

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, January 18, 2023

- I. Consent Agenda
 1. Approve November 16, 2022 Minutes (*vote required*)
 2. Enrollment
 3. Metrics
 4. December 2022 Financials

- II. Reports
 1. CEO's/Principal's Report
 2. Board Committee Updates
 - a. Governance

- III. Old/New Business
 1. Reflections from Restorative Practices Board Workshop/Retreat
 2. Overview of Board Retreat- Part 2~ Date TBD

- IV. Executive Session
 1. Adjudications

- V. Next Board Meeting- February 15, 2023
 1. Snow Ball Dance~ February 11th
 2. Parent Teacher Conferences~ February 20th

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

Time and Place

A meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held in person with an option for some members to join via Zoom on Wednesday, November 16, 2022 at 5:32 p.m. due to the lingering impact of the COVID-19 pandemic in Allegheny County.

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

Michele Betts
Cara Ciminillo
Gerry Dudley
Onyeka Egbuna
David Lehman
Nico Slate
Cindy Tananis

Also present was:

Kathy Clark, Solicitor

David Lehman chaired the meeting, which was called to order at 5:43 p.m.

Maher Duessel – Financial Audit

- Bob Belicose and Hayley Streit from Maher Duessel presented the 2021~2022 financial audit reports and the single audit, due to the City High's threshold of federal funds. They presented an unmodified opinion, the highest level of assurance for a clean financial audit.

After discussion and Q & A Onyeka Egbuna moved to accept the audit as presented. Gerry Dudley seconded the motion. The motion unanimously approved.

The Consent Agenda for the November 16, 2022 Board of Trustees Meeting included the following items:

- Approve the October 19, 2022 Board Meeting Minutes.
- Metrics
- Enrollment
- Financials

Nico Slate moved to approve the October 2022 minutes. Gerry Dudley seconded the motion. The motion to approve the minutes was unanimously approved.

CEO/Principal Report

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

- Enrollment Office Updates At-A-Glance

- Applications are being received for next year's class of 2027. Our current 9th & 10th grades also still have a waitlist.

- Recruitment/Outreach Updates

Dara Ware Allen reported on additional updates from Mrs. Fossum, Director of Enrollment and Strategic Communications including:

- Nine School Fairs/Visits
- School Tours have been consistently booked.
- Phone/email inquiries

Dara referred the Board to her report for details on Internal and External activities.

2022-2023 School Safety Report

Dara Ware Allen and Christopher Urbanek, School Safety Manager, jointly presented the School Safety Report. It was noted that we are due to conduct a new comprehensive building safety threat assessment by a third party during the summer of 2023.

Onyeka Egbuna motioned to accept the report as written. Gerry Dudley seconded the motion. The motion was unanimously approved.

Old/New Business

- Title I Annual Parent Involvement Policy and Compact

Onyeka Egbuna motioned to approve the policy as written. Cara Ciminillo seconded the motion. The motion was unanimously approved.

- Board Retreat: A Restorative Practice (RP) training with the Board is scheduled for November 21, 2022 at 8:30 a.m. and will be facilitated by Rodney Tolson, an independent RP consultant who is trained by the.

It was agreed that a part 2 Board Retreat session would be targeted for January vs early December. A survey was sent to determine board member's availability to finalize the date.

Executive Session

Cara Ciminillo motioned to go into Executive Session. Gerry Dudley seconded the motion. The motion to go into Executive session was unanimously approved.

Gerry Dudley motioned to come out of Executive Session. Cindy Tananis seconded the motion. The motion to come out of Executive session was unanimously approved.

Adjudication

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that NL shall be expelled for 114 days.

Cindy Tananis motioned to approve the adjudication as concerning NL as written. Gerry Dudley seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that MBF shall be expelled for the remainder of the school year.

Cindy Tananis motioned to approve the adjudication as concerning MBF as written. Cara Ciminillo seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that LSL shall be deemed expelled for 18 days.

Cindy Tananis motioned to approve the adjudication as concerning LSL as written. Onyeka Egbuna seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that Ah'yonna Holiday shall be deemed suspended for 4 days.

Cindy Tananis motioned to approve the adjudication as concerning AH as written. Gerry Dudley seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that FM shall be deemed expelled for 20 days.

Cindy Tananis motioned to approve the adjudication as concerning FM as written. Cara Ciminillo seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that DJ shall be deemed expelled for 45 days.

Cindy Tananis motioned to approve the adjudication as concerning DJ as written. Onyeka Egbuna seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that SM shall be deemed expelled for 20 days.

Cindy Tananis motioned to approve the adjudication as concerning SM as written. Cara Ciminillo seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that SW shall be deemed expelled for 18 days.

Cindy Tananis motioned to approve the adjudication as concerning SW as written. Onyeka Egbuna seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that MW shall be deemed expelled for 18 days.

Cindy Tananis motioned to approve the adjudication as concerning MW as written. Onyeka Egbuna seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that EW shall be deemed expelled for 20 days.

Cindy Tananis motioned to approve the adjudication as concerning EW as written. Nico Slade seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that ID shall serve no days of suspension (i.e., receive clemency) beyond those served stemming from the November 4, 2022 incident and shall be permitted to return as a student.

Cindy Tananis motioned to approve the adjudication as concerning ID as written. Cara Ciminillo seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that LA shall be expelled for a calendar year with special conditions to be met in order for LA to be permitted to return as a student.

Cindy Tananis motioned to approve the adjudication as concerning LA as written. Cara Ciminillo seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Cindy Tananis motioned to adjourn. Cara Ciminillo seconded the motion. The motion to adjourn was unanimously approved. The meeting adjourned at 7:15 p.m.

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

Submitted by,

Theresa A. Dillon

CITY CHARTER HIGH SCHOOL STUDENT ENROLLMENT REPORT January 2023

ENROLLEMNT TO DATE	554	
Regular Education	449	81.05%
Special Education	105	18.95%

Grade	Enrollment Comparison		
	2022/2023	2021/2022	%Difference
12th Male	60	69	-13.04%
12th Female	51	71	-28.17%
Total	111	140	-20.71%
11th Male	43	69	-37.68%
11th Female	55	64	-14.06%
Total	98	133	-26.32%
10th Male	82	49	67.35%
10th Female	85	66	28.79%
Total	167	115	45.22%
9th Male	82	89	-7.87%
9th Female	96	91	5.49%
Total	178	180	-1.11%
	554	568	-2.5%

CATEGORY (Race by Gender)	2022/2023	2021/2022
White Male	83	88
White Female	72	77
Black Male	132	140
Black Female	172	180
Hispanic Male	8	5
Hispanic Female	3	2
Multi-Racial Male	37	42
Multi-Racial Female	32	25
Asian Male	8	3
Asian Female	5	4
American Indian	2	2
Other	0	0
	554	568

CATEGORY (Race by Grade)	9th	10th	11th	12th	Total
Black	99	91	54	60	304
White	42	50	28	35	155
Multi-Racial	27	18	12	12	69
Hispanic	4	3	2	2	11
Asian	5	5	1	2	13
American Indian	1	0	1	0	2
					554

CATEGORY (Social Economic Status)	9th	10th	11th	12th	Total
Free	105	98	59	64	326
Reduced	67	67	39	47	220
Paid	0	0	0	0	0
No Entry	6	2	0	0	8
					554

School Districts		
Avonworth	1	0.001805
Baldwin	3	0.005415
Bethel Park	3	0.005415
Brentwood	2	0.00361
Carlynton	2	0.00361
Chartiers Valley	1	0.001805
Clairton City	1	0.001805
Duquesne City	2	0.00361
East Allegheny	1	0.001805
Fox Chapel	1	0.001805
Gateway	2	0.00361
Keystone Oaks	1	0.001805
McKeesport	8	0.01444
Montour SD	3	0.005415
Mt. Lebanon	1	0.001805
North Hills	1	0.001805
Northgate	4	0.00722
Penn Hills	25	0.045126
PPS	419	0.756318
Quaker Valley	1	0.001805
Shaler SD	2	0.00361
South Allegheny	1	0.001805
Steel Valley	5	0.009025
Sto-Rox SD	19	0.034296
West Allegheny SD	1	0.001805
West Mifflin SD	1	0.001805
Wilkinsburg SD	18	0.032491
Woodland Hills	25	0.045126
Total	554	100.00%



Student Enrollment

Grade Level	Current Year/Prior Year	Notes
9 th	178/180	Current Enrollment is High and Comparable to Prior Year
10 th	167/115	Current Enrollment Significantly Higher than Prior Year
11 th	98/133	Current Enrollment Significantly Lower than Prior Year
12 th	111/140	Current Enrollment Significantly Lower than Prior Year Current School-Wide Enrolment is Comparable to Prior Year School-Wide Total: 554/568

Personnel Management

Measure	Current Year/Prior Year	Notes
Administrative Turnover	0/0	
Faculty Turnover	2/2	Science Teacher and Technology Teacher
Staff Turnover	1/0	Technology Manager
Open Positions	8/3	Learning Support Teacher; Math/Science TA; School Safety Officer; Transition Manager; History Teacher; Science Teacher; Technology Teacher; Technology Manager; Building Substitute
Promotions	0/0	
Leaves	0/0	

School Management and Leadership

Measure	Current Year*/Prior Year	Notes
Average Daily Membership (PPS)	555.10/571.35	
Applications: New 9 th grade (2027)	89/128 / 136/185	Applications are lower than last year but higher than the year prior (class of 2025), which was a fully enrolled class. We still remain on track for full enrollment for the class of 2027.
Suspensions > 1 day	13/8	
Expulsions	5/3	
Faculty Observations	29/52	
Student Attendance %	93.79%/92.69%	
Faculty/Staff Attendance %	97.49%/96.55%	

Fiscal Health (As of December 31, 2022)

Measure	Description
Bank Balance	\$5.062 M to \$4.678 M
P/L Comparison: 22-23 to 21-22 YTD	Income: \$612K to \$1.634M Expense: \$938K to \$986K

Compliance and Reporting

Measure	Description	Notes
PIMS	Various monthly PIMS reports as well as start of the year reports.	Submitted throughout the month depending on the respective report deadlines.
Title I, II, & IV Annual Performance Goal Report	Annual accounting of federal spending for Title I, II & IV activities in alignment with our performance goals	Worked with our new federal programs coordinator, Abby Dubinchik, from Charter Choices. Kelly Walsh served in a consultative capacity.



