

Edsys, Inc.

Education Delivery Systems



CITY CHARTER HIGH SCHOOL

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

MARCH 2024

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, March 27, 2024

- I. Oaths of Office for new Board members
- II. Consent Agenda
 1. Approve the February 21, 2024 Meeting Minutes (*vote required*)
 2. Enrollment
 3. Metrics
 4. January 2024 Financials
- III. Reports
 1. CEO's/Principal's Report
 - a. Compensation Incentives Regarding Teacher/Staff Retention
 - b. Staffing Recommendations
 2. Board Committee Updates
 - a. Finance
 - b. Governance
 - i. Welcome to our newest Board members
 - ii. Term renewal (*vote required*)
- IV. Old/New Business
 1. Statement of Financial Interests (Ethics Form) - deadline is May 1, 2024
 2. Records Management and Administrative Procedures Policy (*vote required*)
 3. Approve the 2024-2025 academic school calendar (*vote required*)
- V. Executive Session
 1. Adjudications
- VI. Next Board Meeting - Wednesday, May 15, 2024
 1. Open House ~ March 23rd
 2. Final Exams ~ April 4th & 5th / Half Day 9, 10 & 11th Grade Only
 3. Last day of the 2nd trimester for students ~ April 5th
 4. First day of the 3rd trimester for students ~ April 23rd

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 on February 21, 2024. It was held virtually at 5:00 p.m. due to extenuating circumstances.

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

Gerry Dudley, President
Onyeka Egbuna, Treasurer
David Lehman
Tom Ralston
Cindy Tananis, Vice-President

Also present were:

Alan Shuckrow, Solicitor
Dara Ware Allen, CEO and Principal
Alesha Platt, Assistant Principal, Class of 2024
Angela Welch, Assistant Principal, Class of 2025
Tiana DeLaRosa, Assistant Principal, Class of 2026
Bret Powner, Assistant Principal, Class of 2027
Jenea Laymon, Director of HR and Business Affairs
Susan Gratton, Business Affairs Associate, Board Secretary/Recording Secretary

Gerry Dudley chaired the meeting, which was called to order at 5:04 p.m. The order of the meeting was adjusted regarding a quorum at the beginning of the meeting.

Consent Agenda

The Consent Agenda included the following items:

- Approve January 17, 2024 Board Meeting Minutes
- Enrollment and Metrics were presented later in the meeting during the CEO's/Principal's Report

David Lehman moved to approve the January 2024 minutes. Tom Ralston seconded, and the motion was approved unanimously.

Committee Updates

1. Governance

i. Cindy Tananis moved to approve the slate of four new candidates for the Board of Trustees. Alan Shuckrow will administer the oaths of office, with all to begin their terms in March 2024. Tom Ralston seconded, and the motion

was approved unanimously.

- Tammy Bey: three-year term
- Dr. James Doyle: three-year term
- Sarah Rose (Parent Representative): one-year term
- Dr. Carol Wooten: three-year term

ii. Alan Shuckrow stated that the revised EDSYS, Inc. By-laws are a massive improvement. He recommended the Governance Committee revisit the By-laws every couple of years. Onyeka Egbuna moved to approve the EDSYS, Inc. By-laws. David Lehman seconded, and the motion was approved unanimously.

Executive Session

Cindy Tananis motioned to go into Executive Session at 5:37 p.m. to discuss student disciplinary matters. Tom Ralston seconded the motion. The motion to go into Executive session was unanimously approved.

David Lehman motioned to come out of the Executive Session at 5:51 p.m. Onyeka Egbuna seconded the motion. The motion to come out of Executive session was unanimously approved.

Adjudications

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 M.S. shall be deemed expelled for 45 days.

David Lehman motioned to approve the adjudication concerning M.S., 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 D.F. shall be deemed expelled for 45 days.

Onyeka Egbuna motioned to approve the adjudication concerning D.F., as written. David Lehman 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 T.W. shall be deemed suspended for 20 days.

