

Agenda of 21st Century Cyber Charter School Board of Trustees Meeting

The Board of Trustees 21 Century Cyber Charter School

A 21st Century Cyber Charter School Board of Trustees Meeting of the Board of Trustees of 21 Century Cyber Charter School will be held Tuesday, August 11, 2026, beginning at 4:30 PM Virtual Only, 1245 Wrights Lane, West Chester, PA 19380.

1. MEETING OPENING

1.A. Call to Order - Roll Call

Description:

The Board Chairperson will call the board meeting to order and the Board Secretary will document attendance while the Mission Statement is read:

Mission Statement

To foster a student-centered experience that inspires and empowers our learners through engaging curriculum facilitated by supportive educators to develop the whole individual.

1.B. Notification of Recording

Description:

All Board Meetings for the 21st Century Cyber Charter School are audio recorded for the purposes of creating the Minutes.

1.C. Pledge of Allegiance

Description: The Board of Trustees will recite the Pledge of Allegiance.



1.D. Executive Session Announcement

Description:

Executive Session was held immediately prior to this meeting. Possible topic discussions were litigation, personnel, real estate, confidential legal issues and negotiations.

1.E. CEO and Administrative Reports

Description:

Honor Roll Data 2025-2026 School Year

High School:

	Students with Distinguished Honors 3.75+ GPA	Students with High Honors 3.50 - 3.74 GPA	Students with Honors 3.00 - 3.49 GPA	Total Students
Q1	188	39	74	301
Q2	154	37	81	272
Q3	149	40	75	264
Q4	141	38	69	248

Middle School:

	Students with Distinguished Honors 3.75+ GPA	Students with High Honors 3.50 - 3.74 GPA	Students with Honors 3.00 - 3.49 GPA	Total Students
Q1	43	9	18	70
Q2	45	9	10	64

Q3	47	6	19	72
Q4	42	15	18	75

Student Events:

During May and June, the school hosted a variety of student events to celebrate the close of the 2025-2026 school year. These events included a Reading Fightin Phils game, prom, a student assembly, Dave & Buster's send-off celebration, a Radio Theater Show, and the culminating event for the senior class - Graduation.

Reading Fightin Phils Game

On May 5th, the Adventure Club enjoyed an exciting trip to a Reading Fightin Phils baseball game. Students and staff spent a fun-filled afternoon cheering on the home team, enjoying delicious ballpark food, and making lasting memories together outside the classroom. The lively atmosphere, shared laughter, and school spirit made it a fantastic outing and a highlight of the spring for everyone who attended.

Prom

A total of 63 students attended this year's prom at the Coatesville Country Club on May 8th. The evening featured a catered dinner followed by dancing with a professional DJ. Students also enjoyed a variety of activities, including a photography area, take-home mementos, and other special touches that made the event memorable. Our prom committee, made up of both students and staff, worked together to bring this year's "Enchanted Forest" theme to life, creating a fun and magical atmosphere for everyone to enjoy.



May Assembly

As the school year entered its final weeks, students participated in The Last Stretch assembly, where they watched the inspirational film *McFarland, USA*. Through the movie, students explored important themes such as perseverance, teamwork, hard work, overcoming obstacles, and believing in their potential. The assembly encouraged students to stay focused, support one another, and remain determined as they worked toward finishing the school year strong. Following the film, students participated in a guided discussion about how these lessons could be applied to their own academic journey, inspiring them to end the year with confidence, resilience, and a positive mindset.

Dave and Buster's End of Year Party

On Thursday, May 28, 21CCCS celebrated the end of the school year with end-of-year parties at Dave & Buster's in both the Homestead and Plymouth Meeting locations. Students, families, and staff enjoyed a buffet lunch followed by several hours of arcade games, friendly competition, and prize-winning fun. A total of 163 attendees joined the

celebrations across both locations, making it a memorable and exciting way to wrap up another successful school year.



Radio Theatre Show

On Friday, May 29th, the Radio Theatre Club presented its annual production, *The Wizard of Oz*. Radio Theatre Club gives students interested in acting and theater the opportunity to showcase their talents through an audio-only performance. This year's production featured a talented cast of student voice actors, student artists, and several staff members who all helped bring the story to life. It was a fun and rewarding experience for everyone involved, and we were excited to share the production with the school community. We are already looking forward to next year's show!

Graduation

Again this year, 21CCCS hosted two graduation ceremonies to celebrate the accomplishments of the Class of 2026. Commencement ceremonies were held at West Chester University on June 9, 2026, and at Westmoreland County Community College on June 10, 2026, with both ceremonies beginning at 7:00 p.m. A total of 212 students graduated in June, with 100 graduates participating in the West Chester University ceremony and 27 attending the Westmoreland County Community College ceremony. Additionally, 27 students from the Class of 2026 completed their academic requirements in January, and more students are expected to graduate following the completion of summer school. Graduation remains a meaningful and memorable celebration, marking the culmination of our students' hard work, dedication, and achievements throughout their academic journey.

2025-2026 Field Trip Attendance

We had a great year connecting with our students and families and look forward to another successful school year in 2026-2027. Below is a recap of our end-of-year field trips and activities.

EVENT	TOTAL ATTENDEES
Back to School Picnic	148
York History Center	14
Museum of Illusions	73
DaVinci Science Center	70
Palmer Museum & PSU Arboretum	68
Dave & Buster's	163

Scholarship Recipients

Please join us in congratulating the recipients of our Senior Scholarships. These students have demonstrated exceptional dedication, leadership, academic achievement, character, and commitment to their school community. We are proud to recognize their hard work and accomplishments with these well-deserved honors. Congratulations to all of our scholarship recipients for their outstanding achievements and for representing the values and spirit of 21CCCS.



MILES HANNAGAN SCHOLARSHIP

TESSA A.



This scholarship is named in honor of a 21CCCS graduate whose life was cut short by a drunk driver. Miles was an outstanding student and active in scouts, served as a local EMT, and performed with his local Irish drum band. He was committed to serving his community and planned to attend medical school.

Tessa genuinely embodies the heart of The Miles Hannagan Community Service Scholarship. Driven by a deep love for her community, her extensive volunteer work completely reshaped her future, inspiring her to dedicate her life to helping others. This fall, Tessa will attend Cedarville University to study Nursing, where she plans to continue bringing comfort, joy, and compassionate care to those who need it most. Congratulations, Tessa!



THE GEANA SNART COMMITMENT TO A PASSION SCHOLARSHIP

HARPER N.



This scholarship is in honor of Geana Snart, a 21CCCS graduate who lost her life to epilepsy. Geana loved school, loved reading, and absolutely loved horses. Geana, a gifted cellist, participated in the Soloist Ensemble of the Philadelphia International Music Festival. Geana worked as an intern with Philadelphia Youth Orchestra's younger string orchestra – Philadelphia Region Youth Strings Music (PRYSM) – and in Kimberton Waldorf School's music department. Geana played with the Philadelphia Youth Orchestra and after graduating from high school, began college at The Cleveland Institute for Music. Geana loved to help others more than herself.

Over the past 13 years, Harper's passion for softball has fueled her dedication, perseverance, and commitment to teamwork. This fall, she will continue that journey at Waynesburg University, where she has committed to play collegiate softball. We are proud of all she has accomplished and look forward to seeing what she achieves in the years ahead. Congratulations Harper!



EXEMPLARY STUDENT LEADER SCHOLARSHIP

GAVIN B.



This scholarship is awarded to a student who demonstrates leadership either in school and/or in the community.

For Gavin, leadership means building a foundation where everyone can achieve their goals. His years of commitment to his Scout troop showcased his natural ability to organize, connect, and serve those around him. Gavin's hard work and dedication have earned him the Exemplary Student Leader Scholarship, and we can't wait to see the impact he makes this fall at Kutztown University. Congratulations on a well-deserved honor!



21CCCS EAGLE CHARACTER AWARD SCHOLARSHIP

HIKMATULLAH L



The recipient of this award will be the student chosen by 21CCCS teachers who best represents outstanding character and integrity.

Hikmatullah genuinely embodies what it means to lead with honesty and respect. Voted by his teachers as this year's Eagle Character Award recipient, he has consistently demonstrated outstanding integrity, intelligence, and a remarkable work ethic. As he prepares for his next chapter and explores his passion for Business, we know his strong character will pave the way for incredible success. We are so proud of you, Hikmatullah!



21CCCS EAGLE ACADEMIC AWARD SCHOLARSHIP

JACK K



The recipient of this award will be the student chosen by 21CCCS teachers who shows outstanding academic scholarship while at 21st Century Cyber Charter School.

Jack truly embodies what it means to strive for academic distinction. Voted by the staff as this year's Eagle Academic Award recipient, Jack has shown outstanding scholarship, a mature independence, and a genuine love for learning throughout his time with us. He will be continuing his journey this fall at Hampden-Sydney College as an Actuarial Science major. We can't wait to see the incredible things you will achieve, Jack!

Middle School Highlights

At the end of the school year, our Title I students had the opportunity to select books of their choice, up to \$50 in value, to enjoy throughout the summer and sharpen their reading skills. Students were excited to receive their book packages and begin exploring their new selections. Here are a few of the books they chose:



Special Education Count

Accurate data for the 2026-2027 SY cannot be calculated until after the rollover of students moving to the next grade level, which does not occur until after summer school grades are complete. Accurate data for the beginning of the 2026-2027 SY will be presented at the September 2026 Board Meeting.

1.F. Public Comment

Description:

The Board Chairperson will inquire with the Board Secretary as to whether or not anyone has requested to make public comment at today's meeting.

Per Policy 0006 (Meetings):

Public Participation

At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment, in accordance with law and Board procedures and policy.

A request to make a public comment must be made to the Board Secretary by 3:00 pm the day of a scheduled board meeting via email. The request to make a public comment must include the person's name, email address, role (parent, student, staff, member of the public) and topic they would like to present, keeping in mind that they will have 3 minutes to speak.

Per Policy 7003 (Public Comment in Board Meetings):

Guidelines

Statement of Presiding Officer

Prior to public comment during the meeting, the presiding officer shall make a statement providing direction and establishing expectations for the period of public comment.

Public Comment

Individuals shall wait to be recognized by the presiding officer before commenting, must direct all comments to the Board, and must preface their comments by an announcement of their name, and group affiliation, if applicable.

The public comment session at the beginning of the meeting shall be limited to not more than 30 minutes.

Each statement made by a participant shall be limited to three (3) minutes.

Commenters may not cede their time to other individuals.

All statements shall be directed to the presiding officer; no participant may address or question Trustees individually.

The presiding officer and the solicitor have the authority to:

1. Interrupt an individual to warn the commenter that the statement is too lengthy or conduct is otherwise in violation of this policy.
2. After warning, terminate the individual's opportunity to comment when the conduct continues and is in violation of this policy.
3. Call a recess or adjourn to another time when an individual's conduct is otherwise in violation of this policy.
4. Request an individual to leave the meeting when that person's conduct is disrupting the operation of the meeting.
5. If the individual refuses to leave the meeting, request the assistance of school security personnel or law enforcement to remove the disorderly person to enable the Board to proceed with the orderly operation of the meeting.
6. Waive the Board's rules regarding public comment with the approval of a majority of Trustees present and voting.

Where the presiding officer's ruling regarding public comment is disputed, it may be overruled by a majority of those Trustees present and voting.

2. CONSENT AGENDA

2.A. Review of Consent Agenda Items

Description: The Consent Agenda Items (Listed by Department) include:

Board of Trustees

2.A.1 July 7, 2026 Special Board Meeting Minutes

Financial

2.A.2 Treasurer's Report and Board Summary Report - June 2026

2.A.3 Expenditure Report - June 2026

Human Resources

2.A.4 Personnel Actions

2.A.5 21st Century Cyber Charter School Title IX Coordinator

Curriculum

2.A.6 Quote - Edmentum - Exact Path

School / Board / Family

2.A.7 Resolution Truancy Officers

2.A.8 2026-2027 SY Student Parent Handbook — Revised

2.A.9 Ratification — Back to School Picnic — West Goshen Township

2.A.10 Agreement — Pennsylvania Higher Education Assistance Agency

2.A.11 2025-2026 SY Charter Annual Report and Affirmation Statement

2.A.12 2026-2027 SY ATSI Plan and Affirmation Statement

Recommended Motion(s):

Recommend the Board approve the Consent Agenda Items.

2.A.1. July 7, 2026 Special Board Meeting Minutes

Recommended Motion(s):

Recommend the Board approve the Minutes of the July 7, 2026 Special Board Meeting.

2.A.2. Treasurer's Report and Board Summary Report - June 2026

Recommended Motion(s):

Recommend the Board approve the June 2026 Treasurer's Report and Board Summary Report as presented.

2.A.3. Expenditure Report - June 2026

Recommended Motion(s):

Recommend the Board approve the June 2026 Expenditure Report as presented.

2.A.4. Personnel Actions

Description:

New Hire / Rehire: 3
Transfer / Classification Change:
LOA Request:
Additional Duties:
Supplementals/Stipends: 13
Retire/Resign/Terminations: 43

Recommended Motion(s):

Recommend the Board approve the routine personnel actions as presented (pending satisfactory completion of pre-employment paperwork for new hires).

2.A.5. 21st Century Cyber Charter School Title IX Coordinator

Description: Designation of the School's Title IX Coordinator in accordance with federal Title IX requirements.

Recommended Motion(s):

Recommend the Board approve Heather Messenger as the Title IX Coordinator.

2.A.6. Quote - Edmentum - Exact Path

Description: Edmentum - Exact Path provides program licenses for Math and ELA and unlimited access to professional development in Edmentum Learning Communities.

This has been reviewed by our CEO and Business Administrator.

Recommended Motion(s):

Recommend the Board approve the quote from Edmentum - Exact Path at a total cost of \$3,590.81 for the 2026-2027 SY, a copy of which is attached.

2.A.7. Resolution - Truancy Officers

Recommended Motion(s):

Recommend the Board approve the Resolution and letter designating Truancy Officers, copies of which are attached. There are eight (8) truancy officers designated for the school.

2.A.8. 2026-2027 SY Student Parent Handbook - Revised

Description: The 2026-2027 SY Student Parent has been revised to reflect leadership changes and updated policy links.

Recommended Motion(s):

Recommend the Board approve the 2026-2027 SY Revised Student Parent Handbook, a copy of which is attached.

2.A.9. Ratification- Back to School Picnic- West Goshen Township

Description: Application for the West Goshen Township Pavilion Rental for the back to school picnic at a cost of \$150.00 (plus a \$100 security deposit) for the 2026-2027 SY. Permission slips will be required, and 21CCCS staff will chaperone.

Recommended Motion(s):

Recommend the Board ratify the application for the West Goshen Township Pavilion Rental for the back to school picnic at a cost of \$150.00 (plus a \$100 security deposit) for the 2026-2027 SY. Permission slips will be required, and 21CCCS staff will chaperone.

2.A.10. Agreement — Pennsylvania Higher Education Assistance Agency

Description: Pennsylvania Higher Education Assistance Agency provides compliance with PA School Code Section 1617. All students beginning with the Class of 2027 are required to submit either a FAFSA or a formal opt-out form. To assist students in meeting this requirement, 21CCCS tracks completion status through the Pennsylvania Higher Education Assistance Agency (PHEAA). Accessing this data requires the execution of the High School Remote Access, Confidentiality & Indemnification Agreement, along with the standard Authentication form.

This has been reviewed by the CEO, Business Administrator and Principal.

Recommended Motion(s):

Recommend the Board approve the agreement with Pennsylvania Higher Education Assistance Agency at no cost for the 2026-2027 SY, a copy of which is attached.

2.A.11. 2025-2026 SY Charter Annual Report and Affirmation Statement

Recommended Motion(s):

Recommend the Board approve the Charter Annual Report and Affirmation Statement for the 2025-2026 SY, copies of which are attached.

2.A.12. 2026-2027 SY ATSI Plan and Affirmation Statement

Recommended Motion(s):

Recommend the Board approve the ATSI Plan and Affirmation Statement for the 2026-2027 SY, a copy of which is attached.

3. NEW BUSINESS

3.A. Resolution Authorizing Execution of Pennsylvania Department of Education Contracts

Description: Resolution for approval for Jason Palaia, Chief Executive Officer, to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education

Recommended Motion(s):

Recommend the Board approve Jason Palaia, Chief Executive Officer, to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department).

3.B. Memorandum of Understanding — Education Association

Recommended Motion(s):

Recommend the Board approve the Memorandum of Understanding - Work From Home between 21st Century Cyber Charter School and the Education Association.

3.C. 21st Century Cyber Charter School 403 (b) Plan Adoption Agreement

Description: This agreement updates the organization's 403(b) plan document to ensure ongoing compliance with IRS regulations.

Recommended Motion(s):

Recommend the Board approve the 403 (b) Plan Adoption Agreement, copies are attached.

4. POLICIES AND ADMINISTRATIVE REGULATIONS

4.A. Annual Review of Policy 2049 (Bullying/Cyberbullying)

Description:

Policy 2049 (Bullying/Cyberbullying) is attached for the Board's review.

The Pennsylvania Department of Education requires the Board of Trustees to review this policy annually. No action is needed as this is for informational/reporting purposes only.

5. BOARD MEMBER COMMENT

6. MEETING SCHEDULE

Description:

This schedule reflects the Board Meetings for the 2026-2027 SY.

Board meetings are held virtually and are accessible by the public via a link on our website. They are held on the 2nd Tuesday of each month, August through May.

For Board Members, separate calendar invites have been sent for the Executive Sessions (4:00 p.m.) and the Board Meetings (4:30 p.m.) for the following dates:

August 11, 2026
September 8, 2026
October 13, 2026
November 10, 2026
December 8, 2026
January 12, 2027
February 9, 2027
March 9, 2027
April 13, 2027
May 11, 2027

7. ADJOURNMENT

Recommended Motion(s):

Recommend the Board adjourn the Board Meeting.

21st Century Cyber Charter School Board of Trustees Meeting

Tuesday, July 7, 2026 3:00 PM

Virtual Only, 1245 Wrights Lane, West Chester, PA 19380

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Present
Andrea Fox:	Present
Dr. David McConnell:	Present
Professor Denise Strohmayer:	Absent
Lindsey Swigart:	Present

1. MEETING OPENING

1.A. Call to Order - Roll Call

The Board Meeting was called to order by
Andrea Fox, Board Chairperson, at 3:00
p.m.

Members Present: Andrea Fox, Marlene Fares,
David McConnell, Lindsey Swigart

Non-Members Present: Jason Palaia - CEO,
Lisa Iozzi - Board Secretary, Kevin
McKenna, Esquire - Solicitor, Jonathon
Shiota - Business Administrator, Dr. Nora
Wheeler - Director of Curriculum,
Instruction & Assessment, Dr. Monica Frank
- High School Principal, Erika Laidlaw -
Middle School Principal, Melody Dunn -
Assistant Principal, Patti Dahl -
Supervisor of Special Education, Megan
Stellfox - Student Support Manager/PIMS,
George Wade - Information Technology
Services Manager, Jill Shomper - ISD Tech
Developer, Lauren Michener - Instructional
Technology Specialist, Lauren Dhanak -
Multimedia Specialist, Kathleen McAllister
- Administrative Assistant to Director of
Curriculum, Instruction & Assessment

1.B. Notification of Recording

1.C. Pledge of Allegiance

1.D. Executive Session Announcement

1.E. Public Comment

2. POLICIES AND ADMINISTRATIVE REGULATIONS

2.A. Policies for Approval

Recommend the Board approve the revised

policies as presented. These were First Reading at the June Board Meeting. Copies of the policies are attached. This motion, made by Andrea Fox and seconded by Dr. David McConnell, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

2.B. Universal Change in Policies and Administrative Regulations

3. ORGANIZATION OF THE BOARD OF TRUSTEES

3.A. Board Seats

Recommend the Board approve the new designation of Board Seats as presented. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

3.B. Ratification of New Board Members

Recommend the Board approve the Ratification of New Board Members and their respective seats. This motion, made by Andrea Fox and seconded by Dr. David McConnell, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

3.C. Fulfillment of Term of Board Member

Professor Denise Strohmayr
Recommend the Board approve Professor Denise Strohmayr's fulfillment of her term which will end on August 8, 2026, as presented in the attached letter. Professor Strohmayr will abstain from voting. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Veronica Andes:	Absent

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

3.D. Fulfillment of Term of Board Member Dr. Veronica Andes

Recommend the Board approve Dr. Veronica Andes' fulfillment of her term which will end on August 8, 2026, as presented in the attached letter. Dr. Andes will abstain from voting. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

3.E. Fulfillment of Term of Board Member Dr. David McConnell

Recommend the Board approve Dr. David McConnell's fulfillment of his term which will end on August 8, 2026, as presented in the attached letter. Dr. McConnell will abstain from voting. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Abstain (With Conflict)
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 3, Nay: 0, Absent: 2, Abstain (With Conflict): 1	

3.F. Oath of Office - Newly Elected Board Members

4. NEW BUSINESS

4.A. Revised Job Descriptions - Principal (Grades 6-12) and Assistant Principal (Grades 6-12)

Recommend the Board approve the revised Job Descriptions for Principal (Grades 6-12) and Assistant Principal (Grades 6-12), copies of which are attached. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent

Dr. Marlene Fares: Yea
Andrea Fox: Yea
Dr. David McConnell: Yea
Professor Denise Strohmayr: Absent
Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

- 4.B. CEO and Director of Student Services
Recommend the Board approve Jason Palaia,
CEO, continuing with the job
responsibilities of Director of Student
Services through November 2026. This
motion, made by Andrea Fox and seconded by
Dr. David McConnell, Carried.

Dr. Veronica Andes: Absent
Dr. Marlene Fares: Yea
Andrea Fox: Yea
Dr. David McConnell: Yea
Professor Denise Strohmayr: Absent
Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

5. CONSENT AGENDA

- 5.A. Review of Consent Agenda Items
Recommend the Board approve the Consent
Agenda Items. This motion, made by Andrea
Fox and seconded by Lindsey Swigart,
Carried.

Dr. Veronica Andes: Absent
Dr. Marlene Fares: Yea
Andrea Fox: Yea
Dr. David McConnell: Yea
Professor Denise Strohmayr: Absent
Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

- 5.A.1. June 1, 2026 Special Board Meeting
Minutes

Recommend the Board approve the Minutes
of the June 1, 2026 Special Board
Meeting. This motion, made by Andrea
Fox and seconded by Lindsey Swigart,
Carried.

Dr. Veronica Andes: Absent
Dr. Marlene Fares: Yea
Andrea Fox: Yea
Dr. David McConnell: Yea
Professor Denise Strohmayr: Absent
Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

- 5.A.2. Treasurer's Report and Board
Summary Report

Recommend the Board approve the May 2026 Treasurer's Report and Board Summary Report as presented. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

5.A.3. Expenditure Report and Void Payment Report

Recommend the Board approve the May 2026 Expenditure Report and Void Payment Report as presented. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

5.A.4. Personnel Actions

Recommend the Board approve the routine personnel actions as presented (pending satisfactory completion of pre-employment paperwork for new hires). This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	

5.A.5. Quote - Scenario Learning - Vector Solutions

Recommend the Board approve the quote from Scenario Learning - Vector Solutions in the amount of \$1,835.58 for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea

Andrea Fox: Yea
Dr. David McConnell: Yea
Professor Denise Strohmayr: Absent
Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

5.A.6. Dual Enrollment Agreement - Bucks
County Community College

Recommend the Board approve the dual enrollment agreement with Bucks County Community College at a cost of \$130.00 per credit for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes: Absent
Dr. Marlene Fares: Yea
Andrea Fox: Yea
Dr. David McConnell: Yea
Professor Denise Strohmayr: Absent
Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

5.A.7. Dual Enrollment Agreement -

Montgomery County Community College
Recommend the Board approve the Dual Enrollment Agreement with Montgomery County Community College at a cost of \$15.00 - \$25.00 per credit plus materials for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes: Absent
Dr. Marlene Fares: Yea
Andrea Fox: Yea
Dr. David McConnell: Yea
Professor Denise Strohmayr: Absent
Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

5.A.8. Dual Enrollment Agreement -

Community College of Allegheny County
Recommend the Board approve the agreement with Community College of Allegheny County at a cost of \$130.00 per credit for Allegheny County residents and \$260.00 per credit for residents of other PA counties for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes: Absent
Dr. Marlene Fares: Yea

Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea

Yea: 4, Nay: 0, Absent: 2

5.A.9. CCIU Title III Consortium

Memorandum of Understanding
Recommend the Board approve the CCIU
Title III Consortium Memorandum of
Understanding at no cost to 21CCCS for
the 2026-2027 SY, a copy of which is
attached. All fees will be funded
through Title III. This motion, made by
Andrea Fox and seconded by Lindsey
Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea

Yea: 4, Nay: 0, Absent: 2

5.A.10. Agreement - Comfort Suites Altoona
- PSSA and Keystone Testing Site

Recommend the Board approve the
agreement with Comfort Suites Altoona
at a cost of \$1,000.00 for the 2026-
2027 SY, a copy of which is attached.
This motion, made by Andrea Fox and
seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea

Yea: 4, Nay: 0, Absent: 2

5.A.11. Agreement - Four Points by Sheraton
- PSSA and Keystone Testing Site

Recommend the Board approve the
agreement with Four Points by Sheraton
at a cost of \$3,200.00 for the 2026-
2027 SY, a copy of which is attached.
This motion, made by Andrea Fox and
seconded by Lindsey Swigart, Carried.

Dr. Veronica Andes:	Absent
Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent

Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

5.A.12. Agreement - Hampton Inn & Suites
Bensalem - PSSA and Keystone Testing
Site

Recommend the Board approve Hampton Inn
& Suites Bensalem at a cost of
\$13,552.00 for the 2026-2027 SY, a copy
of which is attached. This motion, made
by Andrea Fox and seconded by Lindsey
Swigart, Carried.

Dr. Veronica Andes: Absent

Dr. Marlene Fares: Yea

Andrea Fox: Yea

Dr. David McConnell: Yea

Professor Denise Strohmayr: Absent

Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

5.A.13. Agreement - Hampton Inn - York-
PSSA and Keystone Testing Site

Recommend the Board approve the
agreement with Hampton Inn - York at a
cost of \$2,400.00 for the 2026-2027 SY,
a copy of which is attached. This
motion, made by Andrea Fox and seconded
by Lindsey Swigart, Carried.

Dr. Veronica Andes: Absent

Dr. Marlene Fares: Yea

Andrea Fox: Yea

Dr. David McConnell: Yea

Professor Denise Strohmayr: Absent

Lindsey Swigart: Yea

Yea: 4, Nay: 0, Absent: 2

6. BOARD MEMBER COMMENT

Dr. Marlene Fares thanked the board members
who have served and are moving on. She is
grateful for the work and dedication that was
provided for the school, the students and the
board. She also welcomed our three new board
members and looks forward to working with
them.

Amelia Mills thanked the board members for the
service they provided to the school. She is
looking forward to continuing the good work
they started.

7. MEETING SCHEDULE

8. ADJOURNMENT

Recommend the Board adjourn the Board Meeting.
This motion, made by Andrea Fox and seconded
by Dr. David McConnell, Carried.

Dr. Veronica Andes: Absent

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
Dr. David McConnell:	Yea
Professor Denise Strohmayr:	Absent
Lindsey Swigart:	Yea
Yea: 4, Nay: 0, Absent: 2	
The Board Meeting was adjourned at 3:14 p.m.	

Jason Palaia

Jason Palaia, Chief Executive Officer

21st Century Cyber Charter School
Treasurer's Report for the Month Ending June 30, 2026

General Fund Cash Balance 6-01-2026	7,914,003.83
Cash on Receivables	1,616,806.63
Transfer to Payroll	(848,135.69)
Cash Disbursements	(2,506,092.49)
Transfer from Flex	0.00
Void Checks	0.00
General Fund Cash Balance at 6-30-2026	6,176,582.28
Other Account Balances at 6-30-2026	
Payroll Account - Fulton Bank	10,525.86
Federal Funds - Fulton Bank	100.00
CD-10-0110-08	0.00
CD-10-0110-15	0.00
CD-10-0110-16	0.00
CD-10-0110-17	0.00
CD-10-0110-18	0.00
CD-10-0110-19	1,173,615.15
Treasury Bill CD-10-0110-20	0.00
Full Flex Pool (MAX) 10-0110-010	10,660,797.78
Total Cash and Investments at 6-30-2026	18,021,621.07
Accounts Receivable at 6-30-2026	1,158,320.42
Total Cash, Investments, and Receivables at 6-30-2026	19,179,941.49

Verified by Jonathon Shiota, Business Administrator 7/8/2026

BOARD SUMMARY

Fund: 10 - GENERAL FUND Encumbrances Included

As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 SALARIES						
1100 <1100>	4,050,335.00	4,050,335.00	0.00	4,356,983.67	(306,648.67)	107.57
1200 SPEC PROG ELEMEN/SECOND	717,730.00	717,730.00	0.00	906,594.30	(188,864.30)	126.31
1400 OTHER INSTRUCTION PROG	52,986.00	52,986.00	0.00	16,910.00	36,076.00	31.91
2100 SUPPORT SVCS-STUDENTS	1,495,632.00	1,495,632.00	0.00	1,862,752.52	(367,120.52)	124.55
2200 SUPPORT SERVICES-INSTRU	2,232,489.00	2,232,489.00	0.00	1,917,961.54	314,527.46	85.91
2300 SUPPORT SERVICES-ADMIN	1,020,481.00	1,020,481.00	0.00	1,332,558.68	(312,077.68)	130.58
2400 SUPP SVC-PUBLIC HEALTH	87,162.00	87,162.00	0.00	76,775.40	10,386.60	88.08
2500 <2500>	614,891.00	614,891.00	0.00	621,116.74	(6,225.74)	101.01
2600 <2600>	86,500.00	86,500.00	0.00	86,250.00	250.00	99.71
2800 SUPPORT SVCS-CENTRAL	840,246.00	840,246.00	0.00	725,987.91	114,258.09	86.40
3200 STUDENT ACTIVITIES	0.00	0.00	0.00	30,750.00	(30,750.00)	0.00
Totals for 100s	11,198,452.00	11,198,452.00	0.00	11,934,640.76	(736,188.76)	106.57
200 EMPLOYEE BENEFITS						
1100 <1100>	2,343,823.00	2,343,823.00	0.00	2,407,595.17	(63,772.17)	102.72
1200 SPEC PROG ELEMEN/SECOND	569,647.00	569,647.00	0.00	642,244.32	(72,597.32)	112.74
1400 OTHER INSTRUCTION PROG	22,014.00	22,014.00	0.00	7,093.37	14,920.63	32.22
2100 SUPPORT SVCS-STUDENTS	903,393.00	903,393.00	0.00	1,053,471.04	(150,078.04)	116.61
2200 SUPPORT SERVICES-INSTRU	1,175,073.00	1,175,073.00	0.00	1,031,016.11	144,056.89	87.74
2300 SUPPORT SERVICES-ADMIN	648,672.00	648,672.00	0.00	746,936.24	(98,264.24)	115.15
2400 SUPP SVC-PUBLIC HEALTH	71,502.00	71,502.00	0.00	59,007.10	12,494.90	82.53
2500 <2500>	382,849.00	382,849.00	0.00	412,054.77	(29,205.77)	107.63
2600 <2600>	70,754.00	70,754.00	0.00	70,647.99	106.01	99.85
2800 SUPPORT SVCS-CENTRAL	487,717.00	487,717.00	0.00	431,490.29	56,226.71	88.47
3200 STUDENT ACTIVITIES	0.00	0.00	0.00	12,794.50	(12,794.50)	0.00
Totals for 200s	6,675,444.00	6,675,444.00	0.00	6,874,350.90	(198,906.90)	102.98
300 PURCHASED PROF & TECH						

BOARD SUMMARY
Encumbrances Included
As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 <1100>	355,627.00	349,627.00	0.00	282,673.39	66,953.61	80.85
1200 SPEC PROG ELEMEN/SECOND	384,930.00	384,930.00	0.00	324,979.66	59,950.34	84.43
2100 SUPPORT SVCS-STUDENTS	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
2200 SUPPORT SERVICES-INSTRU	28,000.00	28,000.00	0.00	25,026.52	2,973.48	89.38
2300 SUPPORT SERVICES-ADMIN	87,500.00	87,500.00	0.00	154,719.18	(67,219.18)	176.82
2400 SUPP SVC-PUBLIC HEALTH	11,500.00	11,500.00	0.00	33,680.18	(22,180.18)	292.87
2500 <2500>	50,000.00	50,000.00	0.00	19,795.00	30,205.00	39.59
2600 <2600>	32,500.00	32,500.00	0.00	25,645.44	6,854.56	78.91
2800 SUPPORT SVCS-CENTRAL	183,500.00	183,500.00	0.00	187,965.61	(4,465.61)	102.43
3200 STUDENT ACTIVITIES	2,500.00	2,000.00	0.00	650.00	1,350.00	32.50
Totals for 300s	1,137,307.00	1,130,807.00	0.00	1,055,134.98	75,672.02	93.31
400 PURCHASED PROPERTY SVC						
1100 <1100>	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
1400 OTHER INSTRUCTION PROG	67,500.00	67,500.00	0.00	69,367.88	(1,867.88)	102.77
2100 SUPPORT SVCS-STUDENTS	500.00	500.00	0.00	0.00	500.00	0.00
2200 SUPPORT SERVICES-INSTRU	2,000.00	2,000.00	0.00	375.63	1,624.37	18.78
2300 SUPPORT SERVICES-ADMIN	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00
2400 SUPP SVC-PUBLIC HEALTH	500.00	500.00	0.00	0.00	500.00	0.00
2500 <2500>	13,000.00	13,000.00	0.00	8,773.05	4,226.95	67.49
2600 <2600>	423,000.00	423,000.00	0.00	450,206.39	(27,206.39)	106.43
2800 SUPPORT SVCS-CENTRAL	6,500.00	6,500.00	0.00	877.50	5,622.50	13.50
3200 STUDENT ACTIVITIES	10,000.00	7,500.00	0.00	6,385.00	1,115.00	85.13
4600 EXISTING BLDG IMPROVE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Totals for 400s	544,000.00	541,500.00	0.00	535,985.45	5,514.55	98.98
500 OTHER PURCHASED SERVICES						
1100 <1100>	183,000.00	183,000.00	0.00	161,538.56	21,461.44	88.27
1200 SPEC PROG ELEMEN/SECOND	6,000.00	6,000.00	0.00	3,560.80	2,439.20	59.35
1300 VOCATIONAL EDUCATION	138,727.00	138,727.00	0.00	123,791.98	14,935.02	89.23

BOARD SUMMARY
Encumbrances Included
As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1400 OTHER INSTRUCTION PROG	24,000.00	24,000.00	0.00	28,797.62	(4,797.62)	119.99
1700 COMMUNITY/JR COLLEGE ED	18,000.00	18,000.00	0.00	28,996.27	(10,996.27)	161.09
2100 SUPPORT SVCS-STUDENTS	18,500.00	18,500.00	0.00	10,821.05	7,678.95	58.49
2200 SUPPORT SERVICES-INSTRU	8,750.00	8,750.00	0.00	3,257.40	5,492.60	37.23
2300 SUPPORT SERVICES-ADMIN	63,500.00	63,500.00	0.00	52,417.58	11,082.42	82.55
2400 SUPP SVC-PUBLIC HEALTH	3,000.00	3,000.00	0.00	902.53	2,097.47	30.08
2500 <2500>	16,000.00	16,000.00	0.00	(767.45)	16,767.45	(4.80)
2600 <2600>	86,000.00	86,000.00	0.00	87,440.43	(1,440.43)	101.67
2700 STUDENT TRANSP SERVICES	40,000.00	40,000.00	0.00	54,910.00	(14,910.00)	137.28
2800 SUPPORT SVCS-CENTRAL	916,079.00	916,079.00	0.00	909,438.03	6,640.97	99.28
3200 STUDENT ACTIVITIES	6,000.00	6,000.00	0.00	2,376.75	3,623.25	39.61
Totals for 500s	1,527,556.00	1,527,556.00	0.00	1,467,481.55	60,074.45	96.07
600 SUPPLIES						
1100 <1100>	285,250.00	291,250.00	0.00	241,078.47	50,171.53	82.77
1200 SPEC PROG ELEMEN/SECOND	48,500.00	48,500.00	0.00	37,399.25	11,100.75	77.11
1400 OTHER INSTRUCTION PROG	25,000.00	25,000.00	0.00	20,956.79	4,043.21	83.83
2100 SUPPORT SVCS-STUDENTS	26,250.00	26,250.00	0.00	24,340.06	1,909.94	92.72
2200 SUPPORT SERVICES-INSTRU	114,250.00	114,250.00	0.00	61,199.59	53,050.41	53.57
2300 SUPPORT SERVICES-ADMIN	35,250.00	35,250.00	0.00	24,410.67	10,839.33	69.25
2400 SUPP SVC-PUBLIC HEALTH	3,500.00	3,500.00	0.00	1,339.66	2,160.34	38.28
2500 <2500>	45,000.00	45,000.00	0.00	26,988.48	18,011.52	59.97
2600 <2600>	79,000.00	79,000.00	0.00	86,766.09	(7,766.09)	109.83
2800 SUPPORT SVCS-CENTRAL	362,000.00	362,000.00	0.00	446,829.11	(84,829.11)	123.43
3200 STUDENT ACTIVITIES	18,000.00	18,000.00	0.00	4,715.48	13,284.52	26.20
Totals for 600s	1,042,000.00	1,048,000.00	0.00	976,023.65	71,976.35	93.13
700 PROPERTY						
2600 <2600>	6,000.00	6,000.00	0.00	5,610.77	389.23	93.51
2800 SUPPORT SVCS-CENTRAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00

BOARD SUMMARY
Encumbrances Included
As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
4500 BUILDING ACQUISITION	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
4600 EXISTING BLDG IMPROVE	8,500.00	8,500.00	0.00	95,520.00	(87,020.00)	1123.76
Totals for 700s	56,500.00	56,500.00	0.00	101,130.77	(44,630.77)	178.99
800 OTHER OBJECTS						
1100 <1100>	2,000.00	2,000.00	0.00	220.00	1,780.00	11.00
1200 SPEC PROG ELEMEN/SECOND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
1400 OTHER INSTRUCTION PROG	3,500.00	3,500.00	0.00	2,885.52	614.48	82.44
2100 SUPPORT SVCS-STUDENTS	3,500.00	3,500.00	0.00	1,270.00	2,230.00	36.29
2200 SUPPORT SERVICES-INSTRU	2,750.00	2,750.00	0.00	1,904.00	846.00	69.24
2300 SUPPORT SERVICES-ADMIN	43,750.00	43,750.00	0.00	21,360.01	22,389.99	48.82
2400 SUPP SVC-PUBLIC HEALTH	500.00	500.00	0.00	0.00	500.00	0.00
2500 <2500>	6,000.00	6,000.00	0.00	10,209.09	(4,209.09)	170.15
2600 <2600>	3,500.00	3,500.00	0.00	1,935.00	1,565.00	55.29
2800 SUPPORT SVCS-CENTRAL	2,500.00	2,500.00	0.00	1,025.00	1,475.00	41.00
3200 STUDENT ACTIVITIES	17,000.00	20,000.00	0.00	15,390.25	4,609.75	76.95
3400 SCHOLARSHIPS AND AWARDS	0.00	0.00	0.00	2,427.34	(2,427.34)	0.00
Totals for 800s	86,000.00	89,000.00	0.00	58,626.21	30,373.79	65.87
900 OTHER USES OF FUNDS						
5100 <5100>	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Totals for 900s	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Expenditure Totals	22,279,259.00	22,279,259.00	0.00	23,003,374.27	(724,115.27)	103.25
000 .						
6500 EARNINGS ON INVESTMENTS	(575,000.00)	(575,000.00)	0.00	(556,425.94)	(18,574.06)	96.77
6700 <6700>	(8,000.00)	(8,000.00)	0.00	(14,720.22)	6,720.22	184.00
6800 <6800>	(219,930.00)	(219,930.00)	0.00	0.00	(219,930.00)	0.00
6900 <6900>	(15,612,208.00)	(15,612,208.00)	0.00	(15,053,371.74)	(558,836.26)	96.42
7100 BASIC INSTRUCT & OPER	(75,000.00)	(75,000.00)	0.00	(43,750.00)	(31,250.00)	58.33
7300 <7300>	(90,000.00)	(90,000.00)	0.00	(219,602.25)	129,602.25	244.00

BOARD SUMMARY
Encumbrances Included
As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
7500 <7500>	(25,746.00)	(25,746.00)	0.00	(25,746.00)	0.00	100.00
8500 RESTRICT GRANTS-IN-AID	(583,274.00)	(583,274.00)	0.00	(397,038.40)	(186,235.60)	68.07
Totals for 000s	(17,189,158.00)	(17,189,158.00)	0.00	(16,310,654.55)	(878,503.45)	94.89
Revenue Totals	(17,189,158.00)	(17,189,158.00)	0.00	(16,310,654.55)	(878,503.45)	94.89
Fund 10 Totals						
Total Expenditure	22,267,259.00	22,267,259.00	0.00	23,003,374.27	(736,115.27)	103.31
Total Other Expenditure	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Total Revenue	(17,189,158.00)	(17,189,158.00)	0.00	(16,310,654.55)	(878,503.45)	94.89
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

BOARD SUMMARY
Encumbrances Included
As of: 06/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Grand Totals All Funds						
Total Expenditure	22,267,259.00	22,267,259.00	0.00	23,003,374.27	(736,115.27)	103.31
Total Other Expenditure	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Total Revenue	(17,189,158.00)	(17,189,158.00)	0.00	(16,310,654.55)	(878,503.45)	94.89
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018369	06/10/2026	LE2470700001	2600000032	2824706W60	10-2620-411-000-00-000-000-000-0600	1026204110 600	401.32
10417-A.J. Blosenski Inc.				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	401.32
0000018370	06/10/2026	AP2471300008		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
CORDOVAA-Alicia Cordova				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018371	06/10/2026	LE2465900001	2600000536	25-26 Spring DE	10-1700-566-222-00-000-000-000-2526		1,079.50
DegroatA-Anastasia DeGroat				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	1,079.50
0000018372	06/10/2026	AP2471300041		Conference	10-2310-580-000-00-000-000-000-1000	102310580	121.61
FOXA-Andrea Fox				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	121.61
0000018373	06/10/2026	LE2466200004	2600000535	050826	10-3210-330-000-30-000-000-000-0820		500.00
11236-Benjamin Campbell				Remit ID R-2	Payment Date: 06/10/2026	Payment Amt:	500.00
0000018374	06/10/2026	AP2471300042		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
COOPERB-Bill Cooper				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018375	06/10/2026	AP2471300011		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
0000018375	06/10/2026	LE2469700002	2600000554	25-26 Spring DE	10-1700-566-222-00-000-000-000-2526		666.61
AUNGSTC-Cara Aungst				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	1,089.26
0000018376	06/10/2026	LE2467100005	2600000163	20434	10-1241-329-000-00-000-000-000-0120	1212413290 120	1,163.70
11219-CCRES				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	1,163.70

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018377	06/10/2026	AP2471300005		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
SWIGARTCH-Chad Swigart				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018378	06/10/2026	AP2471300004		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
THOMASCH-Charles Thomas				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018379	06/10/2026	AP2471300014		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
SMITHCH-Christina Smith				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018380	06/10/2026	LE2469700006	2600000555	A271238771	10-1493-810-000-30-000-000-000-0130	10149381030	2,570.00
11649-College Board				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	2,570.00
0000018381	06/10/2026	LE2465900005	2600000539	Acct#5160869	10-1491-441-000-20-000-000-000-0130	10149144120	500.00
0000018381	06/10/2026	LE2465900006	2600000539	5160868	10-1492-441-000-30-000-000-000-0130	10149244130	500.00
10966-Comfort Suites Altoona				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	1,000.00
0000018382	06/10/2026	AP2471300002		25-26 Internet	10-6741-000-000-00-000-000-000-0000	106741	(396.00)
0000018382	06/10/2026	AP2471300003		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
MILLERCO-Courtney Miller				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	26.65
0000018383	06/10/2026	LE2465900010	2600000467	INV200153	10-1110-650-000-00-000-000-000-0130		400.00
11318-Custom Computer Specialists, LLC				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	400.00
0000018384	06/10/2026	AP2471300025		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
FARRD-David Farr				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018385	06/10/2026	AP2471300020		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	305.25
HALED-Dawn Hale				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	305.25
0000018386	06/10/2026	AP2471300019		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
DAMATOD-Dorothy D'Amato				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018387	06/10/2026	AP2471300037		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
ULRICHD-Dustin Ulrich				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018388	06/10/2026	LE2465900011	2600000548	RA#36R6J2	10-1491-580-000-20-000-000-000-0130	10149158020	59.88
0000018388	06/10/2026	LE2465900012	2600000548	RA#36MHT1	10-1491-580-000-20-000-000-000-0130	10149158020	19.19
0000018388	06/10/2026	LE2465900013	2600000548	RA#36S8Q3	10-1491-580-000-20-000-000-000-0130	10149158020	65.81
0000018388	06/10/2026	LE2469700008	2600000553	RA#36MHT1	10-1491-580-000-20-000-000-000-0130	10149158020	32.81
11177-Enterprise Tolls				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	177.69
0000018389	06/10/2026	AP2471300028		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
BASSETTH-Hope Bassett				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018390	06/10/2026	LE2466100001	2600000546	25-26 Spring DE	10-1700-566-222-00-000-000-000-2526		1,143.33
KANTORIKJ-Jaden Kantorik				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	1,143.33
0000018391	06/10/2026	AP2471300031		25-26 Internet	10-1493-810-000-30-000-000-000-0130	10149381030	(40.00)
0000018391	06/10/2026	AP2471300032		25-26 Internet	10-6741-000-000-00-000-000-000-0000	106741	(352.00)
0000018391	06/10/2026	AP2471300033		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
CONKLINJ-Jaimee Conklin				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	30.65
0000018392	06/10/2026	AP2471300030		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
KOHLJ-Jessica Kohl				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018393	06/10/2026	AP2471300022		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
NEFFJ-Jessica Neff				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018394	06/10/2026	AP2471300027		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
BROECKERJ-Jon Broecker				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018395	06/10/2026	LE2466200002	2600000541	39943217	10-2390-890-000-30-000-000-000-0830		19.30
0000018395	06/10/2026	LE2466200003	2600000542	39699036	10-2390-890-000-30-000-000-000-0830		19.30
10173-JOSTENS INC.				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	38.60
0000018396	06/10/2026	AP2471300029		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
SMITHJU-Justin Smith				Order ID O-2	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018397	06/10/2026	AP2471300001		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
MCKITHEN-Kenneth McKithen				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018398	06/10/2026	AP2471300009		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
ZORNK-Kimberly Zorn				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018399	06/10/2026	AP2471300034		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
NICKELK-Kristan Nickel				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018400	06/10/2026	AP2471300010		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
YODERK-Kristen Yoder				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018401	06/10/2026	AP2471300023		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
FORTNAK-Kristine Fortna				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018402	06/10/2026	AP2471300035		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
SHANNONK-Krystal Shannon				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018403	06/10/2026	LE2469900003	2600000540	EES00029866	10-2818-650-000-00-000-000-0500	102818650	1,824.15
10187-LANCASTER-LEBANON IU 13				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	1,824.15
0000018404	06/10/2026	AP2471300071		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
CARSONL-Laura Carson				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018405	06/10/2026	AP2471300077		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
BROWNL-Linda Brown				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018406	06/10/2026	AP2471300063		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
GRIFFITHL-Lynn Griffith				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018407	06/10/2026	AP2471300068		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	411.00
MORTENSEN-Marcela Mortensen				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	411.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018408	06/10/2026	AP2471300070		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
0000018408	06/10/2026	LE2471000004	2600000561	25-26 Spring DE	10-1700-566-222-00-000-000-000-2526		463.28
BELARBIM-Mary Belarbi				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	885.93
0000018409	06/10/2026	AP2471300072		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
GRIFFINM-Matthew Griffin				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018410	06/10/2026	AP2471300060		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
DizonM-Meelan Dizon				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018411	06/10/2026	AP2471300064		25-26 Internet	10-1493-810-000-30-000-000-000-0130	10149381030	(40.00)
0000018411	06/10/2026	AP2471300065		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	375.68
ELKOME-Melissa Elko				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	335.68
0000018412	06/10/2026	AP2471300051		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
COREYM-Mitchell Corey				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018413	06/10/2026	AP2471300075		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
BURNETTM-Mollie Burnett				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018414	06/10/2026	AP2471300078		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
MILLERN-Ned Miller				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018415	06/10/2026	AP2471300054		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
KUAHN-Nicole Kush				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018416	06/10/2026	AP2471300061		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
MCNEARP-Paul McNear				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018417	06/10/2026	LE2471000005	2600000560	Physician fee	10-2440-330-000-00-000-000-0130	102440330	200.00
11240-Pediatric Care of Exton P.C.				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	200.00
0000018418	06/10/2026	AP2471300058		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
HOFFNERR-Richard Hoffner				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018419	06/10/2026	AP2471300047		25-26 Internet	10-6741-000-000-00-000-000-0000	106741	(196.00)
0000018419	06/10/2026	AP2471300048		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	381.00
SONGR-Robin Song				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	185.00
0000018420	06/10/2026	AP2471300052		25-26 Internet	10-6741-000-000-00-000-000-0000	106741	(277.00)
0000018420	06/10/2026	AP2471300053		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
BOREMANR-Robyn Boreman				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	145.65
0000018421	06/10/2026	AP2471300080		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
ROTHSTEIS-Sam Rothstein				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018422	06/10/2026	AP2471300049		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
LONGS-Samantha Long				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018423	06/10/2026	AP2471300062		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
EDELMAN-Sarah Edelman				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018424	06/10/2026	AP2471300079		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
STONES-Scott Stone				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018425	06/10/2026	AP2471300088		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	281.79
FITCHS-Sean Fitch				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	281.79
0000018426	06/10/2026	AP2471300056		25-26 Internet	10-0153-000-000-00-000-000-000-0000	100153	(21.00)
0000018426	06/10/2026	AP2471300057		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.56
CAINS-Shannon Cain				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	401.56
0000018427	06/10/2026	AP2471300059		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
MACENOS-Shawn Maceno				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018428	06/10/2026	LE2466100003	26000000547	S342721	10-2271-360-421-00-000-000-000-2526	1022713604 212526	2,240.00
11431-Solution Tree Inc.				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	2,240.00
0000018429	06/10/2026	AP2471300091		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
0000018429	06/10/2026	LE2466100004	26000000550	25-26 SPRING DE	10-1700-566-222-00-000-000-000-2526		660.00
BEAMERS-Stephanie Beamer				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	1,082.65
0000018430	06/10/2026	AP2471300086		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65

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KORNBAUS-Steve Kornbau				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018431	06/10/2026	AP2471300073		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	422.65
CAVRAKS-Susan Cavrak				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018432	06/10/2026	AP2471300046		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	422.65
ADAMSTA-Tara Adams				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018433	06/10/2026	AP2471300055		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	422.65
DAVIEST-Tiffany Davies				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018434	06/10/2026	LE2466100005	2600000132	205282247	10-1110-538-000-00-000-000-000-0100	1011105380100	457.00
0000018434	06/10/2026	LE2466100006	2600000347	203903062	10-2818-538-000-00-000-000-000-0100		1,003.71
0000018434	06/10/2026	LE2466100007	2600000347	203903062	10-1110-538-000-00-000-000-000-0100	1011105380100	604.66
11607-T-Mobile				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	2,065.37
0000018435	06/10/2026	AP2471300085		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	422.65
LLOYDT-Todd Lloyd				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
0000018436	06/10/2026	LE2467100006	2600000253	42107244	10-2540-448-000-00-000-000-000-0100		556.50
10608-Ubeo, LLC				Remit ID R-4	Payment Date: 06/10/2026	Payment Amt:	556.50
0000018437	06/10/2026	LE2466100008	2600000413	0000X2876Y216	10-1110-530-000-00-000-000-000-0150	1011105300100	831.58
0000018437	06/10/2026	LE2466100009	2600000413	0000X2876Y206	10-1110-530-000-00-000-000-000-0150	1011105300100	2,420.22

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0000018437	06/10/2026	LE2469700011	2600000413	0000X2876Y226	10-1110-530-000-00-000-000-000-0150	1011105300 100	383.99
10447-UPS				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	3,635.79
0000018438	06/10/2026	LE2466100010	2600000094	77890871	10-2620-350-000-00-000-000-000-0668	1026203500 668	82.06
0000018438	06/10/2026	LE2470700005	2600000081	77965297	10-2620-350-000-00-000-000-000-0600	1026203500 600	562.11
10367-VECTOR SECURITY INC.				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	644.17
0000018439	06/10/2026	LE2469700012	2600000116	CINV-00016438	10-2511-330-000-00-000-000-000-0100		1,312.50
11391-Vertex Education-PA, LLC				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	1,312.50
0000018440	06/10/2026	LE2470700006	2600000086	0002884	10-2620-411-000-00-000-000-000-0600	1026204110 600	125.00
10386-WIGGINS SHREDDING INC.				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	125.00
0000018441	06/24/2026	LE2475300001	2600000577	AD#2815939	10-2310-540-000-00-000-000-000-1000	102310540	65.88
10555-21st Century Media - Philly Cluster				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	65.88
0000018442	06/24/2026	AP2478000002		SY25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	375.68
SCHWENGER-Althea Schwenger				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	375.68
0000018443	06/24/2026	AP2478000005		SY25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65
SCHAEFFEA-Amber Schaeffer				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018444	06/24/2026	AP2478000001		SY25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	277.50
BRUNOA-Antoinette Bruno				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	277.50

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018445	06/24/2026	LE2475000001	2600000163	20497	10-1241-329-000-00-000-000-000-0120	1212413290 120	1,293.00
11219-CCRES				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	1,293.00
0000018446	06/24/2026	LE2475000004	2600000162	2K26-000005765	10-1496-650-000-00-000-153-000-0130		73.65
0000018446	06/24/2026	LE2475000005	2600000162	2K26-000005761	10-1496-650-000-00-000-153-000-0130		77.30
11520-Come Alive Communications Inc.				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	150.95
0000018447	06/24/2026	LE2475000014	2600000574	0120	10-2271-360-421-00-000-000-000-2526	1022713604 212526	160.00
11629-Education and Consultative Services of UPMC WPH				Remit ID R-2	Payment Date: 06/24/2026	Payment Amt:	160.00
0000018448	06/24/2026	LE2475000008	2600000570	RA#3D4M92	10-1492-580-000-30-000-000-000-0130	10149258030	36.53
0000018448	06/24/2026	LE2477600003	2600000579	RA#3D40KP	10-1492-580-000-30-000-000-000-0130	10149258030	29.37
0000018448	06/24/2026	LE2477600004	2600000579	RA#3D4M92	10-1492-580-000-30-000-000-000-0130	10149258030	33.23
11177-Enterprise Tolls				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	99.13
0000018449	06/24/2026	AP2478000007		SY25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	187.74
NACHTMANE-Erin & Matt Nachtman				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	187.74
0000018450	06/24/2026	AP2478000009		Scholarship	10-3400-893-000-00-000-000-000-4002	1034008934 002	500.00
BORTZG-Gavin Bortz				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	500.00
0000018451	06/24/2026	AP2478000010		Scholarship	10-3400-893-000-00-000-000-000-4002	1034008934 002	500.00
HARPERN-Harper Nickel				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	500.00
0000018452	06/24/2026	AP2478000008		Scholarship	10-3400-893-000-00-000-000-000-4002	1034008934 002	500.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
KOZLOWSK-Jack Kozlowski				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	500.00
0000018453	06/24/2026	AP2478000025		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	281.79
CATALANOJ-Jamie Catalano				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	281.79
0000018454	06/24/2026	AP2478000022		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
BIRDJ-Jeffrey Bird				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018455	06/24/2026	AP2478000018		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
SCHORNERJ-Jennifer Schorner				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018456	06/24/2026	AP2478000024		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
NIELSENK-Kara Nielsen				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018457	06/24/2026	AP2478000023		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
ARMETK-Kerry Armet				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018458	06/24/2026	AP2478000015		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
SWARMERK-Kieshia Swarmer				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018459	06/24/2026	LE2476300001	2600000580	126383	10-2350-330-000-00-000-000-0700	1023503300700	440.00
0000018459	06/24/2026	LE2476300002	2600000580	125295	10-2350-330-000-00-000-000-0700	1023503300700	275.00
11444-Kleinbard, LLC				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	715.00
0000018460	06/24/2026	LE2475000009	2600000566	ITS006603	10-1224-322-000-00-000-000-0120		1,519.04

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
10187-LANCASTER-LEBANON IU 13				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	1,519.04
0000018461	06/24/2026	LE2475000010	26000000569	25-26 Tuition	10-1370-564-000-30-000-000-000-0120	10-1370-564-30-0120	391.98
11624-Mifflin County Academy of Science and Technology				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	391.98
0000018462	06/24/2026	LE2475500001	26000000486	07743899	10-1110-550-000-20-000-000-000-0900	10111055020	880.65
0000018462	06/24/2026	LE2475500002	26000000486	07743899	10-1110-610-000-20-000-000-000-0900	10111061020	2,702.66
11625-Positive Promotions, Inc.				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	3,583.31
0000018463	06/24/2026	LE2475000011	26000000073	29813	10-2620-431-000-00-000-000-000-0600	1026204310600	1,810.00
11096-R. Titter Roofing LLC				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	1,810.00
0000018464	06/24/2026	AP2478000026		SY25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	422.65
REBERTS-Sarah Rebert				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018465	06/24/2026	AP2478000016		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	281.79
BERGMANS-Shawn Bergman				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	281.79
0000018466	06/24/2026	LE2475000012	26000000573	25-26 Spring DE	10-1700-566-222-00-000-000-000-2526		1,233.57
GREJDUSS-Stephanie Grejdus				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	1,233.57
0000018467	06/24/2026	LE2475000013	26000000080	520934	10-2620-350-000-00-000-000-000-0600	1026203500600	535.00
11155-Suppression Systems, Inc				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	535.00
0000018468	06/24/2026	AP2478000011		Scholarship	10-3400-893-000-00-000-000-000-4002	1034008934002	500.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
AUNGSTT-Tessa Aungst				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	500.00
0000018469	06/24/2026	AP2478000006		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65
REYNOLDST-Travis Reynolds				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
0000018470	06/24/2026	LE2472400002	2600000253	INV2261484	10-2540-448-000-00-000-000-0100		154.45
10608-UBEO, LLC				Remit ID R-3	Payment Date: 06/24/2026	Payment Amt:	154.45
0000018471	06/24/2026	LE2472400003	2600000413	0000X2876Y236	10-1110-530-000-00-000-000-0150	1011105300100	1,145.96
0000018471	06/24/2026	LE2477800001	2600000413	0000X2876Y256	10-1110-530-000-00-000-000-0150	1011105300100	1,822.40
0000018471	06/24/2026	LE2477800002	2600000413	0000X2876Y246	10-1110-530-000-00-000-000-0150	1011105300100	3,281.02
10447-UPS				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	6,249.38
0000018472	06/29/2026	AP2480400001		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	375.68
PERRUCCI-Deborah Perrucci				Order ID O-1	Payment Date: 06/29/2026	Payment Amt:	375.68
0000018473	06/29/2026	LE2478600002	2600000589	260655	10-2350-330-000-00-000-000-0700	1023503300700	100.00
11503-Eastburn and Gray PC				Order ID O-1	Payment Date: 06/29/2026	Payment Amt:	100.00
0000018474	06/29/2026	LE2478600003	2600000592	21CCCSGRAD26	10-2390-890-000-30-000-000-000-0830		568.75
10740-Good Fellowship Ambulance & EMS Train Inst.				Order ID O-1	Payment Date: 06/29/2026	Payment Amt:	568.75
0000018475	06/29/2026	LE2478600005	2600000590	532	10-2390-890-000-30-000-000-000-0830		500.00
10920-Mutual Aid Ambulance Service Inc.				Remit ID R-1	Payment Date: 06/29/2026	Payment Amt:	500.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018476	06/30/2026	AP2481500002			10-0141-000-000-00-000-000-0000	100141	65.12
50006-Antietam School District				Order ID O-1	Payment Date: 06/30/2026	Payment Amt:	65.12
0000018477	06/30/2026	AP2481500001			10-0141-000-000-00-000-000-0000	100141	60.21
50184-Palmyra Area School District				Order ID O-1	Payment Date: 06/30/2026	Payment Amt:	60.21
* 00HM061526	06/12/2026	OD2484600010			10-0462-072-000-00-000-000-0000	100462072	97.80
* 00HM061526	06/12/2026	OD2484600011			10-0462-070-000-00-000-000-0000	100462070	19.78
10419-Horace Mann Auto & Life				Order ID O-1	Payment Date: 06/12/2026	Payment Amt:	117.58
* 00HM063026	06/29/2026	OD2484600008			10-0462-072-000-00-000-000-0000	100462072	97.80
* 00HM063026	06/29/2026	OD2484600009			10-0462-070-000-00-000-000-0000	100462070	19.78
10419-Horace Mann Auto & Life				Order ID O-1	Payment Date: 06/29/2026	Payment Amt:	117.58
* 060226PECO	06/18/2026	OD2476600002	2600000090		10-2620-622-000-00-000-000-0000-0600	1026206220 600	3,910.61
10253-PECO ENERGY				Order ID O-1	Payment Date: 06/18/2026	Payment Amt:	3,910.61
* 0AFLAC0526	06/04/2026	OD2484600004			10-0462-219-000-00-000-000-0000	100462219	739.58
11053-AFLAC				Order ID O-1	Payment Date: 06/04/2026	Payment Amt:	739.58
* 0CIGNA0626	06/23/2026	OD2484600001			10-0462-211-000-00-000-000-0000	100462211	197,700.09
11745-Cigna Health and Life Ins Company				Order ID O-1	Payment Date: 06/23/2026	Payment Amt:	197,700.09
* 0EZPASS616	06/16/2026	OD2476900001	2600000118		10-2650-810-000-00-000-000-0000-0100		150.00

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
10746-E-ZPASS				Order ID O-1	Payment Date: 06/16/2026	Payment Amt:	150.00
*	06/24/2026	OD2484600056			10-0462-071-000-00-000-000-000-0000	100462071	876.68
0TSA061526							
*	06/24/2026	OD2484600057			10-0462-071-000-00-000-000-000-0000	100462071	977.92
0TSA061526							
*	06/24/2026	OD2484600058			10-0462-071-000-00-000-000-000-0000	100462071	175.00
0TSA061526							
*	06/24/2026	OD2484600059			10-0462-071-000-00-000-000-000-0000	100462071	25.00
0TSA061526							
*	06/24/2026	OD2484600060			10-0462-071-000-00-000-000-000-0000	100462071	2,725.00
0TSA061526							
*	06/24/2026	OD2484600061			10-0462-071-000-00-000-000-000-0000	100462071	1,475.83
0TSA061526							
*	06/24/2026	OD2484600062			10-0462-071-000-00-000-000-000-0000	100462071	50.00
0TSA061526							
*	06/24/2026	OD2484600063			10-0462-071-000-00-000-000-000-0000	100462071	1,925.00
0TSA061526							
*	06/24/2026	OD2484600064			10-0462-071-000-00-000-000-000-0000	100462071	2,485.02
0TSA061526							
*	06/24/2026	OD2484600065			10-0462-071-000-00-000-000-000-0000	100462071	600.00
0TSA061526							
11330-US OMNI & TSACG Compliance Services Inc.					Payment Date: 06/24/2026	Payment Amt:	11,315.45
*	06/29/2026	OD2484600046			10-0462-071-000-00-000-000-000-0000	100462071	921.67
0TSA063026							
*	06/29/2026	OD2484600047			10-0462-071-000-00-000-000-000-0000	100462071	1,055.17
0TSA063026							
*	06/29/2026	OD2484600048			10-0462-071-000-00-000-000-000-0000	100462071	175.00
0TSA063026							
*	06/29/2026	OD2484600049			10-0462-071-000-00-000-000-000-0000	100462071	25.00
0TSA063026							

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* 0TSA063026	06/29/2026	OD2484600050			10-0462-071-000-00-000-000-0000	100462071	2,725.00
* 0TSA063026	06/29/2026	OD2484600051			10-0462-071-000-00-000-000-0000	100462071	1,475.83
* 0TSA063026	06/29/2026	OD2484600052			10-0462-071-000-00-000-000-0000	100462071	50.00
* 0TSA063026	06/29/2026	OD2484600053			10-0462-071-000-00-000-000-0000	100462071	1,925.00
* 0TSA063026	06/29/2026	OD2484600054			10-0462-071-000-00-000-000-0000	100462071	600.00
* 0TSA063026	06/29/2026	OD2484600055			10-0462-071-000-00-000-000-0000	100462071	1,607.52
11330-US OMNI & TSACG Compliance Services Inc.					Payment Date: 06/29/2026	Payment Amt:	10,560.19
* 2526ADM403	06/26/2026	OD2484600034			10-2360-119-000-00-000-000-0000		4,437.50
* 2526ADM403	06/26/2026	OD2484600035			10-2511-119-000-00-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600036			10-2260-119-000-00-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600037			10-2119-119-000-00-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600038			10-2260-119-000-00-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600039			10-2170-119-000-00-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600040			10-2818-119-000-00-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600041			10-2111-119-000-00-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600042			10-2380-119-000-00-000-000-0000		6,000.00

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* 2526ADM403	06/26/2026	OD2484600043			10-2380-119-000-20-000-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600044			10-2380-119-000-30-000-000-000-0000		6,000.00
* 2526ADM403	06/26/2026	OD2484600045			10-2380-119-000-00-000-000-000-0000		6,000.00
11330-US OMNI & TSACG Compliance Services Inc.			Order ID O-1	Payment Date: 06/26/2026		Payment Amt:	70,437.50
* AQUA051926	06/11/2026	OD2475700001	2600000026	0300033	10-2620-424-000-00-000-000-000-0600	1026204240 600	260.04
* AQUA051926	06/11/2026	OD2475700002	2600000026	0299615	10-2620-424-000-00-000-000-000-0600	1026204240 600	254.92
11001-Aqua Pennsylvania			Remit ID R-1	Payment Date: 06/11/2026		Payment Amt:	514.96
* AQUA060126	06/24/2026	OD2480700001	2600000026	0310085	10-2620-424-000-00-000-000-000-0600	1026204240 600	51.05
11001-Aqua Pennsylvania			Remit ID R-1	Payment Date: 06/24/2026		Payment Amt:	51.05
* CI00002224	06/10/2026	OD2484600007		CI00002224	10-0462-074-000-00-000-000-000-2025	1004620742 025	49.50
10420-Horace Mann Flex Spending			Order ID O-1	Payment Date: 06/10/2026		Payment Amt:	49.50
D000005431	06/10/2026	LE2469700013	2600000141	INV-1343	10-2823-330-000-00-000-000-000-0200		2,000.00 ^D
D000005431	06/10/2026	LE2469700014	2600000141	INV-1344	10-2823-330-000-00-000-000-000-0200		2,000.00 ^D
11665-7 Wonders Cinema, LLC			Order ID O-1	Payment Date: 06/10/2026		Payment Amt:	4,000.00
D000005432	06/10/2026	AP2471300036		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
ELLISA-Alex Ellis			Order ID O-1	Payment Date: 06/10/2026		Payment Amt:	422.65
D000005433	06/10/2026	LE2467100001	2600000507	1QDP-M6N7-WKPM	10-2823-650-000-00-000-000-000-0200		4,295.80 ^D

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005433	06/10/2026	LE2467100002	2600000551	1P3H-7YKC-YRJN	10-2511-610-000-00-000-000-000-0100		522.45 ^D
D000005433	06/10/2026	LE2467100003	2600000516	1RTT-DNTM-Y7N1	10-1110-610-000-20-000-151-000-0910		103.69 ^D
D000005433	06/10/2026	LE2467100004	2600000516	1RTT-DNTM-Y7N1	10-1110-640-000-20-000-151-000-0910		99.90 ^D
D000005433	06/10/2026	LE2467400001	2600000522	1JJ1-FHW3-QTP4	10-2650-433-000-00-000-000-000-0600	1026504330600	59.98 ^D
D000005433	06/10/2026	LE2467400002	2600000506	16LN-3MJG-1JQC	10-1110-640-000-30-000-000-000-0800	10111064030	58.65 ^D
D000005433	06/10/2026	LE2468100001	2600000501	ICGV-9FKL-4R4R	10-2620-610-000-00-000-000-000-0600	1026206100600	119.49 ^D
D000005433	06/10/2026	LE2468100002	2600000502	1XJW-WLXT-6PHL	10-2360-890-000-00-000-000-000-0700	102360890	101.99 ^D
D000005433	06/10/2026	LE2468100003	2600000521	1R39-NQPG-MFPD	10-2390-610-000-30-000-000-000-0830		286.35 ^D
D000005433	06/10/2026	LE2468100004	2600000521	1LYC-GVM1-1P1T	10-2390-610-000-30-000-000-000-0830		(20.78) ^D
D000005433	06/10/2026	LE2469700001	2600000524	1FP1-D1DC-7PDD	10-1110-610-000-20-000-000-000-0900	10111061020	1,231.87 ^D
D000005433	06/10/2026	LE2470700002	2600000544	1WT6-LDL3-WDWX	10-2390-610-000-30-000-000-000-0830		38.93 ^D
10010-Amazon Capital Services				Remit ID R-2	Payment Date: 06/10/2026	Payment Amt:	6,898.32
D000005434	06/10/2026	AP2471300043		AP Testing	10-1493-580-000-30-000-000-000-0130	10149358030	137.74 ^D
COOKEA-Ashley M Cooke				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	137.74
D000005435	06/10/2026	AP2471300038		Mileage 5/5-5/28	10-2823-580-000-00-000-000-000-0200		117.89 ^D
OZGURB-Benjamin Z Ozgur				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	117.89
D000005436	06/10/2026	AP2471300018		EOY Trip	10-3210-580-000-00-000-000-000-3003	1032105803003	23.13 ^D
DAYANB-Brandon E Dayan				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	23.13

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005437	06/10/2026	AP2471300024		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
ELLIOTTB-Brian & Kelly Elliott				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005438	06/10/2026	AP2471300017		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
CAVEB-Brooke Cave				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005439	06/10/2026	LE2465900002	2600000538	479108	10-1370-564-000-00-000-000-000-0130		13,487.76 ^D
D000005439	06/10/2026	LE2465900003	2600000538	479108	10-1370-564-000-30-000-000-000-0120	10-1370-564- 30-0120	5,594.00 ^D
D000005439	06/10/2026	LE2465900004	2600000543	477811	10-1190-330-471-00-000-000-000-2526		2,850.00 ^D
D000005439	06/10/2026	LE2469700003	2600000556	479233	10-1190-322-207-00-000-000-000-2425		10,574.52 ^D
D000005439	06/10/2026	LE2469700004	2600000556	479233	10-1190-322-411-00-000-000-000-2526		58,640.07 ^D
D000005439	06/10/2026	LE2469700005	2600000556	479233	10-1241-322-000-00-000-000-000-0120	1012413220 120	7,599.98 ^D
D000005439	06/10/2026	LE2471000001	2600000161	479647	10-1241-322-000-00-000-000-000-0120	1012413220 120	170.10 ^D
10055-CHESTER COUNTY INTERMEDIATE UNIT				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	98,916.43
D000005440	06/10/2026	AP2471300007		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
JOHNSONCH-Christina Johnson				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005441	06/10/2026	AP2471300026		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
CASEYC-Christopher Casey				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005442	06/10/2026	AP2471300044		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	107.23 ^D
CMULLINS-Colleen R Mullins				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	107.23

