

Pennsylvania Cyber CS

**Charter Annual Report**

07/01/2016 - 06/30/2017

# School Profile

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## Demographics

652 Midland Ave  
Midland, PA 15059  
(724)643-1180

Phase:

Phase 2

CEO Name:

Brian Hayden

CEO E-mail address:

brian.hayden@pacyber.org

# Governance and Staff

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## *Leadership Changes*

Leadership changes during the past year on the Board of Trustees and in the school administration:

Leadership changes during the past year on the Board of Trustees and in the school administration:

Board of Trustees Changes/Additions 2016-2017 School Year

### **Trustees as of July 1, 2016 start of fiscal year 2016-2017**

Brian Hayden - President  
 Edward Elder - Vice-President  
 Judy Garbinski -Trustee  
 Tom Dorsey - Trustee  
 Phil Tridico - Trustee  
 Jane Lingenfelder - Trustee  
 Roxanne Leone-Bovalino - Secretary, non-voting member  
 Matthew Schulte - Treasurer, non-voting member  
 Robert Masters -Solicitor, non-voting member

### **November 14, 2016:**

Brian Hayden resigned his position of President of Board of Trustees.  
 Nomination and acceptance of Ed Elder as President of Board of Trustees.  
 Nomination and acceptance of Tom Dorsey as Vice-President of Board of Trustees.

### **Trustees as of June 30, 2017 end of fiscal year 2016-2017**

Edward Elder - President  
 Tom Dorsey - Vice-President  
 Judy Garbinski -Trustee  
 Phil Tridico - Trustee  
 Jane Lingenfelder - Trustee  
 Roxanne Leone-Bovalino - Secretary, non-voting member  
 Matthew Schulte - Treasurer, non-voting member  
 Robert Masters -Solicitor, non-voting member

### **Leadership Changes 2016-2017**

July 18, 2016

Board accepts resignation of Chief Executive Officer, Michael Conti.

Board nominates and approves Nicole Granito as Interim Chief Executive Officer.

November 14, 2016

Board recommends and approves Brian Hayden as Chief Executive Officer.

Nicole Granito is reinstated as Chief Operating Officer

### *Board of Trustees Meeting Schedule*

<b>Location</b>	<b>Date and Time</b>
652 Midland Avenue, Midland, PA 15059	7/18/2016 6:00 PM
652 Midland Avenue, Midland, PA 15059	8/9/2016 4:00 PM
652 Midland Avenue, Midland, PA 15059	8/15/2016 6:00 PM
652 Midland Avenue, Midland, PA 15059	9/26/2016 6:00 PM
652 Midland Avenue, Midland, PA 15059	10/17/2016 6:00 PM
652 Midland Avenue, Midland, PA 15059	11/14/2016 6:00 PM
652 Midland Avenue, Midland, PA 15059	11/21/2016 6:00 PM
652 Midland Avenue, Midland, PA 15059	12/19/2016 6:00 PM
652 Midland Avenue, Midland, PA 15059	1/16/2017 6:00 PM
652 Midland Avenue, Midland, PA 15059	2/20/2017 6:00 PM
652 Midland Avenue, Midland, PA 15059	3/20/2017 6:00 PM
652 Midland Avenue, Midland, PA 15059	4/18/2017 6:00 PM
652 Midland Avenue, Midland, PA 15059	5/15/2017 6:00 PM
652 Midland Avenue, Midland, PA 15059	6/19/2017 6:00 PM

### *Professional Staff Member Roster*

*There are no professional staff members.*

The professional staff member roster as recorded originally on the PDE-414 form

*PDF file uploaded.*

### *Quality of Teaching and Other Staff*

<b>Position Categories</b>	<b>All Employed per Category</b>	<b>Appropriately Certified</b>	<b>Promoted</b>	<b>Transferred</b>	<b>Terminated</b>	<b>Contracted for Following Year</b>
Chief Executive Officer	1.00	1.00				
Principal	7.00	7.00				

Assistant Principal	11.00	11.00				
Classroom Teacher (including Master Teachers)	253.00	253.00		4.00	1.00	140.00
Specialty Teacher (including Master Teachers)	3.00	3.00				
Special Education Teacher (including Master Teachers)	82.00	82.00	4.00		1.00	
Special Education Coordinator	3.00	3.00				
Counselor	5.00	5.00				
Psychologist	3.00	3.00				
School Nurse	1.00	1.00				
Academic Advisors	425	425				
Totals	794.00	794.00	4.00	4.00	2.00	140.00

