PENNWOOD CYBER CS

Charter School Annual Report | 2024 - 2025

School Profile

LEA Name
Pennwood Cyber CS

AUN
112671870

Address 1
2951 Whiteford Road

Address 2

City
York

State
PA

Zip Code
17402

Chief Administrator Name
Ms Christina Moser

Chief Administrator Email
camoser@pennwood.connectionsacademy.org

Chief Administrator Phone
(717) 208-4463

Extension

Charter School Principal

Principal Name
Michael Micco

Principal Email
micmicco@pennwood.connectionsacademy.org

Principal Phone
717-219-4201

Extension

Authorizing District(s)
Cyber Charter - PDE is Authorizing Entity (CHECKED)

Upload a summary of the Wellness Check Data collected from the previous school year (pdf only)
Wellness Check Summary_cd4edc6f.pdf

Upload Current Charter (PDF only)
Pennwood CCS Approval Decision_January 2024.pdf

Governance and Staff

Board of Trustees Members

Name	Office	Check if New Member
Marc LeBlond		
Joyce Good		
Laura Potthoff		
Stephanie Haas (Theony)		
Vincent Harper		
David Hardy		
Tyler Harvey		

There were no Board of Trustee Changes. (CHECKED)

Upload the Act 55 training certificates for all Board Members (pdf only)
Tyler Harvey Certification of Completion Act 55.pdf

David Hardy (Pennwood Cyber CS) - Act 55 Certificate.pdf

Laura Potthoff Certification of Completion Act 55 (1).pdf

Joyce Good (Pennwood Cyber CS) Certificate of Completion - New_Brd_Mbr - Governance Training on 7.18.25.pdf

Marc LeBlond Certificate of Completion Act 55.pdf

Vince Harper Certification of Completion Act 55.pdf

Stephanie Haas_Theony_Certification of Completion Act 55 (1).pdf

Board of Trustees Meeting Schedule

Location	Date	Time
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 75048547#	2024-08-29	4:00pm
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 72398089#	2025-09-26	4:00pm
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 43450601#	2024-10-29	5:30pm
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 58843124#	2024-11-21	4:00pm
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 59860463#	2025-01-30	4:00pm
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 46371111#	2025-02-27	7:30am
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 85725851#	2024-04-24	4:00pm
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 19017447#	2025-05-29	4:00pm
2951 Whiteford Road, Suite 204, York, PA 17402 Dial-in: +1 888 998 2469 PIN: 75830180#	2025-06-17	1:00pm

Upload Board Minutes

Pennwood Minutes 240829 APPROVED.pdf

Pennwood Meeting Minutes_250424 - APPROVED.pdf

Pennwood Meeting Mintues_250130 - APPROVED.pdf

June Minutes Placeholder.pdf

Pennwood Meeting Minutes 241029 APPROVED.pdf

Pennwood Meeting Minutes 240926 APPROVED.pdf

Pennwood Meeting Minutes_250529_APPROVED.pdf

Pennwood Meeting Minutes_241121_APPROVED.pdf

Pennwood Meeting Minutes_250227_APPROVED (1).pdf

Leadership Team

Name	Title/Position	Check if New Member
Mrs. Christina Moser	Chief Administrator	
Mr. Michael Micco	Principal	
Dr. Kwame Ntiamoah	Director of Special Education	
Mrs. Kelly Watts	Assistant Principal	
Mrs. Colette Kenny Verdes	Other	
Mrs. Leslie VanHart	Business Manager	

Mr. Jordan Wiegand	Other	
Mrs. Kelly Marrara	Other	

There were no Leadership Changes (CHECKED)

Upload of Professional Staff Member Roster (PDE-414 Form)
Pennwood PDE-414_ae4424e0.pdf

Quality of Teaching and Other Staff

	# 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	1	1	0	0	0	1
Assistant Principal	1	1	0	0	0	1
Classroom Teacher (including Master Teachers)	20	20	0	0	0	20
Specialty Teacher (including Master	3	3	0	0	1	2

Teachers)						
Special Education Teacher (including Master Teachers)	7	7	0	0	0	7
Special Education Coordinator	0	0	0	0	0	0
Counselor	4	4	0	0	0	4
Psychologist	0	0	0	0	0	0
School Nurse	1	1	0	0	0	1
IT Director	0	0	0	0	0	0
Business Administrator	0	0	0	0	0	0
ISD, Curriculum Developers, Tech Support	0	0	0	0	0	0
HR Manager	0	0	0	0	0	0
Student Support Manager, Facilities Manager	0	0	0	0	0	0
Business Office, Administrative Support Staff, Teaching Assistants	3	0	0	0	0	3
Other	7	0	0	0	0	7
Totals	48	38	0	0	1	47

There were no substantial differences. (CHECKED)

Fiscal Matters

Major Fundraising Activities

N/A

Fiscal Solvency Policies

The Fiscal Solvency policy and procedures were created in the charter application in 2023-2024. Pennwood Cyber uses sound budgeting and forecasting policy and procedures to monitor revenue and authorize expenditures to any restrictions placed on such revenue.

Accounting System

Pennwood Cyber Charter School follows an accounting plan that is compliant with generally accepted accounting principles (GAAP). The school uses industry-standard accounting software to ensure proper bookkeeping. The school maintains detailed accounting records consistent with the accounting and financial reporting manuals prescribed by PDE. The financial system used is Sage Intacct to record all activity.

Preliminary Statements of Revenues, Expenditures & Fund Balances

Preliminary Statements of Revenues, Expenditures & Fund Balances are attached.

Upload Statements of Revenues, Expenditures & Fund Balances
Pennwood Preliminary Financials FY2025 (1) (1).pdf

Financial Audit Basics

Audit Firm
Barbacane, Thornton & Company

Date of Last Audit
2025-01-01

Fiscal Year Last Audited
n/a

Explanation of the Report

Audit is in progress and is expected to be completed by the PDE due date. 01/01/2025 is a placeholder.

Upload Financial Audit Document(s)

Financial Audit Basics_2ad0ffb9.pdf

Financial Audit Citations

Financial Audit Citations Description	Response
N/A	N/A

Federal Programs Consolidated Review

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
Case Manager	Pennwood Cyber Charter School, 2951 Whiteford Road, Suite 204, York PA 17402	26	5	9
Case Manager	Pennwood Cyber Charter School, 2951 Whiteford Road, Suite 204, York PA 17402	20	9	12
Case Manager	Pennwood Cyber Charter School, 2951 Whiteford Road, Suite 204, York PA 17402	35	12	14
Case Manager	Pennwood Cyber Charter School, 2951 Whiteford Road, Suite 204, York PA 17402	27	14	16
Case Manager	Pennwood Cyber Charter School, 2951 Whiteford Road, Suite 204, York PA 17402	15	8	17
Case Manager	Pennwood Cyber Charter School, 2951 Whiteford Road, Suite 204, York PA 17402	29	15	18
Case Manager	Pennwood Cyber Charter School, 2951 Whiteford Road, Suite 204, York PA 17402	23	15	18

Special Education Contracted Services

Title	Amt. of Time per Week in Days or Hours	Operator	# of Students
Speech Services	15 minutes per week	Pearson Virtual Schools	4
Speech Services	20-22.5 minutes per week	Pearson Virtual Schools	27

Speech Services	30 minutes per week	Pearson Virtual Schools	34
Speech Services	45 minutes per week	Pearson Virtual Schools	4
Speech Services	60 minutes per week	Pearson Virtual Schools	8
Occupational Therapy	4-7 minutes per week	Pearson Virtual Schools	5
Occupational Therapy	15 minutes per week	Pearson Virtual Schools	4
Occupational Therapy	22.5 minutes per week	Pearson Virtual Schools	1
Occupational Therapy	30 minutes per week	Pearson Virtual Schools	15
Occupational Therapy	45 minutes per week	Pearson Virtual Schools	1
Occupational Therapy	60 minutes per week	Pearson Virtual Schools	1

Special Education Cyclical Monitoring

Date of Last Special Education Cyclical Monitoring

2025-01-01

Upload Executive Summary (pdf only)

Cyclical_Monitoring.pdf

Administrative Procedures for Internal Controls of IEP Development- upload policies and procedures surrounding IEP development (pdf only)

IEP Development_3f7f715f.pdf

Did you receive a corrective action report?

No

Upload Corrective Action report (pdf only)

Special Education Personnel Development

Autism

Training not offered.

BehaviorSupport

Training not offered.

Paraprofessional

Training not offered.

Transition

<table>
<tr><th colspan="4">Description of Training</th></tr>
<tr><td colspan="4">Indicator 13 Training: IU12 trained staff to write Indicator 13–13-compliant, student-centered IEPs for secondary transition. Participants reviewed the requirements, studied sample IEPs, and practiced writing measurable postsecondary goals, transition assessments, coordinated services, and aligned annual goals. Checklists, guided practice with real cases, and feedback were provided to ensure compliance with PDE standards. Staff left with clear tools and greater confidence to produce strong transition-focused IEPs.</td></tr>
<tr><th colspan="2">Lead Person/Position</th><th colspan="2">Year of Training</th></tr>
<tr><td colspan="2">Melissa Oberdorf and Lindsay McMurphy</td><td colspan="2">2025</td></tr>
<tr><th>Hours Per Training</th><th>Number of Sessions</th><th>Provider</th><th>Who Participated (Audience)</th></tr>
<tr><td>1</td><td>7</td><td>IU12</td><td>All Special Education teachers (Case Managers)</td></tr>
</table>

Training Date Complete

2025-04-10

Indicator 13 Trining Plan.pdf

Indicator 13 Trining Plan Attendance Sheet.pdf

ScienceofLiteracy

Training not offered.

ParentTraining

Training not offered.

IEPDevelopment

Description of Training			
IEP Writer Training			
Lead Person/Position		**Year of Training**	
Leader Services, various teachers		2025	
Hours Per Training	**Number of Sessions**	**Provider**	**Who Participated (Audience)**
1	6	IEP Writer	All Special Education teachers (Case Managers)

Training Date Complete

2025-06-13

IEP Writer Agenda and Attendance.pdf

IEP Writer Agenda and Attendance.pdf

Special Education Program Profile

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
123	Secondary	Full-time (1.0)	09/03/2025 11:04 AM

Building Name

Pennwood Cyber CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades 7-12)		
Level of Support		**Case Load**
Full-Time (80% or More)		10
Identify Classroom	**Classroom Location**	**Age Range**
School District	Secondary	13 to 18
Age Range Justification		**FTE %**
Students are educated virtually and students that were beyond the 3 years were not scheduled in any synchronous learning together.		0.67

FTE ID	Classroom Location	Full-time or Part-time Position?	Revised
123	Elementary	Full-time (1.0)	09/03/2025 11:04 AM

Building Name		
Pennwood Cyber CS		
Support Type		
Life Skills Support		
Support Sub-Type		
Life Skills Support (Grades K-6)		
Level of Support		**Case Load**
Full-Time (80% or More)		9
Identify Classroom	**Classroom Location**	**Age Range**
School District	Elementary	5 to 12
Age Range Justification		**FTE %**
Students are educated virtually and students that were beyond the 3 years were not scheduled in any synchronous learning together.		0.75

Facilities and Agreements

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

Fixed Asset Description	Location	Capital Expenditure
Fixtures, furniture, and equipment	2951 Whiteford Road, Suite 204, York, PA 17402	38871.53
Leasehold improvements	2951 Whiteford Road, Suite 204, York, PA 17402	47016.06

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

N/A

Memorandum of Understanding

Organization	Purpose
The Cook Center	Student, family, and staff mental health services and resources
Shippensburg University	Agreement for social worker internship.
Millersville University	Agreement for social worker internship.

**Upload of Memorandum of Understanding Document(s)
Do not include MOUs already reported in the Safe Schools Reports.**

BASW AA- Pennwood Charter (8.4.25).pdf

Cook Center MOU.pdf

MSW AA- Pennwood Charter_Signed (8.4.25).pdf

Articulation Agreements

Partnering Institution
Drexel University- Goodwin College of Business

Agreement Type

Program/Course Area
9-12

Upload Articulation Agreement
Drexel University MOU.pdf

Partnering Institution
Harrisburg University

Agreement Type

Program/Course Area
Various Course Offerings

Upload Articulation Agreement
Harriburg University MOU.pdf

Management Survey

Charter School Management Survey

Charter School Name

Pennwood Cyber CS

Point of Contact Name

Christina Moser

Point of Contact Telephone Number

717-418-3025

Extension

Point of Contact Email

camoser@pennwood.connectionsacademy.org

Management Organization Information

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)?

Yes

Is/was the Management Organization a:

EMO (for profit through a contract with the local education agency)

Management Organization Name

Pearson Virtual Schools

Federal EIN (Employer Identification Number)

20-3007924

Address 1

509 South Exeter Street

Address 2

Suite 202

City
Baltimore

State
MD

Zip Code
21202

Plus 4 Code
4344

Additional Comments

Signatures and Affirmations

Upload Board Affirmation Statement
Affirmation Statement_President Signed.pdf

Date of Approval
2025-07-30

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
Christina Moser

Charter School Law Affirmation

Board President
Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator
Christina Moser

Ethics Act Affirmation

Board President
Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator
Christina Moser

Charter School Annual Background Check Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator

Christina Moser

Charter Annual Administrative Certification Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator

Christina Moser

Charter School Identification of Students with Specific Learning Disabilities using Response to Intervention Assurance/Affirmation

Board President

Board President Signature for Charter Annual Report Affirmation can be found in the Uploaded Board Affirmation Statement.

Chief Administrator

Christina Moser

Summary of Pennwood Cyber Charter School's Wellness Check Data:

Our teachers and staff conducted wellness checks for each student every week of the school year and logged the checks in our data system.

Our school year ran from August 18-June 12, 2025. We ran a report to track our checks.

Our teachers and staff performed 43,106 wellness checks.

We made 87 referrals to CYS.

We requested 25 police checks to students' homes.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION

January 25, 2024

Mr. Marc LeBlond
Pennwood Cyber Charter School
258 Brentwood Drive
Cogan Station, PA 17728
Marc.leblond@trincoll.edu

SENT VIA CERTIFIED MAIL AND E-MAIL

Dear Mr. LeBlond,

Thank you again for submitting the application for Pennwood Cyber Charter School. After reviewing the most recent application, it is the decision of the Pennsylvania Department of Education to grant your application. The signed decision is enclosed.

Also enclosed is a copy of the charter to be signed by all members of Pennwood Cyber Charter School's Board of Trustees. After all signatures have been affixed, please return the charter to Randy Seely, rseely@pa.gov. Upon receipt, I will sign the charter and you will be sent a copy of the fully executed charter.

If you have any questions, please contact Randy Seely at 717-705-0353 or rseely@pa.gov.

Sincerely,

K. Mumin

Khalid Mumin, Ed.D.
Secretary of Education

Enclosures

Pennwood Cyber Charter School
2023 Cyber Charter School Application

Decision to Grant Application

Pursuant to the Charter School Law (CSL), 24 P.S. §§ 17-1701 *et seq*., the Pennsylvania Department of Education (Department) has the authority and responsibility to receive, review, and act on application for the establishment of a cyber charter school. 24 P.S. §17-1741-A(a)(1). A cyber charter school applicant must submit its application to the Department by October 1 of the school year preceding the school year in which the applicant proposes to commence operation. 24 P.S. § 17-1745-A(d). After submission of an application, the Department is required to hold at least one public hearing and grant or deny the application within 120 days of its receipt. 24 P.S. § 17-1745-A(e).

Pennwood Cyber Charter School (Pennwood) submitted its initial application (Initial Application) on September 26, 2022, to establish a cyber charter school. After a review of the Initial Application, and a public hearing, the Department denied Pennwood's Application by written decision issued January 13, 2023. Pursuant to section 1743-A(g) of the CSL, 24 P.S. § 17-1745-A(g), Pennwood revised and resubmitted its application (Revised Application) to the Department on March 17, 2023. After a review of the Revised Application, the Department denied Pennwood's Revised Application by written decision issued May 16, 2023. Pennwood submitted a new application (Application) to the Department on September 27, 2023.

After a review of the Application, and a public hearing held November 14, 2023, the Department has made the determination to grant Pennwood's Application. Therefore, Pennwood is authorized to operate as a cyber charter school pursuant to a charter that shall be for a term of five (5) years, beginning July 1, 2024, and ending June 20, 2029.

During its charter term, the Department will review, *inter alia*, Pennwood's curriculum, EL program, compliance with Safe Schools requirements, professional development and induction programs, finances, and general compliance with the CSL. The Department expects Pennwood to take additional action and for the review to include the following: (1) demonstration of additional standards alignment for courses where alignment was not provided in the Application; (2) an EL plan for administering instruments in person to newly enrolling ELs and alignment of its Cornerstone or Keystone curriculum to the current WIDA 2020 ELDS; (3) demonstration of compliance with all Safe Schools requirements and regulations; (4) adoption of a Professional Development plan that includes all required trainings and meets all current regulations; (5) adoption of a two-year Induction Plan that includes all required trainings and meets all current regulations; and, (6) budgets and financial statements with supporting documentation that evidence reasonable budget estimates and actual financial activity, independent of the support of Pearson Virtual Schools USA.