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005443	06/10/2026	LE2469900002	2600000474	274277509	10-2818-538-000-00-000-000-000-0568		673.65 ^D
11402-Comcast				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	673.65
D000005444	06/10/2026	LE2465900007	2600000537	2891-02	10-1241-329-000-00-000-000-000-0120	1212413290 120	1,023.00 ^D
D000005444	06/10/2026	LE2465900008	2600000549	2934-00	10-1241-329-000-00-000-000-000-0120	1212413290 120	198.00 ^D
D000005444	06/10/2026	LE2465900009	2600000549	2891-03	10-1241-329-000-00-000-000-000-0120	1212413290 120	874.50 ^D
D000005444	06/10/2026	LE2471000002	2600000558	2934-01	10-1241-329-000-00-000-000-000-0120	1212413290 120	297.00 ^D
D000005444	06/10/2026	LE2471000003	2600000558	2891-04	10-1241-329-000-00-000-000-000-0120	1212413290 120	973.50 ^D
11698-Criticare Home Health & Nursing Services				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	3,366.00
D000005445	06/10/2026	AP2471300006		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
MILLERDA-Daniel Miller				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005446	06/10/2026	AP2471300045		RA#3D40KP	10-1492-444-000-30-000-000-000-0130	10149244430	232.14 ^D
11045-EAN Services LLC				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	232.14
D000005447	06/10/2026	AP2471300012		25-26 Internet	10-0153-000-000-00-000-000-000-0000	100153	(5.94) ^D
D000005447	06/10/2026	AP2471300013		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
MCKEEFERY-Eileen McKeefery				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	416.71
D000005448	06/10/2026	AP2471300021		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
LOHIDAJAT-Felicia Lohidajat				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005449	06/10/2026	AP2471300016		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380 100	422.65 ^D
		RIOSF-Francisco Rios		Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005450	06/10/2026	LE2469700007	2600000552	25-26 Spring DE	10-1700-566-222-00-000-000-000-2526		768.00 ^D
		LICHTNERG-Gretchen Lichtner		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	768.00
D000005451	06/10/2026	AP2471300015		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380 100	422.65 ^D
		WOODSJ-Jacqueline Woods		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005452	06/10/2026	AP2471300040		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	162.14 ^D
		HAMMONDJ-Jessica B Hammond		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	162.14
D000005453	06/10/2026	AP2471300039		PSSA Testing	10-1492-580-000-30-000-000-000-0130	10149258030	646.36 ^D
		JWILSON-John W Wilson		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	646.36
D000005454	06/10/2026	AP2471300089		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	217.76 ^D
		DOUGLASL-Lauren E Douglas		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	217.76
D000005455	06/10/2026	AP2471300076		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
		BIBBOL-Lea Bibbo		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005456	06/10/2026	AP2471300082		AP Testing	10-1493-580-000-30-000-000-000-0130	10149358030	172.75 ^D
		MOYNIHANL-Lisa I Moynihan		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	172.75
D000005457	06/10/2026	AP2471300074		Conference	10-2360-580-000-00-000-000-000-0700	102360580	102.57 ^D
		FLANNERYM-Matthew Flannery		Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	102.57

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005458	06/10/2026	AP2471300083		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	212.31 ^D
MKINSCH-Matthew M Kinsch				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	212.31
D000005459	06/10/2026	LE2469900004	2600000339	29463	10-2350-330-000-00-000-000-000-0700	1023503300 700	316.50 ^D
D000005459	06/10/2026	LE2469900005	2600000339	29461	10-2350-330-000-00-000-000-000-0700	1023503300 700	185.00 ^D
D000005459	06/10/2026	LE2469900006	2600000339	29464	10-2350-330-000-00-000-000-000-0700	1023503300 700	67.50 ^D
D000005459	06/10/2026	LE2469900007	2600000339	29460	10-2350-330-000-00-000-000-000-0700	1023503300 700	900.75 ^D
D000005459	06/10/2026	LE2469900008	2600000339	29462	10-2350-330-000-00-000-000-000-0700	1023503300 700	2,587.50 ^D
D000005459	06/10/2026	LE2469900009	2600000339	29459	10-2350-330-000-00-000-000-000-0700	1023503300 700	242.50 ^D
D000005459	06/10/2026	LE2469900010	2600000339	29598	10-2350-330-000-00-000-000-000-0700	1023503300 700	1,860.25 ^D
D000005459	06/10/2026	LE2469900011	2600000339	29482	10-2350-330-000-00-000-000-000-0700	1023503300 700	11,734.88 ^D
D000005459	06/10/2026	LE2469900012	2600000339	29481	10-2350-330-000-00-000-000-000-0700	1023503300 700	546.00 ^D
D000005459	06/10/2026	LE2469900013	2600000339	30007	10-2350-330-000-00-000-000-000-0700	1023503300 700	2,300.53 ^D
D000005459	06/10/2026	LE2469900014	2600000339	29479	10-2350-330-000-00-000-000-000-0700	1023503300 700	70.50 ^D
D000005459	06/10/2026	LE2469900015	2600000339	29480	10-2350-330-000-00-000-000-000-0700	1023503300 700	221.50 ^D
D000005459	06/10/2026	LE2469900016	2600000339	29514	10-2350-330-000-00-000-000-000-0700	1023503300 700	720.00 ^D
D000005459	06/10/2026	LE2469900017	2600000339	29471	10-2350-330-000-00-000-000-000-0700	1023503300 700	471.25 ^D
D000005459	06/10/2026	LE2469900018	2600000339	29488	10-2350-330-000-00-000-000-000-0700	1023503300 700	149.50 ^D

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005459	06/10/2026	LE2469900019	2600000339	29468	10-2350-330-000-00-000-000-000-0700	1023503300700	174.00 <i>D</i>
D000005459	06/10/2026	LE2469900020	2600000339	29513	10-2350-330-000-00-000-000-000-0700	1023503300700	128.00 <i>D</i>
D000005459	06/10/2026	LE2469900021	2600000339	29476	10-2350-330-000-00-000-000-000-0700	1023503300700	135.00 <i>D</i>
D000005459	06/10/2026	LE2469900022	2600000339	29474	10-2350-330-000-00-000-000-000-0700	1023503300700	112.50 <i>D</i>
D000005459	06/10/2026	LE2469900023	2600000339	29478	10-2350-330-000-00-000-000-000-0700	1023503300700	45.00 <i>D</i>
D000005459	06/10/2026	LE2469900024	2600000339	30008	10-2350-330-000-00-000-000-000-0700	1023503300700	423.00 <i>D</i>
D000005459	06/10/2026	LE2469900025	2600000339	29614	10-2350-330-000-00-000-000-000-0700	1023503300700	47.00 <i>D</i>
D000005459	06/10/2026	LE2469900026	2600000339	29612	10-2350-330-000-00-000-000-000-0700	1023503300700	273.00 <i>D</i>
D000005459	06/10/2026	LE2469900027	2600000339	29610	10-2350-330-000-00-000-000-000-0700	1023503300700	67.50 <i>D</i>
D000005459	06/10/2026	LE2469900028	2600000339	29599	10-2350-330-000-00-000-000-000-0700	1023503300700	382.50 <i>D</i>
D000005459	06/10/2026	LE2469900029	2600000339	29595	10-2350-330-000-00-000-000-000-0700	1023503300700	667.50 <i>D</i>
D000005459	06/10/2026	LE2469900030	2600000339	29604	10-2350-330-000-00-000-000-000-0700	1023503300700	341.50 <i>D</i>
D000005459	06/10/2026	LE2469900031	2600000339	29602	10-2350-330-000-00-000-000-000-0700	1023503300700	684.00 <i>D</i>
D000005459	06/10/2026	LE2469900032	2600000339	29594	10-2350-330-000-00-000-000-000-0700	1023503300700	1,929.00 <i>D</i>
D000005459	06/10/2026	LE2469900033	2600000339	29597	10-2350-330-000-00-000-000-000-0700	1023503300700	270.00 <i>D</i>
D000005459	06/10/2026	LE2469900034	2600000339	30015	10-2350-330-000-00-000-000-000-0700	1023503300700	495.00 <i>D</i>

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005459	06/10/2026	LE2469900035	2600000339	30013	10-2350-330-000-00-000-000-000-0700	1023503300700	188.00 <i>D</i>
D000005459	06/10/2026	LE2469900036	2600000339	30011	10-2350-330-000-00-000-000-000-0700	1023503300700	611.00 <i>D</i>
D000005459	06/10/2026	LE2469900037	2600000339	30018	10-2350-330-000-00-000-000-000-0700	1023503300700	329.00 <i>D</i>
D000005459	06/10/2026	LE2469900038	2600000339	30016	10-2350-330-000-00-000-000-000-0700	1023503300700	742.50 <i>D</i>
D000005459	06/10/2026	LE2469900039	2600000339	30014	10-2350-330-000-00-000-000-000-0700	1023503300700	945.00 <i>D</i>
D000005459	06/10/2026	LE2469900040	2600000339	30009	10-2350-330-000-00-000-000-000-0700	1023503300700	186.50 <i>D</i>
D000005459	06/10/2026	LE2469900041	2600000339	30012	10-2350-330-000-00-000-000-000-0700	1023503300700	517.50 <i>D</i>
D000005459	06/10/2026	LE2469900042	2600000339	30024	10-2350-330-000-00-000-000-000-0700	1023503300700	192.25 <i>D</i>
D000005459	06/10/2026	LE2469900043	2600000339	30022	10-2350-330-000-00-000-000-000-0700	1023503300700	349.50 <i>D</i>
D000005459	06/10/2026	LE2469900044	2600000339	30021	10-2350-330-000-00-000-000-000-0700	1023503300700	373.00 <i>D</i>
D000005459	06/10/2026	LE2469900045	2600000339	30020	10-2350-330-000-00-000-000-000-0700	1023503300700	587.00 <i>D</i>
D000005459	06/10/2026	LE2469900046	2600000339	30019	10-2350-330-000-00-000-000-000-0700	1023503300700	138.00 <i>D</i>
11073-McKenna Snyder LLC				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	33,707.91
D000005460	06/10/2026	AP2471300084		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	181.96 <i>D</i>
MFRANK-Monica Frank				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	181.96
D000005461	06/10/2026	LE2470700003	2600000079	IN8655	10-2818-538-000-00-000-000-000-0500	102818538	547.52 <i>D</i>
10430-NETCARRIER TELECOM INC.				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	547.52

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005462	06/10/2026	AP2471300066		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	52.20 ^D
WheelerN-Nora O Wheeler				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	52.20
D000005463	06/10/2026	AP2471300069		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	159.71 ^D
COPPERP-Paige Copper				Order ID O-2	Payment Date: 06/10/2026	Payment Amt:	159.71
D000005464	06/10/2026	LE2469700009	2600000243	FTI002896	10-1491-441-000-20-000-000-000-0130	10149144120	635.00 ^D
D000005464	06/10/2026	LE2469700010	2600000243	FTI002896	10-1492-441-000-30-000-000-000-0130	10149244130	635.00 ^D
10483-Pennsylvania College of Technology				Remit ID R-2	Payment Date: 06/10/2026	Payment Amt:	1,270.00
D000005465	06/10/2026	LE2466100002	2600000446	June rent	10-2619-441-000-00-000-000-000-0100	1026194410 100	19,498.90 ^D
10698-Regional Development Partners-Blue Spruce L.P.				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	19,498.90
D000005466	06/10/2026	AP2471300067		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
BOOTHJR-Richard Booth				Remit ID R-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005467	06/10/2026	AP2471300050		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	422.65 ^D
DANZUSOR-Robert Danzuso				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005468	06/10/2026	LE2470700004	2600000074	6445	10-2620-413-000-00-000-000-000-0668	1026204130 668	1,475.00 ^D
11200-ServiceMaster Quality Commercial Care				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	1,475.00
D000005469	06/10/2026	AP2471300090		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	293.43 ^D
CHAMBERLA-Susan W Chamberlain				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	293.43
D000005470	06/10/2026	AP2471300087		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380 100	375.68 ^D

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
HERSHEYT-Tanya Hershey				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	375.68
D000005471	06/10/2026	AP2471300081		25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380100	422.65 ^D
REPICT-Tony Repic				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	422.65
D000005472	06/10/2026	LE2467100007	2600000349	112903292	10-2650-626-000-00-000-000-0100		639.16 ^D
10418-Wex Bank				Order ID O-1	Payment Date: 06/10/2026	Payment Amt:	639.16
D000005473	06/24/2026	LE2475000015	2600000141	INV-1347	10-2823-330-000-00-000-000-0200		8,000.00 ^D
11665-7 Wonders Cinema, LLC				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	8,000.00
D000005474	06/24/2026	LE2477600001	2600000029	CI-12682	10-2630-414-000-00-000-000-0600	1026304140600	1,897.92 ^D
D000005474	06/24/2026	LE2477600002	2600000029	CI-12670	10-2630-414-000-00-000-000-0600	1026304140600	1,897.92 ^D
10436-BAXTER LANDSCAPE CONTRACTING LLC				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	3,795.84
D000005475	06/24/2026	LE2475000002	2600000576	480250	10-2271-360-421-00-000-000-000-2526	1022713604212526	150.00 ^D
D000005475	06/24/2026	LE2475000003	2600000568	479435	10-2271-360-421-00-000-000-000-2526	1022713604212526	300.00 ^D
10055-CHESTER COUNTY INTERMEDIATE UNIT				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	450.00
D000005476	06/24/2026	AP2478000004		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	351.04 ^D
WilsonC-Claire E Wilson				Order ID O-2	Payment Date: 06/24/2026	Payment Amt:	351.04
D000005477	06/24/2026	LE2475000006	2600000572	2934-02	10-1241-329-000-00-000-000-000-0120	1212413290120	99.00 ^D
D000005477	06/24/2026	LE2475000007	2600000572	2891-05	10-1241-329-000-00-000-000-000-0120	1212413290120	973.50 ^D

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
11698-Criticare Home Health & Nursing Services				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	1,072.50
D000005478	06/24/2026	AP2478000003		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380 100	422.65 ^D
BUCURELD-Derrick Bucurel				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	422.65
D000005479	06/24/2026	AP2478000031		RA#3RHLEF8	10-2818-444-000-00-000-000-0500	102818444	427.50 ^D
11045-EAN Services LLC				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	427.50
D000005480	06/24/2026	LE2477600005	2600000048	701510C	10-2620-460-000-00-000-000-0600	1026204600 600	769.68 ^D
10170-JC EHRLICH CO INC				Remit ID R-2	Payment Date: 06/24/2026	Payment Amt:	769.68
D000005481	06/24/2026	AP2478000017		SY25-26 Internet	10-1110-538-000-00-000-000-0100	1011105380 100	375.68 ^D
CLARKJU-Julie Clark				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	375.68
D000005482	06/24/2026	AP2478000021		Grad expense	10-2390-890-000-30-000-000-000-0830		23.00 ^D
SHERBONDY-Kelly Sherbondy				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	23.00
D000005483	06/24/2026	AP2478000019		VM Supplies	10-3400-893-000-00-000-000-000-4002	1034008934 002	23.07 ^D
MBEIDLER-Marife O Beidler				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	23.07
D000005484	06/24/2026	AP2478000028	2600000339	30030	10-2350-330-000-00-000-000-000-0700	1023503300 700	225.00 ^D
D000005484	06/24/2026	AP2478000029	2600000339	30031	10-2350-330-000-00-000-000-000-0700	1023503300 700	58.50 ^D
D000005484	06/24/2026	AP2478000030	2600000339	30032	10-2350-330-000-00-000-000-000-0700	1023503300 700	1,035.00 ^D
D000005484	06/24/2026	LE2475300002	2600000339	30034	10-2350-330-000-00-000-000-000-0700	1023503300 700	1,539.50 ^D

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FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005484	06/24/2026	LE2475300003	2600000339	30035	10-2350-330-000-00-000-000-000-0700	1023503300700	104.50 <i>D</i>
D000005484	06/24/2026	LE2475300004	2600000339	30038	10-2350-330-000-00-000-000-000-0700	1023503300700	405.00 <i>D</i>
D000005484	06/24/2026	LE2475300005	2600000339	30039	10-2350-330-000-00-000-000-000-0700	1023503300700	620.50 <i>D</i>
D000005484	06/24/2026	LE2475300006	2600000339	30041	10-2350-330-000-00-000-000-000-0700	1023503300700	293.00 <i>D</i>
D000005484	06/24/2026	LE2475300007	2600000339	30042	10-2350-330-000-00-000-000-000-0700	1023503300700	202.50 <i>D</i>
D000005484	06/24/2026	LE2475300008	2600000339	30043	10-2350-330-000-00-000-000-000-0700	1023503300700	654.50 <i>D</i>
D000005484	06/24/2026	LE2475300009	2600000339	30044	10-2350-330-000-00-000-000-000-0700	1023503300700	34.50 <i>D</i>
D000005484	06/24/2026	LE2475300010	2600000339	30036	10-2350-330-000-00-000-000-000-0700	1023503300700	135.00 <i>D</i>
D000005484	06/24/2026	LE2475300011	2600000339	30040	10-2350-330-000-00-000-000-000-0700	1023503300700	47.00 <i>D</i>
D000005484	06/24/2026	LE2475300012	2600000339	30037	10-2350-330-000-00-000-000-000-0700	1023503300700	1,465.50 <i>D</i>
11073-McKenna Snyder LLC				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	6,820.00
D000005485	06/24/2026	AP2478000027		SY25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	422.65 <i>D</i>
ANSELLBM-Melanie Ansell				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	422.65
D000005486	06/24/2026	AP2478000020		Grad expense	10-2390-890-000-30-000-000-000-0830		47.73 <i>D</i>
DUNNM-Melody J Dunn				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	47.73
D000005487	06/24/2026	AP2478000012		Scholarship	10-3400-893-000-00-000-000-000-4002	1034008934002	500.00 <i>D</i>
LILIZAIN-Naseer Ahmad Lilizai				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	500.00

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FUND ACCOUNTING PAYMENT REGISTER

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
D000005488	06/24/2026	AP2478000013		Keystone Testing	10-1492-580-000-30-000-000-000-0130	10149258030	208.37 ^D
D000005488	06/24/2026	AP2478000014		PSSA Testing	10-1491-580-000-20-000-000-000-0130	10149158020	208.37 ^D
DAHLP-Patricia A Dahl				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	416.74
D000005489	06/24/2026	LE2477600006	2600000472	Acct#47633797	10-2530-530-000-00-000-000-000-0100	102530530	3,000.00 ^D
10278-Pitney Bowes Reserve Account				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	3,000.00
D000005490	06/24/2026	LE2472400001	2600000120	8000909004856121	10-2611-610-000-00-000-000-000-0100	1026116100100	205.98 ^D
10422-PURCHASE POWER				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	205.98
D000005491	06/24/2026	LE2477600007	2600000581	3003477	10-1241-329-520-00-000-000-000-2526		10,122.50 ^D
10343-THERAPY SOURCE INC				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	10,122.50
D000005492	06/24/2026	LE2477600008	2600000563	208958483	10-2390-610-000-30-000-000-000-0830		349.00 ^D
10352-ULINE				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	349.00
D000005493	06/24/2026	LE2475500003	2600000338	113	10-1241-329-520-00-000-000-000-2526		2,754.15 ^D
10670-US Healthcare Services LLC				Remit ID R-1	Payment Date: 06/24/2026	Payment Amt:	2,754.15
D000005494	06/29/2026	LE2478600004	2600000593	29601	10-2350-330-000-00-000-000-000-0700	1023503300700	1,129.50 ^D
11073-McKenna Snyder LLC				Order ID O-1	Payment Date: 06/29/2026	Payment Amt:	1,129.50
D000005495	06/29/2026	AP2480400002		Grad expense	10-2390-890-000-30-000-000-000-0830		45.72 ^D
MFRANK-Monica Frank				Order ID O-1	Payment Date: 06/29/2026	Payment Amt:	45.72
D000005496	06/29/2026	LE2478600006	2600000582	209470280	10-2390-610-000-30-000-000-000-0830		49.50 ^D

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FUND ACCOUNTING PAYMENT REGISTER

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
10352-ULINE				Order ID O-1	Payment Date: 06/29/2026	Payment Amt:	49.50
* EZPASS6126	06/01/2026	OD2469400001	2600000118		10-2650-810-000-00-000-000-000-0100		150.00
10746-E-ZPASS				Order ID O-1	Payment Date: 06/01/2026	Payment Amt:	150.00
* EZPASS6202	06/23/2026	OD2478500001	2600000118		10-2650-810-000-00-000-000-000-0100		150.00
10746-E-ZPASS				Order ID O-1	Payment Date: 06/23/2026	Payment Amt:	150.00
* FTMSA53126	06/24/2026	OD2480700002	2600000064		10-2620-424-000-00-000-000-000-0668	1026204240 668	62.50
FTMSA-Franklin Township Municipal Sanitary Authority				Order ID O-1	Payment Date: 06/24/2026	Payment Amt:	62.50
* GARNISH615	06/15/2026	OD2484600005			10-0462-078-000-00-000-000-000-0000	100462078	204.50
11671-ExpertPay					Payment Date: 06/15/2026	Payment Amt:	204.50
* GARNISH630	06/30/2026	OD2484600006			10-0462-078-000-00-000-000-000-0000	100462078	204.50
11671-ExpertPay					Payment Date: 06/30/2026	Payment Amt:	204.50
* INV9087956	06/01/2026	OD2484600070		INV9087956	10-0462-074-000-00-000-000-000-2026	1004620742 026	2,221.07
* INV9087956	06/01/2026	OD2484600071		INV9087956	10-0462-074-000-00-000-000-000-2026	1004620742 026	2,471.35
11160-WageWorks, Inc				Order ID O-1	Payment Date: 06/01/2026	Payment Amt:	4,692.42
* INV9113297	06/09/2026	OD2484600073		INV9113297	10-0462-074-000-00-000-000-000-2026	1004620742 026	940.92
* INV9113297	06/09/2026	OD2484600074		INV9113297	10-0462-073-000-00-000-000-000-2026	1004620732 026	312.50

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
11160-WageWorks, Inc				Order ID O-1	Payment Date: 06/09/2026	Payment Amt:	1,253.42
* INV9131783	06/16/2026	OD2484600068		INV9131783	10-0462-074-000-00-000-000-000-2026	1004620742026	717.26
* INV9131783	06/16/2026	OD2484600069		INV9131783	10-0462-074-000-00-000-000-000-2026	1004620742026	1,710.00
11160-WageWorks, Inc				Order ID O-1	Payment Date: 06/16/2026	Payment Amt:	2,427.26
* INV9149537	06/23/2026	OD2484600066		INV9149537	10-0462-074-000-00-000-000-000-2026	1004620742026	409.19
* INV9149537	06/23/2026	OD2484600067		INV9149537	10-0462-073-000-00-000-000-000-2026	1004620732026	312.50
11160-WageWorks, Inc				Order ID O-1	Payment Date: 06/23/2026	Payment Amt:	721.69
* INV9181034	06/30/2026	OD2484600072		INV9181034	10-0462-074-000-00-000-000-000-2026	1004620742026	412.60
11160-WageWorks, Inc				Order ID O-1	Payment Date: 06/30/2026	Payment Amt:	412.60
* IRS0000615	06/15/2026	OD2484600016			10-0462-220-000-00-000-000-000-0000	100462220	40,627.78
* IRS0000615	06/15/2026	OD2484600017			10-0462-061-000-00-000-000-000-0000	100462061	47,362.95
* IRS0000615	06/15/2026	OD2484600018			10-0462-062-000-00-000-000-000-0000	100462062	7,700.70
* IRS0000615	06/15/2026	OD2484600019			10-0462-063-000-00-000-000-000-0000	100462063	32,927.08
10399-INTERNAL REVENUE SERVICE					Payment Date: 06/15/2026	Payment Amt:	128,618.51
* IRS0000630	06/26/2026	OD2484600012			10-0462-220-000-00-000-000-000-0000	100462220	51,937.87
* IRS0000630	06/26/2026	OD2484600013			10-0462-061-000-00-000-000-000-0000	100462061	632,477.23
* IRS0000630	06/26/2026	OD2484600014			10-0462-062-000-00-000-000-000-0000	100462062	9,844.47
* IRS0000630	06/26/2026	OD2484600015			10-0462-063-000-00-000-000-000-0000	100462063	42,093.40

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10399-INTERNAL REVENUE SERVICE					Payment Date: 06/26/2026	Payment Amt:	736,352.97
* LIFEINS062	06/26/2026	OD2484600002			10-0462-214-000-00-000-000-0000	100462214	2,720.29
* LIFEINS062	06/26/2026	OD2484600003			10-0462-213-000-00-000-000-0000	100462213	2,128.64
11746-Life Insurance Company of North America				Order ID O-1	Payment Date: 06/26/2026	Payment Amt:	4,848.93
* MAWC060226	06/02/2026	OD2469400002	26000000066		10-2620-424-000-00-000-000-0000-0668	1026204240668	36.98
10791-Municipal Authority of Westmoreland County				Order ID O-1	Payment Date: 06/02/2026	Payment Amt:	36.98
* MERCHJUN26	06/01/2026	OD2485500001			10-2511-810-000-00-000-000-0000		31.35
10609-Fulton Bank					Payment Date: 06/01/2026	Payment Amt:	31.35
* PATX000615	06/11/2026	OD2484600021			10-0462-066-000-00-000-000-0000	100462066	15,979.34
10407-PA DEPT OF REVENUE					Payment Date: 06/11/2026	Payment Amt:	15,979.34
* PATX000630	06/29/2026	OD2484600020			10-0462-066-000-00-000-000-0000	100462066	20,498.50
10407-PA DEPT OF REVENUE					Payment Date: 06/29/2026	Payment Amt:	20,498.50
* PECO060226	06/18/2026	OD2476600001	26000000090		10-2620-621-000-00-000-000-0000-0600	1026206210600	755.45
10253-PECO ENERGY				Order ID O-1	Payment Date: 06/18/2026	Payment Amt:	755.45
* PEOPLES611	06/23/2026	OD2478700001	26000000071		10-2620-621-000-00-000-000-0000-0668	1026206210668	26.79
10776-Peoples				Remit ID R-1	Payment Date: 06/23/2026	Payment Amt:	26.79

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+ PRO0000387	06/18/2026	OD2478100055	06052026		10-2271-360-421-00-000-000-000-2526	1022713604 212526	254.19
10149-HERSHEY LODGE					Payment Date: 06/18/2026	Payment Amt:	254.19
+ PRO0000388	06/18/2026	OD2478100054	06052026		10-1491-441-000-20-000-000-000-0130	10149144120	(9.00)
10153-HOLIDAY INN EXPRESS					Payment Date: 06/18/2026	Payment Amt:	(9.00)
+ PRO0000389	06/18/2026	OD2478100051	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	799.20
+ PRO0000389	06/18/2026	OD2478100052	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	799.20
+ PRO0000389	06/18/2026	OD2478100053	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	599.40
10153-HOLIDAY INN EXPRESS					Payment Date: 06/18/2026	Payment Amt:	2,197.80
+ PRO0000390	06/18/2026	OD2478100050	06052026		10-1492-441-000-30-000-000-000-0130	10149244130	300.00
10153-HOLIDAY INN EXPRESS					Payment Date: 06/18/2026	Payment Amt:	300.00
+ PRO0000391	06/18/2026	OD2478100049	06052026		10-2818-650-000-00-000-000-000-0500	102818650	399.00
10333-TELESTREAM INC					Payment Date: 06/18/2026	Payment Amt:	399.00
+ PRO0000392	06/18/2026	OD2478100048	06052026		10-1110-640-000-20-000-151-000-0910		851.43
10439-Scholastic Inc.					Payment Date: 06/18/2026	Payment Amt:	851.43
+ PRO0000393	06/18/2026	OD2478100047	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	847.35
10663-Hampton Inn & Suites Bensalem					Payment Date: 06/18/2026	Payment Amt:	847.35

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
+ PRO0000394	06/18/2026	OD2478100046	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	(105.00)
10663-Hampton Inn & Suites Bensalem					Payment Date: 06/18/2026	Payment Amt:	(105.00)
+ PRO0000395	06/18/2026	OD2478100045	06052026		10-2130-580-000-00-000-000-000-0130	102130580	14.81
10720-Sheetz Inc.					Payment Date: 06/18/2026	Payment Amt:	14.81
+ PRO0000396	06/18/2026	OD2478100043	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	408.48
+ PRO0000396	06/18/2026	OD2478100044	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	408.48
10966-Pinecroft Hospitality					Payment Date: 06/18/2026	Payment Amt:	816.96
+ PRO0000397	06/18/2026	OD2478100042	06052026		10-2818-650-000-00-000-000-000-0500	102818650	1,189.69
11152-Weglot					Payment Date: 06/18/2026	Payment Amt:	1,189.69
+ PRO0000398	06/18/2026	OD2478100040	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	396.27
+ PRO0000398	06/18/2026	OD2478100041	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	396.27
17277-Holiday Inn Exp & Suites SW Southpointe					Payment Date: 06/18/2026	Payment Amt:	792.54
+ PRO0000399	06/18/2026	OD2478100039	06052026		10-2818-650-000-00-000-000-000-0500	102818650	10.00
11273-ActiveCampaign, LLC					Payment Date: 06/18/2026	Payment Amt:	10.00
+ PRO0000400	06/18/2026	OD2478100038	06052026		10-2831-330-000-00-000-000-000-0400		100.00
11276-PDE TIMS					Payment Date: 06/18/2026	Payment Amt:	100.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
+ PRO0000401	06/18/2026	OD2478100037	06052026		10-2823-540-000-00-000-000-0200		203.41
11289-Meta Platforms, Inc.					Payment Date: 06/18/2026	Payment Amt:	203.41
+ PRO0000402	06/18/2026	OD2478100036	06052026		10-2823-540-000-00-000-000-0200		900.00
11289-Meta Platforms, Inc.					Payment Date: 06/18/2026	Payment Amt:	900.00
+ PRO0000403	06/18/2026	OD2478100035	06052026		10-2130-580-000-00-000-000-0130	102130580	7.00
11311-HIX Monroeville, LLC					Payment Date: 06/18/2026	Payment Amt:	7.00
+ PRO0000404	06/18/2026	OD2478100034	06052026		10-2130-580-000-00-000-000-0130	102130580	404.46
11311-HIX Monroeville, LLC					Payment Date: 06/18/2026	Payment Amt:	404.46
+ PRO0000405	06/18/2026	OD2478100033	06052026		10-2611-580-000-00-000-000-0600	102611580	13.72
11328-Moe's					Payment Date: 06/18/2026	Payment Amt:	13.72
+ PRO0000406	06/18/2026	OD2478100032	06052026		10-2130-580-000-00-000-000-0130	102130580	16.42
11342-Roy Rogers					Payment Date: 06/18/2026	Payment Amt:	16.42
+ PRO0000407	06/18/2026	OD2478100030	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	641.55
+ PRO0000407	06/18/2026	OD2478100031	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	678.21
11393-Holiday inn Express- Williamsport					Payment Date: 06/18/2026	Payment Amt:	1,319.76
+ PRO0000408	06/18/2026	OD2478100029	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	(36.66)

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
11393-Holiday inn Express- Williamsport					Payment Date: 06/18/2026	Payment Amt:	(36.66)
+ PRO0000409	06/18/2026	OD2478100028	06052026		10-2130-580-000-00-000-000-000-0130	102130580	30.00
11518-Eat'nPark					Payment Date: 06/18/2026	Payment Amt:	30.00
+ PRO0000410	06/18/2026	OD2478100027	06052026		10-2130-580-000-00-000-000-000-0130	102130580	26.26
11518-Eat'nPark					Payment Date: 06/18/2026	Payment Amt:	26.26
+ PRO0000411	06/18/2026	OD2478100026	06052026		10-2130-580-000-00-000-000-000-0130	102130580	15.74
11529-McDonald's Restaurant					Payment Date: 06/18/2026	Payment Amt:	15.74
+ PRO0000412	06/18/2026	OD2478100025	06052026		10-2130-580-000-00-000-000-000-0130	102130580	15.43
11529-McDonald's Restaurant					Payment Date: 06/18/2026	Payment Amt:	15.43
+ PRO0000413	06/18/2026	OD2478100024	06052026		10-2130-580-000-00-000-000-000-0130	102130580	31.23
11531-Anthony's Coal Fired Pizza					Payment Date: 06/18/2026	Payment Amt:	31.23
+ PRO0000414	06/18/2026	OD2478100023	06052026		10-2650-433-000-00-000-000-000-0600	1026504330 600	95.39
11569-Great Valley Car Wash					Payment Date: 06/18/2026	Payment Amt:	95.39
+ PRO0000415	06/18/2026	OD2478100022	06052026		10-2130-580-000-00-000-000-000-0130	102130580	16.56
11610-Lil's Pretzels					Payment Date: 06/18/2026	Payment Amt:	16.56
+ PRO0000416	06/18/2026	OD2478100020	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	513.95

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
+ PRO0000416	06/18/2026	OD2478100021	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	695.40
11630-Holiday Inn Express					Payment Date: 06/18/2026	Payment Amt:	1,209.35
+ PRO0000417	06/18/2026	OD2478100019	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	(181.45)
11630-Holiday Inn Express					Payment Date: 06/18/2026	Payment Amt:	(181.45)
+ PRO0000418	06/18/2026	OD2478100018	06052026		10-2130-580-000-00-000-000-000-0130	102130580	17.92
11633-CHICK-FIL-A -VARIOUS					Payment Date: 06/18/2026	Payment Amt:	17.92
+ PRO0000419	06/18/2026	OD2478100016	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	333.00
+ PRO0000419	06/18/2026	OD2478100017	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	333.00
11691-3712 Shree LLC					Payment Date: 06/18/2026	Payment Amt:	666.00
+ PRO0000420	06/18/2026	OD2478100015	06052026		10-2360-810-000-00-000-000-000-0700	102360810	10.00
11719-Executive Advertising					Payment Date: 06/18/2026	Payment Amt:	10.00
+ PRO0000421	06/18/2026	OD2478100013	06052026		10-2836-360-000-00-000-000-000-0100	1028363600 100	143.10
+ PRO0000421	06/18/2026	OD2478100014	06052026		10-2836-360-000-00-000-000-000-0100	1028363600 100	143.10
11724-COURSEIQ21					Payment Date: 06/18/2026	Payment Amt:	286.20
+ PRO0000422	06/18/2026	OD2478100010	06052026		10-1492-441-000-30-000-000-000-0130	10149244130	900.00
+ PRO0000422	06/18/2026	OD2478100011	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	506.16

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
+ PRO0000422	06/18/2026	OD2478100012	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	506.16
11733-Singh Realty LLC					Payment Date: 06/18/2026	Payment Amt:	1,912.32
+ PRO0000423	06/18/2026	OD2478100008	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	(50.16)
+ PRO0000423	06/18/2026	OD2478100009	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	(50.16)
11733-Singh Realty LLC					Payment Date: 06/18/2026	Payment Amt:	(100.32)
+ PRO0000424	06/18/2026	OD2478100006	06052026		10-1493-580-000-30-000-000-000-0130	10149358030	543.78
+ PRO0000424	06/18/2026	OD2478100007	06052026		10-1493-580-000-30-000-000-000-0130	10149358030	543.78
11741-General Ronbinson L.P.					Payment Date: 06/18/2026	Payment Amt:	1,087.56
+ PRO0000425	06/18/2026	OD2478100005	06052026		10-1110-650-000-20-000-151-000-0910		32.00
11749-Teacher Synergy LLC					Payment Date: 06/18/2026	Payment Amt:	32.00
+ PRO0000426	06/18/2026	OD2478100004	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	520.80
11751-Capital Drive Hospitality LLC					Payment Date: 06/18/2026	Payment Amt:	520.80
+ PRO0000427	06/18/2026	OD2478100003	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	520.80
11751-Capital Drive Hospitality LLC					Payment Date: 06/18/2026	Payment Amt:	520.80
+ PRO0000428	06/18/2026	OD2478100002	06052026		10-1492-580-000-30-000-000-000-0130	10149258030	(130.20)
11751-Capital Drive Hospitality LLC					Payment Date: 06/18/2026	Payment Amt:	(130.20)

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
+	06/18/2026	OD2478100001	06052026		10-2823-540-000-00-000-000-000-0200		82.40
PRO0000429							
11754-Dance your dreams studio					Payment Date: 06/18/2026	Payment Amt:	82.40
*	06/18/2026	OD2484600028			10-0462-230-000-00-000-000-000-0000	100462230	149,452.96
PSER000331							
*	06/18/2026	OD2484600029			10-0462-230-000-00-000-000-000-0000	100462230	148,602.73
PSER000331							
*	06/18/2026	OD2484600030			10-0462-230-000-00-000-000-000-0000	100462230	150,344.29
PSER000331							
*	06/18/2026	OD2484600031			10-0462-230-000-00-000-000-000-0000	100462230	148,826.92
PSER000331							
*	06/18/2026	OD2484600032			10-0462-230-000-00-000-000-000-0000	100462230	163,788.03
PSER000331							
*	06/18/2026	OD2484600033			10-0462-230-000-00-000-000-000-0000	100462230	147,695.73
PSER000331							
10409-PSERS - PA School Employee Retirement System					Payment Date: 06/18/2026	Payment Amt:	908,710.66
*	06/05/2026	OD2484600026			10-0462-064-000-00-000-000-000-0000	100462064	32,256.91
RET0000531							
*	06/05/2026	OD2484600027			10-0462-064-000-00-000-000-000-0000	100462064	31,478.51
RET0000531							
10409-PSERS - PA School Employee Retirement System				Order ID O-1	Payment Date: 06/05/2026	Payment Amt:	63,735.42
*	06/11/2026	OD2484600024			10-0462-230-000-00-000-000-000-0000	100462230	3,008.91
VOYA061526							
*	06/11/2026	OD2484600025			10-0462-064-000-00-000-000-000-0000	100462064	3,985.40
VOYA061526							
10409-PSERS - PA School Employee Retirement System					Payment Date: 06/11/2026	Payment Amt:	6,994.31
*	06/29/2026	OD2484600022			10-0462-230-000-00-000-000-000-0000	100462230	1,912.29
VOYA063026							

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 06/01/2026 - 06/30/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* VOYA063026	06/29/2026	OD2484600023			10-0462-064-000-00-000-000-0000	100462064	2,625.80
10409-PSERS - PA School Employee Retirement System					Payment Date: 06/29/2026	Payment Amt:	4,538.09
* WPENN6022 6	06/17/2026	OD2476600003	26000000085		10-2620-622-000-00-000-000-0000-0668	1026206220 668	226.41
10752-West Penn Power				Remit ID R-1	Payment Date: 06/17/2026	Payment Amt:	226.41
10 - GENERAL FUND							2,506,092.49
Grand Total All Funds							2,506,092.49
Grand Total Credit Cards							0.00
Grand Total Direct Deposits							222,441.48
Grand Total Manual Checks							0.00
Grand Total Other Disbursement Non-negotiables							2,197,296.69
Grand Total Procurement Card Other Disbursement Non-negotiables							16,651.87
Grand Total Regular Checks							69,702.45
Grand Total Virtual Payments							0.00
Grand Total All Payments							2,506,092.49

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

	August 11, 2026 BOARD PERSONNEL ACTIONS							
SORT CODE	NAME	POSITION	OPERATIONAL ACTION	FTE/DAYS	LOCATION	EFF. DATE	SALARY	GRADE / STEP
1	Andrulewich, Lauren	School Counselor (193)	Recalled/Fill Vacancy	1.0/193	West Chester	8/11/26	\$72,407.00	M+15/14
1	Karnbauer, Krista	Academic Advisor (PT)	Re-hire/Fill Vacancy	.70/193	Remote	8/11/26	\$23.00/hr	NA
1	Lewis, Laura	Academic Advisor (PT)	Re-hire/Fill Vacancy	.70/193	Remote	8/15/26	\$23.00/hr	NA
5	Dickinson, Mark	Adventure Club	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$2050/yr payable per stipend schedule	NA
5	Galette, Steve	Adventure Club	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$2050/yr payable per stipend schedule	NA
5	Heleniak, Dana	Department Head-Mathematics	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$5150/yr payable per stipend schedule	NA
5	Duffy, Victoria	Department Head-English	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$5150/yr payable per stipend schedule	NA
5	Dickinson, Mark	Department Head-Social Studies	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$5150/yr payable per stipend schedule	NA
5	Wager, Caroline	Department Head-Special Education	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$5150/yr payable per stipend schedule	NA
5	Bugay, John	Department Head-Science	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$5150/yr payable per stipend schedule	NA
5	Moynihan, Lisa	Department Head-Counseling	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$5150/yr payable per stipend schedule	NA
5	Copper, Paige	Enrichment Coordinator	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$2550/yr payable per stipend schedule	NA

5	Gibson, Emily	Field Trip Coordinator	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$2550/yr payable per stipend schedule	NA
5	Reid, Lindsay	National Honor Society	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$1300/yr payable per stipend schedule	NA
5	McCreary, Shawn	National Junior Honor Society	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$1350/yr payable per stipend schedule	NA
5	Thorne, Allison	Outreach/Work Session Coordinator	Supplemental/Stipend	NA	NA	8/11/2026-6/7/2027	\$2550/yr payable per stipend schedule	NA
6	Giandonato, Mary Beth	School Counselor (260)	Resignation	1.0/260	West Chester	8/10/26	79,835.96	M+15/14
6	Campbell, Ashely	PT Teaching Assistant	Resignation	.70/193	Remote	7/27/26	\$23.00/hr	NA
6	Delloso, Natalie	Academic Advisor	Resignation	.70/193	Remote	7/22/26	\$23.00/hr	NA
6	Graff, Christina	Academic Advisor	Reduction in Force	.70/193	Remote	6/9/26	\$23.00/hr	NA
6	Walter, Kirstyn	Academic Advisor	Reduction in Force	.70/193	Remote	6/9/26	\$23.00/hr	NA
6	Guyler, Sandra	Academic Advisor	Reduction in Force	.70/193	Remote	6/9/26	\$23.00/hr	NA
6	Thimons, Tracy	Academic Advisor	Reduction in Force	.70/193	Remote	6/9/26	\$23.00/hr	NA
6	Shostak, Anastasiya	PT Teaching Assistant	Reduction in Force	.70/193	Remote	6/9/26	\$23.00/hr	NA
6	Hunsicker, Heather	Academic Advisor	Reduction in Force	.70/193	Remote	6/9/26	\$23.00/hr	NA
6	Lewis, Laura	Academic Advisor	Reduction in Force	.70/193	Remote	6/9/26	\$23.00/hr	NA
6	Estremera, Eliana	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	King, Erin	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	Mancini, Jason	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	Karnbauer, Krista	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	Hartshaw, Eileen	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	Chafin, Janet	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	Faunce, Jill	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	Haslam, Kendra	Teaching Assistant	Reduction in Force	1.0/193	Remote	6/9/26	\$23.00/hr	NA
6	Olszowy, Amanda	School Secretary -PT	Reduction in Force	.70/260	Murrysville	6/9/26	\$24.50/hr	NA
6	Ozgur, Benjamin	Marketing Specialist	Reduction in Force	1.0/260	West Chester	6/9/26	\$78,000	NA
6	Tiberi, Christine	Assistant to High School Principal	Reduction in Force	1.0/260	West Chester	6/9/26	\$55,000	NA

6	Bausher, Silas	Client Platform Specialist	Reduction in Force	1.0/260	West Chester	6/9/26	\$60,000	NA
6	Weeks-Richards, Savoy	Fiscal Assistant-Collections	Reduction in Force	1.0/260	West Chester	6/9/26	\$60,000	NA
6	Rulon, Tara	School Secretary	Reduction in Force	1.0/260	West Chester	6/9/26	\$48,000	NA
6	Verlato, Tyler	Sr. Client Platform Specialist	Reduction in Force	1.0/260	West Chester	6/9/26	\$78,000	NA
6	Stanley, Stephanie	Teacher -Physical Ed/Health	Reduction in Force	1.0/193	Remote	6/9/26	\$67,327.00	B/8
6	Jeffries, Sarah	Teacher- Art	Reduction in Force	1.0/193	West Chester	6/9/26	\$66,126.00	M/15
6	Hanson, Ruth	Teacher- Science	Reduction in Force	1.0/193	West Chester	6/9/26	\$66,126	M/15
6	Cronin, Robert	Teacher- Science	Reduction in Force	1.0/193	West Chester	6/9/26	\$65,806	LII/14
6	Beyer, Rebecca	Teacher -Physical Ed/Health	Reduction in Force	1.0/193	West Chester	6/9/26	\$68,931.00	M/13
6	Sloan, Julie	Social Worker	Reduction in Force	1.0/193	Murrysville	6/9/26	\$70,334.00	M/12
6	Matthews, Joseph	ISD Developer	Reduction in Force	1.0/193	West Chester	6/9/26	\$58,913.00	B/14
6	Maloney, Julie	Teacher -Math	Reduction in Force	1.0/193	Murrysville	6/9/26	70,434.00	M+15/15
6	Driscoll, James	Teacher- Social Studies	Reduction in Force	1.0/193	West Chester	6/9/26	\$61,717.00	B/12
6	Wilson, Claire	Teacher- English	Reduction in Force	1.0/193	Murrysville	6/9/26	\$66,126	M/15
6	Staub, Chelsey	Teacher - Social Studies	Reduction in Force	1.0/193	West Chester	6/9/26	\$61,717.00	B/12
6	Delaney, Cathleen	Teacher- Social Studies	Reduction in Force	1.0/193	West Chester	6/9/26	\$72,817.99	LII/9
6	Jensen, Brianne	Content Developer - PT	Reduction in Force	.70/193	West Chester	6/9/26	\$40, 25.50	M+15/8
6	Dayan, Brandon	Teacher- Social Studies	Reduction in Force	1.0/193	West Chester	6/9/26	\$66,126.00	M/15
6	Copenhaver, Alex	Teacher-Math	Reduction in Force	1.0/193	West Chester	6/9/26	\$57,510	B/15
6	Andrulewich, Lauren	School Counselor (193)	Reduction in Force	1.0/193	West Chester	6/9/26	\$70,434.00	M+15/15
6	Frank, Monica	High School Principal	Reduction in Force	1.0/260	West Chester	7/31/26	\$154,133.90	NA
6	Sherbondy, Kelly	Assistant Principal	Reduction in Force	1.0/260	Murrysville	7/31/26	\$103,146.91	NA



Date: 06/18/2026
Order Number: Q-765209
Revision: 1
Order Form Expiration Date: 06/30/2026

ORDER FORM

Customer and Billing Address

Customer No.: 104558
Customer Name: 21st Century Cyber Charter Sch
Billing Address: 1245 Wrights Ln
West Chester, PA 19380-4227

Products and Services

21st Century Cyber Charter Sch

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path Math Program License	75	07/01/2026	06/30/2027	12
Exact Path ELA Program License	50	07/01/2026	06/30/2027	12
Unlimited access to live professional development in Edmentum Learning Communities	1	07/01/2026	06/30/2027	12

21st Century Cyber Charter Sch Subtotal: \$3,430.00

Estimated Tax: \$160.81

Total US Funds: \$3,590.81

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the initial License Start Date, if any, applicable to the products listed in the order summary above ("Order Summary") and shall remain in effect through the end of the Term.

To the extent this Order includes Purchases of Enrollment Products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the Order Summary, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.

*** Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Taxes

Prices shown above may reflect an estimated amount of applicable state and local taxes. Any such taxes are the responsibility of the Customer. Final determination of taxability and the amount of tax due will be made at the time of invoicing, and taxes charged on the invoice will control, regardless of any estimated tax amount reflected in the prices shown above. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to orders@edmentum.com or attach the certificate to this order form in the Signature section. We reserve the right to pursue collections to the fullest extent permitted by law for sales taxes that have been

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Date: 06/18/2026
Order Number: Q-765209
Revision: 1
Order Form Expiration Date: 06/30/2026

ORDER FORM

charged on invoices submitted prior to our receipt of a valid tax exemption certificate.

Invoicing and Payment Terms

The total amount in the Order Summary will be invoiced on the Effective Date.

You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates.

This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect. If this Agreement includes Professional Services, they are more fully described herein, in the Standard Terms and/or on an attached Statement of Work.

Purchase Order

This Agreement is non-cancellable. You will submit a purchase order to us for the full amount of this Order Form or, if applicable, for the amount listed on the first payment due date in Invoicing and Payment Terms, followed by additional purchase orders according to the Invoicing and Payment Terms. Your Order will not be scheduled for delivery until a conforming purchase order referencing this Order Form is submitted.

To the extent applicable, you will submit additional purchase orders ("Subsequent Purchase Orders") within ten (10) days of our notice to you that your Enrollment Products Purchases, in the aggregate, have exceeded the amount identified in the Initial Purchase Order for such products. If we waive a Subsequent Purchase Order requirement, you agree to pay the amounts identified on our invoice.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

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Date: 06/18/2026
Order Number: Q-765209
Revision: 1
Order Form Expiration Date: 06/30/2026

ORDER FORM

Last Name:

Email Address:

Customer Signature

Name (Printed or Typed)

Andrea Fox

Title

Board of Trustees Chairperson

Date

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





August 11, 2026

The Honorable Martin G. Goch
Magisterial District Court 15-2-03
Government Services Center
601 Westtown Road, Suite 110
West Chester, PA 19382

Re: Designated Truancy Officers

Dear Judge Goch,

As you are aware, Act 138 of 2016, in conjunction with Act 39 of 2018, now gives charter schools the authority to file truancy citations with the Magisterial District Courts of Pennsylvania. Please see 24 P.S. 13-1326 (definition of “educational entity”), 1333, 1333.1, and 1333.2. Attached, please see a board resolution designating Erika Laidlaw, Nora Wheeler, Melody Dunn, Jason Palaia, Heather Messenger, Patricia Dahl, Anthony Harkins, and Lillian Lopez as truancy officers for the 21st Century Cyber Charter School.

Please let us know if you have any questions.

Sincerely,

Ms. Andrea Fox,
21st Century Cyber Charter School, Board of Trustees Chairperson

Enclosure



**21st CENTURY CYBER CHARTER SCHOOL
1245 WRIGHTS LANE
WEST CHESTER, PA 19380**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
21st CENTURY CYBER CHARTER SCHOOL**

WHEREAS, In 2016, the Legislature enacted Act 138 of 2016, intended to improve school attendance and deter truancy through a comprehensive approach to consistently identify and address attendance issues as early as possible (24 P.S. 13-1325);

WHEREAS, In Act 138 of 2016, in conjunction with Act 39 of 2018, the Legislature included charter schools as “educational entities” that have power to enforce compulsory school attendance laws (24 P.S. 13-1333, 1333.1, and 1333.2);

WHEREAS, the 21st Century Cyber Charter School Board of Trustees must designate a truancy officer responsible for enforcing compulsory attendance laws and filing appropriate citations with the Magisterial District Courts;

WHEREAS, the 21st Century Cyber Charter School Board of Trustees designates the following individuals as truancy officers: Erika Laidlaw, Nora Wheeler, Melody Dunn,, Jason Palaia, Heather Messenger, Patricia Dahl, Anthony Harkins, and Lillian Lopez;

WHEREAS, the 21st Century Cyber Charter School Board of Trustees requests that the 21st Century Cyber Charter School Administration notify the local Magisterial District Court the names of the truancy officers;

NOW THEREFORE, be it resolved that the Board hereby designates: Erika Laidlaw, Nora Wheeler, Melody Dunn, Jason Palaia, Heather Messenger, Patricia Dahl, Anthony Harkins, and Lillian Lopez as truancy officers and further requests that the administration notify the local Magisterial District Court the names of the truancy officers.

Resolved this 11th day August of 2026.

By: _____ Andrea Fox, Board Chairperson

By: _____ Lisa Iozzi, Board Secretary



Student and Parent Handbook 2026-2027



MAIN CAMPUS
1245 Wrights Lane
West Chester, PA 19380



SATELLITE CAMPUS
221 Blue Spruce Way
Murrysville, PA 15668

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WELCOME TO THE 2026-2027 SCHOOL YEAR!

21ST CENTURY CYBER CHARTER SCHOOL



VISION STATEMENT

To continually enhance our flexible environment in support of students' academic, social, and emotional growth using innovative approaches to learning in preparation for their future aspirations.

MISSION STATEMENT

To foster a student-centered experience that inspires and empowers our learners through engaging curriculum facilitated by supportive educators to develop the whole individual.



ABOUT THIS HANDBOOK

All information in this handbook is intended to provide a general summary of 21CCCS's policies, procedures, rules, regulations, and student requirements from the time of enrollment to graduation. Every effort has been made to address issues and concerns that may affect students; however, it is impossible to cover all aspects of each possible situation. As a result, this handbook does not claim to be all-inclusive. 21CCCS reserves the right to make changes as deemed necessary, which may sometimes be without prior notification to students and parents/guardians. All changes are made in the best interest of the students. If anything in this handbook contradicts the 21CCCS charter, charter application, or any law or regulation, the 21CCCS charter or law takes precedence.

For a detailed/expanded version of all school policies please refer to our Board Policies available on our school website at [21CCCS.org](https://www.21cccs.org).



CONTACT INFORMATION



21cccs.org

Main Office
1245 Wrights Lane
West Chester, PA 19380



484-875-5400



Enrollment/Guidance: 484-875-5410



ADMINISTRATION



**Chief Executive Officer/
Chief Administrator
(CEO)**

Mr. Jason Palaia
jpalaia@21cccs.org
484-875-5482



**Director of Curriculum,
Instruction & Assessment**

Dr. Nora Wheeler
nwheeler@21cccs.org
610-514-6217



Business Administrator

Mr. Jonathon Shiota
jshiota@21cccs.org
484-875-5412



**Director of
Information Technology**

Mr. Mike Matz
mmatz@21cccs.org
610-514-6230



**Supervisor of
Special Education**

Ms. Patricia Dahl
pdahl@21cccs.org
484-875-5405



**Supervisor of
Student Services**

Ms. Heather Messenger
hmessenger@21cccs.org
484-875-5497



**Child Accounting &
State Reporting
Manager**

Ms. Megan Stellfox
mstellfox@21cccs.org
484-875-5439



Principal

Ms. Erika Laidlaw
elaidlaw@21cccs.org
484-875-5435



Assistant Principal

Ms. Melody Dunn
mdunn@21cccs.org
484-875-5432

HOME & SCHOOL LIAISONS



Mr. Anthony Harkins
aharkins@21cccs.org
610-897-7531



Ms. Lillian Lopez
llopez@21cccs.org
610-897-7509

SCHOOL COUNSELING DEPARTMENT

counselors@21cccs.org



Ms. Sanna McCoy
smccoy@21cccs.org
484-875-5434



Ms. Allison Thorne
athorne@21cccs.org
610-897-7534



Ms. Ashley Cooke
acooke@21cccs.org
610-514-6211

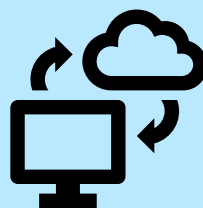


Ms. Lisa Moynihan
lmoynihn@21cccs.org
484-875-5459

STUDENT SUPPORT



School Nurse
Ms. Ann Keenan
nurse@21cccs.org
610-514-6255



Technical Support
<https://21cccs.incidentiq.com>



**Receptionist &
Attendance Secretary**
attendance@21cccs.org
610-514-6202

For more information about the faculty and staff at 21st Century Cyber Charter School, please visit our website at <https://21cccs.org/> and click “About 21CCCS” > “Our Team”.

SECTION 1: GENERAL INFORMATION

1.1 CONFIDENTIALITY AND PRIVACY

The 21st Century Cyber Charter School (21CCCS) protects the confidentiality of personally identifiable information regarding student screening, referrals, evaluations, storage, disclosure, and destruction, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws. Unless permitted by law, 21CCCS must have parent, guardian, or eligible student's consent prior to disclosure of education records. The consent must state the purpose of use and include a date and signature.

Parents/guardians have the right to:

- 1 Inspect and review their child's educational record. 21CCCS will comply with a written request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or due process hearing. This review will not occur later than 45 days after the written request has been made.
- 2 Receive a response from the school to reasonable requests for explanations and interpretations of the records.
- 3 Appoint a representative to inspect and review the child's records.
- 4 Request copies of the child's records.
- 5 Should any educational record contain information pertaining to more than one child, parents/guardians only have the right to inspect and review the information relating to their own child.

1.2 REVIEW OF STUDENT RECORDS

21CCCS protects the confidentiality of persons identified by terms explicitly designated by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Individuals with Disabilities Education Act (IDEA). These acts also distinguish the types of records protected and locations of maintained records.

Further, the Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students certain rights with respect to the information contained in students' educational records. Such rights include, but are not limited to, the parties eligible to access educational records, the school officials responsible for such records, and the purpose(s) for which records are accessed by a given party.



Notification and Consent

Under the Family Educational Rights and Privacy Act (FERPA), a Local Education Agency (LEA) must provide notice to parents/guardians identifying the types of student information it publicly releases. This type of student information, commonly referred to as “directory information,” includes names, addresses, and telephone numbers. Such information is generally not considered harmful or invasive if disclosed.

Additionally, §9528 states parents/guardians must be notified of the school’s routine disclosure of names, addresses, and telephone numbers to military recruiters upon request. This is subject to a parent’s/guardian’s request not to disclose such information without written consent.



A parent/guardian may request to opt out of the public, non-consensual disclosure of directory information. Requests to opt out must be made within 30 calendar days of student enrollment or at the start of the school year. Additional information can be found in [Board Policy #2016](#). Requests should be sent to 21CCCS Principal:

Mrs. Erika Laidlaw (School Principal) elaidlaw@21cccs.org

1.3 PARENT/GUARDIAN INFORMATION

Parents/Guardians should provide information regarding any terms of custody put in place due to divorce or separation of parents/guardians. Any time a custody agreement or order is changed, that information must be provided to 21CCCS by the legal parent/guardian promptly and no later than three (3) days after such change. If additional individuals are involved in the child’s education and have authorization to discuss a child’s progress, the legal parent/guardian must provide written permission naming such persons. Further, the legal parent/guardian must provide permission outlining the specific information that the individual may access. 21CCCS staff must be able to verify the written permission prior to disclosure of any student information. It is the responsibility of the legal parent/guardian to provide this information to the school. It is the responsibility of all staff at 21CCCS to adhere to privacy laws.

21CCCS parents/guardians are required to provide 21CCCS with a valid e-mail address and agree to receive communication via e-mail.

1.4 ADDRESS CHANGE / ACT 47 RESIDENCY VERIFICATION / CONTACT INFORMATION CHANGES



Address Change

In order for a student to attend a Pennsylvania public cyber charter school, proof of the student's current Pennsylvania residency must be on file with the cyber charter school. If a current student at 21CCCS is moving to a new address within the state, updated residency documentation must be provided to the school. You will have five (5) days from your move date to provide 21CCCS with updated information which includes: proof of residency (ex. mortgage statement, lease agreement, utility bills, driver's license of parent/guardian), an electronically signed Enrollment Notification Form (ENF) and your move date. These documents and information need to be received by 21CCCS within five (5) days of the move date, otherwise the school will need to assume the student no longer lives in the state of Pennsylvania and will be withdrawn from our rolls.

Act 47 Residency Verification

In accordance with Act 47 of 2025, all students enrolled in 21CCCS must complete residency verification requirements as a condition of continued enrollment.

Residency Verification Requirement

Parents or legal guardians are responsible for submitting proof of residency and the enrollment verification form to both 21CCCS and the student's school district of residence by the required deadlines of **November 1** and **March 1** each school year. Submission must be completed in accordance with applicable guidelines.

Responsibility for Submission

The responsibility for timely and accurate submission of all required documentation rests solely with the parent or legal guardian. 21CCCS will provide families with notice of Act 47 requirements, as well as access and support to complete the documentation required for submission to 21CCCS. Families are also responsible for providing the required information directly to their school district of residence. 21CCCS is not responsible for submitting documentation on behalf of families to school districts.

Compliance Expectations

Students who have not met Act 47 residency verification requirements may be considered non-compliant. Continued non-compliance may result in restrictions related to school participation and services.

Participation in School Activities

To ensure consistency and compliance across the school community, students who are not in compliance with Act 47 requirements may be deemed ineligible to participate in school-sponsored activities, including but not limited to:

- Student ID issuance and distribution
- School events, trips, and extracurricular activities
- Participation in ceremonies and school-related programs

Implementation of participation restrictions will be applied consistently across all grade levels.

Ongoing Communication and Verification

21CCCS will utilize multiple methods of communication, including electronic platforms, direct outreach, and in-person opportunities, to support families in meeting verification requirements. Families are expected to maintain accurate and current contact and residency information at all times.

Contact Information Changes

Parents/Guardians are required to report any contact information changes, including home address, phone number, or email address, to the Enrollment Department within three days of the change. To ensure proper school district accounting, the child's current address must be on file at all times. 21CCCS periodically sends reminders and notifications to parents via text messaging. If parents do not wish to receive text messages from 21CCCS, they must inform 21CCCS using the contact information below.

Parents/Guardians are required to report any contact information changes, such as phone number, email address, or home address (including all PDE required supporting documentation), in the Infinite Campus Parent Portal within three days of the change.



1.5 FREEDOM OF EXPRESSION

Students have the right to express themselves unless that expression interferes with the educational process, encourages unlawful activity, or restricts another individual's legal rights. Students should be aware of the full meaning of their expression. Students may voice personal expression through school publications, announcements, group meetings, and other means of common electronic communication in compliance with applicable school policies and procedures. In their expressions, students are responsible to obey state and federal laws including those governing defamation and obscenity.

Materials sought to be distributed or posted as part of the curricular or extracurricular program of 21CCCS shall be regulated as part of the school's educational program.



More information about student expression and distribution/posting of materials can be found in [Board Policy #2020](#).

1.6 STUDENT DRESS AND GROOMING

21CCCS will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational

program or constitute a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, field trips, extra-curricular activities, or other situations where special attire may be required to ensure the health and safety of the student.



Additional information about student dress and grooming can be found in [Board Policy #2021](#).

1.7 NON-DISCRIMINATION

No pupil enrolled at 21CCCS shall be denied equal opportunity to participate in age and program-appropriate instruction or activities due to race, gender, sexual orientation, ethnicity, disability, religion, national origin, marital status, financial hardship or any other legally protected classification. Participation in instruction and activities for a student with disabilities may be modified according to the Individualized Education Program (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled at the discretion of the school's Special Services Department and in compliance with applicable law.

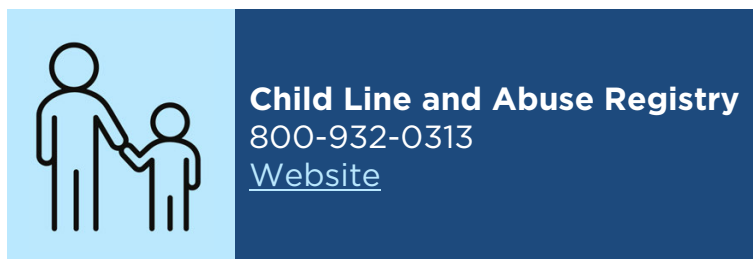


Please see [Board Policy #1003](#) and [Board Policy #1003.1](#) for additional information.

1.8 MANDATED REPORTING

By law, all 21CCCS staff members are mandated reporters. This means that staff must report information to the proper authorities if they suspect any harm or abuse has come to a student. Harm to a student may include neglect, emotional abuse, physical abuse, and sexual abuse.

Information will be reported using the Child Line and Abuse Registry:



Child Line is a service of the Pennsylvania Department of Public Welfare. Information about Child Line can be found online at <https://www.compass.state.pa.us/cwis/public/referralslearnmore>.

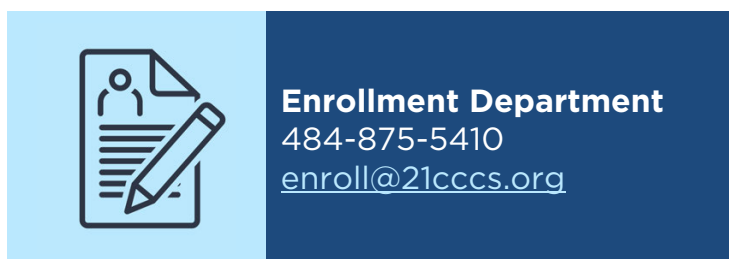
21CCCS staff is also required to report to the proper authorities if students share that they are planning, or have knowledge of someone else planning, to harm themselves or others.



For more information, please see [Board Policy #6019](#).

1.9 PHOTO RELEASE

Photos are sometimes posted on our website, social media, and/or other marketing publications. If parents/guardians opt to not have their student's work and/or image included in publications, The Student Academic Work and Image (Photographing/Videotaping) Release Form should have been signed at the time of enrollment. For any and all updates or changes, please contact:



For more information about our social media policy, please see [Board Policy #6012](#).

1.10 SURVEYS

Surveys conducted by outside agencies, organizations, and individuals require the pre-approval of the CEO. No student will be required to submit to a survey, analysis, or evaluation that reveals protected information without parental consent. 21CCCS will notify parents/guardians of any activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing. Parents/Guardians have the right to inspect the survey and opt their child out of marketing surveys. This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for school/education-related purposes.



Additional information about surveys can be found in [Board Policy #2035](#).

1.11 STUDENT FUNDRAISING

21CCCS prohibits the collection of money by a student for personal benefit on 21CCCS property or at any school-sponsored activity. Fundraising activities for a 21CCCS class, program, club, or student organization must be approved in advance by a school administrator.



1.12 CLEARANCE POLICY FOR VOLUNTEERS

To ensure the safety of our students, 21st Century Charter School has instituted a policy regarding volunteers, which follows Act 15 of 2015. Volunteers who have “direct volunteer contact,” with children at a school, meaning, the care, supervision, guidance, or control of children and routine interaction with children, must have background checks. “Routine interaction” is defined in the Act as “regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.”

Volunteers must obtain the following certifications:



Criminal History Record from the
Pennsylvania State Police



Child Abuse History Certification from
the Department of Human Services
(Child Abuse)

A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is not required as long as:

- ① the position the volunteer is applying for is an unpaid position; and
- ② the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years.

Volunteers who are not required to obtain the FBI certification for these reasons must swear or affirm, in writing, that they are not disqualified from service based upon a conviction of an offense under Section 6344.

Link to the Standardized Fingerprint Form:

[Standardized Fingerprint Form](#)

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the person responsible for the selection of volunteers. They are not required to obtain any additional FBI certifications.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, and has not obtained their FBI certification, they must obtain that certification.

Volunteers required to obtain clearances include persons who are responsible for the child's welfare or who wish to visit the school regularly to serve as volunteers and to provide for the care, supervision, guidance or control of children. Copies of all clearances shall be provided to the Charter School.

All Clearance Required Volunteers must obtain the required certification every sixty (60) months from the date of the individual's most recent certification.

Examples of volunteer situations requiring clearances include, but are not limited to:



Working with small group of students or individual students



Driving a team/group to an activity



Volunteer coaches and club advisors



Supervising a group of students on a field trip

Volunteers not required to obtain clearances include visitors who are not responsible for a child's welfare or are visiting the school irregularly and not providing for the care, supervision, guidance, or control of children. Although occasional visitors are not required to complete the clearances, they should continue to comply with building security policies (such as signing in before entering the building).

Examples of situations in which volunteers typically would not need clearances include, but are not limited to:

- Attending a presentation or party
- Attending a school-sponsored event (Ex. picnic, bowling party, dinner, ceremony, school trips, etc.)
- Collecting tickets at events
- Working concession stands
- Participating in a "Career Day"



For more information, please see [Board Policy #1020](#).

1.13 HOMELESSNESS

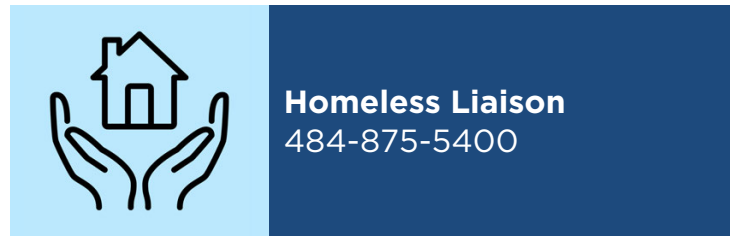
Students experiencing homelessness have the right to access a free, appropriate public education. The McKinney-Vento Homeless Assistance Act was created to aid individuals experiencing homelessness. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

Please contact our Homelessness Liaison if you are living in any of the following situations:

- A shelter
- A motel or campground due to the lack of an alternative adequate accommodation
- A car, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Eligible students have the right to the following:

- Enroll at 21CCCS immediately, even if lacking documents normally required for enrollment.
- Receive educational services comparable to those provided to other students.



Please contact the 21CCCS Homeless Liaison with any questions. If you believe you may be eligible, please contact the 21CCCS Homelessness Liaison or your School Counselor to find out what services and supports may be available.



Please see [Board Policy #2051](#) for more information.

SECTION 2: STUDENT CODE OF CONDUCT

The Student Code of Conduct shall apply to student conduct that occurs on 21CCCS property as well as off 21CCCS property in certain circumstances.



Additional information about the 21CCCS Code of Conduct can be found in [Board Policy #2018](#) & [Board Policy #2033](#).

2.1 STUDENT RIGHTS AND RESPONSIBILITIES

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance, conscientious effort in school work, conformance to 21CCCS Board policies and school rules, respect for the rights of other teachers, other students, administrators, and all others who are involved in the educational process. It is the responsibility of the student to be aware of all policies, rules and procedures for student behavior. Additional student responsibilities are listed below:



Assist 21CCCS staff with operating a safe school



Satisfactorily complete coursework



Report accurately in student media



Comply with federal, state, and local laws and requirements



Volunteer information in matters relating to the health safety, and welfare of the 21CCCS community and protection of 21CCCS property



Dress and groom to meet standards of health and safety and not to cause substantial disruption to the educational process



Exercise proper care of 21CCCS facilities, equipment, and supplies. Students are responsible for their conduct and any visible or audible activity while on camera or using their microphone.



Avoid using obscene language in student media or while on 21CCCS property or while participating in a school-sponsored event



Additional information regarding Student Rights and Responsibilities can be found in [Board Policy #2060](#).

2.2 ACT 55: CAMERA CHECKS

As per the new Charter School Law, 21st Century Cyber Charter School (21CCCS) adheres to the guidelines of Act 55 of 2024 (“Act 55”), which requires cyber charter schools to check in visually and verbally with their students each week, regardless of grade level, to verify their students’ well-being and participation. Specifically, new Charter School Law (“CSL”) section 1748.1-A(a) states:

A cyber charter school shall, at least once during any week consisting of at least three full or partial days of academic instruction, ensure that each enrolled student is able to be visibly seen and communicated with in real-time by a teacher, administrator, or other representative of the cyber charter school, either in person or via electronic means, in order to ensure the well-being of the student and verify participation in the educational program.

While complying with the guidelines of Act 55, 21CCCS will also adhere to a student’s Individualized Education Program (IEP) with respect to camera use requirements.

Students are expected to attend a weekly check-in meeting with their Academic Advisor. During this meeting, students should turn on their cameras to meet the wellness check requirements of Act 55. This can be at a recurring time each week and added to your student’s calendar. Students do not need to keep their cameras on after the check if they do not want to. Remember, this is a once-weekly check. Once a student completes this for the week, they have met the weekly requirement. The importance of this meeting goes beyond the wellness check. It is also about students being engaged and connecting with their school.

If the student is unable to meet with their advisor, they are expected to reschedule for another time that week or meet the wellness check requirement in one of the following ways:

- Meeting one-on-one with a teacher or school counselor
- During live class with the student's teacher
- During virtual office hours
- During virtual or in-person school activities
- Schoology Attendance Course Videos for High School Students

If a student is unable to be reached, the following steps may be taken to check in visually and/or verbally with that student:

- Phone call
- Email
- Video conferencing
- Text messaging or utilizing the chat feature
- Schedule a visit with the 21st Century Cyber Charter School Home & School Liaisons
- The student's computer may be temporarily disabled pending communication with the school.
- Contact Child Protective Services
- Request a wellness check through the student's local police department.



Additional information regarding Wellness Check Requirements can be found in [Board Policy #2007](#) and [2007-AR-1](#).

2.3 ACADEMIC INTEGRITY

Students are expected to uphold a high level of academic integrity by displaying academic ethical behavior. This means they are expected to complete and produce works of their own individual effort and in accordance with the directions provided by the teacher as they relate to any permitted use of artificial intelligence. Students who fail to produce their own work, use artificial intelligence and submit as their own work and/or claim the works of others as their own shall be in fault of academic dishonesty.



Examples of academic dishonesty may include any of the following:

- 1 Plagiarism - The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- 2 Fabrication - The falsification of data, information, or citations in any formal academic exercise.
- 3 Deception/Falsification of Facts - Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

- ④ Cheating - Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- ⑤ Bribery - or paid services. Giving assignment answers or test answers for money.
- ⑥ Sabotage - Acting to prevent others from completing their work.
- ⑦ Professorial Misconduct - Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.
- ⑧ Personation - assuming a student's identity with intent to provide an advantage for the student.

Engagement in the forgery of papers, reports, tests or notes will not be tolerated. Any other form of copyright infringement will also not be tolerated. Students are expected to understand and abide by copyright infringement laws, as designated by federal law. This includes, but is not limited to, the copying of work produced by another student, publication, or internet source.

The program Turn It In may be utilized by staff as a tool to detect computer-generated work and help students avoid plagiarism issues.



Any violation of academic integrity will result in disciplinary action, to be determined by the school principal. Each offense will be taken into consideration, and multiple offenses will be regarded with the highest concern. Consequences may include loss of grades, loss of academic credit, and in extreme cases, suspension.

Violations of academic integrity include but are not limited to:

- ① Using another person as a substitute when taking an examination or quiz.
- ② Submitting substantial portions of the same academic work for credit more than once without permission of the current instructor(s).
- ③ Allowing others to conduct research or prepare any work for them without advance authorization from the instructor.
- ④ Altering any grade or score in any way.
- ⑤ Falsifying or inventing any information or data in an academic exercise including; records, reports, statistics, and citations of information sources.
- ⑥ Failure to acknowledge the source of borrowed words or ideas.
- ⑦ Improper paraphrasing without citations.

