-person Model OR Blended Learning Model
Moderate	10 to <100	OR	5% to <10%	Blended Learning Model OR Full Remote Learning Model
Substantial	≥100	OR	≥10%	Full Remote Learning Model





Key Internal Relations & Activities

- Annual individual goal setting meetings: 69 held to date
- Wednesday on-site academic & wellness support days
- Marketing and recruitment activities including strategy development, review of ideas, and weekly consultant/vendor meetings
 - Convened 4 virtual tour/open house events
- Trimester 2 Planning
 - Stakeholder input process (meetings with Ed Leaders and staff, parent & staff surveys, 1:1's and emails)



External Relations

- Continued participation in a weekly meeting hosted by the Allegheny Intermediate Unit (AIU) for charter leaders.
- Panelist for fall virtual national Schools that Can E2E Symposium on October 30th, which focused on the impact of the pandemic on schools and their adaptability. The impact of the pandemic on schools with distinct career development offerings such as internships was also a focus.
- Invited to apply for The African American Leadership Institute (TALI) and selected as their Leadership Pittsburgh Fellow, which includes a \$10k scholarship from The Poise Foundation.

City Charter High School - Equity Policy Statement

City Charter High School defines **EQUITY** as the principle that all students, regardless of their identity or background, deserve high quality, rigorous, and academically challenging educational opportunities that facilitate postsecondary and career success and foster a strong sense of self-efficacy. In practice, this means that all educational opportunities will reflect the diversity of the student population, affirm each student's individual identity, and provide students with an education that is responsive to their lived experiences. City Charter High School acknowledges the inequalities that exist in our society, and commits to the elimination of any institutional barriers that perpetuate inequality or serve to marginalize or exclude students from ethnic, racial, gender, or socio-economic groups that have been traditionally under-represented and under-served. To this end, City Charter High School will employ the full spectrum of resources, services, and supports that maximize all students' opportunity for success.

The goals are to...

WELCOME students to an environment that provides a sense of community, a feeling of belonging, and validation of their identities, with a particular focus on students from marginalized groups

NURTURE students' physical, emotional, cultural, and educational well-being through all programs and services within our institution

UPHOLD the principles and practices of Equity in every aspect of our institution.

Therefore, City Charter High School strives to...

SUPPORT faculty through a Learning Community Model: faculty and staff will be provided with myriad resources, including but not limited to, strategic planning from administration, outside expertise on issues related to Equity, and various forms of professional development and collaboration on Equity-related issues. City Charter High School commits to pursuing additional resources that ensure a holistic understanding, awareness, and sensitivity to the multiple facets of student identity including: race, ethnicity, socioeconomic status, religion, gender, sexual orientation, immigration status, and other personal identities that impact school life.

EQUITY (insert CCHS Equity Policy here?)

- OBJECTIVES

- Restorative Practices

- A - Community Building
- B - Reducing Exclusionary Discipline

- Culturally Relevant Teaching (CRT)

- A - Define Core CRT Teaching Strategies
- B - Professional Development

- Student Voice

- A - Student Forum/Assembly/Ambassadors
- B - School-wide Town Halls
- C - Increasing opportunities for underrepresented students

- WHAT ARE WE MISSING?

- City High Board Committee on Racial Equity

- WHAT CAN WE PULL OUT NOW TO WORK ON VS. WHAT CAN WE BUILD INTO M.S. PLAN?

- [Equity Audit?](#)

- [CRP Scorecard?](#)

- Reference to Pitt's study on suspensions - should we use that (or something else) as a benchmark to measure progress? Or collaborate with Dr. Huguley? *We also have a report from Dr. Licia Lenz that may provide insight. She's going to be presenting to our board at our October or November meeting. (Dara)*

- Can we "officially" partner with CUE for anything? *Totally agree! Let's give this some thought. CRT seems like the most natural step to me. Are there also teacher recruitment/pipeline partnership opportunities to consider? (Dara)*

- Dr. Kait Brennan - should she join us as an insider/outsider?
-

- Restorative Practices

- WORKING DEFINITION - CCHS defines RP as intentional efforts focused on building community through relationships, elevating student voice, and reducing instances of and disparities pertaining exclusionary discipline.

- [Community Building](#)

- [IDEA](#) - change initial 9th grade schedule to CCHS "induction"

- Modified schedule first week

- Morning (all morning or first block? - all orientation/team-building activities)
- Afternoon - abbreviated classes

- On-ramping into a community vs. on-ramping into CCHS grind would be good for building relationships

- Early-buy-in
- Decreased anonymity - more teachers know more students, more students know more students

- 9th grade retention
- Sets stronger foundation/tone for teachers and students
- **IDEA** - increase opportunities to build school community across grade levels, build “cohesive school culture”
 - Reciprocal teaching - 11th/9th English collaboration
 - Advisory - 12th grade advisory assistants - leverage senior “wisdom”
 - Whole school activity? - we need something to rally around, build common CCHS identity
 - Doing something in July when seniors are gone?
 - Pirates?
 - Dragon boating?
 - Crossover clubs in 9th and 10th
 - Poetry?
 - Basketball?
- IDEA - something about induction here

● Reducing Exclusionary Discipline

- **IDEA** - establish a more effective way to understand disciplinary infractions and design interventions more strategically
 - Example - f-word policy
- **IDEA** - establish a larger non-suspension toolkit for admin and teachers
 - Example - lunch detention
- **IDEA** - establish a way to re-integrate students coming-off suspension
- **IDEA** - establish a team role for weekly/bi-weekly circle groups with kids who are struggling, build relationships
- **IDEA** - train more faculty in conflict resolution and RP, with the hopes of integrating more effective tools
- **IDEA?** - research effective interventions focused specifically on racial disparities in exclusionary discipline