Further explanation:

*This narrative is empty.*

# Fiscal Matters

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## *Major Fundraising Activities*

Major fundraising activities performed this year and planned for next year:

None

## *Fiscal Solvency Policies*

Changes to policies and procedures to ensure and monitor fiscal solvency:

None

### **Fiscal Solvency Policies**

Charter School documents that describe policies and procedures that have been established to ensure and monitor fiscal solvency (optional if described in the narrative)

*No files have been uploaded.*

## *Accounting System*

Changes to the accounting system the charter school uses:

None

## *Preliminary Statements of Revenues, Expenditures & Fund Balances*

The completed and CEO signed Fiscal Template – Preliminary Statements of Revenues, Expenditures & Fund Balances

*PDF file uploaded.*

## *Financial Audits*

### **Basics**

Audit Firm:	Deluzio & Company, LLP
Date of Last Audit:	06/30/2016
Fiscal Year Last Audited:	2015-2016

### **Explanation of the Report**

Detailed explanation of the report (if the previous year's report has been submitted.) Any audit report for a school year that precedes this annual report by more than 2 years is not acceptable and may be considered a material violation:

*This narrative is empty.*

### **Financial Audit Report**

The Financial Audit Report, which should include the auditor's opinion and any findings resulting from the audit

*PDF file uploaded.*

### **Citations**

Financial audit citations and the corresponding Charter School responses

Description	Response
None	None

## ***Federal Programs Consolidated Review***

### **Basics**

Title I Status: Yes

Title I First Year Status:

### **Federal Programs Consolidated Review Report**

The Federal Programs Consolidated Review Report, which should include the Division's opinion and any findings resulting from the audit

*PDF file uploaded.*

### **Citations**

Federal Programs Consolidated Review citations and the corresponding Charter School responses

Description	Response
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Academic Advisor	735 Midland Avenue	1
Academic Advisor	735 Midland Avenue	1
Academic Advisor	735 Midland Avenue	1
Academic Advisor	735 Midland Avenue	1
Administrative Assistant	1200 Midland Avenue	1
Administrative Assistant	1200 Midland Avenue	1
Administrative Assistant	735 Midland Avenue	1
Administrative Assistant	735 Midland Avenue	1
Administrative Assistant	652 Midland Avenue	1
Assistant to the Special Education Administrative Team	1200 Midland Avenue	1
Assistant Director of Academic Advisors	735 Midland Avenue	1
Assistant Director of Special Education	1200 Midland Avenue	1
Assistant Director of Special Education	1200 Midland Avenue	1
Assistive Technology Coordinator	1200 Midland Avenue	1
Director of Special Education	1200 Midland Avenue	1
Instructional Support Assistant	652 Midland Avenue	1
Instructional Support Assistant	1200 Midland Avenue	1
Instructional Support Assistant	735 Midland Avenue	1
Instructional Support Assistant	735 Midland Avenue	1
Instructional Support Assistant	735 Midland Avenue	1
Reading Specialist	1200 Midland Avenue	1
School Psychologist	1200 Midland Avenue	1
School Psychologist	1200 Midland Avenue	1
School Psychologist	1200 Midland Avenue	1



Special Education Teacher	652 Midland Avenue	1
Special Education Teacher	652 Midland Avenue	1
Special Education Teacher	652 Midland Avenue	1
Special Education Teacher	652 Midland Avenue	1
Special Education Teacher	652 Midland Avenue	1
Special Education Teacher	1200 Midland Avenue	1
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Special Education Teacher	1200 Midland Avenue	1
Special Education Teacher	735 Midland Avenue	1