Khalid Mumin, Ed.D.
Secretary of Education

January 25, 2024
Date Mailed

CERTIFICATE *Of* COMPLETION

David Hardy

has completed a Pennsylvania Department of Education-approved Act 55 training program for New Charter School Board Members in the State of Pennsylvania. This program was developed and presented by:

PENNSYLVANIA COALITION OF PUBLIC CHARTER SCHOOLS

PRESENTED BY: *Cheryl Johnson Watts, Project Director*

ON THIS DAY: *2/7/2025*

CERTIFICATE *Of* COMPLETION

Joyce Good

has completed a Pennsylvania Department of Education-approved Act 55 training program for New Charter School Board Members in the State of Pennsylvania. This program was developed and presented by:

PENNSYLVANIA COALITION OF PUBLIC CHARTER SCHOOLS

PRESENTED BY: *Cheryl Johnson Watts, Project Director*

ON THIS DAY: *7/18/2025*

PENNWOOD CYBER CHARTER SCHOOL

CERTIFICATE OF COMPLETION/ATTENDANCE

<u>Charter School Trustee Basic Training Program</u>

Attended by:

Laura Potthoff	Pennwood Cyber Charter School
Name of Attendee	**Organization Name**
	June 16, 2025
Signature of Pennwood Cyber Charter School Representative	**Date of Program**

Beginning in the 2018--2019 school year and in each year thereafter, school board directors and charter school trustees will be required to complete training programs in accordance with Section 328 of the Public School Code. The above-named participant successfully completed a charter school trustee training programs approved by the Pennsylvania Department of Education.

CERTIFICATE *Of* COMPLETION

Marc LeBlond

has completed a Pennsylvania Department of Education-approved Act 55 training program for New Charter School Board Members in the State of Pennsylvania. This program was developed and presented by:

PENNSYLVANIA COALITION OF PUBLIC CHARTER SCHOOLS

PRESENTED BY: *Cheryl Johnson Watts, Project Director*

ON THIS DAY: *5/9/2025*

PENNWOOD CYBER CHARTER SCHOOL

CERTIFICATE OF COMPLETION/ATTENDANCE

Charter School Trustee Basic Training Program

Attended by:

Stephanie Haas	Pennwood Cyber Charter School
Name of Attendee	**Organization Name**
	June 16, 2025
Signature of Pennwood Cyber Charter School Representative	**Date of Program**

Beginning in the 2018--2019 school year and in each year thereafter, school board directors and charter school trustees will be required to complete training programs in accordance with Section 328 of the Public School Code. The above-named participant successfully completed a charter school trustee training programs approved by the Pennsylvania Department of Education.

PENNWOOD CYBER CHARTER SCHOOL

CERTIFICATE OF COMPLETION/ATTENDANCE

Charter School Trustee Basic Training Program

Attended by:

Tyler Havey

Name of Attendee

Pennwood Cyber Charter School

Organization Name

Signature of Pennwood Cyber Charter School Representative

June 16, 2025

Date of Program

Beginning in the 2018--2019 school year and in each year thereafter, school board directors and charter school trustees will be required to complete training programs in accordance with Section 328 of the Public School Code. The above-named participant successfully completed a charter school trustee training programs approved by the Pennsylvania Department of Education.

CERTIFICATE *Of* COMPLETION

Vincent Harper

has completed a Pennsylvania Department of Education-approved Act 55 training program for New Charter School Board Members in the State of Pennsylvania. This program was developed and presented by:

PENNSYLVANIA COALITION OF PUBLIC CHARTER SCHOOLS

PRESENTED BY: *Cheryl Johnson Watts, Project Director*

ON THIS DAY: *2/7/2025*

APPROVED 9/26/2024

Pennwood Cyber Charter School
Board Meeting Minutes
Thursday, August 29, 2024, at 4:00 p.m.

Held at the following locations:
2951 Whiteford Road, Suite 204, York, PA 17402
Dial-in: +1 888 998 2469 PIN: 75048547#

I. Call to Order and Roll Call

Mr. LeBlond called the meeting to order at 4:09 p.m. when all participants were present and able to hear each other.

Board Members Present: Marc LeBlond, C. Tyler Havey, Joyce Good and Stephanie Haas (all via phone);

Board Members Absent: Laura Potthoff;

Board Members Joined Later in Meeting: David Hardy (via phone);

Guests Present: Chris Moser, School Leader (at the school location); Laura Johnson, Chandre Sanchez Reyes, Jennifer Clarke, Donna Kozub, Alicia Raspa, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (all via phone).

II. Public Comment

There were no public comments at this time.

III. Routine Business

a. Approval of Agenda

Mr. LeBlond asked the Board to review the agenda sent before the meeting. He inquired if there are any changes, corrections or deletions to the Agenda. The Board was asked to amend Action Item (c) to Approval of Mr. LeBlond as Board Designee to work with the School Leader to negotiate, finalize, and execute the Microschool Partnership with Rock City Uplift. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 29, 2024 Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as amended, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. CEO Report

Ms. Moser presented the CEO Report to the Board, as included in the Board meeting materials.

1. Update on Back to School Activities, Enrollment, Staffing and Training

   Ms. Moser discussed with the Board recent back-to-school activities, including professional development and team building activities for staff. She also reviewed the school's current enrollment numbers with the Board and advised that benchmark testing is underway. She also provided an update on hiring efforts to fill open positions.

   Ms. Moser highlighted student engagement efforts, including a weekly newsletter, spirit week, and an upcoming virtual field trip.

2. Update on Cook Center

   No update was provided.

3. Planning for Ribbon Cutting - October 29

   Ms. Moser updated the Board on work conducted to prepare for a Ribbon Cutting event on October 29. The meeting attendees reviewed the timing and invitees to the event. Ms. Moser and the planning committee will provide additional information as it becomes available.

4. Update on Connections Academy Summer Leadership Conference

   Ms. Moser discussed the Connections Academy Summer Leadership Conference, which was attended by five members of the school's leadership team. She highlighted the opportunity to cultivate relationships, collaborate with other virtual educators, and to engage in strategic planning.

(Mr. Hardy joined the meeting at 4:13 p.m.)

b. Financial Report

Ms. Kozub advised that financial reports would become available for Board review in November. She provided a brief overview of the service the School Financial Services teams provide and the monthly cadence that will begin with each Board meeting.

Ms. Kozub also advised that the school was approved for the School Safety and Mental Health grant.

V. Consent Items

Mr. LeBlond asked the Board Members whether there were any items from the Consent Items that they wanted to moved to Action Items for discussion or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the June 13, 2024 Annual Board Meeting;
b. Approval of Staffing Report;
c. Approval of Parental Bill of Rights; and
d. Approval of Revisions to the 2024-2025 State Specific School Handbook; are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Consideration and Approval of Board Member Candidate, Vincent Harper

   Ms. Woodward reviewed Mr. Harper's qualifications as Board member candidate and his background and experience with virtual education. The Board noted the current composition of the Board and its desire to fill the open position. Mr. LeBlond noted his meeting with Mr. Harper and his support of the candidate as an added member of the Board. Ms. Moser and other members of the Board mentioned their support for Mr. Harper's candidacy. There being no further discussion, a motion was made and seconded as follows:

   RESOLVED, that the appointment of Vincent Harper to the Pennwood Cyber Charter School Board of Directors, effective August 29, 2024, through the Annual Meeting 2025, is hereby approved.

   The motion was approved unanimously.

b. Consideration and Approval of Revised Board Meeting Schedule for the 2024-2025 School Year

   Ms. Woodward discussed the consideration and approval of revised Board meeting schedule for the 2024-2025 school year. The Board agreed to change the date of the October meeting to coincide with the planned ribbon cutting event. The Board further decided to keep the current Board meeting time. Ms. Woodward discussed with the Board the possibility of holding a strategic planning retreat in December 2024 and Board members shared their availability to attend this meeting.

   There being no further discussion, a motion was made and seconded as follows:

   RESOLVED, that the next meeting be held on October 29, 2024, at 4:00 p.m., is hereby approved.

   The motion passed unanimously.

c. Approval of Mr. LeBlond as Board Designee to Work with the School Leader to Negotiate, Finalize, and Execute the Microschool Partnership with Rock City Uplift

Ms. Moser presented the proposed Microschool Partnership with Rock City Uplift to the Board. She reviewed the work conducted in support of the partnership and the timing of the work completed to date. Ms. Moser asked the Board to consider approving a Board Designee to work with her to finalize and approve the partnership, and Mr. LeBlond volunteered to serve in this capacity. The Board was supportive of Mr. LeBlond acting on its behalf and very supportive of pursuing a relationship with Rock City Uplift. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Mr. LeBlond as Board Designee to work with the School Leader to negotiate, finalize, and execute the Microschool Partnership with Rock City Uplift, as presented, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. Pearson Virtual Schools (PVS) Update

Ms. Johnson commended the school leadership team on a successful school launch. She noted that at each Board meeting she will provide an update on areas that impact the school and on ways that the school and PVS are collaborating. She noted that she will routinely provide an update on Small Wins releases that are focused on technology enhancements that create efficiencies for staff and students.

Ms. Sanchez Reyes advised that school metrics would be shared on a monthly and quarterly basis starting towards the end of October and will include data on student performance and engagement.

Ms. Moser discussed marketing activities with the Board, and advised of ongoing school info sessions, email campaigns, and social media content.

b. Partnership and Policy Team Update: Legislative and Policy Update

Ms. Clarke discussed Senate Bill 700 with the Board, highlighting key features of the bill and other bills that may impact the school.

VIII. Adjournment and Confirmation of the Next Meeting on September 26, 2024, at 4:00 p.m.

Mr. LeBlond noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on September 26, 2024, at 4:00 p.m. There being no further business, the meeting was adjourned at 5:04 p.m.

APPROVED 10/29/2024

Pennwood Cyber Charter School
Board Meeting Minutes
Thursday, September 26, 2024, at 4:00 p.m.
2951 Whiteford Road, Suite 204, York, PA 17402
Dial-in: +1 888 998 2469 PIN: 72398089#

I. Call to Order and Roll Call

Mr. LeBlond called the meeting to order at 4:03 p.m. when all participants were present and able to hear each other.

Board Members Present: Marc LeBlond, C. Tyler Havey, David Hardy, Vincent Harper, Laura Potthoff, and Joyce Good (via videoconference);

Board Members Absent: Stephanie Haas;

Guests Present: Chris Moser, School Leader (at the school location); Laura Johnson, Chandre Sanchez Reyes, Donna Kozub, Alicia Raspa, Jennifer Clarke, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (all via videoconference).

II. Public Comment

There were no public comments at this time.

III. Routine Business

a. Approval of Agenda

Mr. LeBlond asked if Board members would like to request any changes be made to the Agenda. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the September 26, 2024 Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as presented, is hereby approved.

The motion passed unanimously.

(Ms. Sanchez Reyes left the meeting at 4:05 p.m.)

IV. Oral Reports

a. CEO Report

Ms. Moser presented the CEO Report to the Board, as included in the Board meeting materials.

1. Update on Enrollment and Staffing

Ms. Moser provided the Board the school's current enrollment of 554 students and reviewed current trends in enrollment. She shared that the wolf was selected as the school mascot, and work was in progress to incorporate the new mascot into school activities and communications. She also reported that activities have been planned to celebrate Hispanic Heritage Month.

2. Update on Ribbon Cutting and Board Meeting - October 29

Ms. Moser updated the Board on the schedule of events for the Ribbon Cutting and Board Meeting on October 29.

b. Financial Report

Ms. Kozub advised that financial statements would be presented at the October Board meeting.

1. Review of Proposed Employee Travel and Purchasing Policy

Ms. Kozub reviewed the proposed Employee Travel & Expense Policy and the Purchasing Policy with the Board. She noted that the two policies are related documents were included in today's consent agenda. She provided an overview of both policies noting that the policies will provide defined processes and protection for the school in the areas of travel and associated expenses as well as those who purchase items on behalf of the school.

V. Consent Items

Mr. LeBlond asked the Board Members whether there were any items from the Consent Items that they wanted to move to Action Items for discussion or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the August 29, 2024 Board Meeting;
b. Approval of Staffing Report;
c. Approval of 2024-2025 Base Salaries, Incentive Percentage, and Career Ladder Positions;
d. Approval of Employee Travel and Purchasing Policy;

e. Approval of Legal Invoice; and
f. Approval of CEO as Signor on All Pennwood Cyber Charter School Bank Accounts; are hereby approved.

The motion passed unanimously.

(Ms. Potthoff and Ms. Good left the meeting at 4:38 p.m.)

VI. Action Items

There were no action items at this time.

VII. Information Items

(Ms. Sanchez Reyes rejoined the meeting at 4:39 p.m.)

a. Pearson Virtual Schools (PVS) Update

Ms. Sanchez Reyes outlined the process for setting academic goals for the 2024-2025 school year and noted that school staff have begun reviewing benchmark assessment data. She also highlighted the collaborative efforts underway to prepare for the spring term partnership with Drexel University.

Ms. Johnson reviewed with the Board strategies that are in progress to support enrollment, noting that a more detailed report would be provided at the next Board meeting. She also provided an update to the Board on two upcoming professional development opportunities that are available to school staff.

VIII. Adjournment and Confirmation of the Next Meeting on October 29, 2024 at 4:00 p.m.

Mr. LeBlond noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on October 29, 2024, at 4:00 p.m. There being no further business, the meeting was adjourned at 4:45 p.m.

APPROVED 11/21/2024

Pennwood Cyber Charter School
Board Meeting Minutes
Tuesday, October 29, 2024, at 5:30 p.m.
2951 Whiteford Road, Suite 204, York, PA 17402
Dial-in: +1 888 998 2469 PIN: 43450601#

I. Call to Order and Roll Call

Mr. LeBlond called the meeting to order at 5:42 p.m. when all participants were present and able to hear each other.

Board Members Present: Marc LeBlond, Laura Potthoff, and Joyce Good (all in person); Stephanie Haas and C. Tyler Havey (via phone);

Board Members Absent: Vincent Harper and David Hardy;

Guests Present: Nicole Snyder and Joshua Pollak, Board Counsel; Chris Moser, CEO; Kwame Ntiamoah, Michael Micco, Kelly Marrara, Jordan Wiegand, and Colette Kenny Verdes, School staff; Lorin Thomas-Tavel, Karen Duquette, Jennifer Clarke, Laura Johnson, Chandre Sanchez Reyes, Donna Kozub, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (all in person); Alicia Raspa, Pearson Virtual Schools Staff (via phone).

II. Public Comment

There were no public comments at this time.

III. Routine Business

a. Approval of Agenda

Mr. LeBlond asked if Board members would like to request any changes be made to the Agenda. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the October 29, 2024, Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. <u>CEO Report</u>

Ms. Moser celebrated the official opening of the school facility as well as the ribbon cutting ceremony that took place earlier that day. She also introduced the school leadership team to the Board.

Mr. Wiegand presented an update on student engagement activities, noting three regions within the state had been selected for in-person events based on concentration of student enrollments. Mr. Wiegand reported on successful in-person events, including student field trips. He also advised that a suggestion box had been implemented to gather ideas from students about future events.

Ms. Kenny Verdes provided an overview of the services provided through the Cook Center as well a recent information session for families.

Ms. Marrara discussed with the board the recently completed fall benchmark assessment testing, noting that school staff are reviewing data and determining appropriate supports for students based on test scores.

Mr. Micco provided an overview of staff planning underway to meet the needs of students, highlighting collaboration across grade bands and subject areas.

Mr. Ntiamoah reviewed with the Board a recent professional development opportunity attended by members of the Special Education team. He also advised of efforts to integrate Special Education supports into the general curriculum and teaching activities, and he advised the team is working diligently to maintain strong parental engagement.

1. <u>Update on Enrollment and Staffing</u>

   Ms. Moser reviewed the school's current enrollment numbers with the Board as well as trends in enrollment. She advised that as students continue to enroll, staff are engaged in efforts to customize the curriculum and assessments to best meet students' needs. She also reported on the regular review of student data to identify trends across content areas and across grade levels to proactively provide greater support where needed. The Board discussed with Ms. Moser the LiveLesson schedule and structure, including small group instruction.

   The Board discussed staffing needs as enrollment continues to grow, and Ms. Moser and Ms. Sanchez Reyes provided a detailed review of the process through which priorities are set for hiring additional staff as needed.

2. <u>Update on Fall Activities</u>

   This update was provided by Mr. Wiegand earlier in the meeting.

b. <u>Financial Report</u>

Ms. Kozub provided an overview of the financial report to the Board, as included in the Board meeting materials. She explained in detail the items included in the balance sheet and the revenue and expense statements. The Board discussed with Ms. Kozub the process for billing school districts within the state.

Mr. Pollak inquired whether a financial audit had been completed for the 2023-2024 school year, and Ms. Raspa advised that annual audits commence at the first year that the school has students enrolled, which for Pennwood is the 2024-2025 school year.

Ms. Potthoff and Ms. Kozub agreed to schedule regular meetings going forward to review the financial reports.