Initiatives/Grants

Initiative	Purpose	Fiscal Impact	Notes
Grant (Division of Federal Programs)	American Rescue Plan ESSER III (Elementary & Secondary School Emergency Relief) COVID-19 Grant	\$1,955,179.00	Grant approved and funds are disbursed throughout the year.
PACSP Federal Grant: through PCPCS)	Expanding Opportunities Through Quality Charter Schools Program (CSP)	\$1.5 M multi-year grant	Awarded on 5-10-21 for \$1.5 M for 3 years. Grant period began October 1 st . Some expenses and budgeted items later deemed ineligible despite prior approval. Grant amount reduced to \$969,258.60.
PCCD Health and Safety Grant	State grant allocated to City High in the amount of \$140,000 to be used for school safety, health, and wellness enhancements.	\$140,000	Submitted grant application of December 31 st .
Ron Caplan Scholarship Grant	Unrestricted donation by Ron Caplan that City High will designate for college scholarships to graduating seniors that will be selected through an internal application process.	\$40,000	Ron Caplan made a personal contribution to City High after the prior grant arrangement ended in 2019. Carry-over funds were used to support the classes of 2020 and 2021.

Strategic Planning

Program	Date/Notes	Program	Date/Notes
Revamped marketing approaches for increasing student recruitment are on-going.	Additional multi-media strategies are being implemented and enhanced through the PACSP grant as well as through expanded strategies via our Director of Enrollment and Strategic Communications. We are currently on track to be fully enrolled for our class of 2027.	4PLUS Model	Additional data gathered through Annual Report survey. The first Parent Focus Group was held on November 10 th . Continuing to enhance model and gathering data to determine a recommendation about whether the model should be continued into the 2023-2024 school year.
		Middle States Accreditation	Submitted our Narrative on October 6 th . Our Fall visit was rescheduled for March due to Middle States not being able to fill a site visit team. Note: our accreditation status will not lapse in the interim.
		PPS Charter Renewal	Our charter was unanimously renewed by the PPS Board on June 22 nd for the maximum charter period of 5 years.

Education Delivery Systems Financial Reports

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Balance Sheet

As of December 31, 2022

	Dec 31, 22	Nov 30, 22
ASSETS		
Current Assets		
Checking/Savings		
0101 · Huntington Bank Checking 5190	115,126.32	307,231.41
0101-01 · Huntington Bank MMAX 5231	3,888,348.74	3,888,348.74
0101-02 · Huntington Bank Chk FSA 5187	48,099.04	48,220.71
0102 · Huntington Bank SA Chk 5174	10,439.72	10,231.72
0122 · Cash Per Accountant	(60.22)	(60.22)
0103 · PNC Bank CD	1,000,235.29	1,000,235.29
Total Checking/Savings	5,062,188.89	5,254,207.65
Accounts Receivable		
1120 · Grants Receivable Current	(27.00)	(27.00)
1200 · Accounts Receivable	784,131.55	1,004,129.89
1222 · Accounts Receivable Per Auditor	23.00	23.00
1300 · Accts Receivable - Non Tuition	6,618.50	7,701.44
Total Accounts Receivable	790,746.05	1,011,827.33
Other Current Assets		
1400 · Prepaid Expenses	45,999.89	50,665.55
1410 · Prepaid Insurance	43,605.36	49,860.51
1425 · Due From Student Activites	8,865.62	8,865.62
Total Other Current Assets	98,470.87	109,391.68
Total Current Assets	5,951,405.81	6,375,426.66
Fixed Assets		
1700 · Fixed Assets		
1710 · Leasehold Improvements	739,887.51	739,887.51
1720 · Furniture/Fixtures	1,111,477.78	1,108,755.34
1730 · Office Equipment	2,100.73	2,100.73
1735 · Kitchen Equipment	221,997.02	221,997.02
1740 · Computer Equipment	960,716.21	960,716.21
Total 1700 · Fixed Assets	3,036,179.25	3,033,456.81
1800 · Accumulated Depreciation		
1810 · Accum Depr - Leasehold Improve	(618,021.28)	(616,134.22)
1820 · Accum Depr - Furniture/Fixtures	(1,072,448.65)	(1,071,352.99)
1830 · Accum Depr - Office Equipment	(2,100.73)	(2,100.73)
1835 · Accum Depr - Kitchen Equipment	(220,869.10)	(220,798.58)
1840 · Accum Depr - Computer Equipment	(653,672.53)	(642,989.33)
Total 1800 · Accumulated Depreciation	(2,567,112.29)	(2,553,375.85)
Total Fixed Assets	469,066.96	480,080.96
TOTAL ASSETS	6,420,472.77	6,855,507.62
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 · Accounts Payable	112,651.59	235,964.55
Total Accounts Payable	112,651.59	235,964.55
Other Current Liabilities		
2300 · Payroll Liabilities		
2310 · 401K	12,453.90	6,594.20
2320 · Retirement	64,939.21	44,032.37
2330 · Bus Pass	7,002.75	6,596.50

Balance Sheet

As of December 31, 2022

	Dec 31, 22	Nov 30, 22
2340 · FSA Deposits	853.11	(3,547.79)
2350 · Life Insurance	1,459.39	1,118.75
2360 · Local Withholding	(72.13)	(72.13)
2380 · Dental and Vision Withholdings	233.96	283.74
2395 · FSA/HRA Settlement	(53,484.72)	(33,368.05)
Total 2300 · Payroll Liabilities	33,385.47	21,637.59
2400 · Accrued Liabilities	35,304.86	35,304.86
2460 · Benefits Incentive	200.00	200.00
2500 · Student Card Deposits	13,715.43	11,758.66
2550 · Student Activities Deposit	9,566.00	9,566.00
Total Other Current Liabilities	92,171.76	78,467.11
Total Current Liabilities	204,823.35	314,431.66
Total Liabilities	204,823.35	314,431.66
Equity		
3700 · Suspense	760.49	(749.68)
3900 · Net Assets	7,750,730.27	7,750,730.27
Net Income	(1,535,841.34)	(1,208,904.63)
Total Equity	6,215,649.42	6,541,075.96
TOTAL LIABILITIES & EQUITY	6,420,472.77	6,855,507.62

Accounts Receivable Aging Summary

As of December 31, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
10 WITHOUT DONOR RESTRICTIONS						
2. SCHOOL DISTRICTS						
ALIQUIPPA SCHOOL DISTRICT	0.00	0.00	0.00	0.00	15,361.99	15,361.99
AMBRIDGE AREA SCHOOL DISTRICT	0.00	0.00	0.00	0.00	897.14	897.14
AVONWORTH	0.00	0.00	0.00	0.00	30,935.77	30,935.77
BALDWIN WHITEHALL	0.00	0.00	0.00	0.00	13,327.88	13,327.88
BRENTWOOD SD	0.00	0.00	0.00	0.00	10,171.16	10,171.16
CHARTIERS VALLEY SCHOOL DISTRICT	0.00	(52.30)	0.00	0.00	0.00	(52.30)
CLAIRTON CITY SCHOOL DISTRICT	0.00	0.00	0.00	0.00	24,207.26	24,207.26
EAST ALLEGHENY SCHOOL DISTRICT	0.00	0.00	0.00	0.00	1,936.66	1,936.66
MCKEESPORT AREA SCHOOL DISTRICT	0.00	0.00	0.00	18,540.35	114,701.13	133,241.48
NEW CASTLE SCHOOL DISTRICT	0.00	0.00	0.00	0.00	24,700.68	24,700.68
NEW KENSINGTON ARNOLD	0.00	0.00	0.00	0.00	1,650.27	1,650.27
NEW KENSINGTON SD	0.00	0.00	0.00	792.13	0.00	792.13
NORTH HILLS	0.00	0.00	0.00	60,696.41	36,938.12	97,634.53
NORTHGATE SCHOOL DISTRICT	0.00	0.00	0.00	3,040.72	55,026.77	58,067.49
STEEL VALLEY	0.00	0.00	0.00	0.00	10,509.79	10,509.79
STO-ROX	0.00	0.00	0.00	11,453.57	337,524.32	348,977.89
WEST ALLEGHENY	0.00	0.00	0.00	0.00	5,746.73	5,746.73
Total 2. SCHOOL DISTRICTS	0.00	(52.30)	0.00	94,523.18	683,635.67	778,106.55
3. UNRESTRICTED GRANTS						
PARTNER4WORK						
PARTNER FOR WORK CITY	3,835.00	0.00	0.00	0.00	0.00	3,835.00
PARTNER FOR WORK COUNTY	2,190.00	0.00	0.00	0.00	0.00	2,190.00
Total PARTNER4WORK	6,025.00	0.00	0.00	0.00	0.00	6,025.00
Total 3. UNRESTRICTED GRANTS	6,025.00	0.00	0.00	0.00	0.00	6,025.00
Total 10 WITHOUT DONOR RESTRICTIONS	6,025.00	(52.30)	0.00	94,523.18	683,635.67	784,131.55
TOTAL	6,025.00	(52.30)	0.00	94,523.18	683,635.67	784,131.55