### Special Education Contracted Services

<b>Title</b>	<b>Amt. of Time per Week</b>	<b>Operator</b>	<b>Number of Students</b>
A Step Up Academy	5 Days	Outside Contractor	10 or fewer
A Total Approach	3 Hours	Outside Contractor	10 or fewer
A W Beattie Career Ctr	2.5 Days	Area Vocational Technical Schools	10 or fewer
ABA Supp Svcs	27 Hours	Outside Contractor	10 or fewer
ABC Transit, Inc.	3 Hours	Outside Contractor	10 or fewer
AGSpeech Lang Potential	2 Hours	Outside Contractor	10 or fewer
AIM Academy	5 Days	Outside Contractor	10 or fewer
Allegheny IU	1.5 Days	Outside Contractor	10 or fewer
Allied Therapy Partners	1 Hours	Outside Contractor	10 or fewer
Armstrong School Dist	1 Hours	Outside Contractor	10 or fewer
Audiological & Sp Asso	1 Hours	Outside Contractor	10 or fewer
Basswood Initiatives	3 Hours	Outside Contractor	10 or fewer
Beaver Co CTC	2.5 Days	Area Vocational Technical Schools	10 or fewer
Beaver Valley IU	5 Days	Outside Contractor	10 or fewer
Bright Beginnings & Bey	1.5 Hours	Outside Contractor	10 or fewer
Cap Area IU #15	5 Days	Outside Contractor	10 or fewer
Carol A. Walck, & Asso	1.5 Hours	Outside Contractor	10 or fewer
Central Penn Ed Assoc	3 Hours	Outside Contractor	47
Chartier, Laura	2 Hours	Outside Contractor	10 or fewer
Chester Co THS	2.5 Days	Area Vocational Technical Schools	10 or fewer
Clelian Heights Sch	5 Days	Outside Contractor	10 or fewer
Communication Assoc	5 Hours	Outside Contractor	10 or fewer
Communication Imaging	3.5 Hours	Outside Contractor	10 or fewer
Comp Learning Center	5 Days	Outside Contractor	10 or fewer
County Wide Transp	4 Hours	Outside Contractor	10 or fewer
Delaware Co IU	5 Days	Outside Contractor	10 or fewer
Easter Seals Cent & Wstn	0.5 Hours	Outside Contractor	10 or fewer
Eckels, Kristi	3.5 Hours	Outside Contractor	10 or fewer
Elegant Arrivals	2 Hours	Outside Contractor	10 or fewer
Fayette County CTI	2.5 Days	Area Vocational Technical Schools	10 or fewer

Fiore Psych Svcs	12 Hours	Outside Contractor	10 or fewer
Foundations for Growing	16 Hours	Outside Contractor	10 or fewer
Frye Transportation	25 Hours	Outside Contractor	10 or fewer
G G & Bus co	3 Hours	Outside Contractor	10 or fewer
Garcia, Lisa	2 Hours	Outside Contractor	10 or fewer
Giese, Patricia Ann	1 Hours	Outside Contractor	10 or fewer
Glenn Den DBA Next Step	4 Hours	Outside Contractor	10 or fewer
Global Teletherapy	59 Hours	Outside Contractor	93
Griffith Transp	9 Hours	Outside Contractor	10 or fewer
Haas, Julie	4 Hours	Outside Contractor	10 or fewer
HACC	1 Hours	Outside Contractor	10 or fewer
Hauck, Matthew	6 Hours	Outside Contractor	10 or fewer
Hope Learning Ctr	30 Hours	Outside Contractor	32
Hrach, Bruce L. C., Jr.	3 Hours	Outside Contractor	36
Humanus Corp	46 Hours	Outside Contractor	69
Kaleidoscope Edu Sol	13 Hours	Outside Contractor	44
Lehigh Car & Tech Inst	2.5 Days	Area Vocational Technical Schools	10 or fewer
Lehigh Val Ctr for Ind Liv	9 Hours	Outside Contractor	10 or fewer
Lickenfelt, Angela	1 Hours	Outside Contractor	14
Living Unlimited	2.5 Hours	Outside Contractor	10 or fewer
Long Motor Bus Co	2 Hours	Outside Contractor	10 or fewer
Maurer, Ron & Lori	10 Hours	Outside Contractor	10 or fewer
Milestone Academy	5 Days	Outside Contractor	10 or fewer
Miller, Linda	4 Hours	Outside Contractor	10 or fewer
Mon Valley CTC	2.5 Days	Area Vocational Technical Schools	10 or fewer
Niagara Therapy	1 Hours	Outside Contractor	10 or fewer
North Montco CTC	2.5 Days	Area Vocational Technical Schools	10 or fewer
North Montco CTC	2.5 Days	Area Vocational Technical Schools	10 or fewer
Oxford Consulting Svcs	2 Hours	Outside Contractor	10 or fewer
Parkway West CTC	2.5 Days	Area Vocational Technical Schools	10 or fewer
Pathways Sch (The)	5 Days	Outside Contractor	10 or fewer
Phillips, Susan	0.5 Hours	Outside Contractor	10 or fewer
Phys Ther Etc	0.5 Days	Outside Contractor	10 or fewer
Pocono Speech	1 Hours	Outside Contractor	10 or fewer
Pressley Ridge	5 Days	Outside Contractor	10 or fewer
Pyramid Healthcare, Inc	5 Days	Outside Contractor	10 or fewer