- 8 Failure to include a bibliography or other list of works that were consulted in the preparation of the assignment, such as every book, article, and/or information source used.
 - 9 Knowingly help or attempt to help another student cheat.
 - 10 Submitting computer-generated work or another student's work for credit.
-  For more information, please see [Board Policy #2013](#).

2.4 ARTIFICIAL INTELLIGENCE

As noted in Section 2.3, students are expected to uphold a high level of academic integrity by displaying academic ethical behavior as explained in our student handbook and various policy documents. While 21st Century Cyber Charter School embraces the positive and powerful nature of technology in its many forms, Artificial Intelligence (AI) has presented challenges and opportunities for teachers and students. Use of Generative-AI tools should be used following the principles of the [21CCCS policy](#) and guidance from their individual teachers as noted in the course syllabus, assignments, and assessments. This includes being honest about the use of these tools for submitted work when it is permitted and including citations when using the work of others, whether individual people or Generative-AI tools.

2.5 ELECTRONIC DEVICES

21CCCS supports the use of educational devices for educational purposes and or while prohibiting the use of electronic devices that would disrupt a safe and orderly school environment or violate the Student Code of Conduct. Electronic devices include all devices that can:



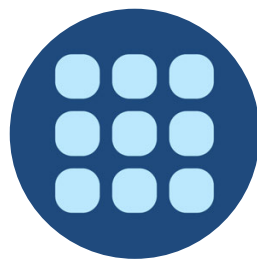
take
photographs



record, play, or
edit audio or
video data



store, transmit
or receive calls,
messages, text,
data or images



operate online
applications



provide
wireless,
unfiltered
connection to
the internet

21CCCS prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer, including but not limited to texting and e-mailing. Electronic devices may not be used in bathrooms, locker rooms, or other changing areas. This

applies to when students are on 21CCCS property or attending any school-sponsored event. Students can be disciplined for misuse of electronic devices pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



Additional information about electronic devices can be found in [Board Policy #2037](#).

2.6 TOBACCO

21CCCS prohibits the possession, use or sale of tobacco by students at any time on 21CCCS property and on any property, buses, vans, vehicles that are owned, leased, or rented by 21CCCS. The prohibition includes students at school-sponsored activities that are held off of school property. Tobacco includes a lighted or unlighted cigarette, cigar, pipe, electronic smoking device, or other smoking product or material and smokeless tobacco in any form. Students can be disciplined for possession and/or sale of tobacco products pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



More information about tobacco can be found in [Board Policy #2022](#).

2.7 SEARCHES

21CCCS officials have the authority to lawfully search students or their belongings, including automobiles, electronic devices, purses, backpacks, clothing, and other possessions without a warrant when on 21CCCS property or when otherwise under 21CCCS supervision if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of 21CCCS population, or evidence that there has been a violation of law, Board Policy, or other 21CCCS rules.



More information about searches can be found in [Board Policy #2026](#).

2.8 CONTROLLED SUBSTANCES/PARAPHERNALIA

21CCCS prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, at any time while on 21CCCS property, at any school-sponsored activity, and during time spent traveling to and from 21CCCS and school-sponsored activities.

Controlled substances include all controlled substances prohibited by federal and state laws, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as but not limited to glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effective

of a controlled substance as defined by state or federal laws, as well as prescription or over-the-counter medications, except those for which permission for use in school has been granted pursuant to [Board Policy #2010](#).

A look-alike drug shall include any pill, capsule, tablet, powder, plant material, or other item or substance that is designated or intended to resemble a controlled substance. Students can be disciplined for possession and/or sale of controlled substances/paraphernalia pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



Additional information about controlled substances/paraphernalia can be found in [Board Policy #2027](#).

2.9 HAZING

21CCCS prohibits hazing in connection with any school activity or organization regardless of whether the conduct occurs on or off school property. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. When a student believes that they have been subject to hazing, the student must promptly report the incident to the Principal who will conduct a timely, impartial, thorough, and comprehensive investigation. Students can be disciplined for hazing pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



More information about hazing can be found in [Board Policy #2047](#).

2.10 TERRORIST THREATS/ACTS

21CCCS recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, teachers, and property. All students are prohibited from communicating or committing terroristic acts directed at another student, teacher, staff member, school official, property, or facility owned and/or operated by 21CCCS.

“Terroristic threats” imply direct or indirect threats to commit violence, which display intent to terrorize others. Terroristic threats can also include communications that either directly or indirectly cause evacuation of a building, place of assembly or facility of public transportation, or that otherwise cause serious public inconvenience or cause terror or public inconvenience with reckless disregard for doing so. “Terroristic acts” are offenses made against property or individuals, which cause harm or danger. Individuals involved in such will be subject to counsel and/or disciplinary procedures in accordance with the Terroristic Threats/Acts [Board Policy #2018.2](#).

Any such conduct will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation. Students can be disciplined for making terroristic threats/acts pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



Additional information about terroristic threats can be found in [Board Policy #2018.2](#).

2.11 WEAPONS

21CCCS prohibits the possession of weapons on school property, on any school-sponsored activity, and while students are coming to or from 21CCCS or school-sponsored activity. Weapons are defined as any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Students can be disciplined for possession of a weapon pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. Pursuant to Section 13-1317.2 of the Public School Code, the mandatory consequence for possession of a weapon is a one year expulsion.



Additional information about weapons can be found in [Board Policy #2018.1](#).

2.12 UNLAWFUL STUDENT HARASSMENT

21CCCS seeks to maintain an educational environment that is free of harassment in any form.

The term harassment includes, but is not limited to, slurs, jokes, or other verbal, visual, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability.

Harassment may be delivered in a variety of ways, including but not limited to, nonverbal, verbal, or written delivery, as well as via telephone or the internet. Harassment may also include engaging in conduct or repeatedly committing acts that serve no legitimate purpose, communicating repeatedly in an anonymous manner or during extremely inconvenient hours and/or subjecting or threatening to subject another to physical contact. Cyber harassment occurs when any individual engages in a continuing course of conduct, via electronic means, that includes: a) seriously disparaging statements or opinions regarding a child's physical characteristics, sexuality, sexual activity or health condition and/or b) threats to inflict harm.

Specific forms of harassment include ethnic, racial or sexual harassment. Ethnic or racial harassment includes but is not limited to the use of any derogatory word(s), phrase(s), or action(s) characterizing a given racial or ethnic group, which may be perceived as offensive in an educational environment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature as it is defined and prohibited by Federal, State and Local law. It may be, but is not limited to, sexual flirtation, advances, touching, propositions, graphic, suggestive, or sexually degrading words, signs, offensive jokes, cartoons, pictures, graffiti, references to sexual activities, intimidation, physical assaults, or contact, overt sexual

conduct, pranks, violence, or any conduct that subsequently interferes with a student's ability to work or learn.

Any act that creates an intimidating or hostile educational environment will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation. Students can be disciplined for harassment pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

The 21CCCS administration will investigate any claims of unlawful harassment and determine if the charge is substantiated to proceed with corrective action(s). A substantiated charge against a student may lead to disciplinary action, which may disrupt educational activities and/or require counseling services related to unlawful harassment.

For Title IX related questions, e-mail:



For more information, please see [Board Policy #1003](#) and [Board Policy #1039](#).

2.13 ANTI-BULLYING

The Board of Trustees is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Bullying that interferes with a student's ability to learn or the school's ability to educate its students in a safe, positive, productive, and nurturing environment, is prohibited. Since students learn by example, school administrators, faculty, staff, students, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse tolerance for bullying. In short, 21CCCS prohibits all forms of bullying by students.

"Bullying" is defined as an intentional verbal (oral, written, or electronically transmitted) or physical act that may be considered aggressive, threatening, degrading, harassing, or abusive. This includes, but is not limited to, discrimination, physical harm, psychological distress, harassment, intimidation, or hazing:

- ① That is directed at one or more students.
- ② That occurs in a "school setting."
- ③ That is severe, persistent or pervasive.
- ④ That has the effect of doing any of the following:
 - a. substantially interferes with a student's education

b. creates a threatening environment

- ⑤ That substantially disrupts the orderly operation of the school.
- ⑥ That interferes with the right to student security.

A “school setting” includes any place within the school building, on school grounds, on school property, on any school testing site properties, field trip sites, or other sites used for school sponsored, supervised or sanctioned activities. A school setting also includes any software, servers, programs, accounts, or internet resources provided by 21CCCS.

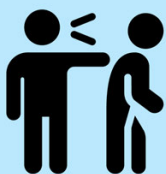
Additionally, any student whose out-of-school conduct materially and substantially interferes with another student’s educational process is subject to this policy.

The Board requires the CEO to receive complaints regarding instances of bullying. All school employees are required to report alleged violations of this policy to the CEO, while other members of the school community (students, parents/guardians, volunteers, and visitors) are encouraged to report acts that may violate this policy. Reports may be made anonymously, but formal disciplinary action may require additional reporting for investigative purposes. Knowingly or intentionally making false accusations of bullying is prohibited. Students can be disciplined for violations of the Anti-Bullying Policy pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



Additional information about bullying can be found in [Board Policy #2049](#).

TO REPORT AN ACT OF BULLYING, CONTACT ADMINISTRATION AT:



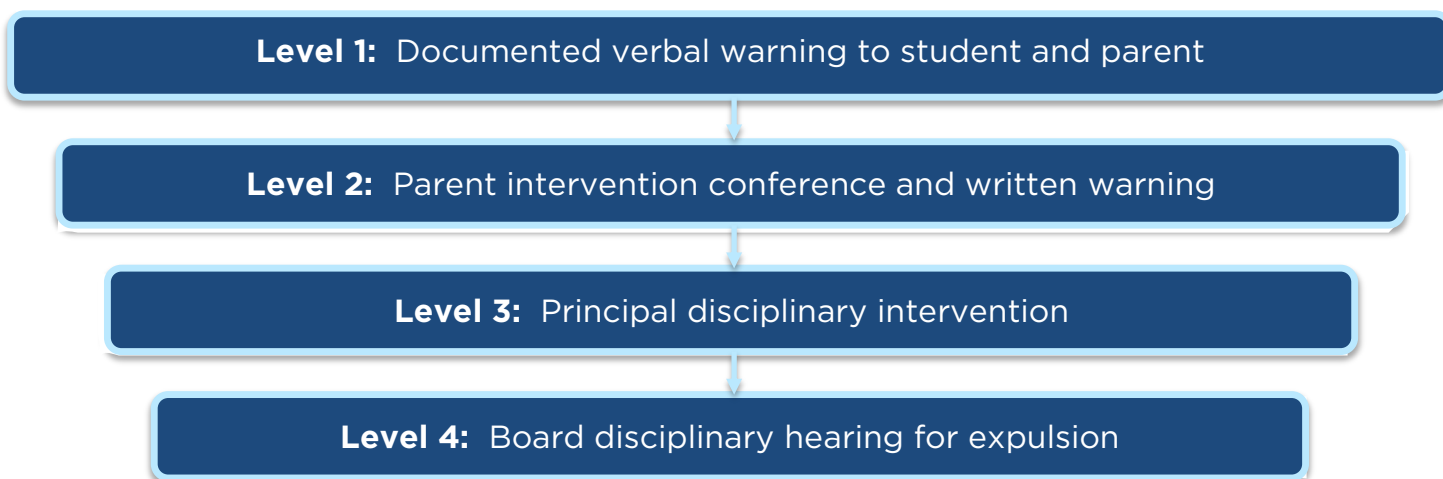
Report Bullying

484-875-5400
1245 Wrights Lane
West Chester, PA 19380

2.14 STUDENT DISCIPLINE

Students are expected to follow all policies and procedures in the Handbook. If a student fails to follow the policies and procedures it will be referred to the Principal, or their designee, for discipline. The following areas provide a non-exhaustive list of examples of discipline offenses: Academic Integrity, Acceptable Use Policy Violation, Inappropriate Behavior, Bullying, Terroristic Threats, and Testing Violations.

Disciplinary levels determined upon the severity of infraction and/or the frequency of times an infraction has been committed.



PLEASE NOTE: 21CCCS reserves the right to escalate or deescalate the level of any disciplinary infraction based upon the specific facts, circumstances and/or frequency or number of past infractions.

Any and all school-based discipline is subject to administrator discretion

All Special Education discipline will include consultation with a Special Education Administrator.



Additional information about student discipline can be found in [Board Policy #2018](#).

2.15 DUE PROCESS

Students shall be afforded due process if they are to be excluded from school. Exclusion from school may take the form of suspension or expulsion.



Suspension is exclusion from School for a period of 1 to 10 consecutive school days.



Expulsion is an exclusion from school for a period exceeding 10 school days and may be a permanent removal from the school rolls.

Violations of school policies and procedures may result in the application of student disciplinary measures. In the event of an allegation that a student has violated the policies or procedures of 21CCCS, the student and the student's parents/guardians will be notified and provided an opportunity to respond before the student is excluded from the School. If required, a hearing will be held. The following process will be used to address potential violations of school policies, procedures, or the student code of conduct:

- ① The administration may use the following consequences to address student violations of the policy:
 - a. Administrative warning
 - b. Detentions
 - c. Restriction of school-issued accounts and equipment
 - d. Development of a plan for correction
 - e. Implementation of a probation period
 - f. Suspension from access to classes
 - g. Failure of a course
 - h. Expulsion from the school
 - i. A combination of the above
- ② The school will inform the student and the parent/guardian of the information related to the alleged violation.
- ③ If the student is suspended from access to classes:
 - a. The parents/guardians will be notified in writing.
 - b. The school will provide an opportunity for the student and parents/guardians to review information provided regarding the violation and respond to allegations.
 - c. An informal hearing will be offered to parents/guardians if a suspension exceeds three (3) days.
 - d. If an informal hearing is conducted, the student may speak on their own behalf, question witnesses, and present witnesses on their own behalf.
 - e. 21CCCS will conduct the informal hearing within the first five (5) days of the suspension.
- ④ If the student is recommended for expulsion from 21CCCS:
 - a. Notification of the charges will be sent to parents/guardians via certified mail.
 - b. A private formal hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the Board.
 - c. Parents/Guardians will be notified at least three (3) days in advance of the time and location of the hearing. A copy of the Expulsion [Policy #2033](#), notice that legal counsel may represent the student, and hearing procedures will be included in the hearing notice.
 - d. The hearing will be held within 15 school days of notification, unless otherwise agreed upon by both parties.
 - e. During the hearing, the student has the right to:
 - i. Representation by counsel at the expense of parents/guardians.
 - ii. Have their parents/guardians present.
 - iii. Be presented with the names of witnesses and copies of statements and affidavits from participating witnesses.
 - iv. Request that witnesses appear and to cross-examine witnesses.
 - v. Testify or present witnesses on their own behalf.

- f. A student may request the rescheduling of the hearing if the student demonstrates reasonable cause for rescheduling.
- g. A written or audio record will be kept of the hearing.
- h. During the period prior to the expulsion hearing and decision, the student will typically be permitted access to their classes. However, if it is determined after an informal hearing that a student's presence in their normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Special Education students may be referred to the Special Education Administrator to determine appropriate disciplinary action.

Law enforcement agencies will be contacted if student behavior violates a local, state, or federal law.



Additional information about student suspensions and expulsions can be found in [Board Policy #2033](#).

2.16 PARENT/GUARDIAN CONCERN/COMPLAINT REPORTING PROCEDURE

Parents/Guardians should address concerns related to their child's education or school related activities as soon as the concern is discovered.



Additional information about 21CCCS' complaint process can be found in [Board Policy #2019](#).

Level 1: Involved Staff

Administration encourages parents/guardians to first try to resolve the concern with the staff member most closely involved with the issue. 21CCCS staff are committed to the success of students and appreciate the opportunity to address potential problems before they affect academic progress.

Level 2: Principal

If a parent/guardian feels the concern has not been addressed after working with the staff involved in the issue, or if the parent/guardian feels that the concern is too serious or unrelated to a teacher or school counselor, the parent/guardian should contact a school principal.

Level 3:
Director of
Student
Services

If a parent/guardian feels that their attempt to resolve a concern with their child's principal was unsuccessful they may escalate the concern to the Director of Student Services. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The Director of Student Services will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The Director of Student Services will then contact parents/guardians to discuss the findings.

Level 4:
CEO

If a parent/guardian feels that their attempt to resolve a concern with their child's principal and the Director of Student Services was unsuccessful, they may escalate the concern to the school CEO. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The CEO will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The CEO will then contact parents/guardians to discuss. At this juncture, the parents/guardian may request a meeting with the CEO, to be held at a 21CCCS facility location or virtually, in accordance with the preference of the parents/guardian and at the CEO's discretion. If a meeting with the CEO is requested, after a date, time, and location have been determined between the CEO and parents/guardians, an email will be sent out from the CEO's office to the parents/guardian confirming the scheduled day, time, and location of the meeting. At least one (1) business day in advance, the parents/guardian shall provide a written list of the name(s) of any other individual(s), aside from the relevant student, who would like to be in attendance at the meeting. If the parents/guardian are not present at the scheduled meeting time, the meeting will be cancelled and the parents/guardian will be required to submit a request, in writing, to reschedule. Repeated failure to attend a scheduled meeting may result in the CEO making a determination on the concern(s) without holding a meeting session with the parents/guardian.

2.17 SAFE2SAY SOMETHING



In accordance with law, the Charter School established the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which Charter School administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe,

potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

- ① A twenty-four (24) hour a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
- ② A Safe2Say Something program secure website; or
- ③ A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school or student anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email. Students will be required to participate and complete annual training for the Safe to Say Program.



See it. Report it.

1-844-SAF2SAY

1-844-723-2729

WWW.SAFE2SAYPA.ORG

SECTION 3: STUDENT ACADEMIC PROCEDURES

3.1 HEALTH SERVICES

21CCCS recognizes student health and wellness as an important part of each child's education. Health services are provided by the Certified School Nurse to promote health education, establish good health habits and increased knowledge of public health. As part of health services, the school nurse maintains health records for all students as required by Pennsylvania School Code.

All Students are expected to remain in compliance with the Pennsylvania Public School Code regarding immunizations, annual health screenings, physicals, and dental examinations.



Health Requirements

The Pennsylvania Public School Code requires school health services for all children of school age, regardless of the school setting. School screenings are offered at various school events and throughout the school year at both office locations.



Mandated Health Screenings

Height and Weight Screening – yearly for all grades

Vision Screening (near and far vision) – yearly for all grades

Hearing Screening – required for students entering 7th and 11th grade



Mandated Exams

Physical Exams – required for students entering 6th and 11th grade

Dental Exam – required for students entering 7th grade

Parents/guardians have the primary responsibility for their children's health, and are able to submit their child's screening and exam from a medical professional. Completed health forms may be submitted to the school nurse by the following methods:



Nurse

Scan or Email to: nurse@21cccs.org

Fax: 610-514-6008

Drop Off or Mail:

1245 Wrights Lane, West Chester, PA 19380

Immunizations

The intent of immunization regulations is to keep children healthy in school and to minimize the chance of disease which could seriously impair a child's ability to learn. The Commonwealth of Pennsylvania (as required by PA law) has specific immunization regulations relating to school enrollment and attendance.

The minimum immunizations for any student entering school include:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or evidence of maturity

* Usually given as DTP or DTaP or DT or Td

** Usually given as MMR

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) required by the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) required by the first day of 7th grade

For attendance in 12th grade:

- 1 dose of meningococcal conjugate vaccine (MCV) required by the first day of 12th grade

Pennsylvania's school immunization requirements can be found in 28 PA. Code CH. 23 (School Immunization) or call 1-877-PA-Health.

If your insurance does not cover immunizations, please contact your local health department to schedule an appointment for vaccines.

A child may not be admitted to or permitted to attend 21CCCS unless the immunization requirements have been met. All immunization requirements shall be completed within 5 days of entrance to the 21CCCS. If not medically appropriate within 5 days, the child may provide a medical certificate on or before the fifth day scheduling the remaining doses. If the requirements are not met, the child shall risk exclusion.

Enrolling students who need additional immunizations to comply with state requirements may be enrolled on a provisional basis provided the student has the following:

- any single dose vaccine and at least one dose of the multi-dose vaccine requirement upon school entry.
- if a student does not have all the doses listed above, needs additional doses, and the next dose is *not* medically appropriated, the student must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

In compliance with Pennsylvania State Code, 21CCCS reserves the right to deny continued enrollment to students who fail to provide sufficient evidence of outstanding immunization completion and who do not submit a valid exemption request.

A child may obtain a medical, religious or philosophical/strong moral or ethical conviction exemption from meeting the immunization requirements. If a medical exemption is requested, the medical exemption letter must be signed by a licensed physician.

All exemptions must:

- Be submitted in writing, indicating the immunization(s) and/or examination(s) being exempted.
- State the reason for exemption.
- Be signed and dated by a parent/guardian.

Exemption from medical or dental examinations will not be granted if the Department of Health finds that facts exist under which the exemption constitutes a present substantial menace to the health of other persons exposed to contact with the unexamined person.

Medication Policy

21CCCS recognizes that the health of some students requires they receive medication during school hours; to include participating in testing, attending school sponsored event and community outreach



For more information, please see [Board Policy # 2024](#).

Medications are defined as:



Any Prescription
Medication



Inhalers



EpiPens



Non-Prescription
Medication, All Over
the Counter
Medicines, Vitamins
and Herbal
Supplements

When medication must be given during school hours, the following procedures will be followed:

- 1 Parents/guardians must submit a written request, which shall give permission for the nurse to administer the medication. The request shall include the purpose and reason of the medication. This document will be kept on file.
- 2 The parents/guardians will complete an [Authorization for School Medication Administration](#) form. This form will be kept on file.
 - a. Student Name, Address, Telephone Number
 - b. Federal DEA (Drug Enforcement Administration), Number of the Pharmacy, Patient Name

- c. Directions for Use (dosage, frequency and time of administration, route, special instructions)
- d. Name and Registration Number of the Licensed Prescriber, Prescription Serial Number, Date Originally Filled
- e. Name of Medication and Amount Dispensed, Controlled Substance Statement, if applicable
- f. Nonprescription/Over the counter medication must be delivered in its original packaging, labeled with the student's name

- ③ A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications directly to the school nurse, or in their absence a building administrator. The medication must be in the original pharmacy labeled container. The label must contain:
- ④ All medications must be picked up by the parent/guardian, at the end of the event or day (whichever is earlier).
- ⑤ Any medication administered will be documented in the student's medication log.
- ⑥ Medication will be kept in a locked container or secured container (when offsite).
- ⑦ Students will be responsible for checking in with the nurse when the medication is to be given (if scheduled medication).

Medication will be administered in accordance with the guidelines promulgated by the Pennsylvania Department of Health regarding the administration of medications in school.

Requirements for Students Self-Administration of Medication

- ① Before any student may administer any medication during school hours, the procedures described above and outline in [School Board Policy #2024](#) must be followed.
- ② Parents/Guardians must complete Self Administration by Student Form.
- ③ Students will be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma provided that the above conditions are met.

Students are not allowed to carry or possess unregistered medication while attending any school sponsored event or activity.

The Pennsylvania School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order

to request this exemption, contact the school nurse to discuss this decision, review and sign the refusal to permit Administration of Stock Epinephrine for Emergency First Aid.

3.2 STUDENT ATTENDANCE

All students of compulsory school age are required to meet the mandated legal attendance requirements. Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 6 years), until the age of 18 or graduation from high school, whichever occurs first.

21CCCS as well as parents/guardians are required to ensure that their children meet school attendance requirements as evidenced by:

Attendance is taken each day. It is the student's responsibility to log into the Infinite Campus Student Portal each academic day (Monday through Friday, except for holidays or scheduled days off when school is not in session). If a student fails to log in an academic day, and does not submit an excuse note by the guardian within the required time period, this is considered an unexcused absence.

Excused/Legal Absence

Excused or legal absences should be reported to the Attendance Secretary via the Attendance Email within three (3) days of the absence. Parents are able to excuse 10 absences without a doctor's note. If absence information cannot be sent via email, please call the Attendance Secretary at:



Absences will be excused for the following reasons (all but illness or death must be reported prior to the absence):



Illness: After three consecutive days of absence from school, a doctor's excuse note must be sent to the Attendance Secretary and the child's school counselor.



Legal appointments, such as court appearances, appointments with legal counsel and/or probation officer, probation hearings, etc.



Participation in approved school/co-op activities with prior approval by school administration.



Medical appointments (with submission of doctor's note upon school request).



Extreme illness or death of a family member.



Visit to college or technical institutes by juniors or seniors.



Educational travel with approval of the principal or other school administrator submitted one week prior to departure.



Maternity leave: New mothers will be exempt from school work for six weeks. After six weeks students will make a plan with their advisor and school counselor to transition back to school. A doctor's release is required for the student to return to school.



Upon written parental request, and in accordance with 21CCCS Board policies, students may be excused from School for religious holidays observed by bona fide religious groups.

Students should make arrangements with teachers to complete work prior to the excused or legal absence. When this is not possible, students should make up missed work as soon as possible.

Unexcused/Illegal Absences

Any absence that is not deemed legal or excused will be documented as unexcused/illegal. A valid excuse must be provided to the school upon the date of return from an absence. Failure to do so will result in contacting the parent/guardian through email and a phone call. If a valid excuse is not provided within 3 days of returning to school, a student faces accrual of an unexcused/illegal absence. Unexcused absences may result in:

- Issuance of truancy notices
- Synchronous program participation
- Required in-person conferences for both student and guardian at one of the school locations
- Home visits

Students illegally absent for 10 or more consecutive school days may be removed from the school's roster per state law (22 Pa. Code 11.24).

Class attendance at 21CCCS is a student obligation and responsibility. A student who does not attend school regularly and shows truancy may not meet the requirements for advancement and graduation.

3

A child is “truant” if they have three (3) or more school days of unexcused absences during the current school year. An unexcused absence is any absence from school without an acceptable excuse, or without any reason at all. An out of school suspension shall be considered an excused absence.

6

A child is “habitually truant” if they have six (6) or more school days of unexcused absences during the current school year.

A child is considered truant if they are absent from school due to not meeting the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), or the student has not received from the Chief Executive Officer (“CEO”) or their designee a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). 22 Pa. Code. Chapter 11.20.

The 21CCCS Attendance Policy entails the following:

1st Unexcused Absence:

- The student and guardian will receive official notice via phone and email.

2nd Unexcused Absence:

- The student and guardian will receive a communication from the student’s Academic Advisor.
- The student and guardian will receive official notice via phone and email.

3rd Unexcused Absence:

- The student and guardian are required to attend a conference with the student’s Academic Advisor and School Counselor.
- A Student Attendance Improvement Plan will be completed.
- The student will be required to follow a synchronous attendance model.
- The student and guardian will receive official notice via phone and email.

4th Unexcused Absence:

- The student and guardian are required to communicate with the student's Assistant Principal.
- The Student Attendance Improvement Plan will be reviewed.
- The student and guardian will receive official notice via phone and email.

5th Unexcused Absence:

- A home visit will be completed by the Home and School Liaison.
- If a home visit is not able to be scheduled, then the student and guardian may be requested to attend an in-person conference with their student's principal at one of the school locations.
- The student and guardian will receive official notice via phone and email.

6th or More Unexcused Absence:

- Principals will review the student's attendance records to determine the next steps.
- Referrals to either (1) a school based or community-based attendance improvement program and/or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent under the Juvenile Act. A citation may be filed with the student's local District Magistrate.
- The student and guardian will receive official notice via phone, certified mail and email.

Habitually Truant Children Under Fifteen (15) Years of Age:

The Charter School will refer the child to either:

- ① A school-based or community-based attendance improvement program; or
- ② The county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the Charter School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial court. The venue for filing the citation shall be in the magisterial district court based on the location of the child's residence.

Habitually Truant Children Fifteen (15) Years of Age and Older:

The Charter School will either:

- 1 Refer the child to a school-based or community- based attendance improvement program; or
- 2 File a citation against the student or parent/guardian in the appropriate magisterial district court. The venue for filing the citation shall be in the magisterial district court based on the location of the child's residence. If habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to a school-based or community- based attendance improvement program or the child refuses to participate in an attendance improvement program, the Charter School may refer the child to the local CYS agency for possible disposition as a dependent child.

In all cases, regardless of age, where the Charter School refers a habitually truant child to a magisterial district court or CYS, the Charter School will provide verification that it convened and held a Student Attendance Improvement Conference.

Questions and concerns should be directed to:

	Assistant Principal Melody Dunn mdunn@21cccs.org 484-875-5432



Additional information can be found in [Board Policy #1015](#).

3.3 WITHDRAWAL

The procedure for withdrawal from 21CCCS includes initial notification to the Enrollment Department by phone or email as well as a Records Request from the school to which the student will be transferring and the student's start date.

	Enrollment Department 484-875-5410 enroll@21cccs.org

No official transcripts or contents of the student’s educational record may be released directly to the parents/guardians upon withdrawal. Once the withdrawal is complete, the student and their parents/guardians will be informed about the process of returning all school materials. Any unreturned or damaged items will result in a bill being issued to the parent/guardian for replacement costs. Students will remain enrolled until notification from their new school is received. They should continue to work until officially withdrawn. Withdrawal grades are based on what a student completed at the end of their last day at our school compared to what assignments were available to the student. A student leaving within the last 2 weeks of a quarter is responsible for the work assigned in the entire quarter.

3.4 SCHOOL YEAR STRUCTURE

21CCCS full-credit classes run over the course of the full year schedule, beginning with the first student day and ending on the last student day. The school year is divided into four quarters. Half-credit classes will run the length of one semester. A typical student schedule consists of 6 credits.

21CCCS School Year Full-Credit Classes			
Half-Credit Classes		Half-Credit Classes	
1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter

Grades 6 through 12

Classes will close at 3:30 PM on the last day of each quarter. The end-of-quarter dates can be found on the Board-approved calendar. All work submitted by 3:30 PM will be included in the quarter grade calculation. No extensions beyond the close of classes will be granted. Deadline expectations are as follows:



- A student has a minimum of 45 days and a maximum of 90 days to complete a half credit course.
- A student has a minimum of 90 days and a maximum of 180 days to complete a one credit course.

Students will not have access to their classes after 3:30 PM on the last day of the quarter/semester.

All 21CCCS classes will close on the last student day of the quarter at 3:30 p.m. in accordance with the school calendar.

3.5 GROWTH MODEL/ RESUBMISSION

21CCCS supports the philosophy of student mastery of content and, therefore, allows students to resubmit assignments within the quarter. In order to resubmit an assignment/assessment/test/quiz more than one time, students are required to have a communication with their teacher.

3.6 PROGRAM PLACEMENT & COURSE SELECTION

21CCCS Course Scheduling

High school students at 21CCCS are scheduled for classes according to 21CCCS Graduation Requirements. Although a typical high school course load is 6 credits per year, in some instances, it may be appropriate to allow a student to take additional credits. Students who do not reach proficiency on the Keystone Exams will have supplemental instruction in the respective subject areas. Students may not re-take classes unless they have failed the class. If a student fails a class and re-takes the class, the failing grade will remain on the student's transcript from their first attempt and the grade earned from the second attempt will also appear on the transcript.

School counselors will review transcripts from the student's previous school(s) and determine what courses the student needs to take. Courses will be scheduled according to the standard course progression, unless alternate scheduling is necessary.

When a student transfers to 21CCCS during the school year, we make every effort to place them in the same courses they were taking at their previous school, provided those courses are offered at 21CCCS. Maintaining continuity in each student's academic program is a priority, and we are committed to supporting a smooth transition. Additionally, because our core courses follow a full-year schedule, students transferring from schools that use a block schedule will be placed in the most appropriate course to ensure alignment with their prior learning.

Middle School

All students in grades 6-8 are required to complete the core subjects of math, language arts, social studies, and science each year. Students must pass math, language arts, and one other core class (social studies or science) to be promoted to the next grade level. 21CCCS strongly suggests that middle school students keep a regular schedule.



Middle school students are scheduled according to the courses appropriate to follow their prior year's courses and current grade level.

High School

Students are promoted to the next grade level based on the number of credits earned. The average student completes 6.0 credits per school year. At 21CCCS, emphasis is not placed on grade level. Each student has the opportunity to advance in each subject according to ability. Students may earn enough credits to graduate early, and students who are behind in credits have the opportunity to “catch up” to their graduating class. Grade levels based upon credits earned are designated as follows:



0 – 5 Credits



5.25 – 10.5 Credits



10.75 – 15.75 Credits



16-22 Credits

**22 Total Credits
Required for Graduation*

Grade levels are recalculated at the start of each school year. The grade levels of incoming students will be based upon the credits shown above, not the grade level designated by their prior school. Students have the ability to add extra classes to their schedule by finishing classes early and obtaining approval from the School Counseling Department. For more information, the parent/guardian should contact the School Counseling Department.



School Counseling Department

counselors@21cccs.org

484-875-5400

3.7 DUE DATES

All classes use a structured due-date system designed to help students manage their workload, build strong organizational and time-management skills, and maintain consistent academic progress. This structure supports students in pacing their work, producing high-quality assignments, and meeting course expectations, while also allowing reasonable flexibility when appropriate to promote overall academic success.

All assignments will have a two-week completion window to earn full credit (100%).

- The week begins Monday at 12:00 AM and ends Sunday at 11:59 PM.
- Assignments submitted after the two-week deadline will receive a 10% deduction for each week late.

Example: An assignment earning a 100% but turned in late would be graded as follows:

- Up to 1 week late: Maximum grade of 90%
- Up to 2 weeks late: Maximum grade of 80%

Additional Guidelines

- Please refer to the syllabus in each course for additional grading guidelines.
- All IEP and 504 Plan accommodations will be fully honored.

3.8 WEEKLY SUBMISSION REQUIREMENT PER ACT 47 OF 2025

To remain in compliance with state law, weekly work submission in each enrolled class is required, and attendance for asynchronous instruction is tracked through a structured due-date system. Assignments have set due dates, and failure to submit work by the established due date will result in a reduction of points in accordance with grading guidelines. This structure is designed to promote consistent student engagement, support timely progress toward course completion, and maintain academic accountability, while working towards established benchmarks. Timely submission of assignments enables teachers to monitor student participation and to provide appropriate interventions or instructional support when necessary. Additionally, the use of due dates ensures that students progress through the course content at a pace aligned with the instructional delivery.

3.9 ADDING/DROPPING COURSES

Students may add or drop a course(s) or move up in a pathway within the first ten school days of a student's enrollment in a class. Students are unable to move up in a pathway after the ten day drop/add period. It is the responsibility of the student to contact the School Counseling Department in writing if he/she wishes to add or drop a course. Requests will be honored at the discretion of the school. It will be the responsibility of the student to make up the missed work in the added class from the start of the student's enrollment in our school.

If a student requests to withdraw from a non-Advanced Placement (AP) course more than 10 school days after the scheduled start of the class or the enrollment in the class, they will receive a "WF" on both the report card and final transcript. The "WF" is calculated into the student's cumulative G.P.A. as a failure. Students who have an extenuating circumstance or impactful life event substantiated by a medical note or other documentation may be eligible to drop a course without penalty with approval from the school principal and receive a "W" on both the report card and final transcript. Please complete the Drop Course Without Penalty Form in order to obtain approval.



Students will have 25 school days from the start of Advanced Placement (AP) class to drop the class if the class is too challenging. Students will need to enroll in another course to replace the dropped AP course. It will be the responsibility of the student to make up the missed work in the added class from the start of the student's enrollment in our school.

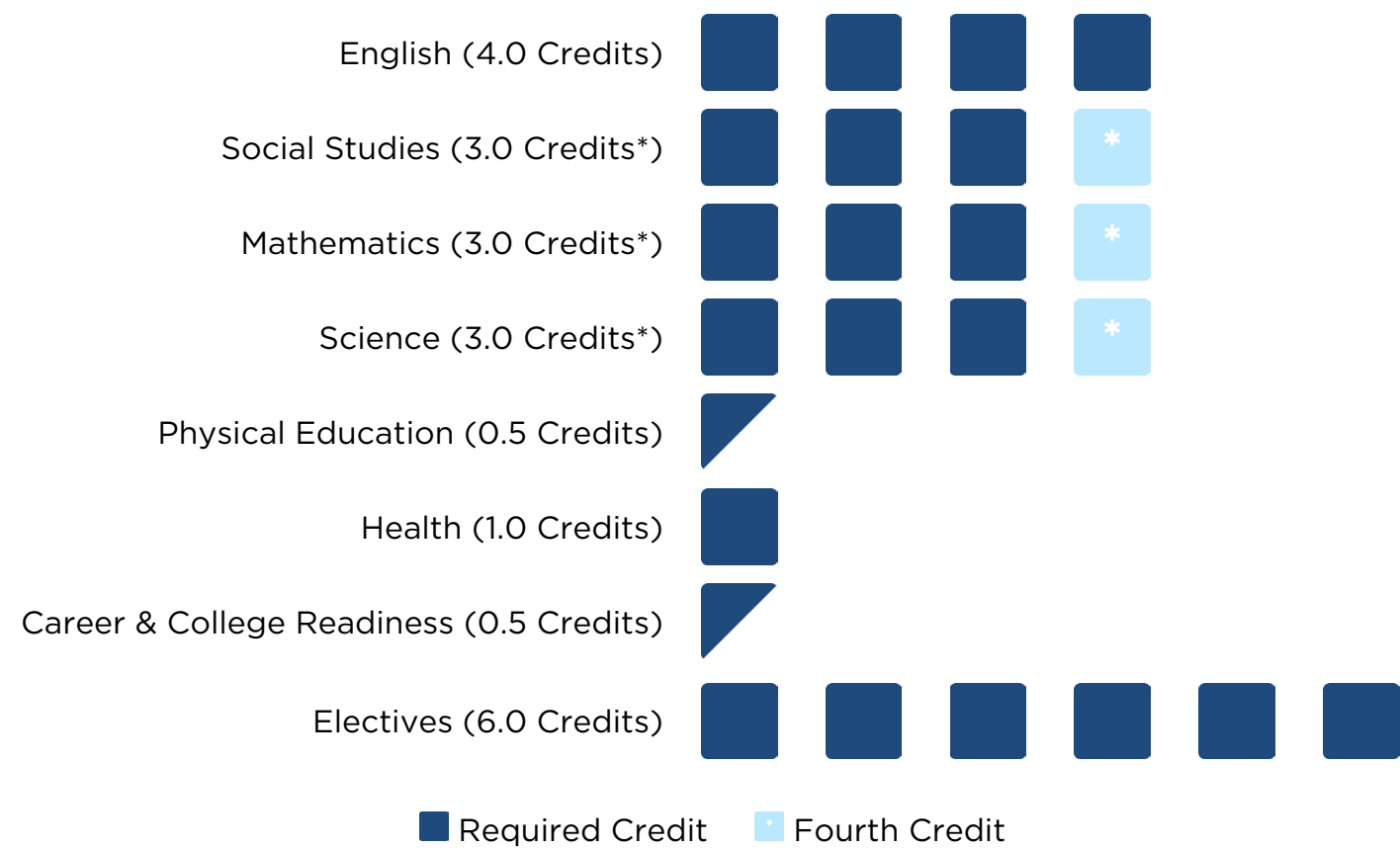
3.10 GRADUATION REQUIREMENTS

Students must meet local and state graduation requirements.

21CCCS Local Graduation Requirements

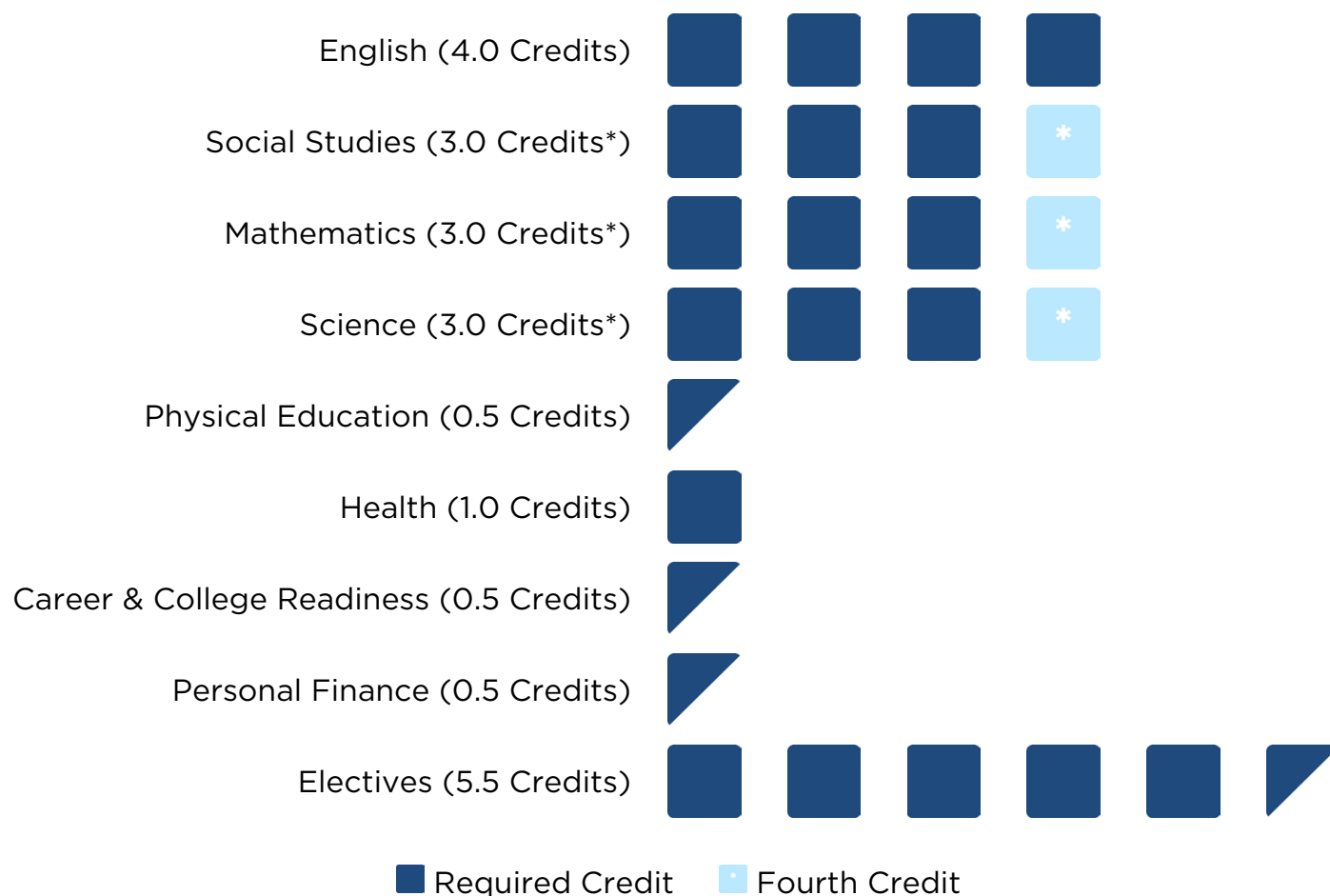
- Required courses to take: Government and Career & College Readiness
 - Starting with the Class of 2029, Personal Finance will also be required.
- Required courses to earn credit or complete a project-based assessment:
 - Biology or an equivalent course
 - English Literature or an equivalent course
 - Algebra I or an equivalent course
- Students are required to earn a minimum of 22 credits across specific subject areas. Please see the credit breakdown for your graduating class below.

Class of 2027 & Class of 2028



**Students are required to take a fourth credit in one of the following disciplines:
Math, Science, or Social Studies.*

Class of 2029 & Beyond



**Students are required to take a fourth credit in one of the following disciplines:
Math, Science, or Social Studies.*

Act 158 State Graduation Requirements

Act 158 provides alternative pathways for students to achieve statewide graduation requirements.



Option 1: Keystone Pathways

Successful completion of the three Pennsylvania Keystone Exams is an acceptable pathway for graduation:

- Keystone Proficiency Pathway: Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- Keystone Composite Pathway:
 - The Keystone Exam 3-score composite is 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least **one** of the three exams and no less than a basic score on the remaining two).
 - The Keystone Exam 2-score composite is 2939 or greater (where eligible under §121.1).



Option 2: Alternate Assessment Pathway

Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency **and** one of the following:

- Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
 - Scholastic Aptitude Test (SAT): score 1010
 - PSAT: score of 970
 - ACT: score of 21
 - Armed Services Vocational Aptitude Battery exam: the minimum score to gain admittance to a branch of the armed services in the year the student graduates
- Attainment of an established score on an Advanced Placement Program in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;
- Successful completion of a concurrent enrollment (dual enrolled course) in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;
- Successful completion of a pre-apprenticeship program (ex. German American Chamber of Commerce); or
- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.
- Advanced Placement (AP) exam: score of 3 on an AP exam related to one of the following courses
 - Algebra Equivalent: AP Calculus AB, AP Statistics, AP Computer Science A
 - Literature Equivalent: AP Literature and Composition
 - Biology Equivalent: AP Biology, AP Environmental Science



Option 3: Evidence Based Pathway

Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including:

- One of the following:
 - Attainment of an established score on a SAT subject test, an Advanced Placement Program Exam:
 - SAT Subject Test: score of 630
 - AP program exam: score of 3
 - AP Psychology, AP Microeconomics
 - Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework

- Attainment of an [industry-recognized credential](#)
- Successful completion of a concurrent enrollment (dual enrolled course) or postsecondary course; and
- Two additional pieces of evidence, including:
 - One or more of the options listed above
 - Satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.



Option 4: CTE Pathway

For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.



Pennsylvania Pathways to Graduation

Keystone Proficiency Pathway Numeric or Non-Numeric Scores

Algebra I
Proficient or Advanced

Biology
Proficient or Advanced

Literature
Proficient or Advanced

Keystone Composite Pathway Numeric Scores Only

At least 1 Keystone Exam scaled score is
1500 or Greater

No Keystone Exam score is
Below Basic

The Keystone Exam 3-score composite is
4452 or Greater
The Keystone Exam 2-score composite is
2939 or Greater
(where eligible under §121.1)

CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

CTE Concentrator

1 Artifact from pathway criteria

Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Alternative Assessment

1 Artifact from pathway criteria

Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Evidence-Based

3 Artifacts from pathway criteria

Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.

NOTE: Although this infographic displays a sequential progression, students may fulfill criteria under the CTE Concentrator, Alternative Assessment, or Evidence-Based Pathways prior to demonstrating proficiency in Keystone academic content through Keystone Exam scores or locally established grade-based requirements.

Pathway Criteria

CTE Concentrator	Alternative Assessment	Evidence-Based
1 Artifact	1 Artifact	3 Artifacts consistent w/student goals ONE or more from Section One No more than TWO from Section Two
Industry-based competency certification Likelihood of industry-based competency assessment success Readiness for continued engagement in CTE Concentrator program of study	Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010) Attainment of Gold Level or better on ACT WorkKeys Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient Successful completion of a pre-apprenticeship program Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework	Section 1 Attainment of 630 or better on any SAT Subject Test Attainment of Silver Level or better on ACT WorkKeys Attainment of 3 or better on any AP Exam Attainment of 3 or better on any IB Exam Successful completion of any concurrent enrollment or postsecondary course Industry-recognized credentialization Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program Section 2 Attainment of Proficient or Advanced on any Keystone Exam Successful completion of a service-learning project Letter guaranteeing full-time employment or military enlistment Completion of an internship, externship, or cooperative education program Compliance with NCAA Division II academic requirements

3.11 GRADES

Point/Grade Equivalencies – For students enrolled at 21CCCS for the entire year:



94% - 100%
GPA 4.0



90% - 93%
GPA 3.7



87% - 89%
GPA 3.3



84% - 86%
GPA 3.0



80% - 83%
GPA 2.7



77% - 79%
GPA 2.3



74% - 76%
GPA 2.0



70% - 73%
GPA 1.7



67% - 69%
GPA 1.3



64% - 66%
GPA 1.0



60% - 63%
GPA 0.7



Below 60%
GPA 0.0

Final Grades

Final course grades are calculated by averaging quarterly percentages. 21CCCS has adopted a minimum percentage of 50%, which is used in this calculation. Final letter grades will then be determined using our point/grade equivalencies scale.

Grade Point Average (GPA)

Honors and AP (Advanced Placement) courses, due to their higher level of difficulty, will be given additional point credit when calculating grade point averages, as long as the course is passed. While honors credits allow students to earn an additional .25 points, AP allows students to earn an additional .5 points.

Honor Roll

In recognition of high achieving students, 21CCCS awards the following honors levels at the end of each quarter:



Distinguished Honors
GPA 3.75+



High Honors
GPA 3.50 - 3.74



Honors
GPA 3.00 - 3.49

In addition to the GPA requirement, all grades earned must be "C" or higher without any "I" (incomplete) grades.

3.12 TRANSFER GRADES



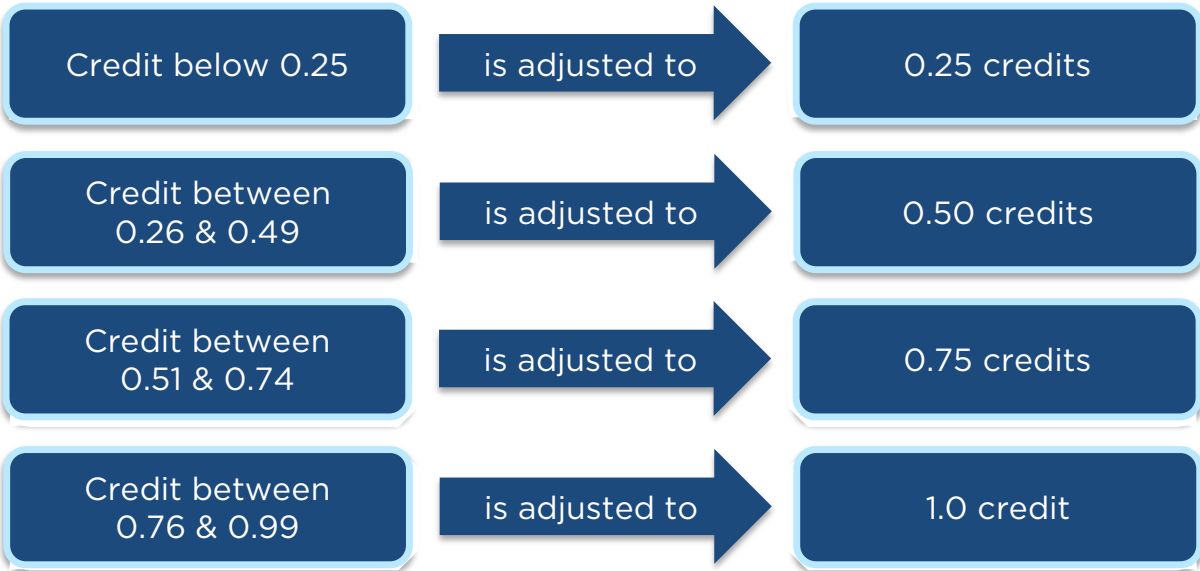
Quarter grades will be transferred to 21CCCS when a student enrolls to our school mid-year and has completed a quarter, or multiple quarters at their previous school. If the quarter grade documented is a percentage, the percentage will transfer as-is to 21CCCS. If the quarter grade documented is a letter grade only, the grade will transfer as the highest percentage associated with that letter grade provided by the sending school. If a percentage grade scale is not provided by the sending school, 21st Century Cyber Charter will use our grade scale to calculate the percentage. A letter grade of an F, with no associated percentage or with a percentage below 50%, will transfer as a 50%.

In some cases, quarter dates are not aligned between the sending school and 21CCCS. In this scenario the grades at the time of withdrawal from the sending school will be used as the final quarter grade.

3.13 TRANSFER CREDITS

Transfer credits are considered and evaluated from each individual school a student has attended. Separate official transcripts from each school attended must be in the student’s file to ensure proper grade level, course selection, and ability placement.

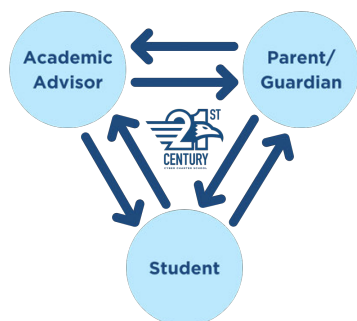
21CCCS uses a quarter system for credits. Therefore, transferred credits from other schools are adjusted as follows:



Credit for home-schooled students will be given based on appropriately supplied documentation provided to 21CCCS prior to enrollment. This documentation should include home-school evaluations as well as course descriptions. This information must be supplied prior to the start of classes. Home school courses will be added to the High School Transcript with a P (pass) for the final grade. Completed transfer courses coming from an accredited third party provider will be entered as they appear on the official grade report.

When there are questions about the content of a transferred course, the parent/guardian should provide additional course details or the contact information for the previously attended school for clarification. If the course does not meet 21CCCS requirements, credit may still be awarded as an elective.

3.14 ACADEMIC ADVISOR



A primary goal of 21CCCS is to help students make the connection between their learning and future goals. In order to best facilitate this, an Academic Advisor is assigned to each student to create personal educational goals and stay on track. The Academic Advisor communicates with parents/guardians to keep them informed of student progress. Open and two-way communication between the Academic Advisor, parent, and student is a component to student success at 21CCCS.

3.15 PARENT TEACHER CONFERENCES

The purpose of Parent-Teacher Conferences (PTCs) is to proactively support students' academic growth and success. The process begins with a collaborative conference that includes the student, parent/guardian, and instructional team. Together, the team develops a targeted support plan designed to monitor progress and promote achievement across all of the student's classes.

3.16 STUDENT ASSISTANCE PROGRAM

The Pennsylvania Student Assistance Program (SAP) is a team process used to mobilize school and community-based resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school.



The core of the Student Assistance Program is a professionally trained team, including school staff and liaisons from community drug and alcohol and mental health agencies. SAP team members are trained to identify issues, determine whether or not the presenting issue lies within the responsibility of the school, and to make recommendations to assist the student and the parent/guardian. When the issue lies beyond the scope of the school, the SAP team will assist the parent/guardian and student so they may access services within the community. SAP team members do not diagnose, treat or refer to treatment; but they may refer a student to a liaison who may screen or assess for further community-based services and support.



Additional information about the 21CCCS Student Assistance Program can be found in [Board Policy #2036](#).

If students or parents have any questions or would like to make a referral to SAP, please visit our website:



SAP Referrals & Questions

<https://21cccs.org/student-assistance-program/>

3.17 SPECIAL EDUCATION

For any student receiving special education services, the paperwork listed below should be sent to the Special Education Department within a minimum of two weeks prior to the start of school. This information is needed to schedule the student's courses and to make necessary accommodations. Required paperwork includes:



Current and prior
Individualized Education Plan
(IEP)



Current Notice of
Recommended Educational
Placement (NOREP)



Most recent invitation to
participate in the IEP meeting



Current evaluation report (if this report is
a re-evaluation, the prior and/or initial
evaluation must be provided as well)



Any other documents relevant to the student's
special education diagnosis (i.e. psychiatric
evaluation, pertinent medical history)

Parents/guardians have the right to request a psycho-educational evaluation for their child if there is a concern that the child is in need of specially designed instruction. Parents/guardians may request, in writing, an evaluation at any time. 21CCCS shall make the "Permission to Evaluate" form readily available for that purpose. If a request is made orally to any professional employee or administrator of 21CCCS, that individual shall provide a copy of the "Permission to Evaluate" form to the parents/guardians within 10-calendar days of the oral request. In all classes, including orientation, all special education students will have their programs and services provided in compliance with their respective IEPs. All identified special education students begin receiving comparable services in accordance with their IEP within ten days of school with 21CCCS.

21CCCS Child Find Policy



In accordance with Chapter 711 of Title 22 of the Pennsylvania Code and the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1400 et. seq. (“IDEA”), the CEO or their designee shall ensure that children with disabilities, regardless of the severity of their disabilities, who are enrolled at the charter school and are in need of special education and related services, are identified, located, and evaluated. A practical method will be developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Child Find includes children who are suspected of having a disability under Section 300.8 of the federal regulations that implement IDEA 2004 and in need of special education, even though they are advancing from grade to grade. This is extended to highly mobile children, including migrant children, homeless youth, as appropriate.



For more information about Child Find, please click on the link and proceed to our Policies: [Policy 1013 - Special Education](#)

Parents/guardians may contact the CEO, or their designee, at any time to request a copy of the Procedural Safeguards Notice or with any other questions about special education services, screenings, policies, or procedures.

Activities

The CEO or their designee shall ensure that the following outreach activities occur concerning programs and services for children with disabilities who attend 21CCCS:

- Offer parents/guardians and family (including foster and surrogate parents) information regarding training activities and publicize the availability of such activities to all parents/guardians. Training in the areas of behavior support, response to intervention, inclusive practices, transition, assistive technology, autism, and interagency coordination, are important. Parents/Guardians may also be directed to PaTTAN training opportunities. Parent/Guardian input is to be sought to determine what parent/guardian training is needed/desired.
- Provide access to interested health and mental health professionals, daycare providers, county agency personnel and other professionals, including: professionals and agencies who work with homeless and migrant or other highly mobile youth, wards of the state.
- Provide information concerning the types of special education programs and services available in and through 21CCCS. Further, 21CCCS will provide information regarding the manner in which parents/guardians can request and access those services.
- Provide or obtain periodic training for 21CCCS’s regular education staff and special education staff concerning the identification and evaluation of special needs. Further, provide a provision of special education programs and services available to students with disabilities.

- The public outreach awareness system utilized by 21CCCS shall include methods for reaching homeless children, wards of the state, and highly mobile children, including migrant children.
- 21CCCS shall conduct Child Find activities to inform the public of its special education services and programs and the manner in which to request them.
- 21CCCS's Child Find effort must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.
- Efforts must be made to identify enrolled students who have a native language other than English to ensure that notices and other outreach efforts are available to them in their native language. This is required by law, unless it is clearly and absolutely not feasible to provide such.

Screening

The CEO or their designee shall establish a system of screening in order to:

- Identify and provide screening for students prior to referral for an initial special education multidisciplinary team evaluation.
- Provide peer support for teachers and other staff members to assist them in working effectively with students using the general education curriculum.
- Conduct hearing and vision screening in accordance with the Public School Code of 1949, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education, if necessary.
- Identify students who may need special education services and programs.
- Maintain the confidentiality of information in accordance with applicable state and federal regulations.

Pre-Evaluation Screening

The pre-evaluation screening process shall include:

- For students with academic concerns: an assessment of the student's functioning in the curriculum, including curriculum-based or performance-based assessments.
- For students with behavioral concerns: a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty.
- An intervention based on the results of the assessments conducted.
- An assessment of the student's response to the intervention, if applicable.
- A determination of whether or not the assessed difficulties of the student are the result of a lack of instruction or limited English proficiency.
- A determination of whether or not the student's needs exceed the functional capacity of the regular education program, without special education programs and services, to maintain the student at an instructional level appropriate to the level and pace of instruction provided in that program.
- Activities designed to gain the participation of parents/guardians.

- Controls to ensure that if screening activities have produced little or no improvement within the specified timeframe after initiation, the student shall be referred for a multidisciplinary team evaluation.

The screening activities shall not serve as a barrier to the right of a parent/guardian to request a multidisciplinary team evaluation at any time.

When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, 21CCCS may initiate a multidisciplinary team reevaluation without completion of the screening process in accordance with Chapter 711. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described shall be completed as part of that evaluation whenever possible.

Public Awareness

The CEO or their designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who are enrolled at 21CCCS: 21CCCS shall annually publish a written notice in means accessible to 21CCCS's families. Such notice must be included on 21CCCS's website. The Notice may also be made available in means accessible to the public, such as: at 21CCCS's main office, in 21CCCS's special education office, through local Intermediate Units and/or through other generally accessible print and electronic media, and with the Board meeting minutes. The notice should include a description of: child identification activities, 21CCCS's special education services and programs, the manner in which to request services and programs, and the procedures followed by 21CCCS to ensure the confidentiality of student information pertaining to students with disabilities pursuant to state and federal law.

Special Education students newly enrolled in 21CCCS with an Individualized Education Plan shall receive services upon enrollment. Within 30 days, the IEP team will meet and determine whether to accept the IEP from the previous placement as is, or write a new one. If the IEP from the previous placement is acceptable, the team will issue a revised IEP and Notice of Recommended Educational Placement. If a new IEP must be written, the special education teacher will schedule an IEP meeting with the student and the parents/guardians. There is no delay in services during this time.



Click the link to our Policies for the Annual Notification of Rights under Family Educational Rights and Privacy Act:

[2016-AR-3 - Annual Notification of Rights Under FERPA](#)

3.18 504 AGREEMENTS

In compliance with state and federal law, the 21st Century Cyber Charter School will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

To be eligible for Section 504 services, the student must meet the following conditions:



The student is of an age at which public education is offered in the school.



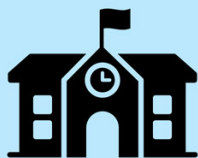
The student has a physical or mental disability that substantially limits or prohibits participation in or access to one or more major life activities.

These services and protections are distinct from those applicable to all eligible students enrolled (or seeking enrollment) in special education programs.



Please see [Board Policy 1003.2](#) for more information.

If you have any questions or need further information, please contact the school and ask for your school counselor:



**21st Century Cyber
Charter School**
484-875-5400

3.19 GIFTED PROGRAM

Gifted students often need to be challenged in a specific content area and given the freedom to work at their own pace either through acceleration or enrichment. Very few students are gifted in every subject. Through individualized planning, students can work on many different levels without scheduling conflicts. Gifted accommodations should not be confused with the honors version of a class, as gifted students' needs are addressed by replacing work with differentiated assignments. Any modifications or accommodations are created in conjunction with the development of the student's GIEP.

3.20 MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports (MTSS) is a proactive, evidence-based framework designed to help all students succeed. MTSS is a comprehensive approach that provides

The MTSS Framework

targeted support to students at varying levels of need, ensuring that each child receives the right interventions at the right time. The goal of MTSS is to promote academic, social, emotional, and behavioral success for all students.

Tier 1

Universal Supports

This level of support is provided to all students in the general education setting. It includes high-quality, differentiated instruction and positive behavioral expectations. Teachers and staff use data to monitor students' progress and ensure they are meeting academic and behavioral standards.

Tier 2

Targeted Supports

For students who require additional help beyond the universal supports, targeted interventions are provided. These interventions are tailored to address specific areas of need, such as reading, math, or social-emotional skills. Students receive small-group instruction or specialized interventions.

Tier 3

Intensive Supports

At this level, students who require intensive, individualized support are provided with personalized interventions. These may include on-one-one instruction, specialized programs, or more frequent progress monitoring to address the student's needs in a highly personalized manner. Tier 3 supports are designed to meet the needs of students with significant challenges in academics, behavior, or both.

How MTSS Benefits Students

- MTSS ensures that every student has access to the right resources at the right time.
- It helps to identify and address academic and behavioral challenges early on, preventing bigger concerns down the road.
- The framework promotes collaboration between teachers, specialists, and families, creating a team approach to support student success.

Parent and Guardian Involvement

- Parents and guardians play a critical role in the MTSS process. Teachers will communicate regularly about a child's progress, and parents are encouraged to participate in meetings to discuss interventions and supports.
- If your child is receiving Tier 2 or Tier 3 interventions, you will be informed and included in planning the support strategies.

- Your feedback is invaluable. We encourage you to share your observations, concerns, and ideas to help create the best possible learning environment for your child.

If you have any questions or would like to learn more about MTSS and how it supports your child, please contact your child's teacher, school counselor, or principal.

3.21 PATHWAYS

Many of 21CCCS high school and middle school core subject classes (English, Math, Science, and Social Studies) are designed with Pathways, each with a different level of rigor.

Classes with an asterisk (*) next to the name in the course catalog have Pathways built into the curriculum coursework. This indicates that those classes have differentiated paths through the curriculum to better serve various groups of learners.

Students are placed in the appropriate Pathway during course selection; however, based upon student performance during the course and with the teacher's approval, students can move down to a different Pathway during the course if necessary. In addition, school counselors may suggest a particular path based on various student data points, including but not limited to the student's Pennsylvania Value Added Score (PVAAS), periodic benchmark data, performance in content area coursework, teacher recommendation, etc. The school has the discretion to move students down to a different pathway based on data. Students can only move up in a pathway during the drop/add period.

High School Pathways

Many of our high school core courses have four Pathway options: Grade-level, College Prep, Honors, and Advanced Placement.

After the start of the year, transfer students already in an honor course will be placed in our honors pathway. If a student was not in honors at their previous school, they will be placed in either the college prep or grade level pathway.



Grade-Level Pathway

Grade-Level Pathway is designed for students who are working on grade-level standards. This Pathway provides students with additional resources to enhance the learning experience. This Pathway will be listed as the name of the course with no Pathway title.



College Prep Pathway

College Prep Pathway will complete grade level or above assignments designed to provide mastery of challenging cognitive skills and objectives. This Pathway is designed for students who are achieving success within the grade-level standards and can demonstrate that they can successfully complete increasingly challenging academic work.



Honors Pathway

Honors Pathway is designed for students whose skills, past performance, and interests demonstrate that they can successfully complete additional academic work with more rigor than the other Pathways. Honors work may include research and rigorous projects that require extensive reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning. For high school students, upon the successful completion of an Honors Pathway, .25 quality points will be added to the GPA calculation for that course, provided that the student was enrolled in the Honors Pathway or a corresponding honors course at the student's previous school.



Advanced Placement Courses

Students who demonstrate an ability and desire to complete rigorous college-level coursework may enroll in Advanced Placement courses. Many colleges and universities award college credit to students who achieve a qualifying score on the Advanced Placement exams. 21CCCS faculty teaches our AP courses, so students receive the same personalized instruction 21CCCS provides in other courses. Upon successful completion of an Advanced Placement course at 21CCCS, students will receive .5 quality points added to the GPA calculation for that course. The deadline for enrolling in an AP course for incoming students is the end of September. All work missed must be made up within the quarter. It is recommended that only two AP courses be taken at one time due to the rigor of the course. To add one additional course, approval must be obtained by the school principal.

Middle School Pathways

Most 21CCCS middle school core subject classes are designed with Pathways, each with a different level of rigor. Students will be placed in Pathways according to teacher recommendations. Pathways are designed to meet student's academic needs throughout the course. Based on how students perform in their courses, students can move down to a different pathway during the course if necessary. Students can only move up in a pathway during the drop/add period.



Academic Pathway

Academic level Pathways are designed for students who are working on grade-level standards.



Intermediate Pathway

Intermediate level Pathways are designed for students who are achieving success within the grade-level standards and can demonstrate that they can successfully complete increasingly challenging academic work.



Advanced Pathway

Advanced work may include research and rigorous projects that require extensive reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning.

3.22 HONOR SOCIETIES

21CCCS chapters of the National Honor Society (NHS) and the National Junior Honor Society (NJHS) are duly chartered and affiliated chapters of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation:



Scholarship



Leadership



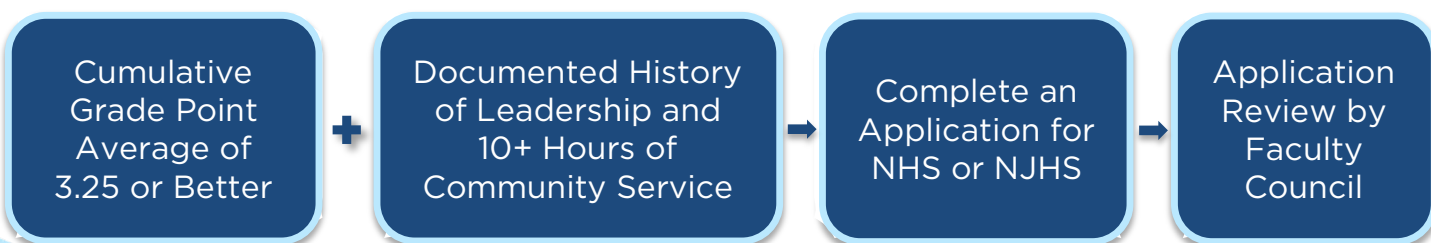
Service



Character

Standards for selection are established by the national office of NHS and have been revised to meet the 21CCCS local chapter needs. Students are selected to become members by the Faculty Council, which bestows this honor upon qualified students each year.

Students in grades 10-12 are eligible for membership in the NHS. Students in grades 6-9 are eligible for membership in NJHS. Scholarship criterion requires a student to have a cumulative grade point average of 3.25 or better on a 4.0 scale. Students who meet the criterion are invited to complete an application, which provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. Students are encouraged to provide at least ten hours of documented community service in their application.



Students or parents/guardians who have questions regarding the selection process or membership obligations should contact the chapter advisor(s).

3.23 CAREER AND TECHNICAL EDUCATION

Career and Technical Education (CTE) at 21st Century Cyber Charter School (21CCCS) serves as a vital bridge connecting students to a comprehensive educational and training experience, fostering their preparedness for future academic pursuits and professional endeavors. 21CCCS takes pride in offering a robust and expansive curriculum designed to equip students with the skills and knowledge required to excel in both higher education and the workforce, facilitated through collaboration with local CTE programs.

Engaging in CTE courses provides students with a unique opportunity to connect academic and technical expertise within specific career pathways. Aligned with Pennsylvania’s Academic Standards and national industry certifications, these programs ensure a well-rounded educational foundation, nurturing success in college, the workplace, and life beyond.

For 21CCCS students in grades 10 through 12 aspiring to enroll in a local CTE program, a structured process ensures a seamless transition:



- Initiate the journey by visiting your local CTE website, scheduling a facility tour, and selecting a preferred program of study.
- Notify your 21CCCS counselor about the chosen CTE program and its name, seeking guidance and support, if needed.



- Complete the application for enrollment in the selected CTE program, showcasing dedication to the chosen field.



- Communicate acceptance into the CTE school and the chosen program to 21CCCS, marking a crucial milestone in the academic and career advancement.

Attendance at a Career and Technical Education High School demands a commitment to excellence. Students are required to maintain passing grades, no more than three unexcused absences, and no serious disciplinary infractions. Please note that 21CCCS does not provide transportation for students participating in CTE programs, emphasizing the responsibility and independence expected of those engaged in this enriching educational experience.

3.24 NOTIFICATION FOR SPORTS TEAM ELIGIBILITY

Students who participate on a sports team in their home school district must continue to meet their home school district academic requirements to continue participating with the team based on the home school's district policy. In accordance with PIAA eligibility rules for student athletes, students must achieve a passing grade in at least 4 full-credit courses each week when school is in session. If a student fails to meet these requirements, he/she will lose participation eligibility until the necessary requirements are met. A student may resume participation on the team one week after meeting the requirement of passing 4-full credit courses. Please contact your local school district for their specific eligibility requirements.

If a school requires weekly grade updates for its athletes, it is the responsibility of the student to request such information each week. Students should submit their requests weekly to counselors@21cccs.org. Students should also include the name and email address of the person at their local school district who should be in receipt of their grades.



3.25 LOCAL COLLEGE/UNIVERSITY ENROLLMENT (DUAL ENROLLMENT)

School code 24 P.S. § 15-1525(f) allows cyber charter schools to engage in an agreement with institutions of higher education allowing our students to take a college course that will also meet our high school graduation requirements.

Students may be approved for up to (2) dual enrollment courses per school year. Students must attempt/complete six credits per school year. Graduating seniors may have flexibility with the 21CCCS credit requirement. Please see your school counselor with questions. Qualifying students may complete courses at an accredited Pennsylvania college and/or university to earn credits that may be applied to high school graduation requirements. This means that coursework must satisfy a 21CCCS graduation requirement. It is important to confirm that your child is eligible to pursue classes with the college or university of your choice, as not all colleges allow university enrollment while students are still in high school. In order to participate in dual enrollment at the completion of 10th grade, students must meet the following criteria:



Student must have a minimum GPA of 3.0, or higher, in their classes.



Student must obtain approval from the School Principal 3 weeks prior to registering for the college courses.



A minimum of ten school days' notice is required for authorization.

While colleges may vary in their withdrawal period, 21CCCS withdrawal period for dual enrolled courses is 25 calendar days. Please check with your prospective college/university for their withdrawal period. Students that withdraw from a dual enrolled course after the withdrawal period, will receive a WF, which calculates as an F on their transcript.

Students interested in taking dual enrollment courses will need prior approval. For approval, please email the School Counseling Department at counselors@21cccs.org the following:



Full Course Name
(including short name with numbers)



Full Course Description



Name of the
College/University

The student's school counselor will review the student's transcript and then forward the request to the Principal for approval.

The school will reimburse the full amount per course to cover the cost of tuition, fees, books, and labs when the student successfully completes and earns course credit for dual enrollment courses taken during the academic school year. A passing grade in each course is required for reimbursement. Please note if a student receives a Withdraw Failure (WF) or drops the course, they will not be reimbursed for the course. Official transcripts and a copy of the paid receipt(s) with the student or parent's name on it for the course(s), all fees, and books must be submitted to your school counselor within 15 days of the end of the course(s). Reimbursement amount cannot exceed the amount actually paid to the college/university and book supplier. In calculating the grade earned for a course pursued through a local college or university, an additional .5 grade points will be added to the grade a student earns for that course.