Accounts Payable Aging Summary

As of December 31, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
21ST CENTURY	540.00	0.00	0.00	0.00	0.00	540.00
2KREW SECURITY	65.00	0.00	0.00	0.00	0.00	65.00
ABCO FIRE PROTECTION INC	134.07	0.00	0.00	0.00	0.00	134.07
AFLAC	579.84	0.00	0.00	0.00	0.00	579.84
ALLEGHENY INTERMEDIATE UNIT	103.55	0.00	0.00	0.00	25.70	129.25
AMERICAN UNITED LIFE INSURANCE CO - #0000	1,528.93	0.00	0.00	0.00	0.00	1,528.93
AMERICAN UNITED LIFE INSURANCE CO - #0001	393.80	0.00	0.00	0.00	0.00	393.80
BUILDING CONTROL SYSTEMS, INC	320.00	0.00	0.00	0.00	0.00	320.00
COLKER JANITORIAL SUPPLY	405.22	0.00	0.00	0.00	0.00	405.22
CONSOLIDATED COMMUNICATIONS	1,460.70	0.00	0.00	0.00	0.00	1,460.70
DH BERTENTHAL & SONS	254.00	0.00	0.00	0.00	0.00	254.00
EHRlich	395.00	0.00	0.00	0.00	0.00	395.00
GRAINGER	406.33	494.57	0.00	0.00	0.00	900.90
HD SUPPLY	663.67	0.00	0.00	0.00	0.00	663.67
HIGHMARK BLUE SHIELD	60,850.19	0.00	0.00	0.00	0.00	60,850.19
HUNTINGTON NATIONAL BANK CC	1,672.13	0.00	0.00	0.00	0.00	1,672.13
MCMaster-CARR	84.53	0.00	0.00	0.00	0.00	84.53
PARAGON FOODS	0.00	(888.00)	0.00	0.00	0.00	(888.00)
PITTSBURGH--MT OLIVER INTERM UNIT 2	7,119.50	0.00	0.00	0.00	0.00	7,119.50
PMC PROPERTY GROUP INC	12,424.73	0.00	0.00	0.00	0.00	12,424.73
SELECTIVE INSURANCE CO OF AMERICA	20.00	0.00	0.00	0.00	0.00	20.00
STEEL CITY GREASE TRAPS INC	185.00	0.00	0.00	0.00	0.00	185.00
TRANSPERFECT TRANSLATIONS INTL INC	1,210.00	0.00	0.00	0.00	0.00	1,210.00
ULINE	1,278.01	0.00	0.00	0.00	0.00	1,278.01
VERIZON WIRELESS 408-00001	3,402.68	0.00	0.00	0.00	0.00	3,402.68
WEST PENN FITNESS EQUIPMENT	1,038.00	0.00	0.00	0.00	0.00	1,038.00
WHC PA LLC	0.00	13,762.00	0.00	0.00	0.00	13,762.00
WORKSCAPE INC	2,722.44	0.00	0.00	0.00	0.00	2,722.44
TOTAL	99,257.32	13,368.57	0.00	0.00	25.70	112,651.59

Comparative Income Statement

December 2022

	Dec 22	Dec 21	\$ Change
Ordinary Income/Expense			
Income			
6000 · Revenue from Local Sources			
6600 · Food Service Revenue			
6611 · School Lunch Program	23,955.31	0.00	23,955.31
6620 · Daily Sales -Non Reimburable	157.15	0.00	157.15
6691 · School Store - Nonfood	98.00	0.00	98.00
Total 6600 · Food Service Revenue	<u>24,210.46</u>	<u>0.00</u>	<u>24,210.46</u>
6900 · Other Revenue from Local Source			
6920 · Contributions / Donations	40,000.00	0.00	40,000.00
6940 · Receipts from LEAs			
6941 · Tuition Regular	379,330.27	1,166,831.41	(787,501.14)
6942 · Tuition Special Education	31,689.63	322,670.60	(290,980.97)
Total 6940 · Receipts from LEAs	<u>411,019.90</u>	<u>1,489,502.01</u>	<u>(1,078,482.11)</u>
6990 · Miscellaneous Rev Grants	6,025.00	0.00	6,025.00
Total 6900 · Other Revenue from Local Source	<u>457,044.90</u>	<u>1,489,502.01</u>	<u>(1,032,457.11)</u>
Total 6000 · Revenue from Local Sources	<u>481,255.36</u>	<u>1,489,502.01</u>	<u>(1,008,246.65)</u>
7000 · Revenue from State Sources			
7600 · Lunch/Milk Subsidies	28,493.84	1,282.76	27,211.08
7505 Ready to Learn Block Grant	0.00	28,823.00	(28,823.00)
Total 7000 · Revenue from State Sources	<u>28,493.84</u>	<u>30,105.76</u>	<u>(1,611.92)</u>
8000 · Rev from Federal Sources			
8390 ERATE Revenue	0.00	1,445.23	(1,445.23)
8512 Covid 19 SECIM	0.00	1,842.08	(1,842.08)
8514 · Title I Revenue	37,577.72	37,006.14	571.58
8515 · Title II Revenue	3,827.42	3,583.00	244.42
8517 · Title IV Revenue	2,793.86	2,810.58	(16.72)
8531 Lunch/ Milk Subsidies	0.00	68,534.65	(68,534.65)
8741 · ARP ESSER	35,548.71	0.00	35,548.71
8743 · ESSER II - CARES Act	22,479.37	0.00	22,479.37
Total 8000 · Rev from Federal Sources	<u>102,227.08</u>	<u>115,221.68</u>	<u>(12,994.60)</u>
9000 · Other Financing Sources			
9900 · Other Financing Misc Receipts	101.70	52.90	48.80
Total 9000 · Other Financing Sources	<u>101.70</u>	<u>52.90</u>	<u>48.80</u>
Total Income	<u>612,077.98</u>	<u>1,634,882.35</u>	<u>(1,022,804.37)</u>
Gross Profit	612,077.98	1,634,882.35	(1,022,804.37)
Expense			
100 · Personnel Services - Salaries	484,854.31	476,839.34	8,014.97
200 · Personnel Services - Benefits			
211 · Medical Insurance	56,479.66	9,725.48	46,754.18
212 · Dental Insurance	3,153.19	0.00	3,153.19
213 · Life Insurance	1,922.73	2,059.55	(136.82)
214 · Vision Insurance	956.16	0.00	956.16
220 · Social Security	35,813.09	35,227.13	585.96
230 · Retirement	94,762.24	208,500.00	(113,737.76)
235 · 401K Retirement	9,761.26	18,372.04	(8,610.78)
Total 200 · Personnel Services - Benefits	<u>202,848.33</u>	<u>273,884.20</u>	<u>(71,035.87)</u>
300 · Professional & Technical Svcs			
320 · Student Activities	102.88	4,666.87	(4,563.99)
330 · Other Professional Services	30,222.96	24,702.25	5,520.71

Comparative Income Statement

December 2022

	Dec 22	Dec 21	\$ Change
331 · ESL Services	1,558.57	2,178.40	(619.83)
348 · Technology Services	4,871.45	3,449.95	1,421.50
Total 300 · Professional & Technical Svcs	36,755.86	34,997.47	1,758.39
400 · Purchased Property Services			
413 · Custodial Services	6,496.00	0.00	6,496.00
431 · RPR & Maint - Buildings	1,038.00	7,012.00	(5,974.00)
432 · RPR & Maint - Equipment	81.96	0.00	81.96
440 · Utilities	25,322.54	8,172.18	17,150.36
441 · Rental - Land & Buildings	122,916.67	117,266.67	5,650.00
449 · Other Rentals	(1,844.90)	0.00	(1,844.90)
Total 400 · Purchased Property Services	154,010.27	132,450.85	21,559.42
500 · Other Purchased Services			
519 · Other Student Transport	3,205.19	16,547.50	(13,342.31)
529 · Other Insurance	6,255.15	4,705.00	1,550.15
530 · Communications	3,870.35	3,171.80	698.55
540 · Advertising	10,881.97	4,501.99	6,379.98
599 · Other Purchased Services	10,452.45	6,315.91	4,136.54
Total 500 · Other Purchased Services	34,665.11	35,242.20	(577.09)
600 · Supplies			
610 · General Supplies	10,121.19	9,164.68	956.51
635 · Student Lunches	(888.00)	1,421.85	(2,309.85)
636 · Refreshments	109.94	0.00	109.94
640 · Books & Periodicals	812.73	1,207.41	(394.68)
648 · Educational Software	1,128.17	0.00	1,128.17
Total 600 · Supplies	11,284.03	11,793.94	(509.91)
700 · Property			
768 Tech Equip - New	0.00	253.50	(253.50)
740 · Depreciation	13,736.44	20,820.97	(7,084.53)
Total 700 · Property	13,736.44	21,074.47	(7,338.03)
800 · Other Objects			
810 · Dues and Fees	922.04	0.00	922.04
820 · Claims/Penalties/Late Fees	63.30	0.00	63.30
Total 800 · Other Objects	985.34	0.00	985.34
Total Expense	939,139.69	986,282.47	(47,142.78)
Net Ordinary Income	(327,061.71)	648,599.88	(975,661.59)
Other Income/Expense			
Other Income			
900 · Reimbursable Student Activities			
910 · Students Contributions	125.00	0.00	125.00
Total 900 · Reimbursable Student Activities	125.00	0.00	125.00
Total Other Income	125.00	0.00	125.00
Net Other Income	125.00	0.00	125.00
Net Income	(326,936.71)	648,599.88	(975,536.59)