Reifinger, Delores	1 Hours	Outside Contractor	10 or fewer
Rhodes Transit	1 Days	Outside Contractor	10 or fewer
Riders' Club Coop	5 Days	Outside Contractor	10 or fewer
Sayegh Ped Ther Svcs	14.5 Hours	Outside Contractor	16
SD Transit	3 Days	Outside Contractor	10 or fewer
Smith Kerry	10 Hours	Outside Contractor	10 or fewer
Snyder, Jamie	20 Hours	Outside Contractor	10 or fewer
Stiffler, Dr. Kristen	1 Hours	Outside Contractor	16
Support Brands LLC	1 Hours	Outside Contractor	10 or fewer
Team Tutor	2 Hours	Outside Contractor	10 or fewer
TherAbilities, Inc.	4 Hours	Outside Contractor	10 or fewer
Therapy Bridges	6 Hours	Outside Contractor	10 or fewer
Therapy Solutions	0.5 Hours	Outside Contractor	10 or fewer
Therapy Source	290 Hours	Outside Contractor	306
Tiny EYE Therapy	2 Hours	Outside Contractor	10 or fewer
Tomarello, Sandra	1 Hours	Outside Contractor	10 or fewer
Tomlinson, Letitia	2 Hours	Outside Contractor	10 or fewer
Total Learning Ctr	1 Hours	Outside Contractor	10 or fewer
Totally Sense-Sational	1 Hours	Outside Contractor	10 or fewer
Tracy Geist Ther Svcs	1 Hours	Outside Contractor	10 or fewer
Transitional Empl Consult	8 Hours	Outside Contractor	10 or fewer
Trotta, Wayne	2 Hours	Outside Contractor	25
Turner, Christine PT	1 Hours	Outside Contractor	10 or fewer
Tutoring to Go	6 Hours	Outside Contractor	10 or fewer
US Healthcare Svcs	217 Hours	Outside Contractor	210
VIA of the Lehigh Valley	8 Hours	Outside Contractor	10 or fewer
Viggliano, Karen	6 Hours	Outside Contractor	10 or fewer
Western Area CTC	2.5 Days	Area Vocational Technical Schools	10 or fewer
Western PA Sch for Blind Ch	2.5 Hours	Outside Contractor	10 or fewer
Westmoreland IU	5 Days	Outside Contractor	10 or fewer
Wodusky, Emily	2.25 Hours	Outside Contractor	12
XLR8ED Therapy	3 Hours	Outside Contractor	10 or fewer

### *Special Education Cyclical Monitoring*

Date of Last Special Education Cyclical Monitoring:  
Link to Report (Optional):

05/04/2015  
Not Provided

### **Special Education Cyclical Monitoring Report**

The Special Education Cyclical Monitoring Report, which should include the Bureau's findings  
*PDF file uploaded.*



# Special Education Personnel Development

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## ESY Procedures Training

This training was provided to special education teachers during grade span department meetings. The training was provided by the special education coordinator responsible for the teachers. Training reviewed how to identify qualifications for ESY as well as how to input the referral into our in house electronic system so that the ESY services can be put into place. Training was held on January 23rd and all students IEPs were update to reflect ESY by February 26. ESY services begin on July 10, 2017

Person Responsible	Alan Freidman
Start Date	1/23/2017
End Date	6/30/2017
Program Areas	Special Education
Hours Per Session	1
# of Sessions	3
# of Participants Per Session	50
Provider	PA Cyber
Provider Type	School Entity
PDE Approved	No
Knowledge Gain	Not Provided
Research & Best Practices Base	Not Provided
For classroom teachers, school counselors and education specialists	Enhances the educator's content knowledge in the area of the educator's certification or assignment.
For school or LEA administrators, and other educators seeking leadership roles	Provides the knowledge and skills to think and plan strategically, ensuring that assessments, curriculum, instruction, staff professional education, teaching materials and interventions for struggling students are aligned to each other as well as to Pennsylvania's academic standards.
Training Format	LEA Whole Group Presentation
Participant Roles	Classroom teachers
Grade Levels	Elementary - Primary (preK - grade 1) Elementary - Intermediate (grades 2-5) Middle (grades 6-8) High (grades 9-12)
Follow-up Activities	Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers
Evaluation Methods	Classroom observation focusing on factors such as planning and preparation, knowledge of content, pedagogy and standards,

	classroom environment, instructional delivery and professionalism.
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### PSSA Proctor Training