V. Consent Items

Mr. LeBlond asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the September 26, 2024 Board Meeting;
b. Approval of Staffing Report;
c. Approval of Board Policy: Student Wellness Check Policy; and
d. Approval of Revisions to the 2024-2025 State Specific School Handbook: Academic Integrity Policy and Student Wellness Check Policy; are hereby approved.

The motion passed unanimously.

VI. Action Items

There were no action items at this time.

VII. Information Items

a. Pearson Virtual Schools (PVS) Update

Ms. Johnson congratulated Ms. Moser and the Pennwood leadership team on a successful ribbon cutting celebration. She discussed with the Board the 403(b) plan for school staff and advised of an upcoming info session on this topic. She also provided an overview of two recent professional development events for school staff, the PVS Virtual Educator Conference and the Marketing Conference.

Ms. Sanchez Reyes reviewed work being done by the PVS Academic Squad, along with Ms. Moser and Mr. Micco, to set goals aligned with the Future Ready PA Index and utilize benchmark data to determine areas of opportunity. She advised that the Pulse Survey, an anonymous survey of school staff, would be issued in November. She also discussed with the Board the upcoming CEO evaluation process, noting that a more detailed overview would be provided at the next Board meeting.

VIII. Adjournment and Confirmation of the Next Meeting on November 21, 2024 at 4:00 p.m.

The Board discussed potentially varying the Board meeting time to better accommodate Board members' professional obligations. Ms. Woodward advised she would query the Board for possible meeting times.

Mr. LeBlond noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on November 21, 2024, at 4:00 p.m. There being no further business, the meeting was adjourned at 6:46 p.m.

APPROVED 1/30/2025

Pennwood Cyber Charter School

Board Meeting Minutes

Thursday, November 21, 2024, at 4:00 p.m.

2951 Whiteford Road, Suite 204, York, PA 17402

Dial-in: +1 888 998 2469 PIN: 58843124#

I. Public Comment

There were no public comments at this time.

II. Call to Order and Roll Call

Mr. LeBlond called the meeting to order at 4:02 p.m. when all participants were present and able to hear each other.

Board Members Present: Marc LeBlond, C. Tyler Havey, and David Hardy (via videoconference); Laura Potthoff (via phone);

Board Members Absent: Joyce Good, Stephanie Haas, and Vincent Harper;

Guests Present: Chris Moser, CEO (at the school location); Leslie VanHart, School staff; Laura Johnson, Chandre Sanchez Reyes, Donna Kozub, Alicia Raspa, Jennifer Clarke, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (via videoconference).

III. Routine Business

a. Approval of Agenda

Mr. LeBlond asked if Board members would like to request any changes be made to the Agenda. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the November 21, 2024, Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. CEO Report

1. Update on Enrollment and Staffing

Ms. Moser reviewed the school's current enrollment numbers with the Board as well as current trends in enrollment. The Board discussed areas within the commonwealth that represent the greatest concentration of student enrollments. Ms. Moser noted that the enrollment is monitored closely to identify trends and areas of opportunity for students. She also advised that staffing plans are made based on those trends and the fluctuations in student population.

Ms. Moser provided an overview of student engagement activities, including an upcoming school spirit week.

Ms. Moser reported that plans are underway for high school graduation at the end of the school year, noting that the leadership team is working to determine the graduation date and evaluating options for the ceremony location. Ms. Moser extended an invitation to the Board to attend the graduation ceremony.

Ms. Moser highlighted the recent collaboration among school leaders from cyber charter schools within the commonwealth, with particular attention to student attendance and academic achievement.

b. Financial Report

Ms. Kozub provided an overview of the financial report to the Board, as included in the Board meeting materials. She highlighted key aspects in the school's revenue and expense statements, as well as the current financial forecast.

The Board discussed trends in prior schooling of Pennwood students, as well as the representation of counties and school districts across the commonwealth within enrolled students at the school.

V. Consent Items

Mr. LeBlond asked the Board Members whether there were any items from the Consent Items that they wanted to moved to Action Items for discussion or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the October 29, 2024 Board Meeting;
b. Approval of Staffing Report;
c. Approval of Pearson Invoice for October; and
d. Approval of Legal Invoices ; are hereby approved.

The motion passed unanimously.

VI. Action Items

There were no action items at this time.

VII. Information Items

a. School Success Partner Update

Ms. Johnson celebrated the positive enrollment update that was provided by Ms. Moser and noted that while the deadline is approaching for first semester enrollment, the school is now accepting applications for second semester. She reported that preparations are in progress for opening enrollment for the 2025-2026 school year as well. She also provided updates on curriculum assessments in specific courses based on feedback received from teachers and students.

b. Director of School Operations Update

1. Key School Metrics

Ms. Sanchez Reyes provided an overview of the data included in the Key School Metrics reports, as well as comparisons the Board could expect to see each time this data is presented, such as a comparison to other Connections schools of similar size and start date.

Ms. Sanchez Reyes highlighted course performance data in the report for Pennwood and reviewed the activities of the PVS Academic Squad to support school staff in their efforts to meet the needs of students. She reviewed engagement metrics, including welcome calls and student and learning coach contacts.

The Board discussed with Ms. Sanchez Reyes the impact of late enrollment on student engagement and course performance data, and she highlighted the efforts of school staff to effectively onboard new students throughout the enrollment window.

2. Overview of CEO Mid-year Evaluation

This item was reviewed later in the meeting.

c. Partnership and Policy Team Update: Legislative Planning

This item was reviewed later in the meeting.

VIII. EXECUTIVE SESSION - To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee (65 PA CSA § 708(a)(1)

The Board entered into an Executive Session at 4:43 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. The Board cited the following for entering into the Executive Session: Pursuant to 65 PA CSA § 708(a)(1) - To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee. Board members present were: Marc LeBlond, Laura Potthoff, C. Tyler Havey, and David Hardy. Guests Present at the request of the Board were: Laura Johnson, Chandre Sanchez Reyes, Heather Woodward, and Diana Johnson Teague. All others left the meeting.

There being no further discussion and upon a motion being made, seconded, and confirmed via roll call vote of all Board members present, the Board resumed Open session at 4:48 p.m. No action was taken during Executive Session.

(Ms. Potthoff left the meeting at 4:49 p.m.)

Information Items

b. Director of School Operations Update

2. Overview of CEO Mid-year Evaluation

Ms. Sanchez Reyes presented an overview of the CEO Mid-year Evaluation to the Board. She advised that each Board member would be asked to complete a survey providing feedback about the CEO's performance, noting the survey would be sent in early December.

c. Partnership and Policy Team Update: Legislative Planning

Ms. Clarke provided the Partnership and Policy Team updates highlighting the potential impacts on the school resulting from the recent elections. Mr. LeBlond emphasized the importance of Pennwood families contacting their state senator and state representative to share their stories and the positive impact that Pennwood has made in their lives. Ms. Moser discussed with the Board upcoming opportunities for family involvement in School Choice Week events.

IX. Adjournment and Confirmation of the Next Meeting on January 30, 2025, at 4:00 p.m.

Mr. LeBlond noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on January 30, 2025, at 4:00 p.m. There being no further business, the meeting was adjourned at 4:58 p.m.

APPROVED 2/27/2025

Pennwood Cyber Charter School
Board Meeting Minutes
Thursday, January 30, 2025, at 4:00 p.m.
2951 Whiteford Road, Suite 204, York, PA 17402
Dial-in: +1 888 998 2469 PIN: 59860463#

I. Public Comment

There were no public comments at this time.

Mr. LeBlond noted that a quorum of the Board met at ______on Thursday, January 30, 2025, in Executive Session pursuant to 65 Pa. C.S. §§ 708 (a)(2) to hold information, strategy and negotiation sessions related to the Sunshine Act 5 negotiation or arbitration of a collective bargaining agreement or, in the absence of a collective bargaining unit, related to labor relations and arbitration. No actions were taken.

II. Call to Order and Roll Call

Mr. LeBlond called the meeting to order at 4:04 p.m. when all participants were present and able to hear each other.

Board Members Present: Marc LeBlond, C. Tyler Havey, David Hardy, Vincent Harper, and Joyce Good (via videoconference);

Board Members Joined During the Meeting: Stephanie Haas (via videoconference);

Board Members Absent: Laura Potthoff;

Guests Present: Chris Moser, CEO (at the school location); Leslie VanHart, School staff; Joshua Pollak and Nicole Snyder, Board Counsel; Laura Johnson, Chandre Sanchez Reyes, Donna Kozub, Alicia Raspa, Jennifer Clarke, Karen Duquette, Sarah Surface, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (via videoconference).

III. Routine Business

a. Approval of Agenda

Mr. LeBlond asked if Board members would like to request any changes be made to the Agenda. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the January 30, 2025, Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

[Ms. Haas joined the meeting at 4:07 p.m.]

a. CEO Report

Ms. Moser reviewed the school's current enrollment numbers with the Board as well as trends in enrollment. She provided an overview of instructional strategies in place to enhance student academic performance. She also discussed with the Board the ways in which the school is supporting students who receive Special Education services.

1. Planning for Connections Term (C-Term)

Ms. Moser provided an update on the planning that is underway for the Connections Term (C-Term). She thanked Ms. Sanchez Reyes and Ms. Clarke for their efforts to launch the collaboration with Drexel University and reported that a framework has been developed for this program.

b. Financial Report

Ms. Kozub provided an overview of the financial report to the Board, as included in the Board meeting materials. She highlighted key aspects in the school's revenue and expense statements, as well as the current financial forecast.

The Board discussed the forecasted enrollments for the current school year and activities in place to drive enrollment. Ms. Johnson advised that a presentation on strategies to generate enrollments for the 2025-2026 school year would be given at a future Board meeting. She further advised that an update on marketing activities for the current school year would be provided to the Board.

V. Consent Items

Mr. LeBlond asked the Board Members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion or tabled. The Board discussed options for approving new hires and the staffing report outside of the regular Board meeting schedule, to better coincide with hiring activities. The Board also discussed the level of detail needed with respect to invoices being submitted for approval. There being no items moved and no further discussion, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the November 21, 2024 Board Meeting;
b. Approval of Staffing Report for November and December;
c. Approval of Pearson Invoices for November and December; and
d. Approval of Legal Invoice; are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Approval of Enrollment Target for the 2025-2026 School Year

Ms. Moser presented the approval of the enrollment target of 950 students for the 2025-2026 School Year to the Board, explaining that the enrollment target forms the foundation for budget development. She discussed with the Board the factors that contributed to the enrollment target and the anticipated growth for the school. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the enrollment target of 950 students for the 2025-2026 school year, as presented, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. Compensation & HR Committee Readout

This item was reviewed later in the meeting.

b. School Success Partner Update

Ms. Johnson noted that January is School Board Appreciation Month and she thanked the Board members for their service to the school. She noted that preparation for the 2025-2026 school year is underway, and that Ms. Moser has been instrumental in understanding the school's needs with respect to marketing and enrollment support. She also provided an update on recent platform enhancements that have been released.

c. Director of School Operations Update

Ms. Sanchez Reyes also expressed appreciation for the Board's service to ARCA in recognition of School Board Appreciation Month. She provided an update regarding the upcoming school leader winter conference, highlighting the opportunity for school leaders to gather and learn from one another.

Compensation & HR Committee Readout

Ms. Good presented to the Board the Compensation & HR Committee readout, as included in the Board meeting materials. She reported that the Committee had been provided a detailed review of the CEO evaluation process by Ms. Sanchez Reyes and that the Committee has received all relevant documentation needed to finalize the evaluation. Ms. Good emphasized the importance of the Board's participation in the process by completing the survey to provide feedback about the CEO's performance. The Board discussed plans for sharing the final evaluation with the Board as well as the timeline for future evaluations.

d. Policy & Partnership Update

Ms. Clarke provided the Partnership and Policy Team updates highlighting the legislative items that are being monitored as Pennsylvania enters legislative session. She shared information on the impact these items might have on the school and the timeline of the upcoming Legislative Session

Ms. Clarke reported that Ms. Moser had attended a meeting of CEOs from across the commonwealth and provided a summary of discussion topics from that meeting. She highlighted the meeting as an opportunity for Ms. Moser to work together with other virtual schools in the commonwealth.

Mr. LeBlond discussed with the Board the importance of family engagement with their local legislators to demonstrate the positive impact of the school within the commonwealth.

e. Board Training Update

Ms. Johnson Teague provided an overview of Board training requirements and shared the schedule of upcoming training opportunities. The Board discussed options for scheduling future trainings in coordination with Board Counsel.

Ms. Woodward discussed with the Board the possibility of holding an in-person Board retreat during the spring and noted that she would continue discussions regarding the potential retreat with Mr. LeBlond.

Ms. Woodward also reminded the Board of a members request to flex meeting times and she opened discussion for alternate meeting times with the Board, noting she would follow up with the Board via email.

VIII. Adjournment and Confirmation of the Next Meeting on February27,2025,at4:00p.m.

Mr. LeBlond noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on February 27, 2025, at 4:00 p.m. There being no further business, the meeting was adjourned at 5:22 p.m.

PENNWOOD CYBER CHARTER SCHOOL

APPROVED 4/24/2025

Pennwood Cyber Charter School
Board Meeting Minutes
Thursday February 27, 2025, at 7:30 a.m.
2951 Whiteford Road, Suite 204, York, PA 17402
Dial-in: +1 888 998 2469 PIN: 46371111#

I. Public Comment

There were no public comments at this time.

II. Call to Order and Roll Call

Mr. LeBlond called the meeting to order at 7:37 a.m. when all participants were present and able to hear each other.

Board Members Present: Marc LeBlond, Laura Potthoff, Stephanie Haas, and Joyce Good (via videoconference);

Board Members Absent: C. Tyler Havey, David Hardy, and Vincent Harper;

Guests Present: Chris Moser, CEO (at the school location); Nicole Snyder, Board Counsel; Laura Johnson, Chandre Sanchez Reyes, Donna Kozub, Alicia Raspa, Jennifer Clarke, Emily Del Vecchio, Sarah Surface, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (via videoconference).

III. Routine Business

a. Approval of Agenda

Mr. LeBlond asked if Board members would like to request any changes be made to the Agenda. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the February 27, 2025, Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Update on CEO Mid-year Evaluation

Dr. Good provided an update on the CEO Mid-year evaluation to the Board. She outlined the timeline for task completion and confirmed that the evaluation had been shared with Ms. Moser earlier this month. She advised that an Executive Session would be held at the next Board Meeting to discuss the CEO mid-year evaluation in detail. She further reviewed the timeline for the CEO end-of-year evaluation and encouraged all Board members to complete the survey providing feedback on Ms. Moser's performance when the survey is issued this spring.

Dr. Good noted that Ms. Moser will provide regular updates to the Board on areas that are included in the evaluation rubric, and Ms. Moser confirmed she would do so. Mr. Leblond thanked Dr. Good for chairing the Compensation & HR Committee and thanked Ms. Moser for the work she is doing as CEO at Pennwood.

In the interest of time and the Board members schedule, the Board chose to review items requiring Board action at this time.

V. Consent Items

Mr. LeBlond asked the Board Members whether there were any items from the Consent Items that they wanted to move to Action Items for discussion or tabled. The Board discussed the McKinney-Vento policies, and Ms. Moser confirmed the state requirements for inclusion in the school handbook. There being no further discussion, and no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the January 30, 2025 Board Meeting;
b. Approval of Staffing Report for January;
c. Approval of Pearson Invoice for January;
d. Approval of Legal Invoice;
e. Approval of Revisions to Employee Handbook and the State Specific School Handbook for the 2024-2025 School Year: McKinney-Vento Policy; and
f. Approval of Board Policy: McKinney-Vento Compliance; are hereby approved.

The motion passed unanimously.

VI. Action Items

There were no action items at this time.

The Board resumed Oral Reports.

Oral Reports

b. CEO Report

Ms. Moser presented the CEO report and Monthly School Report to the Board, as included in the Board meeting materials.

1. Update on Enrollment and Staffing

Ms. Moser reviewed the school's current enrollment numbers with the board as well as trends in enrollment, noting that enrollment continues to steadily increase. She advised that staff are focused on effectively onboarding new students.

Ms. Moser highlighted the partnership between the school and the PVS Academic Impact team, reporting that a thorough analysis of benchmark assessment data is underway. She also reported that the Connections Term (C-Term) launches soon, and she thanked Ms. Sanchez for her collaboration and support in this effort. She also discussed with the Board an internship opportunity that is available through PVS to eleventh and twelfth graders.

Ms. Moser advised the Board of the date, time, and location of the school's spring graduation ceremony, noting that invitations would be sent later in the spring. She also noted that the school is working to build partnerships in higher education to create dual enrollment opportunities for Pennwood students.

2. Update on Winter Leadership Conference

Ms. Moser provided an update on the recent Winter Leadership Retreat, highlighting the opportunity to collaborate with school leaders from across the country and experts from PVS. She also discussed with the Board the progress made towards the development of the portrait of a graduate, and she noted that Pennwood is one of five schools selected to participate in a career magazine.

c. Director of School Operations Update

Ms. Sanchez presented the Quarterly Key School Metrics to the Board. She reviewed the data included in the Board meeting materials in detail, highlighting the school's performance as compared to other Pearson partnering schools of similar size. She discussed with the Board performance in core subject areas and outlined interventions in place to support students.