Profit & Loss Budget vs. Actual

July through December 2022

	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
6000 · Revenue from Local Sources			
6500 · Earnings on Investments	0.00	5,000.00	(5,000.00)
6600 · Food Service Revenue			
6611 · School Lunch Program	23,955.31	25,000.00	(1,044.69)
6613 · Milk Proceeds	82.80		
6620 · Daily Sales -Non Reimburable	5,417.90		
6691 · School Store - Nonfood	238.00		
6692 · School Store Proceeds	5,203.75		
6600 · Food Service Revenue - Other	0.00	0.00	0.00
Total 6600 · Food Service Revenue	<u>34,897.76</u>	<u>25,000.00</u>	<u>9,897.76</u>
6900 · Other Revenue from Local Source			
6920 · Contributions / Donations	54,280.60	45,000.00	9,280.60
6940 · Receipts from LEAs			
6941 · Tuition Regular	3,401,688.37	8,961,273.00	(5,559,584.63)
6942 · Tuition Special Education	849,121.20	2,829,002.00	(1,979,880.80)
6940 · Receipts from LEAs - Other	0.00	25,000.00	(25,000.00)
Total 6940 · Receipts from LEAs	<u>4,250,809.57</u>	<u>11,815,275.00</u>	<u>(7,564,465.43)</u>
6990 · Miscellaneous Rev Grants	17,942.74		
6900 · Other Revenue from Local Source - Other	0.00	50,000.00	(50,000.00)
Total 6900 · Other Revenue from Local Source	<u>4,323,032.91</u>	<u>11,910,275.00</u>	<u>(7,587,242.09)</u>
Total 6000 · Revenue from Local Sources	<u>4,357,930.67</u>	<u>11,940,275.00</u>	<u>(7,582,344.33)</u>
7000 · Revenue from State Sources			
7330 · Nurse Reimbursement	0.00	10,000.00	(10,000.00)
7600 · Lunch/Milk Subsidies	30,919.02	15,000.00	15,919.02
Total 7000 · Revenue from State Sources	<u>30,919.02</u>	<u>25,000.00</u>	<u>5,919.02</u>
8000 · Rev from Federal Sources			
8390 · ERATE Revenue	523.89		
8531 · Lunch/Milk Subsidies	83,119.31	210,000.00	(126,880.69)
8514 · Title I Revenue	50,526.88	262,000.00	(211,473.12)
8515 · Title II Revenue	3,827.42	25,000.00	(21,172.58)
8516 · Title III Revenue	0.00	3,000.00	(3,000.00)
8517 · Title IV Revenue	2,793.86	20,000.00	(17,206.14)
8520 · PA Charter Grant	127,831.77	400,000.00	(272,168.23)
8741 · ARP ESSER	287,073.26	1,050,000.00	(762,926.74)
8743 · ESSER II - CARES Act	308,575.55	450,000.00	(141,424.45)
Total 8000 · Rev from Federal Sources	<u>864,271.94</u>	<u>2,420,000.00</u>	<u>(1,555,728.06)</u>
9000 · Other Financing Sources			
9900 · Other Financing Misc Receipts	24,464.56	235,000.00	(210,535.44)
Total 9000 · Other Financing Sources	<u>24,464.56</u>	<u>235,000.00</u>	<u>(210,535.44)</u>
Total Income	<u>5,277,586.19</u>	<u>14,620,275.00</u>	<u>(9,342,688.81)</u>
Gross Profit	5,277,586.19	14,620,275.00	(9,342,688.81)
Expense			
100 · Personnel Services - Salaries	3,012,809.55	6,669,810.00	(3,657,000.45)
200 · Personnel Services - Benefits			
211 · Medical Insurance	440,359.68		
212 · Dental Insurance	18,032.15		
213 · Life Insurance	12,516.05		
214 · Vision Insurance	3,005.04		
220 · Social Security	238,509.53		
230 · Retirement	485,262.24		
235 · 401K Retirement	107,283.55		
250 · UCOMP (Self Insured)	(189.50)		
290 · Other Employee Benefits	5,978.99		
200 · Personnel Services - Benefits - Other	0.00	3,042,172.00	(3,042,172.00)
Total 200 · Personnel Services - Benefits	<u>1,310,757.73</u>	<u>3,042,172.00</u>	<u>(1,731,414.27)</u>

Profit & Loss Budget vs. Actual

July through December 2022

	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
300 · Professional & Technical Svcs			
320 · Student Activities	30,639.84	25,000.00	5,639.84
330 · Other Professional Services	243,219.82	170,000.00	73,219.82
331 · ESL Services	39,872.18	12,000.00	27,872.18
335 · Private School Tuition	8,190.00		
348 · Technology Services	88,469.01	100,000.00	(11,530.99)
Total 300 · Professional & Technical Svcs	<u>410,390.85</u>	<u>307,000.00</u>	<u>103,390.85</u>
400 · Purchased Property Services			
413 · Custodial Services	27,729.00	130,000.00	(102,271.00)
431 · RPR & Maint - Buildings	5,009.35		
432 · RPR & Maint - Equipment	27,051.04		
440 · Utilities	156,191.97	215,000.00	(58,808.03)
441 · Rental - Land & Buildings	885,148.23	1,520,000.00	(634,851.77)
442 · Rental - Equipment	32,676.05	85,000.00	(52,323.95)
449 · Other Rentals	2,597.50		
Total 400 · Purchased Property Services	<u>1,136,403.14</u>	<u>1,950,000.00</u>	<u>(813,596.86)</u>
500 · Other Purchased Services			
515 · Transportation - Public Carrier	20,654.73	230,000.00	(209,345.27)
519 · Other Student Transport	99,506.34	40,000.00	59,506.34
525 · Bonding Insurance	3,710.81		
529 · Other Insurance	31,456.61	85,000.00	(53,543.39)
530 · Communications	23,573.64	40,000.00	(16,426.36)
540 · Advertising	119,812.99		
550 · Printing & Binding	1,406.72	265,000.00	(263,593.28)
581 · Mileage	352.56		
582 · Travel	1,141.03		
599 · Other Purchased Services	54,561.53	1,243,500.00	(1,188,938.47)
Total 500 · Other Purchased Services	<u>356,176.96</u>	<u>1,903,500.00</u>	<u>(1,547,323.04)</u>
600 · Supplies			
610 · General Supplies	166,152.22	90,000.00	76,152.22
611 · ESL Supplies	37.50		
618 · General OP SYS Tech	114.90		
632 · Milk	363.06		
634 · School Store - Food	995.78		
635 · Student Lunches	74,611.62		
636 · Refreshments	8,453.66		
640 · Books & Periodicals	11,041.28	15,000.00	(3,958.72)
648 · Educational Software	26,347.87		
Total 600 · Supplies	<u>288,117.89</u>	<u>105,000.00</u>	<u>183,117.89</u>
700 · Property			
756 · Cap Technology Equipment	6,406.93		
740 · Depreciation	104,303.91		
Total 700 · Property	<u>110,710.84</u>		
800 · Other Objects			
810 · Dues and Fees	1,936.37		
815 · Student Awards	5,200.00		
820 · Claims/Penalties/Late Fees	979.44		
890 · Bad Debt Expense	181,170.26		
Total 800 · Other Objects	<u>189,286.07</u>		
Total Expense	<u>6,814,653.03</u>	<u>13,977,482.00</u>	<u>(7,162,828.97)</u>
Net Ordinary Income	<u>(1,537,066.84)</u>	<u>642,793.00</u>	<u>(2,179,859.84)</u>
Other Income/Expense			
Other Income			
900 · Reimbursable Student Activities			
910 · Students Contributions	1,225.50		
Total 900 · Reimbursable Student Activities	<u>1,225.50</u>		
Total Other Income	1,225.50		
Other Expense			
8500 · Fixed Asset Purchase	0.00		
Total Other Expense	<u>0.00</u>		
Net Other Income	<u>1,225.50</u>		
Net Income	<u>(1,535,841.34)</u>	<u>642,793.00</u>	<u>(2,178,634.34)</u>