**On March 29, 2017, training was held for all special education teachers that would be responsible for proctoring PSSA. Training was held and PSSAs were successfully proctored without any issues. PSSA proctoring concluded at the end of the allowable testing window.**

Person Responsible	Alan Freidman
Start Date	3/29/2017
End Date	6/30/2017
Program Areas	Special Education
Hours Per Session	2
# of Sessions	6
# of Participants Per Session	10
Provider	PA Cyber
Provider Type	School Entity
PDE Approved	No
Knowledge Gain	Not Provided
Research & Best Practices Base	Not Provided
For classroom teachers, school counselors and education specialists	Enhances the educator's content knowledge in the area of the educator's certification or assignment.
For school or LEA administrators, and other educators seeking leadership roles	Provides the knowledge and skills to think and plan strategically, ensuring that assessments, curriculum, instruction, staff professional education, teaching materials and interventions for struggling students are aligned to each other as well as to Pennsylvania's academic standards.
Training Format	LEA Whole Group Presentation
Participant Roles	Classroom teachers
Grade Levels	Elementary - Primary (preK - grade 1) Elementary - Intermediate (grades 2-5) Middle (grades 6-8) High (grades 9-12)
Follow-up Activities	Team development and sharing of content-area lesson implementation outcomes, with involvement of administrator and/or peers
Evaluation Methods	Classroom observation focusing on factors such as planning and preparation, knowledge of content, pedagogy and standards, classroom environment, instructional delivery and professionalism.

# Special Education Program Profile

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**Program Position #1**

*Operator:* Charter School

**PROGRAM SEGMENTS****Program Position #2**

*Operator:* Charter School

**PROGRAM SEGMENTS**

# Facilities

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## *Fixed assets acquired by the Charter School during the past fiscal year*

Fixed assets acquired by the Charter School during the past fiscal year:

Building Improvements: \$247,478  
 Computer Equipment: \$4,030,269  
 Equipment, Furniture & Fixtures: \$105, 808

**The total Charter School expenditures for fixed assets during the identified fiscal year:**

*\$4,383,555.00*

## *Facility Plans and Other Capital Needs*

The Charter School's plan for future facility development and the rationale for the various components of the plan:

***PA Cyber is in its earliest phases of planning renovations to an existing building located at 1200 Midland Avenue in Midland, PA. This building is the first PA Cyber building that visitors encounter as they access Midland from its eastern corridor. The preliminary discussions focus on expanding and enhancing the building in order to benefit student services such as enrollment, on-site academic advising, new student orientations, and supplemental and enrichment offerings.***

***PA Cyber is also exploring to the possibility of relocating from 155 Lake Drive, Wexford, PA to a new location in Cranberry or Wexford, PA. The purpose of relocation would be to find an office more accessible from major expressways and increase visible presence. This space will also enable PA Cyber to enhance its supplemental, enrichment, and social offerings to current and perspective parents and students. Among the student centered benefits, establishing a community presence is a valuable aspect of PA Cyber's state-wide office locations.***

***PA Cyber's current lease at the Erie Regional Office is set to expire in May, 2018. As of now, the school intends to negotiate and renew the lease for this space as this facility has suited the school's needs and services well.***

## *Memorandums of Understanding*

<b>Organization</b>	<b>Purpose</b>
Greensburg Police Department	Agreement with respect to procedures in the event of an emergency situation at the school's Greensburg office location
Midland Borough Police Department	Agreement with respect to procedures in the event of an emergency situation at the school's Midland offices
Millcreek Police	Agreement with respect to procedures in the event of an

Department	emergency situation at the school's Erie office location
Northern Regional Police Department	Agreements with respect to procedures in the event of an emergency situation at the school's Wexford office location
Pennsylvania State Police (Bethlehem)	Agreement with respect to procedures in the event of an emergency situation at the school's Allentown office location
Pittsburgh Police Department	Agreement with respect to procedures in the event of an emergency situation at the school's Pittsburgh office location
Ridley Township Police Department	Agreements with respect to procedures in the event of an emergency situation at the school's Philadelphia office location
State College Police Department	Agreement with respect to procedures in the event of an emergency situation at the school's State College office location
Swatara Township Police Department	Agreements with respect to procedures in the event of an emergency situation at the school's Harrisburg office location

# Charter School Annual Report Affirmations

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## **Charter Annual Report Affirmation**

I verify that all information and records in this charter school annual report are complete and accurate.