(Ms. Haas left the meeting at 8:19 a.m. and Dr. Good left the meeting at 8:21 a.m., both during the Director of School Operations Update.)

d. Update on Pennwood Cyber Charter School Outreach

This item was postponed to a future Board meeting.

(Ms. Del Vecchio left the meeting at 8:23 a.m.)

e. Financial Report

Ms. Kozub provided an overview of the financial report to the Board, as included in the Board meeting materials. She highlighted key aspects in the school's revenue and expense statements, as well as the current financial forecast.

1. Update on Process to Find an Auditor

Ms. Kozub recommended that the Board have an auditor in place before the end of the school year, and Ms. Potthoff confirmed that the Board is working to select an auditor at this time.

Mr. Leblond inquired whether an update is available regarding redirection requests, and Ms. Kozub confirmed she had gained access to the system and would provide a more in-depth report at the next Board meeting.

Ms. Moser provided an update regarding hiring plans for PE, art, and music teachers.

VII. Information Items

a. School Success Partner Update

Ms. Clarke provided the Partnerships & Policy Team update, focusing on a recently released study by the Auditor General and the potential impact on cyber charter schools in the commonwealth. She noted that the governor's budget was released around the same time and includes proposed flat funding for cyber charters. Ms. Clarke discussed with the Board the potential impacts and actions that may result from these two items and advised that she would be monitoring related activities closely.

Mr. LeBlond discussed with the Board the importance of family engagement with their local legislators to demonstrate the positive impact of the school within the commonwealth.

Ms. Johnson presented the School Success Partner update to the Board, highlighting that enrollment is open for the 2025-2026 school year. She also provided updates regarding curriculum and reporting tools available to teachers.

b. Update on Act 55 Training

Ms. Johnson Teague provided an update on the recent Act 55 training that was offered by the Pennsylvania Coalition of Public Charter Schools, noting that Board members Mr. David Hardy and Mr. Vincent Harper had also attended the training. She shared an overview of topics covered during the training and advised the Board that the training materials are available for their review. Ms. Johnson Teague also shared the schedule of future training opportunities and advised that she would send a follow-up communication to the Board.

c. Planning for In-person Retreat

Ms. Woodward discussed with the Board the possibility of holding an in-person Board retreat during the spring and reviewed potential agenda items to include in the meeting. The Board expressed its support for holding a spring retreat, and Ms. Woodward noted that she would continue discussions regarding scheduling the retreat with Mr. LeBlond and Ms. Potthoff.

VIII. Adjournment and Confirmation of the Next Meeting on April 24, 2025, at 4:00 p.m.

Mr. LeBlond noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on April 24, 2025, at 4:00 p.m. There being no further business, the meeting was adjourned at 8:46 a.m.

APPROVED 5/29/2025

Pennwood Cyber Charter School
Board Meeting Minutes
Thursday, April 24, 2025 at 4:00pm
2951 Whiteford Road, Suite 204, York, PA 17402
Dial-in: +1 888 998 2469 PIN: 85725851#

I. Public Comment

There were no public comments at this time.

II. Call to Order and Roll Call

As Mr. LeBlond was unable to attend the meeting and at his request, Mr. Harper called the meeting to order at 4:09 p.m. when all participants were present and able to hear each other.

Board Members Present: Vincent Harper, Laura Potthoff, Stephanie Thoeny, and David Hardy (via videoconference);

Board Members Joined During the Meeting: Joyce Good (via videoconference);

Board Members Absent: Marc LeBlond, and C. Tyler Havey;

Guests Present: Chris Moser, CEO (at the school location); Laura Johnson, Chandre Sanchez, Donna Kozub, Alicia Raspa, Jennifer Clarke, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (via videoconference).

III. Routine Business

a. Approval of Agenda

Mr. Harper asked the Board to review the Agenda distributed prior to the meeting. He asked the Board if there were any changes, corrections, or deletions from the agenda. A request was made to table Agenda Item VIII: Executive Session - To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee (65 PA CSA § 708(a)(1). There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the April 24, 2025, Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as amended, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. CEO Report

1. Update on Enrollment and Staffing

Ms. Moser reviewed the school's current enrollment numbers with the Board as well as current trends in enrollment.

(Dr. Good joined the meeting at 4:12 p.m.)

2. Update on C-Term

Ms. Moser shared highlights from the school's C-Term, including the activities for various grade levels and subject areas as well as field trips.

3. Update on State Assessments

Ms. Moser reviewed with the Board progress on state testing, including participation metrics to date and plans that are in place to support transportation needs of students.

4. Update on Graduation Plans

Ms. Moser advised the Board of the date, time, and location of the school's spring graduation ceremony, noting that invitations would be sent later in the spring.

Ms. Moser reported that student spotlights are being published on social media. She shared plans to provide increased support for learning coaches, including regional activities throughout the commonwealth. She also noted that the school will hold a digital art show this spring.

b. Director of School Operations Update

1. Key School Metrics

Ms. Sanchez presented the Key School Metrics to the Board. She reviewed the data included in the Board meeting materials, highlighting the school's performance as compared to other Pearson partnering schools of similar size. She noted that school leadership is closely monitoring the student withdrawal rate and developing plans to enhance retention.

The Board discussed the academic performance data for students with IEPs, and Ms. Moser reviewed the strategies and supplemental programs being used to support this student population. She also noted that benchmark assessment data demonstrate growth throughout the school year.

c. School Year 2024-2025 Outreach Overview

Ms. Del Vecchio presented the School Year 2024-2025 Outreach Overview to the Board, as included in the Board meeting materials. She introduced members of the Outreach Team and provided an overview of functional areas and responsibilities. She reviewed key activities to drive awareness of Pennwood, engage prospective families, and drive leads and applications. She discussed initiatives to welcome new families and promote student retention. She also provided a detailed review of the results achieved during the 2024-2025 school year.

The Board discussed with Ms. Del Vecchio the process for compiling and uploading social media postings. They further discussed ad placement and strategies to distinguish Pennwood from other cyber charter schools within the commonwealth.

Ms. Moser provided a brief overview of student participation in the school's partnership with Drexel University.

(Ms. Del Vecchio left the meeting at 4:52 p.m.)

d. Financial Report

Ms. Kozub provided an overview of the financial report to the Board, as included in the Board meeting materials. She highlighted key aspects in the school's revenue and expense statements, as well as the current financial forecast.

1. Update on Audit Firm Recruitment

Ms. Potthoff reviewed the activities underway to recruit an audit firm for the 2024-2025 school year. She discussed the RFP process in detail as well as the timeline for review and Board approval of an audit firm.

V. Consent Items

Mr. Harper asked the Board Members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the February 27, 2025 Board Meeting;
b. Approval of Staffing Report for March;
c. Approval of Staff Compensation Plan for the 2025-2026 School Year;
d. Approval of School Calendar for the 2025-2026 School Year;
e. Approval of Pearson Invoices for February and March; and
f. Approval of Legal Invoices; are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Review of School MOU Process and Approval of MOU with Millersville University School of Social Work

Ms. Moser presented the MOU with Millersville University School of Social Work, as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with Millersville University School of Social Work, as presented, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. School Compensation & HR Committee Update

Dr. Good reviewed the plans in place to complete the CEO End of Year Evaluation. She discussed in detail the related tasks and timeline for completion. She confirmed the date and time the committee will meet to review relevant feedback and data, and she noted that a detailed review would be provided to the Board at a future Board meeting. She also discussed the timeline for presenting the completed evaluation to Ms. Moser.

(Ms. Potthoff left the meeting at 5:02 p.m.)

b. School Success Partner Update

Ms. Johnson congratulated the school on the success of C-Term, as reported earlier in the meeting. She provided an overview of the returning student process, noting the strong response rate from families. She discussed resources made available to teachers to support ACT preparation, and she reviewed recent enhancements to Pearson Online Classroom and Class for LiveLesson.

c. Partnerships and Policy Update: Legislative Update

Ms. Clarke provided the Partnership and Policy Team updates, highlighting the legislative items that are being monitored during this legislative session. She shared information on the impact these items might have on the school and noted that she would be monitoring legislative activities as well as media coverage. The Board discussed the potential impact of a reduction in funding, should such legislation pass.

d. Board Relations Update: Board Planning for the 2025-2026 School Year

1. Upcoming Board Development Opportunity: Board Academy

Ms. Johnson Teague shared the dates and location for the upcoming Board Academy Retreat. She encouraged interested Board members to contact her for more details.

2. Proposed Meeting Schedule and Annual Meeting

Ms. Woodward reviewed the proposed meeting schedule with the Board, as included in the Board meeting materials. She also discussed with the Board potential alternate dates for the Annual Meeting in June.

(Ms. Raspa left the meeting at 5:25 p.m.)

3. Board Composition

Ms. Woodward advised the Board that the terms for all current Board members will be up for renewal at the Annual Meeting in June. She also recommended that terms be staggered as Board members are reappointed.

4. Update on Act 55 Training

Ms. Johnson Teague provided an update on Act 55 training, noting completion to date and registrations for upcoming sessions. She reminded Board members of the dates and times of training offered by the Pennsylvania Coalition of Public Charter Schools

5. Update on Statement of Financial Interests

Ms. Johnson Teague reminded the Board of the requirement to complete the Statement of Financial Interests, noting the deadline for completion of May 1, 2025.

VIII. EXECUTIVE SESSION - To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee (65 PA CSA § 708(a)(1)

This item was tabled earlier in the meeting.

IX. EXECUTIVE SESSION - To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed. (65 PA CSA § 708(a)(4)

The Board did not enter Executive Session.

X. Approval of Actions Necessary Based on Executive Session

a. Consideration of Resolution of the Board of Trustees

Ms. Moser reviewed with the Board the Resolution of the Board of Trustees, as included in the Board meeting materials. Board Counsel recommended an amendment to the resolution, changing “all federal, state, and local laws” to “all applicable established federal, state, and local laws”. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Resolution of the Board of Trustees, as amended, is hereby approved.

The motion passed unanimously.

XI. Adjournment and Confirmation of the Next Meeting on May 29, 2025, at 4:00 p.m.

Mr. Harper noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on May 29, 2025, at 4:00 p.m. There being no further business, the meeting was adjourned at 5:40 p.m.

APPROVED 6/17/2025

Pennwood Cyber Charter School
Board Meeting Minutes
Thursday May 29, 2025 at 4:00pm EDT
2951 Whiteford Road, Suite 204, York, PA 17402
Dial-in: +1 888 998 2469 PIN: 19017447#

I. Call to Order and Roll Call

Mr. LeBlond called the meeting to order at 4:05 p.m. when all participants were present and able to hear each other.

Board Members Present: Marc LeBlond, Laura Potthoff, Joyce Good, and David Hardy (via videoconference);

Board Members Absent: Stephanie Thoeny, Vince Harper, and C. Tyler Havey;

Guests Present: Chris Moser, CEO (at the school location); Nicole Snyder and Kevin McKenna, Board Counsel; Laura Johnson, Chandre Sanchez, Donna Kozub, Alicia Raspa, Jennifer Clarke, Sarah Surface, Heather Woodward, and Diana Johnson Teague, Pearson Virtual Schools Staff (via videoconference).

II. Public Comment

There were no public comments at this time.

III. Audit Committee, Committee of the Entire Board

a. Approval of Audit Firm Engagement for the 2024-2025 School Year Annual Financial Audit

Ms. Potthoff reviewed the proposal received from Barbacane Thornton & Company to perform the 2024-2025 school year annual financial audit. She reviewed the experience of the firm and the proposed pricing with the Board. The Board was supportive of engaging the firm. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of Barbacane Thornton & Company for the 2024-2025 school year annual financial audit, as presented, is hereby approved.

The motion passed unanimously.

(Ms. Sanchez joined the meeting at 4:11 p.m.)

IV. Routine Business

a. Approval of Agenda

Mr. LeBlond asked if Board members would like to request any changes be made to the Agenda. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 29, 2025, Board Meeting of the Board of Directors of Pennwood Cyber Charter School, as presented, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. CEO Report

Ms. Moser reviewed the school's current enrollment numbers as well as trends in enrollment. She also provided an update on the returning student process.

1. Update on State Testing, Graduation Plans, and End of Year Activities

Ms. Moser provided an update on student participation in the PSSA and Keystone Exams. She reported that the school will have a leveling up ceremony next week, as students advance to the next grade. She reminded the Board of the date, time, and location of the school's spring graduation ceremony and invited Board members to attend.

Ms. Moser reviewed her participation in a recent CEO collaboration opportunity. She reported that the group is working together to dispel myths about cyber charters and determine ways to work proactively with respect to pending legislation.

b. Director of School Operations Update

Ms. Sanchez provided an update about the Summer Leadership Conference, to be held next month. She highlighted opportunities for school leadership teams to network and collaborate with one another. She also noted that Pennwood leadership will be facilitating one of the conference sessions.

c. Financial Report

Ms. Kozub provided the financial report to the Board, as included in the Board meeting materials. She highlighted key aspects in the school's revenue and expense statements, as well as the current financial forecast. She provided an update on funding invoices sent out and revenue received to date, noting that a final reconciliation for the school year will be completed.

VI. Consent Items

Mr. LeBlond asked the Board Members whether there were any items from the Consent Items that they wanted to have moved to Action Items for discussion or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a. Approval of Minutes from the April 24, 2025 Board Meeting;
b. Approval of Staffing Report for April;
c. Approval of Pearson Invoice for April;
d. Approval of McKenna Snyder Invoices;
e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2025-2026 School Year; and
f. Approval of Agreement with Cook Center; are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Approval of Budget and Fee Schedule for the 2025-2026 School Year

Ms. Kozub presented the proposed budget and fee schedule for the 2025-2026 school year, as included in the Board meeting materials. She advised that the budget begins with enrollment targets, and she detailed the revenue sources and calculations from there, including state funding levels. She noted that the proposed budget had been reviewed by both the Board President and the Board Treasurer. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Budget and Fee Schedule for the 2025-2026 school year, as presented, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. Compensation & HR Committee Readout

This item was reviewed during Executive Session.

b. School Success Partner Update

Ms. Johnson provided an update about new enrollments as well as the progress to date on the returning student process. She reported that families who have completed their returning student tasks will receive a package from the school designed to keep them engaged over the summer. She also provided an update on recent platform and technology enhancements.

IX. EXECUTIVE SESSION - To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee (65 PA CSA § 708(a)(1)

The Board entered into Executive Session at 4:33 p.m. upon a motion being made by Dr. Good seconded by Ms. Potthoff and confirmed via roll call vote of the Board pursuant to 65 PA CSA § 708(a)(1) to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee. All others left the meeting at this time. Board members present were Marc LeBlond, Joyce Good, Laura Potthoff, and David Hardy. At the invitation of the Board, Nicole Snyder, Chandre Sanchez, Heather Woodward, and Diana Johnson Teague remained in the Executive Session. All others left the meeting at this time.

(Mr. McKenna joined the meeting at 4:40 p.m. Mr. McKenna and Ms. Snyder left the meeting at 5:00 p.m.)

After the Board concluded their discussion, the Board resumed their open session upon a motion made by Ms. Good, seconded by Mr. LeBlond and confirmed via roll call vote at 5:12 p.m.

X. Adjournment and Confirmation of Annual Meeting Date - June 17, 2025, at 1:00 p.m.

Mr. LeBlond noted that the Board was at the end of its agenda. The Board confirmed the next Board meeting will be on June 17, 2025, at 1:00 p.m. There being no further business, the meeting was adjourned at 5:13 p.m.

Our June board meeting happened on June 17, 2025, but the minutes will not be approved until our August board meeting.