Onyeka Egbuna motioned to approve the adjudication concerning T.W., as written. David Lehman 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 C.M. shall be deemed expelled for 45 days.

Tom Ralston motioned to approve the adjudication concerning C.M., as written. David Lehman 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 B.K. shall be deemed expelled for 45 days.

David Lehman motioned to approve the adjudication concerning B.K., as written. Tom Ralston 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 M.W. shall be deemed suspended for 20 days.

David Lehman motioned to approve the adjudication concerning M.W., as written. Tom Ralston 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 R.R. shall be deemed expelled for the remainder of the calendar year. R.R. will return at the end of the first trimester of the 2024-2025 calendar year.

Onyeka Egbuna motioned to approve the adjudication concerning R.R., as written. David Lehman 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 D.C. shall be deemed suspended for 20 days.

David Lehman motioned to approve the adjudication concerning D.C., as written. Tom Ralston seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Educational Highlight: Direct Online Marketing (DOM) Partnership for Student Recruitment & Enrollment

Rachel Stetz from Direct Online Marketing (DOM) presented about DOM's partnership with City High to enhance the school's student recruitment outcomes. She presented on the following topics: website analytics, Google Ads performance, and the Spring Open House Campaign. Dara thanked Rachel and spoke about how responsive DOM has been, particularly in providing real-time data that enables us to adjust campaigns to increase outcomes of our marketing campaigns.

CEO's/Principal's Report

- Dara Ware Allen presented the CEO's/Principal's Report highlighting the following topics:
 - Enrollment (from the Consent Agenda)
 - Metrics (from the Consent Agenda)
 - Enrollment Office Updates At-a-Glance
 - Year-to-Year Comparison
 - Key Internal Relations & Activities
 - Key External Relations & Activities
 - Goal Setting Meeting Themes
 - Considerations Underway

Old/New Business

Gerry Dudey requested to remove the Records Management and Administrative Procedures Policy from the agenda and defer them to the March 2024 Board Meeting. The Board agreed.

Dara Ware Allen spoke about the required Act 55 Board Training and made the web link embedded into this evening's meeting agenda. She reminded members that the training is now required by all Board members and that the training is differentiated by new versus current members.

Alan Shuckrow reported on Legislative Updates at the state level. Governor Shapiro made a proposal that would impact funding for cyber charter schools. Alan stated that at next month's meeting he will distribute the required Ethics Forms for completion by the Board members which has a May 1st deadline.

Gerry Dudley requested that the March board meeting be rescheduled to March 27, 2024 due to a conflict with his schedule and in light of welcoming a new class of Board members. The Board agreed to that date change.

David Lehman motioned to adjourn. Cindy Tananis seconded, and the meeting was adjourned at 7:03 p.m.

The next regular Board of Trustees meeting is scheduled for Wednesday, March 27, 2024.

Submitted by,

EDSYS, INC.

Education Delivery Systems

Minutes from February 21, 2024

Board of Trustees Meeting

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Susan M. Gratton

CITY CHARTER HIGH SCHOOL STUDENT ENROLLMENT REPORT March 2024

| | |
|--------------------|------------|
| ENROLLMENT TO DATE | 549 |
| Regular Education | 451 79.96% |
| Special Education | 82 20.04% |

| CATEGORY (Race by Gender) | 2023/2024 | 2022/2023 |
|---------------------------|-----------|-----------|
| White Male | 14.94% | 14.62% |
| White Female | 11.29% | 12.82% |
| Black Male | 27.69% | 24.19% |
| Black Female | 30.60% | 31.41% |
| Hispanic Male | 0.91% | 1.44% |
| Hispanic Female | 0.73% | 0.54% |
| Multi-Racial Male | 4.92% | 6.50% |
| Multi-Racial Female | 6.74% | 5.60% |
| Asian Male | 0.55% | 1.44% |
| Asian Female | 1.46% | 0.90% |
| American Indian | 0.18% | 0.54% |
| Other | 0.00% | 0.00% |
| | 549 | 554 |