**The Chief Executive Officer and the Board of Trustee President of the charter school must sign this verification.**

**Affirmed by Edward Elder on 7/27/2017**

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*President, Board of Trustees*

**Affirmed by Brian Hayden on 7/27/2017**

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*Chief Executive Officer*

## **Charter School Law Affirmation**

Pennsylvania's first Charter School Law was Act 22 of 1997, 24 P.S. § 17-1701-A et seq., which primarily became effective June 19, 1997, and has subsequently been amended.

The Charter School Law provides for the powers, requirements, and establishment of charter schools. The Charter School Law was passed to provide opportunities to teachers, parents, pupils and community members to establish and maintain schools that operate independently from the existing school district structure as a method to accomplish all of the following: (1) improve pupil learning; (2) increase learning opportunities for all pupils; (3) encourage the use of different and innovative teaching methods; (4) create new professional opportunities for teachers; (5) provide parents and pupils with expanded choices in types of educational opportunities that are available within the public school system; and (6) hold charter schools accountable for meeting measurable academic standards and provide the school with a method to establish accountability systems.

The charter school assures that it will comply with the requirements of the Charter School Law and any provision of law from which the charter school has not been exempted, including Federal laws and regulations governing children with disabilities. The charter school also assures that it will comply with the policies, regulations and procedures of the Pennsylvania Department of Education (Department). Additional information about charter schools is available on the Pennsylvania Department's website at: <http://www.education.state.pa.us>.

**The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.**

**Affirmed by Edward Elder on 7/27/2017**

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*President, Board of Trustees*

**Affirmed by Brian Hayden on 7/27/2017**

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*Chief Executive Officer*

## **Ethics Act Affirmation**

Pennsylvania's current Public Official and Employee Ethics Act (Ethics Act), Act 93 of 1998, Chapter 11, 65 Pa.C.S. § 1101 et seq., became effective December 14, 1998 and has subsequently been amended.

The Ethics Act provides that public office is a public trust and that any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust. The Ethics Act was passed to strengthen the faith and confidence of the people of Pennsylvania in their government. The Pennsylvania State Ethics Commission (Commission) administers and enforces the provisions of the Ethics Acts and provides guidance regarding its requirements.

The regulations of the Commission set forth the procedures applicable to all proceedings before the Commission as well as for the administration of the Statement of Financial Interests filing requirements. See 51 Pa. Code § 11.1 et seq.

The charter school assures that it will comply with the requirements of the Ethics Act and with the policies, regulations and procedures of the Commission. Additional information about the Ethics Act is available on the Commission's website at: <http://www.ethics.state.pa.us>.

**The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.**

**Affirmed by Edward Elder on 7/27/2017**

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*President, Board of Trustees*

**Affirmed by Brian Hayden on 7/27/2017**

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*Chief Executive Officer*



## **Charter Annual Background Check Affirmation**

I certify that, as of this date, the above referenced LEA is in compliance with all applicable provisions of Sections 111 and 111.1 of the Public School Code of 1949.

**Affirmed by Edward Elder on 7/27/2017**

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*President, Board of Trustees*

**Affirmed by Brian Hayden on 7/27/2017**

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*Chief Executive Officer*

## **Charter Annual Administrative Certification Affirmation**

All public school principals, including charter and cyber charter school principals, are subject to the applicable certification requirements of the Public School Code ( 24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements. In keeping with the intent of section 1109, any person who devotes half or more of their time to supervision or administration in a public school, without an identified principal, is serving as the "principal" of the school regardless of the locally titled position (i.e., school director, head teacher, etc.). Such individuals must hold a valid administrative certificate and comply with all applicable Act 45 and PIL requirements. In addition, the public school should properly identify the individual as a principal in PIMS/PERMS regardless of the local title utilized.

The Charter School assures that the Public School Code ( 24 P.S. § 11-1109) as well as any Act 45 continuing education and Pennsylvania Inspired Leaders (PIL) requirements are met as outlined above.

**Affirmed by Edward Elder on 7/27/2017**

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*President, Board of Trustees*

**Affirmed by Brian Hayden on 7/27/2017**

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*Chief Executive Officer*