PDE-414		Pennwood Cyber Charter School 2024-2025 July 24, 2025					
Complete the following information for all professional staff members.							
Staff No.	**Name of employee (List all names in alphabetical order)**	**Areas of Certification Type of Certificate**	**Grades Teaching or Serving**	**All Areas of Assigjment Subject Areas Teaching or Services Provided**	**Number of Hours Worked in Assignment**	**Percentage of Time in Certified Position**	**Percentage of Time in Areas Not Certified**
1	Ahmed-Rehman, Aarzu	Instructional I Biology 7-12 (8405)	K-12	Advisory	1560	100%	0%
2	Ake, Tonya M.	Instructional II Elementary K-6 (2810)	K	Kindergarten	1560	100%	0%
3	Ball-Schaller, Rebecca C.	Instructional II Social Studies 7-12 (8875)	6-8	Social Studies	1560	100%	0%
4	Barnhill, Michelle R.	Instructional I Mathematics 7-12 (6800)	9-12	Math	1560	100%	0%
5	Bibey, Brian	Instructional I Social Studies 7-12 (8875)	9-12	Social Studies	1560	100%	0%
6	Blaylock, Matthew	Instructional I Music PK-12 (7205)	K-12	Advisory	1560	100%	0%
7	Boccella, Bernard	Instructional II Mid-Level English 6-9 (2850) Instructional II Mid-Level Mathematics 6-9 (2860) Instructional II Social Studies 7-12 (8875) Administrative I Principal PK-12 (1115)	6-8	Math	1560	100%	0%
8	Conforto, Michelle A.	Instructional I Grades PK-4 (2825) Instructional I Grades 4-8 (All subjects 4-6, Social Studies 7-8) (3100) Instructional I Grades 4-8 (All subjects 4-6, English Language Arts and Reading 7-8) (3100) Private School - Teacher English: Sec. Ed. 9-12 (13230)	4 & 5	Math & Science	1560	100%	0%
9	Cortes, Alona	Instructional I Grades PK-4 (2825) Instructional I Special Education PK-12 (9231)	7-12	Special Education Teacher	1560	100%	0%
10	Danka, Robert S.	Instructional II Mid-Level Science 6-9 (2880) Instructional II Mathematics 7-12 (6800) Instructional II Mid-Level Citiz. Ed 6-9 (2870) Instructional II Bus-Computer-Info Tech PK-12 (1603)	9-12	Math	1560	100%	0%
11	Dominick, Brittney	Endorsement Autism PK-12 (1180) Instructional II Special Education PK-8 (9226) Instructional II Grades PK-4 (2825)	K-6	Special Education Teacher	1560	100%	0%
12	Elliott, Nicole J.	Instructional I Special Education PK-12 (9231)	7-12	Special Education Teacher	1560	100%	0%
13	Gould, Michelle	Instructional II Grades PK-4 (2825)	1	Grade 1	1560	100%	0%
14	Hahesy, Hunter	Instructional I Grades PK-4 (2825)	K-12	Engagement Specialist	1560	100%	0%
15	Hurley, Ashley P.	Instructional II Family-Consumer Sci PK-12 (5600) Instructional II Grades 4-8 (All subjects 4-6, Science 7-8) (3100) Instructional II Grades PK-4 (2825)	6-8	Science	1560	100%	0%
16	Johnson, Christina	Educational Specialist I Elementary & Secondary School Counselor PK-12 (1839)	9-12	Counseling	1560	100%	0%
17	Krzyzkowski, Tiffany	Instructional II Health & Physical Educ PK-12 (4805)	K-12	Health & Physical Education	1560	100%	0%
18	Little, Kiarra	Educational Specialist I Elementary & Secondary School Counselor PK-12 (1839)	6-8	Counseling	1560	100%	0%
19	Marrara, Kelly	Instructional II Elementary K-6 (2810) Instructional II Mid-Level Mathematics 6-9 (2860) Instructional II Special Education PK-12 (9225)	K-12	Director of Data and Student Assessments	1560	100%	0%

20	Marteney, Tina A.	Instructional II Bus-Computer-Info Tech PK-12 (1603) Instructional II English 7-12 (3230) Administrative I Principal PK-12 (1115)	6-8	English	1560	100%	0%	
21	Martinez, Adrienne	Instructional II Elementary K-6 (2810) Instructional II Special Education PK-12 (9225)	K	Kindergarten	1560	100%	0%	
22	Micco, Michael	Instructional II Mid-Level Science 6-9 (2880) Instructional II Chemistry 7-12 (8420) Administrative II Principal PK-12 (1115) Educational Specialist II Inst Technology Specialist PK-12 (1825)	K-12	Principal	2080	100%	0%	
23	Morano, Eileen C.	Instructional I Biology 7-12 (8405) Instructional I Chemistry 7-12 (8420)	9-12	Science	1560	100%	0%	
24	Morgese, Gina M.	Educational Specialist I School Social Worker PK-12 (1851)	K-12	School Social Worker	1560	100%	0%	
25	Moser, Chris	Instructional II Elementary K-6 (2810) Administrative I Principal PK-12 (1115)	K-12	CEO	2080	100%	0%	
26	Newcomer, Ashley N.	Private School - Teacher Mentally Retarded K-12 (19220) Instructional II Grades PK-4 (2825)	3	Grade 3	1560	100%	0%	
27	Ntiamoah, Kwame	Instructional II Social Studies 7-12 (8875) Instructional II Special Education PK-12 (9225) Administrative II Principal PK-12 (1115)	K-12	Director -Special Education	2080	100%	0%	
28	Overberg, Michael I.	Instructional I Social Studies 7-12 (8875)	9-12	Social Studies	1560	100%	0%	
29	Planavsky, Erika L.	Instructional II Elementary K-6 (2810)	2	Grade 2	1560	100%	0%	
30	Sayers, Jennifer L.	Instructional II English 7-12 (3230)	9-12	English	1560	100%	0%	
31	Shollenberger, Heather	Instructional II Elementary K-6 (2810) Instructional II Reading Specialist PK-12 (7650)	K-12	Reading Specialist	1560	100%	0%	
32	Sload, Jason	Instructional II Art PK-12 (1405)	K-12	Art	1560	100%	0%	
33	Squeri, Nicholas	Instructional I Special Education PK-12 (9225) Instructional I English 7-12 (3230) Program Specialist English as a Second Language (ESL) PK-12 (4499)	7-12	Special Education Teacher	1560	100%	0%	
34	Swidorski, Sara L.	Instructional II Chemistry 7-12 (8420)	9-12	Science	1560	100%	0%	
35	Truax, Kristen	Educational Specialist II School Nurse PK-12 (1890)	K-12	Certified School Nurse	2080	100%	0%	
36	Verdes, Colette K.	Instructional I Reading Specialist PK-12 (7650) Educational Specialist I Elementary & Secondary School Counselor PK-12 (1839)	K-12	Manager of Counseling	2080	100%	0%	
37	Wade, Michelle	Instructional II Elementary K-6 (2810) Instructional II Ment and/or Phys Handicapped K-12 (9235) Letter of Equivalency Master's Equivalency - (1185) Instructional II Mid-Level Mathematics 6-9 (2860)	7-12	Special Education Teacher	1560	100%	0%	
38	Wagner, Aubrey J.	Instructional II Elementary K-6 (2810) Instructional II Spanish PK-12 (4490) Program Specialist English as a Second Language (ESL) PK-12 (4499) Instructional II Bus-Computer-Info Tech PK-12 (1603)	K-12	ELL Specialist Business Spanish	1560	100%	0%	
39	Ward, Danielle E.	Instructional II Elementary K-6 (2810) Instructional II Reading Specialist PK-12 (7650)	4 - 5	ELA & Social Studies	1560	100%	0%	

40	Watts, Kelly	Instructional II Elementary K-6 (2810) Instructional II Early Childhood N-3 (2840) Instructional II Reading Specialist PK-12 (7650) Administrative II Principal PK-12 (1115)	K-12	Assistant Principal	2080	100%	0%	
41	Way, Jennifer	Educational Specialist II Elementary & Secondary School Counselor PK-12 (1839)	K-5	Counseling	1560	100%	0%	
42	Weeks, Rachel	Instructional II Grades PK-4 (2825) Instructional II Special Education PK-8 (9226) Educational Specialist I Elementary & Secondary School Counselor PK-12 (1839) Instructional II Special Education Expansion 7-12 (9229)	9-12	Counseling	1560	100%	0%	
43	Wentzel, Nicole M.	Instructional II Special Education PK-12 (9225) Instructional II Mid-Level Mathematics 6-9 (2860)	9-12	Special Education Teacher	1560	100%	0%	
44	White, Caroline G.	Instructional II Grades PK-4 (2825) Instructional II Special Education PK-8 (9226) Supervisory Supvr Special Education PK-12 (9215)	K-6	Special Education Teacher	1560	100%	0%	
45	Wiegand, Jordan J.	Instructional II Elementary K-6 (2810) Administrative I Principal PK-12 (1115)	K-12	Manager of Engagement	2080	100%	0%	
46	Wiley, Ashtin	Instructional I English 7-12 (3230)	9-12	English	1560	100%	0%	

Total Number of Administrators (do not include CEO) ____3_____ CEO (certified)__1__

Total Number of Teachers ____30______ Counselors ___4_______ School Nurses _____1_____ Others ____12_____

Total Number of Professional Staff _46__

PA Department of Education, 607 South Drive, Harrisburg, PA 17120

PENNWOOD CYBER CHARTER SCHOOL
Preliminary Revenue and Expense Statement - Unaudited

Account	Code			
		REVENUES		
		Local		
6944		Receipts from other LEAs in PA (Regular)	$	6,891,661
6944		Receipts from other LEAs in PA (Special)		4,185,947
6000		**Total Local**	**$**	**11,077,608**
		State		
7362		School Mental Health and Safety Grant	$	59,288
7000		**Total State**	**$**	**59,288**
		Other Financing Sources		
9910		Other Financing Sources	$	2,370.76
9000		**Total Other Financing Sources**	**$**	**2,371**
		TOTAL REVENUES	**$**	**11,139,267**
		EXPENDITURES		
1000		**Instruction**		
1100		**Regular Instruction Programs**		
	100	Personnel Services-Salaries	$	1,471,371
	200	Personnel Services- Employee Benefits		559,643
	300	Purchased Professional & Technical Services		5,226,073
	500	Other Purchased Services		208,690
1100		**Total Regular Instruction Programs**	**$**	**7,465,777**
1200		**Special Instruction Programs**		
	100	Personnel Services-Salaries	$	531,955
	200	Personnel Services - Employee Benefits		199,689
	300	Purchased Professional & Technical Services		490,875
		Total Special Instruction Programs	**$**	**1,222,518**
1000		**Total Instruction**	**$**	**8,688,296**
2000		**Support Services**		
2100		**Support Services - Students**		
	100	Personnel Services-Salaries	$	463,582
	200	Personnel Services- Employee Benefits		165,403
2100		**Student Support Services**	**$**	**628,984**
2200		**Support Instructional - Staff**		
	500	Other Purchased Services		62,424
2200		**Support Instructional - Staff**	**$**	**62,424**
2300		**Support Services Administration**		
	100	Personnel Services-Salaries	$	651,892
	200	Personnel Services- Employee Benefits		241,096
	300	Purchased Professional & Technical Services		274,952
	500	Other Purchased Services		39,661
	600	Supplies		50,157
2300		**Total Administration**	**$**	**1,257,759**
2400		**Support Services - Pupil Health**		
	100	Personnel Services-Salaries	$	38,038
	200	Personnel Services- Employee Benefits		14,026
	300	Purchased Professional & Technical Services		-
2400		**Total Pupil Health**	**$**	**52,064**
2500		**Business**		
	300	Purchased Professional & Technical Services	$	102,659
		Total Business	**$**	**102,659**
2600		**Operation and Maintenance of Plant Services**		
	400	Purchased Property Services	$	158,405
		Total Operation and Maintenance of Plant Services	**$**	**158,405**
2000		**Total Support Services**	**$**	**2,262,295**
3000		**Operation of Non-Instructional Activities**		
3200		**Student Activities**		
	500	Other Purchased Services	$	38,400
		Total Student Activities	**$**	**38,400**
3000		**Total Operation of Non-Instructional Activities**	**$**	**38,400**
		TOTAL EXPENDITURES	**$**	**10,988,991**
		NET INCOME	**$**	**150,276**
		FUND BALANCE	**$**	**150,276**

Address of School ____**2951 Whiteford Road Suite 204 York, PA 17402**____

CEO Signature _Chris Moser, CEO_

PENNWOOD CYBER CHARTER SCHOOL

Financial Audit Basics

2024-2025 was Pennwood's first school year in operation. We have a relationship with Barbacaene, Thornton, & Company. Their audit is in progress and is expected to be completed by the PDE due date.

For the date of the last audit, I typed in 01/01/2025 as a placeholder.

Cyclical Monitoring

2024-2025 was Pennwood's first school year in operation. We have not yet done cyclical monitoring, but it is scheduled to be held this school year, December 8-10, 2025.

For the date of the last cyclical monitoring, I typed in 01/01/2025 as a placeholder.

Upload the policy and procedures surrounding IEP development:

Since 2024-2025 was our first year, we did not do any cyclical monitoring and do not have the policy and procedures surrounding IEP development, under the Cyclical Monitoring section.

Indicator 13: Secondary Transition IEPs

2024-2025 Cohort

Slide Decks & Recorded Sessions

2025 Session 1 - Indicator 13 (Transition ...	2025 Session 2 - Indicator 13 (Present Le...	2025 Session 3 - Indicator 13 (The Grid)
Zoom Recording	Zoom Recording	Zoom Recording

IEP Invites

IEP Invite and Sign-In Sheet-Indicator 13.pdf

Transition Assessment

Planning Resources	Formal	Informal
• _Step 1. TAP Form - Transition Co... • PA Planning for the Future Transition Checklist • Secondary Transition Assessment Toolkit • Participants in a Collaborative Transition Assessment Process Infographic	• Communication Matrix • O*NET Interest Profiler at My Next Move • Pictorial Interest Inventory Structured around eight different career fields • Photo Career Quiz Based on Holland Codes | RIASEC Occupational Interest Inventory	• LifeCourse Tools • Parent Transition Survey • 12_PersonalPreferenceIndicators... • SelfDeterminationChecklist.pdf • Independent_Living_Postseconda...

Present Levels

Introduction: Present Levels Sample Transition Introduction: Present Levels Sample Postsecondary Education/Training: Present Levels Sample Postsecondary Employment/Career: Present Levels Sample Independent Living Present Levels Sample Agency Involvement Present Levels Sample	This Guide is meant to be a resource to get you started with a flow of what your Transition PL could look like. Transition Present Levels IEP Guide *****do not treat this as a template and copy and paste the sentence frames into your IEPs, that will be an issue with auditors*****

The Grid

Services	Activities	Compliance
Often indicated by **bold** text or * and is typically a summarized or shortened version of a MAG	Updated annually → activities change as student goals/needs evolve	• Include the CIP Code for CTE Program Students • List of all **current and projected courses** for this IEP year • All courses should be listed with **each goal area** • Use **specific course titles**, not general ones (Algebra I instead of Math)
What Is It?		
• Measurable Annual Goals (MAGs) • Instruction for specific skills • Related services (i.e., speech)	• Community Experiences • Post-school Adult Living Objectives • Daily Living • Functional Vocational Evaluation	

<table>
<tr><th colspan="2">Examples</th><td rowspan="2"><u>Minimum</u> of 1 service AND 1 activity PER secondary transition goal area
Check “Yes” for MAG Box
“Location” cannot be “home”
“Person Responsible” may not only be the “family/student”</td></tr>
<tr><td>Improve math fact fluency
Improve self-advocacy skills
Develop budgeting skills
Instruction on organizational strategies and use of a checklist to support bringing all needed materials to class
Continue to develop self-initiated use of coping strategies when dysregulated</td><td>Expand the use of time tracker browser extension to help manage time during independent work
Practice completing job applications
Interview someone in a specific career/field
Develop a shopping list based on household needs
Transition-Activities-for-the-IEP.pdf</td></tr>
<tr><th colspan="3"><u>Indicator 13</u></th></tr>
<tr><td>Teacher Quick Check Questions</td><td>Post-Review One Page Indicat…</td><td><u>PaTTAN - Annotated Individualized Education Program (IEP)</u></td></tr>
<tr><th colspan="3"><u>IU Staff Developers</u></th></tr>
<tr><td><u>Lindsay McMurphy</u>
Autism & Secondary Transition</td><td><u>Melissa Oberdorf</u>
Inclusive Practices, Secondary Transition, & STEM</td><td>Lincoln Intermediate Unit12 Website
<u>Secondary Transition to Adult Life (TaC)</u></td></tr>
</table>

2024-2025 Indicator 13 Training Plan

Meeting/Training/Activity	Staff Required/Attended	Date/Time Scheduled Location	Notes
HW Prior to 1st Session: Complete Schoology Course by January 3rd			
****Transition Assessment****	☑ 5 Staff (Caroline, Brittney, Nicole E., Nicole W., Nicholas) & Kaylee	Date: Jan 8, 2025 8:00 AM Duration: 30 minutes Location: Zoom	• **Zoom Room:** zoom.us/my/lindsaymcmurphy • Slides: bit.ly/403GTcj • Zoom Recording
Open Office Hours	☑ 5 Staff (Caroline, Brittney, Nicole E., Nicole W., Nicholas) & Kaylee	Date: Jan 14, 2025 10:30 AM Duration: 20 minutes per person Location: Zoom	• **Zoom Room:** zoom.us/my/lindsaymcmurphy • Staff Sign Up for Time Slot ○ 10:30-10:50 → **Caroline** ○ 10:50-11:10 → **Nick** ○ 11:10-11:30 → Nicole E (did not attend) ○ 11:30-11:50 → **Nicole W** ○ 11:50-12:10 → **Kaylee** (substitute) ○ **Brittney (only teaches to 4th grade**) • Bring an IEP that we can collaborate on regarding **transition assessment** for any questions or ideas you have.
****IEP Present Levels****	☑ 5 Staff (Caroline, **Brittney**, **Nicole** E., **Nicole** W., **Nicholas**) & **Kwame**, **Michelle** W. (New)	Date: Jan 29, 2025 8:00 AM Duration: 30 minutes Location: Zoom	• **Zoom Room:** zoom.us/my/lindsaymcmurphy • Slides: bit.ly/PWPL • Zoom Recording • PA OVR Office Contact Info Document: OVR Points of Contact.pdf
Open Office Hours	☑ 5 Staff (Caroline, Brittney, Nicole E., Nicole W., Nicholas)	Date: Feb 3, 2025 1:00 PM Duration: 20 minutes per person Location: Zoom	• **Zoom Room:** zoom.us/my/lindsaymcmurphy • Staff Sign Up for Time Slot ○ 1:00-1:20 →**Caroline** ○ 1:20-1:40 → **Nick** ○ 1:40-2:00 →Nicole E (did not attend) ○ 2:00-2:20 → **Nicole W**