EDSYS INC DBA CITY CHARTER HIGH SCHOOL
Monthly Cash Analysis

	<u>Cash In</u>	<u>Cash Out</u>	<u>Net In/(Out)</u>	<u>Balance</u>
				6,203,346.63
July 2022	786,019.61	1,180,382.55	(394,362.94)	5,808,983.69
August 2022	1,152,947.22	1,069,214.38	83,732.84	5,892,716.53
September 2022	823,376.73	1,334,870.91	(511,494.18)	5,381,222.35
October 2022	1,097,396.08	1,431,604.55	(334,208.47)	5,047,013.88
November 2022	982,071.51	774,877.74	207,193.77	5,254,207.65
December 2022	835,447.23	1,027,465.99	(192,018.76)	5,062,188.89
January 2023			0.00	5,062,188.89
February 2023			0.00	5,062,188.89
March 20223			0.00	5,062,188.89
April 2023			0.00	5,062,188.89
May 2023			0.00	5,062,188.89
June 2023			0.00	5,062,188.89
Ending Balance	<u><u>5,677,258.38</u></u>	<u><u>6,818,416.12</u></u>	<u><u>(1,141,157.74)</u></u>	<u><u>5,062,188.89</u></u>

As of:	Cash Balance	Current Ratio*	Tuition Receivable	Accounts Payable
December 31, 2022	\$ 5,062,189	\$51.9 to \$1	\$784,132	\$112,652
November 30, 2022	\$ 5,254,208	\$26.5 to \$1	\$1,004,130	\$235,965

*Current Ratio = Current Assets/Current Liabilities

1 Receivable Aging Schedule

	Total	Current	1 - 30	31 - 60	61 - 90	> 90
December 31, 2022	\$784,132	\$6,025	(\$52)	\$0	\$94,523	\$683,636
November 30, 2022	\$1,004,130	\$1,923	\$0	\$134,339	\$0	\$867,868

For the Month Ended December:	Total Revenue	Total Expense	Revenue Per Student*	Expense Per Student*
2022	\$612,203	\$939,140	\$1,074	\$1,648
2021	\$1,634,882	\$986,282	\$2,868	\$1,730

Comments:

Note that City High realized a total savings of ~\$1.5 million in fiscal 17/18 thru 21/22, by implementing the new 401K plan for new hires effective 7/1/17.

As of 6/30/22, 43 employees are participating in the 401K plan rather than PSERS. This represents almost 50% of the workforce. Savings will continue to grow each fiscal year as employee turnover occurs and new hires join the 401K plan rather than PSERS.

Annual Report on School Safety

Christopher Urbanek, School Safety/Security Manager

2021-2022



Report on current safety and security practices with strategies to maintain and improve school safety and security.

**City Charter High School
201 Stanwix Street
Pittsburgh, Pa 15222**

Disclaimer

As required under Section 1309-B of the PA School Code the school safety and security coordinator shall make a report no later than June 30, 2021, and each June 30 thereafter, to the school entity's board of directors on the school entity's current safety and security practices that identify strategies to improve school safety and security. This year it will be presented November 16, 2022 because of the transition and acclimation of the new security manager. The report shall be presented to the school entity's board of directors at an executive session of the school entity's board of directors. The report shall be submitted to the committee and shall not be subject to the act of February 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law.

November 11, 2022

Board of Directors
City Charter High School
201 Stanwix Street
Pittsburgh, Pa 15222

Dear Board Members,

City Charter High School is a highly innovative public school located in Downtown Pittsburgh. Founded in 2002, our goal has always been to be an exemplary high school for 21st century secondary urban education.

City Charter High School's mission statement is "a technology-infused public school is to graduate students who are academically, technologically, personally and socially prepared to succeed in post-secondary education, training or employment. City Charter High School cultivates a safe, supportive and academically rigorous environment by recognizing and nurturing individual talents, needs and skills."

Each year, City Charter High School continues to make great strides to maintain a safe and productive learning environment for students, staff and visitors. Our students and staff have and continue to work diligently on the goal of safety during this global pandemic and after our return to in person learning.

Even with these trying times, City Charter High School continues to make improvements and enhancements to our current equipment, policies and procedures.

As of today, The Office of School Safety maintains a School Safety/Security Manager and two full-time Safety Officers contracted through Garda World. These officers are on duty, before, during and after school hours as well as during school events. The manager of the department has received mandatory training in their field which includes a 40-hour School Resource Officer Course (Act 67) and additional voluntary training to increase their awareness of school safety.

The document I am providing you will contain information on completed as well as ongoing programs, policies and procedures that City Charter High School uses to conduct its daily services. As well and enhancing its current safety and security practices.

As I am new to this position and school as School Safety/Security Manager, I am learning and updating policies and procedures as necessary to keep up with the ever changing school environment and needs of the students. As we continue to made great strides in the area of school safety, we will always uphold our commitment to keep our students safe physically and mentally while pursuing their futures at school.

Christopher Urbanek, School Safety/Security Manager
City Charter High School
Office of School Safety

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Current Safety and Security Practices

City Charter High School began operations in 2002-2003 school year. In its first year of operation the school was located in a multi-use, high-rise building. The school occupied only the 9th and 10th floors. There were two internal stairwells that were shared with building occupants. Each of the schools floors were secured with proxy-card readers that only allowed authorized individuals to enter the school floors. The school was equipped with eight cctv cameras to cover the common areas and one safety officer.

Over the past 20 years City Charter High School has made great strides in the area of school safety. The following list is being provided for your reference on current safety and security practices:

Personnel:

- City Charter High School currently employs one School Safety/Security contracts with GardaWorld for two full-time School Safety Officers.
- As an extra measure of security Pittsburgh Police are scheduled to work events.

Equipment:

- All doors stairwell doors in the facility are equipped with electronic access control readers.
- Electronic access is used to access the school and its floors and main entrance.
- Body cameras are worn by school safety personal and are reviewed on a daily basis.
- A Breathalyzer is in inventory.
- Emergency speakers are located in all common areas of the school with pre-recorded messages.
- Lockdown buckets have been placed in all classrooms.
- All exterior doors have alarm sensors .
- THC testing kits are in inventory.
- Night Lock devices have been installed on all classroom, breakout rooms and office doors.
- Officers maintain and monitor 83 camera views.
Panic switches are located in the school hallways, classrooms, breakout rooms and offices for immediate notification of emergencies.
- Silent panic switches are installed for immediate police notification in the main office and safety office.
- Silent panic switch is installed for immediate school safety notification in the main office.
- Two emergency lockdown buttons have been installed. One in the school safety office and one in the administrative office.
- A new single point alarm system was installed in the schools lobby for the entrance doors
- The school is equipped with two defibrillators.
- School safety and the school nurse maintain and keep in inventory first responder medical kits for emergencies.
- Narcan is kept in inventory in the school nurses office.

- Walk through (mobile) and hand held metal detectors are in inventory.
- The school has (2) Temperature scanner kiosks.
- Vape detectors have been installed in student and staff bathrooms that are accessible to students.
- Yondr cell phone locking device system inclusive of individual pouches for students to secure cell phones during school.

Training:

- School safety officers receive training on an annual basis, the school safety director and one officer has received PDE mandated SRO (school resource officer) training. All officers will have this training complete by Dec 2020
- Staff receive continued training on ALICE and safety protocols each school year
- Students receive training on ALCIE and safety protocols each school year
- The school safety director maintains an ALICE Instructor Certification, NIK Instructor Certification, Taser Instructor Certification, Breathalyzer Certification and Naloxone (Narcan) Certification

Drills:

- The school conducts a yearly All Hazard Evacuation with assistance of the Pittsburgh Police, Fire, EMS and Emergency Management.
- The school conducts Monthly Fire Drills.
- The school has conducts a yearly active shooter drill.

Proactive Measures

- Safety officer is stationed on the school floors throughout the day.
- Patrols are conducted of the schools interior and exterior several times per hour during the school day.
- Hourly inspections are completed the server, records and mechanical rooms.
- Random locker searches are conducted on a weekly basis.
- School safety maintains a close working relationship with Pittsburgh Police, Port Authority Police, Pittsburgh Emergency Management and numerous community partners.
- School safety maintains and uses the RAPTOR visitor management system for visitors.
- School safety officers respond to all calls including acts of student defiance including refusal to leave the classroom, fighting and medical emergencies.
- School Safety officers observe students behavior during class change, lunch, rest rooms and classrooms as necessary.
- Social Media sites are monitored.
- Staff are trained on inspections and safe handling of packages.

- Students and staff are issued access cards with pictures and must carry and display on themselves at all times.
- School Safety officers enforce all federal, state and local laws as well as school policies, administrative rules and regulations.
- Internal investigations are conducted by the School Safety Manager.
- The school safety director maintains the Safe 2 Say tip line.
- The school has a 24 / 7 emergency line that is answered by the School Safety Manager.
- The school monitors Pittsburgh Emergency Management Alerts.