3.26 COLLEGE APPLICATIONS AND ACCOMPANYING MATERIALS

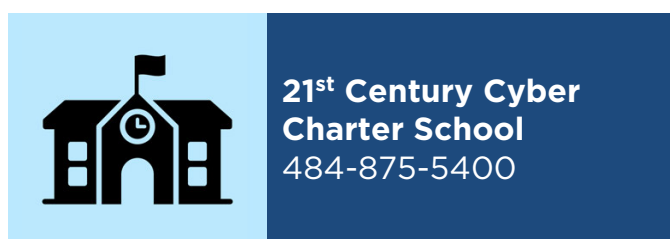
Students requesting letters of recommendation, college application review, or transcript request must make a request via the School Counseling Department. Students must submit requests a minimum of 10 school days prior to the college/university deadline. In order to write a detailed recommendation letter, the School Counseling Department will request additional information from the student such as their extracurricular activities,

Note that the 21CCCS high school CEEB code is #391348. Students will need this code to fill out certain forms, such as college applications and financial aid forms.

volunteer work, employment experience, etc. Please reach out to your school counselor on how to submit this information. Teachers writing letters of recommendation also need advance notice, a minimum of 10 school days, prior to the college/university's deadline.

3.27 PROCTORED TESTING

The school may, at any time and for any reason, require proctored testing within an hour and a half drive from each student's home. Required proctored test(s) will be given either at 21CCCS or an approved testing site. Positive identification is required. Please contact 21CCCS for additional information. Further, a form of photo identification may be required for students when taking tests such as PSAT at various sites or with proctors. In lieu of student identification, parents/guardians of students may show their ID and identify the student(s). 21CCCS IDs are also available from our school with ten days advanced notice. For more information, please contact the main office:



3.28 STANDARDIZED STATE TESTING

Standardized tests will be administered periodically to students. These may be used to assist with placement and measure improvement and proficiency of specific standards or content. Tests will require travel to testing sites. Travel to PSSA and Keystone testing locations is the responsibility of the guardian. Parents who wish to opt their child out of state testing can submit a request to the Principal to come to 21CCCS to review the assessments to determine if the assessment conflicts with the parents'/guardians' religious beliefs. Parent/Guardian requests must be submitted at least two weeks prior to the administration of the state assessment. During the on-site review, 21CCCS will protect the validity and integrity of the state assessments. If, after review, the parent/guardian finds the assessment to be in conflict with their religious beliefs, they have the right to submit a written request to the CEO for exemption, stating their objection.

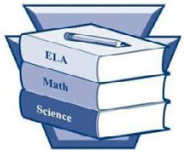


Further information about testing can be found in [Board Policy #1027](#).

Testing Medical Disclosure and Medication Administration

If your student requires medication administration during testing, please refer to the medication policy listed under Section 3.1 Health Services.

Pennsylvania State Standardized Assessments (PSSA's)



The Commonwealth of Pennsylvania requires public school students in grades 6, 7, and 8 to take PSSA tests each year. The tests are given to help ensure that every child achieves a certain level of scholastic competency.

The PSSA tests are mandatory. Students must make every effort to complete the PSSAs at their assigned testing location during their scheduled testing window.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at their assigned testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student's home, but in some cases, it may be necessary to travel more than an hour and a half. PSSAs are typically given over a three-to-four-day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians in advance of the tests. Testing windows are included on the school calendar.

Pennsylvania Keystone Exams



The Keystone Exams are given at the end of courses and are designed to assess student proficiency. Students are required to take Keystone Exams to demonstrate proficiency in Literature, Algebra I, and Biology. Students must score "Proficient" or "Advanced" on each

Keystone Exam. Keystone exam scores will be included on students' high school transcripts. Students who do not demonstrate proficiency in their initial testing will be enrolled in supplemental instruction and are then required to take the Keystone Exam again.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at their assigned testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student's home, but in some cases, it may be necessary to travel more than an hour and a half. keystones are typically given over a three-day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians in advance of the tests. Testing windows are included on the school calendar.

PSAT/SAT/ACT Tests

PSAT tests are usually taken in a student's sophomore and/or junior year. It is offered once per year in October. The PSAT should be thought of as a practice test for the SAT. Students should have completed a Geometry course to score well on the math section of the test. Merit Scholarships are possible only at the junior level. The PSATs are administered by 21CCCS; sign-up information is emailed to both student and parent emails. SATs are not currently administered by 21CCCS; students need to sign up independently with their home school district for the SATs.

Students should register online at www.collegeboard.com to choose a location and time that meets their scheduling needs. 21CCCS students should use CEEB Code 391348.

Advanced Placement (AP) Exams

Students may take AP level courses through 21CCCS. 21CCCS will offer AP exam testing at our West Chester and Murrysville offices for any AP courses on dates established by the College Board. For information on AP exams, visit www.collegeboard.com. 21CCCS will pay for our students to take the AP Exam at our West Chester and Murrysville locations. If the West Chester and Murrysville locations are not convenient to your home, we strongly encourage students to make arrangements to test with their local district upon return from winter break. It is the families' responsibility to pay for the exam if they choose to take the exam elsewhere and 21CCCS will reimburse the cost with the required receipt of payment.

3.29 BENCHMARKING

Teachers at 21CCCS utilize benchmarking tools, which allow students to demonstrate their learning in the subjects of math, English and science, throughout the course of the school year. These assessments are given several times a year and they are mandatory. The results from these assessments are used to best individualize and supplement student learning, in an effort to guide and accommodate student success.

3.30 SUMMER SCHOOL

21CCCS may offer a limited number of summer school courses as an opportunity for advancement of original or credit recovery. Please consult with the School Counseling Department for course recommendations and pre-approval. Summer school costs are the responsibility of the student and they are non-refundable once summer school begins. Fees for the upcoming summer program will be shared once they are established.

3.31 WORKING PAPERS



Working papers are needed for after school and summer jobs. They are issued by the student's home school district, not 21CCCS. The hours during which and the conditions under which minor children may be employed are contained in the Pennsylvania Child Labor Law, Act of 1915, P.L. 286, No. 177 and amendments.

Students who fall behind in any of their classes or have a “C” average or below, are strongly advised to complete all courses successfully in order to move to the next grade, rather than work outside of school. Students who work must adjust their work schedule to meet class requirements.

3.32 FIELD TRIPS

21CCCS believes that social interaction is part of a well-rounded school experience. With that in mind, students and their families are encouraged to attend as many field trips as possible. Completing an RSVP request by the date indicated by field trip advisers ensures that 21CCCS has a sufficient amount of supplies, necessary event space, and 21CCCS staff member participation. If payment is required, receipt of payment is necessary to confirm your RSVP. If a parent/guardian does not RSVP by the given deadline, space availability cannot be guaranteed. Parents/Guardians who supervise children other than their own must provide 21CCCS the required clearances before participating in any school-related or school-sponsored activity as a volunteer.



FBI Clearance



PA Child Abuse Clearance



State Police Clearance



Additional information about field trip rules and regulations can be found in [Board Policy #1021](#).

Acceptable Behavior on Field Trips and School Events

- Students will be held responsible for compliance with Board policies and 21CCCS rules.
- Student participation at school events requires written parental/guardian consent.
- In order to ensure the safety of students and comply with Pennsylvania child abuse laws, students must remain under the supervision of only their parent, guardian, or a 21CCCS staff member.
- Students over the age of 18 may attend a school event without a parent/guardian or chaperone, but must sign and turn in a permission slip/waiver to do so.
- Students should dress appropriately for the climate and venue of the field trip. In addition, students may be requested to wear a 21CCCS provided T-shirt for safety and accountability purposes.
- Additional rules of acceptable conduct will be determined and communicated by School Administration prior to events. Students must agree in writing before participating in the event (through the permission slip).
- Failure to comply with established rules may result in students being asked to leave the event. Depending upon the magnitude of the infraction at the event, students may be subject to additional disciplinary action.
- If a student requires medication, a school nurse, parent/guardian or designated chaperone must carry and administer it. An authorization for school medication administration must be completed and returned. Additional information about

medication, including use of asthma inhalers and epinephrine auto-injectors can be found in [Board Policy #2010](#).

- Children under the age of 10 are not permitted to attend school-sponsored field trips without prior permission from administration.
- 21CCCS reserves the right to refuse permission to attend one or more field trips if a student is not reasonably up to date on their school work and/or in violation of 21CCCS policies and procedures.

3.33 SCHOOL COUNSELING SERVICES

All students have access to their school counselor each school day. Parents and students can contact their school counselor via phone, email or in the Counseling VO for assistance with academic achievement, personal/social concerns and career planning.

What do school counselors do?

School counselors serve a vital role in maximizing student success. Through leadership, advocacy and collaboration, we strive to promote equity and access to rigorous educational experiences for all students. Professional school counselors support a safe learning environment, work to safeguard the human rights of all members of the school community and address the needs of all students.

Responsibilities of your School Counselor



Academic Guidance:
Scheduling and
course selection,
transitioning, college
and post-secondary
planning, as well as
career exploration



Working with
students individually
and in groups on
social, emotional and
academic concerns



Provide crisis
intervention and refer
to community
resources as needed



Collaboration with
families to increase
student achievement

What is the difference between an academic advisor and a school counselor?

Academic advisors provide updates on progress throughout the year, help students create personalized weekly schedules to foster academic success, promote different activities going on at 21CCCS, and help answer any questions that families might have while enrolled.

Your academic advisor collaborates closely with your school counselor regarding any concerns or barriers that may be interfering with your student's education. Together, they come up with specific prevention and intervention plans that will help your student

succeed. Your school counselor is easily accessible for questions regarding credits, classes, graduation, post-secondary planning, as well as academic or personal concerns.

Confidentiality



Information revealed by a student to a school counselor in the course of their professional duties is privileged. Generally, it cannot be divulged in any legal proceedings, civil or criminal, without the consent of the student, or if he/she is a minor, their parents. However, such information may be revealed to the student's parents, teachers, principals or referred to appropriate law enforcement agencies if there is the threat of harm to the student or others.

3.34 NCAA-NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

It is the student's responsibility to ensure they meet the NCAA guidelines for eligibility. The school counselor is here to answer any questions and assist in scheduling needs. The student needs to notify their school counselor prior to their first year of high school or upon transfer to 21st Century Cyber Charter High School to ensure they are scheduled for NCAA approved courses.

Are NCAA eligible courses asynchronous?

NCAA eligible courses are asynchronous, but students are not permitted to move beyond quarter deadlines. NCAA students may be randomly selected to take tests in a proctored environment. This is to comply with NCAA rules regarding authenticating student athlete assessments. If chosen, students have the choice to take their proctored assessment in the following ways:



With a teacher at either the West Chester or Murrysville office.



At a local library, with arrangements made by the school and the local library to assure proper proctoring.



At home, with the computer camera on so a teacher can virtually proctor his or her exam.

If a student is selected, he or she will be contacted by the school to arrange the proctored exam.



When should I apply?

Students should apply any time after their sophomore year to ensure ample time for processing and record keeping.



Who should apply?

Anyone who has even the remotest thought of competing in athletics at the college level should apply.

How do I apply?



Register on the NCAA Eligibility website and fill out the NCAA Domestic Student Release Form by going to <https://web3.ncaa.org/ecwr3/>.



Request your transcript to be uploaded onto the NCAA Eligibility site by your school counselor.



Arrange for all SAT/ACT scores to be sent directly to the NCAA from either/both testing services. The NCAA's code for SAT/ACT score requests is 9999. Go to www.collegeboard.org for SAT scores and/or www.actstudent.org for ACT.

What is the NCAA Initial Eligibility Center?

The NCAA Initial Eligibility Center is a governing board that was established by NCAA (National College Athletic Association) institutions in 1993. Its primary function is to ensure the consistent application of NCAA initial eligibility requirements and acts as the sole certification authority of student athletics for participants in Division I and II athletics.

3.35 REVIEW OF INSTRUCTIONAL MATERIALS

A written request must be sent to the appropriate school principal. Upon receipt of a request from a parent/guardian or student, 21CCCS will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques. The request must set forth the specific material being sought for review.



Additional information and details about reviewing instructional materials can be found in [Board Policy #1005.1](#).

3.36 EXEMPTION FROM INSTRUCTION

Parents/Guardians have the right to have their children excused from specific instruction that conflicts with their sincerely held religious and/or moral beliefs, in accordance with applicable law and regulations.



Further information can be found in [Board Policy #1005.2](#).

3.37 ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

21CCCS provides all students whose dominant language is not English equal access to a quality education under 22 PA. Code 4.26. Students identified as English Learners (ELs) receive a bilingual/bicultural and English language development program that is on grade level, content focused, and research-based.



Program details, including testing and opt-out options, can be found in [Board Policy #1038](#).

SECTION 4: COMMUNICATION & EQUIPMENT

4.1 COMMUNICATION

Communication between the student, parent/guardian, and school is extremely important. As a cyber school, the primary method of communication is through electronic formats such as email, ParentSquare, Infinite Campus, and Schoology. It is important to ensure your email address and phone number are accurate in Infinite Campus so you can receive email and text communications.

Student Expectations



Students are expected to check their email and to reply to emails from school personnel on a daily basis.



Students are expected to use proper English and grammar in their email communications with 21CCCS staff. This means emails must:

- Clearly communicate necessary information.
- Avoid the use of slang, texting, or other shorthand.

Parent/Guardian Expectations



School personnel will use the personal e-mail account provided upon enrollment to communicate with guardians. If guardians change e-mail accounts, they must immediately update this information in the Infinite Campus Parent Portal so that records are accurate, and communication is not interrupted.



We recommend that guardians regularly check for e-mails and/or messages in the guardian portal of the student information system for communications from school personnel as we will regularly use these tools to communicate student progress, including report cards.

4.2 SCHOOL ISSUED EQUIPMENT



All students across all grades are issued a laptop. Students enrolled in specific classes that require an iPad will also be issued an iPad. Students are required to use these devices for their school work. School devices are equipped with all hardware and software needed by students. Computers and other equipment will be supplied under signed agreement from guardians. It is recommended that families work with their insurance company to insure all school equipment against damage or loss under a family's homeowner's or renter's insurance policy.

Families will be responsible for the costs of repair or replacement of school issued equipment, including any freight costs incurred. Damaged devices must be returned within one week from the date the damage was reported to the Technology Department.

School computers will be outfitted with software to enable school officials to remotely monitor and administer the computer. 21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older). 21CCCS issued devices are configured with a content filter enabled to block inappropriate content in accordance with the Children's Internet Protection Act (CIPA). In addition, all devices are under enrollment in a mobile device management (MDM) solution. This service is used to install software, apply updates, and provide additional device restrictions. It is a violation of school rules and school board policies to circumvent these solutions.

Technology Optional Insurance

The technology devices provided by 21st Century Cyber Charter School are expensive devices that require students to follow usage guidelines and use caution when handling the devices. All students are assigned a MacBook Air. Students enrolled in specific classes that require an iPad will also be issued an iPad. A charger is also provided for each device. It is the student's responsibility to care for the device and any accessories.

The technology optional insurance is highly recommended, but not required.

The annual fee covers the cost of repairing devices. Fees are capped at a maximum of two fees per household. The optional insurance cost for the current school year is as follows:



Per Student Cost



Per Student Cost
(Qualifies for Reduced Lunch Status)



Per Student Cost
(Qualifies for Free Lunch Status)
(Opt Out)

If the MacBook Air or iPad is stolen or lost, including as a result of fire or other natural disaster, you must notify the school immediately and file a police report for stolen devices. It is highly recommended to add the devices to your homeowners or renters insurance policy. The student will be responsible for the cost of stolen or lost devices at the respective fee:

Device Type	Fee
MacBook Air	\$979.00
MacBook Air Charger	\$39.00
MacBook Air Charger Cable	\$49.00
iPad	\$294.00
iPad Charger	\$19.00
iPad Lightning Cable	\$19.00

Should there be any damage to the devices, it must be reported within 24 hours and the Technology Department will determine if the damage was deliberate or as a result of deterioration from use. Any damage caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism, and disciplinary action may occur.

The optional insurance coverage structure is as follows:

- Each enrolled student receives up to \$250 per school year in repair coverage for damage
- The \$250 may be applied toward routine repairs on school issued devices (e.g., MacBook/iPad - battery, ports, minor components)
- One major repair per school year is covered in full, even if the cost exceeds \$250. Major repairs are defined as LCD Screen, Top Case with Keyboard, and Logic Board.
- Once the \$250 annual credit is used and/or a major repair is covered, coverage is considered exhausted for the remainder of the school year.
- If multiple major repairs are required during the same school year (or same incident), additional repairs are billed per the fee schedule (insured families billed at cost for replacement parts only).

Devices that are uninsured will be charged at the following fee structure:

- Families not enrolled in the program are responsible for parts plus labor.
- Labor is assessed at 30% of the parts cost, subject to a per-incident cap of \$100.

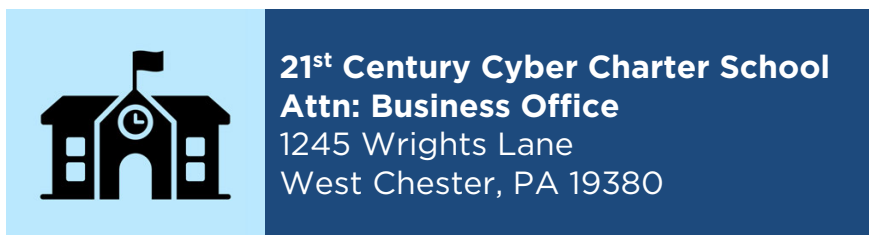
The following shows deductible costs based on tier and type of damage.

Device Type	Damage Tier	Type of Damage	Subsequent Incident Cost with Tech Fee	ANY Incident Cost WITHOUT Tech Fee
 iPad	Tier 1	Home Button	\$5.00	\$15.00
		Front/Back Camera	\$5.00	\$15.00
		Speakers	\$5.00	\$15.00
		Headphone Jack	\$5.00	\$15.00
	Tier 2	Digitizer	Up to \$35.00	Up to \$45.50
		LCD Screen	Up to \$140.00	Up to \$182.00
		Battery	\$20.00	\$30.00
 MacBook Air	Tier 1	USB-C Port	\$14.00	\$24.00
		Headphone Jack	\$14.00	\$24.00
		MagSafe3 Connector	\$14.00	\$24.00
		Internal Components, Cables, Connectors, etc.	Up to \$20.00	Up to \$30.00
		Speaker	\$25.00	\$35.00
	Tier 2	TouchID	\$67.00	\$87.10
		Bottom Case	\$70.00	\$91.00
		Trackpad	\$80.00	\$104.00
	Tier 3	Battery	\$120.00	\$156.00
	Tier 4	Top Case w/ Keyboard	\$352.00	\$452.00
		LCD Display	\$396.00	\$496.00
		Logic Board	\$396.00	\$496.00

Important Notes

- The optional insurance MUST be paid before an incident occurs. It will not be applied retroactively.
- If the damage involves multiple tiers you will be charged the highest of the tiers.
- Examples of negligence or vandalism include, but are not limited to:
 - Lying or misrepresenting information on the damage reported
 - Not reporting damages on time
 - Damage caused by drops, falls, collisions, or liquid spills

Insurance can be purchased online via Infinite Campus. [Click here](#) to register or sign in to the payment portal. Check payment may be sent to:



No cash will be accepted.

International Travel



All students, parents/guardians are required to notify their principal before using school-issued devices or accessing 21CCCS internet resources or accounts while traveling outside of the United States of America.

Students interested in traveling during the school year must complete the International Travel Form at least one week prior to the scheduled trip. A copy of the form can be found under Section 5 of this Handbook. Please be sure to communicate with your teachers regarding your travel to allow them time to provide you with necessary access to class assignments.

4.3 ACCEPTABLE USE OF SCHOOL EQUIPMENT & ACCOUNTS

21CCCS employs technology protection measures to filter internet sites and to control the installing of software applications by students in accordance with 21CCCS' Acceptable Use [Policy #6015](#) and/or pursuant to the Children's Internet Protection Act (CIPA). At a minimum they are meant to block and protect against visual depictions that are obscene, illegal, pornographic, child pornographic, and/or harmful to minors as well as internet/computer resource access to such material. If users find a website deemed inappropriate, such website must be reported to the Technology Department. After review of the site, appropriate steps will be taken to block inappropriate content from users. Technology protection measures are not foolproof, and 21CCCS does not warrant the effectiveness of internet filtering except to the extent expressly required by federal and state laws. Evasion, disabling, or attempting to evade or disable a technology protection measure installed by 21CCCS is prohibited. 21CCCS shall not be held responsible when a student or other user knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.



For additional information, please see the Acceptable Use [Policy #6015](#).

Students are required to use provided technology and access accounts supplied by the school responsibly. Devices should not be used for non-school-related purposes. 21CCCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted with school accounts or equipment. This means

assisting governing bodies by surrendering electronically obtained information from school-issued devices or student accounts. Disciplinary actions for equipment or account misuse may be taken at any time and will be tailored to meet specific concerns related to the violation. The purpose of this policy is to assist the student in gaining the self-discipline necessary to behave appropriately in both our cyber school environment and within the community. Students can be disciplined for violations of the Acceptable Use Policy pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



For additional information, please see the Acceptable Use [Policy #6015](#).

For students under 13, 21CCCS may create accounts in online learning systems directly tied to their assigned courses. These accounts will only use the student's first and last name, adhering to strict privacy guidelines.

Federal law, the Children's Online Privacy Protection Act (COPPA), requires websites to obtain parental consent before collecting personal information from children under 13. COPPA permits school districts to consent on behalf of all students, eliminating the need for individual parental consent directly to each website.

We take student privacy very seriously and prioritize their safety in the online learning environment. We encourage you to learn more about COPPA compliance on <https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa>.

The following uses of school-issued devices, internet resources, or accounts are considered unacceptable:

- ① To facilitate illegal activity, including unauthorized access and hacking.
- ② Evasion, disabling, or attempting to evade or disable a technology protection measure installed by 21CCCS.
- ③ To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized.
- ④ Non-school-related work.
- ⑤ Product advertisement or political lobbying.
- ⑥ Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication.
- ⑦ Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- ⑧ To access or transmit material that is harmful to minors and/or users, indecent, obscene, pornographic, child pornographic, or terroristic, or that advocates the destruction of property.

- 9 Use of inappropriate language or profanity.
- 10 To transmit material likely to be offensive or objectionable to recipients.
- 11 To intentionally obtain or modify files, data, and/or passwords belonging to other users or integral to system and network operations.
- 12 Impersonation of another user, anonymity, and/or use of pseudonyms.
- 13 Installing or use of unauthorized games, programs, files, or other electronic media.
- 14 To disrupt the work of other users.
- 15 Destruction, modification, or abuse of technology resources and peripheral hardware or software.
- 16 Relocation of 21CCCS hardware without prior administrative consent.
- 17 Quoting personal and/or private communications in a public forum without the original author's prior consent.
- 18 To access or use any form of non-21CCCS electronic mail on 21CCCS technology resources unless authorized by the CEO or the CEO designee.
- 19 Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts, and/or professionals for educational purposes.
- 20 Using a disk, removable storage device, or CD/DVD, brought into 21CCCS from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with 21CCCS established procedures.
- 21 To discriminate against, advocate violence against, harass, intimidate, bully, or cyber bully others.
- 22 To send unsolicited or forwarded e-mails and chain letters to persons ("spamming").
- 23 Using "spoofing" or other means to disguise user identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, e-mail systems, chat groups, chat rooms, or other technology resources.
- 24 To send, transmit, or otherwise disseminate proprietary data, trade secrets, or other confidential information of 21CCCS.
- 25 To post or allow the posting of personal information about oneself or other people on the technology resource unless authorized in advance by the CEO. Personal information includes address, telephone number (including home, work, and cell

phone numbers), school address, work address, pictures or videos, clips, and so forth.

- 26 To refer to or attempt to refer to 21CCCS or its employees, agents, trustees, parents, or students in any electronic communication, posting, blog, website, e-mail, or social networking site, without written authorization from the CEO.
- 27 To access or transmit gambling, pools for money, or any other betting or games of chance.
- 28 Using technology resources to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
- 29 Using technology resources to post, share, or attempt to post or share information that could endanger an individual or cause personal damage or a danger of service disruption.
- 30 Indirectly or directly making connections that create “back doors” to 21CCCS, other organizations, and community groups, etc., that allow unauthorized access to the technology resources or 21CCCS.
- 31 Use of school-issued devices or 21CCCS internet resources or accounts outside of the United States of America without the prior written acknowledgement of the principal.

If a user inadvertently accesses unacceptable materials or internet sites, the user must immediately contact an appropriate 21CCCS official, such as the Principal or the Director of Technology, to disclose the access of said material. This disclosure may later serve as a defense against an allegation that the user had intentionally violated the Student Code of Conduct and/or other applicable 21CCCS policies. For additional information, please see the Acceptable Use [Policy #6015](#).

Although 21CCCS takes precautions to protect students from inappropriate sites, ultimately, it is the responsibility of the student and parents/guardians to ensure that school devices are used only for appropriate school use.

Finally, students who become aware of potential security issues are responsible for reporting them immediately to the Technology Department.



For additional information, please see the Acceptable Use [Policy #6015](#).

4.4 ELECTRONIC SEARCHES

By using 21CCCS' network and technology resources, all users are expressly waiving any right to privacy and consenting to have their electronic communications and all other use

accessed, reviewed, and monitored by 21CCCS in accordance with 21CCCS Policies and Procedures. A user account with e-mail access will be provided to authorized users only on the conditions that the user consent to interception of or access to all communications accessed, sent, received, or stored using 21CCCS technology and sign this policy. For additional information, please see [Board Policy #2026](#) and the Acceptable Use Policy.

Electronic communications, downloaded material, and all data stored on 21CCCS technology resources, including files deleted from a user's account, may be intercepted, accessed, or searched by 21CCCS administrators or designees at any time in the regular course of business to protect users and 21CCCS equipment. Any such search, access, or interception will be reasonable and shall comply with all applicable laws.



For additional information, please see [Board Policy #2026](#) and the Acceptable Use Policy.

School Issued Equipment Search

School officials retain the right to electronically inspect and enter school-issued devices and accounts at any time for any reason, using remote management software installed on all devices. The software must remain enabled and the device must remain accessible at all times. For additional information, please see [Board Policy #2026](#) and the Acceptable Use Policy.



21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older).

Parent/Guardian Access

Parents/guardians are granted credentials to access both the learning management system Parent Portal and the student information system Parent Portal.



Illegal or Prohibited Materials

Illegal or prohibited materials discovered during a student search may be used as evidence against a student in a school disciplinary proceeding or legal hearing. As appropriate, 21CCCS may contact law enforcement agencies in response to any such discovery.

4.5 ASSISTIVE TECHNOLOGY

To request assistive technologies, please contact the Supervisor of Special Education:



**Supervisor of
Special Education**
484-875-5405

4.6 INTERNET ACCESS AND REIMBURSEMENT

All students are entitled to internet access reimbursement unless equipment, books, or other materials are owed to the school. Reimbursements will be made once per year, in June. Reimbursement rates are as follows for one or the other:



Using a school provided ISP service or hotspot:

Service provided by 21CCCS (No Reimbursement)



Using alternate service

(Comcast, Verizon, Satellite, etc.):

Up to \$45/month (prorated) per family (unless proof can be shown that the only available access in their area is greater than \$45) for the months of August through June.

Reimbursement Schedule

Reimbursements will be issued once per year in June. No reimbursement will be made unless requests are complete and received physically by specified deadlines.

If this schedule creates an economic hardship, please contact your school counselor.

21CCCS will not reimburse families with mid-year withdrawals.

21CCCS only reimburses for internet use during the regular school year, August to June (unless the student receives Special Education Extended School Year services).

Requesting Reimbursement

To request internet reimbursement, the parent/guardian should send an email to studentinternet@21cccs.org with their Student(s) Name(s) and their April or May internet bill attached by the June 1st deadline. Those who wish to receive a direct deposit rather than a check should also attach a completed Direct Deposit form, found in Section 5 of this Handbook. If you have any further questions concerning required documentation for internet reimbursement, please contact:



Internet Reimbursement

studentinternet@21cccs.org

Please note, with consent and enrollment, internet reimbursement payments can also be made via ACH Direct Deposit. See appendix for the necessary Accounts Payable Direct Deposit Agreement Form.

Services Provided by 21CCCS

Families' internet service account must be in their name and address, not 21CCCS. Please call the provider when there is a problem with the connection to troubleshoot. In many cases, service shuts down temporarily for maintenance and only the provider has that information.

If for any reason internet service is not working properly, students have 24 hours to notify the Technology Department. The Technology Department will notify the student's instructors of the problem. Students may not use internet problems as an excuse for not submitting work.

4.7 EQUIPMENT AND MATERIAL RETURNS

Within 3 days of receipt of shipping labels from 21CCCS, the parent/guardian must return the school-issued computer, iPad (if issued one), power adapters, hardware or peripherals, textbooks, CDs, and any other materials issued to the student to 21CCCS. Original packaging and all accompanying documentation and accessories must be returned as well. Families will be billed for damaged and/or missing items. Students may be denied participation in the graduation ceremony if they have not returned all school equipment and materials. Internet reimbursements will not be made if equipment, books or other materials are due to the school.



Students returning to 21CCCS for the following school year may keep their devices over the summer unless a return is requested.

4.8 UNPAID BILLS

Outstanding financial obligations to 21CCCS remain the responsibility of the parent/guardian. This includes, but is not limited to, unreturned or damaged equipment, books, or other school-issued materials.

Students who have met all academic graduation requirements will receive their diploma regardless of any outstanding financial obligations.

A fee of \$40 will be assessed for each check returned by the bank for insufficient funds.

Internet reimbursements will not be issued while school equipment, books, or other materials remain outstanding.

21CCCS reserves the right to refer unpaid balances to a third-party collection agency. Any fees or costs incurred as part of the collection process will be the responsibility of the parent/guardian.

SECTION 5: FORMS & ATTACHMENTS

The forms in this section should have been signed at the time of enrollment (new students) or re-enrollment (returning students). For reference purposes, the forms can be viewed in Section 5 of this Handbook.

2026-2027 School Year Calendar

Board Approved: June 1, 2026

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July	
3	School & Offices Closed
6/29,30 & 7/1,2	Follow Normal Work Hours: 7:30 AM - 3:30 PM
10, 17, 24, 31	Summer Schedule - Offices Closed

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January	
1	School & Offices Closed
18	School & Offices Closed
20	2nd Marking Period Ends
21 - 22	Transition Days - students not in session
25	3rd Marking Period Begins

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August	
3, 4 & 5	New Teacher Orientation
7 & 14	Summer Schedule - Offices Closed
11-13, 17 & 21	Teacher PD - School not in session for students
17	Welcome Back Night - 7:00 - 8:00 PM
18	First Student Day
18, 19, 20	Schoolwide Student Orientation
24	1st Marking Period Begins

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February	
3	Report Cards
4	Early Dismissal at 11:30 AM Students; PM Staff PD
12 - 15	School & Offices Closed
22 - 26	Parent-Teacher Conferences (Full student days)

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
2	Meet the Teacher Night - 6:00 - 8:00 PM
4	Early Dismissal @ 11:30 AM - All Students & Staff
7	School & Offices Closed
15	Half Day Students; AM Staff PD

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March	
10	Half Day Students; AM Staff PD
24-26 & 29	School not in session for students & teachers
26	Offices Closed - 260 Staff

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October	
9	Early Dismissal at 11:30 AM Students; PM Staff PD
12	School not in session for students & teachers
28	1st Marking Period Ends
29-30	Transition Days - students not in session

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April	
2	3rd Marking Period Ends
5 - 6	Transitions Days - students not in session
7	4th Marking Period Begins
19	Half Day Students; AM Staff PD
21	Report Cards

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November	
2	2nd Marking Period Begins
11	Report Cards
16	Half Day Students; AM Staff PD
23 - 24	Half Day Students 7:30 AM - 11:30 AM; PM Parent-Teacher Conferences
25	Half Day Students 11:30 AM - 3:30 PM; AM Parent-Teacher Conferences
26 - 27	School & Offices Closed

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May	
3 - 7	PSSA Testing Window
17 - 21	Keystone Testing Window
31	School & Offices Closed

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December	
21-23 & 28-31	No School for Students and Teachers
24 - 25	Offices Closed - 260 Staff
21-23 & 28-31	Offices Open - 260 Staff

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June	
4	4th Marking Period Ends; Early Dismissal at 11:30AM (students)
7	Transition Day - students not in session
8	Flex Day Make-up
9	Murrysville Graduation - Tentative
10	West Chester Graduation - Tentative
14 - 17	Follow Normal Work Hours: 7:30 AM - 3:30 PM
18	Offices Closed - 260 Staff
21	Report Cards
11 & 25	Summer Schedule; Offices Closed



**ACCOUNTS PAYABLE DIRECT DEPOSIT AGREEMENT FORM
AUTHORIZATION AGREEMENT**

21st Century Cyber Charter School is authorized to initiate ACH payments to the bank account listed below. Any changes to banking information must be submitted in advance to allow sufficient processing time.

If an incorrect payment amount is deposited due to an error, 21st Century Cyber Charter School is authorized to make the necessary adjustment.

21st Century Cyber Charter School is not responsible for delays or loss of funds resulting from incorrect or incomplete information provided by the account holder or financial institution.

This authorization will remain in effect until written notice of termination is received by 21st Century Cyber Charter School or until the service is discontinued.

Account Information

Name of Organization: _____

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Type of Account (choose one): ☐ Checking ☐ Savings

Email Address for Deposit Notification: _____

Phone Number for Account Verification: _____

Signature

Printed Name & Title (Primary): _____

Authorized Signature: _____

Printed Name & Title (Joint): _____

Authorized Signature: _____

**Please attach a VOIDED CHECK or DEPOSIT SLIP and return this form to:
Email: ACHAccountsPayableDD@21cccs.org**



INTERNATIONAL TRAVEL FORM

Please complete and submit this form one week prior to your travel date. You can email, or mail it to our West Chester location.

Student Name: _____ Grade Level: _____

Date Leaving: _____ Date Returning: _____

Country Traveling To: _____

Reason for Travel: _____

International Contact Information (name, address, phone number, etc.):

Please use the following checklist to prepare for your travel prior to travel date:

- ☐ Issued device(s) are functional
- ☐ Cable(s) are functional
- ☐ Have a voltage converter if needed
- ☐ Notified teachers and administrators regarding your travel
- ☐ Check with your home insurance provider if they would cover loss or damage of device(s) while on your trip.
- ☐ Check for internet access. Web filters may prevent access due to local government regulations. As a result, you may experience difficulty completing your work in a timely manner.

During your travel Tech Help Desk may be delayed in providing technical support due to the time difference. It is important for you to check all applications on your laptop and iPad that would be used for completing assignments prior to traveling.

Please note that you are responsible for the school issued device(s) while you are on your trip. In the event your device is stolen, please file a police report and provide a copy of the report to 21st Century Cyber Charter School.

Important contact information you should have with you during your travel:

- School Phone and Fax Number
- School Mailing Address
- Email contacts (Principal, Guidance, and Teachers)

Parent Signature

Date

Student Signature

Date

Principal Signature

Date



DROP COURSE WITHOUT PENALTY FORM

You are requesting to drop a course with it being removed from your transcript without any penalty after the 10 day add/drop period. Please complete and submit this form for approval from our principal. You may email the form to your academic advisor, or print it out and mail it to our West Chester location. (1245 Wrights Lane, West Chester, PA 19380)

Student Name: _____ Grade Level: _____

Course To Be Dropped: _____

Reason(s) for Request: _____

Extenuating Circumstance (if applicable): _____

Parent Signature

Date

Student Signature

Date

Principal Signature

Date

ANNUAL REGISTRATION AND REQUIRED ACKNOWLEDGEMENTS

All families are required to complete an Annual Registration Update for each enrolled student. This update is completed directly through the Parent/Guardian Portal in Infinite Campus. This update must be completed within the first week of the school.

The Annual Registration Update includes verification and/or submission of the following information and acknowledgements:

- Verification and update of all student and parent/guardian contact information
- Verification of current address and submission of proof of residency, as required
- Review of Testing Expectations, including state-required assessments such as the Keystone Exams and PSSAs
- Review and acceptance of the Student/Parent Handbook
- Review and acceptance of the Acceptable Use and Internet Safety Policy
- Acknowledgement of federal online safety and privacy requirements, including:
 - Children's Online Privacy Protection Act (COPPA)
 - Children's Internet Protection Act (CIPA)
- Review and acknowledgement of Attendance Expectations
- Review and acknowledgement of Act 55 Camera Wellness Checks
- Review and acknowledgement of the Photo, Video, and Media Release

Completion of the Annual Registration Update confirms that parents/guardians have reviewed, understand, and agree to all applicable policies, expectations, and requirements for the current school year.

This process is required annually to ensure accurate records, student safety, legal compliance, and clear communication of expectations.

Ongoing Proof of Residency

In accordance with current state legislation, parents/guardians of students enrolled in a cyber charter school are required to submit proof of the student's residency twice each school year.

Proof of residency must be submitted:

- By November 1, and
- By March 1 of each school year

All proof of residency documentation must be dated within the previous three (3) months at the time of submission. Documents older than three months will not be accepted.

Acceptable documentation may include, but is not limited to:

- Utility bills
- Mortgage statements
- Lease or rental agreements
- Other residency documents deemed acceptable by the school and PDE Code

Submission of proof of residency is completed exclusively through the Parent/Guardian Portal in Infinite Campus, where documentation is uploaded, reviewed, and maintained as the official record. Parents/guardians are responsible for ensuring that required documentation is submitted by each deadline.

Failure to submit acceptable proof of residency by the required dates may result in follow-up action to ensure compliance with state law and enrollment requirements.

Application for Pavilion Rental Instructions

- 1) Contact the West Goshen Township Park and Recreation Department (610-696-5266, ext. 4104 or klehr@westgoshen.org) to check pavilion availability.
- 2) Read the attached Application for Pavilion Rental, Release and Indemnification Form, and West Goshen Township Parks Rules and Regulations.
- 3) Complete the Application for Pavilion Rental and the Release and Indemnification Form.
- 4) A Certificate of Insurance is required from corporations covered by liability insurance. Contact your insurance carrier for a copy of this certificate.
- 5) Return the Application for Pavilion Rental, Release and Indemnification Form, along with Certificate of Insurance (if applicable) and appropriate payment ***no later than two weeks prior to your event*** to:

Park and Recreation Department
West Goshen Township
1025 Paoli Pike
West Chester, PA 19380



SHAUN WALSH, *Chair*
JOHN HELLMANN, *Vice-Chair*
ASHLEY GAGNÉ, *Member*
TINAMARIE SMITH, *Member*
NATE WOLMAN, *Member*

CHRISTOPHER BASHORE, *Township Manager*

Board of Supervisors

1025 Paoli Pike • West Chester, PA 19380-4699

610•696•5266 ~ Fax: 610•429•0616

twp@westgoshen.org

www.westgoshen.org

Application for Pavilion Rental

PAVILION REQUESTED

West Goshen Community Park ☒

Coopersmith Park ☐

Barker Park ☐

Other ☐

DATE OF EVENT 09/10/2026

Application date 07/15/2026

(Two weeks advance notice required)

Event hours 10am to 2pm
(Include setup and cleanup—cleanup may not run later than time indicated. End time no later than sunset.)

Type of function being held: Back to School Picnic

Number attending 150 (approx)

Check if you plan on bringing any of the following:

Tents ☐ Moonbounce ☐ Caterer ☐ Other (Please indicate) ☐

I (WE) THE SPONSOR, assume full responsibilities for any damages to Township equipment and property. Furthermore, I (we) understand the West Goshen Township will not be held liable for any injury or damage which may occur to me, my guests, and our property during our use of the park. I (we) acknowledge that I (we) have read and understood the park regulations.

21st Century Cyber Charter
School

1245 Wrights Ln

West Chester, PA 19380

West Goshen

Sponsor's name

Street address

Town

Zip code

Township of residence

Mr. Jason Palaia

Jason Palaia

484-875-5400

Sponsor's Representative

Representative's signature

Daytime phone number

Is a caterer being used for food service? NO (If "yes," then caterer is responsible for removing garbage from event.)

PERSON IN CHARGE who will be at pavilion to meet Parks staff at both the start and close of the event. You will be responsible for the pavilion and its facilities during the hours indicated on this application. If you are late arriving or leaving early, please let Parks staff know so the potential for vandalism may be avoided. **The event, including cleanup, must be completed by the end time indicated above.**

Emily Gibson

484-888-0140

Name of person in charge

Phone number(s) during date of event

RENTAL FEE See worksheet on the reverse side to determine Rental Fee.

This section to be completed by West Goshen Park and Recreation Department upon approval of the Application for Pavilion Rental.

Amount: _____ Township Approval: _____

Receipt Number: _____ Date: _____

c:	Applicant	Township Parks Department	Township Police Department	Township Manager

RENTAL FEE: Use this worksheet to calculate amount due.

Under 100 people

Circle One

West Goshen resident, Monday through Thursday ending by 2:30 PM	\$50
Non-resident, Monday through Thursday ending by 2:30 PM	\$100
West Goshen resident, weekend or evening (ending by sunset)	\$100
Non-resident, weekend or evening (ending by sunset)	\$200

100-250 people

Monday through Thursday ending by 2:30 PM	<u>\$150</u>
Weekend or evening (ending by sunset):	\$300

Over 250 people

Monday through Thursday ending by 2:30 PM	\$200
Weekend or evening (ending by sunset)	\$400

Security Deposit	<u>\$100</u>

TOTAL (Fee plus \$100 Security Deposit)

E.L.
Erika Laidlaw (Jul 16, 2026 10:50:53 EDT)

\$250.00

TRAFFIC SAFETY: Groups of 300 or more are required to hire traffic safety officers in coordination with the West Goshen Township Police Department and to meet with representatives from the West Goshen Park and Recreation Department and the Traffic Safety Unit of the West Goshen Police Department **no later than two weeks prior to the event.** Please contact Park and Recreation Director Ken Lehr at klehr@westgoshen.org to schedule the planning meeting. Traffic safety fees will be billed separately by the West Goshen Police Department.

PAYMENT BY CHECK: Checks are to be made payable to "West Goshen Township." When checks are used for payment, the name and address on the check **MUST** match the name and address of the sponsor as written on the front of this form. The event sponsor is responsible for ensuring that the bank account has adequate funds for the picnic fee and security deposit. West Goshen Township requires cash payment and a \$25 additional fee for checks returned to West Goshen Township for not sufficient funds, and may cancel the picnic or prohibit the sponsor from applying for future picnics.

SECURITY DEPOSIT: A \$100 security deposit is required of all applicants who reserve picnic pavilions. Cash or online security deposits are deposited into a West Goshen Township bank account. Security deposits written on a separate check may be held until after the event. It is the responsibility of the permit holder (listed as "Sponsor" on the Application for Pavilion Rental) to inform and enforce facility use regulations among those attending their event or activity. Groups adhering to all policies and the criteria below will receive refunds of security deposits or voided security deposit checks within two weeks. The West Goshen Park and Recreation Department would notify you by telephone or email prior to any assessed penalty.

INFRACTIONS: Infractions that may result in forfeiture of the security deposit include, but are not limited to, the following:

- Excessive noise, including use of unauthorized amplification equipment
- Allowing dogs to run free on park property
- The presence or use of alcohol or controlled substances
- Smoking
- Trash and/or decorations not cleaned up and properly disposed of
- Picnic tables not returned to their original position under the pavilion
- Vandalism, theft, or damage
- Attendance exceeding that indicated on the Application for Pavilion Rental
- Failure to depart at ending time indicated on the Application for Pavilion Rental
- Failure to abide by the attached West Goshen Township Parks Rules and Regulations

RELEASE AND INDEMNIFICATION

KNOW ALL MEN BY THESE PRESENTS, that the undersigned:

1. Represents to West Goshen Township the undersigned signatories are authorized to execute this Release and Indemnification on behalf of and in the name of 21st Century Cyber Charter School (referred to herein as the "Sponsoring Organization") and; (Formal Team/League or Family/Company Name)

2. That in consideration of (i) the permission granted by West Goshen Township (the "Township") to the undersigned and the Sponsoring Organization, at their request, to use the Township's parks and recreation facilities (collectively the "Park"), (ii) the sum of One Dollar (\$1.00), lawful money of the United States, receipt whereof is hereby acknowledged, and (iii) *intending to be legally bound* hereby, the undersigned and the Sponsoring Organization, and their guests and members (collectively the "Releasing/ Indemnifying Parties") agree to be bound by the terms of this Release and Indemnification; and

3. That by execution of this Release and Indemnification, the Releasing/ Indemnifying Parties do hereby remise, release and forever discharge the Township, its elected and appointed officials, and its agents, servants and employees (the "Released/ Indemnified Parties") of and from all obligations, liabilities, causes of action, judgments, and all other claims and demands of any nature whatsoever, whether in law or in equity (collectively "Liabilities") for personal injuries or death, whether known and unknown, foreseen and unforeseen, temporary or permanent, including property damage (collectively "damages"), which accrue or may accrue or arise or result from the Releasing/Indemnifying Parties use of the Park, whether such damages shall occur as a result of the Releasing/Indemnifying Parties actions, fault, or negligence, or the actions, fault, or negligence of other users, occupiers or possessors of the Park, including the Released/Indemnified Parties; this Release also including, in addition to the foregoing, all rights of and claims for contribution from and indemnification by the Released/Indemnified Parties; and

4. The Releasing/Indemnifying Parties shall at all times hereafter indemnify and hold harmless the Released/Indemnified Parties from and against any and all losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and other litigation expenses) incident to any claims, suits, actions or proceedings which the Released/Indemnified Parties may hereafter suffer, incur, be put to, or pay by reason of any actions of or activities conducted by the Releasing/Indemnifying Parties in or upon the Park; and

5. In every instance where the undersigned, the Sponsoring Organization, or any other of the Releasing/Indemnifying Parties shall have notice that any claim, demand, suit or cause of action (collectively "claim") whatsoever exists, or has been asserted, or is threatened, which would or could constitute a claim hereunder to be indemnified, they shall promptly notify the Township of all of the facts within its/their knowledge with respect thereto. For its part, the Township will notify the undersigned should such facts come into its possession. The Township reserves the right, but shall not have the obligation, to contest through its own counsel, any such claim, including the right to appeal to a court of the highest appellate jurisdiction. If the Releasing/Indemnifying Parties should fail to contest or resist any such claim within a reasonable time after receiving notice thereof, but not later than ten (10) days after such notice, the Township upon becoming aware of the claim shall have the right to satisfy and discharge the same by suit, settlement or otherwise. The amount of any such claim determined to be due by way of judgment following suit, settlement or otherwise, shall become due and payable immediately by the Releasing/Indemnifying Parties to the Released/Indemnified Parties upon the Township's written demand for such payment.

By execution of these presents, the undersigned(s) do hereby bind himself/herself and itself, and the Sponsoring Organization, and its and their respective heirs, successors, executors, administrators and assigns, jointly and severally, to the terms of this RELEASE AND INDEMNIFICATION.

IN WITNESS WHEREOF, *intending to be legally bound* hereby, the undersigned have/has executed this Release and Indemnification on behalf of the Sponsoring Organization identified hereinabove this 16th day of July, 2026.

21st Century Cyber Charter School

Sponsoring Organization
(Formal Team/League or Family/Company Name)


Jonathon Shiota (Jul 16, 2026 12:55:18 EDT)
Witness Jonathon Shiota, Board Treasurer

By: Jason Palaia
Authorized Officer/Title Mr. Jason Palaia, CEO
(Person with authority to bind organization to Release)

PLEASE READ THIS BINDING LEGAL DOCUMENT CAREFULLY. AS A PROSPECTIVE USER OF A FACILITY OF WEST GOSHEN TOWNSHIP, IT IS NECESSARY THAT YOU SIGN THIS RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT BEFORE YOU OR ANY MEMBER OF YOUR ORGANIZATION WILL BE PERMITTED TO USE A TOWNSHIP FACILITY. BY SIGNING THIS DOCUMENT, YOU, YOUR ORGANIZATION AND THE MEMBERS AND GUESTS OF YOUR ORGANIZATION ARE RELIEVING WEST GOSHEN TOWNSHIP OF ANY RESPONSIBILITY FOR ANY UNTOWARD OCCURRENCE, INCLUDING PERSONAL INJURIES, DEATH AND PROPERTY DAMAGE, ARISING OUT OF THE USE OF SUCH FACILITY; AND, YOU AND YOUR ORGANIZATION ARE AGREEING TO HOLD WEST GOSHEN TOWNSHIP AND ITS ELECTED AND APPOINTED OFFICIALS, AGENTS, SERVANTS AND EMPLOYEES HARMLESS FROM ANY DAMAGES RELATED THERETO, AND ARE AGREEING TO INDEMNIFY WEST GOSHEN TOWNSHIP FROM AND AGAINST ALL DAMAGES, CLAIMS, LOSSES, DEMANDS, JUDGMENTS AND COSTS ON ACCOUNT OF ANY INJURY OR DAMAGES TO ANYONE USING THE WEST GOSHEN TOWNSHIP FACILITY UNDER YOUR AUSPICES, WHETHER OR NOT SUCH USER IS SUBJECT TO YOUR DIRECTION OR CONTROL. YOU HAVE THE RIGHT TO SEEK THE ADVICE OF YOUR ATTORNEY BEFORE SIGNING THIS DOCUMENT.

**WEST GOSHEN TOWNSHIP PARKS
RULES AND REGULATIONS**

1. Parks are open daily from sunrise to sundown.
2. Alcoholic beverages are prohibited in the parks.
3. Properly licensed dogs are permitted only when restrained by a leash not exceeding eight (8) feet in length. Persons exercising control of a dog shall be responsible for cleaning up and disposing **immediately** of any dog waste.
4. Garbage and waste must be deposited in designated containers.
5. Baseball, football, soccer, tennis, volleyball, and other games and recreational activities are permitted only in locations designated for such activity by the Township. Golf is prohibited.
6. Injuring, defacing, removing, or cutting any planting, building structure or fixture, or any other property of the Township located within the park is prohibited.
7. Removing equipment from the parks or moving such equipment from its designated location is prohibited.
8. Intoxication, indecent language, unnecessary noise and/or any act offensive to other users of the parks is prohibited.
9. Gatherings and meetings comprised of twenty-five (25) or more persons are permitted only with a valid permit obtained from the Township.
10. Sound amplification equipment is permitted only with written permission from the Township.
11. Fires are permitted only in designated grills maintained for that purpose.
12. Swimming or wading is prohibited in any body of water.
13. Motor vehicles, with the exception of motorized wheel chairs and vehicles connected with official Township business, are prohibited.
14. Distributing or displaying advertising materials or placards is permitted only with written permission from the Township.
15. Setting up of booths, tables, and other equipment for use in the sale of merchandise or any other objects is permitted only with written permission from the Township.
16. Firearms and fireworks are prohibited.

These Rules and Regulations are made pursuant to the authority granted by Section 1 of Section 57-3 of Chapter 57, as amended by Ordinance No. 9-96, dated September 10, 1996, of the Code of West Goshen Township. Violation of any such rule shall subject the offender to the penalty set forth in said Ordinance, providing a maximum penalty of \$600 for each violation.



High School Remote Access, Confidentiality & Indemnification Agreement, & Authentication

THIS REMOTE ACCESS, CONFIDENTIALITY & INDEMNIFICATION AGREEMENT, & AUTHENTICATION (this "Agreement") is made as of this 11th day of August, 2026, by and between the Pennsylvania Higher Education Assistance Agency, an agency of and on behalf of the Commonwealth of Pennsylvania, having an address at 1200 North 7th Street, Harrisburg, Pennsylvania 17102-1444 ("PHEAA"), and the organization identified below by name and principal address ("Organization").

Name of Organization:

21st Century Cyber Charter School

Principal Address:

Mrs. Erika Laidlaw
1245 Wrights Lane
West Chester, PA 19380

Witnesseth:

WHEREAS, PHEAA was created by the Commonwealth of Pennsylvania by the Act of August 7, 1963, P.L. 549 (the "Act") for the purpose of improving the higher educational opportunities of persons who are residents of the Commonwealth of Pennsylvania by assisting them in meeting their expenses in higher education through, inter alia, grants, work study awards, and educational loans; and

WHEREAS, PHEAA has developed various services and programs which organizations may remotely access and which assist educational institutions in the management of their files, including but not limited to student financial aid, pertaining to their current or former students by providing to them on-line automated capabilities (collectively, the "Remote Access Services Program"); and

WHEREAS, Organization desires to participate in the Remote Access Services Program, and PHEAA desires to provide the Remote Access Services Program to Organization, pursuant to the terms and conditions of this Agreement; and

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties to this Agreement agree as follows:

1. Definitions

The following capitalized terms shall have the meanings specified in this Section 1. Other terms defined in the text of this Agreement shall have the meanings there ascribed.

1.1 "Agreement" means this Remote Access, Confidentiality & Indemnification Agreement, & Authentication, including any Schedule, Attachment, or Exhibit attached hereto and each amendment hereafter adopted.

1.2 "Authoritative Source" means the individual who is responsible for notifying PHEAA immediately when Organization approves, modifies, or deletes remote access to the PHEAA System for Organization. The Organization designates the Authoritative Source on the "Request for Authoritative Source Status," as defined in Section 1.10, executed by both the designated individual and his/her immediate supervisor.

1.3 "BPAMS" means the Business Partner Access Management System, or any other successor system, utilized by PHEAA to provide designated employees of Organization access to the Remote Access Services Program.

1.4 "Breach" means any unauthorized acquisition of, use of, or access to data that compromises the security, confidentiality, or integrity of Confidential Information maintained by or for a Recipient, which has the meaning assigned to it in Section 1.6.

1.5 "Business Day" means a day of the year other than a Saturday or Sunday, or other than a day on which PHEAA or Organization is required or authorized by law to remain closed, and on which either does remain closed.

1.6 "Confidential Information" shall include, but not be limited to, information disclosed by or through any party to this Agreement ("Disclosing Party") to any other party hereto ("Recipient"), whether in writing, orally or by any other means, which is confidential and/or proprietary. Such information may include, without limitation: (a) Nonpublic Personal Information ("NPPPI"), as defined in 12 CFR Part 40, as amended from time to time, concerning students and/or Organization's students or parents/spouses of Organization's students; (b) all forms and types of financial, business, technical, or economic information including oral presentations pertaining to services; marketing strategies; computer software, software designs, and services; business plans and logic; computer hardware used by PHEAA or Organization; targeting methods; and other information, documents, and materials that pertain to operation policies, procedures, and any other aspects of the business of PHEAA or Organization; (c) financial and pricing information of PHEAA or Organization involving student loans; (d) proprietary software developed by PHEAA. "Confidential Information" shall also include "Consumer Information" and "Customer Information" as defined in The Interagency Guidelines Establishing Standards for Information Security, 12 CFR Part 30 (Appendix B), as amended from time to time ("Guidelines"); and all training manuals and/or documentation.

1.7 "PageCenter" means the output management software, utilized and maintained by PHEAA which makes reports available for download through an Organization specific mailbox.

1.8 "PHEAA System," means any computer and network system, including software applications, created, owned, leased, utilized or maintained by PHEAA.

1.9 "Remote Access Services Program" means the various services and programs developed by PHEAA for organizations, by which PHEAA will, pursuant to this Agreement, allow Organization view only access to various student information related to Organization. For purposes of this Agreement, the Remote Access Services Program includes the functionality described in Section 2.1 (i)-(iii).

1.10 "Request for Authoritative Source Status" means the document attached hereto as Attachment A which is incorporated into this Agreement by reference.

2. Obligations of PHEAA

2.1 PHEAA agrees to provide, or cause to be provided, to Organization the Remote Access Services Program, including a temporary, nontransferable, nonexclusive, license to read-only access to the PHEAA System with respect to Organization's

students only, subject to the terms and limitations set forth in this Agreement, until such time as the earliest of the following occurs: (a) PHEAA requests that Organization cease using the Remote Access Services Program or (b) this Agreement is terminated. Organization's view-only access to the Remote Access Services Program includes only the services identified below:

- (i) Access to an online screen on the PHEAA System which will provide information regarding the Organization's recipients of Certificates of Merit, list of the names and addresses of the Organization's student(s) and their Free Application for Federal Student Aid (FAFSA®) filing status, and the Organization's demographic and contact information that is currently on file with PHEAA.
- (ii) Access to reports in PageCenter mailbox specific to Organization.
- (iii) Ability to print an exact copy of any remote terminal display.

2.2 From time to time, PHEAA may unilaterally update, amend, change, or discontinue the Remote Access Services Program.

2.3 Pursuant to the request of Organization and subject to PHEAA's system and policy constraints, PHEAA agrees to provide employees of Organization, as authorized by Organization's Authoritative Source pursuant to Section 4.1 hereof, with read-only access to certain screens and selected records containing information, including Confidential Information, related to Organization's students and/or parents of Organization's students. Upon completion of required documents and after the approval of a user profile, each authorized user will receive a unique user ID and password for access to the PHEAA System. When a request for access is approved by the Authoritative Source, the user ID will be emailed to the Authoritative Source, and the user's temporary password will be emailed to the user.

2.4 PHEAA agrees to provide designated employees of Organization with reasonable instruction and training on the proper use and care of the Remote Access Services Program.

2.5 If PHEAA is called upon to investigate and research problems with respect to the Remote Access Services Program beyond PHEAA's normal maintenance activities, and it is determined that the problem was created by or in part caused by Organization's equipment, software or employee, representative, and/or agent, PHEAA may invoice Organization. Organization agrees to pay for services at a rate of Seventy Five Dollars (\$75.00) per hour or fraction thereof. Organization also agrees to pay additional charges presented to or incurred by PHEAA (for example, by an outside vendor) as a result of a problem created by or in part caused by Organization's equipment, software or employee, representative, and/or agent.

2.6 PHEAA may, at its sole discretion, charge additional fees for the Remote Access Services Program or any other services related to the Remote Access Service Program that are requested by Organization. PHEAA shall notify Organization in writing prior to its initial assessment of any such additional fees. Upon receipt of PHEAA's written notice of a fee (other than the IT servicing fee set forth in Section 2.5) or increase in fee, Organization shall have thirty (30) days to give written notice to PHEAA that Organization wishes to terminate this Agreement.

2.7 PHEAA DISCLAIMS ANY AND ALL WARRANTIES CONCERNING THE REMOTE ACCESS SERVICES PROGRAM, WHETHER EXPRESS OR IMPLIED, INCLUDING (WITHOUT LIMITATION) ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This Section 2.7 applies only to the Remote Access Services Program and is not intended to disclaim any warranty, either express or implied, provided under any other agreement between Organization and PHEAA.

3. Obligations of Organization

3.1 Organization agrees that it has been and shall continue to be responsible for directing PHEAA on, and for setting parameters for, the information, including any Confidential Information, to be provided to designated employees of Organization under this

Agreement. Such direction shall be provided to PHEAA in writing, and shall in all cases be subject to final review and approval by PHEAA (which review and approval shall not be unreasonably withheld).

3.2 Organization must notify PHEAA immediately if Organization wishes to terminate or modify the access provided by PHEAA pursuant to the Remote Access Services Program so that PHEAA may terminate the designated employee's access to the Remote Access Services Program. Such notification shall be provided by the Authoritative Source via BPAMS with respect to authorized users. If the individual identified as the Authoritative Source is no longer functioning as the Authoritative Source, Organization must follow the steps in 4.2 (iii). Organization agrees to protect, defend, indemnify and hold PHEAA, its officers, directors, employees and affiliates, successors, or assigns, harmless, in accordance with Section 5 below, from any liability that may result in any failure or delay by Organization to notify PHEAA of its intent to any such termination of access to the Remote Access Services Program.

3.3 Organization and its authorized users shall use the Remote Access Services Program only for the purposes contemplated herein; any unauthorized use may, at PHEAA's sole discretion, result in immediate termination of Organization's access to the Remote Access Services Program. Organization is responsible for safeguarding all mechanisms, passwords, and security devices used to access the Remote Access Services Program. Organization agrees not to provide or otherwise make available the Remote Access Services Program in any form to any person other than Organization's authorized employees, agents, or representatives, without PHEAA's prior written consent. Organization acquires no ownership in the Remote Access Services Program under this Agreement.

3.4 Organization shall not make use of any other party's Confidential Information for any purpose other than to perform the services contemplated under this Agreement. Without limiting the foregoing, Organization agrees that it shall not store data accessed through the Remote Access Services Program beyond its intended use pursuant to this Agreement. Organization shall not disclose, transfer, use, copy, or allow any employee, agent or any third party access to Confidential Information of any other party hereto, except for those who have a need to know such Confidential Information in order for Organization to utilize the information identified in Section 2.1 (i)-(iii). If disclosed to any third party, the third party must be individually bound by contractual obligations of confidentiality and limitation of use sufficient to give effect to this Section 3.

3.5 Organization shall counsel and instruct its employees, representatives and agents that they may not disclose to unauthorized persons any Confidential Information to which such employees, representatives and agents have access as a result of their work with the records and systems of PHEAA under the Remote Access Services Program. Organization shall require its employees, representatives and agents to clear monitor screens when unattended and assure that records reflected on monitor screens are not subject to viewing or reproduction by unauthorized personnel.

3.6 In addition to the other obligations set forth herein, Organization agrees to comply with all applicable federal and state laws, and rules and regulations of applicable regulatory agencies, protecting the Confidential Information and privacy rights of Disclosing Party and its customers, including, without limitation, Title V of the federal Gramm-Leach-Bliley Act (15 U.S.C. §§6801-19 et seq.) and the federal Economic Espionage Act (18 U.S.C. Section 1831 et seq.), as well as any other applicable federal or state laws, rules or regulations applicable to the services contemplated under this Agreement.

3.7 Organization shall implement and maintain an appropriate security program to protect the confidentiality of Confidential Information in accordance with the requirements of this Agreement and applicable federal and state law. Organization agrees to provide PHEAA, upon request, with a copy of its security program and any updates or amendments thereto. Organization agrees that, upon reasonable notice and at Organization's convenience, PHEAA may audit such security program.

3.8 In the event that Organization knows, or reasonably believes, that there has been a Breach under this Agreement, Organization shall take the following actions at no cost to PHEAA:

- (i) Immediately notify PHEAA of such Breach;
- (ii) Identify to PHEAA what specific data, by customer and account number has or may have been Breached;
- (iii) Monitor any affected accounts for any unusual activity (if appropriate);
- (iv) Take measures to contain and control the incident to prevent further unauthorized access;
- (v) Remedy the circumstances that permitted such Breach to occur; and
- (vi) Cooperate with PHEAA to facilitate PHEAA's compliance with any applicable federal or state law regarding unauthorized access of consumer information.

For the purposes of this Section, in addition to any information considered NPPI under Section 509(4) of the Gramm-Leach-Bliley Act of 1999, NPPI shall include any two of the following: a person's name, address, social security number, telephone number, driver's license or state ID number, account number, credit/debit card account number, access code, password, identification number, or security code. Organization shall fully reimburse PHEAA for the actual costs incurred by PHEAA in remedying or controlling any Breach (including but not limited to costs relating to credit monitoring or mailing notices to individuals whose data has or may have been Breached) where such Breach is the direct result, in whole or in part, of Organization's breach of this Agreement, failure to conform to applicable law, negligence, or from unauthorized access to Organization's computer systems or networks.

3.9 Organization agrees not to charge Organization's students or their parents a fee to defray the cost of any of the services or activities provided by the Remote Access Services Program.

4. Obligations of Organization & Authoritative Source

4.1 The Authoritative Source is responsible for the addition, modification, and deletion of access to the Remote Access Services Program by designated employees of Organization through BPAMS.

4.2 The Authoritative Source, on behalf of Organization, must provide a fully executed Request for Authoritative Source Status for Organization. The Request for Authoritative Source Status is attached hereto as Attachment A and incorporated into this Agreement by reference.

- (i) If Organization needs to utilize more than one Authoritative Source due to its having responsibility for multiple locations or campuses, the delegation of responsibilities per Authoritative Source must be provided using the form attached to this Agreement as Exhibit 1.
- (ii) Organization will require the immediate supervisor of the Authoritative Source to execute the Request for Authoritative Source Status.
- (iii) Organization shall notify PHEAA within one (1) Business Day if there are any changes to the Authoritative Source and shall promptly submit a new Request for Authoritative Source Status.

4.3 The Authoritative Source will serve as the sole source for authorization of access to the PHEAA System and has been designated the authority by Organization to approve remote users. Organization understands and agrees the Authoritative Source is responsible for notifying PHEAA immediately for approvals, additions, modifications, and deletions for remote access to the PHEAA System for the appropriate users of Organization. Organization further acknowledges and agrees that if the Authoritative Source approves an individual for access, PHEAA may rely on this approval in concluding

that such individual has sufficient authority to have such access to the PHEAA System for legitimate business purpose. Organization agrees to protect, defend, indemnify and hold PHEAA, its officers, directors, employees and affiliates, successors, or assigns, harmless, in accordance with Section 5 below, from any liability that may result in PHEAA's reliance of such approval for access.

4.4 The Authoritative Source is responsible to complete a review of all user access through BPAMS upon request by PHEAA. Failure to complete the access review as requested will result in the all user access being suspended.

5. Liability & Indemnification

5.1 Organization agrees to protect, defend, indemnify and hold harmless PHEAA, its officers, directors, employees and affiliates, successors, or assigns, from and against any and all claims, actions, causes of action, damages, demands, losses, liabilities, obligations or costs (including, without limitation, attorneys' fees and costs) (collectively "Costs") arising from, related to or connected with any manner whatsoever to:

- (i) PHEAA's provision of access to information to Organization in accordance with the terms of this Agreement; or
- (ii) Acts or omissions of Organization, or any officer, director, employee, affiliate, agent, contractor, successor or assign of Organization, including, but not limited to the performance or failure to perform under this Agreement, unauthorized access to the PHEAA's systems or databases, the PHEAA System, and/or violation of any applicable state or federal law or regulation by any such party arising from, related to, or connected in any manner to this Agreement.

5.2 Organization agrees that PHEAA may, in good faith and on reasonable terms, settle any such Costs and that PHEAA's right to indemnification shall extend to any such settlement, provided PHEAA has given notice of such Costs and its intent to settle. PHEAA's right to indemnification is in addition to, and may be exercised independently of, any other remedy held by PHEAA under this Agreement at law or in equity. The indemnification obligations under this Section shall survive the termination or expiration of this Agreement.

5.3 Notwithstanding the foregoing, Organization expressly agrees that PHEAA shall not be liable for any Cost resulting from an act or omission of PHEAA if such act or omission occurred as a result of PHEAA's reliance on information or instruction provided by Organization, or by any officer, director, employee, affiliate, agent, contractor, successor or assign of Organization, or due to any commercially reasonable unavailability of the Remote Access Services Program.

5.4 This Section 5 shall not be read, interpreted, or construed as a waiver of the Sovereign Immunity of the Commonwealth of Pennsylvania.

6. Term

6.1 This Agreement shall commence on the date first written above and shall continue for a period of two (2) years with automatic renewals of one (1) year periods unless terminated or until such date as PHEAA or Organization provides to the other party hereto thirty (30) days prior written notice of termination of the Agreement or upon the occurrence of any of the events set forth in Section 2.1 hereof. Notwithstanding the foregoing, PHEAA may unilaterally terminate this Agreement immediately in the event of:

- (i) a material breach of any of the warranties or obligations of Organization under this Agreement;
- (ii) a material change to the applicable federal or state laws or regulations thereunder which materially alters the legality or economics of the non-breaching party's obligations under this Agreement; or
- (iii) PHEAA's discontinuing the Remote Access Services Program.

6.2 The obligations of the parties under this Agreement with respect to Confidential Information shall survive the termination of this Agreement. Notwithstanding the foregoing, Organization acknowledges that:

- (i) its obligation under this Agreement with respect to Confidential Information disclosed by PHEAA shall remain in effect for as long as such information shall remain Confidential Information under applicable law and
- (ii) its obligation under this Agreement with respect to PHEAA's trade secrets shall remain in effect for as long as such information shall remain a trade secret under applicable law.

6.3 Upon the written demand of a Disclosing Party, subject to applicable laws, each Recipient shall destroy Disclosing Party's Confidential Information (including the removal of any copies of such Confidential Information in any form whatsoever on Recipient's computer and information storage systems). Recipient shall also provide to Disclosing Party a written certification of destruction, signed by an officer of Recipient duly authorized to legally bind Recipient, such certificate shall address the destruction of the Confidential information from Recipient's systems (including the removal of any copies of such Confidential Information in any form whatsoever on Recipient's computer and information storage systems). If the Confidential Information is on Recipient's back-up or retention system, Recipient shall identify the Confidential Information, and report to Disclosing Party what Confidential Information they will be maintaining, and when and how such records are to be destroyed.

7. Ownership

PHEAA shall retain any and all rights of ownership, including intellectual property rights, in or related to the Remote Access Services Program and/or in any product, service or data provided to Organization under this Agreement. All products, services, or work product of any kind, tangible or intangible, developed or contributed by PHEAA (including subcontractors) in connection with the Agreement, and all related patents, copyrights, and other intellectual property rights (collectively, "Work Product") shall be the exclusive property of PHEAA. Work Product may include, but is not limited to, training manuals, computer programs, multi-media content, and records of any sort as well as developments, improvements, and information. Organization acknowledges and agrees that as between Organization and PHEAA, all right, title and interest in the Work Product and any part thereof shall at all times remain solely within the ownership of PHEAA; however, that to the extent such Work Product contains Organization's Confidential Information or intellectual property, Organization shall retain all right, title, and interest in such Confidential Information and intellectual property.

8. Notices

Any notice or other communication required or that may be given under this Agreement shall be in writing and delivered to the addresses set forth above. Notice shall be sent via overnight courier or registered or certified mail, return receipt requested, postage and express charges prepaid, and shall be considered delivered and effective upon delivery.

If to PHEAA:

Attention: VP, State Grant and Special Programs & General Counsel

If to Organization:

Attention: Mrs. Erika Laidlaw

The designation of the person to be so notified or the address of such person for the purposes of such notice may be changed from time to time by notice hereunder.

9. Parties in Interest; Assignment

This Agreement is and shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives,

successors and permitted assigns, but shall not be assigned by any party without the written consent of the other party hereto (which consent may be withheld in the sole discretion of such other party).

10. Entire Agreement; Amendment

This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter hereof, and supersedes all previous agreements, discussions and correspondence with respect thereto, and no representations, warranties or agreements, express or implied, of any kind with respect to such subject matter have been made by either party to the other, except as expressly set forth herein. This Agreement may not be amended, modified, superseded, or rescinded, except by a written instrument or document signed by PHEAA and Organization.

11. Severability

Any term, condition, or provision of this Agreement that is invalid, illegal, or unenforceable for any reason shall be ineffective only to the extent of such invalidity, illegality, or unenforceability, without affecting in any way the remaining terms, conditions, or provisions hereof or rendering any other term, condition, or provision of this Agreement invalid, illegal, or unenforceable.

12. Choice of Law

This Agreement and the respective rights and obligations of the parties shall be governed by, and construed in accordance with, the laws of the Commonwealth of Pennsylvania, without regard to principles of conflict of laws.

13. Authority

Each of the undersigned represent that he or she has the authority to execute this Agreement and legally bind the respective party.

14. Network Access

PHEAA controls access to its network, including the Remote Access Services Program, through the utilization of security measures to detect malicious activity, unsafe network activity or abuse. Organization agrees it will not attempt to or actually bypass PHEAA's network and/or computer security controls. Any transfer of Confidential Information to or from PHEAA electronically must be accomplished using a secured, encrypted transmission.

15. Waiver

A failure or delay of any party to enforce any of the provisions hereof may in no way be construed to be a waiver of such provisions of this Agreement. No rights or duties in this Agreement may be waived except in a written instrument or document signed by the parties charged with such waiver.

16. Headings

The headings of the various sections, subsections and clauses are solely for the convenience of the parties hereto and shall not control or affect the meaning or construction of this Agreement.

17. Right to Know

Organization acknowledges, understands, and agrees that any information provided by Organization to PHEAA which qualifies as a "public record" under Pennsylvania's Right-to-Know Law, 65 P.S. §§67.101 et seq., as amended, and as may be further amended in the future, may be subject to disclosure. Organization accordingly waives and releases PHEAA from any actions at law or in equity from compliance with any such disclosure. Organization further acknowledges, understands, and agrees that any such disclosure does not constitute breach of any confidentiality provision otherwise provided for in this Agreement. In the event PHEAA is required to make such disclosure, PHEAA shall make reasonable effort to notify Organization in writing in advance of such disclosure.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed as of the date first above written.

Pennsylvania Higher Education Assistance Agency

Name of Organization

By: _____

Signature

Nathaniel Hensch

Name

SVP Public Affairs, Guaranty, & Strategy

Title

Approved as to form and legality

PHEAA General Counsel

This agreement has been preapproved by the Pennsylvania Office of Attorney General 58-FA-5.0.