			○ 2:20-2:40 → **Michelle W (Shelly)** ● Bring an IEP that we can collaborate on regarding **IEP Present Levels** for any questions or ideas you have.
****Transition Grid****	☑ 5 Staff (**Caroline**, **Brittney**, **Nicole** E., **Nicole W.**, **Nicholas**, **Alona**) **Shelly (MS),**	Date: Feb 20, 2025 8:00 AM Duration: 30 minutes Location: Zoom	● **Zoom Room:** zoom.us/my/lindsaymcmurphy ● This session will also be recorded ● Slides: bit.ly/4bavjS7 ● Zoom Recording ● **"One-Pager" Resources**
Open Office Hours	☑ 5 Staff (Caroline, Brittney, Nicole E., Nicole W., Nicholas)	Date: Feb 26, 2025 1:00 PM Duration: 20 minutes per person Location: Zoom	● **Zoom Room:** zoom.us/my/lindsaymcmurphy ● Staff Sign Up for Time Slot ○ 1:00-1:20 → Alona ○ 1:20-1:40 → Nick ○ 1:40-2:00 → Shelly (did not attend) ○ 2:00-2:20 → Nicole E (did not attend) ○ 2:20-2:40 → n/a ● Bring an IEP that we can collaborate on regarding the **transition grid** for any questions or ideas you have. Alternate Day for Caroline and Nicole W - Feb 27th in the PM w/ Melissa ● **Zoom Room:** https://zoom.us/my/oberdorf ○ 12:30-12:50 → Nicole W ○ 12:50 - 1:10 → Caroline
Final Office Hours	☐ 5 Staff (Caroline, Brittney, Nicole E., Nicole W., Nicholas)	Date: Mar 10, 2025 12:00 PM Duration: 30 minutes per person Location: Zoom	● **Zoom Room:** zoom.us/my/lindsaymcmurphy ● Staff Sign Up for Time Slot ○ 12:00-12:30 → Caroline ○ 12:30-1:00 → Alona ○ 1:00-1:30 → Nicole E ○ 1:30-2:00 → Nicole W ○ 2:00-2:30 → Shelly ○ Nick (has a training) ● Staff can come for questions

<table>
<tr><td></td><td></td><td></td><td>Schoology Course
Writing IEP
Any Other Questions
30 minutes each in length</td></tr>
<tr><td colspan="4">Submit Post Review IEPs by Monday, March 24th, 2025
Google Form to Submit Post-Review Documents</td></tr>
<tr><td>Individual IEP Post-Reviews</td><td>☐ All MS & HS Special Ed. Teachers with Transition Age Students on their Case Load
☐ Kwame Ntiamoah</td><td>Date:
Apr 10, 2025 11:30 AM
Duration: 3 hours
Location: Zoom</td><td>Zoom Room: zoom.us/my/lindsaymcmurphy
Staff Sign Up for Time Slot
Thursday, April 10th → initial date
11:30-12:00 → Shelly
12:00-12:30 → Nick
12:30-1:00 → Nicole E (did not attend)
1:00-1:30 → Alona
Monday, April 7th → alternate date due to PASA testing
12:00-12:30 → Caroline
12:30-1:00 → Nicole W
30 minutes each in length
Post-review one-on-one meetings with each of your staff with a transition IEP</td></tr>
</table>

Upcoming Requested Training: after post-review

- Present Levels
- Goals

Other Trainings Available Upon Request: Agency Partnerships, Student/Family Engagement, Measurable Annual Goals Progress Monitoring

Preference of PD: Bit sized, small group would be best for their team (25-30 minute sessions)
Work Hours are from: 8-4

Pennwood Cyber Charter School

Special Education Department

IEPWriter Training Attendance Sheet

Teacher of classes: Leader Services of IEP Writer, various teachers

Date	Training	Attendees
5/9/2025	Admin Session 1 - Administrators of the account learn the back office parts of IEP Writer.	Kwame Ntiamoah Caroline White Colette Verdes Dawn Bodien Kelly Marrara
5/16/2025	Admin Session 1 - Administrators of the account learn the back office parts of IEP Writer.	Kwame Ntiamoah Caroline White Colette Verdes Dawn Bodien Kelly Marrara
5/23/2025	Child Count - Administrators of the account learn about Child Count and data sections of IEP Writer.	Kwame Ntiamoah Caroline White Colette Verdes Dawn Bodien Kelly Marrara Taisha Butler Jordyn Irwin
5/30/2025	User Session 1 - Training for administration and Case Managers to use IEP Writer.	Kwame Ntiamoah Caroline White Colette Verdes Dawn Bodien Kelly Marrara Taisha Butler Jordyn Irwin Alona Cortes Brittney Dominick Christina Johnson

		Jacquelyn McCluskey Jennifer Way Nicole Elliott Nicholas Squeri Nicole Wentzel Rachel Weeks Shelly Wade Kiarra Little Sarabeth Kirkland
6/4/2025	User Session 2 - Training for administration and Case Managers to use IEP Writer.	Kwame Ntiamoah Caroline White Colette Verdes Dawn Bodien Kelly Marrara Taisha Butler Jordyn Irwin Alona Cortes Brittney Dominick Christina Johnson Jacquelyn McCluskey Jennifer Way Nicole Elliott Nicholas Squeri Nicole Wentzel Rachel Weeks Shelly Wade Kiarra Little Sarabeth Kirkland
6/13/2025	Progress Monitoring - Training for administration and Case Managers to use IEP Writer, focusing on progress monitoring.	Kwame Ntiamoah Caroline White Dawn Bodien Kelly Marrara Taisha Butler Jordyn Irwin Alona Cortes Brittney Dominick Jacquelyn McCluskey Jennifer Way Nicole Elliott Nicholas Squeri Nicole Wentzel Shelly Wade Sarabeth Kirkland

Millersville University | Shippensburg University

P.O. Box 1002
Millersville, PA 17551-0302
www.millersville.edu
Phone: 717-871-7170
Fax: 717-871-7941

MU-SU Master of Social Work Program

1871 Old Main Drive
Shippensburg, PA 17257
www.ship.edu
Phone: 717-477-1276
Fax: 717-477-4051

Re: MSW Practicum Agency/University Affiliation Agreement

Thank you for considering our student as an intern. Since 2000, all academic programs at PA State System of Higher Education Universities that place students in community agencies/organizations for learning purposes have been required to execute a formal affiliation agreement that spells out the responsibilities of each entity in the relationship with each of these agencies/organizations.

Please review the enclosed affiliation agreement and determine if the form and content meet your agency's requirements. If so, please provide the name and email address of the person responsible for signing to Jostalynn Parry (Jostalynn.parry@millersville.edu) and the agreement will be sent through DocuSign for signature. If there are proposed revisions, please redline the document, and send back to Jostalynn for legal counsel review. To ensure affiliation agreements are completed in a timely manner, please provide an update within **two weeks** of receiving the initial agreement. The student is unable to start their placement until the agreement is fully executed.

In section II e, under the responsibilities of the agency, you are asked to designate a member of your staff to act as "monitor" of this affiliation agreement. This "administrative liaison" will be the contact person between myself and your agency when problems arise at levels OTHER THAN the performance/supervision of interns. Individual student issues are under the purview of the designated agency supervisor and assigned practicum liaison from the Millersville University School of Social Work. Problems of performance/supervision may lead to or require administrative intervention, but this should not be the option of first choice in addressing such matters.

Additionally, the maximum term for all affiliation agreements is five (5) years, per the decision of the Chief Counsel of the PA State System of Higher Education. This means that automatic rollover is not allowed, and an entirely new form will be sent to you after that time which will reflect any changes in policy or procedure that have occurred since the execution of the previous document.

Because the affiliation agreement is a legal document, substantive changes to its content would require an additional legal review in Harrisburg. Thus, when possible, we will preserve the document in its original form and strategize about ways to create and/or document additional policies that may be needed to guide the interns at your agency. Once this form is signed at your agency, I will have it signed by our university administration and return a signed copy to you for your records.

Thank you for partnering with Millersville University School of Social Work. Again, please feel free to call me at 717-871-7351 or reach me by email (heather.strohman@millersville.edu) if you have any questions or concerns about this process.

Sincerely,

Heather Strohman, LCSW

Social Work Practicum Director
School of Social Work
Millersville University

AFFILIATION AGREEMENT
BETWEEN MILLERSVILLE UNIVERSITY AND PRACTICUM AGENCIES

THIS AGREEMENT is made between MILLERSVILLE UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and ________**Pennwood Cyber Charter School**________(hereinafter "AGENCY"). The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

a. *Selection of Students*. The University shall be responsible for the selection of qualified social work students to participate in practicum experiences. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the agency.

b. *Education of Students*. The University shall assume full responsibility for the classroom and classroom education of its social work students. The University shall be responsible for the administration of the program, the curriculum content as well as the requirements of matriculation, grading, and graduation.

c. *Submission of Candidates*. The University shall arrange for practicum interviews of the MSW level students at the agency prior to the practicum placement assignment in the spring semester of each academic year. The Practicum Coordinator will provide information on potential practicum students to the agency before interviews take place along with a copy of the release form signed by the student permitting transmittal of this information.

d. *Advising Students of Rights and Responsibilities*. The University will be responsible for advising the student of their own responsibilities under this Agreement. The student shall be advised of their obligations to abide by the policies and procedures of the Agency, and should any student fail to abide by any policy and/or procedure, he or she may be subject to removal from the Agency or the social work program, according to the problem resolution process described in the MSW student handbook.

e. *Professional Liability Insurance*. Unless covered by the agency's liability policy, MSW students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the field practicum assignment. The Agency understands that as an agency of the Commonwealth, the University is prohibited from purchasing insurance. As public universities and a state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Finance and Risk Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act. 42 Pa.C.S.A. §§852 1, et. seq.

f. *Clearances*. The University will instruct its students to obtain child abuse and criminal record clearances prior to the student's acceptance into the practicum placement. Students will be required to update their criminal background checks and child abuse clearances if requested by the Agency. Students will provide clearances directly to the Agency upon the Agency's request. The University will also instruct its students who are participating in the practicum experience to comply with the health status requirements, if any, of the Agency. Students will provide proof of compliance directly to the Agency upon the Agency's request.

g. *Monitoring of Student Progress.* The Practicum Faculty Liaison has the responsibility of monitoring student progress in this practicum placement, as outlined in the Practicum Manual.

h. *Removal of Student from Program.* The University shall have the authority to suspend a student's participation when it determines, consistent with its academic policies and procedures, that further participation by the student would no longer be appropriate. The University will notify the Agency, in writing, if such action is taken.

II. DUTIES AND RESPONSIBILITIES OF AGENCY

a. *Establishment of Practicum Opportunities*. The Agency authorizes the use of its facilities as may be agreed upon by the Agency and the University as a field practicum site for Master of Social Work students. This practicum placement is for students enrolled in The Millersville University/Shippensburg University of Pennsylvania Master of Social Work Program. This practicum is required by the national accrediting body in social work education (CSWE).

b. *Policies of Agency*. The Agency will review with each student, prior to the beginning of the practicum any and all applicable policies, codes or confidentiality issues related to the experience.

c. *Administration*. The Agency will have sole authority and control over all aspects of services to its clientele. The Agency will be responsible for and retain control over the organization, operation, and financing of its programs.

d. *Removal of Noncompliant Student*. The Agency shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the Agency should immediately inform the responsible University Faculty Liaison, course professor and/or the Practicum Director, in writing.

e. *Designation of Representative*. The Agency shall designate a person to serve as administrative liaison with the University. This representative will monitor compliance with the terms of this affiliation agreement and meet periodically with the Practicum Director at the University to address issues of shared concern. This may or may not be the same person designated to supervise individual students as the site supervisor.

f. *Supervision of Students*. The Agency shall designate a person to serve as a site supervisor who will assign appropriate work to the student, mentor their professional development, evaluate the performance of the student and assure the continuing match between agency and student goals. The site supervisor will meet with the faculty liaison from the University in order to discuss, plan and evaluate the student's experience, as outlined in the Practicum Manual. It is the responsibility of the site supervisor immediately inform the Practicum Faculty Liaison of any challenges with the student.

g. *Reporting of Student Progress*. The site supervisor will complete all evaluation forms and other reports required by the University in a timely manner. This includes mid-term and final evaluations on forms provided by the faculty liaison and any other documentation required by the program.

h. *Student Records*. The Agency shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

i. *Reporting of Sexual Violence and Sexual Harassment and Identification of Resources:* The Agency agrees to report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator at mutitleixcoordinator@millersville.edu or 717-871-4100. The Agency shall identify resources, such as medical care and counseling that are available to any student who has been the victim of sexual harassment, sexual assault, dating violence, domestic violence or stalking.

j. *Student safety.* The Agency agrees to provide the student with an orientation that includes safety protocols. The Agency also agrees to the following terms:

i. Driving Clients. Clients cannot be driven by the student in his/her car unless the placement Agency has made arrangements to assume liability should an incident occur. Whenever possible it would be preferred that the student uses a vehicle owned by the Agency when transporting clients.

ii. Emergency Medical Care of Students. The Agency may provide to the students, to the extent possible, first aid for any injuries or illness that may occur while the student is at the Agency. However, the Agency assumes no responsibility, financial or otherwise, beyond initial first aid.

III. MUTUAL TERMS AND CONDITIONS

a. *Number of Participating Students*. The parties will mutually agree upon the number of students that shall be assigned to the Agency for each semester's practicum placement experiences.

b. *Term of Agreement.* The term of this agreement shall be for five (5) years from the original date of enactment. This is the maximum permitted length of such agreements and this time runs regardless of breaks in participation. At the end of this term a new affiliation agreement must be executed before student placements can occur.

c. *Termination of Agreement*. The University or the Agency may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement prior to the completion of an academic semester However all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

d. *Nondiscrimination*. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. The Agency agrees to cooperate with the University in its investigation of claims of discrimination or harassment. Millersville University does not discriminate on the basis of race or ethnicity; gender; sexual orientation, gender identity, gender expression; campus status; marital status; pregnancy; age; religion or belief system; disability; national background or origin; or veteran status in admission or access to, or treatment of employment in, its programs and activities.

e. *Interpretation of the Agreement*. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

f. *Modification of Agreement*. This Agreement shall only be modified in writing with the same formality as the original Agreement.

g. *Liability.* Neither of the parties shall assume any liabilities to each other. As to liability to each other for death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit the University's or Commonwealth of Pennsylvania's rights, claims or defenses, which arise as a matter of law or pursuant to any provisions of this Agreement. Nothing in this Agreement shall be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

h. *Relationship of Parties*. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

i. *Entire Agreement*. This agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regard to this relationship. This Agreement supersedes any other agreements, restrictions, representations, or warranties, if any, between the two parties hereto with regard to the subject matter contained herein.

j. *Signature/Acknowledgement.* The parties warrant and represent that the individuals signing this Agreement are authorized to bind the University and the Agency to the terms and conditions contained in the Agreement. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.

k. *Effective date.* This agreement will become effective once it is signed by University Legal Counsel.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Millersville University of Pennsylvania

DocuSigned by:
Gail Gasparich
CC1B574FE4F9432...

8/1/2025 | 12:51 EDT

Authorized Signature Date

Dr. Gail E. Gasparich, Ph.D.
Provost and Senior Vice President for Academic Affairs

Approved as to form and legality:

DocuSigned by:
Jacqueline C. Fox
40B92443F09C4F2...

8/4/2025 | 11:31 EDT

Ms. Jacqueline C. Fox Date
University Legal Counsel

Pennwood Cyber Charter School
Agency (Print)

Christina Moser

Authorized Signature Date

Christina Moser, CEO April 24, 2025
Print Name/Title

Designated Agency Representative per item II e

Colette Kenny Verdes

APPENDIX Y
Memorandum of Understanding (MOU) with Cook Center for Human Connection

MEMORANDUM OF UNDERSTANDING BETWEEN Cook Center for Human Connection AND Pennwood Cyber Charter School

This Memorandum of Understanding ("MOU") is non-legally binding and between Cook Center for Human Connection ("Cook Center"), and the Pennwood Cyber Charter School ("Pennwood"), collectively the ("Parties") who in view of their scholarly interest, enter into this non-binding MOU on the basis of mutual understanding and values.

I. **Parties**

This MOU is entered into and effective upon the date the last Party signs the MOU and signifies the relationship between the Cook Center and Pennwood in providing Pennwood resources and services to ensure students overall student well-being.

II. Purpose

The mission of the Cook Center is to bring together the best organizations, programs, and products to prevent suicide, provide mental health support, and enhance human connections vital for people to thrive. The organization focuses on supporting children, families, and schools.