Access:

- A new access control panel has been installed on the garage door to maintain strict access to the basement level of the building.
- All visitors are issued a visitor pass that needs to be worn while in the building and returned before leaving the school.
- Contractors are processed through the Raptor System.
- Contractors are escorted in the building.
- Delivery drivers must sign in when bringing packages to the building.
- Deliveries are inspected prior to entering the building.
- Deliveries are only accepted at a designated door.
- Deliveries are escorted to a designated distribution point.
- Employees are required to inform school safety of any expected visitors.
- Key control is maintained by the Safety Office.
- Students that are leaving the building because of dress code violations, early dismissals, suspensions or illness are processed through the Raptor System before they can leave.
- Students are issued Access cards with pictures and must carry them at all times.
- Visitors are processed through the Raptor System.
- Visitors must produce a valid ID before entering the building.

Emergency Plans:

- City Charter High School has a comprehensive All Hazard Plan that is updated yearly.
- City Charter High School has Emergency quick flip charts available to all classrooms.
- City Charter High School now uses NaviGate Prepared for all school emergency plan storage and perpetrations and distribution.

A Safety and Security Assessment was requested for the 2020-2021 school year through the Pennsylvania State Police. Due to the large numbers of schools conducting assessments, The Pennsylvania State Police may not be able to conduct our review by December 2020.

In the event that the assessment cannot be completed by December 2020. City Charter High School will request an assessment from a PDE approved vendor.

FIRE DRILL – State of Pennsylvania Requirement

The Pennsylvania School Code requires that fire drills be conducted in every public school at least once a month while school is in session. These public schools include schools in school districts; charter schools; cyber charter schools, when they utilize a physical facility; career and technology centers; and intermediate units. City Charter High School also maintains and manages the schools fire extinguishers and fire exits. The following fire drills were conducted during the 2019-20 school year:

September	4m 51sec
September Bus Evacuation	4m
October	5m 31sec
November	Cancelled for Active Shooter Drill
December	No Drill – Vacation Month
February	4m 58sec
March	Cancelled due to COVID 19
April	No Drill – Vacation Month
May	Cancelled due to COVID 19
June	Cancelled due to COVID 19

ALL HAZARD DRILL - City of Pittsburgh Requirement

City of Pittsburgh code requires that each high-rise building shall exercise its building evacuation plan as set forth in the AHP on a semi-annual basis involving no less than 50% of the building occupants. Once every three years, the building evacuation exercise shall involve 100% of the building occupants in the same exercise.

City Charter High School conducts its City of Pittsburgh All Hazard Drill in July of each year. The following City of Pittsburgh Emergency Services work with the school safety Director and also are on-site during this drill; Pittsburgh Emergency Management, Pittsburgh Police, Pittsburgh Emergency Services (EMS) and Pittsburgh Bureau of Fire.

The All Hazard Drill for the 2019-20 school year was scheduled to be conducted on July 15, 2019. But due to COVID-19 this drill was cancelled.

SECURITY DRILL – State of Pennsylvania Requirement

Act 39 of 2018 also amends Section 1517 of the school code that relates to fire and emergency evacuation drills. Under the new revisions, school entities must conduct a school security drill, in place of a fire drill, within the first 90 days of the 2019-20 school year. This requirement continues for each subsequent school year. Additionally, Section 1517 now permits school entities to conduct a second school security drill per year in lieu of a required fire drill.

*As required in ACT 44. City Charter High School conducted its Active Shooter Drill within the first 90 days of school.

The following security drill was conducted during the 2019-20 school year:

Nov 27 Active Shooter

City Charter High School conducted an Active Shooter Drill on Nov 27, 2019. This drill was in cooperation with Pittsburgh Police, Pittsburgh Emergency Management and Pittsburgh EMS.

Students, staff, parents and the media were notified one week prior to the drill and also the day before. At 10:10 am school safety officers activated the schools emergency speakers with a pre-recorded message. Due to an update of the speaker system the pre-recorded message did not play on all of the speakers.

Some students and staff that did not hear the message but, still followed protocol and immediately started locking down classrooms, blocking windows with tables, turning out the lights and prepared to counter when they heard the air horn being activated on their floors.

Officer Dougherty and members of emergency services arrived on the 4th floor within 1 min. of activation. Upon arrival all classes were already locked down.

Officer Dougherty was the "Active Shooter" and had an air horn. A description of the Officer Dougherty was broadcasted to the students and staff via the speakers.

The Active Shooter Drill lasted approx. 43 minutes. This increase was due to non-drill related medical emergency in which a student passed out.

Upon completion of the drill a de-brief was conducted. City Charter High School was commended on how prepared students and staff were for the drill even with the malfunction of the speaker system.

The following equipment has been purchased during the 2019-20 school year.

- NaviGate Prepared software
- 11- Alarm contacts for 11 doors that was not connected to the schools alarm system
- Alarm panel for the front lobby
- 2- Emergency Lockdown buttons
- Emergency Strobe light
- 2- Standing body temperature detectors

Pennsylvania Safe Schools Initiative Targeted Grant for Equipment is to assist school entities by providing funding for security planning, purchase of security-related technology which may include metal detectors, protective lighting, surveillance equipment, special emergency communications equipment, electronic locksets, deadbolts and theft control devices, and training in the use of security-related technology.

In June 2019, City Charter High School applied for the Safe Schools Initiative Targeted Grant for Equipment.

In May 2020 City Charter High School was notified that it was not awarded this grant. City Charter High School was a recipient of this Grant for three prior years.

The Director of School Safety is preparing a new policy on the use and training of the NaviGate Prepared System for staff and administrators.

The schools websites “safety” page was updated with news, emergency information and student and parent resources.

Turkeys for Families – With the support of Shultz Ford Southills, City Charter High School was able to help six families with turkey for Thanksgiving this past year. Each family received a 25 pound turkey donated by Shultz Ford; the turkeys were delivered to the families by the school safety director. City Charter High School will apply for 8 turkeys next year.

ALICE Certified Organization – City Charter High School received its 2nd ALICE certified organization certificate. This certificate has only been issued to 22 organizations in the state of Pennsylvania. Pennsylvania has 3407 public schools and 120 charters.

Intern – During the 2019-2020 school year the Office of School Safety had its first intern. The intern learned the importance of school safety while working alongside officers on a daily basis.

In 2018, Under Act 44 the Pennsylvania Department of Education partnered with Sandy Hook Promise to help reduce violence in its schools.

Safe 2 Say is a youth violence prevention program from Sandy Hook Promise (SHP). SHP is a national, nonprofit organization led by several family members whose love ones were killed in the tragic mass shooting at Sandy Hook School on December 14, 2012. SHP is focused in preventing gun violence (and other forms of violence and victimization) before it happens by attracting, educating and mobilizing youth and adults to identify, intervene and get help for individuals who may be at-risk of hurting themselves or others.

During the 2018-19 school year, City Charter High School conducted training with students and staff on the NEW Safe 2 Say anonymous reporting system. Senior students did not complete the training because of time restraints in their schedules to complete the school year. This new program replaced our current system and allowed Students, teachers, and administrators to receive training on how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others and Say Something to a trusted adult or use its anonymous reporting system. In addition to the training, posters have been placed in all school hallways, decals in bathrooms and stickers are being placed on student ID Cards.

The 2019-20 school year was the first year City Charter High School did not have hands on training for students on the Safe 2 Say program. All incoming students received training before starting the school. Students of the school did receive a reminder on the program during the first 30 days of school.

All students and staff of the school are given a “Safe 2 Say” sticker with contact information on the back of their school issued ID Cards.

On January 15, 2019 the Safe 2 Say tip line went active in the Pennsylvania. It is monitored and information is being shared on a 24/7 basis. The Director of school safety is the key contact person for City Charter High School. Below is a summary of the anonymous reports that were received and investigated at the school to date.

During the 2019-20 school year City Charter High School received 23 tips through the tip-line.

The Safe 2 Say Program has processed more than 40,000 tips from Jan 2019 – Jan 2020. Evidence shows that students are using the tip line.

A breakdown of the tips received during the 2019-20 school year is as follows;

Bodily Injury	1
Bullying	2
Cutting/Self Harm	2

Drug Use/Distribution	2
Inappropriate Language	1
Inappropriate Physical contact	1
Intent to Harm	1
Planned Attack/Fight	2
Sexting	1
Suicide/Ideation	5
Threat Against the School	1
Weapons/Explosives	2
Weapons	2

All of the tips were immediately investigated upon notification. Several of the suicide/Ideation tips were received after school hours between 10pm and 3am. In these cases the director of school safety worked with Pittsburgh Police in having wellness checks done and parent notifications.

To date City Charter High School has not received any tip that was not investigated and acted upon by the school.

During the 2019-20 school year the Safe 2 Say tip line received (1) false report from a student of the school.

School Staff:

Alice Institute	94	Active Shooter Response
In-Service	90	Safety Protocols

Students:

9 th Grade	175	Active Shooter Response / Safety Protocol
9 th Grade	175	Safe 2 Say
10 th Grade	176	Active Shooter Response / Safety Protocol
11 th Grade	112	Active Shooter Response / Safety Protocol
12 th Grade	128	Active Shooter Response / Safety Protocol

Delmer Dougherty Jr:

National Institute of School Resource Officers	SRO Certification
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Keisha Hatten:

NIK	Narcotics Identification Certification
National Institute of School Resource Officers	SRO Certification

City Charter High School remains committed to providing a safe and caring environment for our students, staff and visitors. Future upgrade and improvements are being planned and evaluated.