Document Number

21st Century Cyber Charter School

Name of Organization

By: _____

Signature

August 11, 2026

23-3086998

Federal Tax Identification Number

Ms. Andrea Fox

Name

21CCCS Board of Trustees, Chairperson

Title



Exhibit 1

Authoritative Source & Responsibilities per Campus or Location

(Please include school name, code, address, and authoritative source for each.)

Campus/Location Name & School Code	Campus/Location Address	Campus/Location Authoritative Source Name
School Code <u>391348</u>	1245 Wrights Lane West Chester, PA 19380	Mrs. Erika Laidlaw
School Code _____		
School Code _____		
School Code _____		
School Code _____		
School Code _____		

Attachment A

Request for Authoritative Source Status

Request Information			
Request Type: ☐ Add ☒ Modify ☐ Remove 21st Century Cyber Charter School Institution Name Existing User ID Number Institution Type: ☒ High School 391348 Six Digit High School Code			
Authoritative Source Information			
Laidlaw Erika Last Name First Name Middle Initial 1245 Wrights Lane West Chester PA 19380 Street Address City State Zip 484-875-5400 elaidlaw@21cccs.org Daytime Telephone Number Email Address			
Acknowledgment by Authoritative Source			
I hereby request and agree to serve in the capacity of Authoritative Source for remote PHEAA system access for my institution. As Authoritative Source, I understand and agree that I am responsible to notify PHEAA immediately for approvals, additions, modifications and deletions for remote access to the PHEAA system for the appropriate users at my institution. As the Authoritative Source, I will be required to perform a yearly access review for all users at the institution. I acknowledge that if an Authoritative Source approves an individual for access, PHEAA may rely on this approval in concluding that such individual has sufficient authority to have such access to the PHEAA system for a legitimate business purpose. Mrs. Erika Laidlaw Principal Name Title  Erika Laidlaw (Jul 20, 2026 23:15:20 EDT) 07/20/2026 Signature Date			
Authoritative Source Immediate Supervisor Information			
As the immediate supervisor for the Authoritative Source, I understand and agree that I am required to notify PHEAA immediately if there are any changes to the Authoritative Source. ☒ Check to indicate a change of the immediate Supervisor Mr. Jason Palaia CEO Name Title 484-875-5400 jpalaia@21cccs.org Daytime Telephone Number Email Address Jason Palaia 07/21/2026 Signature Date			

21st Century Cyber CS

Charter School Annual Report | 2025 - 2026

School Profile

		AUN
		124150002
Address 1		
1245 Wrights Lane		
Address 2		
City	State	Zip Code
West Chester	PA	19380
Chief Administrator Name		
Mr Jason Palaia		
Chief Administrator Email		
jpalaia@21cccs.org		
Chief Administrator Phone	Extension	
(484) 875-5400		
City	State	Zip Code
West Chester	PA	19380
Principal Name		
Monica Frank		
Principal Email		
mfrank@21cccs.org		
Principal Phone	Extension	
484-875-5400		

Authorizing District(s)

Upload Current Charter (PDF only)

21st Century CS Renewal Agreement 2025-2030_final (2).pdf

Governance and Staff

Board of Trustees Members

Name	Office	New Member?
Ms. Andrea Fox		
Dr. Marlene Fares		
Ms. Mollie Burnett		
Ms. Lindsey Swigart		true
Professor Denise Strohmayr		
Dr. Veronica Andes		
Dr. David McConnell		

Explanation of Board of Trustees Changes

We had a board member step down due to her new job with the Pennsylvania Department of Education. We were able to replace her with a parent representative.

There were no Board of Trustee Changes.

Board of Trustees Meeting Schedule

Name	Office	New Member?
Virtual WebEx	2025-08-12	4:30 PM
Virtual WebEx	2025-09-09	4:30 PM
Virtual WebEx	0005-10-14	4:30 PM
Virtual WebEx	2025-11-11	4:30 PM
Virtual WebEx	2025-12-09	4:30 PM
Virtual WebEx	2026-01-13	4:30 PM
Virtual WebEx	2026-02-10	4:30 PM
Virtual WebEx	0026-03-10	4:30 PM
Virtual WebEx	2026-04-14	4:30 PM
Virtual WebEx	2026-05-12	4:30 PM
Virtual WebEx	2026-06-01	4:30 PM
Virtual WebEx	2026-07-07	4:30 PM

Upload Board Minutes

2025-2026 SY Board Meeting Minutes.pdf

Leadership Team

Name	Title/Position	Check if New Member
Dr. Mathew Flannery	Chief Administrator	
Jason Palaia	Director of Special Education	
Karis Lane	Human Resource Officer	true
Jonathon Shiota	Business Manager	
Nora Wheeler	Chief Academic Officer	
Dr. Monica Frank	Principal	
Ms. Erika Laidlaw	Principal	
Dr. Kelly Sherbondy	Assistant Principal	
Mrs. Melody Dunn	Assistant Principal	
Mr. Mike Matz	Other	

Ms. Heather Messenger	Other	
Mrs. Patricia Dahl	Other	

Explanation of Leadership Changes

The Director of Human Resources resigned and was replaced by Karis Lane.

There were no Leadership Changes

Position Categories	# of Staff per Category	# of Staff Appropriately Certified	# of Staff Promoted	# of Staff Transferred	# of Staff Terminated	# of Staff Contracted for Following Year
Chief Executive Officer	1	1	0	0	0	1
Chief Administrative Officer	0	0	0	0	0	0
Principal	2	2	0	0	0	2
Assistant Principal	2	2	0	0	0	2
Classroom Teacher (including Master Teachers)	37	37	0	0	0	37
Specialty Teacher (including Master Teachers)	10	10	0	0	0	10
Special Education Teacher (including Master Teachers)	8	8	0	0	0	8
Special Education Coordinator	1	1	0	0	0	1
Counselor	6	6	0	0	0	6
Psychologist	0	0	0	0	0	0
School Nurse	1	1	0	0	0	1
IT Director	1	1	0	0	0	1
Business Administrator	1	1	0	0	0	1
ISD, Curriculum Developers, Tech Support	18	18	0	0	0	18
HR Manager	1	1	0	0	0	1
Student Support Manager, Facilities Manager	2	2	0	0	0	2
Business Office, Administrative Support Staff, Teaching Assistants	60	60	0	0	0	60
Totals	155	155	0	0	0	155

Explanation of Substantial Differences

There were no substantial differences.

true

Fiscal Matters

Major Fundraising Activities

No major fundraising activities planned for this year or next year.

Fiscal Solvency Policies

No changes or additions to the policies and procedures.

Accounting System

We utilize the CSIU's Financial Accounting Software in conjunction with the Chart of Accounts mandated by the PA LECS Comptroller's Office for budgeting, accounting, and financial reporting. All financial reporting conforms to GAAP. There are no changes to the accounting system.

Upload Statements of Revenues, Expenditures & Fund Balances

Annual Report Preliminary_Statements_of_Revenues_Expenditures Signed.pdf

Audit Firm

Barbacane, Thornton & Company LLP

Explanation of the Report

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the School as of June 30, 2025, and the respective changes in financial position, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Upload Financial Audit Document(s)

2024-25 Financial Audit Report (1).pdfAnnual Report Preliminary_Statements_of_Revenues_Expenditures Signed.pdf

Financial Audit Citations Description

Opinions

Response We have audited the financial statements of the governmental activities and the major fund of the 21st Century Cyber Charter School ("the School"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents. In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the School as of June 30, 2025, and the respective changes in financial position, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Federal Programs Consolidated Review Document(s)

No

Special Education

Special Education Support Services

Position Title	Building(s) Name and Location for Charter Schools	Caseload	Low Age	High Age
Director of Special Education	21st Century Cyber Charter School	0	12	21
Supervisor of Special Education	21st Century Cyber Charter School	0	12	21

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Social Skills	One 30 minute session per week per student	Outside Contractor and School Employee	59
Occupational Therapy	One 30 minute session per week per student	Outside Contractor	16
Physical therapy	One 30 minute session per week per student	Outside Contractor	1
Speech and Language	One 30 minute session per week per student	Outside Contractor	30
Hearing Services	One 30 minute session per week per student	Outside Contractor	2
Visual Services	One 30 minute session per week per student	Outside Contractor	3
Audiology Services	One 30 minute session per week per student	Outside Contractor	2
Reading Services	One 30 minute session per week per student	Outside Contractor	2
Behavior Specialists	One 30 minute session per week per student	Outside Contractor	2
Orientation and Mobility	One 30 minute session per week per student	Outside Contractor	1
Counseling	One 30 minute session per week per student	Outside Contractor	1

Date of Last Special Education Cyclical Monitoring

2023-05-31

Uploaded Files

Upload Executive Summary (pdf only)

Uploaded Files

21st Century Cyber CS_Corrective Action Verification_CS_2022_638537805756259216 (1) (1).pdf

Uploaded Files

Special Education Personnel Development

Autism

Description of Training	Definition and Criteria for Autism as well as Best Practices for the classroom
Lead Person/Position	Patty Dhal - supervisor of Special Education
Year of Training	December, 2025
Hours Per Training	1
Number of Sessions	1
Provider	21st Century Cyber Charter School
Who Participated (Audience)	Special Education Staff

Training Date Complete

2025-12-02

Autism Training Sign-In.pdf

Autism Training Agenda.pdf

BehaviorSupport

Training not offered.

Paraprofessional

Training not offered.

Transition

Description of Training	Transition Overview, Assessment Based Training Compliance and Indicator 13
Lead Person/Position	Patty Dhal
Year of Training	September 2025
Hours Per Training	1
Number of Sessions	1
Provider	21st Century Cyber Charter School
Who Participated (Audience)	Special Education Teaching Staff

Training Date Complete

2025-09-02

Transition Training Agenda.pdf

Transition Training Sign-In .pdf

ScienceofLiteracy

Description of Training	Content Literacy - Review of Structured Literacy, Pillars of Reading, Content Literacy, Writing Rope
Lead Person/Position	Lindsey Sutton
Year of Training	Februar, 2026
Hours Per Training	2
Number of Sessions	1
Provider	CCIU

Who Participated (Audience)	Required Staff per Certification

Training Date Complete

2026-02-12

2-12-26 Structured Literacy Attendance (Responses).pdf

2-12-26 Structured Literacy - Content Literacy PD .pdf

Parent Training

Description of Training	Various Trainings Took Place throughout the year. Empowered Learning, Gearing Up for a Great Year, Applying special Education Supports.
Lead Person/Position	Katie Leber
Year of Training	2025-2026
Hours Per Training	1
Number of Sessions	6
Provider	21st Century Cyber Charter School
Who Participated (Audience)	Parents

Training Date Complete

2025-09-03

Parent Training - No Sign-in Sheets .pdf

School Success Sept 2025.pdf

IEP Development

Description of Training	IEP Goal Writing
Lead Person/Position	Patty Dhal
Year of Training	October 2025
Hours Per Training	1
Number of Sessions	1
Provider	21st Century Cyber Charter School
Who Participated (Audience)	Special Education Teachers

Training Date Complete

2025-10-07

IEP Goal Writing Training Sign-In.pdf

IEP Goal Writing Agenda.pdf

Special Education Program Profile

Facilities and Agreements

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

Fixed Asset Description	Location	Capital Expenditure
Replaced Heating & Air Conditioning rooftop system	West Chester Office - 1245 Wrights Lane West Chester, PA 19380	\$95,520

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

We currently have two locations; Murrysville and West Chester. We own the West Chester facility and do not have any need to increase its size. In the next three to four years we will most likely need to replace the roof. Otherwise, the West Chester building is in good condition and not in need of any other development and/or repairs. We lease the Murrysville facility. At this time there are no facility development plans for the Murrysville location.

Memorandum of Understanding

Fixed Asset Description	Location
21st Century Education Association	Work From Home

**Upload of Memorandum of Understanding Document(s)
Do not include MOUs already reported in the Safe Schools Reports.**

St. Francis University 25-26 SY Agreement Fully Executed.pdf

MOU - EA 7 - WFH.pdf

Bucks County Community College 25-26 SY MOU Fully Executed.pdf

Butler County Community College 25-26 SY Agreement.pdf

Charter School Management Survey

Charter School Name

21st Century Cyber CS

Point of Contact Information

Point of Contact Name	
Jason Palaia	
Point of Contact Telephone Number	Extension
484-875-5400	
Point of Contact Email	
jpalaia@21cccs.org	

As of the start of the current school year, has the Charter School had a Management Organization (i.e., a separate legal entity that contracts with one or more charter schools to manage, operate, and oversee the schools OR that holds charters to operate two or more charter schools)?	No

Is/was the Management Organization a:

Management Organization Name	Federal EIN (Employer Identification Number)		
Address 1			
Address 2			
City	State	Zip Code	Plus 4 Code

Additional Comments

Signatures and Affirmation

Upload Board Affirmation Statement

Uploaded Files

Board Affirmation Statement - Justification.pdf

Date of Approval

2026-08-11

Charter School Annual Report Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator

Jason Palaia

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 Administrator must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator

Jason Palaia

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.

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Board President

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Chief Administrator

Jason Palaia

Charter School 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 PublicSchool Code of 1949.

The Chief Administrator must sign this assurance. The Board of Trustees President of the charter school's signature will be contained on the uploaded Board Affirmation document.

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator

Jason Palaia

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.

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Board President

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Chief Administrator

Jason Palaia

Board Affirmation Statement

LEA Name

Address 123 Street, City Town, PA 12345

The purpose of this document is for the President of the governing board to affirm that the annual report information is accurate.

Steps to Complete this Section:

Note: Individual signatures required for each section.

1. Signature of President of the governing board and date signed for each section.
2. Upload Board Affirmation document which includes the Board President's signature and date signed.

Charter Annual Report Affirmation

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

Affirmed on this 11th day of August, 2026

By: _____ (Signature of Board President)

Andrea Fox (Print Name)

21st Century Cyber Charter School Board of Trustees

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.

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Affirmed on this 11th day of August, 2026

By: _____ (Signature of Board President)

Andrea Fox (Print Name)

21st Century Cyber Charter School Board of Trustees

Ethics Act Affirmation

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Affirmed on this 11th day of August, 2026

By: _____ (Signature of Board President)

Andrea Fox (Print Name)

21st Century Cyber Charter School Board of Trustees

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 on this 11th day of August, 2026

By: _____ (Signature of Board President)

Andrea Fox (Print Name)

21st Century Cyber Charter School Board of Trustees

Charter Annual Administrative Certification Affirmation

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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 on this 11th day of August, 2026

By: _____ (Signature of Board President)

Andrea Fox (Print Name)

21st Century Cyber Charter School Board of Trustees

Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation

If the Charter School has received approval from PDE to utilize a Response to Intervention method to identify students with Specific Learning Disabilities, the Charter School will assure implementation with fidelity for the duration of this plan.

Affirmed on this 11th day of August, 2026

By: _____ (Signature of Board President)

Andrea Fox (Print Name)

21st Century Cyber Charter School Board of Trustees

Note: Signature, Print Name and Board of Education are hard copy required (Board President must actually sign and complete).

Replace the following text in the header: LEA Name, Address, School Logo/Icon placeholder image.

21st Century Cyber CS

ATSI non-Title 1 School Plan | 2026 - 2027

Profile and Plan Essentials

LEA Type		AUN
Charter School		124150002
Address 1		
1245 Wrights Lane		
Address 2		
City	State	Zip Code
West Chester	PA	19380
Chief School Administrator		Chief School Administrator Email
Mr Jason Palaia		jpalaia@21cccs.org
Single Point of Contact Name		
Heather Messenger		
Single Point of Contact Email		
hmessenger@21ccs.org		
Single Point of Contact Phone Number		Single Point of Contact Extension
484-875-5497		
Principal Name		
Erika Laidlaw		
Principal Email		
elaidlaw@21cccs.org		
Principal Phone Number		Principal Extension
484-875-5435		
School Improvement Facilitator Name		School Improvement Facilitator Email
Maria Stauffer		MariaSt@cciu.org

Steering Committee

Name	Position/Role	Building/Group/Organization	Email
Jason Palaia	Chief School Administrator	21st Century Cyber Charter School	jpalaia@21cccs.org
Dr. Nora Wheeler	District Level Leaders	21st Century Cyber Charter School	nwheeler@21cccs.org
Dr. Heather Messenger	District Level Leaders	21st Century Cyber Charter School	hmessenger@21cccs.org
Patricia Dahl	District Level Leaders	21st Century Cyber Charter School	pdahl@21cccs.org
Erika Laidlaw	Principal	21st Century Cyber Charter School	elaidlaw@21cccs.org
Melody Dunn	Principal	21st Century Cyber Charter School	mdunn@21cccs.org
Brittany Bill	Teacher	21st Century Cyber Charter School	bbill@21cccs.org
John Bugay	Teacher	Science-Department Head	jbugay@21cccs.org
Lisa Moynihan	Education Specialist	School Counselor-Department Head	lmoynihan@21cccs.org
Victoria Duffy	Teacher	Language Arts-Department Head	vduffy@21cccs.org
Dana Heleniak	Teacher	Math-Department Head	dheleniak@21cccs.org
Mark Dickinson	Teacher	Social Studies-Department Head	mdickinson@21cccs.org
Caroline Wagner	Teacher	Special Education-Department Head	cwagner@21cccs.org
Lauren Douglas	Teacher	Science	ldouglas@21cccs.org
Laura Elder	Teacher	Social Studies	lelder@21cccs.org
Ashley Cooke	Education Specialist	School Counselor	acooke@21cccs.org
Lindsey Swigart	Parent	Parent/Board Member	lswigart@21cccs.org
Andrea Fox	Board Member	Board Member	afox@21cccs.org
Alexandra Catalano	Student	12th grade student	ac.23413@students.21cccs.org
Maria Stauffer	Other	CCIU Representative	marias@cciu.org
Lindsay Sutton	Other	CCIU Representative	lindsays@cciu.org
Kathleen Groff	Community Member	Community Member	kathleen.groff@gmail.com
Charlie Hauck	Community Member	Community Member	santrager@yahoo.com

LEA Profile

As a fully online public school, 21st Century Cyber Charter School (21CCCS) differs from traditional brick-and-mortar learning environments. Founded in 1999 by the Executive Directors of the Intermediate Units of Bucks, Chester, Delaware, and Montgomery Counties, 21CCCS was established to meet the growing need for a high-quality cyber school option for students across Pennsylvania.

Today, 21CCCS serves approximately 1,300 students in grades 6–12 throughout the Commonwealth of Pennsylvania. As a statewide cyber charter school, our learning community is not defined by geographic descriptors such as “rural,” “urban,” or “suburban.” Instead, we serve a diverse student population with varied academic backgrounds, interests, and learning needs. Our students are motivated to learn in an online, asynchronous environment that promotes independence, flexibility, and personalized support.

21CCCS is governed by a seven-member Board of Trustees, which provides oversight and ensures that the school fulfills its mission and statutory responsibilities.

School Characteristics

21st Century Cyber Charter School provides comprehensive online educational opportunities for students in grades 6–12. Key characteristics of the school include:

- **Online Learning**
Instruction is delivered primarily through a virtual platform, enabling students to access coursework, communicate with teachers, and collaborate with peers in an online environment.
- **Flexible Scheduling**
Students have the ability to complete coursework at their own pace within established guidelines, allowing for a learning experience that accommodates individual schedules and needs.
- **Individualized Instruction and Support**
Teachers and support staff work closely with students to develop personalized learning plans, monitor progress, and provide ongoing academic and social-emotional support.
- **Technology-Integrated Learning**
The school utilizes a variety of digital tools and instructional technologies, including interactive platforms, virtual simulations, and online assessments to enhance student engagement and achievement.
- **Accountability and Accreditation**
21CCCS is authorized and monitored by the Pennsylvania Department of Education (PDE) and is held accountable for student performance, growth, and compliance with state regulations.

Conclusion

21st Century Cyber Charter School offers a dynamic and innovative educational experience that blends flexibility, individualized instruction, and technology-enhanced learning. By serving students across Pennsylvania in a fully online setting, 21CCCS provides equitable access to a high-quality public education tailored to meet diverse student needs.

Mission and Vision

Mission

To foster a student-centered experience that inspires and empowers our learners through engaging curriculum facilitated by supportive educators to develop the whole individual.

Vision

To continually enhance our flexible environment in support of all students' academic, social, and emotional growth using innovative approaches to learning in preparation for their future aspirations.

Educational Values

Students

Students are expected to demonstrate academic integrity and ethical behavior in all aspects of their learning. This includes producing original work that reflects their own individual effort and engaging honestly in all academic activities. Students are responsible for attending school regularly, completing weekly asynchronous assignments, and actively participating in their courses. Live instructional labs are held weekly for all classes to reinforce learning and provide opportunities for real-time engagement. Recordings of live labs are available for students who need to revisit instruction or clarify concepts. Students are expected to follow all 21CCCS Board policies and school rules, demonstrate respect for teachers, peers, administrators, and support staff, and take responsibility for understanding behavioral expectations. Additional academic supports, including Virtual Office sessions and tutoring, are available to all students and may be assigned when needed to ensure academic success.

Staff

Instruction at 21CCCS is grounded in high-quality, standards-aligned teaching and learning. Teachers design and deliver structured courses of instruction that introduce new concepts and skills aligned to grade-level standards. Through ongoing assessment and data analysis, teachers monitor student progress and adjust instruction to meet individual learning needs. Staff members are committed to continuous professional growth through meaningful professional development in curriculum, instruction, assessment, and student engagement. In addition to academic instruction, staff prioritize the social and emotional well-being of students, recognizing that whole-child support is essential in a virtual learning environment.

Administration

Administration is responsible for supporting the entire learning community by ensuring that students and staff have access to the resources necessary for effective curriculum, instruction, and assessment. School leaders foster a culture of accountability, innovation, and collaboration while maintaining compliance with state regulations and board policies. Effective communication with all stakeholders, including students, staff, parents, and the Board of Trustees, is a priority. Administration provides timely updates, guidance, and transparency regarding school initiatives, expectations, and changes.

Parents

Parents and guardians serve as essential partners in the educational process. In a cyber learning environment, parents help establish structured routines, create designated learning spaces within the home, and encourage consistent engagement. While teachers provide subject-matter instruction and academic guidance, parents support the learning structure by monitoring progress, reinforcing expectations, and maintaining communication with school staff. Regular check-ins and monitoring are especially important for younger students who may need assistance identifying challenges in an online setting. Parents are not expected to replace teachers but rather to collaborate with them to ensure students remain supported, motivated, and accountable in their learning journey.

Community

Community within an online school fosters connection, collaboration, and shared learning. Education is inherently social, and students learn not only through direct instruction but also through dialogue, discussion, and collaboration with peers and educators. Online collaborative learning opportunities encourage students to share ideas, engage in meaningful discourse, and develop higher-order thinking skills. Through interactive activities and discussions, students strengthen their abilities in critical thinking, creativity, problem-solving, analysis, reflection, and evaluation.

Other (Optional)

Omit selected.

Future Ready PA Index

Proficient or Advanced in English Language Arts/Literature

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

The All Student Group proficiency rate of 44.0% did not meet the interim goal/improvement target and remains below the statewide average of 49.9%. While the school demonstrates a downward trend in proficiency for several key subgroups, including Students with Disabilities and Black students, the school continues to meet the statewide growth standard (PVAAS) with a score of 76.0, indicating that while achievement is low, significant progress is being made with the students currently enrolled.

False Strengths	True Challenges	False N/A

Strengths

ESSA Student Subgroups	Indicator
Economically Disadvantaged	The Economically Disadvantaged subgroup (44.4%) performs slightly above the all-student group average (44.0%).
Combined Ethnicity	The Combined Ethnicity group achieved a proficiency rate of 24.1% and the 2 or More Races subgroup achieve a proficiency rate of 30.8% which significantly outperforms the specific Black (18.2%) and Students with Disabilities (20.0%) subgroups, representing a relative area of stability in performance.
White	While not meeting the statewide goal, the White subgroup increased performance (53.3%) from the previous year (48.8%).

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	Performance in this group is significantly lower, 20.0%, than the all-student group and showed a decrease from the previous year.
African-American/Black	Performance in this group is significantly lower, 18.2%, than the all-student group and showed a decrease from the previous year.
Hispanic	Performance in this group is significantly lower, 29.4%, than the all-student group and showed a decrease from the previous year.

Proficient or Advanced in Mathematics/Algebra

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

The All Student Group proficiency of 22.1% is significantly lower than the Statewide Average of 41.7% and did not meet the interim goal. Overall proficiency in Mathematics/Algebra (22.1%) remains a primary area of concern, falling nearly 20 percentage points below the state average. While the school is providing instruction to a diverse population, the lack of proficiency across almost all subgroups indicates a need for a systemic shift in Tier 1 math instruction and more robust targeted interventions.

False Strengths	True Challenges	True N/A

Strengths

ESSA Student Subgroups	Indicator

White	The White subgroup performed at 29.2% proficiency. While below the state average, this group represents the highest performing demographic in the school for this indicator.
Economically Disadvantaged	While the Economically Disadvantaged subgroup did not meet the statewide goal, the subgroup increased in performance (18.5%) from the previous year (13.0%)

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	Proficiency for this group is extremely low at 2.9%. This performance level is a primary driver for the school's A-TSI designation and highlights the need for specialized instructional support.
African-American/Black	This subgroup recorded 0.0% proficiency. This represents a critical achievement gap that requires immediate, intensive intervention and a review of instructional equity.
Hispanic	The Hispanic subgroup also performed at 2.9% proficiency, significantly trailing the school's overall performance and the state average.
Combined Ethnicity	The Combined Ethnicity and 2 More Races Subgroups did not meet statewide goal and both decreased in performance from the previous year.

Meeting Annual Academic Growth Expectations (PVAAS) in English Language Arts/Literature

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

The score of 76.0 exceeds the statewide growth standard of 70.0. The school successfully met the statewide growth standard with an All Student score of 76.0. This indicates that despite challenges in overall proficiency, the current instructional model is effectively moving students toward academic progress at a rate higher than the state expectation.

True Strengths	False Challenges	False N/A

Strengths

ESSA Student Subgroups	Indicator
Combined Ethnicity	This group achieved a high growth score of 81.0, significantly exceeding the state standard and showing strong academic momentum.
White	The White subgroup met the growth standard with a score of 77.0, contributing to the school's overall positive growth trend in ELA.

Challenges

ESSA Student Subgroups	Indicator
African-American/Black	While the All Student Group meets the growth standard, the data for several historically underperforming subgroups, including Black and Hispanic students, results in an 'Insufficient Sample' (IS) for PVAAS. This lack of visible growth data for these specific A-TSI identified groups prevents the school from confirming if these students are making the same accelerated progress as the general population

Meeting Annual Academic Growth Expectations (PVAAS) in Mathematics/Algebra

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

Mathematics growth (64.0) is a significant challenge as it falls below the statewide standard. This lack of growth, coupled with low proficiency rates, suggests that students are not making the necessary year-over-year gains to close achievement gaps or reach proficiency levels.

False Strengths	True Challenges	False N/A

Strengths

ESSA Student Subgroups	Indicator
White	While the growth score of 63.0 is below the statewide standard, it represents the highest growth value among reported subgroups. The school is using this group's data as a baseline to refine instructional strategies that can be scaled to other demographics.
Combined Ethnicity	While the subgroup did not meet the statewide goal (60.0), there was an increase in performance from 2022-2023 (57.5).

Challenges

ESSA Student Subgroups	Indicator
African-American/Black	This subgroup is marked as 'Insufficient Sample' (IS) for PVAAS growth. For an A-TSI school, the lack of state-verified growth data for our designated subgroups is a major challenge. It necessitates a heavy reliance on local assessment data to monitor whether these high-stakes students are making the necessary gains to exit A-TSI status.

English Language Growth and Attainment

True We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

False Strengths	False Challenges	False N/A

Strengths

ESSA Student Subgroups	Indicator

Challenges

ESSA Student Subgroups	Indicator

Regular Attendance

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

The school continues to demonstrate high levels of student engagement, with an overall regular attendance rate of 83.2%, which is 3.6% higher than the statewide average. This indicates that the current virtual attendance tracking and outreach strategies are effective for the general student population.

True Strengths	False Challenges	False N/A

Strengths

ESSA Student Subgroups	Indicator
Economically Disadvantaged	This group achieved 84.0% regular attendance, slightly outperforming the all-student group and meeting the performance standard.
White	Highest attendance rate among reportable subgroups (84.5%) and demonstrated improvement over the previous year.
African-American/Black	Two or More Races (79.9%), Black/African American (80.9%), Economically Disadvantaged (84%) and Combined Ethnicity (79.9%) all remained above the statewide average of 79.2%.

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	Attendance for this group is 74.5%, which is significantly lower than the school average and represents a barrier to improving academic proficiency for this A-TSI subgroup
Hispanic	Attendance for this subgroup is 78%, which is lower than the school average and shows a decrease from the previous year 81.8%.

Career Standards Benchmark

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

While the school provides robust career resources, the 82.0% benchmark indicates a need for more streamlined collection of career evidence and expanded outreach to ensure all students, particularly those in transition years, meet the state requirements.

False Strengths	True Challenges	False N/A

Strengths

ESSA Student Subgroups	Indicator
Economically Disadvantaged	This subgroup is a major standout with 90.9% meeting the benchmark, showing that career readiness initiatives are effectively reaching this high-needs group.
Hispanic	Strong participation with 84.2% meeting the benchmark and demonstrated improvement from the previous year.
White	Achieved 83.5% meeting the benchmark and improved from the previous year, indicating effective implementation of career readiness activities.
Students with Disabilities	Students achieved an 82.7% benchmark rate and demonstrated improvement from the previous year, reflecting increased participation in career readiness activities.

Challenges

ESSA Student Subgroups	Indicator
Combined Ethnicity	The combined ethnicity subgroup performed at 79.7%. The 2 or more races subgroup performed at 75.9%, the lowest among reported subgroups, indicating a need for more targeted monitoring of career artifact completion.
African-American/Black	At 78.3%, this group is below the school average and requires additional support to ensure 100% compliance with career standards.

High School Graduation Rate Four-Year Cohort

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

The 4-year cohort graduation rate of 58.5% is the primary driver for our A-TSI designation. This rate is significantly below the 67.0% threshold and highlights an urgent need to refine credit recovery and 9th-grade 'on-track' monitoring systems.

False Strengths	True Challenges	False N/A

Strengths

ESSA Student Subgroups	Indicator
African-American/Black	This subgroup graduated at a rate of 62.0%, which is 3.5% higher than the All Student Group average. This represents a relative strength in persistence for this demographic compared to other high-needs groups.
White	The White subgroup achieved a 60.2% graduation rate. While still below the state target, it remains above the school-wide average and provides a baseline for improving graduation outcomes across the board.

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	The graduation rate for this group is 47.1%. This is a critical challenge as it is 11.4% lower than the school average and is a major factor in the school's A-TSI designation.
Economically Disadvantaged	This group recorded a graduation rate of 46.7%. Addressing the barriers to graduation for economically disadvantaged students is essential for overall school improvement and meeting ESSA requirements.
Hispanic	The Hispanic subgroup graduated at a rate of 40.0%, the lowest among all reported demographics, indicating a need for targeted bilingual outreach or specialized transition support.
Combined Ethnicity	The Combined Ethnicity (55%) and the 2 or more races subgroups (57.6%), did not meet the statewide goal and decreased in graduation rates from the previous year.

Summary

Strengths

Review the strengths listed. Select the strengths that have had the most significant impact in addressing your most pressing challenges.

The Economically Disadvantaged subgroup (44.4%) performs slightly above the all-student group average (44.0%).
The Combined Ethnicity group achieved a proficiency rate of 24.1%, which significantly outperforms the specific Black (18.2%) and Students with Disabilities (20.0%) subgroups, representing a relative area of stability in performance.
The Combined Ethnicity group achieved a proficiency rate of 24.1% and the 2 or More Races subgroup achieve a proficiency rate of 30.8% which significantly outperforms the specific Black (18.2%) and Students with Disabilities (20.0%) subgroups, representing a relative area of stability in performance.
While the Economically Disadvantaged subgroup did not meet the statewide goal, the subgroup increased in performance (18.5%) from the previous year (13.0%)

Challenges

Review the challenges listed. Select the challenges that, if improved, would have the most impact in achieving your Future Ready PA index targets.

The All Student Group proficiency rate of 44.0% did not meet the interim goal/improvement target and remains below the statewide average of 49.9%. While the school demonstrates a downward trend in proficiency for several key subgroups, including Students with Disabilities and Black students, the school continues to meet the statewide growth standard (PVAAS) with a score of 76.0, indicating that while achievement is low, significant progress is being made with the students currently enrolled.

Performance in this group is significantly lower, 20.0%, than the all-student group and showed a decrease from the previous year.

Performance in this group is significantly lower, 18.2%, than the all-student group and showed a decrease from the previous year.

The All Student Group proficiency of 22.1% is significantly lower than the Statewide Average of 41.7% and did not meet the interim goal. Overall proficiency in Mathematics/Algebra (22.1%) remains a primary area of concern, falling nearly 20 percentage points below the state average. While the school is providing instruction to a diverse population, the lack of proficiency across almost all subgroups indicates a need for a systemic shift in Tier 1 math instruction and more robust targeted interventions.

Local Assessment

English Language Arts

Data	Comments/Notable Observations
LinkIt! Benchmarks Grades 6-8 ELA and Math (All Students)	Benchmarks are given at the start of each quarter.
LinkIt! Benchmarks Grades 9-11 (High School Literature)	Benchmarks are given at the start of each quarter.
IXL Level Up Diagnostic (Grades 9-12)	IXL Diagnostic is given 3 times per year
Exact Path Diagnostic (Grades 6-8)	Exact Path Diagnostic is given 3 times per year

English Language Arts Summary

Strengths

LinkIt! Benchmarks: Significant growth in middle school ELA proficiency across all grade levels. Students in grades 6-8 demonstrated increases in Proficient and Advanced performance from Q1 to Q4, indicating effective instructional practices and intervention supports. Reduction in students performing at the Basic level through targeted instruction and progress monitoring. Benchmark data show many students moved from Basic and Bubble categories into Proficient performance throughout the school year. Consistently low percentages of Below Basic students in grades 6-8. Middle school ELA performance remained stable throughout the year, with minimal numbers of students scoring Below Basic, demonstrating strong Tier 1 instruction and intervention supports. Effective use of benchmark assessments and data-driven decision making. Quarterly benchmark assessments provided staff with actionable data to identify student needs, monitor progress, and adjust instruction to support student growth.

IXL Diagnostic (Grades 9-12) Language Arts: Spring performance was the strongest assessment window across nearly every high school grade, indicating that students generally demonstrated growth over the course of the year. Grade 10 showed the greatest improvement, with the average Overall Score increasing from 877.8 (Fall) to 953.6 (Spring) (+75.8 points). Grade 11 also demonstrated strong growth, increasing from 915.8 (Fall) to 1,027.6 (Spring) (+111.8 points). Grade 12 students rebounded in the Spring after a slight Winter decline, improving from 945.8 (Winter) to 1,017.0 (Spring). The percentage of students performing Below Level generally decreased by Spring in Grades 9, 11, and 12, suggesting that intervention efforts helped move some lower-performing students forward.

Exact Path Diagnostic: Reading performance generally improved from Fall to Spring, indicating that students benefited from core instruction and targeted interventions. Students who completed multiple diagnostic administrations demonstrated measurable growth in their Scaled Scores, reflecting academic progress over the course of the year. The Spring diagnostic showed the highest overall levels of achievement, suggesting increased reading proficiency by the end of the school year. Students demonstrated growth in both reading achievement and Lexile measures, indicating improved readiness for grade-level reading tasks. Benchmark data provided valuable information for identifying students requiring additional instructional support through MTSS.

Challenges

LinkIt! Benchmarks: High School Literature achievement gaps among struggling learners. Although overall proficiency remained strong, the percentage of students performing Below Basic increased throughout the year, indicating a need for additional Tier 2 and Tier 3 literacy interventions. Limited growth in Advanced performance at some grade levels. While many students reached proficiency, fewer students advanced beyond proficiency, particularly in Grade 7 ELA, suggesting a need for increased enrichment opportunities and rigorous instructional tasks. Continued need for targeted supports for students identified through MTSS.

and Early Warning System indicators. Students demonstrating attendance concerns, course failures, and low benchmark performance require earlier identification and more consistent intervention planning to prevent academic decline.

IXL Diagnostic (Grades 9-12) Language Arts: Winter represented the lowest performance period for most grades, with noticeable decreases in average scores in Grades 9 and 12. Grade 9 remained relatively flat across the year. Although Spring scores recovered from Winter, they did not exceed Fall performance, indicating that incoming freshmen may require stronger Tier 1 literacy supports. A consistent group of students remained Below Level throughout the year in every grade, demonstrating the need for continued MTSS Tier 2 and Tier 3 interventions. Participation varied considerably across administrations (especially Winter), making year-to-year comparisons more difficult and suggesting the need for more consistent diagnostic completion.

Exact Path Diagnostic: A significant number of students entered the year performing below grade-level expectations, particularly in foundational reading skills. Growth was not uniform across all students, with some demonstrating minimal improvement despite intervention. Student participation decreased across diagnostic windows, limiting longitudinal growth analysis for some students. Achievement gaps remained among the lowest-performing students, indicating the continued need for Tier 2 and Tier 3 reading interventions. Students requiring intensive reading support continued to demonstrate slower rates of growth than their peers.

Mathematics

Data	Comments/Notable Observations
LinkIt! Benchmarks Grades 6-8 (All Students)	Benchmarks are given at the start of each quarter
LinkIt! Benchmarks (Algebra 1)	Benchmarks are given at the start of each quarter
IXL Diagnostic (Grades 9-12)	IXL Diagnostic is given 3 times per year
Exact Path Diagnostic (Grades 6-8)	Exact Path Diagnostic is given 3 times per year

Mathematics Summary

Strengths

IXL Diagnostic (Grades 9-12) Math: Most high school grades demonstrated growth from Fall to Spring, indicating that students generally made progress in mathematics throughout the year. Grades 11 and 12 finished the year with the strongest overall performance, with more students reaching On Level and Above Level proficiency by Spring. Students who completed all three diagnostic windows generally demonstrated positive movement in their Overall Scores, suggesting that continued instruction and intervention positively impacted mathematical achievement. Across all grades, students tended to perform strongest in familiar procedural skills while showing improvement across multiple mathematical domains by Spring. Spring results indicate that instructional supports implemented throughout the year helped move many students from the lowest performance bands into higher achievement categories.

LinkIt! Benchmarks Grades 6-8 (All Students): Student performance improved from Quarter 1 to Quarter 4 across the middle school, indicating positive academic growth throughout the year. Quarterly benchmark assessments effectively identified learning gaps and informed instructional adjustments between assessment windows. Students demonstrated increasing mastery of grade-level standards as additional instruction and intervention were provided. Mathematical proficiency improved throughout the year, particularly after targeted reteaching following benchmark assessments. By Quarter 4, students demonstrated greater success on cumulative assessments requiring integration of multiple mathematical concepts.

LinkIt! Benchmarks (Algebra 1): Student performance improved across the benchmark cycle, demonstrating increased mastery of Algebra I Keystone Eligible Content. The Year-End Retake produced the strongest

overall results, indicating that targeted intervention, reteaching, and benchmark feedback positively impacted student achievement. Students demonstrated increasing proficiency in the major Keystone reporting categories: Operations with Real Numbers and Expressions Linear Equations and Inequalities Functions Coordinate Geometry Data Analysis Students showed improved performance on procedural algebra skills by the end of the school year, reflecting increased familiarity with Keystone-style assessments. Benchmark data indicate that instructional adjustments made between assessment windows contributed to increased readiness for the Algebra I Keystone Exam.

Exact Path Diagnostic (Grades 6-8): Mathematics achievement improved from Fall to Spring across Grades 6–8, with students demonstrating measurable gains in Scaled Scores. Students who completed multiple diagnostic administrations generally showed consistent academic growth throughout the year. Spring diagnostic results reflected the highest levels of mathematical achievement, indicating increased readiness for grade-level standards. Universal screening successfully identified students requiring intervention, allowing teachers to provide targeted supports throughout the year. Diagnostic data provided meaningful progress-monitoring information to evaluate the effectiveness of interventions and instructional adjustments.

Challenges

IXL Diagnostic (Grades 9-12) Math: Mathematics continues to have a larger population of students performing Below or Far Below Level than ELA, particularly in Grades 9 and 10. Grade 9 remains the greatest area of need, with many students entering high school significantly below grade-level expectations and showing slower growth than upper grades. Winter performance was generally the weakest administration, suggesting that additional mid-year interventions and progress monitoring may be needed. Participation declined from Fall to Spring in several grades, reducing the number of students available for direct growth comparisons. Algebraic reasoning and higher-level mathematical concepts continue to be areas requiring additional instructional support, as reflected in the persistent Below Level population.

LinkIt! Benchmarks Grades 6-8 (All Students): Many students entered the school year with significant foundational mathematics gaps, particularly in Grades 6 and 7. Students consistently found multi-step application problems and higher-order reasoning questions more difficult than procedural computation. Performance varied by mathematical domain, suggesting that some standards required multiple instructional cycles before mastery was achieved. A small group of students continued to demonstrate limited growth across benchmark administrations, indicating a need for more intensive Tier 2 and Tier 3 supports. Mathematical reasoning and problem-solving remain areas requiring continued instructional emphasis across all middle school grades.

LinkIt! Benchmarks (Algebra 1): Early benchmark administrations revealed substantial foundational skill gaps, particularly among students entering Algebra I without strong prerequisite mathematics skills. Students consistently found higher-order application problems more challenging than procedural computation. Multi-step problem solving, mathematical reasoning, and modeling continued to be areas of relative weakness throughout the benchmark cycle. Functions, coordinate geometry, and data analysis showed improvement but remained more difficult than operations and equation-solving for many students. A subset of students remained below proficiency throughout the year, indicating the need for continued Tier 2 and Tier 3 mathematics interventions.

Exact Path Diagnostic (Grades 6-8): Many students entered middle school performing below grade-level mathematics expectations, particularly in foundational number sense and computational fluency. Growth was uneven across the student population, with some students demonstrating limited improvement despite intervention. Participation declined between diagnostic administrations, reducing the number of students available for complete longitudinal growth analyses. Students requiring intensive intervention generally demonstrated slower rates of growth than their peers. Foundational mathematics skills continued to impact

performance in higher-level concepts such as proportional reasoning, algebraic thinking, and problem solving.

Science, Technology, and Engineering Education

Data	Comments/Notable Observations
LinkIt! Benchmark (8th Grade)	Benchmarks are given at the start of each quarter
LinkIt! Benchmark (Biology)	Benchmarks are given at the start of each quarter

Science, Technology, and Engineering Education Summary

Strengths

LinkIt! Benchmark (8th Grade): Student achievement improved across the benchmark administrations, with the Retake representing the highest overall performance of the school year. The Year-End Retake averaged approximately 80% correct, indicating that many students mastered the Grade 8 Science standards by the end of instruction. Students demonstrated improved understanding after repeated exposure to Pennsylvania Science Eligible Content and benchmark assessments. The final assessment suggests that remediation and review activities were effective in closing many learning gaps before the end of the year. More students were able to demonstrate proficiency on higher-level science concepts by the final administration.

LinkIt! Benchmark (Biology): Student achievement increased throughout the benchmark cycle, with the highest overall performance occurring on the Year-End Retake. The progression from Forms A ? B ? C ? Retake indicates that students benefited from ongoing instruction, reteaching, and targeted intervention. Students demonstrated improved mastery of the major Keystone Biology reporting categories by the end of the year, particularly: Basic Biological Principles The Chemical Basis for Life Genetics Ecology Students generally showed stronger performance on content knowledge and recall by the final administration, reflecting increased familiarity with Keystone-style questions. The percentage of students scoring in the Proficient and Advanced performance levels increased by the final benchmark, suggesting improved Keystone readiness.

Challenges

LinkIt! Benchmark (8th Grade): Student performance earlier in the year (Forms A–C) indicates that many concepts required multiple instructional cycles before mastery was achieved. Some standards continued to show inconsistent mastery across students, particularly those requiring: scientific reasoning, analysis of evidence, interpretation of data, application of concepts rather than recall. Although overall achievement increased, a subgroup of students continued to struggle with complex multi-step scientific thinking and higher Depth of Knowledge (DOK) questions. Students generally performed better on factual knowledge than on application and scientific investigation skills.

LinkIt! Benchmark (Biology): Early benchmark administrations revealed substantial learning gaps, indicating that many students entered Biology without strong prerequisite knowledge. Performance was less consistent on standards requiring: application of biological concepts, analysis of experimental data, interpretation of scientific evidence, higher-order reasoning rather than factual recall. Genetics and molecular biology concepts showed improvement but continued to challenge many students throughout the year. Students performed less consistently on multi-step Keystone-style questions requiring synthesis of multiple concepts.

Related Academics

Career Readiness

Data	Comments/Notable Observations
Act 158 Portfolio Completion	8th Grade-My Journey 8 Course, 86/103 students met the career benchmark for the 25-26 school year 11th Grade-College and Career Readiness Course, 213/227 students met the career benchmark for the 25-26 school year
Industry Recognized Credentials	25-26 SY: 10 Hour Construction-16 students 10 Hour General Industry-35 students 10 Hour Agriculture-5 students 10 Hour Automotive-10 students 10 Hour Cosmetology- 24 students 10 Hour Culinary-27 students 10 Hour EMS-1 student 10 Hour General-1 student 10 Hour General Industry-41 students 10 Hour General Industry Public Safety-1 student 10 Hour Healthcare-37 students 10 Hour Law Enforcement-16 students 10 Hour Manufacturing-9 students 10 Hour OSHA Manufacturing-1 student 10 Hour OSHA Veterinary-2 students 10 Hour Public Safety-6 students 10 Hour Public Safety EMS-3 students 10 Hour Veterinary-28 students Commercial Art and Design CTC-1 student CTC Precision Machining-1 student OSHA 10 Cosmetology-1 student OSHA 10 EMS-1 student OSHA 10 General-2 students OSHA 10 Hour Automotive-1 student OSHA 10 Hour Public Safety-1 student OSHA 10 Law Enforcement-5 students OSHA 10 Veterinary-1 student OSHA 10-Hour Manufacturing-1 student Robotics Engineering CTE-1 student SmartFutures Microcredentials-6 students Safety Ladder Training-25 students

Career and Technical Education (CTE) Programs

False Career and Technical Education (CTE) Programs Omit

Data	Comments/Notable Observations
We partnered with 7 CTE programs during the 25-26 school year.	19 students participated in CTE programs during the 25-26 school year.

Arts and Humanities

True Arts and Humanities Omit

Environment and Ecology

True Environment and Ecology Omit

Family and Consumer Sciences

True Family and Consumer Sciences Omit

Health, Safety, and Physical Education

True Health, Safety, and Physical Education Omit

Social Studies (Civics and Government, Economics, Geography, History)

True Social Studies (Civics and Government, Economics, Geography, History) Omit

Articulation Agreements

False We do not have any articulation agreements because we do not have high school students, or ALL current agreements have been uploaded to other FRCPP plans.

Partnering Institution

Thaddeus Stevens College of Technology

Agreement Type

Dual Credit

Program/Course Area

Career and Technical Education

Uploaded Files

Thaddeus Stevens College of Technology 26-27 SY MOU.pdf

Partnering Institution

Saint Francis University

Agreement Type

Dual Credit

Program/Course Area

College Courses

Uploaded Files

St. Francis University 25-26 SY Agreement Fully Executed.pdf

Partnering Institution

Bucks County Community College

Agreement Type

Dual Credit

Program/Course Area

College Courses

Uploaded Files

Bucks County Community College 25-26 SY MOU Fully Executed.pdf

Partnering Institution

Butler County Community College

Agreement Type

Dual Credit

Program/Course Area

College Courses

Uploaded Files

Butler County Community College 25-26 SY Agreement.pdf

Summary**Strengths**

Review the comments and notable observations listed previously and record 2-5 strengths which have had the most impact in improving your most pressing challenges.

Increase in the number of students receiving Industry Recognized Credentials from previous years.
Increase in the number of students completing CTE programs from previous years.
Student are completing a college and career readiness course in 8th and 11th grade.

Challenges

Review the comments and notable observations listed previously and record 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

We are unable to offer CTE programs to all students because some counties will not partner with us.

Equity Considerations

English Learners

True This student group is not a focus in this plan.

Students with Disabilities

True This student group is not a focus in this plan.

Students Considered Economically Disadvantaged

True This student group is not a focus in this plan.

Student Groups by Race/Ethnicity

True This student group is not a focus in this plan.

Summary

Strengths

Review the comments and notable observations listed previously and record the 2-5 strengths which have had the most impact in improving your most pressing challenges.

Student groups already accounted for in the needs assessment.

Challenges

Review the comments and notable observations listed previously and record the 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

Student groups already accounted for in the needs assessment.

Supplemental LEA Plans

Programs and Plans	Comments/Notable Observations
Special Education Plan	Students receiving special education services continue to demonstrate lower academic performance than non-disabled peers. The school provides specially designed instruction, progress monitoring, and individualized supports through IEP implementation. Additional focus is needed on ensuring interventions are aligned with MTSS and Early Warning System (EWS) data to improve academic outcomes.
Title 1 Program	Title I resources support students identified as academically at-risk through targeted interventions, progress monitoring, and supplemental instructional support. Data analysis indicates a need for more consistent use of benchmark and diagnostic data to identify and monitor student growth.
Student Services	Student Services supports students through counseling, MTSS, attendance interventions, homelessness services, 504 plans, and family engagement. Attendance, course performance, and student engagement remain key indicators used to identify students requiring additional supports.
K-12 Comprehensive Guidance Plan (339 Plan)	The comprehensive school counseling program addresses academic, career, and social-emotional development. Counselors utilize attendance, course completion, and engagement data to provide targeted interventions and support student success.
Technology Plan	As a cyber charter school, technology access and engagement are critical to student success. The school maintains systems that support virtual instruction, communication, and data analysis. Continued emphasis is needed on leveraging data systems to support instructional decision-making and intervention planning.
English Language Development Programs	English Learners receive language instruction and academic supports aligned to individual proficiency levels. Progress monitoring and collaboration between ELD staff and content-area teachers remain essential to ensuring equitable access and achievement.
Gifted Plan	Gifted students receive enrichment opportunities and individualized programming. While gifted students are not the focus of the ATSI designation, ongoing monitoring ensures advanced learners continue to receive appropriate academic challenges and supports.

Strengths

Review the comments and notable observations listed and record those which have had the most impact in improving your most pressing challenges.

Established MTSS Framework 21CCCS has developed a schoolwide MTSS framework that includes Tier 1, Tier 2, and Tier 3 supports, regular student team meetings, and a cross-functional MTSS Core Team focused on continuous improvement.
Multiple Data Sources for Student Identification The school utilizes attendance, course performance, benchmark assessments, diagnostic data, and engagement indicators to identify students who may be at risk academically.
Strong Student Support Infrastructure Counselors, administrators, special education staff, ELD staff, social workers, and home-school liaisons collaborate to provide academic, behavioral, and social-emotional supports for students.
Commitment to Continuous Improvement Leadership and staff actively engage in school improvement planning, data analysis, professional development, and implementation of evidence-based practices to improve student outcomes.

Challenges

Review the comments and notable observations listed previously and record the 2-5 challenges which if improved would have the most impact in achieving your Mission and Vision.

Inconsistent Alignment Between MTSS and Early Warning Systems Although multiple student indicators are available, the integration of Early Warning System data into MTSS decision-making processes varies across teams and grade levels.
Need for More Consistent Team-Based Problem Solving Data teams and intervention teams have not consistently met using structured processes to identify student needs, implement interventions, and monitor outcomes.
Achievement Gaps Among Identified Student Groups Students within the A-TSI subgroup continue to demonstrate lower academic performance than their peers, particularly in ELA and Mathematics proficiency measures.
Student Engagement and Attendance Challenges As a cyber school, maintaining consistent student engagement, attendance, and family participation remains a significant factor affecting academic achievement and intervention success.

Conditions for Leadership, Teaching, and Learning

Focus on Continuous improvement of Instruction

Align curricular materials and lesson plans to the PA Standards	Operational
Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based	Operational
Use a variety of assessments (including diagnostic, formative, and summative) to monitor student learning and adjust programs and instructional practices	Operational
Identify and address individual student learning needs	Emerging
Provide frequent, timely, and systematic feedback and support on instructional practices	Emerging

Empower Leadership

Foster a culture of high expectations for success for all students, educators, families, and community members	Operational
Collectively shape the vision for continuous improvement of teaching and learning	Operational
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	Operational
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community	Operational
Continuously monitor implementation of the school improvement plan and adjust as needed	Operational

Provide Student-Centered Support Systems

Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually and physically	Operational
Implement an evidence-based system of schoolwide positive behavior interventions and supports	Emerging
Implement a multi-tiered system of supports for academics and behavior	Operational
Implement evidence-based strategies to engage families to support learning	Emerging
Partner with local businesses, community organizations, and other agencies to meet the needs of the school	Emerging

Foster Quality Professional Learning

Identify professional learning needs through analysis of a variety of data	Operational
Use multiple professional learning designs to support the learning needs of staff	Operational
Monitor and evaluate the impact of professional learning on staff practices and student learning	Emerging

Summary

Strengths

Which Essential Practices are currently Operational or Exemplary and could be leveraged in your efforts to improve upon your most pressing challenges?

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Alignment of Curriculum, Assessment, and Instruction The school has established processes to align curriculum, instructional practices, and assessments to Pennsylvania Academic Standards. Multiple

assessment measures, including benchmark and diagnostic data, are utilized to monitor student learning and support instructional decision-making.
Collaborative Leadership and Continuous Improvement Leadership teams have established a culture of high expectations and utilize continuous improvement processes to guide schoolwide initiatives. School leaders regularly monitor implementation efforts and align resources to support improvement priorities.
Established Multi-Tiered System of Supports (MTSS) The school has implemented an MTSS framework that provides academic and behavioral supports through multiple tiers of intervention. Student support teams utilize data to identify students in need of additional assistance and monitor intervention effectiveness.
Professional Learning Driven by Data Professional development needs are identified through analysis of student and school performance data, and multiple professional learning opportunities are provided to support staff growth and implementation of school improvement initiatives.

Challenges

Thinking about all the most pressing challenges identified in the previous sections, which of the Essential Practices that are currently Not Yet Evident or Emerging, if improved, would greatly impact your progress in achieving your mission, vision and Future Ready PA Index interim targets in State Assessment Measures, On-Track Measures, or College and Career Measures?

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Strengthening Identification and Response to Individual Student Learning Needs While multiple data sources are available, a more consistent schoolwide process is needed to analyze data, identify at-risk students early, and implement timely interventions aligned with student needs.
Increasing Family Engagement to Support Student Learning Additional evidence-based strategies are needed to strengthen family engagement, improve communication, and increase parent participation in supporting student achievement and intervention efforts.
Developing a More Comprehensive Schoolwide Behavioral Support Framework The school continues to refine consistent implementation of evidence-based positive behavior interventions and supports to improve student engagement, attendance, and academic outcomes.
Monitoring the Impact of Professional Learning Systems for evaluating the effectiveness of professional development and measuring changes in instructional practice and student outcomes need to be strengthened to ensure sustained implementation of improvement efforts.
Expanding Community Partnerships and External Supports Additional partnerships with community organizations, higher education institutions, and external agencies would increase resources available to support students and families, particularly those identified through MTSS and Early Warning System processes.

Summary of Strengths and Challenges from the Needs Assessment

Strengths

Examine the Summary of Strengths. Identify the strengths that are most positively contributing to achievement of your mission and vision. Check the box to the right of these identified strength(s).

Strength	Check for Consideration in Plan
The Economically Disadvantaged subgroup (44.4%) performs slightly above the all-student group average (44.0%).	False
The Combined Ethnicity group achieved a proficiency rate of 24.1%, which significantly outperforms the specific Black (18.2%) and Students with Disabilities (20.0%) subgroups, representing a relative area of stability in performance.	False
The Combined Ethnicity group achieved a proficiency rate of 24.1% and the 2 or More Races subgroup achieve a proficiency rate of 30.8% which significantly outperforms the specific Black (18.2%) and Students with Disabilities (20.0%) subgroups, representing a relative area of stability in performance.	False
While the Economically Disadvantaged subgroup did not meet the statewide goal, the subgroup increased in performance (18.5%) from the previous year (13.0%)	False
LinkIt! Benchmarks: Significant growth in middle school ELA proficiency across all grade levels. Students in grades 6-8 demonstrated increases in Proficient and Advanced performance from Q1 to Q4, indicating effective instructional practices and intervention supports. Reduction in students performing at the Basic level through targeted instruction and progress monitoring. Benchmark data show many students moved from Basic and Bubble categories into Proficient performance throughout the school year. Consistently low percentages of Below Basic students in grades 6-8. Middle school ELA performance remained stable throughout the year, with minimal numbers of students scoring Below Basic, demonstrating strong Tier 1 instruction and intervention supports. Effective use of benchmark assessments and data-driven decision making. Quarterly benchmark assessments provided staff with actionable data to identify student needs, monitor progress, and adjust instruction to support student growth.	False
IXL Diagnostic (Grades 9-12) Language Arts: Spring performance was the strongest assessment window across nearly every high school grade, indicating that students generally demonstrated growth over the course of the year. Grade 10 showed the greatest improvement, with the average Overall Score increasing from 877.8 (Fall) to 953.6 (Spring) (+75.8 points). Grade 11 also demonstrated strong growth, increasing from 915.8 (Fall) to 1,027.6 (Spring) (+111.8 points). Grade 12 students rebounded in the Spring after a slight Winter decline, improving from 945.8 (Winter) to 1,017.0 (Spring). The percentage of students performing Below Level generally decreased by Spring in Grades 9, 11, and 12, suggesting that intervention efforts helped move some lower-performing students forward.	True
Exact Path Diagnostic: Reading performance generally improved from Fall to Spring, indicating that students benefited from core instruction and targeted interventions. Students who completed multiple diagnostic administrations demonstrated measurable growth in their Scaled Scores, reflecting academic progress over the course of the year. The Spring diagnostic showed the highest overall levels of	False

achievement, suggesting increased reading proficiency by the end of the school year. Students demonstrated growth in both reading achievement and Lexile measures, indicating improved readiness for grade-level reading tasks. Benchmark data provided valuable information for identifying students requiring additional instructional support through MTSS.	
This group achieved a high growth score of 81.0, significantly exceeding the state standard and showing strong academic momentum.	False
While the subgroup did not meet the statewide goal (60.0), there was an increase in performance from 2022-2023 (57.5).	False
This group achieved 84.0% regular attendance, slightly outperforming the all-student group and meeting the performance standard.	False
Two or More Races (79.9%), Black/African American (80.9%), Economically Disadvantaged (84%) and Combined Ethnicity (79.9%) all remained above the statewide average of 79.2%.	False
Strong participation with 84.2% meeting the benchmark and demonstrated improvement from the previous year.	False
Established MTSS Framework 21CCCS has developed a schoolwide MTSS framework that includes Tier 1, Tier 2, and Tier 3 supports, regular student team meetings, and a cross-functional MTSS Core Team focused on continuous improvement.	True
Multiple Data Sources for Student Identification The school utilizes attendance, course performance, benchmark assessments, diagnostic data, and engagement indicators to identify students who may be at risk academically.	False
Strong Student Support Infrastructure Counselors, administrators, special education staff, ELD staff, social workers, and home-school liaisons collaborate to provide academic, behavioral, and social-emotional supports for students.	False
Commitment to Continuous Improvement Leadership and staff actively engage in school improvement planning, data analysis, professional development, and implementation of evidence-based practices to improve student outcomes.	False
Alignment of Curriculum, Assessment, and Instruction The school has established processes to align curriculum, instructional practices, and assessments to Pennsylvania Academic Standards. Multiple assessment measures, including benchmark and diagnostic data, are utilized to monitor student learning and support instructional decision-making.	False
Collaborative Leadership and Continuous Improvement Leadership teams have established a culture of high expectations and utilize continuous improvement processes to guide schoolwide initiatives. School leaders regularly monitor implementation efforts and align resources to support improvement priorities.	False
IXL Diagnostic (Grades 9-12) Math: Most high school grades demonstrated growth from Fall to Spring, indicating that students generally made progress in mathematics throughout the year. Grades 11 and 12 finished the year with the strongest overall performance, with more students reaching On Level and Above Level proficiency by Spring. Students who completed all three diagnostic windows generally demonstrated positive movement in their Overall Scores, suggesting that continued instruction and intervention positively impacted mathematical achievement. Across all grades, students tended to perform strongest in familiar procedural skills while showing improvement across multiple mathematical domains by Spring. Spring results indicate	False

that instructional supports implemented throughout the year helped move many students from the lowest performance bands into higher achievement categories.	
LinkIt! Benchmark (8th Grade): Student achievement improved across the benchmark administrations, with the Retake representing the highest overall performance of the school year. The Year-End Retake averaged approximately 80% correct, indicating that many students mastered the Grade 8 Science standards by the end of instruction. Students demonstrated improved understanding after repeated exposure to Pennsylvania Science Eligible Content and benchmark assessments. The final assessment suggests that remediation and review activities were effective in closing many learning gaps before the end of the year. More students were able to demonstrate proficiency on higher-level science concepts by the final administration.	False
LinkIt! Benchmark (Biology): Student achievement increased throughout the benchmark cycle, with the highest overall performance occurring on the Year-End Retake. The progression from Forms A ? B ? C ? Retake indicates that students benefited from ongoing instruction, reteaching, and targeted intervention. Students demonstrated improved mastery of the major Keystone Biology reporting categories by the end of the year, particularly: Basic Biological Principles The Chemical Basis for Life Genetics Ecology Students generally showed stronger performance on content knowledge and recall by the final administration, reflecting increased familiarity with Keystone-style questions. The percentage of students scoring in the Proficient and Advanced performance levels increased by the final benchmark, suggesting improved Keystone readiness.	False
Increase in the number of students receiving Industry Recognized Credentials from previous years.	False
LinkIt! Benchmarks Grades 6-8 (All Students): Student performance improved from Quarter 1 to Quarter 4 across the middle school, indicating positive academic growth throughout the year. Quarterly benchmark assessments effectively identified learning gaps and informed instructional adjustments between assessment windows. Students demonstrated increasing mastery of grade-level standards as additional instruction and intervention were provided. Mathematical proficiency improved throughout the year, particularly after targeted reteaching following benchmark assessments. By Quarter 4, students demonstrated greater success on cumulative assessments requiring integration of multiple mathematical concepts.	False
Students achieved an 82.7% benchmark rate and demonstrated improvement from the previous year, reflecting increased participation in career readiness activities.	False
This subgroup graduated at a rate of 62.0%, which is 3.5% higher than the All Student Group average. This represents a relative strength in persistence for this demographic compared to other high-needs groups.	False
Increase in the number of students completing CTE programs from previous years.	False
Student are completing a college and career readiness course in 8th and 11th grade.	False
Student groups already accounted for in the needs assessment.	False
Established Multi-Tiered System of Supports (MTSS) The school has implemented an MTSS framework that provides academic and behavioral supports through multiple tiers of intervention. Student support teams utilize data to identify students in need of additional assistance and monitor intervention effectiveness.	False
Professional Learning Driven by Data Professional development needs are identified through analysis of student and school performance data, and multiple professional	False

learning opportunities are provided to support staff growth and implementation of school improvement initiatives.	
LinkIt! Benchmarks (Algebra 1): Student performance improved across the benchmark cycle, demonstrating increased mastery of Algebra I Keystone Eligible Content. The Year-End Retake produced the strongest overall results, indicating that targeted intervention, reteaching, and benchmark feedback positively impacted student achievement. Students demonstrated increasing proficiency in the major Keystone reporting categories: Operations with Real Numbers and Expressions Linear Equations and Inequalities Functions Coordinate Geometry Data Analysis Students showed improved performance on procedural algebra skills by the end of the school year, reflecting increased familiarity with Keystone-style assessments. Benchmark data indicate that instructional adjustments made between assessment windows contributed to increased readiness for the Algebra I Keystone Exam.	False
Exact Path Diagnostic (Grades 6-8): Mathematics achievement improved from Fall to Spring across Grades 6–8, with students demonstrating measurable gains in Scaled Scores. Students who completed multiple diagnostic administrations generally showed consistent academic growth throughout the year. Spring diagnostic results reflected the highest levels of mathematical achievement, indicating increased readiness for grade-level standards. Universal screening successfully identified students requiring intervention, allowing teachers to provide targeted supports throughout the year. Diagnostic data provided meaningful progress-monitoring information to evaluate the effectiveness of interventions and instructional adjustments.	False

Challenges

Examine the Summary of Challenges. Identify the challenges which are most pressing at this time for your Single Entity School and if improved would have the most pronounced impact in achieving your mission and vision. Check the box to the right of these identified challenge(s).

Strength	Check for Consideration in Plan
The All Student Group proficiency rate of 44.0% did not meet the interim goal/improvement target and remains below the statewide average of 49.9%. While the school demonstrates a downward trend in proficiency for several key subgroups, including Students with Disabilities and Black students, the school continues to meet the statewide growth standard (PVAAS) with a score of 76.0, indicating that while achievement is low, significant progress is being made with the students currently enrolled.	False
Performance in this group is significantly lower, 20.0%, than the all-student group and showed a decrease from the previous year.	False
Performance in this group is significantly lower, 18.2%, than the all-student group and showed a decrease from the previous year.	False
The All Student Group proficiency of 22.1% is significantly lower than the Statewide Average of 41.7% and did not meet the interim goal. Overall proficiency in Mathematics/Algebra (22.1%) remains a primary area of concern, falling nearly 20 percentage points below the state average. While the school is providing instruction to a diverse population, the lack of proficiency across almost all subgroups indicates a need for a systemic shift in Tier 1 math instruction and more robust targeted interventions.	False

LinkIt! Benchmarks: High School Literature achievement gaps among struggling learners. Although overall proficiency remained strong, the percentage of students performing Below Basic increased throughout the year, indicating a need for additional Tier 2 and Tier 3 literacy interventions. Limited growth in Advanced performance at some grade levels. While many students reached proficiency, fewer students advanced beyond proficiency, particularly in Grade 7 ELA, suggesting a need for increased enrichment opportunities and rigorous instructional tasks. Continued need for targeted supports for students identified through MTSS and Early Warning System indicators. Students demonstrating attendance concerns, course failures, and low benchmark performance require earlier identification and more consistent intervention planning to prevent academic decline.	False
Mathematics growth (64.0) is a significant challenge as it falls below the statewide standard. This lack of growth, coupled with low proficiency rates, suggests that students are not making the necessary year-over-year gains to close achievement gaps or reach proficiency levels.	False
The Combined Ethnicity and 2 More Races Subgroups did not meet statewide goal and both decreased in performance from the previous year.	False
While the All Student Group meets the growth standard, the data for several historically underperforming subgroups, including Black and Hispanic students, results in an 'Insufficient Sample' (IS) for PVAAS. This lack of visible growth data for these specific A-TSI identified groups prevents the school from confirming if these students are making the same accelerated progress as the general population	False
Attendance for this group is 74.5%, which is significantly lower than the school average and represents a barrier to improving academic proficiency for this A-TSI subgroup	False
This group performed at 75.9%, the lowest among reported subgroups, indicating a need for more targeted monitoring of career artifact completion.	False
At 78.3%, this group is below the school average and requires additional support to ensure 100% compliance with career standards.	False
The Combined Ethnicity (55%) and the 2 or more races subgroups (57.6%), did not meet the statewide goal and decreased in graduation rates from the previous year.	False
Performance in this group is significantly lower, 29.4%, than the all-student group and showed a decrease from the previous year.	False
Performance in this group is significantly lower, 29.4%, than the all-student group and showed a decrease from the previous year.	False
Inconsistent Alignment Between MTSS and Early Warning Systems Although multiple student indicators are available, the integration of Early Warning System data into MTSS decision-making processes varies across teams and grade levels.	True
Need for More Consistent Team-Based Problem Solving Data teams and intervention teams have not consistently met using structured processes to identify student needs, implement interventions, and monitor outcomes.	False
Achievement Gaps Among Identified Student Groups Students within the A-TSI subgroup continue to demonstrate lower academic performance than their peers, particularly in ELA and Mathematics proficiency measures.	True
Student Engagement and Attendance Challenges As a cyber school, maintaining consistent student engagement, attendance, and family participation remains a significant factor affecting academic achievement and intervention success.	False

Strengthening Identification and Response to Individual Student Learning Needs While multiple data sources are available, a more consistent schoolwide process is needed to analyze data, identify at-risk students early, and implement timely interventions aligned with student needs.	True
IXL Diagnostic (Grades 9-12) Language Arts: Winter represented the lowest performance period for most grades, with noticeable decreases in average scores in Grades 9 and 12. Grade 9 remained relatively flat across the year. Although Spring scores recovered from Winter, they did not exceed Fall performance, indicating that incoming freshmen may require stronger Tier 1 literacy supports. A consistent group of students remained Below Level throughout the year in every grade, demonstrating the need for continued MTSS Tier 2 and Tier 3 interventions. Participation varied considerably across administrations (especially Winter), making year-to-year comparisons more difficult and suggesting the need for more consistent diagnostic completion.	False
Exact Path Diagnostic: A significant number of students entered the year performing below grade-level expectations, particularly in foundational reading skills. Growth was not uniform across all students, with some demonstrating minimal improvement despite intervention. Student participation decreased across diagnostic windows, limiting longitudinal growth analysis for some students. Achievement gaps remained among the lowest-performing students, indicating the continued need for Tier 2 and Tier 3 reading interventions. Students requiring intensive reading support continued to demonstrate slower rates of growth than their peers.	False
Increasing Family Engagement to Support Student Learning Additional evidence-based strategies are needed to strengthen family engagement, improve communication, and increase parent participation in supporting student achievement and intervention efforts.	False
IXL Diagnostic (Grades 9-12) Math: Mathematics continues to have a larger population of students performing Below or Far Below Level than ELA, particularly in Grades 9 and 10. Grade 9 remains the greatest area of need, with many students entering high school significantly below grade-level expectations and showing slower growth than upper grades. Winter performance was generally the weakest administration, suggesting that additional mid-year interventions and progress monitoring may be needed. Participation declined from Fall to Spring in several grades, reducing the number of students available for direct growth comparisons. Algebraic reasoning and higher-level mathematical concepts continue to be areas requiring additional instructional support, as reflected in the persistent Below Level population.	False
LinkIt! Benchmark (8th Grade): Student performance earlier in the year (Forms A–C) indicates that many concepts required multiple instructional cycles before mastery was achieved. Some standards continued to show inconsistent mastery across students, particularly those requiring: scientific reasoning, analysis of evidence, interpretation of data, application of concepts rather than recall. Although overall achievement increased, a subgroup of students continued to struggle with complex multi-step scientific thinking and higher Depth of Knowledge (DOK) questions. Students generally performed better on factual knowledge than on application and scientific investigation skills.	False
LinkIt! Benchmark (Biology): Early benchmark administrations revealed substantial learning gaps, indicating that many students entered Biology without strong	False

prerequisite knowledge. Performance was less consistent on standards requiring: application of biological concepts, analysis of experimental data, interpretation of scientific evidence, higher-order reasoning rather than factual recall. Genetics and molecular biology concepts showed improvement but continued to challenge many students throughout the year. Students performed less consistently on multi-step Keystone-style questions requiring synthesis of multiple concepts.	
We are unable to offer CTE programs to all students because some counties will not partner with us.	False
LinkIt! Benchmarks Grades 6-8 (All Students): Many students entered the school year with significant foundational mathematics gaps, particularly in Grades 6 and 7. Students consistently found multi-step application problems and higher-order reasoning questions more difficult than procedural computation. Performance varied by mathematical domain, suggesting that some standards required multiple instructional cycles before mastery was achieved. A small group of students continued to demonstrate limited growth across benchmark administrations, indicating a need for more intensive Tier 2 and Tier 3 supports. Mathematical reasoning and problem-solving remain areas requiring continued instructional emphasis across all middle school grades.	False
Student groups already accounted for in the needs assessment.	False
Developing a More Comprehensive Schoolwide Behavioral Support Framework The school continues to refine consistent implementation of evidence-based positive behavior interventions and supports to improve student engagement, attendance, and academic outcomes.	False
Monitoring the Impact of Professional Learning Systems for evaluating the effectiveness of professional development and measuring changes in instructional practice and student outcomes need to be strengthened to ensure sustained implementation of improvement efforts.	False
Expanding Community Partnerships and External Supports Additional partnerships with community organizations, higher education institutions, and external agencies would increase resources available to support students and families, particularly those identified through MTSS and Early Warning System processes.	False
LinkIt! Benchmarks (Algebra 1): Early benchmark administrations revealed substantial foundational skill gaps, particularly among students entering Algebra I without strong prerequisite mathematics skills. Students consistently found higher-order application problems more challenging than procedural computation. Multi-step problem solving, mathematical reasoning, and modeling continued to be areas of relative weakness throughout the benchmark cycle. Functions, coordinate geometry, and data analysis showed improvement but remained more difficult than operations and equation-solving for many students. A subset of students remained below proficiency throughout the year, indicating the need for continued Tier 2 and Tier 3 mathematics interventions.	False
Exact Path Diagnostic (Grades 6-8): Many students entered middle school performing below grade-level mathematics expectations, particularly in foundational number sense and computational fluency. Growth was uneven across the student population, with some students demonstrating limited improvement despite intervention. Participation declined between diagnostic administrations, reducing the number of students available for complete longitudinal growth analyses. Students requiring	False

intensive intervention generally demonstrated slower rates of growth than their peers. Foundational mathematics skills continued to impact performance in higher-level concepts such as proportional reasoning, algebraic thinking, and problem solving.	