The resources provided by the Cook Center will dovetail with the school's investment in whole-child wellness. The relationship will be managed by the Director of Counseling (or their designee) and will work closely with the other 29 support positions.

III. Term and Amendment of MOU

Both Parties agree to be bound by this MOU unless earlier terminated pursuant to the provisions A.1 through A.3, described below. Should either Party decide for any reason to terminate this MOU, the terminating Party will provide written notice to the other Party via certified mail or electronic mail. This MOU embodies the entire and complete understanding of the Parties and no amendment will be considered effective unless signed by both Parties. Signatures can be received electronically.

A. Termination
    1. During the term of the Agreement and any subsequent renewals, either party may terminate this Agreement for any reason by providing the other Party with written notice at least sixty (60) days prior to its intention to terminate. No

termination shall become effective until the end of the academic year during which notification is given. For the purpose of this Agreement, "academic year" is intended to refer to Pennwood's academic year.

2. The MOU may be terminated immediately at any time by either Party upon written notice to the other party if the continuation of the MOU would:
    a. Jeopardize Cook Center's or the Pennwood's status as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986 (hereinafter, "Code") or cause either Party or its officers, trustees, employees, or agents to be subject to tax under the Code, including without limitation the tax on unrelated trade or business income under section 511 of the Code or the tax on excess benefit transactions under section 4958 of the Code; or,
    b. Subject either Party to unanticipated adverse federal, state, or local tax consequences, such as the loss of exemptions from real property tax or sales tax; or,
    c. Materially and substantially injure the goodwill or reputation of either Party; or,
    d. Violate applicable law or regulation or accreditation agency requirement to which each Party is subject, unless the violation is cured within thirty (30) days.
3. If either Party becomes insolvent, makes an assignment for the benefit of its creditors, is placed in the hands of a receiver, or liquidates its business, this Agreement shall be deemed terminated at the end of the then current academic year without the requirement for further action or notice by either party.

IV. Responsibilities of the Cook Center

Cook Center will provide all Learning Coaches (parents) and staff with access to Mental Health Coaches within 24 hours of their request. Mental Health Coaches will respond via the coaching app within 24 hours and will provide direct, online support specific to the individual need.

Cook Center will provide, via Pennwood Counselors, access to *My Life is Worth Living*, an online, animated curriculum for students, families, and staff.

Cook Center will provide access to Mental Health Series on select topics at the Director of Counseling's selection at a minimum of two times per school year. Participation to the series will remain anonymous.

Cook Center will provide all parents and Learning Coaches with access to online resources designed to assist them in talking to their students and understanding pre-teen and teen concerns.

Cook Center will provide virtual professional development to Pennwood's identified staff. Professional development is $2,000 per virtual session for up to 100 attendees.

V. Responsibilities of Pennwood

Pennwood will provide information to parents and students upon enrollment concerning access to Mental Health Coaches, the *My Life is Worth Living* series, and online Parent Guidance.

Pennwood will pay the Cook Center (a fee based on Pennwood's enrollment) annually for access to Mental Health Coaches.

Pennwood will arrange for at minimum two (2) Mental Health Series sessions at $1,500/session. The Director of Counseling (or their designee) will select the topic and establish online connections for families to access. Following the session, the Director of Counseling will make the recorded session available to students and parents upon request.

VI. Relationship of Parties

Nothing in this MOU shall be construed as making either party a joint venture or partner, employee, or agent of the other. The parties shall mutually agree upon and reduce to writing any and all fees associated with the programming outlined and envisioned in this MOU.

VII. Other Fees

At no time shall students, parents or Pennwood staff be charged directly by the Cook Center to participate in the programs outlined in this agreement.

VIII. Marketing & Use of Licensed Marks

Both Parties agree that prior written approval is required before using the other Party's name, logo, or other intellectual property rights in any advertising or associated publicity. Nothing in this agreement shall preclude Pearson from informing Pennwood's students, faculty, and community about the Program.

IX. Non-Binding MOU

This MOU is not a legally binding agreement or an offer for a legally binding agreement. It is the parties' mutual intent to proceed in good faith to execute definitive agreements consistent with the principles and provisions of this MOU and subject to the satisfactory completion of the due diligence process; accordingly, the Cook Center and Pennwood will be legally bound only by final, duly approved and executed definitive agreements.

The Parties through their duly authorized representatives have signed this Memorandum of Understanding below.

The Cook Center for Human Connections	**Pennwood Cyber Charter School**
Print Name: John Cook	Print Name: Marc LeBlond
Signature: John Cook (Aug 29, 2023 14:57 MDT)	Signature: Marc LeBlond (Aug 29, 2023 14:27 EDT)

Millersville University

P.O. Box 1002
Millersville, PA 17551-0302
www.millersville.edu

School of Social Work
Phone: 717-871-7206
Fax: 717-871-7941

Re: BASW Practicum Agency/University Affiliation Agreement

Thank you for considering our student as an intern. Since 2000, all academic programs at PA State System of Higher Education Universities that place students in community agencies/organizations for learning purposes have been required to execute a formal affiliation agreement that spells out the responsibilities of each entity in the relationship with each of these agencies/organizations.

Please review the enclosed affiliation agreement and determine if the form and content meet your agency's requirements. If so, please provide the name and email address of the person responsible for signing to Jostalynn Parry (Jostalynn.parry@millersville.edu) and the agreement will be sent through DocuSign for signature. If there are proposed revisions, please redline the document, and send back to Jostalynn for legal counsel review. To ensure affiliation agreements are completed in a timely manner, please provide an update within **two weeks** of receiving the initial agreement. The student is unable to start their placement until the agreement is fully executed.

In section II e, under the responsibilities of the agency, you are asked to designate a member of your staff to act as "monitor" of this affiliation agreement. This "administrative liaison" will be the contact person between myself and your agency when problems arise at levels OTHER THAN the performance/supervision of interns. Individual student issues are under the purview of the designated agency supervisor and assigned practicum liaison from the Millersville University School of Social Work. Problems of performance/supervision may lead to or require administrative intervention, but this should not be the option of first choice in addressing such matters.

Additionally, the maximum term for all affiliation agreements is five (5) years, per the decision of the Chief Counsel of the PA State System of Higher Education. This means that automatic rollover is not allowed, and an entirely new form will be sent to you after that time which will reflect any changes in policy or procedure that have occurred since the execution of the previous document.

Because the affiliation agreement is a legal document, substantive changes to its content would require an additional legal review in Harrisburg. Thus, when possible, we will preserve the document in its original form and strategize about ways to create and/or document additional policies that may be needed to guide the interns at your agency. Once this form is signed at your agency, I will have it signed by our University administration and return a signed copy to you for your records.

Thank you for partnering with Millersville University School of Social Work. Again, please feel free to reach out by email (heather.strohman@millersville.edu) if you have any questions or concerns about this process.

Sincerely,

Heather Strohman. LCSW

Practicum Education Director
School of Social Work
Millersville University

AFFILIATION AGREEMENT
WITH SOCIAL WORK PRACTICUM PLACEMENT AGENCIES

THIS AGREEMENT is made between MILLERSVILLE UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and **Pennwood Cyber Charter School** (hereinafter "AGENCY"). The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

a. *Selection of Students*. The University shall be responsible for the selection of qualified social work students to participate in practicum experiences. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the agency.

b. *Education of Students*. The University shall assume full responsibility for the classroom and classroom education of its social work students. The University shall be responsible for the administration of the program, the curriculum content as well as the requirements for matriculation, grading, and graduation.

c. *Submission of Candidates*. The University shall arrange for placement interviews of the senior-level students at the agency prior to the practicum placement assignment in the spring, summer, or fall semester of each academic year. The Practicum Coordinator will provide information on potential practicum students to the agency before interviews take place along with a copy of the release form signed by the student permitting the transmittal of this information. In most cases these interviews will occur before or during the semester prior to placement so that student and agency can work together on classroom-based practicum assignments.

d. *Advising Students of Rights and Responsibilities*. The University will be responsible for advising the student of their own responsibilities under this Agreement. The student shall be advised of their obligations to abide by the policies and procedures of the Agency and should any student fail to abide by any policy and/or procedure. They may be subject to removal from the Agency or the social work program, according to the problem resolution process described in the Social Work student handbook.

e. *Professional Liability Insurance*. Unless covered by the agency's liability policy, senior students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the field placement assignment. The Agency understands that as an agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Finance and Risk Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act. 42 Pa.C.S.A. §§8521, et. seq.

f. *Clearances*. The University will instruct its students to obtain child abuse and criminal record clearances prior to the student's acceptance into the practicum placement. Students will be required to update their criminal background checks and child abuse clearances if requested by the Agency. Students will provide clearances directly to the Agency upon the Agency's request. The University will also instruct its students who are participating in the practicum experience to comply with the health status requirements, if any, of the Agency. Students will provide proof of compliance directly to the Agency upon the Agency's request.

g. *Monitoring of Student Progress.* The Practicum Faculty Liaison has the responsibility of monitoring student progress in this practicum placement, as outlined in the Practicum Manual.

h. *Removal of Student from Program.* The University shall have the authority to suspend a student's participation when it determines, consistent with its academic policies and procedures, that further participation by the student would no longer be appropriate. The University will notify the Agency, in writing, if such action is taken.

II. DUTIES AND RESPONSIBILITIES OF AGENCY

a. *Establishment of Practicum Placement Opportunities*. The Agency authorizes the use of its facilities as may be agreed upon by the Agency and the University as a placement site for undergraduate social work students. This practicum placement is for students enrolled in the University's Social Work program. This placement is required by the national accrediting body in social work education (CSWE).

b. *Policies of Agency*. The Agency will review with each student, prior to the beginning of the placement, any and all applicable policies, codes or confidentiality issues related to the experience.

c. *Administration*. The Agency will have sole authority and control over all aspects of services to its clientele. The Agency will be responsible for and retain control over the organization, operation, and financing of its programs.

d. *Removal of Noncompliant Student*. The Agency shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the Agency should immediately inform the responsible University Faculty Liaison, course professor and/or the Practicum Director, in writing.

e. *Designation of Representative*. The Agency shall designate a person to serve as administrative liaison with the University. This representative will monitor compliance with the terms of this affiliation agreement and meet periodically with the Practicum Director at the University to address issues of shared concern. This may or may not be the same person designated to supervise individual students as the site supervisor.

f. *Supervision of Students*. The Agency shall designate a person to serve as a site supervisor who will assign appropriate work to the student, mentor their professional development, evaluate the performance of the student and assure the continuing match between agency and student goals. For senior students the site supervisor will meet with the faculty liaison from the University in order to discuss, plan and evaluate the student's experience, as outlined in the Practicum Manual. It is the responsibility of the site supervisor to immediately inform the Practicum Faculty Liaison of any challenges with the student.
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g. *Reporting of Student Progress*. The site supervisor will complete all evaluation forms and other reports required by the University in a timely manner. This includes mid-term and final evaluations on forms provided by the faculty liaison and any other documentation required by the program.

h. *Student Records*. The Agency shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

i. *Reporting of Sexual Violence and Sexual Harassment and Identification of Resources.* The Agency shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator at mutitleixcoordinator@millersville.edu or 717-871-4100. The Agency shall identify resources, such as medical care and counseling that are available to any student who has been the victim of sexual harassment, sexual assault, dating violence, domestic violence or stalking.

j. *Student safety.* The Agency agrees to provide the student with an orientation that includes safety protocols. The Agency also agrees to the following terms:

i. Driving Clients. Clients cannot be driven by the student in his/her car unless the placement Agency has made arrangements to assume liability should an incident occur. Whenever possible it would be preferred that the student uses a vehicle owned by the Agency when transporting clients.

ii. Emergency Medical Care of Students. The Agency may provide to the students, to the extent possible, first aid for any injuries or illness that may occur while the student is at the Agency. However, the Agency assumes no responsibility, financial or otherwise, beyond initial first aid.

III. MUTUAL TERMS AND CONDITIONS

a. *Number of Participating Students*. The parties will mutually agree upon the number of students that shall be assigned to the Agency for each semester's practicum placement experiences.

b. *Term of Agreement.* The term of this agreement shall be for five (5) years from the original date of enactment. This is the maximum permitted length of such agreements, and this time runs regardless of breaks in participation. At the end of this term a new affiliation agreement must be executed before student placements can occur.

c. *Termination of Agreement*. The University or the Agency may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement prior to the completion of an academic semester. However, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

d. *Nondiscrimination*. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. The Agency agrees to cooperate with the University in its investigation of claims of discrimination or harassment. Millersville University does not discriminate on the basis of race or ethnicity; gender; sexual orientation, gender identity, gender expression; campus status; marital status; pregnancy; age; religion or belief system; disability; national background or origin; or veteran status in admission or access to, or treatment of employment in, its programs and activities.

e. *Interpretation of the Agreement*. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

f. *Modification of Agreement*. This Agreement shall only be modified in writing with the same formality as the original Agreement.

g. *Liability.* Neither of the parties shall assume any liabilities to each other. As to liability to each other for death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit the University's or Commonwealth of Pennsylvania's rights, claims, or defenses, which arise as a matter of law or pursuant to any provisions of this Agreement. Nothing in this Agreement shall be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

h. *Relationship of Parties*. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.

i. *Entire Agreement*. This agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship. This Agreement supersedes any other agreements, restrictions, representations, or warranties, if any, between the two parties hereto with regard to the subject matter contained herein.

j. *Signature/Acknowledgement.* The parties warrant and represent that the individuals signing this Agreement are authorized to bind the University and the Agency to the terms and conditions contained in the Agreement. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.

k. *Effective date.* This agreement will become effective once it is signed by University Legal Counsel.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Millersville University of Pennsylvania

DocuSigned by:
Gail Gasparich
CC1B574FE4F9432... 8/1/2025 | 12:51 EDT

Authorized Signature Date

Dr. Gail E. Gasparich, Ph.D.
Provost and Senior Vice President for Academic Affairs

Approved as to form and legality:

DocuSigned by:
Jacqueline C. Fox
40B92443F09C4F2... 8/4/2025 | 11:31 EDT

Ms. Jacqueline C. Fox Date
University Legal Counsel

Pennwood Cyber Charter School
Agency (Print)

Christina Moser April 24, 2025
Authorized Signature Date

Christina Moser, CEO
Print Name/Title

Designated Agency Representative per item II e
Colette Kenny Verdes

MEMORANDUM OF UNDERSTANDING
BETWEEN DREXEL UNIVERSITY,
AND
CONNECTIONS EDUCATION LLC DBA PEARSON VIRTUAL SCHOOLS USA

This Memorandum of Understanding ("MOU") is non-legally binding and between Drexel University, (on behalf of its Goodwin College of Professional Studies) and Pearson Virtual Schools USA ("Pearson"), collectively the (Parties) who in view of their scholarly interest, enter into this non-binding MOU on the basis of mutual understanding and values.

I. **Parties**

This MOU is entered into and effective upon the date the last Party signs the MOU and signifies the relationship between Drexel University on behalf of its Goodwin College of Professional Studies (Goodwin) and Pearson in providing college and career ready opportunities to Pennwood Cyber Charter School ("Pennwood" or "School") students and professional development opportunities to Pennwood staff.

II. Purpose

Goodwin lives a mission that recognizes success can only come as a result of an educational environment steeped in flexibility, support and opportunity.

With the strong desire to provide accessible and career-oriented education to a variety of students and learners, Goodwin's goals align exceptionally well with Pennwood's mission to empower students to meet their unique educational and life goals through flexible pacing, college preparatory programming, and practical career skill development.

III. Term and Amendment of MOU

Both Parties agree to be bound by this MOU unless earlier terminated pursuant to the provisions A.1 through A.3, described below. Should either Party decide for any reason to terminate this MOU, the terminating Party will provide written notice to the other Party via certified mail or electronic mail. This MOU embodies the entire and complete understanding of the Parties and no amendment will be considered effective unless signed by both Parties. Signatures can be received electronically.

A. Termination
   1. During the term of the Agreement and any subsequent renewals, either party may terminate this Agreement for any reason by providing the other Party with written notice at least sixty (60) days prior to its intention to terminate. No

termination shall become effective until the end of the academic year during which notification is given. For the purpose of this Agreement, “academic year” is intended to refer to the School’s academic year.

2. The MOU may be terminated immediately at any time by either Party upon written notice to the other party if the continuation of the MOU would:
    a. Jeopardize Goodwin’s or the School’s status as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986 (hereinafter, “Code”) or cause either Party or its officers, trustees, employees, or agents to be subject to tax under the Code, including without limitation the tax on unrelated trade or business income under section 511 of the Code or the tax on excess benefit transactions under section 4958 of the Code; or,
    b. Subject either Party to unanticipated adverse federal, state, or local tax consequences, such as the loss of exemptions from real property tax or sales tax; or,
    c. Materially and substantially injure the goodwill or reputation of either Party; or,
    d. Violate applicable law or regulation or accreditation agency requirement to which each Party is subject, unless the violation is cured within thirty (30) days.
3. If either Party becomes insolvent, makes an assignment for the benefit of its creditors, is placed in the hands of a receiver, or liquidates its business, this Agreement shall be deemed terminated at the end of the then current academic year without the requirement for further action or notice by either party.