Phase 1:

- The schools will implement and conduct all drills using the new Navigate Prepared software.

Phase 2:

- All of the ground level doors will have the small door numbers removed and replace with the recommended 12x12 reflective signs

Phase 3:

- City Charter High School will receive its new Threat Assessment

City Charter High School planned to have a new assessment conducted on its safety and security practices during the 2019-2020 school year. Due to mandatory closures of the school by the Department of Education between 2019 and 2021, this new assessment was unable to be completed. City Charter High School will request to have the new assessment completed during the 2021-22 school year when the school is fully operational and at full student capacity.

Information on the previously completed assessments are as follows:

- On October 16, 2013 a Pennsylvania State Police assessment was conducted at the request of Mr. Del Dougherty, School Safety Director, City Charter High School. Trooper First Class Brian C. Krause of the Pennsylvania State Police Risk and Vulnerability Assessment Team conducted this assessment.

City Charter High School did extremely well during the assessment. Three categories were identified for improvement and immediately after the assessment report was returned to the school, both the School Safety Director and the school's Principal met to discuss these areas and took corrective actions.

- On May 4, 2017 a Pittsburgh Emergency Management assessment was conducted at the request of Mr. Del Dougherty, School Safety Director, City Charter High School. Critical Infrastructure Manager, Adam Ameal; Analyst, Jonathan Taka from The Office of Emergency Management and Officer Eldridge Kimbrough from the Pittsburgh Police Department conducted this assessment.
- On August 4, 2017 City Charter High School completed a Critical Infrastructure Assessment conducted by the U.S. Department of Homeland Security. This assessment compared City Charter High School to 373 Pre K-12 schools across the United States

City Charter High Schools overall score was 42% compared to the national average of 38%.

PMI (Protective Measures Index) is an indicator of the overall safety aspects of protection and management. City Charter High Schools overall score was 68% compared to the national average of 38%.

The following categories were also assessed and scored:

Security Force Profile overall score is 72% compared to the national average of 38%.
Security Management overall score is 83.46% compared to the national average of 48.02%
Security Activity Background overall score is 47% compared to the national average of 32%.
Physical Security overall score is 35% compared to the national average of 32%

FIRE DRILL – State of Pennsylvania Requirement

The Pennsylvania School Code requires that fire drills be conducted in every public school at least once a month while school is in session. These public schools include schools in school districts; charter schools; cyber charter schools, when they utilize a physical facility; career and technology centers; and intermediate units. City Charter High School also maintains and manages the schools fire extinguishers and fire exits.

The following fire drills were conducted during the 2020-21 school year:

September	Cancelled due to COVID 19
September Bus Evacuation	Cancelled due to COVID 19
October	Cancelled due to COVID 19
November	Cancelled due to COVID 19
December	No Drill – Vacation Month
February	Cancelled due to COVID 19
March	2 min, 18 sec. (62 students, 86 Staff)
April	No Drill – Vacation Month
May	Replaced with Security Drill
June	2min. 7 sec. (178 students, 75 staff)

ALL HAZARD DRILL - City of Pittsburgh Requirement

City of Pittsburgh code requires that each high-rise building shall exercise its building evacuation plan as set forth in the AHP on a semi-annual basis involving no less than 50% of the building occupants. Once every three years, the building evacuation exercise shall involve 100% of the building occupants in the same exercise.

City Charter High School conducts its City of Pittsburgh All Hazard Drill in July of each year. City of Pittsburgh Emergency Services work with the school safety Director, also are on-site during this drill is; Pittsburgh Emergency Management, Pittsburgh Police, Pittsburgh Emergency Services (EMS) and Pittsburgh Bureau of Fire.

The All Hazard Drill for the 2020-2021 school year will be scheduled for July 2022. Some City of Pittsburgh Offices are still closed or have reduced staffing because of COVID-19.

SECURITY DRILL – State of Pennsylvania Requirement

Act 39 of 2018 also amends Section 1517 of the school code that relates to fire and emergency evacuation drills. Under the new revisions, school entities must conduct a school security drill, in place of a fire drill, within the first 90 days of the 2019-20 school year. This requirement continues for each subsequent school year. Additionally, Section 1517 now permits school entities to conduct a second school security drill per year in lieu of a required fire drill.

*As required in ACT 44. City Charter High School conducted its Active Shooter Drill within the first 90 days of school.

The following security drill was conducted during the 2020-21 school year:

May 10, 2021 Security Drill Training

Due to COVID-19 restrictions that are in place for the State of Pennsylvania, The Department of Education released the following guidance on school security drills:

Are there any methods of conducting a school security drill that ensures the school adheres to the current DOH guidelines?

Yes. One method that schools can use is a shelter in place activity followed by an in-person classroom lesson on additional security protocols and expected behaviors. All protocols regarding notifications must be followed.

As recommended, City Charter High School conducted in classroom training with our students. Students received a 20 minute online course explaining the ALICE Program. At the completion of this training, students took a test and needed a score of 80% to pass. All in-person students took this training and all passed with scores above 80%. In addition, students were also given a safety presentation that detailed, school fire drills, City Evacuations, Hazard Drills, Active Shooter Drills, ALICE protocols and the Safe 2 Say Program.

The following equipment has been purchased and put into use during the 2020-21 school year.

- NaviGate Prepared Visitor software
- NaviGate Prepared Threat Assessment Platform for CSTAG
- Range Extender for added door contacts from the previous school year
- 2- Additional Standing body temperature detectors were purchased for use at an alternative entrance for the 11th and 12th grade students.

The Pennsylvania Safe Schools Initiative Targeted Grant is for Equipment is to assist school entities by providing funding for security planning, purchase of security-related technology which may include metal detectors, protective lighting, surveillance equipment, special emergency communications equipment, electronic locksets, deadbolts and theft control devices, and training in the use of security-related technology.

In early 2021, City Charter High School was informed by the Department of Education that they were awarded a grant of 23,000.00. The information received indicated that the school needed to log on to the website and sign off on the grant. I have on several occasions gone to the website to sign off on the grant application but the site indicated that the grant is being read/scored and submitted of Peer Review.

During this time, no signatures would be accepted until the process was completed.

In May 2021, while re-checking the grant status, the grant was changed to CANCELLED.

I have attempted several times to contact the eGrants office by phone to get a clarification on this but, have not as of today heard anything back.

School Code 1303-D requires that school districts implement procedures to assess and respond to Safe2Say Something Program reports, but it does not specify content of those procedures. The Director of School Safety developed a policy that meets these requirements and includes content and procedures that should be followed in Safe 2 Say cases. In addition this policy will be available to the its students, staff and community the for the 2021-22 school year.

The Pennsylvania Department of Education requires that all schools in the Commonwealth establish at least one threat assessment team for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others. The bill also establishes membership qualifications, training, and reporting requirements for the threat assessment teams. The duties of the threat assessment team may be assigned to an existing team established by the school entity, which may be the student assistance program.

During the 2020-21 school year, City Charter High School, implemented its assessment team. Future plans include two additional team members from Special Education and Administration. At this time the following personnel are members of the threat assessment team:

Del Dougherty, Director of School Safety
Keshia Hatten, School Safety Officer
Holly Ickes, LCSW
Jocelyn Zuniga, LPC

*Each member of the Threat Assessment Team received 10 hours training in the Program CSTAG (Comprehensive School Threat Assessment Guidelines).

CSTAG originally known as the Virginia Student Threat Assessment Guidelines is an evidence-based model for schools to use in conducting threat assessments in K-12 schools. CSTAG has been widely recognized as an evidence-based program by the National Registry of Evidence-based Programs and Practices in 2013. is an approach to violence prevention that emphasizes early attention to problems such as bullying, teasing, and other forms of student conflict before they escalate into violent behavior.

School staff members are encouraged to adopt a flexible, problem-solving approach, as distinguished from a more punitive, zero tolerance approach to student misbehavior. As a result of this training, the model is intended to generate broader changes in the nature of staff-student interactions around disciplinary matters and to encourage a more positive school climate in which students feel treated with fairness and respect.

The guidelines follow a five-step decision-tree. In brief, the first two steps are a triage process in which team members investigate a reported threat and determine whether the threat can be readily resolved as a transient threat that is not a serious threat. Examples of transient threats are jokes or statements made in anger that are expressions of feeling or figures of speech rather than expressions of a genuine intent to harm someone.

Any threat that cannot be clearly identified and resolved as transient is treated as a substantive threat. Substantive threats always require protective action to prevent the threat from being carried out. The remaining three steps guide the team through more extensive assessment and response based on the

seriousness of the threat. In the most serious cases, the team conducts a safety evaluation that includes both a law enforcement investigation and a mental health assessment of the student. The culmination of the threat assessment is the development of a safety plan that is designed to address the problem or conflict underlying the threat and prevent the act of violence from taking place. For both transient and substantive threats, there is an emphasis on helping students to resolve conflicts and minimizing the use of zero-tolerance suspensions as a disciplinary response.

The Pennsylvania Safe 2 Say Program has processed more than 23,745 tips during the 2020-21 school year. This number also excludes false reports received and any test tips.

During the 2020-21 school year City Charter High School received 2 tips through the tip-line.