Most Notable Observations/Patterns

In the space provided, record any of the comments and notable observations made as your team worked through the needs assessment that stand out as important to the challenge(s) you checked for consideration in your comprehensive plan.

Analyzing (Strengths and Challenges)

Analyzing Challenges

Analyzing Challenges	Discussion Points	Check for Priority
Inconsistent Alignment Between MTSS and Early Warning Systems Although multiple student indicators are available, the integration of Early Warning System data into MTSS decision-making processes varies across teams and grade levels.	Current MTSS practices and Early Warning Indicator (EWI) data are not consistently integrated into a standardized decision-making process across grade levels. Staff use multiple data sources, but there is variability in how data are analyzed, discussed, and translated into timely Tier II and Tier III interventions, limiting the effectiveness and consistency of student support.	True
Achievement Gaps Among Identified Student Groups Students within the A-TSI subgroup continue to demonstrate lower academic performance than their peers, particularly in ELA and Mathematics proficiency measures.	Students within the A-TSI subgroup continue to demonstrate lower academic performance than their peers due to inconsistent implementation of targeted interventions, varying levels of student engagement, and limited systematic progress monitoring. Existing supports have not been consistently aligned to subgroup-specific needs to accelerate achievement.	True
Strengthening Identification and Response to Individual Student Learning Needs While multiple data sources are available, a more consistent schoolwide process is needed to analyze data, identify at-risk students early, and implement timely interventions aligned with student needs.	Although multiple screening and progress-monitoring tools are available, a consistent process for identifying students at risk and responding with timely, data-informed interventions is not fully implemented across the school. Greater consistency in using academic, attendance, and behavioral data is needed to ensure students receive appropriate interventions and ongoing monitoring before learning gaps widen.	False

Analyzing Strengths

Analyzing Strengths	Discussion Points
IXL Diagnostic (Grades 9-12) Language Arts: Spring performance was the strongest assessment window across nearly every high school grade, indicating that students generally demonstrated growth over the course of the year. Grade 10 showed the greatest improvement, with the average Overall Score increasing from 877.8 (Fall) to 953.6 (Spring) (+75.8 points). Grade 11 also demonstrated strong growth, increasing from 915.8 (Fall) to 1,027.6 (Spring) (+111.8 points). Grade 12 students rebounded in the Spring after a slight Winter decline, improving from 945.8 (Winter) to 1,017.0 (Spring). The percentage of students performing Below Level generally	The positive growth demonstrated across the school year indicates that students respond well to data-informed instruction and targeted interventions. The LEA will leverage IXL diagnostic data to strengthen early identification of at-risk students, monitor progress throughout the year, and guide instructional and intervention decisions to reduce achievement gaps among identified student groups.

decreased by Spring in Grades 9, 11, and 12, suggesting that intervention efforts helped move some lower-performing students forward.	
Established MTSS Framework 21CCCS has developed a schoolwide MTSS framework that includes Tier 1, Tier 2, and Tier 3 supports, regular student team meetings, and a cross-functional MTSS Core Team focused on continuous improvement.	The existing MTSS framework, including Tier I, II, and III supports, cross-functional collaboration, and regular student team meetings, provides a strong foundation for improving consistency in data-based decision making. The LEA will build upon this structure by strengthening the integration of Early Warning Indicators into MTSS processes, standardizing intervention protocols, and enhancing progress monitoring to ensure timely and effective support for all students, particularly those within the A-TSI subgroup.

Priority Challenges

Analyzing Priority Challenges	Priority Statements
	If MTSS tier structures, Early Warning Systems (EWS), and expectations are clearly defined and aligned across grade levels through consistent data analysis protocols and refined intervention processes, then teachers will implement Tier I, II, and III supports with greater consistency and fidelity, allowing us to more effectively identify at-risk students, provide timely and targeted interventions, and increase student engagement and academic success.
	If we strengthen shared data routines with consistent data analysis protocols, then teachers will be more likely to interpret data to identify actionable instructional responses, and data discussions will more reliably result in targeted instructional adjustments, intervention refinement, and improved student learning.

Goal Setting

Priority: If MTSS tier structures, Early Warning Systems (EWS), and expectations are clearly defined and aligned across grade levels through consistent data analysis protocols and refined intervention processes, then teachers will implement Tier I, II, and III supports with greater consistency and fidelity, allowing us to more effectively identify at-risk students, provide timely and targeted interventions, and increase student engagement and academic success.

Outcome Category			
Regular Attendance			
Measurable Goal Statement (Smart Goal)			
By June 2029 85% of students will demonstrate regular attendance.			
Measurable Goal Nickname (35 Character Max)			
Graduation/Attendance			
Target Year 1	Target Year 2	Target Year 3	
By June 2027, 75% of students will demonstrate regular attendance.	By June 2028 80% of students will demonstrate regular attendance.	By June 2029 85% of students will demonstrate regular attendance.	
Target 1st Quarter	Target 2nd Quarter	Target 3rd Quarter	Target 4th Quarter
By September 30, 2026, 90% of students will demonstrate regular attendance.	Between October 1, 2026 and December 31, 2026, 85% of students will demonstrate regular attendance.	Between January 1, 2027 and March 30, 2027, 80% of students will demonstrate regular attendance.	By June 2027, 75% of students will demonstrate regular attendance.

Outcome Category			
Graduation rate			
Measurable Goal Statement (Smart Goal)			
By June 2029 at least 88% of 11th-grade students in the 2027 9th grade cohort will have earned 15 or more credits and be on track to graduate with their four-year cohort.			
Measurable Goal Nickname (35 Character Max)			
Graduation			
Target Year 1	Target Year 2	Target Year 3	
By June 2027, 60% of 9th grade students will have earned 5 or more credits and be on track to graduate with their four-year cohort.	By June 2028 70% of 10th-grade students in the 2027 9th grade cohort will have earned 10 or more credits and be on track to graduate with their four-year cohort.	By June 2029 at least 88% of 11th-grade students in the 2027 9th grade cohort will have earned 15 or more credits and be on track to graduate with their four-year cohort.	
Target 1st Quarter	Target 2nd Quarter	Target 3rd Quarter	Target 4th Quarter
By September 30, 2026, based on in-progress grades, 60% of 9th grade students will be on track to 5 or more credits	By December 30, 2026, 45% of 9th grade students will be on track to earn 5 or more credits toward four year graduation requirements.	By March 30, 2026, 55% of 9th grade students will be on track to earn 5 or more credits toward four year graduation requirements.	By June 2027, 60% of 9th grade students will have earned 5 or more credits and be on track to graduate

toward four year graduation requirements.			with their four-year cohort.

Priority: If we strengthen shared data routines with consistent data analysis protocols, then teachers will be more likely to interpret data to identify actionable instructional responses, and data discussions will more reliably result in targeted instructional adjustments, intervention refinement, and improved student learning.

Outcome Category			
English Language Arts			
Measurable Goal Statement (Smart Goal)			
By June 30 2028 85% of students will be performing at or above grade level in ELA as measured by the IXL Diagnostic.			
Measurable Goal Nickname (35 Character Max)			
IXL ELA			
Target Year 1	Target Year 2	Target Year 3	
By June 30 2027, 75% of students will be performing at or above grade level in ELA as measured by the IXL Diagnostic.	By June 30 2028 80% of students will be performing at or above grade level in ELA as measured by the IXL Diagnostic.	By June 30 2028 85% of students will be performing at or above grade level in ELA as measured by the IXL Diagnostic.	
Target 1st Quarter	Target 2nd Quarter	Target 3rd Quarter	Target 4th Quarter
By September 30, 2026 50% of students will be performing at or above grade level in ELA as measured by the IXL Diagnostic.	By December 30, 2026, 25% of identified at-risk students will meet their mid-year IXL growth target.	By March 30, 2027, 25% of identified at-risk students will demonstrate continued progress toward their IXL annual growth target.	By June 30, 2027 75% of students will be performing at or above grade level in ELA as measured by the IXL Diagnostic.

Outcome Category			
Mathematics			
Measurable Goal Statement (Smart Goal)			
By June 30 2029 85% of students will be performing at or above grade level in Math as measured by the IXL Diagnostic.			
Measurable Goal Nickname (35 Character Max)			
IXL Math			
Target Year 1	Target Year 2	Target Year 3	
By June 30 2027, 75% of students will be performing at or above grade level in Math as measured by the IXL Diagnostic.	By June 30 2028 80% of students will be performing at or above grade level in Math as measured by the IXL Diagnostic.	By June 30 2029 85% of students will be performing at or above grade level in Math as measured by the IXL Diagnostic.	
Target 1st Quarter	Target 2nd Quarter	Target 3rd Quarter	Target 4th Quarter
By September 30, 2026 50% of students will be performing at or above grade level in Math	By December 30, 2026, 25% of identified at-risk	By March 30, 2027, 25% of identified at-risk students will	By June 30 2027, 75% of students will be performing at or

as measured by the IXL Diagnostic, establishing a baseline for instructional support needs.	students will meet their mid-year IXL growth target.	demonstrate continued progress toward their IXL annual growth target.	above grade level in Math as measured by the IXL Diagnostic.

Action Plan

Measurable Goals

Graduation/Attendance	IXL ELA
Graduation	IXL Math

Action Plan For: IXL Math and ELA : <https://www.evidenceforpa.org/strategies/ixl-language-arts>

Measurable Goals:
- By June 30 2028 85% of students will be performing at or above grade level in ELA as measured by the IXL Diagnostic. - By June 30 2029 85% of students will be performing at or above grade level in Math as measured by the IXL Diagnostic.

Action Step		Anticipated Start Date	Anticipated Completion Date
Establish an IXL Implementation Team including administrators, teachers, and MTSS leadership.		2026-07-01	2026-08-28
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services	IXL platform access; implementation plan; MTSS framework; leadership meeting time; team member role descriptions; IXL implementation guidance; student baseline data; collaboration and planning time.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Train all teachers on IXL platform functionality, diagnostic data, skill plans, and instructional integration.		2026-09-01	2027-01-29
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services, Principal, Assistant Principal	IXL Training Staff, IXL Platform, Scheduled on Professional Development Calendar	Yes	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Administer baseline IXL Diagnostic assessments to all students.		2026-08-24	2026-09-04
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Principal, Assistant Principal, Math Teachers	IXL Platform	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Implement consistent IXL usage expectations (e.g., 20-30 minutes weekly).		2026-08-24	2026-09-30

Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; Curriculum & Instruction Team	IXL platform; school-wide IXL expectations document; teacher guidance; student and family communication templates; IXL usage reports; staff meeting time for implementation.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Develop school wide expectations for IXL use at Tier I and Tier II levels.		2026-08-24	2026-09-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; MTSS Leadership Team	MTSS framework; IXL implementation guidelines; Tier I and Tier II intervention protocols; staff collaboration time; written expectations; implementation checklist.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Establish data review protocols and progress-monitoring routines using IXL analytics.		2026-09-01	2026-12-31
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; MTSS Core Team; School Counselors; School Principals	IXL Analytics Dashboard; LinkIt! data; MTSS data meeting templates; progress-monitoring forms; student intervention trackers; professional development on data analysis; dedicated PLC/data meeting time.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Develop individualized intervention plans utilizing IXL diagnostic pathways and targeted skill recommendations.		2026-10-01	2026-12-31
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Counselors; Intervention Staff; School Principals	IXL Diagnostic and Skill Plans; MTSS intervention templates; student data reports; intervention planning meetings; counselor and teacher collaboration time.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Monitor student growth monthly and adjust interventions accordingly.		2026-10-01	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
MTSS Core Team; School Counselors;	IXL Analytics Dashboard; LinkIt! benchmark data; progress-monitoring tools; MTSS meeting	No	No

Supervisor of Student Services	agendas; student intervention logs; monthly data review meetings.		

Action Step		Anticipated Start Date	Anticipated Completion Date
Identify ATSI subgroup students requiring additional support using diagnostic and benchmark data.		2026-08-17	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; MTSS Leadership Team	IXL Benchmark and Diagnostic data; LinkIt! assessment reports; subgroup performance reports; MTSS decision-making protocols; student data dashboards.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Facilitate MTSS data meetings to analyze subgroup growth and intervention effectiveness.		2026-08-24	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; MTSS Grade Level Teams; School Principals	IXL Analytics Dashboard; LinkIt! assessment data; MTSS meeting agendas; student progress reports; intervention tracking forms	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Share progress updates with staff, families, and stakeholders		2026-10-01	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; CEO	Progress monitoring reports; newsletters; family communication templates; Board presentations; website updates; IXL and LinkIt! data summaries.	No	Yes

Action Step		Anticipated Start Date	Anticipated Completion Date
Evaluate implementation outcomes and identify sustainability actions for Year 2.		2027-04-01	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; MTSS Leadership Team; CEO	Year-end IXL reports; LinkIt! benchmark data; implementation fidelity checklists; stakeholder feedback surveys; MTSS meeting summaries.	No	No

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)

Implementation of a consistent, data-driven Tier I and Tier II IXL intervention framework that increases student engagement, improves diagnostic growth in ELA and Math, strengthens MTSS decision-making, and increases proficiency for identified A-TSI student groups through regular progress monitoring and targeted interventions.	People: Supervisor of Student Services, School Principals, MTSS Core Team, School Counselors, and Intervention Staff. Frequency: Monthly MTSS data meetings, quarterly benchmark reviews, and end-of-year evaluation. Method: Monitor IXL diagnostic growth, benchmark assessments, LinkIt! data, usage reports, subgroup performance, and intervention fidelity. Review student progress during MTSS meetings, adjust interventions based on data, and evaluate progress toward ESSA Tier 2 and A-TSI goals each quarter.

Action Plan For: Early Warning Intervention and Monitoring System (EWIMS):

<https://www.evidenceforpa.org/strategies/ewims>

Measurable Goals:
- By June 2029 85% of students will demonstrate regular attendance. - By June 2029 at least 88% of 11th-grade students in the 2027 9th grade cohort will have earned 15 or more credits and be on track to graduate with their four-year cohort.

Action Step		Anticipated Start Date	Anticipated Completion Date
Develop Plan for Implementation.		2026-07-01	2026-09-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services	EWIMS Implementation Guide; MTSS Framework; Comprehensive Plan; implementation timeline; meeting time with leadership team.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Update MTSS Handbook protocols, procedures, roles and expectations for EWS		2026-07-01	2026-07-31
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; MTSS Leadership Team	Existing MTSS Handbook; PDE MTSS guidance; EWS procedures; handbook revision time; stakeholder feedback.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Select Implementation Core Team, assign Roles and Responsibilities		2026-07-01	2026-09-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals	MTSS organizational chart; team member role descriptions; meeting schedules; implementation plan; leadership meeting time.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Develop accurate ABC indicators		2026-07-01	2026-09-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; MTSS Core Team	Student Information System (Infinite Campus); attendance, behavior, and course performance data; EWIMS framework; data dashboards; MTSS decision rules.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Provide initial training for Core Team		2026-08-24	2026-09-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; MTSS Core Team	EWIMS training materials; MTSS Handbook; presentation materials; implementation timeline	Yes	No

Action Step		Anticipated Start Date	Anticipated Completion Date
All staff professional development on identifying students in need of intervention using early warning indicators		2026-08-24	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; MTSS Core Team	EWIMS training modules; MTSS Handbook; staff presentation materials; attendance, behavior, and course performance guidance; intervention referral process	Yes	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Develop communication processes and messages for students identified through EWS		2026-09-01	2026-10-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals	Communication templates; parent notification letters; email and phone scripts; MTSS Handbook; student support resources; translation services as needed.	No	Yes

Action Step		Anticipated Start Date	Anticipated Completion Date
Select appropriate interventions for individual students in need		2026-10-01	2027-06-30

Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
School Counselors; MTSS Grade Level Teams; Supervisor of Student Services; Principals	Intervention menu; MTSS framework; attendance, behavior, and course performance data; student success plans; community resource referrals; progress-monitoring tools.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Monthly EWI Core Team Meetings		2026-10-01	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; Principals; MTSS Grade Level Teams	EWIMS dashboard; Linkit! data; attendance, behavior, and course performance reports; meeting agendas; intervention tracking forms; student progress reports.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
Evaluate student progress and intervention effectiveness. (Quarterly)		2026-10-01	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; Principals; MTSS Core Team	EWIMS data dashboards; attendance, behavior, and course performance reports; intervention progress-monitoring tools; quarterly data review protocols; meeting agendas.	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
EWI Grade Level Meetings for grades 6-9 with a focus on the identified subgroups (Quarter 1)		2026-09-01	2026-09-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; School Counselors	Grade-level student data reports; subgroup reports; EWIMS indicators; MTSS meeting agenda; student action plans	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
EWI Grade Level Meetings for grades 6-10 with a focus on the identified subgroups (Quarter 2)		2026-10-01	2026-12-31
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; School Counselors	Updated student data reports; subgroup performance data; intervention progress reports; MTSS meeting agenda; action planning templates	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
EWI Grade Level Meetings for grades 6-11 with a focus on the identified subgroups (Quarter 3)		2027-01-01	2027-03-31
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; School Counselors	Updated student data reports; subgroup performance data; intervention progress reports; MTSS meeting agenda; action planning templates	No	No

Action Step		Anticipated Start Date	Anticipated Completion Date
EWI Grade Level Meetings for grades 6-12 with a focus on the identified subgroups (Quarter 4)		2027-04-01	2027-06-30
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Supervisor of Student Services; School Principals; School Counselors	Updated student data reports; subgroup performance data; intervention progress reports; MTSS meeting agenda; action planning templates	No	No

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
A fully implemented Early Warning Intervention and Monitoring System (EWIMS) that consistently identifies students at risk using attendance, behavior, and course performance (ABC) indicators; provides timely, data-informed interventions; improves collaboration among staff; increases student engagement and attendance; and supports improved academic performance and graduation outcomes.	People: Supervisor of Student Services, School Principals, MTSS Leadership Team, MTSS Core Team, MTSS Grade Level Teams, School Counselors and Intervention Staff. Frequency: Monthly EWIMS Core Team meetings, quarterly grade-level data meetings, quarterly evaluation of intervention effectiveness, and an annual review of implementation outcomes. Method: Review attendance, behavior, course performance, graduation indicators, and intervention data using Infinite Campus, LinkIt!, and other student data systems. Monitor progress toward identified goals, evaluate intervention fidelity and effectiveness, adjust supports based on data, and document outcomes through MTSS and EWIMS meeting minutes and action plans.

Expenditure Tables

School Improvement Set Aside Grant

True School does not receive School Improvement Set Aside Grant.

Schoolwide Title 1 Funding Allocation

True School does not receive Schoolwide Title 1 funding.

Professional Development

Professional Development Action Steps

Evidence-based Strategy	Action Steps
IXL Math and ELA : https://www.evidenceforpa.org/strategies/ixl-language-arts	Train all teachers on IXL platform functionality, diagnostic data, skill plans, and instructional integration.
Early Warning Intervention and Monitoring System (EWIMS): https://www.evidenceforpa.org/strategies/ewims	Provide initial training for Core Team
Early Warning Intervention and Monitoring System (EWIMS): https://www.evidenceforpa.org/strategies/ewims	All staff professional development on identifying students in need of intervention using early warning indicators

IXL Training

Action Step		
Train all teachers on IXL platform functionality, diagnostic data, skill plans, and instructional integration.		
Audience		
Administration, Teachers		
Topics to be Included		
Early September: Daily Instruction with IXL Mid-end September: IXL Diagnostic January: Using IXL for Intervention		
Evidence of Learning		
Administrators and Teachers will be able to use IXL data to make informed decisions for students (EWI) and instruction.		
Lead Person/Position	Anticipated Start	Anticipated Completion
Supervisor of Student Services	2026-09-01	2027-01-29

Learning Format

Type of Activities	Frequency
Inservice day	3 sessions throughout the year.
Observation and Practice Framework Met in this Plan	
This Step Meets the Requirements of State Required Trainings	

Early Warning Intervention and Monitoring System (EWIMS)

Action Step
All staff professional development on identifying students in need of intervention using early warning indicators
Audience
Administrators, Teachers
Topics to be Included
Overview of the Early Warning Intervention and Monitoring System (EWIMS) Identification and interpretation of Early Warning Indicators (attendance, behavior, course performance, assessment data, and engagement) Roles and responsibilities of teachers, counselors, administrators, and support staff Using data

to identify students in need of Tier II and Tier III interventions Aligning EWIMS with the MTSS framework Progress monitoring and documentation of interventions Data-driven decision-making through Student Team Meetings (STM) and Grade-Level Data Teams Best practices for family communication and collaboration		
Evidence of Learning		
Staff attendance and participation Completed EWIMS training materials and resources Team analysis of student early warning data Development of intervention plans using EWIMS protocols Evidence of implementation through Student Team Meeting documentation and MTSS intervention records Increased staff confidence as measured through a post-training survey or feedback form		
Lead Person/Position	Anticipated Start	Anticipated Completion
Supervisor of Student Services, Principal and Assistant Principal	2026-09-15	2027-06-30

Learning Format

Type of Activities	Frequency
Inservice day	First session September 15 through the end of the year.
Observation and Practice Framework Met in this Plan	
This Step Meets the Requirements of State Required Trainings	

Communications Activities

Share progress updates with staff, families, and stakeholders					
Action Step	Audience	Topics to be Included	Type of Communication	Anticipated Timeline Start Date	Anticipated Timeline Completion Date
Share progress updates with staff, families, and stakeholders	School Staff Students and Families Board of Trustees School Leadership Team Community Stakeholders PDE (as appropriate)	Comprehensive Plan implementation progress A-TSI goals and action steps MTSS implementation updates Student achievement and growth data Attendance and engagement trends Family engagement opportunities School improvement successes and next steps	Supervisor of Student Services CEO School Principals	07/01/2026	06/30/2027

Communications

Type of Communication	Frequency
Email	Staff: Monthly Families: Quarterly Board: Quarterly Website Updates: As needed School Improvement Team: Quarterly
Newsletter	Flex Gazette-Quarterly School Newsletter-Monthly Staff SharePoint-Weekly

Communication and messages about students identified through EWS to families and staff

Action Step	Audience	Topics to be Included	Type of Communication	Anticipated Timeline Start Date	Anticipated Timeline Completion Date
Develop communication processes and messages for students identified through EWS	Students identified through the Early Warning System (EWS) Parents/Guardians School Counselors Administrators Teachers MTSS Team Members Home and School Liaisons	Purpose of the Early Warning System Student-specific areas of concern (attendance, behavior, course performance, engagement) Available school supports and interventions MTSS intervention plans and progress monitoring Family partnership opportunities Student goals and next steps Contact information for support staff	Supervisor of Student Services School Counselors MTSS Team School Principals	07/01/2026	06/30/2027

Communications

Type of Communication	Frequency
Email	Initial communication within one week of EWS identification Progress updates every 4–6 weeks Additional communication following changes in intervention plans or student status Ongoing communication throughout the school year as needed
Letter	Initial communication within one week of EWS identification Progress updates every 4–6 weeks Additional communication following changes in intervention plans or student status Ongoing communication throughout the school year as needed

Approvals & Signatures

Uploaded Files

Chief School Administrator	Date
Jason Palaia	2026-07-27
Building Principal Signature	Date
Erika Laidlaw	2026-08-03
School Improvement Facilitator Signature	Date
Maria Stauffer	2026-07-28

RESOLUTION

BE IT RESOLVED, by authority of the **21st Century Cyber Charter School Board of Trustees** of the **21st Century Cyber Charter School**, and it is hereby resolved by authority of the same, that **Jason Palaia**, who is the **Chief Executive Officer** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **21st Century Cyber Charter School** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

(individual receiving signatory authority may not attest on behalf of himself/herself)

Signature (President/Chair or Vice-President/Chair)

Andrea Fox

Chairperson

Print/type Name

Title

Signature (Treasurer/Secretary)

Lisa Iozzi

Board Secretary

Print/type Name

Title

TO BE EXECUTED BY SECRETARY OF THE GOVERNING BODY:

I, Lisa Iozzi, Secretary, of 21st Century Cyber Charter School Board of Trustees, do
certify that
the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the
21st Century Cyber Charter School Board of Trustees, held the 11th day of
August, 2026.

Dated: _____

Signature (Secretary)

Lisa Iozzi

Board Secretary

Print/type Name

Title

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: 07/11/2026

Signature (authorized signatory)

Andrea Fox

Chairperson

Print/type Name

Title

21st Century Cyber Charter School
GOVERNMENTAL PRE-APPROVED 403(b) PLAN
ADOPTION AGREEMENT #12-001

For Government Entities, including Public Schools and Dual Status 501(c)(3)/Governmental Organizations

By executing this Governmental Pre-Approved 403(b) Plan Adoption Agreement (the "Adoption Agreement or AA"), the undersigned Employer agrees to establish or continue a 403(b) Plan. The 403(b) Plan adopted by the Employer consists of the Pre-Approved 403(b) Plan Basic Plan Document #12 (the "BPD") and the elections made under this Adoption Agreement (collectively referred to as the "Plan"). An Employer may jointly co-sponsor the Plan by signing a Participating Employer Adoption Page, which is attached to this Adoption Agreement. **This Plan is effective as of the Effective Date identified on the Signature Page of this Adoption Agreement.** Unless the context clearly requires otherwise, all capitalized terms used in this Adoption Agreement shall have the same meaning as when used in the BPD.

In completing the provisions of this Adoption Agreement, unless designated otherwise, selections under the Deferral column apply to all Salary Deferrals (including Roth Deferrals and Catch-Up Contributions) and After-Tax Employee Contributions. The selections under the Match column apply to Matching Contributions under AA §6B. Selections under the ER column apply to Employer Contributions under AA §6 and Mandatory Contributions under AA §6C.

As a Governmental Plan, this Plan is not subject to the nondiscrimination and coverage rules (other than the universal availability rule under Code §403(b)(12)(A)(ii)) under the Code. Also, as a Governmental Plan, this Plan is not subject to Title I of ERISA and may make elections under this Adoption Agreement accordingly.

All elections the Employer makes under the Adoption Agreement are subject to the terms governing the applicable Investment Arrangement(s) and any applicable state or local law.

SECTION 1
EMPLOYER INFORMATION

The information contained in this Section 1 is required for informational purposes only and may be modified without amending this Adoption Agreement by substituting a new Section 1 with the updated information. Any changes to the provisions under this Section 1 will not affect the Employer's reliance on the Favorable IRS Letter.

1-1 EMPLOYER INFORMATION.

Name: 21st Century Cyber Charter School

Address: 1245 Wrights Lane

City, State, Zip Code: West Chester, PA 19380

Telephone: 4848755400

1-2 EMPLOYER IDENTIFICATION NUMBER (EIN). 233086998

1-3 TYPE OF EMPLOYER. (Select (a) or (b))

☒ (a) Public School (as defined in Section 1.78 of the BPD)

☐ (b) Dual Status §501(c)(3)/Governmental Organization (as defined in Section 1.28 of the BPD)

1-4 EMPLOYER'S TAX (ACCOUNTING) YEAR END (optional). The Employer's tax (accounting) year ends _____

1-5 RELATED EMPLOYERS (optional). Is the Employer part of a group of Related Employers (as defined in Section 1.84 of the BPD)?

☐ Yes

☒ No

If yes, Related Employers may be listed below. A Related Employer must complete a Participating Employer Adoption Page for Employees of that Related Employer to participate in this Plan.

[Note: This AA §1-5 is for informational purposes. The failure to identify all Related Employers under this AA §1-5 will not jeopardize the qualified status of the Plan.]

SECTION 2 PLAN INFORMATION

2-1 PLAN NAME. 21st Century Cyber Charter School 403(b) Plan

Original Effective Date: January 1, 2009

Restatement Effective Date: January 1, 2026

[Note: The Plan's Original Effective Date may be no earlier than the first day of the Plan Year in which the Plan is initially adopted. The Plan's Restatement Effective Date may be no earlier than the first day of the Plan Year in which the Plan's restatement is adopted. A Participant's Salary Deferral Agreement may not apply to Plan Compensation that became currently available before the date the Employer adopts the salary reduction feature of the Plan.]

2-2 PLAN NUMBER. 000

2-3 TYPE OF PLAN. (Check one of (a)-(c) and, if applicable, (d).)

- ☐ (a) Custodial Account under Code §403(b)(7)
☐ (b) Annuity Contract under Code §403(b)(1)
☒ (c) Custodial Account and/or Annuity Contract
☐ (d) The Plan is intended to be a FICA Replacement Plan

[Note: A Favorable IRS Letter issued in accordance with Rev. Proc. 2021-37 to this Plan does not provide any reliance as to whether an Employer who has adopted this Plan satisfies the requirements under Treas. Reg. §31.3121(b)(7)-2 for the Plan to be treated as a FICA Replacement Plan with respect to any Employee.]

2-4 PLAN YEAR.

- ☒ (a) Calendar year.
☐ (b) The 12-consecutive month period ending on _____ each year.
☐ (c) The Plan has a Short Plan Year running from ____ to ____.

2-5 FROZEN PLAN. Check this AA §2-5 if the Plan is a frozen Plan to which no contributions will be made.

- ☐ This Plan is a frozen Plan effective _____.

[Note: As a frozen Plan, the Employer will not make any contributions with respect to Plan Compensation paid after such date and no Participant will be permitted to make any contributions to the Plan after such date. In addition, no Employee will become a Participant after the date the Plan is frozen.]

2-6 MULTIPLE EMPLOYER PLAN. Is this Plan a Multiple Employer Plan as defined in Section 1.62 of the BPD? (See Section 16.07 of the BPD for special rules applicable to Multiple Employer Plans.)

- ☐ (a) Yes
☒ (b) No

2-7 PLAN ADMINISTRATOR.

- ☐ (a) The Employer identified in AA §1-1.
☒ (b) Name: U.S. OMNI & TSACG Compliance Services

Address: 73 Eglin Parkway NE, Ste. 202, Fort Walton Beach, FL 32548

Telephone: 888-777-5827

[Note: To the extent an individual is named in this AA §2-7 and does not take on all responsibilities of Plan Administrator, the Employer will retain those responsibilities as Plan Administrator. (See Section 1.71 of the BPD.)]

2-8 DEFINITION OF DISABLED. Unless otherwise provided under the terms of the applicable Investment Arrangement, an individual is considered Disabled under Section 1.27 of the BPD (option (c) below) unless an alternative definition of Disabled is elected below.

- ☐ (a) The individual is covered by the Employer's disability insurance plan and is determined to be Disabled under such plan.
☒ (b) The individual is determined to be Disabled by the Social Security Administration under Section 223(d) of the Social Security Act for purposes of determining eligibility for Social Security benefits.

- ☒ (c) The Plan Administrator determines an individual is unable to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. The permanence and degree of such impairment shall be supported by medical evidence. The Plan Administrator may establish reasonable procedures for determining whether a Participant is Disabled.

[**Note:** An Employer may elect any or all of the elections above. If more than one is selected, the hierarchy for determining whether an individual is considered Disabled is in the order listed above, unless described otherwise under separate administrative procedures or as described below.]

- ☐ (d) Alternative definition of Disabled: _____

[**Note:** Any alternative definition described in this subsection (d) will apply uniformly to all Participants under the Plan. The Employer may describe different definitions of Disabled for different purposes under the Plan.]

SECTION 3 ELIGIBLE EMPLOYEES

- 3-1 **ELIGIBLE EMPLOYEES.** In addition to the Employees identified in Section 2.02 of the BPD, the following Employees are excluded from participation under the Plan with respect to the contribution type(s) identified in this AA §3-1. (See Sections 2.02(e) and (f) of the BPD for rules regarding the effect on Plan participation if an Employee changes between an eligible and ineligible class of employment.)

Deferral	Match	ER	
☐	☐	☐	(a) No exclusions
N/A	☐	☐	(b) Collectively Bargained Employees (as defined in Section 1.21 of the BPD)
☐	☐	☐	(c) Non-resident aliens who receive no compensation from the Employer which constitutes U.S. source income
☒	☐	☐	(d) Student Employees (as defined in Section 1.97 of the BPD)
☐	☐	☐	(e) Employees who normally work less than ____ (not more than 20) hours a week (as defined in Section 2.02(b)(4) of the BPD).
N/A	☐	☐	(f) Employees who normally work less than ____ hours a week.
☐	☐	☐	(g) Employees eligible for a governmental Code §457(b) plan sponsored by the Employer that includes salary deferral contributions Specify name of Code §457(b) plan (optional): _____
☐	☐	☐	(h) Employees eligible for a 401(k) plan sponsored by the Employer Specify name of the 401(k) plan (optional): _____
☐	☐	☐	(i) Employees eligible for another 403(b) plan sponsored by the Employer that includes salary deferral contributions Specify name of the other 403(b) plan (optional): _____
N/A	☐	☐	(j) Seasonal Employees
N/A	☐	☐	(k) Temporary Employees
N/A	☐	☐	(l) Interns
N/A	☐	☐	(m) Per diem Employees
N/A	☐	☒	(n) Other: <u>Eligibility for employer contributions is set forth in the applicable agreements between the employer and employee.</u>
N/A	☐	☐	(o) Other: _____

[**Note:** With respect to any election to exclude Employees under (e) above, the Employer must satisfy the universal availability requirements under Treas. Reg. §§1.403(b)-5(b)(ii) and (iii)(B) under which the Employer may elect to exclude Employees who normally work fewer than 20 hours per week (or such lower number of hours per week as elected in the Adoption Agreement) with respect to Salary Deferrals, Employer Contributions and Matching Contributions. An Employee normally works fewer than 20 hours per week if and only if (1) for the 12-month period beginning on the date of the Employee's Employment Commencement date, the Employer reasonably expects the Employee to work fewer than 1,000 Hours of Service and (2) for each Plan Year after the close of the 12-month period beginning on the date of the Employee's Employment Commencement date, the

Employee worked fewer than 1,000 Hours of Service in the preceding 12-month period. Once eligible due to satisfaction of this service condition, the Employee will continue to be eligible under the Plan.]

[**Note:** If the Plan is intended to be a FICA Replacement Plan (as elected in AA §2-3(d)) and Part-Time, Seasonal or Temporary Employees are not excluded from participation under the Plan with respect to the contribution type(s) identified in this AA §3-1, such Part-Time, Seasonal, or Temporary Employees are not treated as Qualified Participants for FICA Replacement Plan purposes unless any benefit relied upon to meet the minimum benefit requirement under subsection Section 6.04(a) is 100% vested. See Section 6.04(b)(1).]

SECTION 4
MINIMUM AGE AND SERVICE REQUIREMENTS

4-1 **ELIGIBILITY REQUIREMENTS – MINIMUM AGE AND SERVICE.** An Eligible Employee (as defined in AA §3-1) who satisfies the minimum age and service conditions under this AA §4-1 will be eligible to participate in each contribution type under the Plan as specified below as of such Eligible Employee’s Entry Date (as defined in AA §4-2 below).

[**Note:** As a Governmental Plan, this Plan is not subject to the nondiscrimination and coverage rules (other than the universal availability rule under Code §403(b)(12)(A)(ii)) under the Code and Title I of ERISA.]

(a) **Service Requirement.** An Eligible Employee must complete the following minimum service requirements to participate in the contribution type as specified below in the Plan. If a different minimum service requirement applies for the same contribution type for different groups of Employees or for different contribution formulas, such differences may be described below.

Match	ER	
☐	☐	(1) There is no minimum service requirement for participation in the Plan.
☐	☐	(2) One Year of Service (as defined in Section 2.03(a)(1) of the BPD and AA §4-3).
☐	☐	(3) The completion of at least ____ Hours of Service during the first ____ months of employment (or the first ____ days of employment) or the completion of a Year of Service (as defined in AA §4-3), if earlier. ☐ (i) An Employee who completes the required Hours of Service satisfies eligibility at the end of the designated period, regardless if the Employee actually works for the entire period. ☐ (ii) An Employee who completes the required Hours of Service must also be employed continuously during the designated period of employment. (See Section 2.03(a)(2) of the BPD for rules regarding the application of this subsection (ii).)
☐	☐	(4) The completion of ____ Hours of Service during an Eligibility Computation Period (as defined in AA §4-3). [<i>An Employee satisfies the service requirement immediately upon completion of the designated Hours of Service rather than at the end of the Eligibility Computation Period.</i>]
☐	☐	(5) Full-time Employees are eligible to participate as set forth in subsection (i). Employees who are “Part-Time” Employees must complete a Year of Service (as defined in AA §4-3). For this purpose, a full-time Employee is any Employee not defined in subsection (ii). ☐ (i) Full-time Employees must complete the following minimum service requirements to participate in the Plan: ☐ (A) There is no minimum service requirement for participation in the Plan. ☐ (B) The completion of at least ____ Hours of Service during the first ____ months of employment or the completion of a Year of Service (as defined in AA §4-3), if earlier. ☐ (C) Under the Elapsed Time Method as defined in AA §4-3 below. ☐ (D) Describe: _____

Match

ER

(ii) Part-Time Employees must complete a Year of Service (as defined in AA §4-3).

☐ (A) For this purpose, a Part-Time Employee is any Employee whose normal work schedule is less than:☐ (I) ____ hours per week.☐ (II) ____ hours per month.☐ (III) ____ hours per year.☐ (B) Describe Part-Time Employees for this purpose: _____

[**Note:** A Part-Time Employee must be described as an individual who works less than a specified number of hours during a standard work week.]

☐ ☐ (6) Two (2) Years of Service.☐ ☐ (7) Under the Elapsed Time Method as defined in AA §4-3 below.☐ ☐ (8) Describe eligibility conditions: _____☐ ☒ (9) Describe eligibility conditions: Any service requirements for employer contributions is set forth in the applicable agreement between the employer and employee.

[**Note:** Any described eligibility conditions must satisfy the definitely determinable requirements under Treas. Reg. §1.401-1(b)(1)(i).]

(b) **Minimum Age Requirement.** An Eligible Employee (as defined in AA §3-1) must have attained the following age with respect to the contribution type(s) identified in this AA §4-1(b).

Match

ER

☐ ☒ (1) There is no minimum age for Plan eligibility.☐ ☐ (2) Age 21.☐ ☐ (3) Age ____.

☐ (c) **Special eligibility rules.** The following special eligibility rules apply with respect to the Plan: _____

[**Note:** This subsection (c) may be used to apply the eligibility conditions selected under this AA §4-1 separately with respect to different Employee groups or different contribution formulas under the Plan.]

4-2 **ENTRY DATE.** An Eligible Employee (as defined in AA §3-1) who satisfies the minimum age and service requirements in AA §4-1 shall be eligible to participate in the Plan as of such Eligible Employee's applicable Entry Date. For this purpose, the Entry Date is the following date with respect to the contribution type(s) identified under this AA §4-2.

Match

ER

☐ ☐ (a) **Immediate.** The date the minimum age and service requirements are satisfied (or date of hire, if no minimum age and service requirements apply).☐ ☐ (b) **Semi-annual.** The first day of the 1st and 7th month of the Plan Year.☐ ☐ (c) **Quarterly.** The first day of the 1st, 4th, 7th and 10th month of the Plan Year.☐ ☐ (d) **Monthly.** The first day of each calendar month.☐ ☐ (e) **Payroll period.** The first day of the payroll period.☐ ☐ (f) **The first day of the Plan Year.** [See Section 2.03(b) of the BPD for special rules that apply.]☐ ☒ (g) **Describe Entry Date:** All entry dates for employees to receive an employer contributions is set forth in the applicable agreement between the employer and employee.

An Eligible Employee's Entry Date (as defined above) is determined based on when the Employee satisfies the minimum age and service requirements in AA §4-1. For this purpose, an Employee's Entry Date is the Entry Date:

Match	ER	
☐	☒	(h) next following satisfaction of the minimum age and service requirements.
☐	☐	(i) coinciding with or next following satisfaction of the minimum age and service requirements.
☐	☐	(j) nearest the satisfaction of the minimum age and service requirements.
☐	☐	(k) preceding the satisfaction of the minimum age and service requirements.
☐	☐	(l) coinciding with or preceding the satisfaction of the minimum age and service requirements.

This section may be used to describe any special rules for determining Entry Dates under the Plan. For example, if different Entry Date provisions apply for the same contribution types with respect to different groups of Employees, such different Entry Date provisions may be described below.

Match	ER	
☐	☒	(m) Describe any special rules that apply with respect to the Entry Dates under this AA §4-2: <u>All entry dates for employees to receive an employer contributions is set forth in the applicable agreement between the employer and employee.</u> <i>[Note: The Employer may describe different Entry Dates for different groups of Employees, provided such Entry Dates are consistent with the permissible elections in this AA §4-2.]</i>

4-3 **DEFAULT ELIGIBILITY RULES.** In applying the minimum age and service requirements under AA §4-1 above, the following default rules apply with respect to all contribution types under the Plan:

- **Year of Service.** An Employee earns a Year of Service for eligibility purposes upon completing 1,000 Hours of Service during an Eligibility Computation Period. Hours of Service are calculated based on actual hours worked during the Eligibility Computation Period. (See Section 1.52 of the BPD for the definition of Hour of Service.)
- **Eligibility Computation Period.** If one Year of Service is required for eligibility, the Plan will determine subsequent Eligibility Computation Periods on the basis of Plan Years. If more than one Year of Service is required for eligibility, the Plan will determine subsequent Eligibility Computation Periods on the basis of Anniversary Years. However, if the Employee fails to earn a Year of Service in the first or second Eligibility Computation Period, the Plan will determine subsequent Eligibility Computation Periods on the basis of Plan Years beginning in the first or second Eligibility Computation Period, as applicable.
- **Break in Service Rules.** The Nonvested Participant Break in Service rule (see Section 2.07(b) of the BPD) and the One-Year Break in Service rule (see Section 2.07(d) of the BPD) do NOT apply. Governmental Plans are not subject to the Break in Service rules under Title I of ERISA and can modify the Break in Service rules of the Plan accordingly.

To override the default eligibility rules, complete the applicable sections of this AA §4-3. **If this AA §4-3 is not completed for a particular contribution type, the default eligibility rules apply.**

Match	ER	
☐	☐	(a) Year of Service. Instead of 1,000 Hours of Service, an Employee earns a Year of Service upon the completion of ____ Hours of Service during an Eligibility Computation Period.
☐	☐	(b) Eligibility Computation Period. The Plan will use Anniversary Years for all Eligibility Computation Periods.
☐	☐	(c) Exclusion Years. Instead of the Plan Year, the Plan will use Anniversary Years for Exclusion Years for purposes of determining whether Employees normally work fewer than 20 hours per week. (See Section 2.02(b)(4) of the BPD.)

Match	ER	
☐	☐	(d) Elapsed Time Method. Eligibility service will be determined under the Elapsed Time Method. An Eligible Employee (as defined in AA §3-1) must complete a period of service, as designated below, to participate in the Plan. ☐ (1) For Match, must complete a ____ period of service ☐ (2) For ER, must complete a ____ period of service <i>[Note: Under the Elapsed Time Method, service will be measured from the Employee's employment commencement date (or reemployment commencement date, if applicable) without regard to the Eligibility Computation Period.]</i>
☐	☐	(e) Equivalency Method. For purposes of determining an Employee's Hours of Service for eligibility, the Plan will use the Equivalency Method (as defined in Section 2.03(a)(5) of the BPD). The Equivalency Method will apply to: ☐ (1) All Employees. ☐ (2) Only Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, eligibility will be determined based on actual hours worked. Hours of Service for eligibility will be determined under the following Equivalency Method: ☐ (3) Monthly. 190 Hours of Service for each month worked. ☐ (4) Weekly. 45 Hours of Service for each week worked. ☐ (5) Daily. 10 Hours of Service for each day worked. ☐ (6) Semi-monthly. 95 Hours of Service for each semi-monthly period worked. ☐ (7) Hours worked. 870 hours worked treated as 1,000 Hours of Service and 435 hours worked treated as 500 Hours of Service. ☐ (8) Regular time hours. 750 regular time hours treated as 1,000 Hours of Service and 375 regular time hours treated as 500 Hours of Service. ☐ (9) Describe: _____ <i>[Note: Any description under (9) must be definitely determinable with respect to Hours of Service.]</i>
☐	☐	(f) Nonvested Participant Break in Service rule applies. Service earned prior to a Nonvested Participant Break in Service (as defined in Section 2.07(b) of the BPD) will be disregarded in applying the eligibility rules. ☐ The Nonvested Participant Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.
☐	☐	(g) One-Year Break in Service rule applies. The One-Year Break in Service rule (as defined in Section 2.07(d) of the BPD) applies to temporarily disregard an Employee's service earned prior to a one-year Break in Service. ☐ The One-Year Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.
☐	☐	(h) Special eligibility provisions: _____ <i>[Note: Any special eligibility provision must relate to an Employee's eligibility to participate under the Plan. The Employer may describe different eligibility provisions, including different Eligibility Computation Periods and different service crediting methods, for different groups of Employees, provided such eligibility provisions are consistent with the permissible elections in this AA §4.]</i>

4-4 **EFFECTIVE DATE OF MINIMUM AGE AND SERVICE REQUIREMENTS.** The minimum age and/or service requirements under AA §4-1 apply to all Employees under the Plan. An Employee will participate with respect to all contribution types under the Plan as of such Employee’s Entry Date under AA §4-2, taking into account all service with the Employer, including service earned prior to the Effective Date.

To allow Employees hired on a specified date to enter the Plan without regard to the minimum age and/or service conditions, complete this AA §4-4.

Match

ER

☐

☐

An Eligible Employee who is employed by the Employer on the following date will become eligible to enter the Plan without regard to minimum age and/or service requirements (as designated below):

- ☐ (a) the Effective Date of this Plan (as designated in the Employer Signature Page).
- ☐ (b) the date the Plan is executed by the Employer (as indicated on the Employer Signature Page).
- ☐ (c) ____ [insert date no earlier than the Effective Date of this Plan].

An Eligible Employee who is employed on the designated date will become eligible to participate in the Plan without regard to the minimum age and service requirements under AA §4-1. If both minimum age and service conditions are not waived, select (d) or (e) to designate which condition is waived under this AA §4-4.

- ☐ (d) This AA §4-4 only applies to the minimum service condition.
- ☐ (e) This AA §4-4 only applies to the minimum age condition.

The provisions of this AA §4-4 apply to all Eligible Employees employed on the designated date unless designated otherwise under subsection (f) or (g) below:

- ☐ (f) The provisions of this AA §4-4 apply to the following group of Employees employed on the designated date: _____
- ☐ (g) Describe special rules: _____

[**Note:** An Employee who is employed as of the date described in this AA §4-4 will be eligible to enter the Plan as of such date unless a different Entry Date is designated under subsection (g).]

4-5 **SERVICE WITH PREDECESSOR EMPLOYER.** This AA §4-5 may be used to identify any Predecessor Employers for whom service will be counted for purposes of determining eligibility, vesting and allocation conditions under this Plan.

If this AA §4-5 is not completed, no service with a Predecessor Employer will be counted.

☐ (a) **Identify Predecessor Employer(s):**

- ☐ (1) The Plan will count service with all Employers which have been acquired.
- ☐ (2) The Plan will count service with the following Predecessor Employers:

	Name of Predecessor Employer	Eligibility	Vesting	Allocation Conditions
☐ (i)	_____	☐	☐	☐

☐ (b) **Describe** any special provisions applicable to Predecessor Employer service: _____

[**Note:** Any special provisions must relate solely to service with a Predecessor Employer.]

SECTION 5 COMPENSATION DEFINITIONS

- 5-1 **TOTAL COMPENSATION.** Total Compensation is based on the definition set forth under this AA §5-1. (See Section 1.101 of the BPD for a specific definition of the various types of Total Compensation.)

- ☐ (a) W-2 Wages
☒ (b) Code §415 Compensation
☐ (c) “Simplified” Code §415 Compensation
☐ (d) Wages under Code §3401(a)

[Note: For purposes of determining Total Compensation, the definition includes Elective Deferrals as defined in Section 1.33 of the BPD, pre-tax contributions to a Code §125 cafeteria plan or a Code §457 plan, and qualified transportation fringes under Code §132(f)(4).]

- 5-2 **POST-SEVERANCE COMPENSATION.** Total Compensation includes post-severance compensation, to the extent provided in Section 1.101(b) of the BPD. This may be overridden by completing the following elections:

- ☐ (a) **Exclusion of post-severance compensation from Total Compensation.** The following amounts paid after a Participant’s severance of employment are excluded from Total Compensation:
- ☐ (1) **Unused leave payments.** Payment for unused accrued bona fide sick, vacation, or other leave, but only if the Employee would have been able to use the leave if employment had continued.
- ☐ (2) **Deferred compensation.** Payments received by an Employee pursuant to a nonqualified unfunded deferred compensation plan, but only if the payment would have been paid to the Employee at the same time if the Employee had continued in employment and only to the extent that the payment is includible in the Employee’s gross income.

[Note: Plan Compensation (as defined in Section 1.72 of the BPD) includes any post-severance compensation amounts that are includible in Total Compensation. The Employer may elect to exclude all compensation paid after severance of employment or may elect to exclude specific types of post-severance compensation from Plan Compensation under AA §5-3.]

- (b) **Continuation payments for disabled Participants.** Unless designated otherwise under this subsection (b), Total Compensation does not include continuation payments for disabled Participants.

- ☐ **Payments to disabled Participants.** Total Compensation shall include post-severance compensation paid to a Participant who is permanently and totally disabled, as provided in Section 1.101(c) of the BPD.

- 5-3 **PLAN COMPENSATION.** Plan Compensation is **Total Compensation** (as defined in AA §5-1 and adjusted by AA §5-2 above) with the following exclusions described below.

Deferral	Match	ER	
☒	☐	☒	(a) No exclusions.
N/A	☐	☐	(b) Elective Deferrals (as defined in Section 1.33 of the BPD), pre-tax contributions to a Code §125 cafeteria plan or a Code §457 plan, and qualified transportation fringes under Code §132(f)(4).
☐	☐	☐	(c) All fringe benefits (cash and noncash), reimbursements or other expense allowances, moving expenses, deferred compensation, and welfare benefits.
☐	☐	☐	(d) Compensation above \$____.
☐	☐	☐	(e) Amounts received as a bonus.
☐	☐	☐	(f) Amounts received as commissions.
☐	☐	☐	(g) Overtime payments.
☐	☐	☐	(h) Amounts received for services performed for a non-signatory Related Employer. (See Section 2.02(c) of the BPD.)
☐	☐	☐	(i) “Deemed §125 compensation” as defined in Section 1.101(d) of the BPD.

☐	☐	☐	(j) Amounts received after Severance from Employment. (See Section 1.101(b) of the BPD.)
☐	☐	☐	(k) Differential Pay (as defined in Section 1.101(e) of the BPD).
☐	☐	☐	(l) Leave of absence pay.
☐	☐	☐	(m) Describe adjustments to Plan Compensation: _____ [Note: Any adjustments to Plan Compensation under this AA §5-3 must be definitely determinable.]

5-4 PERIOD FOR DETERMINING COMPENSATION.

- (a) **Compensation Period.** Plan Compensation will be determined on the basis of the following period(s) for the contribution types identified in this AA §5-4. [*If a period other than Plan Year applies for any contribution type, any reference to the Plan Year as it refers to Plan Compensation for that contribution type will be deemed to be a reference to the period designated under this AA §5-4.*]

Deferral	Match	ER	
☒	☐	☒	(1) The Plan Year.
☐	☐	☐	(2) The calendar year ending in the Plan Year.
☐	☐	☐	(3) The Employer's fiscal tax year ending in the Plan Year.
☐	☐	☐	(4) The 12-month period ending on ____ which ends during the Plan Year.

- (b) **Compensation while a Participant.** Unless provided otherwise under this subsection (b), in determining Plan Compensation, only compensation paid while an individual is a Participant under the Plan with respect to a particular contribution type will be taken into account.

To count compensation for the entire Plan Year for a particular contribution type, including compensation paid while an individual is not a Participant with respect to such contribution type, check below. (See Section 1.72 of the BPD.)

Match	ER	
☐	☐	All compensation paid during the Plan Year will be taken into account, including compensation paid while an individual is not a Participant.

- (c) **Few weeks rule.** The few weeks rule under Code §415 will not apply unless designated otherwise under this subsection (c).
- ☐ Amounts earned but not paid during a Limitation Year solely because of the timing of pay periods and pay dates shall be included in Includible Compensation for the Limitation Year, provided the amounts are paid during the first few weeks of the next Limitation Year, the amounts are included on a uniform and consistent basis with respect to all similarly situated Employees, and no amounts are included in more than one Limitation Year.

SECTION 6 EMPLOYER CONTRIBUTIONS

- 6-1 **EMPLOYER CONTRIBUTIONS.** Is the Employer authorized to make Employer Contributions under the Plan?

- ☒ Yes
☐ No [*If No, skip to AA §6A.*]

- 6-2 **EMPLOYER CONTRIBUTION FORMULA.** For the period designated in AA §6-4 below, the Employer will make the following Employer Contributions on behalf of Participants who satisfy the allocation conditions designated in AA §6-7 below. Any Employer Contribution authorized under this AA §6-2 will be allocated in accordance with the allocation formula selected under AA §6-3. Any Employer Contribution authorized under this AA §6-2 will be allocated in accordance with the allocation formula selected under AA §6-3.

[**Note:** As a Governmental Plan, this Plan is not subject to the nondiscrimination and coverage rules (other than the universal availability rule under Code §403(b)(12)(A)(ii)) under the Code and Title I of ERISA.]

- ☒ (a) **Discretionary contribution.** The Employer will determine in its sole discretion how much, if any, it will make as an Employer Contribution.

- ☐ (b) **Fixed contribution.**

☐ (1) ___% of each Participant’s Plan Compensation.

☐ (2) \$___ for each Participant.
- ☒ (c) **Contributions under collective bargaining agreement, employment contract or equivalent arrangement.** The Employer will make an Employer Contribution based on a collective bargaining agreement, employment contract or equivalent arrangement as follows:

☒ (1) Describe: All employer contribution formulas are set forth in the applicable agreement between the employer and employee.

☐ (2) See Addendum.

[**Note:** Insert the appropriate contribution formula (and allocation formula, if applicable) from the collective bargaining agreement, employment contract or equivalent arrangement. The formula must be definitely determinable. Alternatively, the Employer may attach an addendum which incorporates by reference the currently applicable collective bargaining agreement, employment contract or equivalent arrangement. The addendum does not need to include the actual collective bargaining agreement, employment contract or equivalent arrangement, but must be sufficiently descriptive to identify incorporated documents.]

- ☐ (d) **Service-based contribution.** The Employer will make the following contribution:

☐ (1) **Discretionary.** A discretionary contribution determined as a uniform percentage of Plan Compensation or a uniform dollar amount for each period of service designated below.

☐ (2) **Fixed percentage.** ___% of Plan Compensation paid for each period of service designated below.

☐ (3) **Fixed dollar.** \$___ for each period of service designated below.

The service-based contribution will be based on the following periods of service:

☐ (4) Each Hour of Service

☐ (5) Each week of employment

☐ (6) Describe period: _____

[**Note:** Any described period must satisfy the definitely determinable requirements under Treas. Reg. §1.401-1(b)(1)(i).]

The service-based contribution is subject to the following rules:

☐ (7) Describe any special provisions that apply to service-based contribution: _____

- ☐ (e) **Year of Service contribution.** The Employer will make an Employer Contribution based on Years of Service with the Employer.

Years of Service		Contribution %
☐ (1)	From ___ and up through ___	___%
☐ (2)	From ___ and up through ___	___%
☐ (3)	From ___ and up through ___	___%
☐ (4)	From ___ and up through ___	___%
☐ (5)	From ___ and up through ___	___%
☐ (6)	From ___ and up through ___	___%
☐ (7)	From ___ and above	___%

For this purpose, a Year of Service is each Plan Year during which an Employee completes at least 1,000 Hours of Service. Alternatively, a Year of Service is: _____

[**Note:** Any alternative definition of a Year of Service must meet the requirements of a Year of Service as defined in Section 2.03 of the BPD.]

- ☐ (f) **Describe special rules for determining contributions under the Plan:** _____
- [**Note:** The Employer may describe special rules for determining contributions under the Plan consistent with the elections under (a) – (e) above and/or a combination thereof.]

6-3 ALLOCATION FORMULA.

- ☐ (a) **Uniform allocation.** The discretionary Employer Contribution under AA §6-2 will be allocated:
- ☐ (1) as a uniform percentage of Plan Compensation.
- ☐ (2) as a uniform dollar amount.
- ☐ (b) **Fixed allocation.** The fixed Employer Contribution under AA §6-2 will be allocated in accordance with the selections made with respect to the fixed Employer Contributions under AA §6-2.
- ☐ (c) **Permitted disparity allocation.** The discretionary Employer Contribution under AA §6-2 will be allocated under the two-step method (as defined in Section 3.02(a)(1)(ii)(A) of the BPD), using the Taxable Wage Base (as defined in Section 1.98 of the BPD) as the Integration Level.

To modify these default rules, complete the appropriate provision(s) below:

- ☐ (1) **Integration Level.** Instead of the Taxable Wage Base, the Integration Level is:
- ☐ (i) ____% of the Taxable Wage Base, increased (but not above the Taxable Wage Base) to the next higher:
- ☐ (A) N/A ☐ (B) \$1
- ☐ (C) \$100 ☐ (D) \$1,000
- ☐ (ii) \$____ (not to exceed the Taxable Wage Base)
- ☐ (iii) 20% of the Taxable Wage Base
- [**Note:** See Section 3.02(a)(1)(ii)(D) of the BPD for rules regarding the Maximum Disparity Rate that may be used where an Integration Level other than the Taxable Wage Base is selected.]
- ☐ (2) **Describe** special rules for applying permitted disparity allocation formula: _____
- [**Note:** Any special rules must relate solely to applying the permitted disparity formula.]
- ☐ (d) **Uniform points allocation.** The discretionary Employer Contribution designated in AA §6-2 will be allocated to each Participant in the ratio that each Participant's total points bears to the total points of all Participants. A Participant will receive the following points:
- ☐ (1) ____ point(s) for each ____ year(s) of age (attained as of the end of the Plan Year).
- ☐ (2) ____ point(s) for each \$____ (not to exceed \$200) of Plan Compensation.
- ☐ (3) ____ point(s) for each ____ Year(s) of Service. For this purpose, Years of Service are determined:
- ☐ (i) In the same manner as determined for eligibility.
- ☐ (ii) In the same manner as determined for vesting.
- ☐ (iii) Points will not be provided with respect to Years of Service in excess of ____.
- ☐ (e) **Employee group allocation.** The Employer may make a separate Employer Contribution to the Participants in the following allocation groups. The Employer must notify the Vendor or Plan Administrator in writing of the amount of the contribution to be allocated to each allocation group.
- ☐ (1) A separate discretionary Employer Contribution may be made to each Participant of the Employer (i.e., each Participant is in such Participant's own allocation group).
- ☐ (2) A separate discretionary or fixed Employer Contribution may be made to the following allocation groups. If no fixed amount is designated for a particular allocation group, the contribution made for such allocation group will be allocated as a uniform percentage of Plan Compensation to all Participants within that allocation group, unless otherwise designated as a uniform dollar amount below.
- ☐ The contribution made for each allocation group will be allocated as a uniform dollar amount to all Participants within the allocation group.

Description of allocation groups

☐ **Group 1:** _____

[**Note:** Each group must be definitely determinable.]

☐ (3) **Special rules.** The following special rules apply to the Employee group allocation formula.

☐ (i) **More than one Employee group.** Unless designated otherwise under this subsection (i), if a Participant is in more than one allocation group described in (2) above during the Plan Year, the Participant will receive an Employer Contribution based on the Participant's status on the last day of the Plan Year.

☐ (A) **Determined separately for each Employee group.** If a Participant is in more than one allocation group during the Plan Year, the Participant's share of the Employer Contribution will be based on the Participant's status for the part of the year the Participant is in each allocation group. However, if the Period for determining Employer Contributions under AA §6-4(a) is not the Plan Year, the Participant will receive an Employer Contribution based on the Participant's status on the last day of the applicable period.

☐ (B) **Describe:** _____

[*Note: Any language under this subsection (B) must be definitely determinable.*]

☐ (f) **Age-based allocation.** The discretionary Employer Contribution designated in AA §6-2 will be allocated under the age-based allocation formula so that each Participant receives a pro rata allocation based on adjusted Plan Compensation. For this purpose, a Participant's adjusted Plan Compensation is determined by multiplying the Participant's Plan Compensation by an Actuarial Factor (as defined in Section 3.02(a)(1)(v)(B) of the BPD).

A Participant's Actuarial Factor is determined based on a specified interest rate and mortality table. Unless designated otherwise under (1) or (2) below, the Plan will use an applicable interest rate of 8.5% and a UP-1984 mortality table.

☐ (1) **Applicable interest rate.** Instead of 8.5%, the Plan will use an interest rate of ____% (must be between 7.5% and 8.5%) in determining a Participant's Actuarial Factor.

☐ (2) **Applicable mortality table.** Instead of the UP-1984 mortality table, the Plan will use the following mortality table in determining a Participant's Actuarial Factor: _____

☐ (3) **Describe special rules applicable to age-based allocation:** _____

[*Note: See Appendix A of the BPD for sample Actuarial Factors based on an 8.5% applicable interest rate and the UP-1984 mortality table. If an interest rate or mortality table other than 8.5% or UP-1984 is selected, appropriate Actuarial Factors must be calculated.*]

☐ (g) **Service-based allocation formula.** The service-based Employer Contribution selected in AA §6-2 will be allocated in accordance with the selections made under the service-based allocation formula in AA §6-2.

☐ (h) **Year of Service allocation formula.** The Year of Service Employer Contribution selected in AA §6-2 will be allocated in accordance with the selections made under the Year of Service allocation formula in AA §6-2.

☒ (i) **Describe special rules for determining allocation formula:** All employer contribution allocation formulas are set forth in the applicable agreement between the employer and employee.

[*Note: The Employer may describe special rules for determining allocation formula under the Plan consistent with the elections under (a) – (h) above and/or a combination thereof.*]

6-4 **SPECIAL RULES.** No special rules apply with respect to Employer Contributions under the Plan, except to the extent designated under this AA §6-4. Unless designated otherwise, in determining the amount of the Employer Contributions to be allocated under this AA §6, the Employer Contribution will be based on Plan Compensation paid during the Plan Year.

☐ (a) **Period for determining Employer Contributions.** Instead of the Plan Year, Employer Contributions will be determined based on Plan Compensation paid during the following period: [*The Plan Year must be used if the permitted disparity allocation method is selected under AA §6-3 above.*]

☐ (1) Plan Year quarter

☐ (2) calendar month

☐ (3) payroll period

☐ (4) Other period more frequent than Plan Year: _____

[*Note: Although Employer Contributions are determined on the basis of Plan Compensation paid during the period designated under this subsection (a), this does not require the Employer to actually make contributions or allocate contributions on the basis of such period. Employer Contributions may be contributed and allocated to Participants at any time within the contribution period permitted under Treas. Reg. §1.415(c)-1(b)(6)(B), regardless of the period selected under this subsection (a). Any alternative period designated under subsection (4) may not exceed a 12-month period and will apply uniformly to all Participants.*]

- ☐ (b) **Limit on Employer Contributions.** The Employer Contribution elected in AA §6-2 may not exceed:
- ☐ (1) ____% of Plan Compensation
- ☐ (2) \$____
- ☐ (3) A discretionary amount determined by the Employer applied in a uniform manner for all eligible Participants for the Plan Year.
- ☐ (c) **Offset of Employer Contribution.**
- ☐ (1) A Participant's allocation of Employer Contributions under AA §6-2 of this Plan is reduced by contributions under _____ [insert name of plan(s)].
- ☐ (2) In applying the offset under this subsection (c), the following rules apply: _____
- ☐ (d) **Other special rules relating to Employer Contributions:** _____

6-5 SPECIAL EMPLOYER CONTRIBUTIONS.

- (a) **Contributions for former Employees.** If this subsection (a) is elected, the Employer may continue to make Employer Contributions on behalf of a former Employee for the period through the end of the Taxable Year of the Employee in which such Employee ceases to be an Employee and through the end of each of the next five Taxable Years (as provided in Section 3.01(c) of the BPD), as described below:
- ☐ (1) A separate discretionary Employer Contribution may be made to each former Employee (i.e., each former Employee is in such former Employee's own allocation group).
- ☐ (2) The Employer will allocate ____% of the former Employee's deemed Total Compensation for the period through the end of the taxable year in which the former Employee has a Severance from Employment and the next ____ taxable years (not to exceed 5).
- ☒ (3) Describe the contribution/allocation formula that applies to former Employees: All employer contributions to former employees is set forth in the applicable agreement between the employer and the employee.
- [Note: The Employer must describe the contribution/allocation rules in a definitely determinable manner consistent with the contribution and allocation elections available under AA §6-2 and 6-3 and/or a combination thereof.]**
- ☒ (b) **Contributions of accrued unpaid sick, PTO and/or vacation leave.** (Complete all that apply.)
- ☒ (1) The Employer will make Employer Contributions of amounts of accrued unpaid sick leave, as described below: All employer contributions for unaccrued sick leave, if any, are set forth in the applicable agreement between the employer and the employee.
- ☒ (2) The Employer will make Employer Contributions of amounts of accrued unpaid vacation leave, as described below: All employer contributions for unpaid vacation leave, if any, are set forth in the applicable agreement between the employer and the employee.
- ☒ (3) The Employer will make Employer Contributions of amounts of accrued unpaid PTO leave, as described below: All employer contributions for unaccrued PTO leave, if any, are set forth in the applicable agreement between the employer and the employee.

[Note: The Employer must describe an Employer Contribution of accrued unpaid sick, PTO and/or vacation leave that meets the following requirements:

- The leave converted under the arrangement can only be accrued unpaid leave;
- The leave converted can only be sick, PTO and/or vacation leave;
- The Employer must designate how often the conversions occur under this AA §6-5;
- The eligibility requirements for participation in the plan cannot be such that an Employee becomes a Participant only in the plan year in which the Employee terminates employment;
- The only accrued unpaid leave which can be converted under the arrangement must only be leave for which the Employee has no right to request a cash payment;
- The leave conversion formula can only be one which involves multiplying an Employee's current daily rate of pay against the amount of accrued unpaid leave being converted; and
- The leave conversion formula is definitely determinable.]

[Note: As an alternative to describing the Employer Contribution of accrued unpaid sick, PTO and/or vacation leave above, the Employer may attach an addendum which incorporates by reference the currently applicable accrued sick, PTO and/or vacation leave policy. The addendum does not need to include the actual accrued sick, PTO and/or vacation leave policy, but must be sufficiently descriptive to identify incorporated documents.]

6-6 **MANDATORY CONTRIBUTIONS.** See AA §6C-3 for elections relating to Mandatory Contributions.

6-7 **ALLOCATION CONDITIONS.** A Participant must satisfy any allocation conditions designated under this AA §6-7 to receive an allocation of Employer Contributions under the Plan. Allocation conditions do not apply to Mandatory Contributions.

- ☐ (a) **No allocation conditions** apply with respect to Employer Contributions under the Plan.
- ☐ (b) **Employment condition.** An Employee must be employed with the Employer on the last day of the Plan Year.
- ☐ (c) **Minimum service condition.** An Employee must be credited with at least:
- ☐ (1) ____ Hours of Service during the Plan Year.
- ☐ (i) Hours of Service are determined using actual Hours of Service.
- ☐ (ii) Hours of Service are determined using the following Equivalency Method (as defined under AA §4-3(e)):
- | | |
|---|---|
| ☐ (A) Monthly | ☐ (B) Weekly |
| ☐ (C) Daily | ☐ (D) Semi-monthly |
| ☐ (E) Hours worked | ☐ (F) Regular time hours |
- ☐ (2) ____ consecutive days of employment with the Employer during the Plan Year.
- ☐ (d) **Application to a specified period.** The allocation conditions selected under this AA §6-7 apply on the basis of the Plan Year. Alternatively, if an employment or minimum service condition applies under this AA §6-7, the Employer may elect under this subsection (d) to apply the allocation conditions on a periodic basis as set forth below. (See Section 3.06(a) of the BPD for a description of the rules for applying the allocation conditions on a periodic basis.)
- ☐ (1) **Period for applying allocation conditions.** Instead of the Plan Year, the allocation conditions set forth under subsection (2) below apply with respect to the following periods:
- ☐ (i) Plan Year quarter
- ☐ (ii) calendar month
- ☐ (iii) payroll period
- ☐ (iv) Other period more frequent than Plan Year: _____
- ☐ (2) **Application to allocation conditions.** If this subsection (2) is checked to apply allocation conditions on the basis of specified periods, to the extent an employment or minimum service allocation condition applies under this AA §6-7, such allocation condition will apply based on the period selected under subsection (1) above, unless designated otherwise below:
- ☐ (i) Only the employment condition will be based on the period selected in subsection (1) above.
- ☐ (ii) Only the minimum service condition will be based on the period selected in subsection (1) above.
- ☐ (iii) Describe any special rules: _____
- [Note: Any special rules under subsection (iii) must relate solely to the application of the allocation conditions.]*
- ☐ (e) **Exceptions.**
- ☐ (1) The above allocation condition(s) will **not** apply if the Employee, during the Plan Year:
- ☐ (i) dies.
- ☐ (ii) has a Severance from Employment due to becoming Disabled.
- ☐ (iii) becomes Disabled.
- ☐ (iv) has a Severance from Employment after attaining Normal Retirement Age.
- ☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.
- ☐ (v) has a Severance from Employment after attaining Early Retirement Age.
- ☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.

- ☐ (vi) is on an authorized leave of absence from the Employer.
- ☐ (2) The exceptions selected under subsection (1) will apply even if an Employee has not had a Severance from Employment at the time of the selected event(s).
- ☐ (3) The exceptions selected under subsection (1) do not apply to:
- ☐ (i) an employment condition designated under this AA §6-7.
- ☐ (ii) a minimum service condition designated under this AA §6-7.
- ☐ (iii) a Discretionary Employer Contribution.
- ☐ (iv) a Fixed Employer Contribution.
- ☐ (f) **Equivalency Method.** For purposes of determining an Employee's Hours of Service for allocation purposes, the Plan will use the Equivalency Method (as defined in Section 2.03(a)(5) of the BPD). The Equivalency Method will apply to:
- ☐ (1) All Employees.
- ☐ (2) Only Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, eligibility will be determined based on actual hours worked.
- ☐ (g) **Elapsed Time Method.** For purposes of determining an Employee's service for allocation purposes, the Plan will use the Elapsed Time Method.
- ☒ (h) **Describe** any special rules governing the allocation conditions under the Plan: Any allocation conditions for employer contributions are set forth in the applicable agreement between the employer and employee.

SECTION 6A SALARY DEFERRALS

6A-1 **SALARY DEFERRALS.** Are Eligible Employees permitted to make Salary Deferrals under the Plan?

- ☒ Yes
- ☐ No [If "No" is checked, skip to Section 6B.]

6A-2 **MAXIMUM LIMIT ON SALARY DEFERRALS.** Unless designated otherwise below, a Participant may defer any amount up to the Elective Deferral Dollar Limit and the Code §415 Limitation (as set forth in Sections 5.02 and 5.03 of the BPD).

- ☐ (a) **Salary Deferral Limit.** A Participant may not defer an amount in excess of:
- ☐ (1) ____% of Plan Compensation
- ☐ (2) \$____.
- [**Note:** If both subsection (1) and subsection (2) are checked, the deferral limit is the lesser of the amounts selected.]
- Any limit described in subsection (1) or subsection (2) above applies with respect to the following period:
- ☐ (3) Plan Year.
- ☐ (4) the portion of the Plan Year during which the individual is eligible to participate.
- ☐ (5) each separate payroll period during which the individual is eligible to participate.
- ☐ (b) **Limits on deferrals on bonus payments.** [**Note:** This subsection (b) may only be selected if bonus payments are not excluded under AA §5-3.]
- ☐ (1) The same limits specified above apply to bonus and non-bonus Plan Compensation. Employees may defer any amounts out of bonus payments, subject to the Elective Deferral Dollar Limit and the Code §415 Limitation (as defined in Sections 5.02 and 5.03 of the BPD) and any other limit on Salary Deferrals under this AA 6A-2. The Employer may impose special limits on bonus payments under the Salary Reduction Agreement. (See Section 3.03(a) of the BPD.)
- ☐ (2) A Participant may defer up to ____% (not to exceed 100%) of any bonus payment (subject to the Elective Deferral Dollar Limit and the Code §415 Limitation) without regard to any other limits described under this AA §6A-2. The Employer may impose special limits on bonus payments under the Salary Reduction Agreement. (See Section 3.03(a) of the BPD.)
- ☐ (3) Describe special rules applicable to deferrals on bonus payments: _____

☐ (c) Describe any other Plan limitations on Salary Deferrals: _____

6A-3 **MINIMUM DEFERRAL RATE.** Unless designated otherwise under this AA §6A-3, no minimum deferral requirement applies under the Plan. Alternatively, a Participant must defer at least the following amount in order to make Salary Deferrals under the Plan.