● Culturally Responsive Teaching

- **WORKING DEFINITION** - CCHS acknowledges, responds to, celebrates, and recognizes the importance of including students' cultural references in all aspects of learning, with the goals of:
 - bridging cultural gap between students and teachers,
 - centering issues that impact students' lives and communities,
 - drawing upon and including students' cultures in the school,
 - and building a culture around the joy of learning.
 - Critical thinking, sociopolitical consciousness, social change/social justice

- **Strengthening CCHS professional development around CRT**

- **IDEA** - Create a "City High GUIDE" to CRT AND Restorative Practices
 - Better practices
 - Continuum of CRT practices
 - Simplified ways to integrate CRT concepts into instruction and planning
 - Bank of concrete examples
 - "Diagnostic" tool - how to "audit" a unit or lesson with CRT lens
- **IDEA** - Draw upon CUE and other organizations to help teachers "workshop" units, lessons, strategies
 - Build relationships with experts
 - Build culture of collaboration and dialogue around CRT
- **IDEA** - Design and re-design PD opportunities for staff around CRT
 - PLPs with CRT focus
 - Strands
 - Continue department-level work
 - Stand-alone workshops
- **IDEA** - Introduce CRT as CCHS best practice in new teacher induction
 - Understanding PGH, demographics
 - Providing "CCHS guide to CRT"
 - Encouraging discovery and exploration in CRT
- **IDEA** - strengthen and support ongoing department level work on CRT
 - Goals for content areas
 - Systems for supporting collaboration and growth
 - Accountability

- **Student Voice/Empowerment**

- **WORKING DEFINITION -**

- **Student Participation**

- **IDEA** - student forum - continue, strengthen, and expand (How does this overlap with Green Thumbs/Gray Spaces? *Is there an opportunity to merge these groups? DDM said that a core group of the members overlap and the purposes. Green Thumbs/Gray Spaces seems to have more momentum. (Dara)*
 - Each grade could have a non-permanent student forum
 - Meet once a trimester to talk about team culture, team challenges
 - Survey could be sent before meetings to establish common language, collect data
 - Ensure all students are represented
 - Staff can respond to student feedback

- **IDEA - Identify student ambassadors for CRT on teams**
 - Include them in planning PDs
 - Include them in planning new units/reviewing units
 - “Survey” students retroactively after unit/experience with CRT focus

- **IDEA - weekly, monthly “town halls”**
 - For students to engage in important current events and issues

- **IDEA - expand out of school opportunities for marginalized students**
 - African American
 - LGBTQ
 - Socioeconomically disadvantaged students

Working Document



201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

(412) 690-2489

Fax: (412) 690-2316

www.cityhigh.org

DISTRICT WIDE PARENT INVOLVEMENT POLICY 2020-2021

PART 1: GENERAL EXPECTATIONS

City Charter High School (CCHS) agrees to implement the following statutory requirements:

- CCHS will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, CCHS will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. The compact is signed by the parent, student and school upon the student's entrance into City Charter High School
- CCHS will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, CCHS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, CCHS will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- CCHS will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- CCHS will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. City Charter High School will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - Parents will be notified of the Spring open meeting through the December mailing.
 - An open meeting will be held in mid-Spring.
 - If less than three parents participate in the meeting, a focus group will be utilized to review the plan.
2. CCHS will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Include a parent representative on the school's Board of Trustees.
 - Include parent representatives on the school's strategic planning committee.
 - Include parent representatives on the school's Middle States Accreditation Committee.
3. CCHS will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Because the school and the district are one and the same, the school administrators will provide the technical assistance support when necessary by the Regional Title I staff.

4. CCHS will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, are LGBTQ, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

City High undergoes an annual evaluation conducted by Catherine Nelson. Surveys of parents, students and staff are conducted and will include questions related to parent involvement. In addition data from parent conferences including conference evaluations, one on one meetings, parent workshops and other parent activities will be used in order to determine the effectiveness of the parent involvement policy and activities.

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. CCHS will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:
 - Training on the effective use of the PlusPortals and Google Classroom for parents.
 - Suggestions by the parent representative on the Board of Trustees.
 - May send a parent representative to the annual state Title I conference.
2. The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph

- the State’s academic content standards;
- the State’s student academic achievement standards;
- the State and local academic assessments including alternate assessments;
- how to monitor their child’s progress; and
- how to work with educators.

Workshops are held annually on the following topics:

- Orientation to the hybrid and virtual learning models;
 - Use of the online parent portal system to check grades, attendance and discipline;
 - Technology use especially as it applies to student achievement;
 - Local, state, and national assessments, the interpretation of data and the use of the results;
 - How to prepare students for assessments including ACT and SAT;
 - Preparation for the college application process and the completion of the FASFA;
 - The inclusion program for special education students and adaptations to the curriculum and/or evaluations;
 - The English as a Second Language program; and
 - Various mental health and /or nutrition related topics.
3. The school will provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Annual Technology workshops.
 - Informational sessions pertaining to assessment are held during parent-teacher conference days
 - Informational sessions pertaining to post-high school planning.
 4. The school will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - Train staff in the use of online portal for parents, Google Education Suite, email, phone calls and conferences with parents.
 5. The school will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - Parents will be asked for feedback on the language used in the documents provided to parents.

PART IV. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the meeting held November 23, 2020.

This policy was adopted by the **City Charter High School** on _____ and will be in effect for the period of the **2020-2021 school year**. The school will distribute this policy to all parents of participating Title I, Part A children on or before _____.

Dr. Dara Ware Allen
CEO/Principal