Breakdowns of the tips are as follows;

Inappropriate Relationship	1
Drug Distribution / Possession	1

The following is a brief description of the outcomes of these tips:

Inappropriate Relationship: The tipster stated that “my ex cheated on me with this guy, and the whole time he would use her for her body” The information that was provided from the tipster was investigated using both "Instagram and the school student information system" no one identified through this investigation are students with the school. In addition the information that was obtained was not enough to identify what school the people identified by "Instagram names" belong too.

Drug Distribution /Possession: The tipster stated in the report that the subject “offered me weed” and made threats on social media. City Charter High School was closed for spring break. School administration was informed of the information and the students’ parents were notified.

School Staff:

Alice Institute	89	Active Shooter Response
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Students:

9 th Grade	44	Active Shooter Response / Safety Protocol
10 th Grade	74	Active Shooter Response / Safety Protocol
11 th Grade	119	Active Shooter Response / Safety Protocol
12 th Grade	0	Active Shooter Response / Safety Protocol

Delmer Dougherty Jr:

CSTAG	CSTAG Certification
ALICE INSTRUCTOR	Re-Certification
First Aid	
CPR	
AED	
EpiPen	

Keisha Hatten:

CSTAG	CSTAG Certification
ALICE	
First Aid	
CPR	
AED	

City Charter High School remains committed to providing a safe and caring environment for our students, staff and visitors. Future upgrade and improvements are being planned and evaluated.

Phase 1: Sept /Nov 2021

- Began use of the Navigate Prepared “Emergency Management Suite”
- Implement and use the NEW CSTAG Platform
- All of the ground level doors will have the small door numbers removed and replaced with the recommended 12x12 reflective signs.

Phase 2: Jan/Mar 2022

- City Charter High School will request and complete a new Risk and Vulnerability Assessment
- City Charter High School will apply for ALICE Certified Organization Status

Phase 3: May/July 2022

- Restart programs with the Pittsburgh Police. Our previous programs Lunch with an Officer, Lifting with an Officer and Cooking with Cops were all impacted by COVID 19.

City Charter High School planned to have a new assessment conducted on its safety and security practices during the 2019-2020 school year. Due to mandatory closures of the school by the Department of Education between 2019 and 2021, this new assessment was unable to be completed. City Charter High School will request to have the new assessment completed during the 2022-23 school year when the school is fully operational and at full student capacity.

Information on the previously completed assessments are as follows:

- On October 16, 2013 a Pennsylvania State Police assessment was conducted at the request of Mr. Del Dougherty, School Safety Director, City Charter High School. Trooper First Class Brian C. Krause of the Pennsylvania State Police Risk and Vulnerability Assessment Team conducted this assessment.

City Charter High School did extremely well during the assessment. Three categories were identified for improvement and immediately after the assessment report was returned to the school, both the School Safety Director and the school's Principal met to discuss these areas and took corrective actions.

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The following categories were also assessed and scored:

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Physical Security overall score is 35% compared to the national average of 32%

FIRE DRILL – State of Pennsylvania Requirement

The Pennsylvania School Code requires that fire drills be conducted in every public school at least once a month while school is in session. These public schools include schools in school districts; charter schools; cyber charter schools, when they utilize a physical facility; career and technology centers; and intermediate units. City Charter High School also maintains and manages the schools fire extinguishers and fire exits.

The following fire drills were conducted during the 2021-22 school year:

September	Drill completed 4 min, 13 sec
October	Drill complete
November	Drill complete
December	No Drill – Vacation Month
January	No Security manager No Drill
February	UrbaneK Started 2/14/22 No Drill
March	3 min, 40 sec
April	No Drill – Vacation Month
May	Drill complete
June	Drill complete
July	Drill complete

ALL HAZARD DRILL - City of Pittsburgh Requirement

City of Pittsburgh code requires that each high-rise building shall exercise its building evacuation plan as set forth in the AHP on a semi-annual basis involving no less than 50% of the building occupants. Once every three years, the building evacuation exercise shall involve 100% of the building occupants in the same exercise.

City Charter High School conducts its City of Pittsburgh All Hazard Drill in July of each year. City of Pittsburgh Emergency Services work with the school safety Director, also are on-site during this drill is; Pittsburgh Emergency Management, Pittsburgh Police, Pittsburgh Emergency Services (EMS) and Pittsburgh Bureau of Fire.

The All Hazard Drill for the 2021-2022 school year will be scheduled for July 2023. I am seeking out training and learning about this process now in order to go forward doing this drill properly.

SECURITY DRILL – State of Pennsylvania Requirement

Act 39 of 2018 also amends Section 1517 of the school code that relates to fire and emergency evacuation drills. Under the new revisions, school entities must conduct a school security drill, in place of a fire drill, within the first 90 days of the 2019-20 school year. This requirement continues for each subsequent school year. Additionally, Section 1517 now permits school entities to conduct a second school security drill per year in lieu of a required fire drill.

*As required in ACT 44. City Charter High School did not conduct its Active Shooter Drill within the first 90 days of school.

Before the transition of Security Manager Christopher Urbanek an Active Shooter Drill was planned and never executed in November because of the Security team being out with Covid. Christopher Urbanek did not have the ALICE instructor certification. So he was not able to complete the drill within the school year. His certification was completed in June of 2022 and plans to complete the ALICE drill and move forward with organizational certification will be on track for the 2022-23 school year.

As recommended, City Charter High School conducted in classroom training with our students. Students received a 20 minute online course explaining the ALICE Program. At the completion of this training, students took a test and needed a score of 80% to pass. All in-person students took this training and all passed with scores above 80%. In addition, students were also given a safety presentation that detailed, school fire drills, City Evacuations, Hazard Drills, Active Shooter Drills, ALICE protocols and the Safe 2 Say Program.

The following equipment was purchased at the end of the 2021-2022 school year for installation and implementation during the 2022-23 school year:

- Zeptive Vape Detectors and software
- Yonder cell phone pouches

City High was able to allocate a portion of its ESSER III/ARP grant for the purchase of vape detectors and Yondr cell phone pouches as a part of school safety initiatives.

School Code 1303-D requires that school districts implement procedures to assess and respond to Safe2Say Something Program reports, but it does not specify content of those procedures. The Director of School Safety developed a policy that meets these requirements and includes content and procedures that should be followed in Safe 2 Say cases. In addition, this policy will be available to the its students, staff and community the for the 2021-22 school year.

The Pennsylvania Department of Education requires that all schools in the Commonwealth establish at least one threat assessment team for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others. The bill also establishes membership qualifications, training, and reporting requirements for the threat assessment teams. The duties of the threat assessment team may be assigned to an existing team established by the school entity, which may be the student assistance program.

During the 2021-21 school year, City Charter High School, implemented its assessment team. Future plans include two additional team members from Special Education and Administration. At this time the following personnel are members of the threat assessment team:

Christopher Urbanek, Manager of School Security

Joshua Hanna, Director of Special Ed

Dr. Brian Pohland, Grade level Admin

Holly Ickes, LCSW

Jocelyn Zuniga, LPC

*Each member of the Threat Assessment Team received 10 hours training in the Program CSTAG (Comprehensive School Threat Assessment Guidelines).

*Christopher Urbanek has not received the 10 hour training as of yet.

CSTAG originally known as the Virginia Student Threat Assessment Guidelines is an evidence-based model for schools to use in conducting threat assessments in K-12 schools. CSTAG has been widely recognized as an evidence-based program by the National Registry of Evidence-based Programs and Practices in 2013. is an approach to violence prevention that emphasizes early attention to problems such as bullying, teasing, and other forms of student conflict before they escalate into violent behavior.

School staff members are encouraged to adopt a flexible, problem-solving approach, as distinguished from a more punitive, zero tolerance approach to student misbehavior. As a result of this training, the model is intended to generate broader changes in the nature of staff-student interactions around disciplinary matters and to encourage a more positive school climate in which students feel treated with fairness and respect.

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Any threat that cannot be clearly identified and resolved as transient is treated as a substantive threat. Substantive threats always require protective action to prevent the threat from being carried out. The

remaining three steps guide the team through more extensive assessment and response based on the seriousness of the threat. In the most serious cases, the team conducts a safety evaluation that includes both a law enforcement investigation and a mental health assessment of the student. The culmination of the threat assessment is the development of a safety plan that is designed to address the problem or conflict underlying the threat and prevent the act of violence from taking place. For both transient and substantive threats, there is an emphasis on helping students to resolve conflicts and minimizing the use of zero-tolerance suspensions as a disciplinary response.

The Pennsylvania Safe 2 Say Program has processed more than 26,174 tips during the 2021-22 school year. This number also excludes false reports received and any test tips.

During the 2021-22 school year City Charter High School received 10 tips through the tip-line. A breakdown and transcript of the tips received and categories are available for review at the school.

Christopher Urbanek:

Act 67 SSO Training
Mandated Reporting
ALICE INSTRUCTOR
First Aid
CPR
AED
EpiPen
Narcan

City Charter High School remains committed to providing a safe and caring environment for our students, staff and visitors. Future upgrade and improvements are being planned and evaluated.

Phase 1 (Trimester 1)

Install and implement Zeptive vape detectors

Implement Yonder Phone pouches

Phase 2 (Trimester 2)

Update cameras and locations to better surveil the school grounds

Recertify City High as an ALICE institution