☐ (a) ____% of Plan Compensation for a payroll period.

☐ (b) \$____ for a payroll period.

☐ (c) Describe: _____

[Note: If more than one limit applies under this AA §6A-3, the minimum deferral rate is the lesser of the amounts designated under this AA §6A-3. If AA §2-3(d) is checked, and the Plan is intended to be a FICA Replacement Plan but does not permit Employer Contributions (AA §6-1 is "No") or Matching Contributions (AA §6B-1 is "No"), the minimum deferral rate must be at least 7.5%. See BPD Section 6.04(a)(3).]

6A-4 **CATCH-UP CONTRIBUTIONS.** Age 50 Catch-Up Contributions (as defined in Section 3.03(d) of the BPD) and Special Catch-Up Contributions for Qualified Employees of Qualified Organizations (as defined in Section 3.03(e) of the BPD) are permitted under the Plan, unless designated otherwise under this AA §6A-4.

☐ (a) Age 50 Catch-Up Contributions are not permitted under the Plan.

☒ (b) Special Catch-Up Contributions for Qualified Employees of Qualified Organizations are not permitted under the Plan.

6A-5 **ROTH DEFERRALS.** Roth Deferrals, if available, are subject to the terms of the governing Investment Arrangement(s).

(a) **Availability of Roth Deferrals.**

☒ (1) Roth Deferrals are permitted under the Plan.

☐ (2) Roth Deferrals are not permitted under the Plan.

[Note: If Roth Deferrals are effective as of a date later than the Effective Date of the Plan, designate such special Effective Date in AA §6A-9 below.]

(b) **Distribution of Roth Deferrals.** Unless designated otherwise under this subsection (b), to the extent a Participant takes a distribution or withdrawal from such Participant's Salary Deferral Account(s), the Participant may designate the extent to which such distribution is taken from the Pre-Tax Deferral Account or from the Roth Deferral Account. (See Section 8.09(b) of the BPD for default distribution rules if a Participant fails to designate the appropriate Account(s) for distribution purposes.)

Alternatively, the Employer may designate the order of distributions for the distribution types listed below or in a separate administrative procedure:

☐ (1) **Distributions and withdrawals.**

☐ (i) Any distribution will be taken on a pro rata basis from the Participant's Pre-Tax Deferral Account and Roth Deferral Account.

☐ (ii) Any distribution will be taken first from the Participant's Roth Deferral Account and then from the Participant's Pre-Tax Deferral Account.

☐ (iii) Any distribution will be taken first from the Participant's Pre-Tax Deferral Account and then from the Participant's Roth Deferral Account.

☐ (2) **Distribution of Excess Deferrals.**

☐ (i) Distribution of Excess Deferrals will be made from Roth and Pre-Tax Deferral Accounts in the same proportion that deferrals were allocated to such Accounts for the calendar year.

☐ (ii) Distribution of Excess Deferrals will be made first from the Roth Deferral Account and then from the Pre-Tax Deferral Account.

☐ (iii) Distribution of Excess Deferrals will be made first from the Pre-Tax Deferral Account and then from the Roth Deferral Account.

(c) **In-Plan Roth Conversions.** In-Plan Roth Conversions are not permitted unless Roth Deferrals are permitted in subsection (a) above, and then are permitted only if elections in this subsection (c) are completed.

☒ (1) **Effective date.** Effective January 1, 2013, a Participant may elect to convert all or any portion of such Participant's non-Roth vested Account Balance to an In-Plan Roth Conversion Account.

[Note: The Plan must provide for Roth Deferrals under AA §6A-5 as of the effective date designated in this subsection (c). An election under this subsection (c) does not affect an In-Plan Roth Conversion that was allowed under prior Plan provisions.]

(2) **In-Service Distribution.**

- ☒ (i) For a Participant to convert such Participant's eligible contributions to Roth Deferrals through an In-Plan Roth Conversion, the Participant need not be eligible to take a distribution from the Plan. **[Note: If this subsection (i) is checked, a Participant may convert any or all of the eligible contribution types to Roth Deferrals through an In-Plan Roth Conversion.]**
- ☐ (ii) For a Participant to convert such Participant's eligible contributions to Roth Deferrals through an In-Plan Roth Conversion, a Participant must be eligible for a distribution of any amounts converted to Roth Deferrals through an In-Plan Roth Conversion. Thus, only amounts that are eligible for distribution under AA §9 or AA §10 are eligible for In-Plan Roth Conversion.

(3) **Contribution types.** An Employee may elect to make an In-Plan Roth Conversion from all available contribution types under the Plan.

To override this default provision to limit the contributions types available for In-Plan Roth Conversion, select the applicable contribution types from which an In-Plan Roth Conversion is available:

- ☐ (i) Pre-tax Deferrals
- ☐ (ii) Employer Contributions
- ☐ (iii) Matching Contributions
- ☐ (iv) After-Tax Employee Contributions
- ☐ (v) Rollover Contributions
- ☐ (vi) Mandatory Contributions
- ☐ (vii) Describe: _____

[Note: Any contribution types described in this subsection (vii) must be definitely determinable and not subject to Employer discretion.]

(4) **Limits applicable to In-Plan Roth Conversions.** No special limits apply with respect to In-Plan Roth Conversions, unless designated otherwise under this subsection (4).

- ☐ (i) Roth conversions may only be made from contribution types that are fully vested (i.e., 100% vested). **[Note: If an In-Plan Roth Conversion is permitted from partially-vested types, special rules apply for determining the vested percentage of such amounts after conversion. See the rules under Section 7.08 of the BPD.]**
- ☐ (ii) A Participant may not make an In-Plan Roth Conversion of less than \$____.
- ☐ (iii) A Participant may not make an In-Plan Roth Conversion of any outstanding loan amount. **[Note: If this subsection (iii) is not checked, a Participant may convert amounts that are attributable to an outstanding loan, to the extent the loan relates to a contribution type that is eligible for conversion under subsection (3) above.]**
- ☐ (iv) Only Participants who are current Employees are allowed to make In-Plan Roth Conversions.
- ☐ (v) The ability to make In-Plan Roth Conversions is limited to the following events: _____
- ☐ (vi) Describe: _____

[Note: Any selection in this subsection (vi) must be definitely determinable and not subject to Employer discretion.]

(5) **Amounts available to pay federal and state taxes generated from an In-Plan Roth Conversion.** No special provisions apply to allow Participants to withdraw funds to pay federal or state taxes generated from an In-Plan Roth Conversion, except as provided otherwise under this subsection (5).

- ☐ (i) **In-service distribution.** If the Plan does not otherwise permit an in-service distribution at the time of the In-Plan Roth Conversion and this subsection (i) is checked, a Participant may elect to take an in-service distribution solely to pay taxes generated from the In-Plan Roth Conversion to the extent such in-service distribution would otherwise be permitted under Section 8.08 of the BPD. **[Note: If this subsection (i) is checked, a Participant may take an in-service distribution only to the extent such distribution would otherwise be permitted under the provisions of Section 8.08 of the BPD.]**

- ☐ (ii) **Participant loan.** Generally, a Participant may request a loan from the Plan to the extent permitted under Section 13 of the BPD and AA Appendix B. However, to the extent a Participant loan is not otherwise allowed and this subsection (ii) is selected, a Participant may receive a Participant loan solely to pay taxes generated from an In-Plan Roth Conversion.

[Note: If this subsection (ii) is selected and Participant loans are not otherwise authorized under the Plan, any Participant loan made pursuant to this subsection (ii) will be made in accordance with the default loan policy described in Section 13 of the BPD.]

- (6) **Distribution from In-Plan Roth Conversion Account.** Distributions from the In-Plan Roth Conversion Account will be permitted at the same time as permitted for Roth Deferrals, as set forth under AA §10-1, unless designated otherwise under this subsection (6). However, earlier distribution of certain converted amounts may be required to the extent necessary to protect distribution options that were available with respect to such converted amounts prior to the In-Plan Roth Conversion.

- ☐ (i) In-service distributions will not be permitted from an In-Plan Roth Conversion Account. However, a distribution must continue to be offered for any converted amounts as of the earliest date a distribution would otherwise be permitted for such converted amounts, without regard to the In-Plan Roth Conversion.
- ☐ (ii) An in-service distribution may be made from the In-Plan Roth Conversion Account at any time, subject to any source distributions restrictions that applied to amounts prior to the conversion.
- ☐ (iii) Describe distribution options: _____

- ☐ (d) **SPECIAL RULES APPLICABLE TO ROTH DEFERRALS.** _____

[Note: Any special rules must satisfy the requirements applicable to Roth Deferrals under Code §402A.]

6A-6 **AUTOMATIC INCREASE FOR PARTICIPANTS WITH AFFIRMATIVE SALARY DEFERRAL ELECTION.** A Participant's affirmative Salary Deferral election will not automatically increase or expire. To override this default, select the appropriate elections below.

If elected, a Participant's affirmative Salary Deferral election will expire annually, unless otherwise indicated below. Prior to expiration, the Plan must provide Participants with a timely notice that their affirmative Salary Deferral elections will expire and how the automatic increase provision will apply. Prior to the expiration of an affirmative Salary Deferral election, the Participant can complete a new affirmative Salary Deferral election and designate a new Salary Deferral percentage. If a Participant fails to complete a new affirmative Salary Deferral election subsequent to the prior election expiring, the Participant's current Salary Deferral election will continue and will be subject to the automatic increase below.

- (a) If elected under this subsection (a), a Participant's affirmative Salary Deferral election will increase each Plan Year as follows: (See Section 3.03(c) of the BPD.)

- ☐ (1) __%, up to a maximum of __%.

A Participant's affirmative Salary Deferral election will expire and the automatic increase will occur:

- ☐ (2) Annually, on _____ [indicate date]
- ☐ (3) Describe: _____ [indicate date/frequency, other than annual]

- ☐ (b) Automatic increase and expiration provisions will apply to:

- ☐ (1) All Participants with an affirmative Salary Deferral election.
- ☐ (2) Only Participants with an affirmative Salary Deferral election that is less than or equal to __%
- ☐ (3) Only Participants with an affirmative Salary Deferral election that is at least __%
- ☐ (4) Describe: _____ [must not discriminate in favor of Highly Compensated Employees]

- (c) The automatic increase will be allocated under the Plan's administrative procedures unless otherwise indicated below:

- ☐ Describe: _____ [indicate manner in which the automatic increase will be allocated to the Participant's account.]

- (d) **Application of automatic increase.** Unless designated otherwise under this subsection (d), if an automatic increase is selected under this AA §6A-6, the automatic increase will take effect as of the first day of the second Plan Year following the Plan Year in which the salary deferral election first becomes effective with respect to a Participant. (See Section 3.03(c)(2)(i)(C) of the BPD.)

- ☐ (1) **First Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (a) takes effect as of the appropriate date (as designated under subsection (4) below) within the first Plan Year following the date salary deferrals begin.

- ☐ (2) **Designated Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (a) takes effect as of the appropriate date (as designated under subsection (4) below) within the ____ Plan Year following the Plan Year in which the salary deferral election first becomes effective with respect to a Participant.
- ☐ (3) **At least 6 months after.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (a) takes effect as of the appropriate date (as designated under subsection (4) below) which is at least 6 months (or 180 days) after the Participant first has salary deferrals withheld.
- ☐ (4) **Effective date.** The automatic increase described under subsection (a) is generally effective as of the first day of the Plan Year. If this subsection (4) is checked, instead of becoming effective on the first day of the Plan Year, the automatic increase will be effective on:
- ☐ (i) The anniversary of the Participant's date of hire.
 - ☐ (ii) The anniversary of the Participant's first salary deferral contribution.
 - ☐ (iii) The first day of each calendar year.
 - ☐ (iv) The anniversary of the Participant's Entry Date.
 - ☐ (v) Other date: _____
- [Note: The date must be definite and must be consistent with the elections allowed under this AA §6A-6.]*
- ☐ (e) **Expiration of affirmative deferral elections.** A Participant's affirmative deferral election will expire:
- ☐ (1) at the end of each Plan Year.
 - ☐ (2) Describe date that the affirmative election will expire: _____
- [Note: The date must be definite and must be consistent with the elections allowed under this AA §6A-6.]*
- The Plan must provide Participants with a timely notice that their affirmative deferral elections will expire and the application of any escalator provision. If a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant's current deferral percentage will continue and will be subject to any automatic increase, as may be applicable.
- ☐ Alternatively, if a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant's current deferral percentage will continue and will NOT be subject to any automatic increase.
- ☐ (f) **Describe special rules** applicable to the automatic increase and expiration of affirmative Salary Deferral election: _____
- [Note: Any special rules under this subsection (f) must satisfy the rules applicable to automatic increases under Treas. Reg. §1.401(k)-3, if applicable.]*

6A-7 CHANGE OR REVOCATION OF DEFERRAL ELECTION.

- (a) **Change or revocation of deferral election.** In addition to the Participant's Entry Date under the Plan, a Participant's election to change or resume a deferral election will be effective as set forth under the Salary Reduction Agreement or other written procedures adopted by the Plan Administrator. A Participant must be permitted to change or revoke a deferral election at least once per year. Unless the Salary Reduction Agreement or other written procedures adopted by the Plan Administrator provide otherwise, a Participant may revoke a deferral election (on a prospective basis) at any time.
- (b) **Salary deferral elections of rehired Participants.** Unless designated otherwise below, a Participant's affirmative election to defer (or to not defer) will cease upon Severance from Employment and the Participant will need to make a new election upon rehire.
- ☐ **Participant's affirmative election does not cease upon Severance from Employment.** If this subsection (b) is selected, a terminated Participant's affirmative election to defer (or to not defer) **will not cease** upon Severance from Employment and the Participant's affirmative election to defer (or to not defer) in effect at the time of Severance from Employment will apply upon rehire.
- [Note: The Employer may modify the rules applicable to rehired employees under the Salary Reduction Agreement or other administrative procedures.]*

6A-8 **AUTOMATIC CONTRIBUTION ARRANGEMENT.** No automatic contribution provisions apply under Section 3.03 of the BPD, unless provided otherwise under this AA §6A-8. *[Note: A governmental Employer's election to include automatic deferral provisions may be subject to State and local anti-garnishment and other applicable State and local laws and regulations.]*

☐ (a) **Type of Automatic Contribution Arrangement.**

- ☐ (1) **Eligible Automatic Contribution Arrangement.** Check this subsection (1) if the Employer intends for the Plan to be an Eligible Automatic Contribution Arrangement (EACA), as described in Section 3.03(c)(2). If this subsection (1) is checked, the selections in this AA §6A-8 must be consistent with the requirements of an EACA. As an EACA, the Employer also must complete AA §6A-8(c) relating to permissible withdrawals.
- ☐ (2) **Automatic Contribution Arrangement other than an EACA.** Check this subsection (2) if the Employer intends for the Plan to be an Automatic Contribution Arrangement other than an EACA.

☐ (b) **Automatic deferral election.** Upon becoming eligible to make Salary Deferrals under the Plan, a Participant will be deemed to have entered into a Salary Reduction Agreement for each payroll period, unless the Participant completes a Salary Reduction Agreement (subject to the limitations under AA §6A-2 and AA §6A-3) in accordance with procedures adopted by the Plan Administrator.

☐ (1) **Effective date of Automatic Contribution Arrangement or EACA.** The automatic deferral provisions under this AA §6A-8 are effective as of:

- ☐ (i) The Effective Date of this Plan as set forth under the Employer Signature Page.
- ☐ (ii) _____ *[insert date no earlier than the Effective Date of this Plan].*
- ☐ (iii) As set forth under a prior Plan document. *[Note: If this subsection (iii) is checked, the automatic deferral provisions under this AA §6A-8 will apply as of the original Effective Date of the automatic contribution arrangement. Unless provided otherwise under this AA §6A-8, an Employee who is automatically enrolled under a prior Plan document will continue to be automatically enrolled under the current Plan document.]*
- ☐ (iv) If the Employer is amending the provisions applicable to the ACA or EACA, the amended provisions are effective as of _____ *[insert date].*

[Note: In no event may the automatic deferral election apply to amounts that would (but for the automatic deferral election) become currently available after the later of the date on which the Employer adopts the cash or deferred arrangement, or the date on which the arrangement first becomes effective.]

☐ (2) **Automatic Contribution Arrangement deferral amount and automatic increase.**

☐ (i) **Automatic deferral amount.**

- ☐ (A) _____% of Plan Compensation
- ☐ (B) \$_____

☐ (ii) **Automatic increase.** If elected under this subsection (ii), the automatic deferral amount will increase each Plan Year by the following amount. (See Section 3.03(c) of the BPD.)

- ☐ (A) _____% of Plan Compensation
- ☐ (B) \$_____
- ☐ (C) If this subsection (C) and subsection (3)(iii) below (relating to the expiration of affirmative deferral elections) are both elected, the automatic increase will apply to all Participants, including those Participants whose affirmative deferral elections have expired and no subsequent affirmative election is made.

Any automatic increase elected under this subsection (ii) will not cause the automatic deferral amount to exceed:

- ☐ (D) _____% of Plan Compensation
- ☐ (E) \$_____

☐ (iii) **Special application of automatic increase provisions.** The Employer may describe under this subsection (iii) special rules applicable to automatic increase provisions: _____

[Note: Any special application of the automatic increase provisions must be definitely determinable.]

- (3) **Application of automatic deferral provisions.** The automatic deferral election under subsection (2) will apply to new Participants (i.e., Participants who enter the Plan after the automatic deferral provisions are effective) and current Participants (i.e., Participants who were eligible to participate in the Plan at the time the automatic deferral provisions are effective) as set forth under this subsection (3).
- ☐ (i) **New Participants.** The automatic deferral provisions apply to all eligible Participants who do not enter into a Salary Reduction Agreement (including an election not to defer) and who:
- ☐ (A) become Participants on or after the effective date of the automatic deferral provisions.
- ☐ (B) are hired on or after the effective date of the automatic deferral provisions.
- ☐ (ii) **Current Participants.** The automatic deferral provisions apply to all other eligible Participants as follows:
- ☐ (A) Automatic deferral provisions apply to all current Participants who have not entered into a Salary Reduction Agreement (including an election not to defer under the Plan).
- ☐ (B) Automatic deferral provisions apply to all current Participants who have not entered into a Salary Reduction Agreement that is at least equal to the automatic deferral amount under subsection (2)(i). Current Participants who have made a Salary Reduction Agreement that is less than the automatic deferral amount, or who have not made a Salary Reduction Agreement, will automatically be increased to the automatic deferral amount unless the Participant enters into a new Salary Reduction Agreement on or after the effective date of the automatic deferral provisions.
- ☐ (C) Automatic deferral provisions do not apply to current Participants. Only new Participants described in subsection (3)(i) are subject to the automatic deferral provisions. [**Note:** See Section 3.03(c)(2)(i) of the BPD for the application of this subsection (C) under an EACA.]
- ☐ (D) No change for current Participants. Prior automatic deferral provisions will continue to apply.
- ☐ (E) Automatic deferral provisions apply to all current Participants who have not entered into a Salary Reduction Agreement (excluding an election not to defer under the Plan).
- ☐ (F) Describe: _____
- ☐ (iii) **Expiration of affirmative deferral elections.** Unless this subsection (iii) is elected, for purposes of the automatic deferral provisions of the Plan, a Participant's affirmative elective deferral election will not expire. If this subsection (iii) is elected, a Participant's affirmative deferral election will expire:
- ☐ (A) at the end of each Plan Year.
- ☐ (B) Describe date that the affirmative election will expire: _____
- [**Note:** The date must be definite.]
- The Plan must provide Participants with a timely notice that their affirmative deferral elections will expire and the application of any escalator provision. If a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant becomes subject to the automatic deferral percentage as specified in the Plan pursuant to the automatic contribution arrangement provisions. Each year, upon the expiration of an affirmative deferral election, the Participant can always complete a new affirmative election and designate a new deferral percentage.
- ☐ Alternatively, if a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant's current deferral percentage will continue and will be subject to any automatic increase, as may be applicable.
- (iv) **Treatment of automatic deferrals.** Any Salary Deferrals made pursuant to an automatic deferral election will be treated as Pre-Tax Salary Deferrals, unless designated otherwise under this subsection (iv).
- ☐ Any Salary Deferrals made pursuant to an automatic deferral election will be treated as Roth Deferrals. [**Note:** This subsection (iv) may only be checked if Roth Deferrals are permitted under AA §6A-5.]

[**Note:** Any Salary Reduction Agreement (including an election not to defer under the Plan) made after the effective date of the automatic deferral provisions will override such automatic deferral provisions.]

- (4) **Application of automatic increase.** Unless designated otherwise under this subsection (4), if an automatic increase is selected under subsection (2)(ii) above, the automatic increase will take effect as of the first day of the second Plan Year following the Plan Year in which the automatic deferral election first becomes effective with respect to a Participant. (See Section 3.03(c)(2)(i) of the BPD.)
- ☐ (i) **First Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (2)(ii) takes effect as of the appropriate date (as designated under subsection (iv) below) within the first Plan Year following the date automatic contributions begin.
 - ☐ (ii) **Designated Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (2)(ii) takes effect as of the appropriate date (as designated under subsection (iv) below) within the ____ Plan Year following the Plan Year in which the automatic deferral election first becomes effective with respect to a Participant.
 - ☐ (iii) **At least 6 months after.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (2)(ii) takes effect as of the appropriate date (as designated under subsection (iv) below) which is at least 6 months (or 180 days) after the Participant first has automatic deferrals withheld.
 - ☐ (iv) **Effective date.** The automatic increase described under subsection (2)(ii) is generally effective as of the first day of the Plan Year. If this subsection (iv) is checked, instead of becoming effective on the first day of the Plan Year, the automatic increase will be effective on:
 - ☐ (A) The anniversary of the Participant's date of hire.
 - ☐ (B) The anniversary of the Participant's first automatic deferral contribution.
 - ☐ (C) The first day of each calendar year.
 - ☐ (D) The anniversary of the Participant's Entry Date.
 - ☐ (E) Other date: _____
 - ☐ (v) **Special rules:** _____
[Note: Any special rules under this subsection (v) must satisfy the rules applicable to automatic increases under Treas. Reg. §1.401(k)-3, if applicable.]
- (5) **Treatment of Employees who have had a Severance from Employment and who are rehired.** Unless designated otherwise below, in applying the automatic deferral provisions under this AA§6A-8, including the automatic increase provisions, a rehired Participant is treated as a new Employee (regardless of the amount of time since the rehired Employee has a Severance from Employment).
- ☐ (i) **Rehired Employees not treated as new Employee.** In applying the automatic deferral provisions under this AA§6A-8, including the automatic increase provisions, a rehired Participant is not treated as a new Employee. Thus, for example, a rehired Participant's deferral percentage will be calculated based on the date the individual first began making automatic deferrals under the Plan.
 - ☐ (ii) **Administrative procedure.** The treatment of re-hired employees will be governed by separate administrative procedure.
 - ☐ (iii) **Describe special rules applicable to rehired employees:** _____
[Note: Any special rules under this subsection (iii) must satisfy the rules applicable to automatic enrollment under Treas. Reg. §1.401(k)-1, if applicable.]
- ☐ (c) **Permissible Withdrawals under an Eligible Automatic Contribution Arrangement (EACA).**
- ☐ (1) **Permissible withdrawals allowed.** If the Plan satisfies the requirements for an EACA (as set forth in Section 3.03(c)(2) of the BPD), the permissible withdrawal provisions under Section 3.03(c)(2) of the BPD apply. Thus, a Participant who receives an automatic deferral may withdraw such contributions (and earnings attributable thereto) within the time period set forth under Section 3.03(c)(2) of the BPD, without regard to the in-service distribution provisions selected under AA §10-1. Unless elected otherwise below, if an Employee does not make automatic deferrals to the Plan for an entire Plan Year (e.g., due to Severance from Employment), the Plan may allow such Employee to take a permissive withdrawal, but only with respect to default contributions made after the Employee's return to employment.
 - ☐ The ability to take permissible withdrawals does not apply to rehired Employees, even if such Employees have not made automatic deferrals to the Plan for an entire Plan Year due to Severance from Employment.

- ☐ (2) **No permissible withdrawals.** Although the Plan contains an automatic deferral election that is designed to satisfy the requirements of an EACA, the permissible withdrawal provisions under this subsection (c) are not available.
- ☐ (3) **Time period for electing a permissible withdrawal.** Instead of a 90-day election period, a Participant must request a permissible withdrawal no later than _____ [may not be less than 30 nor more than 90] days after the date the Plan Compensation from which such Salary Deferrals are withheld would otherwise have been included in gross income.
- ☐ (d) **Other automatic deferral provisions:** _____
- [Note: Any language added under this subsection (d) must be definitely determinable. Under this subsection (d), the Employer may describe the automatic deferral provisions from the elections available in Section 6A and/or a combination thereof.]*

6A-9 SPECIAL DEFERRAL EFFECTIVE DATES. Unless designated otherwise under this AA §6A-9, a Participant is eligible to make Salary Deferrals under the Plan as of the Effective Date of the Plan (as designated in the Employer Signature Page). However, in no case may a Participant begin making Salary Deferrals prior to the later of the date the Employee becomes a Participant, the date the Participant executes a Salary Reduction Agreement or the date the Plan is adopted or effective.

To designate a later Effective Date for Salary Deferrals or Roth Deferrals, complete this AA §6A-9.

- ☐ (a) **Salary Deferrals.** A Participant is eligible to make Salary Deferrals under the Plan as of:
- ☐ (1) the date the Plan is executed by the Employer (as indicated on the Employer Signature Page).
- ☐ (2) _____ (insert date).
- ☐ (b) **Roth Deferrals.** The Roth Deferral provisions under AA §6A-5 are effective as of _____. *[If Roth Deferrals are permitted under AA §6A-5 above, Roth Deferrals are effective as of the Effective Date applicable to Salary Deferrals under this AA §6A-9, unless a later date is designated under this subsection (b).]*

6A-10 SPECIAL RULES APPLICABLE TO SALARY DEFERRALS. The following special rules apply to Salary Deferrals:

[Note: Any special rules must satisfy the applicable requirements for a Governmental Plan under Code §403(b), including the universal availability rule under Code §403(b)(12)(A)(ii). Under this AA §6A-10, the Employer may only describe special rules which are consistent with the available elections under AA §6A.]

SECTION 6B MATCHING CONTRIBUTIONS

6B-1 MATCHING CONTRIBUTIONS. Is the Employer authorized to make Matching Contributions under the Plan?

- ☐ **Yes.**
- ☒ **No.** *[Check this box if there are no Matching Contributions. If “No” is checked, skip to Section 6C.]*

6B-2 MATCHING CONTRIBUTION FORMULA. For the period designated in AA §6B-5 below, the Employer will make the following Matching Contribution on behalf of Participants who satisfy the allocation conditions under AA §6B-7 below.

[Note: See AA §6B-3 for the definition of Eligible Contributions for purposes of the Matching Contributions under the Plan. If the Plan provides for After-Tax Employee Contributions, also see AA §6C-2 to determine the application of the Matching Contribution formulas to After-Tax Employee Contributions.]

- ☐ (a) **Discretionary match.** The Employer will determine in its sole discretion how much, if any, it will make as a Matching Contribution. Such amount will be allocated as:
- ☐ (1) A uniform percentage of Eligible Contributions for each period designated in AA §6B-5 below.
- ☐ To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least ____ % of Plan Compensation for such period.
- ☐ (2) A flat dollar amount for each period designated in AA §6B-5 below.
- ☐ (i) To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least:
- ☐ (A) ____ % of Plan Compensation for such period.
- ☐ (B) \$____ for such period.

- ☐ (b) **Fixed match.** The Employer will make a Matching Contribution for each Participant equal to:

☐ (1) ____% of Eligible Contributions made for each period designated in AA §6B-5 below.

☐ To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least ____% of Plan Compensation for such period.

☐ (2) \$____ for each period designated in AA §6B-5 below.

☐ (i) To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least:

☐ (A) ____% of Plan Compensation for such period.

☐ (B) \$____ for such period.

- ☐ (c) **Matching Contributions under collective bargaining agreement, employment contract or equivalent arrangement.** The Employer will make a Matching Contribution based on a collective bargaining agreement, employment contract or equivalent arrangement as follows:

☐ (1) Describe: _____

☐ (2) See Addendum.

[*Note: Insert the appropriate Matching Contribution formula from the collective bargaining agreement, employment contract or equivalent arrangement. The formula must be definitely determinable. Alternatively, the Employer may attach an addendum which incorporates by reference the currently applicable collective bargaining agreement, employment contract or equivalent arrangement. The addendum does not need to include the actual collective bargaining agreement, employment contract or equivalent arrangement, but must be sufficiently descriptive to identify incorporated documents.*]

- ☐ (d) **Tiered match.** The Employer will make a Matching Contribution to all Participants based on the following tiers of Eligible Contributions.

☐ (1) **Tiers as percentage of Plan Compensation.**

Eligible Contributions	Fixed Match	Discretionary Match

- ☐ (i) Up through ____% of Plan Compensation

____%

☐

[*Note: The Employer may make elections either under the Fixed Match column or the Discretionary Match column, but not both. The Employer may add additional tiers.*]

- ☐ (2) **Tiers as dollar amounts.**

Eligible Contributions	Fixed Match	Discretionary Match

- ☐ (i) Up through \$____

____%

☐
- ☐ (ii) Over \$____

____%

☐

[*Note: The Employer may make elections either under the Fixed Match column or the Discretionary Match column, but not both. The Employer may add additional tiers.*]

- ☐ (e) **Year of Service match.** The Employer will make a Matching Contribution as a uniform percentage of Salary Deferrals to all Participants based on Years of Service with the Employer.

Years of Service	Fixed Match	Discretionary Match

- ☐ (1) From ____ and up through ____

____%

☐
- ☐ (2) From ____ and up through ____

____%

☐
- ☐ (3) From ____ and up through ____

____%

☐
- ☐ (4) From ____ and up through ____

____%

☐
- ☐ (5) From ____ and above

____%

☐
- ☐ (6) Describe any limits on the Years of Service match: _____

For this purpose, a Year of Service is each Plan Year during which an Employee completes at least 1,000 Hours of Service. Alternatively, a Year of Service is: _____

- ☐ (f) **Different Employee groups.** The Employer may make a separate Matching Contribution to the Participants in the following allocation groups. The Employer must designate in writing the amount of the contribution to be allocated to each allocation group. The allocation groups must be clearly defined in a manner that will not violate the definite predetermined allocation formula requirement of Treas. Reg. §1.401-1(b)(1)(ii).

- ☐ (1) A separate discretionary Matching Contribution may be made to each Participant of the Employer (i.e., each Participant is in such Participant's own allocation group).
- ☐ (2) A separate discretionary or fixed Matching Contribution may be made to the following allocation groups. If no fixed amount is designated for a particular allocation group, the contribution made for such allocation group will be allocated as a uniform percentage of Eligible Contributions, to all Participants within that allocation group, unless otherwise designated as a uniform dollar amount below. The Employer may include limits on the Matching Contribution for the allocation groups.
- ☐ The contribution made for each allocation group will be allocated as a uniform dollar amount to all Participants within the allocation group.

Description of allocation groups

- ☐ **Group 1:** _____

[**Note:** The groups must be clearly defined in a manner that will not violate the definite predetermined allocation formula requirement of Treas. Reg. §1.401-1(b)(1)(ii).]

- ☐ (g) **Describe special rules for determining allocation formula:** _____

[**Note:** Any special rules must relate solely to determining the allocation formula and must be consistent with the available elections under this AA §6B-2.]

6B-3 **CONTRIBUTIONS ELIGIBLE FOR MATCHING CONTRIBUTIONS ("ELIGIBLE CONTRIBUTIONS").** Unless designated otherwise under this AA §6B-3, all Salary Deferrals, including any Roth Deferrals and Catch-Up Contributions, are eligible for the Matching Contributions designated under AA §6B-2.

- ☐ (a) **Matching Contributions.** Only the following contribution types are eligible for a Matching Contribution under AA §6B-2:

- ☐ (1) Pre-tax Deferrals
- ☐ (2) Roth Deferrals
- ☐ (3) Age 50 Catch-Up Contributions
- ☐ (4) Special Catch-Up Contributions for Qualified Employees of Qualified Employers

[**Note:** See AA §6C-2 to determine eligibility of After-Tax Employee Contributions for Matching Contributions.]

- ☐ (b) **Application of Matching Contributions to elective deferrals made under another plan maintained by the Employer.** If this subsection (b) is checked, the Matching Contributions described in AA §6B-2 will apply to elective deferrals made under another plan maintained by the Employer.

- ☐ (1) The Matching Contribution designated in AA §6B-2 above will apply to elective deferrals under the following plan maintained by the Employer: _____
- ☐ (2) The following special rules apply in determining the amount of Matching Contributions under this Plan with respect to elective deferrals under the plan described in subsection (1): _____

[**Note:** This subsection (b) may be used to describe special provisions applicable to Matching Contributions provided with respect to elective deferrals under another plan maintained by the Employer, including another Code §403(b) plan, a Code §401(a) plan or a Code §457(b) plan.]

- ☐ (c) **Calculation of Matching Contributions if Plan uses dual eligibility and/or different entry dates.** Unless designated otherwise below, if the Plan has dual eligibility and/or different entry dates (or the Employer chooses to use the Plan's optional true-up provisions), the Matching Contribution formula(s) will be based on Eligible Contributions and Plan Compensation for the period designated under AA §6B-5.

- ☐ The Plan will make Matching Contributions only on Salary Deferrals and After-Tax Employee Contributions (if applicable) made after the Participant becomes eligible for Matching Contributions, regardless of the period designated under AA §6B-5.

- ☐ (d) **Special rules.** The following special rules apply for purposes of determining the Matching Contribution under this AA §6B-3: _____

[Note: If contribution types are limited for only certain Matching Contributions, those limitations may be described under this subsection (d). Any special rule under this subsection (d) must be consistent with the available elections under this AA §6B-3.]

6B-4 **LIMITS ON MATCHING CONTRIBUTIONS.** In applying the Matching Contribution formula(s) selected under AA §6B-2 above, all Eligible Contributions are eligible for Matching Contributions, unless elected otherwise under this AA §6B-4. [See AA §6C-2 for any limits that apply with respect to After-Tax Employee Contributions.]

- ☐ (a) **Limit on the amount of Eligible Contributions.** The Matching Contribution formula(s) selected in AA §6B-2 above apply only to Eligible Contributions that do not exceed:

☐ (1) ____% of Plan Compensation.

☐ (2) \$_____.

☐ (3) A discretionary amount determined by the Employer that will be applied in a uniform manner for all eligible Participants for the Plan Year.

[Note: If both (1) and (2) are selected, the limit under this subsection (a) is the lesser of the percentage selected in subsection (1) or the dollar amount selected in subsection (2).]

- ☐ (b) **Limit on Matching Contributions.** The total Matching Contribution provided under the formula(s) selected in AA §6B-2 above will not exceed:

☐ (1) ____% of Plan Compensation.

☐ (2) \$_____.

☐ (3) Other limits on Matching Contributions: _____ (not greater than 100% of Plan Compensation.)

☐ The limit on Matching Contributions will be based on Plan Year, even if the period for determining Matching Contributions under AA §6B-5 is more frequent.

☐ (4) A discretionary amount determined by the Employer that will be applied in a uniform manner for all eligible Participants for the Plan Year.

- ☐ (c) **Application of limits.** The limits identified under this AA §6B-4 do **not** apply to the following Matching Contribution formula(s):

☐ (1) Any limit on the amount of Eligible Contributions does not apply to:

☐ (i) Discretionary match

☐ (ii) Fixed match

☐ (iii) Tiered match

☐ (iv) Year of Service match

☐ (v) Employee group match

☐ (2) Any limit on Matching Contributions does not apply to:

☐ (i) Discretionary match

☐ (ii) Fixed match

☐ (iii) Tiered match

☐ (iv) Year of Service match

☐ (v) Employee group match

- ☐ (d) **Special limits applicable to Matching Contributions:** _____

[Note: Any description under subsection (d) must be consistent with the available elections under this AA §6B-4.]

6B-5 **PERIOD FOR DETERMINING MATCHING CONTRIBUTIONS.** The Matching Contribution formula(s) selected in AA §6B-2 above (including any limitations on such amounts under AA §6B-4) are based on Eligible Contributions and Plan Compensation for the Plan Year. To apply a different period for determining the Matching Contributions and limits under AA §6B-2 and AA §6B-4, complete this AA §6B-5.

- ☐ (a) payroll period
- ☐ (b) Plan Year quarter
- ☐ (c) calendar month
- ☐ (d) Other period more frequent than Plan Year: _____

[Note: Although Matching Contributions (and any limits on those Matching Contributions) will be determined on the basis of the period designated under this AA §6B-5, this does not require the Employer to actually make contributions or allocate contributions on the basis of such period. Matching Contributions may be contributed and allocated to Participants at any time within the contribution period permitted under Treas. Reg. §1.415-6, regardless of the period selected under this AA §6B-5. Any alternative period designated under this AA §6B-5 may not exceed a 12-month period and will apply uniformly to all Participants.]

[Note: In determining the amount of Matching Contributions for a particular period, if the Employer actually makes Matching Contributions to the Plan on a more frequent basis than the period selected in this AA §6B-5, a Participant will be entitled to a true-up contribution to the extent such Participant does not receive a Matching Contribution based on the Eligible Contributions and/or Plan Compensation for the entire period selected in this AA §6B-5. If a period other than the Plan Year is selected under this AA §6B-5, the Employer may make an additional discretionary Matching Contribution equal to the true-up contribution that would otherwise be required if Plan Year was selected under this AA §6B-5. (See Section 3.04(c) of the BPD.)]

6B-6 **ACP TESTING.** The ACP Test does NOT apply to this Governmental Plan.

6B-7 **ALLOCATION CONDITIONS.** A Participant must satisfy any allocation conditions designated under this AA §6B-7 to receive an allocation of Matching Contributions under the Plan.

[Note: See AA §4-5 for treatment of service with Predecessor Employers for purposes of applying the allocation conditions under this AA §6B-7.]

- ☐ (a) **Application of allocation conditions.** *[Note: Leave (a) blank if allocation conditions will apply to all matching contributions under the Plan.]*
- ☐ (1) **No allocation conditions** apply with respect to Matching Contributions under the Plan.
- ☐ (2) Allocation conditions only apply to discretionary Matching Contributions under the Plan.
- ☐ (3) Allocation conditions only apply to fixed Matching Contributions under the Plan.
- [Note: (2) or (3) above should be selected only if the Plan provides for both Fixed and Discretionary Matching Contributions.]*
- ☐ (b) **Employment condition.** An Employee must be employed with the Employer on the last day of the Plan Year.
- ☐ (c) **Minimum service condition.** An Employee must be credited with at least:
- ☐ (1) _____ Hours of Service during the Plan Year.
- ☐ (i) Hours of Service are determined using actual Hours of Service.
- ☐ (ii) Hours of Service are determined using the following Equivalency Method (as defined under AA §4-3(e)):
- | | |
|---|---|
| ☐ (A) Monthly | ☐ (B) Weekly |
| ☐ (C) Daily | ☐ (D) Semi-monthly |
| ☐ (E) Hours worked | ☐ (F) Regular time hours |
- ☐ (2) _____ consecutive days of employment with the Employer during the Plan Year.
- ☐ (d) **Application to a specified period.** The allocation conditions selected under this AA §6B-7 apply on the basis of the Plan Year. Alternatively, if an employment or minimum service condition applies under this AA §6B-7, the Employer may elect under this subsection (d) to apply the allocation conditions on a periodic basis as set forth below. (See Section 3.06(a) of the BPD for a description of the rules for the application of allocation conditions on the basis of designated periods.)
- ☐ (1) **Period for applying allocation conditions.** Instead of the Plan Year, the allocation conditions set forth under subsection (2) below apply with respect to the following periods:

- ☐ (i) Plan Year quarter
- ☐ (ii) calendar month
- ☐ (iii) payroll period
- ☐ (iv) Other period more frequent than Plan Year: _____
- [**Note:** Any description under subsection (iv) must be for a period less than a Plan Year.]
- ☐ (2) **Application to allocation conditions.** To the extent an employment or minimum service allocation condition applies under this AA §6B-7, such allocation condition will apply based on the period selected under subsection (1) above, unless designated otherwise below:
- ☐ (i) Only the employment condition will be based on the period selected in subsection (1) above.
- ☐ (ii) Only the minimum service condition will be based on the period selected in subsection (1) above.
- ☐ (iii) Describe any special rules: _____
- [**Note:** Any special rules under subsection (iii) must relate solely to the application of the allocation conditions.]
- ☐ (e) **Equivalency Method.** For purposes of determining an Employee's Hours of Service for allocation purposes, the Plan will use the Equivalency Method (as defined in Section 2.03(a)(5) of the BPD). The Equivalency Method will apply to:
- ☐ (1) All Employees.
- ☐ (2) Only Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, eligibility will be determined based on actual hours worked.
- ☐ (f) **Elapsed Time Method.** For purposes of determining an Employee's service for allocation purposes, the Plan will use the Elapsed Time Method.
- ☐ (g) **Exceptions.**
- ☐ (1) The above allocation condition(s) will **not** apply if the Employee, during the Plan Year:
- ☐ (i) dies.
- ☐ (ii) has a Severance from Employment due to becoming Disabled.
- ☐ (iii) becomes Disabled.
- ☐ (iv) has a Severance from Employment after attaining Normal Retirement Age.
- ☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.
- ☐ (v) has a Severance from Employment after attaining Early Retirement Age.
- ☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.
- ☐ (vi) is on an authorized leave of absence from the Employer.
- ☐ (2) The exceptions selected under subsection (1) will apply even if an Employee has not had a Severance from Employment at the time of the selected event(s).

- ☐ (3) The exceptions selected under subsection (1) do not apply to:
- ☐ (i) an employment condition designated under this AA §6B-7.
 - ☐ (ii) a minimum service condition designated under this AA §6B-7.
 - ☐ (iii) the following Matching Contributions:
 - ☐ (A) Discretionary match
 - ☐ (B) Fixed match
 - ☐ (C) Tiered match
 - ☐ (D) Year of Service match
 - ☐ (E) Employee group match
- ☐ (h) **Describe** any special rules governing the allocation conditions under the Plan: _____
- [Note: Any special rule must relate solely to the allocation conditions and must be consistent with the available elections under AA §6B-7.]*

6B-8 **SPECIAL RULES APPLICABLE TO MATCHING CONTRIBUTIONS.** The following special rules apply to Matching Contributions: _____

[Note: Any special rules must relate solely to Matching Contributions and must be consistent with the available elections under AA §6B.]

SECTION 6C

AFTER-TAX EMPLOYEE CONTRIBUTIONS AND MANDATORY CONTRIBUTIONS

6C-1 **AFTER-TAX EMPLOYEE CONTRIBUTIONS AND MANDATORY CONTRIBUTIONS.** Participants may not make After-Tax Employee Contributions or be required to make Mandatory Contributions under the Plan, unless elected under this AA §6C:

- ☐ (a) Participants may make After-Tax Employee Contributions to the Plan.
- ☐ (b) Participants must make Mandatory Contributions to the Plan.

6C-2 **AFTER-TAX EMPLOYEE CONTRIBUTIONS.** If After-Tax Employee Contributions are authorized under AA §6C-1, a Participant may contribute any amount as After-Tax Employee Contributions up to the Code §415 Limitation (as defined in Section 5.03 of the BPD), except as limited under this AA §6C-2.

- ☐ (a) **Eligibility for After-Tax Employee Contributions.** If authorized under AA §6C-1, all Eligible Participants may make After-Tax Employee Contributions, except the following: _____

[Note: Any exclusion of Eligible Participants must satisfy applicable rules under Code §403(b) and must be definitely determinable.]

- ☐ (b) **Limits on After-Tax Employee Contributions.** If this subsection (b) is checked, the following limits apply to After-Tax Employee Contributions:

- ☐ (1) **Maximum limit.** A Participant may make After-Tax Employee Contributions up to:

☐ (i) ____% of Plan Compensation

☐ (ii) \$____

for the following period:

☐ (iii) the entire Plan Year.

☐ (iv) the portion of the Plan Year during which the Employee is eligible to participate.

☐ (v) each separate payroll period during which the Employee is eligible to participate.

- ☐ (2) **Minimum limit.** The amount of After-Tax Employee Contributions a Participant may make for any payroll period may not be less than:

☐ (i) ____% of Plan Compensation.

☐ (ii) \$____.

- ☐ (c) **Eligibility for Matching Contributions.** Unless designated otherwise under this subsection (c), After-Tax Employee Contributions will **not** be eligible for Matching Contributions under the Plan.
- ☐ (1) After-Tax Employee Contributions are eligible for the following Matching Contributions under the Plan:
- ☐ (i) All Matching Contributions elected under AA §6B.
- ☐ (ii) All Matching Contributions elected under AA §6B-2, except for the following Matching Contributions: _____
- ☐ (2) The Matching Contribution formula only applies to After-Tax Employee Contributions that do not exceed:
- ☐ (i) ____% of Plan Compensation.
- ☐ (ii) \$____.
- ☐ (iii) A discretionary amount determined by the Employer.
- (d) **Change or revocation of After-Tax Employee Contributions.** In addition to the Participant's Entry Date under the Plan, a Participant's election to change or resume an After-Tax election will be effective as set forth under the After-Tax Contributions election form or other written procedures adopted by the Plan Administrator. A Participant must be permitted to change or revoke an After-Tax election at least once per year. Unless the After-Tax Contributions election form or other written procedures adopted by the Plan Administrator provide otherwise, a Participant may revoke an After-Tax election (on a prospective basis) at any time.
- ☐ (e) **Describe special rules applicable to After-Tax Employee Contributions:** _____
- [**Note:** Any special rules must satisfy the requirements of Code §403(b).]

6C-3 **MANDATORY CONTRIBUTIONS.** If elected below, a Participant will be required to make a Mandatory Contribution (as defined in Section 1.59 of the BPD) to the Plan equal to the amount specified under this AA §6C-3. Any amounts contributed pursuant to this AA §6C-3 will be treated as Employer Contributions under the Plan. Such contributions and earnings thereon will be 100% vested at all times.

- ☐ (a) The following amounts will be contributed to the Plan as a Mandatory Contribution:
- ☐ (1) ____ % of Plan Compensation.
- ☐ (2) \$____ per pay period.
- ☐ (3) Any amount from ____ % to ____ % of Plan Compensation, as designated by the Participant.
- ☐ (4) The amount designated under an applicable collective bargaining agreement, employment contract or other arrangement with the Employee.
- ☐ (5) Describe amount: _____
- [**Note:** Amount may not exceed 100% of Plan Compensation.]
- ☐ (b) Special rules applicable to Mandatory Contribution: _____
- [**Note:** Special rules may describe special eligibility requirements and the definitely determinable amounts.]

SECTION 7 RETIREMENT AGES

7-1 **NORMAL RETIREMENT AGE.** Normal Retirement Age under the Plan is:

- ☒ (a) Age 62 (not to exceed 65).
- ☐ (b) The later of age ____ (not to exceed 65) or the ____ (not to exceed 5th) anniversary of the Employee's:
- ☐ (1) Participation commencement date.
- ☐ (2) Employment date.

☐ (c) Describe Normal Retirement Age: _____

7-2 **EARLY RETIREMENT AGE.** Unless designated otherwise under this AA §7-2, there is no Early Retirement Age under the Plan.

☐ (a) A Participant reaches Early Retirement Age if such Participant is still employed after attainment of each of the following:

- ☐ (1) Attainment of age ____.
- ☐ (2) The ____ anniversary of the date the Employee commenced participation in the Plan, and/or
- ☐ (3) The completion of ____ Years of Service, determined as follows:
 - ☐ (i) Same as for eligibility.
 - ☐ (ii) Same as for vesting.

☐ (b) Describe Early Retirement Age: _____

SECTION 8
VESTING AND FORFEITURES

8-1 **CONTRIBUTIONS SUBJECT TO VESTING.** Does the Plan provide for Employer Contributions under AA §6 or Matching Contributions under AA §6B that are subject to vesting?

- ☒ Yes
☐ No [If “No” is checked, skip to Section 9.]

[**Note:** “Yes” should be checked under this AA §8-1 if the Plan provides for Employer Contributions and/or Matching Contributions that are subject to a vesting schedule, even if such contributions are always 100% vested under AA §8-2. “No” should be checked if the only contributions under the Plan are Salary Deferrals and/or After-Tax Employee Contributions.]

8-2 **VESTING SCHEDULE.** The vesting schedule under the Plan is as follows for both Employer Contributions and Matching Contributions, to the extent authorized under AA §6 and AA §6B. (See Section 7.02 of the BPD for a description of the various vesting schedules under this AA §8-2.) If the Plan is intended to be a FICA Replacement Plan (as elected in AA §2-3(d)) and Part-Time, Seasonal or Temporary Employees are not excluded from participation under the Plan, any vesting schedule selected must satisfy the rules under Section 6.04(b)(1) of the BPD.

☒ (a) **Vesting schedule for Employer Contributions and Matching Contributions:**

ER	Match	
☒	☐	(1) Full and immediate vesting
☐	☐	(2) 3-year cliff vesting schedule
☐	☐	(3) 5-year graded vesting schedule
☐	☐	(4) 6-year graded vesting schedule
☐	☐	(5) Modified vesting schedule
		____% immediately on Plan participation
		____% after 1 Year of Service
		____% after 2 Years of Service
		____% after 3 Years of Service
		____% after 4 Years of Service
		____% after 5 Years of Service
		____% after 6 Years of Service
		____% after 7 Years of Service
		____% after 8 Years of Service
		____% after 9 Years of Service
		____% after 10 Years of Service

ER Match

- ☐ (6) Describe additional modifications to vesting schedule applicable to Employer Contributions:
- ☐ (7) Describe additional modifications to vesting schedule applicable to Matching Contributions:

[Note: As a Governmental Plan, the Plan is not subject to the requirements of Code §411 and may modify the vesting schedule, provided the Plan satisfies the requirements of Code §§401(a)(4) and (7) as in effect before the enactment of ERISA. For this purpose, the modified vesting schedule must be at least as favorable as one of the following safe harbor vesting schedules:

- (1) **15-year cliff vesting schedule.** The Participant is fully vested after 15 years of creditable service. Service can be based on years of employment, years of participation or other creditable years of service.
- (2) **20-year graded vesting schedule.** The Participant is fully vested based on a graded vesting schedule of 5 to 20 years of creditable service. Service can be based on years of employment, years of participation or other creditable years of service.
- (3) **20-year cliff vesting for qualified public safety employees.** Participant is fully vested after 20 years of creditable service. Service can be based on years of employment, years of participation or other creditable years of service. The safe harbor schedule is available only with respect to the vesting schedule applicable to a group in which substantially all of the participants are qualified public safety employees (within the meaning of Code §72(t)(10(B))).

If a modified vesting schedule is selected under this subsection (a), the vested schedule must satisfy the pre-ERISA Code vesting requirements.]

- ☐ (b) **Special provisions applicable to vesting schedule:** _____

[Note: Any special provision must satisfy the pre-ERISA Code vesting requirement.]

8-3 **VESTING SERVICE.** In applying the vesting schedules under this AA §8, all service with the Employer counts for vesting purposes, unless designated otherwise under this AA §8-3.

- ☐ (a) Service before the original Effective Date of this Plan (or a Predecessor Plan) is excluded.
- ☐ (b) Service completed before the Employee's ____ (not to exceed 18th) birthday is excluded.
- ☐ (c) Describe special rules for vesting service: _____

8-4 **VESTING UPON DEATH, DISABILITY OR EARLY RETIREMENT AGE.** An Employee's vesting percentage increases to 100% if, while employed with the Employer, the Employee:

- ☐ (a) dies.
- ☐ (b) has a Severance from Employment due to becoming Disabled.
- ☐ (c) becomes Disabled.
- ☐ (d) reaches Early Retirement Age.
- ☐ (e) Not applicable. No increase in vesting applies.

[Note: This AA §8-4(e) should not be completed if the Plan provides for 100% vesting for all contribution types.]

8-5 **DEFAULT VESTING RULES.** In applying the vesting requirements under this AA §8, the following default rules apply. **[Note:** No election should be made under this AA §8-5 if all contributions are 100% vested.]

- **Year of Service.** An Employee earns a Year of Service for vesting purposes upon completing 1,000 Hours of Service during a Vesting Computation Period. Hours of Service are calculated based on actual hours worked during the Vesting Computation Period. (See Section 1.52 of the BPD for the definition of Hour of Service.)
- **Vesting Computation Period.** The Vesting Computation Period is the Plan Year.
- **Break in Service Rules.** The Nonvested Participant Break in Service rule and One-Year Break in Service rules do NOT apply.

To override the default vesting rules, complete the applicable sections of this AA §8-5. If this AA §8-5 is not completed, the default vesting rules apply.

ER Match

ER	Match	
☐	☐	(a) Year of Service. Instead of 1,000 Hours of Service, an Employee earns a Year of Service upon the completion of ____ Hours of Service during a Vesting Computation Period.
☐	☐	(b) Vesting Computation Period. Instead of the Plan Year: ☐ (1) The Plan will use Anniversary Years for all Vesting Computation Periods. ☐ (2) Describe: _____ <i>[Note: Any Vesting Computation Period described in (2) must be a 12-consecutive month period and must apply uniformly to all Participants.]</i>
☐	☐	(c) Elapsed Time Method. Instead of determining vesting service based on actual Hours of Service, vesting service will be determined under the Elapsed Time Method. If this subsection (c) is checked, service will be measured from the Employee's Employment Commencement Date (or Reemployment Commencement Date, if applicable) without regard to the Vesting Computation Period provided in Section 7.04 of the BPD.
☐	☐	(d) Equivalency Method. For purposes of determining an Employee's Hours of Service for vesting, the Plan will use the Equivalency Method (as defined in Section 7.03(a)(2) of the BPD). The Equivalency Method will apply to: ☐ (1) All Employees. ☐ (2) Only to Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, vesting will be determined based on actual hours worked. Hours of Service for vesting will be determined under the following Equivalency Method: ☐ (3) Monthly. 190 Hours of Service for each month worked. ☐ (4) Weekly. 45 Hours of Service for each week worked. ☐ (5) Daily. 10 Hours of Service for each day worked. ☐ (6) Semi-monthly. 95 Hours of Service for each semi-monthly period worked. ☐ (7) Hours worked. 870 hours worked treated as 1,000 Hours of Service and 435 hours worked treated as 500 Hours of Service. ☐ (8) Regular time hours. 750 regular time hours treated as 1,000 Hours of Service and 375 regular time hours treated as 500 Hours of Service. ☐ (9) Describe: _____ <i>[Note: Any description under (9) must be definitely determinable with respect to Hours of Service.]</i>
☐	☐	(e) Nonvested Participant Break in Service rule applies. Service earned prior to a Nonvested Participant Break in Service will be disregarded in applying the vesting rules. (See Section 7.07(c) of the BPD.) ☐ The Nonvested Participant Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.
☐	☐	(f) One-Year Break in Service rule applies. The One-Year Break in Service rule (as defined in Section 7.07(b) of the BPD) applies to temporarily disregard an Employee's service earned prior to a one-year Break in Service. ☐ The One-Year Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.
☐	☐	(g) Special rules: _____

8-6 ALLOCATION OF FORFEITURES.

The Employer may decide in its discretion, within the permissible parameters below, how to treat forfeitures under the Plan. Alternatively, the Employer may designate under this AA §8-6 how forfeitures occurring during a Plan Year will be treated.

ER Match

☒	☐	(a) N/A. All contributions are 100% vested. <i>[Do not complete the rest of this AA §8-6.]</i>
☐	☐	(b) Reallocated as additional Employer Contributions or as additional Matching Contributions.
☐	☐	(c) Used to reduce Employer Contributions and/or Matching Contributions.

For purposes of subsection (b) or (c), forfeitures will be applied:

☐	☐	(d) for the Plan Year in which the forfeiture occurs.
☐	☐	(e) within 12 months following the Plan Year in which the forfeiture occurs.
☐	☐	(f) for the Plan Year in which the forfeiture occurs or the following 12 months.

Forfeitures used for Plan expenses:

☐	☐	(g) Forfeitures will be used to pay Plan expenses prior to applying forfeitures under subsection (b) or (c).
☐	☐	(h) Forfeitures will be used to pay Plan expenses if any forfeitures remain after applying forfeitures under subsection (b) or (c).
☐	☐	(i) Forfeitures will not be used to pay Plan expenses.

In determining the amount of forfeitures to be allocated under subsection (b), the same allocation conditions apply as for the source for which the forfeiture is being allocated under AA §6-7 or AA §6B-7, unless designated otherwise below:

☐	☐	(j) Forfeitures are not subject to any allocation conditions.
☐	☐	(k) Forfeitures are subject to a last day of employment allocation condition.
☐	☐	(l) Forfeitures are subject to a ____ Hours of Service minimum service requirement.

In determining the treatment of forfeitures under this AA §8-6, the following special rules apply:

☐	☐	(m) Describe: _____ <i>[Note: Any language added under this subsection (m) must relate solely to the treatment of forfeitures.]</i>

8-7 SPECIAL RULES REGARDING CASH-OUT DISTRIBUTIONS AND FORFEITURES.

- (a) **Additional allocations.** If a Participant who has a Severance from Employment receives a complete distribution of such Participant's vested Account Balance while still entitled to an additional allocation, the Cash-Out Distribution forfeiture provisions do not apply until the Participant receives a distribution of the additional amounts to be allocated.

To modify the default Cash-Out Distribution forfeiture rules, complete this AA §8-7(a).

- ☐ The Cash-Out Distribution forfeiture provisions will apply if a Participant who has a Severance from Employment takes a complete distribution, regardless of any additional allocations during the Plan Year.

- (b) **Timing of forfeitures.** A Participant who receives a Cash-Out Distribution (as defined in Section 7.09(a) of the BPD) is treated as having an immediate forfeiture of such Participant's nonvested Account Balance.

To modify the forfeiture timing rules, complete this AA §8-7(b).

- ☐ (1) A forfeiture will occur upon the completion of ____ consecutive Breaks in Service (as defined in Section 7.09(a)(1)(iv) of the BPD).
- ☐ (2) A forfeiture will occur immediately upon Severance from Employment.

- (c) **Repayment of Cash-Out Distribution.** Unless elected otherwise under this AA §8-7(c), if a Participant receives a Cash-Out Distribution that results in a forfeiture, and the Participant resumes employment covered under the Plan, such Participant may repay to the Plan the amount received as a Cash-Out Distribution.

- ☐ If a Participant receives a Cash-Out Distribution that results in a forfeiture, and the Participant resumes employment covered under the Plan, such Participant may NOT repay to the Plan the amount received as a Cash-Out Distribution and the provisions of Section 7.09(a)(2) do not apply.

- 8-8 **SPECIAL RULE FOR FORFEITURE UPON DEATH OF A PARTICIPANT.** Unless elected below, no vested benefits are forfeited upon the death of a Participant.

To modify this default forfeiture rule, check the box below.

- ☐ The Plan will forfeit benefits (including vested benefits) upon the death of a Participant. In no event may the Plan forfeit any amounts attributable to a Participant's Salary Deferrals or After-Tax Employee Contributions under the Plan or if the Plan has commenced distributions prior to the Participant's death.

SECTION 9

DISTRIBUTION PROVISIONS – SEVERANCE FROM EMPLOYMENT

9-1 AVAILABLE FORMS OF DISTRIBUTION.

Lump sum distribution. A Participant may take a distribution of such Participant's entire vested Account Balance in a single lump sum upon Severance from Employment. The Plan Administrator may, in its discretion, permit Participants to take distributions of less than their entire vested Account Balance provided, if the Plan Administrator permits multiple distributions, all Participants are allowed to take multiple distributions upon Severance from Employment.

Additional distribution options. To provide for additional distribution options, check the applicable distribution forms under this AA §9-1.

- ☒ (a) **Installment distributions.** A Participant may take a distribution over a specified period not to exceed the life or life expectancy of the Participant (and a designated beneficiary).
- ☒ (b) **Partial lump sum.** A Participant may take a distribution of less than the entire vested Account Balance upon Severance from Employment.
- ☐ Minimum distribution amount. A Participant may not take a partial lump sum distribution of less than \$_____
- ☒ (c) **Annuity distributions.** A Participant may elect to have the Plan Administrator use the Participant's vested Account Balance to purchase an annuity as described in Section 8.01 of the BPD.
- ☒ (d) **Installment distributions for RMD purposes only.**
- ☒ (e) **Partial lump sum for RMD purposes only.**
- ☐ (f) **Describe distribution options:** _____

[*Note: Any additional distribution options may not be subject to the discretion of the Employer or Plan Administrator.*]

- 9-2 **SPOUSAL CONSENT.** Except as provided by State law, spousal consent is not required for a Participant to receive a distribution, to name or change an alternate Beneficiary, or to obtain a Participant loan, unless designated otherwise under this AA §9-2. See Section 9.02 of the BPD for rules regarding spousal consent under the Plan.

Choose all that apply:

- ☐ (a) **Distribution consent.**
- ☐ (1) A Participant's Spouse must consent to any distribution to which a Participant must consent, as elected under AA §9-6(a).
- ☐ (2) A Participant's Spouse must consent to a distribution if the Participant's vested Account Balance exceeds:
- ☐ (i) \$1,000
- ☐ (ii) \$5,000
- ☐ (iii) \$_____ (may insert any dollar amount)
- ☐ (b) **Consent to Alternate Beneficiary/Alternate Beneficiary Changes.** A Participant's Spouse must consent to naming someone other than the Spouse as Beneficiary (or to change an alternate Beneficiary to which a spouse has previously consented) under the Plan.
- ☐ (c) **Consent to Participant Loans.** The default loan policy under the Plan does not require spousal consent but allows the Employer to elect a provision that requires spousal consent to Participant loans. If Participant's Spouse must consent to a Participant loan, please complete this election, below:
- ☐ Spousal consent is required for Participant loans.
- ☐ (d) **Spousal consent rights determined under administrative policy.** The Employer will establish spousal consent rights for the Plan under a separate administrative policy.

- ☐ (e) **Describe** any special rules affecting spousal consent: _____
[*Note: Any special rules under subsection (e) must be definitely determinable. The availability of distributions is subject to the terms of the Investment Arrangement, as well as any applicable spousal consent requirements.*]

9-3 **TIMING OF DISTRIBUTIONS UPON SEVERANCE FROM EMPLOYMENT.**

- (a) **Distribution of vested Account Balances exceeding \$5,000.** A Participant who has a Severance from Employment with a vested Account Balance exceeding \$5,000 (the default Involuntary Cash-Out Distribution threshold) may receive a distribution of such Participant's vested Account Balance in any form permitted under AA §9-1 within a reasonable period following:
- ☐ (1) the date the Participant has a Severance from Employment.
 - ☐ (2) the last day of the Plan Year during which the Participant has a Severance from Employment.
 - ☐ (3) the first Valuation Date following the Participant's Severance from Employment.
 - ☐ (4) the completion of ____ Breaks in Service.
 - ☐ (5) the end of the calendar quarter following the date the Participant has a Severance from Employment.
 - ☐ (6) attainment of Normal Retirement Age, death or becoming Disabled.
 - ☒ (7) Describe: No involuntary cash outs are permitted.
- [*Note: Employer may elect an amount other than \$5,000 for the Involuntary Cash-Out Distribution threshold under AA §9-6(a).*]
- (b) **Distribution of vested Account Balances not exceeding \$5,000.** A Participant who has a Severance from Employment with a vested Account Balance that does not exceed \$5,000 (the default Cash-Out Distribution threshold) may receive a **lump sum** distribution of such Participant's vested Account Balance within a reasonable period following:
- ☐ (1) the date the Participant has a Severance from Employment.
 - ☐ (2) the last day of the Plan Year during which the Participant has a Severance from Employment.
 - ☐ (3) the first Valuation Date following the Participant's Severance from Employment.
 - ☐ (4) the end of the calendar quarter following the date the Participant has a Severance from Employment.
 - ☒ (5) Describe: No involuntary cash outs are permitted.
- [*Note: Employer may elect an amount other than \$5,000 for the Involuntary Cash-Out Distribution threshold under AA §9-6(a).*]

9-4 **DISTRIBUTION UPON DISABILITY.** Unless designated otherwise under this AA §9-4, a Participant who has a Severance from Employment on account of becoming Disabled may receive a distribution of such Participant's vested Account Balance in the same manner as a regular distribution upon Severance from Employment.

- ☐ (a) **Immediate distribution.** Distribution will be made as soon as reasonable following the date the Participant has a Severance from Employment on account of becoming Disabled.
 - ☐ (b) **Following year.** Distribution will be made as soon as reasonable following the last day of the Plan Year during which the Participant has a Severance from Employment on account of becoming Disabled.
 - ☐ (c) **Describe:** _____
- [*Note: Any distribution event described in subsection (c) will apply uniformly to all Participants under the Plan and may not be subject to the discretion of the Employer or Plan Administrator.*]

9-5 **DETERMINATION OF BENEFICIARY.**

- (a) **Default beneficiaries.** Under Section 8.07(c) of the BPD and subject to the terms of the Investment Arrangement, to the extent a Beneficiary has not been named by the Participant (subject to the spousal consent rules) and is not designated under the terms of the Investment Arrangement(s) to receive all or any portion of the deceased Participant's death benefit, such amount shall be distributed to the Participant's surviving Spouse (if the Participant was married at the time of death) who shall be considered the designated Beneficiary. If the Participant does not have a surviving Spouse at the time of death, distribution will be made to the Participant's surviving children (including legally adopted children, but not including step-children), as designated Beneficiaries, in equal shares. If the Participant has no surviving children, distribution will be made to the Participant's estate.
- ☐ If this subsection (a) is checked, the default beneficiaries under Section 8.07(c) of the BPD are modified as follows:

- ☐ (1) The Plan adopts the default beneficiary rules under Section 8.07(c)(3) of the BPD, except, if the Participant does not have a surviving Spouse at the time of death, distribution will be made to the Participant's children (including legally adopted children, but not including step-children), as designated Beneficiaries, **per stirpes**.
- ☐ (2) The Plan adopts the default beneficiary rules under Section 8.07(c)(3) of the BPD, except, if the Participant does not have a surviving Spouse at the time of death, distribution will be made to the Participant's estate.
- ☐ (3) The Plan adopts the default beneficiary rules under Section 8.07(c)(3) of the BPD, except, if the Participant does not have a surviving Spouse at the time of death, distribution will be made in the following order of priority: (1) to the Participant's children (including legally adopted children, but not including step-children), as designated Beneficiaries, **per stirpes**; (2) if there are no children, then to the Participant's surviving parents, per capita; and (3) if there are no surviving parents, to the Participant's estate.
- ☐ (4) Describe other modifications to the default beneficiaries under Section 8.07(c)(3) of the BPD: _____
- [Note: The description of the modifications to the default beneficiaries must be sufficiently clear for the Plan Administrator to determine the beneficiaries and the method of distribution of the Participant's death benefit, subject to any applicable State law.]*
- (b) **One-year marriage rule.** For purposes of determining whether an individual is considered the surviving Spouse of the Participant, the determination is based on the marital status as of the date of the Participant's death, unless designated otherwise under this subsection (b) or as otherwise provided in a QDRO.
- ☐ If this subsection (b) is checked, in order to be considered the surviving Spouse, the Participant and surviving Spouse must have been married for the entire one-year period ending on the date of the Participant's death. If the Participant and surviving Spouse are not married for at least one year as of the date of the Participant's death, the Spouse will not be treated as the surviving Spouse for purposes of applying the death distribution provisions of the Plan.
- (c) **Divorce of Spouse.** Unless otherwise provided by State law or the terms of the Investment Arrangement or unless elected otherwise under this subsection (c), if a Participant designates such Participant's Spouse as Beneficiary and subsequent to such Beneficiary designation, the Participant and Spouse are divorced, the designation of the Spouse as Beneficiary under the Plan is automatically rescinded as set forth under Section 8.07(c)(6) of the BPD.
- ☐ If this subsection (c) is checked, a Beneficiary designation will not be rescinded upon divorce of the Participant and Spouse.
- [Note: Section 8.07(c)(6) of the BPD and this subsection (c) will be subject to the provisions of a Beneficiary designation entered into by the Participant. Thus, if a Beneficiary designation specifically overrides the election under this subsection (c), the provisions of the Beneficiary designation will control. See Section 8.07(c)(6) of the BPD.]*

9-6 SPECIAL RULES.

- (a) **Availability of Involuntary Cash-Out Distributions.** A Participant who has a Severance from Employment with a vested Account Balance of \$5,000 (or other amount as elected in this Adoption Agreement) or less will receive an Involuntary Cash-Out Distribution, subject to the Automatic Rollover provisions under Section 8.05 of the BPD.
- Alternatively, an Involuntary Cash-Out Distribution will be made to the following Participants who have had a Severance from Employment:
- ☐ (1) **No consent required for distributions.** A Participant who has a Severance from Employment will receive an Involuntary Cash-Out Distribution, regardless of value of such Participant's vested Account Balance. No Participant consent is required.
- ☒ (2) **No Involuntary Cash-Out Distributions.** The Plan does not provide for Involuntary Cash-Out Distributions. A Participant who has a Severance from Employment must consent to any distribution from the Plan. (See Section 14.02(b) of the BPD for special rules upon Plan termination.)
- ☐ (3) **Different Involuntary Cash-Out Distribution threshold.** A Participant who has a Severance from Employment will receive an Involuntary Cash-Out Distribution only if the Participant's vested Account Balance is less than or equal to:
- ☐ (i) \$1,000
- ☐ (ii) \$____ (may insert any dollar amount)
- (4) **Treatment of Rollover Contributions.** Unless elected otherwise under this subsection (4), Rollover Contributions will be included in determining whether a Participant's vested Account Balance exceeds the Involuntary Cash-Out Distribution threshold. To exclude Rollover Contributions for purposes of determining

whether a Participant's vested Account Balance exceeds the Involuntary Cash-Out Distribution threshold, check below.

- ☐ In determining whether a Participant's vested Account Balance exceeds the Involuntary Cash-Out threshold, Rollover Contributions will be excluded.

- (b) **Application of Automatic Rollover rules.** The Automatic Rollover rules described in Section 8.05 of the BPD do not apply to any Involuntary Cash-Out Distribution equal to or less than \$1,000 (to the extent available under the Plan) and do not apply to Participants who have attained the later of age 62 or Normal Retirement Age under the Plan.

To override this default provision, check this subsection (1) or (2). The Employer may also elect (3), if applicable.

- ☐ (1) The Automatic Rollover provisions under Section 8.05 of the BPD apply to all Involuntary Cash-Out Distributions (including those equal to or less than \$1,000).
- ☐ (2) The Automatic Rollover provisions under Section 8.05 of the BPD do not apply to Involuntary Cash-Out Distributions equal to or less than \$_____ (must be between \$0 and \$1,000).
- ☐ (3) The Automatic Rollover provisions under Section 8.05 of the BPD apply to Participants who have attained the later of age 62 or Normal Retirement Age under the Plan.

[Note: Rollover Contributions may not be disregarded for purposes of Automatic Rollover rules. For purposes of applying the Automatic Rollover provisions, including the \$1,000 threshold, a Participant's Roth Deferral Account and the Participant's other Accounts are treated as held under separate plans.]

- (c) **Distribution upon attainment of stated age.** The Participant consent requirements under Section 8.03 of the BPD apply for distributions occurring prior to attainment of the Participant's required beginning date as defined in Code §401(a)(9).

To allow for involuntary distribution upon attainment of Normal Retirement Age (or age 62, if later), check below.

- ☐ Subject to the spousal consent requirements under Section 9.02 of the BPD, a distribution from the Plan may be made to a Participant *who has a Severance from Employment* without the Participant's consent, regardless of the value of such Participant's vested Account Balance, upon attainment of Normal Retirement Age (or age 62, if later).

- (d) **In-kind distributions.** Section 8.09(c) of the BPD allows the Plan Administrator to authorize an in-kind distribution of property to the extent the Plan holds such property.

To modify this default rule, check below.

- ☐ A Participant may not receive an in-kind distribution in the form of property, even if the Plan holds such property on behalf of any Participant.