IV. Responsibilities of Goodwin

The Goodwin Readiness Modules are comprised of the following unique learning themes: Career Readiness & Preparedness, Power Skills, Technology and Wellness.

Goodwin Readiness Modules are developed and taught by highly experienced, trained and credentialed college faculty. All Goodwin Readiness Modules are developed exclusively for students attending high school, are completed online and include experiential learning activities. The Modules are designed to support individualized student goals by developing a plan in high school to their future pathway after high school.

Each of the modules will be taught by Goodwin faculty and offered to Pennwood students in grades 9-12. Each virtual session taught by Goodwin faculty will be one hour in duration, once a week for each module. Pennwood teachers can provide supplemental support to students and the modules will be facilitated in the January term. The modules will be comprised of approximately 50 students in each section. Goodwin will provide module sessions each year based on Pennwood’s high school enrollment which will grow as Pennwood grows. Assignment and module work will focus on project-based learning, with projects and learning presented in a scaffolded design resulting in the work building from week to week and culminating into a final project which would be due at the end of a three week period.

In addition, the partnership with Pearson and Goodwin will continue throughout the academic year. Any additional programs will be mutually agreed upon by the Parties. Early discussions identified several ways to engage over the course of the year, such as: student/parent webinars on topics geared toward students and parents as well as professional development to Pennwood staff. The student/parent webinars can include topics such as, "*Understanding Financial Aid", "Preparing your child for College or the workforce"* and "*Visiting College to evaluate fit*". Touchpoints throughout the year will provide a solid foundation of consistent engagement with Drexel and Pennwood student and parents.

Completion of the modules by students will result in completion and badging recognition.

V. Responsibilities of Pearson Virtual Schools

Pearson, through its educational products and services offering to Pennwood Cyber Charter School and partnership with Goodwin, will offer unique programming to Pennwood students to advance their academic and career interests. Pearson will work with Pennwood staff to identify eligible students. Pearson and Goodwin will agree to the number of student participants for each Goodwin Readiness Modules cycle. Micro-credentialing and badging opportunities will be offered and encouraged to Pennwood families with a specific interim term established for students to participate in utilizing the Goodwin modules. Pearson will work closely with Pennwood staff to promote collaboration and partnership between Goodwin and Pennwood faculty. Pennwood may offer the interim program in addition to other Goodwin offerings to families through e-mails, advertisements, announcements and/or website information. The Goodwin partnership may be included in promotional and advertising materials, but not limited to, brochures, fliers, and website.

VI. Dual Enrollment

The Parties, in consultation with the School, will consider dual enrollment opportunities for Pennwood students in grades 11 and 12. In connection with dual enrollment opportunities, eligible Pennwood students would be able to enroll in classes at Goodwin and earn credit in such classes.

VI. Relationship of Parties

Nothing in this MOU shall be construed as making either party a joint venturer or partner, employee or agent of the other. The parties shall mutually agree upon and reduce to writing any and all fees associated with the programming outlined and envisioned in this MOU.

VII. Tuition and Other Fees

The Parties shall mutually agree upon tuition and other fees in connection with the Pennwood students attending Goodwin modules as outlined in this MOU. At no time shall students be charged directly by Goodwin to participate in the modules.

VIII. Marketing & Use of Licensed Marks

Both Parties agree that prior written approval is required before using the other Party's name, logo, or other intellectual property rights in any advertising or associated publicity. Nothing in this agreement shall preclude Pearson from informing Pennwood's students, faculty and community about the Program.

IX. Non-Binding MOU

This MOU is not a legally binding agreement or an offer for a legally binding agreement. It is the parties' mutual intent to proceed in good faith to execute definitive agreements consistent with the principles and provisions of this MOU and subject to the satisfactory completion of the due diligence process; accordingly, Drexel and Pearson will be legally bound only by final, duly approved and executed definitive agreements.

The Parties through their duly authorized representatives have signed this Memorandum of Understanding below.

Drexel University

Print Name: Brian Ellis

Signature: Brian Ellis

Date: 9/12/22

Pearson Virtual Schools USA

Print Name: Nik Osborne

Signature: Nik Osborne (Sep 14, 2022 10:24 EDT)

Date: 09/14/2022

DUAL ENROLLMENT/ COLLEGE in the HIGH SCHOOL

HARRISBURG UNIVERSITY OF SCIENCE AND TECHNOLOGY
and
PENNWOOD CYBER CHARTER SCHOOL

THIS AGREEMENT is made this 1 day of March 2025, (hereinafter "Agreement"), by and between the Pennwood Cyber Charter School (PWCC), 2951 Whiteford Road, Suite 204, York, PA. 17402 and Harrisburg University of Science and Technology (HU), 326 Market Street, Harrisburg, Pennsylvania.

BACKGROUND

WHEREAS, PWCC is a statewide Cyber Charter School that enrolls students in grades K-12 from anywhere in PA and has an office located in York, County;

WHEREAS, HU is an accredited private nonprofit university formed under the laws of Pennsylvania, that focuses its educational mission in the areas of science, technology, engineering, and math (STEM) careers;

WHEREAS, HU offers both undergraduate and graduate degree programs;

WHEREAS, PWCC and HU (collectively "Participating Institutions") desire to collaborate for purposes of providing STEM related activities, programs, and course offerings for students enrolled in PWCC utilizing HU curriculum;

WHEREAS, the Participating Institutions desire to develop a cooperative program to provide eligible high school students with the opportunity to participate in advanced study, possibly earn college credits, and understand realistic expectations regarding college-level work by enrolling in courses offered by HU;

WHEREAS, the Participating Institutions desire to develop, organize, and host joint academic offerings including, but not limited to, STEM curricula, STEM activities, and Summer Programs; and

WHEREAS, the Participating Institutions desire to jointly offer the above educational opportunities to eligible PWCC students subject to the provisions of this Agreement and the availability of funds of either party.

NOW THEREFORE, intending to be legally bound, and acknowledging good and valuable consideration, the parties agree to the following.

I. DUTIES AND RESPONSIBILITIES OF HU:

1. *Point of Contact.* HU's point of contact for resolving mutual decisions or reporting issues as outlined within this agreement is John W. Friend, Vice President for Admissions & Secondary Schools. His contact information is: jfriend@harrisburgu.edu 717-901-5119 Or the Shani Schalles, Director of Dual Enrollment Operations. Her contact information is: SSchalles@HarrisburgU.edu or 717-901-5100 ext 1740.

2. *Course Offerings.* HU shall coordinate the planning with PWCC for STEM courses from HU that support the mission of PWCC. Course offerings are subject to change based on curricular planning and implementation design which can occur in several formats. **Attachment A** for details of programming, the terms of which are incorporated herein by reference. Courses shall comply with applicable state and federal laws, to include 24 P.S. § 16-1613-B of the Public-School Code of 1949, governing concurrent enrollment agreements.

3. *Student Eligibility for Dual Enrollment/College in the High School (CiHS)* Students will be accepted into the CiHS as defined by PWCC and HU. The following shall act as guidelines for this process;
   a) *The student is a high school sophomore, junior, or senior;*
   b) *The student maintains an overall minimum grade point average of 2.70 or higher; and*
   c) *PWCC approves the student's participation in the program after evaluating his/her readiness for college-level course work and after student has met any prerequisites determined by HU.*

4. *Application into CiHS Program.* HU will supply PWCC school counselors with the necessary information to have students register online. The high school counselors will coordinate with the HU Director of Secondary School Services. HU will determine the student's final approval of enrollment in the selected course(s).

5. *PWCC Student Access to HU.* HU will provide to PWCC students taking college courses with HU access to HU facilities and resources as outlined in HU's Undergraduate Catalog. PWCC students not taking college courses with HU shall have access to HU facilities and resources when agreed upon by the Participating Institutions.

6. *HU Orientation.* HU shall provide to PWCC in advance copies of any HU policies that apply to PWCC students, faculty, or staff while they are at HU's campus. HU will provide an orientation to help prepare PWCC students for academic and attendance expectations, class locations on campus, technology requirements, ID badge usage, and any other necessary information to help students be successful. (This only applies to Dual Enrollment students attending HU campus courses.)

7. *HU Facilities.* As determined by HU, dual enrollment students will have access to HU's facilities, library privileges, technology services, and student services to include academic advising as normally enrolled HU students. (This only applies to Dual Enrollment students attending HU campus courses.)

8. *HU Credit.* HU will award university credit to PWCC students upon successful completion of HU courses. What constitutes "successful completion" is within the sole discretion of HU for purposes of awarding credits. Coordination with PWCC will determine final customization of program.

9. *Professional Development for PWCC Staff.* PWCC staff may attend professional development opportunities offered by or at HU when appropriate as determined by HU. HU will timely provide information regarding these opportunities to PWCC's point of contact.

II. DUTIES AND RESPONSIBILITIES OF PWCC

1. *Point of Contact.* PWCC's point of contact for resolving mutual decisions or reporting issues as outlined within this agreement is Collette Kenny Verdes, Manager of School Counseling. Her contact information is: colverdes@pennwood.connectionsacademy.org or 410-357-1603. Also, Michael Micco, K-12 Principal. His contact information is micmicco@pennwood.connectionsacademy.org or 717-219-4201.

2. *Promotion of HU.* PWCC will promote to students completing their High School Diploma to consider going on to earn an undergraduate degree at HU.

3. *Facilities and Support.* PWCC will provide a classroom and, depending on the program design, a vetted teacher from PWCC to deliver the HU curriculum.

4. *Professional Development.* For HU to determine appropriate professional development opportunities for PWCC staff, PWCC will notify HU of any new curriculum developments or areas of interest for professional development opportunities. PWCC will also provide HU the number of staff that will be attending any professional development opportunity 48 hours before the event.

5. *Adherence to HU Policies.* At times when PWCC students are at HU, they shall abide by applicable HU policies. The Participating Institutions will share the responsibility to inform students of their obligations under HU's policies when on campus. (This only applies to Dual Enrollment students attending HU campus courses.)

6. *Job or College Fairs.* PWCC agrees to invite HU Admission Counselors to all job or college fairs and other related events that allow HU to recruit students.

III. COLLABORATIVE RESPONSIBILITIES OF THE PARTICIPATING INSTITUTIONS

1. *Curriculum Design.* The Participating Institutions agree to coordinate curriculum design for the subject/course areas of interest to PWCC. The Participating Institutions shall inform one another regularly about the curricular program changes implemented at either institution in courses outlined.

2. *College Courses.* The Participating Institutions agree to implement the offerings of college courses to high school students. Courses will be delivered at the school campus (vetted teacher), online, hybrid format, and at HU depending on the decision of the Participating Institutions.

3. *Early College Program.* The Participating Institutions may implement an Early College Program for high school students who are on pace to graduate from high school early. The Early College Program offered to PWCC students is for a high school student who wishes to attend college on a full-time basis prior to receiving a high school diploma. The Early College Program shall be conducted under HU's Early College Program policy. Each student is evaluated to determine whether he/she will be successful starting college early.

4. *Summer Programs.* The Participating Institutions may offer Summer Programs for PWCC and will agree upon the Summer Programming choices and locations. The Participating Institutions shall agree upon the following before offering Summer Programs: the number and topics that may be offered to PWCC students, which will be contingent upon availability of HU faculty and staff; and the grade level of delivery for the Summer Programs. HU reserves the right to open the program to non-PWCC students if the number of PWCC students does not meet the minimum capacity of a Summer Program, as determined by HU.

5. *Other STEM Activities.* Other STEM activities may be offered as agreed upon by the Participating Institutions. However, the Participating Institutions shall agree upon the following before implementing additional STEM activities: the nature or concept of the STEM activity; the responsible party for delivering the STEM activity; the method of delivery for the STEM activity; and the faculty, teachers, and/or students that will be utilized to deliver the STEM activity.

6 *Bi-Annual Meetings and Timely Updates.* The Participating Institutions agree to have bi-annual meetings between HU's Vice President of Admissions & Secondary Schools and the school counselors and selected administrative team members to discuss CiHS and other secondary school services.

IV. MISCELLANEOUS TERMS AND CONDITIONS

1. *Term.* This Agreement commences on **March 1, 2025,** and will continue in effect for five (5) years. However, the Agreement's terms for purposes of enforcement and general liability shall survive the termination date.

2. *Termination*. Each party may terminate this Agreement for any reason on prior written notice of at least thirty (30) days before the end of the respective academic years. However, any current participants in the programs established by this Agreement shall be permitted to complete their classes and retain their existing status until the end of the academic year in which the termination of the Agreement occurs.

3. *Governing Law*. This Agreement shall be governed, construed, and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without regard to principles of conflicts of law. Venue for any action brought because of a violation of the terms of this Agreement shall be in Dauphin County, Pennsylvania.

4. *Legal Notice*. Copy of any legal notice must be provided to the offices noted below. Acceptable notice: personal delivery, first-class or certified mail with return receipt requested or overnight delivery. Not acceptable: facsimile or electronic message notice.

PWCC:	Christina Moser, CEO Pennwood Cyber Charter School 2951 Whiteford Road, Suite 204 York, PA. 17402
HU:	John W. Friend, Vice President Harrisburg University of Science and Technology 326 Market Street Harrisburg, PA 17101

5. *Non-Discrimination*. The Parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and other applicable non-discrimination laws. Both parties agree to cooperate with the other in any investigation of claims of discrimination or harassment.

6. *Trademarks and Publicity*. The Parties may not refer to other parties in advertising or use any other party's logos, trademarks, or service marks without prior written consent of the other party. Each party acknowledges that the other party's logos, trademarks, and service marks are the sole property of that party.

7. *Modification*. This Agreement shall only be modified in writing with the same formality as this original Agreement.

8. *Independent Parties*. The relationship among the parties to this Agreement is that of independent contractors and shall not be construed to constitute a legal partnership, or any other relationship, other than that of independent contractors.

9. *Indemnification*. To the fullest extent permitted by law, each party shall indemnify, defend, and hold harmless the other party, its board members, officers, employees, agents, and representatives, from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without

limitation, court costs, investigative fees and expenses, and reasonable attorney's fees, arising out of or caused by the negligence of or failure to perform this Agreement by the indemnifying party and/or its partners, principals, agents, employees, and/or subcontractors. However, the parties may amicably negotiate and settle any dispute outside of commencing a formal legal action.

10. *Implementation Memoranda*. HU and PWCC shall set forth implementing memoranda for specific programs that will be approved in writing by the designated points of contact for both institutions or for administrative issues (for example, application, admission, registration, payment, and transcription procedures). No implementing memorandum shall amend or contradict the provisions of this agreement. To the extent there is any conflict between the terms of the Memorandum or this Agreement, the terms of this Agreement shall control. Nothing in the initial version of this agreement shall be interpreted as constraining the development of future programs not mentioned in this document.

11. *FERPA.* The parties agree to comply with all obligations under the Family Educational Rights and Privacy Act concerning the handling of educational records as such are defined by the statute and shall release no information absent written consent of the Student unless required to do so by law or as dictated by the terms of this Agreement.

12. *Entire Agreement*. This Agreement, including any implementation memoranda which are incorporated into this Agreement by reference, represents the entire understanding among the parties. No other prior or contemporaneous oral or written understandings or promises exist regarding this relationship.

The following individuals authorize this Agreement.

For: Pennwood Cyber Charter School	For: Harrisburg University of Science and Technology
Christina Moser Christina Moser, CEO	David A Schankweiler David A Schankweiler, Interim President
April 23, 2025 Date	5/1/25 Date

Board Affirmation Statement

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.

Pennwood Cyber Charter School

2951 Whiteford Road, Suite 204, York, PA 17402

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 30th day of July, 2025

By: Marc LeBlond (Signature of Board President)

Marc LeBlond (Print Name)

Pennwood Cyber Charter 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.
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.

Affirmed on this 30th day of July, 20 25

By: Marc LeBlond (Signature of Board President)

Marc LeBlond (Print Name)

Penwood Cyber Charter Board of Trustees

2.16.2022

Ethics Act Affirmation

Pennsylvania's current Public Official and Employee Ethics Act (Ethics Act), Act 93 of 1998, Chapter 11, 65 Pa.C.S. § 1101 et seq., became effective December 14, 1998 and has subsequently been amended.
The Ethics Act provides that public office is a public trust and that any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust. The Ethics Act was passed to strengthen the faith and confidence of the people of Pennsylvania in their government. The Pennsylvania State Ethics Commission (Commission) administers and enforces the provisions of the Ethics Acts and provides guidance regarding its requirements.

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

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

Affirmed on this 30th day of July, 2025
By: Marc LeBlond (Signature of Board President)
Marc LeBlond (Print Name)
Pennwood Cyber Charter 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 30th day of July, 2025
By: Marc LeBlond (Signature of Board President)
Marc LeBlond (Print Name)

Penn wood Cyber Charter Board of Trustees

Charter Annual Administrative Certification Affirmation

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

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

Affirmed on this 30th day of July, 2025

By: Marc LeBlond (Signature of Board President)

Marc LeBlond (Print Name)

Penn wood Cyber Charter 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 30th day of July, 20 25

By: Marc [signature] (Signature of Board President)

Marc LeBlond (Print Name)

Pennwood Cyber Charter Board of Trustees