- (e) **Modification of Severance from Employment definition.** The Employer modifies the definition of Severance from Employment, as defined in Section 1.92 of the BPD, as follows:

- ☐ (1) Severance from Employment does not occur if an Employee continues to be employed by any Related Employer, regardless of whether the Related Employer is an Eligible Employer or the Employee is employed in a capacity that is not employment with an Eligible Employer.
- ☐ (2) Describe modification of the definition of Severance from Employment: _____

[Note: Any modification of the definition of Severance from Employment may be no more expansive than allowed under Treas. Reg. §1.403(b)-2(b)(19).]

SECTION 10 IN-SERVICE DISTRIBUTIONS

- 10-1 **AVAILABILITY OF IN-SERVICE DISTRIBUTIONS.** A Participant may withdraw all or any portion of such Participant's vested Account Balance, to the extent designated, upon the occurrence of any of the event(s) selected under this AA §10-1. If more than one option is selected for a particular contribution type under this AA §10-1, a Participant may take an in-service distribution upon the occurrence of any of the selected events, unless designated otherwise under this AA §10-1.

Deferral	Match	ER	
☐	☐	☐	(a) No in-service distributions are permitted.
☒	☐	☐	(b) Attainment of age 59½.
☐	☐	☐	(c) Attainment of age _____. <i>[If age is earlier than 59½, such age is deemed to be age 59½ for Salary Deferrals and for amounts held in a Custodial Account.]</i>

Deferral	Match	ER	
☒	☐	☐	(d) A Hardship (that satisfies the safe harbor rules under Section 8.08(e)(1) of the BPD). [Note: <i>Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account.</i>] Unless elected otherwise below, a Participant is not required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution. ☐ Participants are required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer.
☐	☐	☐	(e) A non-safe harbor Hardship described in Section 8.08(e)(2) of the BPD. [<i>Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account.</i>] (1) Unless elected otherwise below, a Participant is not required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution. ☐ Participants are required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer. ☐ (2) In determining whether a Participant has an immediate and heavy financial need for purposes of applying the non-safe harbor Hardship provisions under Section 8.08(e)(2) of the BPD, the following modifications are made to the permissible events listed under Section 8.08(e)(1) of the BPD: _____
☐	☐	☐	(f) Attainment of Normal Retirement Age. [<i>If Normal Retirement Age is earlier than age 59½, such age is deemed to be age 59½ for Salary Deferrals and for amounts held in a Custodial Account.</i>]
☐	☐	☐	(g) Attainment of Early Retirement Age. [<i>If Early Retirement Age is earlier than age 59½, such age is deemed to be age 59½ for Salary Deferrals and for amounts held in a Custodial Account.</i>]
☒	☐	☐	(h) Upon a Participant becoming Disabled. [<i>The definition of disability may be different depending on the contribution type, as elected in AA§2-8.</i>]
☒	N/A	N/A	(i) As a Qualified Reservist Distribution as defined under Section 8.08(d) of the BPD.
N/A	☐	☐	(j) Completion of ____ Years of Service or ____ months of service. [<i>Not applicable with respect to amounts held in a Custodial Account.</i>]
☒	☐	☐	(k) A Qualified Birth or Adoption Distribution (QBAD). (See AA §10-3 for detailed elections relating to QBADs.)
☒	☐	☐	(l) Upon a deemed Severance from Employment as described in Section 8.02(b)(4) of the BPD when an individual is on active duty for a period of at least 30 days while performing service in the Uniformed Services, as described under Section 15.06 of the BPD.
☐	☐	☐	(m) Upon attainment of age ____ and ____ years of participation. [<i>If age is earlier than 59½, such age is deemed to be age 59½ for Salary Deferrals and for all amounts held in a Custodial Account.</i>]

Deferral	Match	ER	
N/A	☐	☐	(n) The amounts being withdrawn have been held in the Plan for at least two years. <i>[Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account.]</i>
☐	☐	☒	(o) Describe: <u>All in service distributions for employer contributions follow the same rules as salary deferrals.</u>

[Note: Unless designated otherwise under subsection (o), any selection(s) in the Deferral column also apply to Roth Contributions. Distributions from a Participant's Salary Deferral Account may not be made before the earliest of the time a Participant has a Severance from Employment, dies, has a Hardship, becomes Disabled or attains age 59½. Distributions from a Participant's Custodial Account may not be made before the earliest of the time a Participant has a Severance from Employment, dies, becomes Disabled or attains age 59½. Elections under the ER column also apply to Mandatory Contributions, unless otherwise provided in subsection (o). Any event described in subsection (o) may not violate the permissible distribution events under the Plan.]

- 10-2 **APPLICATION TO OTHER CONTRIBUTION TYPES.** If the Plan allows for Rollover Contributions under AA §C-2 or After-Tax Employee Contributions under AA §6C, unless elected otherwise under this AA §10-2, a Participant may take an in-service distribution from such Participant's Rollover Account and After-Tax Employee Contribution Account at any time.

Alternatively, if this AA §10-2 is completed, the following in-service distribution provisions apply for Rollover Contributions and/or After-Tax Employee Contributions:

Rollover	After-Tax	
☐	☐	(a) No in-service distributions are permitted.
☐	☐	(b) Attainment of age 59½.
☐	☐	(c) Attainment of age ____.
☐	☐	(d) A Hardship (that satisfies the safe harbor rules under Section 8.08(e)(1) of the BPD).
		Unless elected otherwise below, a Participant is not required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution.
		☐ Participants are required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer.
☐	☐	(e) A non-safe harbor Hardship described in Section 8.08(e)(2) of the BPD.
		(1) Unless elected otherwise below, a Participant is not required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution.
		☐ Participants are required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer.
		☐ (2) In determining whether a Participant has an immediate and heavy financial need for purposes of applying the non-safe harbor Hardship provisions under Section 8.08(e)(2) of the BPD, the following modifications are made to the permissible events listed under Section 8.08(e)(1) of the BPD:
☐	☐	(f) Attainment of Normal Retirement Age.
☐	☐	(g) Attainment of Early Retirement Age.
☐	☐	(h) Upon a Participant becoming Disabled.
☐	☐	(i) As a Qualified Reservist Distribution as defined under Section 8.08(d) of the BPD.
☐	☐	(j) Completion of ____ Years of Service or ____ months of service.
☐	☐	(k) A Qualified Birth or Adoption Distribution (QBAD). (See AA §10-3 for detailed elections relating to QBADs.)

Rollover	After-Tax	
☐	☐	(l) Upon a deemed Severance from Employment when an individual is on active duty for a period of at least 30 days while performing service in the Uniformed Services, as described under Section 15.06 of the BPD.
☐	☐	(m) Upon attainment of age ____ and ____ years of participation. <i>[If age is earlier than 59½, such age is deemed to be age 59½ for Salary Deferrals and for all amounts held in a Custodial Account.]</i>
N/A	☐	(n) The amounts being withdrawn have been held in the Plan for at least two years. <i>[Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account.]</i>
☐	☐	(o) Describe: _____ <i>[Note: Any event described in subsection (o) may not violate the permissible distribution events under the Plan.]</i>

10-3 **SPECIAL DISTRIBUTION RULES.** No special distribution rules apply, unless specifically provided under this AA §10-3.

- ☐ (a) In-service distributions will only be permitted if the Participant is 100% vested in the source from which the withdrawal is taken. *[Select (1) or (2) below, if applicable. If (1) or (2) is not elected, the 100% vested requirement applies to all in-service distributions.]*
- ☐ (1) The 100% vested requirement only applies to Hardship distributions. *[If not elected, the 100% vested requirement applies to all in-service distributions.]*
- ☐ (2) The 100% vested requirement applies to all in-service distributions other than Hardship distributions.
- ☐ (b) A Participant may take no more than ____ in-service distribution(s) in a Plan Year.
- ☐ (c) A Participant may not take an in-service distribution of less than \$ ____.
- ☐ (d) A Participant may not take an in-service distribution of more than \$ ____.
- ☐ (e) Unless elected otherwise under this subsection (e), the Hardship distribution provisions of the Plan are not expanded to cover primary beneficiaries as set forth in Section 8.08(e)(6) of the BPD. If this subsection (e) is checked, the Hardship provisions of the Plan will apply with respect to individuals named as primary beneficiaries under the Plan.
- ☐ (f) A Participant may not take an in-service distribution from a Roth Deferral Account.
- ☐ (g) The following are not available to Participants who have had a Severance from Employment:
- ☐ (1) Qualified Birth or Adoption Distributions (QBADs).
- ☐ (2) Hardship distributions.
- ☐ (h) Other distribution rules: _____

[Note: This subsection (h) may be used to apply the limitations under this AA §10-3 only to specific in-service distribution options (e.g., hardship distributions).]

SECTION 11 MISCELLANEOUS PROVISIONS

11-1 **PLAN VALUATION.** The Plan is valued **annually**, as of the last day of the Plan Year.

- ☐ (a) **Additional valuation dates (optional).** In addition, for each contribution type selected below the Account will be valued on the following dates:

Deferral	Match	ER	
☐	☐	☐	(1) Daily. (i.e., the end of each business day during which the New York Stock Exchange is open.)
☐	☐	☐	(2) Monthly. (i.e., the end of each month of the Plan Year.)
☐	☐	☐	(3) Quarterly. (i.e., the end of each Plan Year quarter.)
☐	☐	☐	(4) Describe: _____

[Note: The Employer may elect operationally to perform interim valuations.]

- ☐ (b) **Special rules.** The following special rules apply in determining the amount of income or loss allocated to Participants' Accounts, including describing rules for different investment options: _____

11-2 SPECIAL RULES FOR APPLYING THE CODE §415 LIMITATION. The provisions under Section 5.03 of the BPD apply for purposes of determining the Code §415 Limitation.

Complete this AA §11-2 to override the default provisions that apply in determining the Code §415 Limitation under Section 5.03 of the BPD.

- ☐ (a) **Limitation Year.** Instead of the Plan Year, the Limitation Year is the 12-month period ending _____.

[Note: If the Plan has a short Plan Year for the first year of establishment, the Limitation Year is deemed to be the 12-month period ending on the last day of the short Plan Year.]

- ☐ (b) **Special rules:** _____

[Note: Any special rules under this subsection (b) must be consistent with the requirements of Code §415.]

11-3 SPECIAL RULES FOR MORE THAN ONE PLAN. If the Employer maintains another plan in which any Participant is a participant, the rules set forth under Section 5.03(e) of the BPD apply.

To modify the default provisions under Section 5.03(e) of the BPD, designate how such rules will apply.

- ☐ Instead of applying the default rules under Section 5.03(e) of the BPD, the Employer will limit Annual Additions in the following manner: _____

11-4 DELEGATION OF ADMINISTRATIVE FUNCTIONS. Generally, the Employer, as Plan Administrator, has responsibility to administer the Plan. These responsibilities include compliance with Code §403(b) and other tax requirements. However, under AA Addendum A, the Employer may delegate such responsibilities to a third party, including a provider of an Annuity Contract or Custodial Account, provided such third party agrees to such delegation of responsibilities. An Employer may not allocate administrative responsibilities to Plan Participants.

11-5 ELECTION NOT TO PARTICIPATE (See Section 2.08 of the BPD). Unless otherwise elected below, all Participants share in any allocation under this Plan and no Employee may waive out of Plan participation.

To allow Employees to waive participation under the Plan, check below.

- ☐ An Employee may make a one-time irrevocable election not to participate under the Plan at any time prior to the time the Employee first becomes eligible to participate under the Plan.

11-6 SPECIAL RULES FOR MULTIPLE EMPLOYER PLANS. If the Plan is a Multiple Employer Plan (as designated under AA §2-6), the rules applicable to Multiple Employer Plans under Section 16.07 of the BPD apply.

- ☐ The following special rules apply with respect to Multiple Employer Plans: _____

[Note: Any special rules must satisfy the rules applicable to Multiple Employer Plans under Code §413(c).]

11-7 CLAIMS PROCEDURES. The Plan Administrator shall establish and maintain reasonable claims procedures as described in Section 11.08 of the BPD. Special rules may be described below.

- ☐ The following special rules apply with respect to claims procedures under Section 11.08 of the BPD: _____

11-8 SPECIAL RULES APPLICABLE TO PLAN MERGERS AND SPINOFFS.

- ☐ **Describe:** _____

11-9 CONTRACT EXCHANGES AND PLAN-TO-PLAN TRANSFERS. Unless otherwise indicated below and subject to the approval of the Plan Administrator and the terms of any governing Investment Arrangement, the Plan authorizes the Participant and Beneficiaries to make contract exchanges and plan-to-plan transfers both into and out of the Plan. Contract exchanges and plan-to-plan transfers may only be made to those Investment Arrangements currently accepting contributions under the Plan.

- ☐ (a) **Contract exchanges.** The Plan does not authorize contract exchanges as described in Section 14.04 of the BPD:

☐ (1) into the Plan.

☐ (2) out of the Plan.

- ☐ (b) **Plan-to-plan transfers.** The Plan does not authorize plan-to-plan transfers as described in Section 14.05 of the BPD:

☐ (1) into the Plan.

☐ (2) out of the Plan.

☐ (c) **Describe special rules applicable to contract exchanges and plan-to-plan transfers:** _____

11-10 **SPECIAL MILITARY SERVICE PROVISIONS -- BENEFIT ACCRUALS.** Unless otherwise indicated below, an individual who dies or becomes disabled in qualified military service will NOT be treated as reemployed for purposes of determining entitlement to benefits under the Plan. (See Section 15.06 of the BPD.)

☒ **Eligibility for Plan benefits.** Check this box if the Plan will treat an individual who dies or becomes disabled in qualified military service as reemployed for purposes of determining entitlement to benefits under the Plan.

11-11 **PROTECTED BENEFITS.** There are no protected benefits (as defined in Code §411(d)(6)) other than those described in the Plan.

To designate protected benefits other than those described in the Plan, complete this AA §11-11.

☐ (a) **Additional protected benefits.** In addition to the protected benefits described in this Plan, certain other protected benefits are protected from a prior plan document, as described below: _____

☐ (b) **Elimination of distribution options.** Effective ____, the distribution options described in subsection (1) below are eliminated.

☐ (1) **Describe eliminated distribution options:** _____

☐ (2) **Application to existing Account Balances.** The elimination of the distribution options described in subsection (1) applies to:

☐ (i) All benefits under the Plan, including existing Account Balances.

☐ (ii) Only benefits accrued after the effective date of the elimination (as described above).

APPENDIX A
SPECIAL EFFECTIVE DATES

[Note: This Appendix A may be used to memorialize prior Plan provisions that pertain to sources that no longer accept new contributions under the Plan.]

- ☐ A-1 **Eligible Employees.** The definition of Eligible Employee under AA §3 is effective as follows:

- ☐ A-2 **Minimum age and service conditions.** The minimum age and service conditions and Entry Date provisions specified in AA §4 are effective as follows:

- ☐ A-3 **Compensation definitions.** The compensation definitions under AA §5 are effective as follows:

- ☐ A-4 **Employer Contributions.** The Employer Contribution provisions under AA §6 are effective as follows:

- ☐ A-5 **Salary Deferrals.** The provisions regarding Salary Deferrals under AA §6A are effective as follows:

- ☐ A-6 **Matching Contributions.** The Matching Contribution provisions under AA §6B are effective as follows:

- ☐ A-7 **Special Contributions.** The Special Contribution provisions under AA §6C are effective as follows:

- ☐ A-8 **Retirement ages.** The retirement age provisions under AA §7 are effective as follows:

- ☐ A-9 **Vesting and forfeiture rules.** The rules regarding vesting and forfeitures under AA §8 are effective as follows:

- ☐ A-10 **Distribution provisions.** The distribution provisions under AA §9 are effective as follows:

- ☐ A-11 **In-service distributions.** The provisions regarding in-service distributions under AA §10 are effective as follows:

- ☐ A-12 **Miscellaneous provisions.** The provisions under AA §11 are effective as follows:

- ☐ A-13 **Special effective date provisions for merged plans.** If any 403(b) or other plans have been merged into this Plan, the provisions of Section 14.03 of the BPD apply as follows:

- ☐ A-14 **Other special effective dates:**

- ☐ A-15 **Special effective dates for restated pre-approved plans:** The IRS allows the use of separate effective dates to memorialize plan operational changes that have occurred after the general effective date of the Plan and the actual Plan restatement adoption date. Adopting employers may use the above Special Effective Date options (A-1 through A-14) to memorialize these changes or they may use this A-15. If the adopting employer uses A-15, the changes will be part of the Plan, but will not be reflected in the SPD or plan summary:

APPENDIX B LOAN POLICY

Use this Appendix B to identify elections dealing with the administration of Participant loans. These elections may be changed without amending this Adoption Agreement by substituting an updated Appendix B with new elections. Any modifications to this Appendix B or any modifications to a separate loan policy describing the loan provisions selected under the Plan will not affect an Employer's reliance on the Favorable IRS Letter. Irrespective of the elections made under this Appendix B, the Employer may permit under separate administrative procedures Participant loans consistent with any federally-declared disaster relief legislation or guidance.

B-1 Are **PARTICIPANT LOANS** permitted? (See Section 13 of the BPD.)

- ☒ (a) Yes
☐ (b) No

B-2 **LOAN PROCEDURES.** [*Note: Loan procedures and requirements are subject to the terms of any governing Investment Arrangement.*]

- ☒ (a) Loans will be provided under the default loan procedures set forth in Section 13 of the BPD, unless modified under this Appendix B and subject to the terms of any governing Investment Arrangement.
☐ (b) Loans will be provided under a separate written loan policy. [*If this subsection (b) is checked, do not complete the rest of this Appendix B.*]

B-3 **AVAILABILITY OF LOANS.** Under Section 13.02 of the BPD's default loan policy, subject to the terms of any Investment Arrangement, loans are available to all Participants on a reasonable equivalent basis as determined by the Plan Administrator. To override this default provision, complete this AA §B-3.

- ☐ (a) A former Employee or Beneficiary (including an Alternate Payee) who has a vested Account Balance may request a loan from the Plan.
☐ (b) A "limited participant", as described under Section 4.01 of the BPD, may not request a loan from the Plan.
☐ (c) An officer or director of the Employer may **not** request a loan from the Plan.
☐ (d) Describe limitations on receiving loans under the Plan: _____

B-4 **LOAN LIMITS.** Subject to the terms of any Investment Arrangement, the default loan policy under Section 13.03 of the BPD allows Participants to take a loan provided all outstanding loans do not exceed 50% of the Participant's vested Account Balance. To override the default loan policy and allow loans on the Participant's total vested Account Balance up to \$10,000, even if greater than 50% of the Participant's vested Account Balance, check this AA §B-4.

- ☒ A Participant may take a loan of the Participant's total vested Account Balance up to \$10,000, even if greater than 50% of the Participant's vested Account Balance.
[*Note: If this AA §B-4 is checked, the Participant may be required to provide adequate security as required under Section 13.06 of the BPD.*]

B-5 **NUMBER OF LOANS.** Subject to the terms of any Investment Arrangement, the default loan policy under Section 13.04 of the BPD restricts Participants to one loan outstanding at any time. To override the default loan policy and permit Participants to have more than one loan outstanding at any time, complete (a) or (b) below.

- ☐ (a) A Participant may have ____ loans outstanding at any time, subject to any internal administrative limitations imposed by the Investment Arrangement, the service provider or platform.
☒ (b) There are no restrictions on the number of loans a Participant may have outstanding at any time.

B-6 **LOAN AMOUNT.** The default loan policy under Section 13.04 of the BPD provides that a Participant may not receive a loan of less than \$1,000. To modify the minimum loan amount or to add a maximum loan amount, complete this AA §B-6.

- ☒ (a) There is no minimum loan amount.
☐ (b) The minimum loan amount is \$____.
☒ (c) The maximum loan amount is \$50,000 (no greater than \$50,000).
☐ (d) The maximum loan amount is ____% (no greater than 50%) of the Participant's vested Account Balance, except as permitted under B-4 of this Appendix B.

- B-7 **INTEREST RATE.** The default loan policy under Section 13.05 of the BPD provides for an interest rate commensurate with the interest rates charged by local commercial banks for similar loans. To override the default loan policy and provide a specific interest rate to be charged on Participant loans, complete this AA §B-7.
- ☒ (a) The prime interest rate plus 2____ percentage point(s).
- ☐ (b) The interest rate is determined in accordance with the terms of the Investment Arrangement, service provider procedures, or other loan policy document adopted by the Plan Administrator.
- ☐ (c) Describe: _____
- [Note: Any interest rate described in this AA §B-7 must be reasonable and must apply uniformly to all Participants.]*
- B-8 **PURPOSE OF LOAN.** The default loan policy under Section 13.02 of the BPD provides that a Participant may receive a Participant loan for any purpose. To modify the default loan policy to restrict the availability of Participant loans to hardship events, check this AA §B-8.
- ☐ (a) A Participant may only receive a Participant loan upon the demonstration of a hardship event, as described in Section 8.08(e)(1) of the BPD.
- ☐ (b) A Participant may only receive a Participant loan under the following circumstances: _____
- B-9 **APPLICATION OF LOAN LIMITS.** The default loan policy under Sections 13.03 and 13.06 of the BPD provides that a participant's entire Account will be taken into account in applying the loan limitation and adequate security requirement. To override this provision if Participant loans are not available from all contribution types, complete this AA §B-9.
- ☐ The loan limits and adequate security requirements will be applied by taking into account only those contribution Accounts which are available for Participant loans.
- B-10 **CURE PERIOD.** The default loan policy under Section 13.10 of the BPD provides that a Participant incurs a loan default if a Participant does not repay a missed payment by the end of the calendar quarter following the calendar quarter in which the missed payment was due. To override this default provision to apply a shorter cure period, complete this AA §B-10.
- ☐ (a) The cure period for determining when a Participant loan is treated as in default will be ____ days (cannot exceed 90) following the end of the month in which the loan payment is missed.
- ☐ (b) The cure period for determining when a loan is treated as in default will be _____ days (cannot exceed 90) following the first missed loan payment.
- B-11 **PERIODIC REPAYMENT – PRINCIPAL RESIDENCE.** The default loan policy under Section 13.07 of the BPD provides that if a Participant loan is for the purchase of a Participant's principal residence, the 5-year repayment period can be extended for a reasonable period commensurate with the repayment period permitted by commercial lenders for similar loans. To override this provision, complete this AA §B-11.
- ☐ (a) The Plan does not permit loan payments to exceed five (5) years, even for the purchase of a principal residence.
- ☐ (b) The loan repayment period for the purchase of a principal residence may not exceed ____ years (may not exceed 30), subject to any internal limitations imposed by the Investment Arrangement(s) or the service provider or platform.
- ☐ (c) Loans for the purchase of a Participant's principal residence may be payable over any reasonable period commensurate with the repayment period permitted by commercial lenders for similar loans, subject to any internal limitations imposed by the Investment Arrangement(s) or the service provider or platform.
- B-12 **SEVERANCE FROM EMPLOYMENT.** The default loan policy under Section 13.11 of the BPD provides that a Participant loan becomes due and payable in full upon the Participant's Severance from Employment. To override this default provision, complete this AA §B-12.
- ☒ A Participant loan will not become due and payable in full upon the Participant's Severance from Employment.
- B-13 **DIRECT ROLLOVER OF A LOAN NOTE.** The default loan policy under Section 13.11(b) of the BPD provides that upon Severance from Employment a Participant may request the Direct Rollover of a loan note provided the Participant has not already had a deemed distribution with respect to the note. To override this default provision, complete this AA §B-13.
- ☐ A Participant may **not** request the Direct Rollover of the loan note upon Severance from Employment.
- B-14 **LOAN RENEGOTIATION.** The default loan policy under Section 13.11(c) of the BPD provides that a Participant may renegotiate a loan, provided the renegotiated loan separately satisfies the reasonable interest rate requirement, the adequate security requirement, the periodic repayment requirement, and the loan limitations under the Plan. The Employer may restrict the availability of renegotiations to prescribed purposes provided the ability to renegotiate a Participant loan is available on a non-

discriminatory basis. To override the default loan policy and restrict the ability of a Participant to renegotiate a loan, complete this AA §B-14.

☐ (a) A Participant may **not** renegotiate the terms of a loan.

☐ (b) The following special provisions apply with respect to renegotiated loans: _____

B-15 **SOURCE OF LOAN.** The default loan policy under Section 13.09 of the BPD provides that Participant loans may be made from all available contribution types, to the extent vested. To override this provision, complete one of the sections below.

☐ (a) Participant loans will not be available from the following contribution types: _____

☐ (b) Participant loans will only be available from the following contribution types: _____

B-16 **MODIFICATIONS TO DEFAULT LOAN PROVISIONS.**

☐ The following special rules will apply with respect to Participant loans under the Plan: _____

[Note: Any provision under this AA §B-16 must satisfy the requirements under Code §72(p) and the regulations thereunder and will control over any inconsistent provisions of the Plan dealing with the administration of Participant loans.]

B-17 **SPOUSAL CONSENT.** The default loan policy under the Plan does not require spousal consent but allows the Employer to elect a provision that requires spousal consent to participant loans. To override this provision as permitted by Section 13.08 of the BPD, complete the applicable election in AA §9-2.

APPENDIX C ADMINISTRATIVE ELECTIONS

Use this Appendix C to identify certain elections dealing with the administration of the Plan. These elections may be changed without amending this Adoption Agreement by substituting an updated Appendix C with new elections. The provisions selected under this Appendix C do not create qualification issues and any changes to the provisions under this Appendix C will not affect the Employer's reliance on the Favorable IRS Letter. Instead of completing this Appendix C, the Employer may develop separate administrative procedures to address directions of investment, Rollover Contributions and/or QDRO procedures.

C-1 DIRECTION OF INVESTMENTS. Under Section 10.10 of the BPD, each Participant, Beneficiary or Alternate Payee (under a QDRO) shall have the exclusive right to direct the investment of all of their entire account. To override this provision, complete this AA § C-1.

☐ (a) Participants, Beneficiaries and Alternate Payees may not direct investments.

☐ (b) Participants, Beneficiaries and Alternate Payees may direct investments subject to the following restrictions:

☐ (1) Only for Accounts that are 100% vested.

☐ (2) Specify Accounts: _____

☐ (3) Describe any special rules that apply for purposes of direction of investments: _____

[Note: This subsection (3) may be used to describe special investment provisions for specific types of investments or for specific Accounts, such as the Rollover Contribution Account.]

C-2 ROLLOVER CONTRIBUTIONS. Does the Plan accept Rollover Contributions? (See Section 4 of the BPD.)

☐ (a) No

☒ (b) Yes

☒ (1) If this subsection (1) is checked, an Eligible Employee may make a Rollover Contribution to the Plan prior to becoming a Participant in the Plan. (See Section 4 of the BPD.)

☒ (2) Check this subsection (2) if the Plan will accept Rollover Contributions from former Eligible Employees with an Account Balance under the Plan.

☐ (3) Describe any special rules for accepting Rollover Contributions: _____

[Note: The Employer may designate in subsection (3) or in separate written procedures the extent to which it will accept rollovers from designated plan types. For example, the Employer may decide not to accept rollovers from certain designated plans (e.g., 403(b) plans, §457 plans or IRAs). Any special rollover procedures will apply uniformly to all Participants under the Plan.]

C-3 QDRO PROCEDURES. Although the requirements of Code §414(p) do not apply to the Plan, the Employer may elect to apply the procedures set forth under Section 11.07 of the BPD (which are patterned after the rules under Code §414(p)) by electing subsection (a) below or may elect not to apply the procedures set forth under Section 11.07 of the BPD and instead, describe the Plan's procedures for addressing domestic relations orders below or in separate administrative procedures.

☐ (a) The Employer elects to have the requirements of Section 11.07 of the BPD apply to its Plan.

☒ (b) The requirements of Section 11.07 of the BPD do not apply to the Plan. The procedures for addressing the receipt of domestic relations orders are either set forth below or in separate administrative procedures.

Describe domestic relations procedures: _____

EMPLOYER SIGNATURE PAGE**PURPOSE OF EXECUTION.** This Signature Page is being executed to effect:

- ☐ (a) The adoption of a **new plan**, effective _____
[**Note:** Date can be no earlier than the first day of the Plan Year in which the Plan is adopted.]
- ☒ (b) The **restatement** of an existing plan in order to comply with the requirements for Cycle 2 Pre-Approved 403(b) Plans, pursuant to Rev. Proc. 2021-37.
- (1) Effective date of restatement: January 1, 2026
[**Note:** Date can be no earlier than the first day of the Plan Year in which the restatement is adopted.]
- (2) Name of plan(s) being restated: 21st Century Cyber Charter School 403(b) Plan
- (3) The original effective date of the plan(s) being restated: January 1, 2009
- ☐ (c) An **amendment or restatement** of the Plan (other than to comply with the requirements for Cycle 2 Pre-Approved 403(b) Plans under Rev. Proc. 2021-37). If this Plan is being amended, a snap-on amendment may be used to designate the modifications to the Plan or the updated pages of the Adoption Agreement may be substituted for the original pages in the Adoption Agreement. All prior Employer Signature Pages should be retained as part of this Adoption Agreement.
- (1) Effective Date(s) of amendment/restatement: _____
[**Note:** Date can be no earlier than the first day of the Plan Year in which the Plan is adopted.]
- (2) Name of plan being amended/restated: _____
- (3) The original effective date of the plan being amended/restated: _____
- (4) If Plan is being amended, identify the Adoption Agreement section(s) being amended: _____

PRE-APPROVED PLAN PROVIDER INFORMATION. The Pre-Approved Plan Provider (or authorized representative) will inform the Employer of any amendments made to the Plan and will notify the Employer if it discontinues or abandons the Plan. To be eligible to receive such notification, the Employer agrees to notify the Pre-Approved Plan Provider (or authorized representative) of any change in address. The Employer may direct inquiries regarding the Plan or the effect of the Favorable IRS Letter to the Pre-Approved Plan Provider (or authorized representative) at the following location:

Name of Pre-Approved Plan Provider (or authorized representative): U.S. Omni & TSACG Compliance Services, Inc.

Address: 220 Alexander Street, Suite 400, Rochester, New York 14607

Telephone number: 850-244-7306

IMPORTANT INFORMATION ABOUT THIS PRE-APPROVED PLAN. A failure to properly complete the elections in this Adoption Agreement or to operate the Plan in accordance with applicable law may result in disqualification of the Plan. Except to the extent provided in Rev. Proc. 2021-37, an Adopting Employer may rely on a currently valid Favorable IRS Letter as evidence that the plan satisfies the Code § 403(b) Requirements if: (1) the Adopting Employer's Plan is identical to this Nonstandardized Code §403(b) Pre-Approved Plan and (2) the adopting Employer has not amended this Nonstandardized Code §403(b) Pre-Approved Plan other than by choosing options provided in the Adoption Agreement or making amendments that are described in §9.03 of Rev. Proc. 2021-37 (relating to Employer amendments that will not affect reliance). The adopting Employer may not rely on the Favorable IRS Letter in certain other circumstances, which are specified in the Favorable IRS Letter issued with respect to the Plan, or in Rev. Proc. 2021-37. In order to obtain reliance in such circumstances or with respect to certain other Code §403(b) requirements, the Employer may need to apply to the Internal Revenue Service for a determination letter.

By executing this Adoption Agreement, the Employer intends to adopt the provisions as set forth in this Adoption Agreement and the related Plan document. By signing this Adoption Agreement, the individual below represents that such individual has the authority to execute this Plan document on behalf of the Employer. This Adoption Agreement may only be used in conjunction with Basic Plan Document #12. The Employer understands that the Pre-Approved Plan Provider has no responsibility or liability regarding the suitability of the Plan for the Employer's needs or the options elected under this Adoption Agreement. It is recommended that the Employer consult with legal counsel before executing this Adoption Agreement.

21st Century Cyber Charter School
(Name of Employer)

(Name of authorized representative)

(Title)

(Signature – Electronically signed)

(Date)

ADDENDUM A
ALLOCATION OF ADMINISTRATIVE FUNCTIONS

This Addendum A identifies any party to whom administrative functions have been allocated and the specific functions allocated to such persons, effective December 15, 2025.

Service agreements and other records or information pertaining to the administration of the Plan may be included or incorporated by reference in the Addendum. The Addendum may be modified from time to time. A modification of the Addendum is not an amendment of the Plan.

☒ Administrative functions are specified in a separate service agreement.

ADDENDUM B VENDORS OF INVESTMENT ARRANGEMENTS

This Addendum B lists the Vendors of Investment Arrangements approved for use under the Plan, effective January 1, 2026.

The Addendum must include sufficient information to identify the approved Investment Arrangements. The terms governing each Investment Arrangement under the Plan, excluding those terms that are inconsistent with the Plan or Code §403(b), are hereby incorporated by reference in the Plan. The Addendum may be modified from time to time. A modification of the Addendum is not an amendment of the Plan.

Name of Vendor	Type of Investment Arrangement (e.g., annuity contract, custodial account, etc.)	Active/Inactive
Equitable	annuity contract and/or custodial account	Active
Horace Mann Insurance Company	annuity contract and/or custodial account	Active
Invesco OppenheimerFunds	annuity contract and/or custodial account	Active
Kades-Margolis Corp.	annuity contract and/or custodial account	Active
Lincoln Investment Planning, LLC (Pershing custodian)	annuity contract and/or custodial account	Active
Metropolitan Life Insurance Company	annuity contract and/or custodial account	Active
Security Benefit Group	annuity contract and/or custodial account	Active
The Legend Group (Pershing custodian)	annuity contract and/or custodial account	Active
Vanguard Investments	annuity contract and/or custodial account	Active

SECURE 2.0 ACT INTERIM AMENDMENT ELECTIVE PROVISIONS

These Elective Provisions provide for elections related to the SECURE 2.0 Act Interim Amendment. **All provisions and elections made below are your document Provider's defaults.** Application of the SECURE 2.0 Act Interim Amendment and the Elective Provisions may depend on the Investment Arrangement(s) associated with the Plan.

ELECTIVE PROVISIONS RELATING TO EMPLOYER CONTRIBUTIONS

S2-1. OPTIONAL TREATMENT OF EMPLOYER CONTRIBUTIONS AS DESIGNATED ROTH NONELECTIVE CONTRIBUTIONS. (S2IA §3.01)

- ☐ (a) A Participant may not elect to treat a nonforfeitable Employer Contribution made on behalf of such Participant as a Designated Roth Nonelective Contribution.
- ☐ (b) Effective __ (insert date on or after December 30, 2022), a Participant MAY elect to treat a nonforfeitable Employer Contribution made on behalf of such Participant as a Designated Roth Nonelective Contribution.
- ☒ (c) Describe special any special rules relating to the optional treatment of nonforfeitable Employer Contributions as a Designated Roth Nonelective Contribution: Special rules relating to the optional treatment of nonforfeitable Employer Contributions as a Designated Roth Nonelective Contribution are set forth in the applicable agreement between the employer and the employee and/or in an employer administrative/board policy.

ELECTIVE PROVISIONS RELATING TO SALARY DEFERRALS

S2-2. MANDATORY AUTOMATIC ENROLLMENT. (S2IA §4.01)

[Note: The mandatory automatic enrollment requirements do not apply to the Pre-Approved Retirement Income Account (RIA) 403(b) Plan (#09-001), the Church 403(b) Plan (#11-001) or the Public School/Dual Status 403(b) Plan (#12-001). The mandatory automatic enrollment requirements also do not apply to the Pre-Approved 403(b) Plan for 501(c)(3) Organizations and Electing Churches (#08-001) or the Salary Reduction Only 403(b) Plan (#10-001), if such Plan is exempted from the requirements under Code §414A, including a Plan maintained by an Employer that normally employs 10 or fewer Employees, a Plan maintained by an Employer that has been in existence for less than 3 years, or a Plan established before December 29, 2022. (See S2IA §4.01(e).)]

- ☐ (a) **The Plan is exempt from the mandatory automatic enrollment requirements.** [Note: Designation under this S2-2(a) as to whether and why the Plan is exempt from the automatic enrollment requirements is optional. The exemption may be determined administratively.]

The Plan is exempt from the mandatory automatic enrollment requirements because:

- ☐ (1) The Plan was established before December 29, 2022.
- ☐ (2) The Plan is maintained by an Employer that normally employs 10 or fewer Employees.
- ☐ (3) The Plan is maintained by an Employer that has been in existence for less than 3 years.
- ☐ (4) The Plan is a governmental plan (within the meaning of Code §414(d).
- ☐ (5) The Plan is a church plan (within the meaning of Code §414(e).

[Note: If the Plan is exempt from the mandatory automatic enrollment requirements, do not complete the elective provisions under (b) – (f) below. Additionally, an Employer is not required to complete the following elective provisions if the elections in the Adoption Agreement already satisfy the mandatory automatic enrollment requirements.]

The following elections apply for the first Plan Year beginning after December 31, 2024 or, if later, the date the Plan is initially effective, unless the Employer designates a special effective date under subsection (f) below.

- ☐ (b) **Eligible Automatic Contribution Arrangement deferral percentage and automatic increase.**
 - ☐ (1) **Initial automatic (default) Salary Deferral percentage.** ____% of Plan Compensation (percentage must be between 3% and 10%)
 - ☐ (2) **Automatic (default) Salary Deferral percentage increase.** For each Plan Year beginning after an Employee's initial period under the arrangement, the percentage of the default Salary Deferral is increased by 1 percentage point until the percentage is ____% of Plan Compensation (must be at least 10%, but may not exceed 15%)

- ☐ (3) **Special application of automatic increase provisions.** The Employer may describe under this subsection (3) special rules applicable to automatic increase provisions: _____

[**Note:** Special rules must satisfy all applicable statutory and regulatory requirements.]

- ☐ (c) **Application of automatic (default) Salary Deferral provisions.** The automatic (default) Salary Deferral election under subsection (b) will apply to Participants who enter the Plan after the automatic (default) Salary Deferral provisions are effective and to current Participants eligible to participate in the Plan at the time the automatic (default) Salary Deferral provisions are effective as set forth below.

- ☐ (1) **Current Participants.** The automatic (default) Salary Deferral provisions apply to all other eligible Participants as follows:

- ☐ (i) Automatic (default) Salary Deferral provisions apply to current Participants who have not entered into an affirmative Salary Deferral election. (***Under this election, the automatic (default) Salary Deferral provisions do not apply to current Participants who have made an affirmative Salary Deferral election to not defer into the Plan.***)
- ☐ (ii) Automatic (default) Salary Deferral provisions apply to current Participants who have not entered into a Salary Deferral election and to current Participants who have made an affirmative Salary Deferral election not to defer under the Plan.
- ☐ (iii) Automatic (default) Salary Deferral provisions apply to all current Participants who have not entered into a Salary Deferral election that is at least equal to the automatic (default) Salary Deferral amount under subsection (b)(1). Current Participants who have made a Salary Deferral election that is less than the automatic (default) Salary Deferral amount, or who have not made a Salary Deferral election, will automatically be increased to the automatic (default) Salary Deferral amount unless the Participant enters into a new Salary Deferral election on or before the effective date of the automatic (default) Salary Deferral provisions.

- ☐ (iv) Describe: _____

- ☐ (2) **Expiration of affirmative deferral elections.** Unless this subsection (2) is elected, for purposes of the automatic (default) Salary Deferral provisions of the Plan, a Participant's affirmative Salary Deferral election will not expire. If this subsection (2) is elected, a Participant's affirmative Salary Deferral election will expire:

- ☐ (i) At the end of each Plan Year.
- ☐ (ii) Describe date that the affirmative Salary Deferral election will expire: _____

Expiration applies to the following:

- ☐ (iii) All affirmative Salary Deferral elections.
- ☐ (iv) Only to affirmative Salary Deferral elections that are less than the current automatic (default) Salary Deferral rate.

If a Participant fails to complete a new affirmative Salary Deferral election subsequent to the prior election expiring, the Participant becomes subject to the automatic (default) Salary Deferral percentage as specified in the Plan pursuant to the automatic (default) Salary Deferral provisions. Each year, the Participant may always complete a new affirmative Salary Deferral election and designate a new Salary Deferral percentage.

- (3) **Treatment of automatic (default) Salary Deferral.** Any Salary Deferrals made pursuant to an automatic (default) Salary Deferral election will be treated as Pre-Tax Deferrals, unless designated otherwise under this subsection (3).

- ☐ Any Salary Deferrals made pursuant to an automatic (default) Salary Deferral election will be treated as Roth Deferrals.

[**Note:** This subsection (3) may only be checked if Roth Deferrals are permitted under the Plan.]

- (d) **Permissive redetermination of periods without automatic (default) Salary Deferrals.** The uniform automatic (default) Salary Deferral percentages under (b) above are based on the date the Employee's initial period begins. However, if, after the Employee's initial period began, the Employee did not have automatic (default) Salary Deferral made for an entire Plan Year, then an Employee's initial period is redetermined as follows or under separate administrative procedures: (If no elections are made below or under separate administrative procedures, the initial period is not redetermined.)
- ☐ (1) **Redetermination for Employee who became ineligible.** If, for an entire Plan Year, no automatic (default) Salary Deferral were made solely because the Employee was not eligible to make Salary Deferrals under the Plan for that Plan Year, then the Employee's initial period is redetermined so that it begins on the date the Employee is again eligible to make Salary Deferrals under the Plan.
- ☐ (2) **Redetermination for Employee who remained eligible and made an affirmative Salary Deferral election.** If, for an entire Plan Year, no automatic (default) Salary Deferral were made to the Plan solely because the Employee made an affirmative Salary Deferral election in a different amount (including an election not to make Salary Deferrals), then the Employee's initial period is redetermined so that it begins:
- ☐ (i) On the first day of the Plan Year that begins after the first full Plan Year in which the affirmative election was in effect.
- ☐ (ii) Describe date for which an Employee's initial period is redetermined (may not be earlier than the first day of the Plan Year beginning after the last day of the Plan Year that follows the Plan Year that includes the date the initial period began): _____
- (e) **Permissible withdrawals.**
- (1) **Time period for electing a permissible withdrawal.** A Participant who had an automatic (default) Salary Deferral made under the Plan must be allowed to withdraw such contributions (and earnings attributable thereto). Unless otherwise elected below, a Participant must request a permissible withdrawal no later than 90 days after the date of the Participant's first automatic (default) Salary Deferral under the EACA.
- ☐ Instead of a 90-day election period, a Participant must request a permissible withdrawal no later than ____ [may not be less than 30 nor more than 90] days after the date the Plan Compensation from which automatic (default) Salary Deferral are withheld would otherwise have been included in gross income.
- (2) **Employee with no automatic (default) Salary Deferral for a full Plan Year.** Unless elected otherwise below, an Employee who would otherwise be subject to the automatic (default) Salary Deferral requirements but who for an entire Plan Year did not have automatic (default) Salary Deferral made under the Plan (e.g., a Participant who terminated employment) may elect a permissible withdrawal within the applicable time period if automatic (default) Salary Deferral begin at a later time (e.g., the Employee is rehired).
- ☐ The ability to take permissible withdrawals does not apply to an Employee who would otherwise be subject to the automatic (default) Salary Deferral requirements but who for an entire Plan Year did not have automatic (default) Salary Deferral made under the Plan.
- ☐ (f) Describe special rules, including effective date rules, applicable to the mandatory automatic enrollment under the Plan: _____

S2-3. AGE 50 CATCH-UP CONTRIBUTIONS. (S2IA §4.02) [If the Employer has elected to not permit Age 50 Catch-Up Contributions under the Adoption Agreement, no elections are necessary under this §S2-3. Note that the Plan default is that the Plan permits Age 50 Catch-Up Contributions.]

- (a) **Age 50 Catch-Up Contribution elections.** Unless otherwise elected under this §S2-3(a), a Plan that permits Age 50 Catch-Up Contributions added the higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 - 63, effective for taxable years beginning on January 1, 2025.
- ☐ (1) The higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 - 63 is not permitted under the Plan.
- ☐ (2) The higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 - 63 was added to the Plan effective ____ [insert date after January 1, 2025].
- ☐ (3) The higher Age 50 Catch-Up Contributions for Participants who have attained ages 60 - 63 were permitted for taxable years beginning on or after January 1, 2025, but are no longer permitted under the Plan, effective ____ [insert date].
- ☐ (4) Collectively Bargained Employees who are eligible to make Salary Deferrals under the Plan are not eligible for the higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 - 63.

- (b) **Age 50 Catch-Up Contributions that are eligible for Matching Contributions.** Unless elected otherwise under this §S2-3(b), a Plan that includes an election to make Age 50 Catch-Up Contributions that are eligible for Matching Contributions (see AA §6B-3) will provide such Matching Contributions on all Age 50 Catch-Up Contributions (including higher Age 50 Catch-Up Contributions) that are permitted under the Plan.
- ☐ (1) Only regular Age 50 Catch-Up Contributions are eligible for Matching Contributions. Higher Age 50 Catch-Up Contributions for Participants who have attained ages 60 - 63 are not eligible for Matching Contributions.
 - ☐ (2) Only regular Age 50 Catch-Up Contributions are eligible for Matching Contributions. Matching Contributions on higher Age 50 Catch-Up Contributions for Participants who have attained ages 60 - 63 are no longer made to the Plan, effective ____ [insert date after January 1, 2025].
 - ☐ (3) Describe any special rules or provisions, including effective dates, relating to Age 50 Catch-Up Contributions and their eligibility for Matching Contributions: _____
- [Note: If no elections are made above, the Plan will treat higher Age 50 Catch-Up Contributions in the same manner as Age 50 Catch-Up Contributions as designated under AA §6B-3.]*
- (c) **Elections relating to Roth Deferrals and Age 50 Catch-Up Contributions.**
- ☐ (1) Age 50 Catch-Up Contributions are removed from the Plan effective ____ [insert date on or after January 1, 2024].
 - ☐ (2) Roth Deferrals are added to the Plan effective ____ [enter a date on or after January 1, 2024].
- [Note: In lieu of making elections under this subsection (c), the Employer may make appropriate elections (i.e., to remove Age 50 Catch-Up Contributions or to add Roth Deferrals) under the Adoption Agreement. If Roth Deferrals are added under (2) above, the Plan defaults for Roth Deferrals will apply unless otherwise described under subsection (f) below.]*
- ☐ (3) Highly Paid Individuals (i.e., any eligible Participant whose wages (as defined in Code §3121(a)) for the preceding calendar year from the employer sponsoring the Plan exceeded \$150,000 (as adjusted) are not eligible to make Age 50 Catch-Up Contributions under the Plan.
 - ☐ (4) Highly Compensated Employees and Highly Paid Individuals (i.e., any eligible Participant whose wages (as defined in Code §3121(a)) for the preceding calendar year from the employer sponsoring the Plan exceeded \$150,000 (as adjusted) are not eligible to make Age 50 Catch-Up Contributions under the Plan.
 - ☐ (5) Highly Compensated Employees with net earnings from self-employment for the preceding calendar year that exceeded \$150,000 (as adjusted) and Highly Paid Individuals (i.e., any eligible Participant whose wages (as defined in Code §3121(a)) for the preceding calendar year from the employer sponsoring the Plan exceeded \$150,000 (as adjusted) are not eligible to make Age 50 Catch-Up Contributions under the Plan.
- (d) **Deemed Roth Age 50 Catch-Up Contribution election.** Unless elected otherwise below, the Plan deems a Participant who is subject to the Roth Age 50 Catch-Up Contribution requirement to have irrevocably designated any Age 50 Catch-Up Contributions as a Roth Deferral.
- ☐ (1) The Plan does not provide for a deemed Roth Catch-Up Contribution election, unless the Plan Administrator notifies the Participant of such a deemed Roth Catch-Up Contribution election before the Participant makes a Salary Deferral election. (See SECURE 2.0 Act IA §4.02(d).)
 - ☐ (2) The Plan does not provide for a deemed Roth Catch-Up Contribution election. The Participant must make an election to treat Catch-Up Contributions as Roth Catch-Up Contributions. (See SECURE 2.0 Act IA §4.02(d).)
- ☐ (e) **Aggregation of employers for determining the “employer sponsoring the Plan” for purposes of Code §414(v)(7).** For purposes of Code §414(v)(7) and determining wages from the “employer sponsoring the Plan,” the following employers are aggregated, as allowed under Treas. Reg. §1.414(v)-2(b)(4) (e.g., employers using a common paymaster or part of a Related Employer group): _____
- [Note: In lieu of listing aggregated employers above, the Employer may describe such aggregated employers in a separate written administrative procedure.]*
- ☐ (f) Describe other special rules or provisions, including effective date rules, relating to Age 50 Catch-Up Contributions: _____

S2-4. LTPT EMPLOYEES. (S2IA §4.03) Effective for Plan Years beginning on or after January 1, 2025, the Plan must permit LTPT Employees to make Salary Deferrals into the Plan, as required under Code §§403(b)(12). The Employer may make elections under this Elective Provisions §S2-4 consistent with the requirements of Code §§403(b)(12) and S2IA §4.03. Elections under this Elective Provisions §S2-4 are not necessary if no Employees will ever be eligible to make Salary Deferrals solely because of the LTPT Employee requirements or if the Plan is not subject to Title I of ERISA.

[**Note:** Because the LTPT Employee requirements do not apply to plans not subject to Title I of ERISA, these requirements do not apply to the Pre-Approved Retirement Income Account (RIA) 403(b) Plan (#09-001), the Salary Reduction Only Plan (#10-001), the Church 403(b) Plan (#11-001) or the Public School/Dual Status 403(b) Plan (#12-001).]

- ☐ (a) **Eligibility for Employer Contributions and Matching Contributions.** Unless elected otherwise below, LTPT Employees are not eligible for Employer Contributions or Matching Contributions under the Plan.

In addition to the ability to make Salary Deferrals, LTPT Employee may receive the following in the same manner and under the same conditions as other Eligible Employees under the Plan: [Note: The elections below are effective for Plan Years beginning on or after January 1, 2025 or such later date as designated.]

- ☐ (1) All available Employer Contributions and Matching Contributions, effective ____.
- ☐ (2) Employer Contributions (including Qualified Nonelective Employer Contributions), effective ____.
- ☐ (3) Matching Contributions (including Qualified Matching Contributions), effective ____.
- ☐ (4) Safe Harbor 403(b) Plan Contributions, effective ____.
- ☐ (5) Describe: _____

- ☐ (b) **Eligibility Computation Period (ECP).** Unless elected otherwise below, the ECP rules under the Plan apply to LTPT Employees.

- ☐ (1) The ECP for an LTPT Employee is based on Anniversary Years and will not switch to the Plan Year.

- ☐ (2) Describe ECP rules applicable to LTPT Employees: _____

[**Note:** Any description under this (2) must be consistent with requirements for ECPs under the Plan.]

- ☐ (c) **Entry Date.** Unless elected otherwise below, the Entry Date rules under the Plan apply to LTPT Employees.

- ☐ (1) The Entry Date for LTPT Employees will be the first day of the 1st and 7th month of the Plan Year.

- ☐ (2) Describe the Entry Date rules applicable to LTPT Employees: _____

[**Note:** Any description under this (2) must be consistent with requirements for Entry Dates under the Plan.]

- (d) **Collectively Bargained Employees and non-resident aliens.** If Collectively Bargained Employees and/or non-resident aliens who receive no compensation from the Employer that constitutes U.S. source income are otherwise eligible for the Plan, the Employer may elect to exclude such Employees from the LTPT Employee rules below:

- ☐ (1) Collectively Bargained Employees are excluded from eligibility as LTPT Employees.

- ☐ (2) Non-resident aliens who receive no compensation from the Employer that constitutes U.S. source income are excluded from eligibility as LTPT Employees.

- (e) **Roth Deferrals.** LTPT Employees may make Roth Deferrals if Roth Deferrals are permitted under the Plan, unless the Employer elects otherwise below:

- ☐ LTPT Employees are not permitted to make Roth Deferrals under the Plan.

- (f) **After-Tax Employee Contributions.** LTPT Employees may make After-Tax Employee Contributions if After-Tax Employee Contributions are permitted under the Plan, unless the Employer elects otherwise below:

- ☐ LTPT Employees are not permitted to make After-Tax Employee Contributions under the Plan.

- (g) **Rollover Contributions.** LTPT Employees may make Rollover Contributions if Rollover Contributions are permitted under the Plan, unless the Employer elects otherwise below:

- ☐ LTPT Employees are not permitted to make Rollover Contributions under the Plan.

- (h) **Automatic Contribution Arrangements.** LTPT Employees are subject to the Plan's Automatic Contribution Arrangement provisions (including automatic escalation), unless the Employer elects otherwise below:

- ☐ (1) LTPT Employees are not subject to the Automatic Contribution Arrangement provisions of the Plan.

- ☐ (2) LTPT Employees are subject to the Plan's Automatic Contribution Arrangement provisions (**excluding automatic escalation**).

[**Note:** If the Plan is subject to the mandatory automatic enrollment rules under S2IA §4.01, LTPT Employees must be automatically enrolled in the Plan and the above elections do not apply.]

- (i) **Vesting Computation Periods (VCPs).** LTPT Employee will not receive vesting credit for VCPs beginning before January 1, 2023, unless the Employer elects otherwise below:
- ☐ (1) All VCPs beginning before January 1, 2023 will be taken into account for determining vesting credit for LTPT Employees.
- ☐ (2) Describe the VCPs beginning before January 1, 2023 that will be taken into account for determining vesting credit for LTPT Employees: _____
- (j) **Nondiscrimination and coverage election.** If the Plan is not a Safe Harbor 403(b) Plan, the Employer may administratively elect on an annual basis to exclude LTPT Employee from all nondiscrimination and coverage tests.
- If the Plan is a Safe Harbor 403(b) Plan, the Employer excludes LTPT Employees from all nondiscrimination and coverage tests, unless elected otherwise below:
- ☐ The Plan is a Safe Harbor 403(b) Plan and the Employer elects to INCLUDE LTPT Employees in all nondiscrimination and coverage tests. (The Employer must make this nondiscrimination and coverage election before the Plan Year for which the election applies.)
- (k) **Automatic Increase for Participants with Affirmative Salary Deferral election.** LTPT Employees are subject to the Plan's provisions relating to automatic increase for Participants with affirmative Salary Deferral Election under AA §6A-6.
- ☐ LTPT Employees are not subject to the Plan's provisions relating to automatic increase for Participants with affirmative Salary Deferral Election under AA §6A-6.
- ☐ (l) **Describe other rules applicable to LTPT Employees.** _____
- [Note: Any rules under this (l) must be consistent with requirements for the participation of LTPT Employees as set forth under S2IA §4.03.]*

S2-5. STARTER 403(b) PLANS FOR EMPLOYERS WITH NO RETIREMENT PLAN. (S2IA §4.05)

[Note: The Starter 403(b) Plan provisions do not apply to Pre-Approved Public School/Dual Purpose 403(b) Plan (#12-001).]

- ☐ **Establishment of Starter 403(b) Plan.** The Employer establishes a Starter 403(b) Plan, as of the effective date indicated on the Employer Signature Page of the Adoption Agreement. The effective date may be no earlier than December 31, 2023.

An Employer adopting a Starter 403(b) Plan should complete the Adoption Agreement consistent with the requirements applicable to a Starter 403(b) Plan, as described under S2IA §4.05. The Employer must designate an automatic (default) deferral percentage of at least 3% and not more than 15%, a minimum service requirement of not more than one Year of Service, a minimum age requirement of not more than age 21, and an Entry Date.

S2-6. PENSION-LINKED EMERGENCY SAVINGS ACCOUNT (PLESA). (S2IA §4.06)

- (a) **Establishment of a PLESA.** Unless otherwise elected below, the Plan does not include PLESAs.
- ☐ Effective for Plan Years beginning on or after ____ [enter a date no earlier than January 1, 2024], the Employer establishes, as part of the Plan, a PLESA for the benefit of eligible Participants, as provided under Code §402A(e) and ERISA §§801 – 804.
- (b) **Elections relating to PLESAs.** If PLESAs are established under the Plan, the Employer may make the following elections:
- ☐ (1) Instead of \$2,500 the Plan limits the portion of a Participant's Account attributable to PLESA contributions to \$ ____ [insert amount less than \$2,500]
- ☐ (2) Instead of requiring an affirmative election by a Participant to contribute to the PLESA, the Plan will automatically enroll eligible Participants at a rate of ____% [must be 3% or less]

ELECTIVE PROVISIONS RELATING TO MATCHING CONTRIBUTIONS

S2-7. OPTIONAL TREATMENT OF MATCHING CONTRIBUTIONS AS DESIGNATED ROTH MATCHING CONTRIBUTIONS. (S2IA §5.01)

- ☐ (a) A Participant may not elect to treat a nonforfeitable Matching Contribution made on behalf of such Participant as a Designated Roth Matching Contribution.
- ☐ (b) Effective ____ [insert date on or after December 30, 2022], a Participant MAY elect to treat a nonforfeitable Matching Contribution made on behalf of such Participant as a Designated Roth Matching Contribution.

- ☒ (c) Describe any special rules relating to the optional treatment of nonforfeitable Matching Contributions as a Designated Roth Matching Contribution: Special rules relating to the optional treatment of nonforfeitable Matching Contributions as a Designated Roth Matching Contribution are set forth in the applicable agreement between the employer and the employee and/or in an employer administrative/board policy.

S2-8. TREATMENT OF QUALIFIED STUDENT LOAN PAYMENTS (QSLPs) AS SALARY DEFERRALS FOR PURPOSES OF MATCHING CONTRIBUTIONS. (S2IA §5.02)

- ☐ (a) The Plan does not treat QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) for purposes of Matching Contributions.
- ☐ (b) Effective for Plan Years beginning on or after ____ [enter a date no earlier than January 1, 2024], the Plan will treat QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) for purposes of Matching Contributions, as provided for under §110 of the SECURE 2.0 Act.
- ☒ (c) Describe any special rules relating to the treatment of QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) for purposes of Matching Contributions: Special rules relating to the treatment of QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) are set forth in the applicable agreement between the employer and the employee and/or in an employer administrative/board policy.

S2-9. FEDERAL SAVER'S MATCHING CONTRIBUTION. (S2IA §5.03)

- ☒ (a) Employer will not accept receipt of the federal saver's matching contribution.
- ☐ (b) The Employer elects to accept the receipt of the federal saver's matching contribution, effective ____ [insert date on or after January 1, 2027].
- ☐ (c) Describe special rules applicable to the federal saver's matching contribution: _____

ELECTIVE PROVISIONS RELATING TO DISTRIBUTIONS

S2-10. AVAILABILITY OF INVOLUNTARY CASH-OUT DISTRIBUTIONS. (S2IA §6.01)

- ☒ (a) **No change to Involuntary Cash-Out Distribution related-provisions as elected under the Adoption Agreement and as applicable before January 1, 2024 (i.e., prior to the effective date of §304 of the SECURE 2.0 Act).**
- ☐ (b) **Involuntary Cash-Out Distributions.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], a Participant who has a Severance from Employment with a vested Account Balance of \$7,000 or less will receive an Involuntary Cash-Out Distribution, subject to the Automatic Rollover provisions under the Plan.
- ☐ (c) **No Involuntary Cash-Out Distributions.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], the Plan does not provide for Involuntary Cash-Out Distributions. A Participant who has a Severance from Employment must consent to any distribution from the Plan.
- ☐ (d) **Lower Involuntary Cash-Out Distribution threshold.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], a Participant who has a Severance from Employment will receive an Involuntary Cash-Out Distribution only if the Participant's vested Account Balance is less than or equal to:
- ☐ (1) \$1,000
- ☐ (2) \$5,000
- ☐ (3) \$____ (must be less than \$7,000)
- ☐ (e) **Application to spousal consent requirements.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], if the Plan is subject to the Qualified Joint and Survivor Annuity rules and this subsection (e) is elected, the elections in subsections (a) - (d) do not apply in determining the dollar threshold for spousal consent under the Plan and instead the spousal consent threshold is \$7,000 or such lower amount as selected below:
- ☐ (1) \$1,000
- ☐ (2) \$5,000
- ☐ (3) \$____ (must be less than \$7,000)
- ☐ (f) Describe any special rules relating to Involuntary Cash Out Distributions and/or spousal consent requirements: _____

S2-11. AVAILABILITY OF IN-SERVICE DISTRIBUTIONS. (S2IA §§6.02, 6.03, 6.04, 6.05, 6.07) A Participant may withdraw all or any portion of such Participant’s vested Account Balance, to the extent designated, upon the occurrence of any of the event(s) selected under this S2-11. If more than one option is selected for a particular contribution type under this S2-11, a Participant may take an in-service distribution upon the occurrence of any of the selected events, unless designated otherwise under this S2-11.

If the Plan allows for Rollover Contributions under AA §C-2 or After-Tax Employee Contributions under AA §6D, unless elected otherwise under this S2-11, a Participant may take an in-service distribution from such Participant’s Rollover Account and After-Tax Employee Contribution Account at any time. If the Plan provides for Safe Harbor Contributions (SH) under AA §6C, unless elected otherwise under this S2-11, a Participant may take an in-service distribution from such Participant’s Safe Harbor Contribution Account at the same time as elected for Salary Deferrals under S2-11. Unless otherwise described under S2-11(e), a Participant may take an in-service distribution from a Transfer Account as allowed for the underlying contribution source.

[**Note:** In-service distributions must satisfy the distribution restrictions applicable to Custodial Accounts and Salary Deferral Accounts.]

All Available Sources	Deferral	Match	ER	R/O	AT	SH	
☐	☐	☐	☐	☐	☐	☐	(a) As an Emergency Personal Expense Distribution beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024].
☒	☐	☐	☐	☐	☐	☐	(b) As a Domestic Abuse Distribution beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024].
☒	☐	☐	☐	☐	☐	☐	(c) As a Qualified Long-Term Care Distribution beginning December 30, 2025, or, if later, ____ [insert date after December 30, 2025].
☒	☐	☐	☐	☐	☐	☐	(d) As a Terminally Ill Individual Distribution beginning December 30, 2022, or, if later, ____ [insert date after December 30, 2022]. [Note: Not available with respect to Salary Deferrals or amounts held under a Custodial Account unless legislation amends Code §72(t)(2)(L) to allow a Terminally Ill Individual Distribution as a permissible distribution event under Code §403(b).]
☐	☐	☐	☐	☐	☐	☐	(e) Describe: _____

[**Note:** Unless designated otherwise under subsection (e), any selection(s) in the Deferral column also apply to Roth Contributions, QMACs and QNECs. Elections under the ER column also apply to Mandatory Contributions, unless otherwise provided in subsection (e). Any event described in subsection (e) may not violate the permissible distribution events under the Plan.]

☐ (f) **Special distribution rules for in-service distributions.**

☐ (1) The following are not available to Participants who have had a Severance from Employment:

☐ (i) Emergency Personal Expense Distributions

☐ (ii) Domestic Abuse Distributions

☐ (iii) Qualified Long-Term Care Distributions

☐ (iv) Terminally Ill Individual Distributions

☐ (2) The following are not available unless the Participant is 100% vested in the source from which the distribution is taken:

☐ (i) Emergency Personal Expense Distributions

☐ (ii) Domestic Abuse Distributions

☐ (iii) Qualified Long-Term Care Distributions

- ☐ (iv) Terminally Ill Individual Distributions
- ☐ (3) Unless otherwise elected below, Hardship distributions may include earnings on Pre-Tax Deferral Accounts and Roth Deferral Accounts, effective for Plan Years beginning on or after January 1, 2024.
- ☐ (i) Hardship distributions may NOT include earnings on Pre-Tax Deferral Accounts and Roth Deferral Accounts.
- ☐ (ii) Hardship distributions may include earnings on Pre-Tax Deferral Accounts and Roth Deferral, effective ____ [insert date after January 1, 2024].
- ☐ (4) Unless otherwise elected below, Hardship distributions may include QNEC, QMAC, Traditional Safe Harbor Contribution and QACA Safe Harbor Contribution Accounts (including earnings), effective for Plan Years beginning January 1, 2024.
- ☐ (i) Hardship distributions may NOT include the following Accounts (including earnings):
- ☐ (A) QNEC Account
- ☐ (B) QMAC Account
- ☐ (C) Traditional Safe Harbor Contribution Accounts
- ☐ (D) QACA Safe Harbor Contribution Accounts.
- ☐ (ii) Hardship distributions may include QNEC, QMAC, Traditional Safe Harbor and QACA Safe Harbor Accounts (including earnings), effective ____ [insert date after January 1, 2024].
- ☐ (5) Describe any special rules relating to Hardship distributions: _____
- ☐ (6) Other distribution rules: _____

S2-12. PEP FIDUCIARY FOR COLLECTING CONTRIBUTIONS TO THE PEP. (S2IA §8.01)

- ☐ Instead of the PPP, the fiduciary for collecting contributions to the PEP is: _____

S2-13. SPECIAL PROVISIONS.

If the Employer wishes to provide additional or clarifying provisions to this SECURE 2.0 Act Interim Amendment, the Employer may include such provisions below.

- ☐ Describe any special rules related to this SECURE 2.0 Act Interim Amendment: _____

APPLICATION OF SECURE 2.0 ACT INTERIM AMENDMENT

Pursuant to Revenue Procedure 2023-37 and Section 14.01(a) of the Plan, this SECURE 2.0 Act Interim Amendment has been adopted by the Pre-Approved Plan Provider on behalf of all adopting Employers. This amendment applies to the signatory Employer and all Participating Employers under the Plan.

**ACTION BY THE GOVERNING BOARD
RESTATEMENT OF 403(b) RETIREMENT PLAN**

The undersigned, on behalf of the Governing Board, hereby certifies that at a meeting of the Governing Board of 21st Century Cyber Charter School ("Employer"), the following resolutions were approved:

WHEREAS, the Employer has maintained the 21st Century Cyber Charter School 403(b) Plan ("Plan") since January 1, 2009 for the benefit of eligible employees; and

WHEREAS, the Employer is restating the above-referenced Plan to comply with 2022 Cumulative List of Changes in Section 403(b) Requirements for 403(b) Pre-approved Plans and to continue to receive the tax benefits of an IRS pre-approved plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the 21st Century Cyber Charter School 403(b) Plan as a complete restatement of the prior Plan, to be effective on January 1, 2026;

RESOLVED FURTHER that the undersigned representative of the Employer is authorized to execute the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The Employer may designate any other authorized person to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the Governing Board, along with a copy of the prior plan, in its files;

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Governing Board and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

IN WITNESS WHEREOF, I have executed my name below as an Authorized Representative of the Employer.

Authorized Representative / Date

Certificate Of Completion

Envelope Id: B8300907-64B1-8A81-8297-7FD71CCB1C54

Status: Delivered

Subject: 21st Century Cyber Charter School 403(b) Plan

Source Envelope:

Document Pages: 62

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 0

Plan Support

AutoNav: Enabled

plansupport@tsacg.com

Envelopeld Stamping: Enabled

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Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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plansupport@tsacg.com

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Status

Timestamps

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, U.S. Omni & TSACG Compliance Services, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact U.S. Omni & TSACG Compliance Services, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@asc-net.com

To advise U.S. Omni & TSACG Compliance Services, Inc. of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@asc-net.com and in the body of such request you must state: your previous

email address, your new email address. We do not require any other information from you to change your email address

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from U.S. Omni & TSACG Compliance Services, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@asc-net.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with U.S. Omni & TSACG Compliance Services, Inc.

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@asc-net.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify U.S. Omni & TSACG Compliance Services, Inc. as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by U.S. Omni & TSACG Compliance Services, Inc. during the course of your relationship with U.S. Omni & TSACG Compliance Services, Inc..

**Policy 2049 — Bullying / Cyberbullying**

Printed 7/13/2026

Policy Number	2049
Title	Bullying / Cyberbullying
Adopted	3/22/2011
Revised	8/12/2025
Version	v1 · 7/1/2026

Bullying / Cyberbullying

Purpose

The purpose of this policy is to maintain a safe, positive environment for students that is free from bullying.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board of Trustees (Board) prohibits all forms of bullying by Charter School students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal, building administrator or designee.

Students are encouraged to use the Charter School's report form, available from the building principal or building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that oral and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, Charter School employees, Charter School facilities, the community or others, Charter School staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Discrimination/Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, Board policy and the Charter School's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Chief Executive Officer (Chief Administrator) or designee shall develop administrative procedures to implement this policy.

The Chief Executive Officer (Chief Administrator) or designee shall ensure that this policy and administrative procedures are reviewed annually with students.

The Chief Executive Officer (Chief Administrator) or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

The Chief Executive Officer (Chief Administrator) shall annually provide the following information with the school safety and security incident report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every Charter School classroom. The policy shall be posted in a prominent location within each Charter School building and on the Charter School website.

Education

The Charter School may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide Charter School staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the Charter School.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Referral to law enforcement officials.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

**DISCRIMINATION/HARASSMENT/BULLYING/
HAZING/RETALIATION
REPORT FORM**

Note: for purposes of Title IX Sexual Harassment, this Report Form serves as an informal report, not a formal complaint of Sexual Harassment under Title IX.

It is the policy of this Charter School to provide a safe, positive learning and working environment that is free from bullying, hazing, sexual harassment, including and other discrimination; and retaliation. If you have experienced, or if you have knowledge of any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: _____

Address: _____

Email: _____

Phone Number: _____

Retaliation Prohibited

The school, its employees and others are prohibited from intimidating, threatening, coercing or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, policy, procedures, and the school's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality, as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the school has an obligation to investigate the information provided.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

I am a(n):

☐ Student ☐ Parent/Guardian ☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____ (please explain relationship to the school education program or activity)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: ☐ Your Child ☐ Another Student ☐ A School Employee

☐ Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Conduct You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

☐ Student(s) ☐ Employee(s)

☐ Other _____ (please explain relationship to the school)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

☐ Yes ☐ No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

Is there anything else you wish the Title IX Coordinator to know at this time?

I affirm that the information reported above is true to the best of my knowledge, information and belief.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under the Code of Student Conduct and/or other policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, the Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary and to discuss the availability of supportive measures as described in Policy 1003 and Attachment 3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

Reporter is a(n): _____

☐ Student ☐ Parent/Guardian ☐ Employee ☐ Volunteer ☐ Visitor

☐ Other _____ (please explain relationship to the student or school)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: ☐ Reporter's Child ☐ Another Student ☐ Another Employee

☐ Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please state the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

☐ Student(s) ☐ Employee(s)

☐ Other _____ (please explain relationship to the school)

III. Level of Report:

☐ Informal ☐ Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

☐ Title IX Sexual Harassment ☐ Retaliation

☐ Discrimination ☐ Bullying ☐ Hazing

☐ Other _____

Nature of the Report (check all that apply):

☐ Race
☐ Color
☐ Religion
☐ Sexual Orientation
☐ National Origin
☐ Marital Status

☐ Age
☐ Religious Creed
☐ Sex
☐ Sexual Harassment (Title IX)
☐ Pregnancy or Related Conditions
☐ Ancestry
☐ Handicap/Disability
☐ Hazing
☐ Bullying

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Does the complainant believe the conduct will continue?

☐ Yes

☐ No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act? If unsure, contact the Director of Special Education.

☐ No.

☐ Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's academic, programs, activities or school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

Identify additional evidence that may be helpful in the course of the investigation.

VI. Safety Concerns

Are there reasonable safety concerns that may require emergency removal of or administrative leave for a respondent? (This requires an individualized safety and risk analysis as to whether there is an imminent and serious threat to the physical health or safety of a student or other individual.)

☐

No.

☐

Yes, please describe:

VII. Other Reports

Has the conduct been reported to law enforcement or any other agency?

☐

No

☐

Yes

Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

☐

Policy 1003. Discrimination/Harassment Affecting Students

☐

Policy 1004. Discrimination/Harassment Affecting Staff

☐

Policy 2034. Pregnant/Parenting/Married Students

☐

Policy 2047. Hazing

☐

Policy 2049. Bullying

☐

Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a school education program or activity against a person in the United States. An **education program and activity** includes the locations, events or circumstances over which the school entity exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a school entity's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a during a school program or activity involving a person in the United States?

☐

Yes

☐

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

☐

A school employee implicitly or explicitly conditioning the provision of the aid, benefit or service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo harassment.

☐ Unwelcome conduct determined by reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a school education program.

☐ Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

☐ Policy 1003 Discrimination/Harassment Affecting Students: Attachment 2 Discrimination Complaint Procedures.

☐ Policy 1004 Discrimination/Harassment Affecting Staff: Attachment 2 Discrimination Complaint Procedures.

☐ Policy 1003. Discrimination/Harassment Affecting Students: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints.

☐ Policy 1004. Discrimination/Harassment Affecting Staff: Attachment 3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints.

☐ Other

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. The Title IX Coordinator shall contact a student complainant's parents/guardians and provide them with information regarding the report and Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints.

If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals, including the Chief Administrator, and upon advice of legal counsel, and upon the request of law enforcement or child welfare agency, whether to withhold or delay notification of the report from the complainant's parents/guardians.

4. Determine what supportive measures may be offered to the respondent.
5. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint pursuant to Title IX.

☐ Yes ☐ No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other school officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____