| Grade | Enrollment Comparison | | |
|--------------|-----------------------|------------|---------------|
| | 2023/2024 | 2022/2023 | %Difference |
| 12th Male | 40 | 61 | -34.4% |
| 12th Female | 49 | 51 | -3.9% |
| Total | 89 | 112 | -20.5% |
| 11th Male | 71 | 44 | 61.4% |
| 11th Female | 71 | 56 | 26.8% |
| Total | 142 | 100 | 42.0% |
| 10th Male | 77 | 82 | -6.1% |
| 10th Female | 91 | 85 | 7.1% |
| Total | 168 | 167 | 0.6% |
| 9th Male | 82 | 79 | 3.8% |
| 9th Female | 68 | 96 | -29.2% |
| Total | 150 | 175 | -14.3% |
| Total | 549 | 554 | -0.9% |

| School Districts | | |
|------------------|------------|----------------|
| Avonworth | 1 | 0.18% |
| Baldwin | 0 | 0.00% |
| Bethel Park | 1 | 0.18% |
| Carlynton | 1 | 0.18% |
| Chartiers Valley | 0 | 0.00% |
| Clairton City | 4 | 0.73% |
| Duquesne City | 2 | 0.36% |
| East Allegheny | 1 | 0.18% |
| Fox Chapel | 1 | 0.18% |
| Gateway | 2 | 0.36% |
| Keystone Oaks | 1 | 0.18% |
| McKeesport | 10 | 1.82% |
| Montour | 3 | 0.55% |
| Mt. Lebanon | 0 | 0.00% |
| North Hills | 1 | 0.18% |
| Northgate | 2 | 0.36% |
| Penn Hills | 27 | 4.92% |
| PPS | 417 | 75.96% |
| Quaker Valley | 0 | 0.00% |
| Shaler Area | 1 | 0.18% |
| South Park | 1 | 0.18% |
| Steel Valley | 6 | 1.09% |
| Sto-Rox | 19 | 3.46% |
| West Allegheny | 0 | 0.00% |
| West Mifflin | 3 | 0.55% |
| Wilkinsburg | 20 | 3.64% |
| Woodland Hills | 25 | 4.55% |
| Totals | 549 | 100.00% |

| CATEGORY (Race by Grade) | 9th | 10th | 11th | 12th | Total |
|--------------------------|--------|--------|--------|-------|--------|
| Black | 17.12% | 17.67% | 14.21% | 9.29% | 58.29% |
| White | 7.29% | 6.74% | 7.83% | 4.37% | 26.23% |
| Multi-Racial | 2.00% | 4.74% | 3.10% | 1.82% | 11.66% |
| Hispanic | 0.36% | 0.55% | 0.36% | 0.36% | 1.64% |
| Asian | 0.55% | 0.91% | 0.36% | 0.18% | 2.00% |
| American Indian | 0.00% | 0.00% | 0.00% | 0.18% | 0.18% |

| CATEGORY (Social Economic Status) | 9th | 10th | 11th | 12th | Total |
|-----------------------------------|--------|--------|--------|-------|--------|
| Free | 20.04% | 22.04% | 15.48% | 9.47% | 67.03% |
| Reduced | 0.91% | 0.55% | 0.55% | 0.55% | 2.55% |
| Paid | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Neither | 7.97% | 10.02% | 12.30% | 7.74% | 38.04% |



Student Enrollment

| Grade Level | Current Year/Prior Year | Notes |
|------------------|-------------------------|--|
| 9 th | 150/175 | Current Enrollment is Lower than Prior Year |
| 10 th | 168/164 | Current Enrollment is High and Comparable to Prior Year |
| 11 th | 142/97 | Current Enrollment is Significantly Higher than Prior Year |
| 12 th | 89/108 | Current is Enrollment Lower than Prior Year Current School-Wide Enrolment is Comparable to Prior Year School-Wide Total: 549/544 |

Personnel Management

| Measure | Current Year/Prior Year | Notes |
|-------------------------|-------------------------|---|
| Administrative Turnover | 0/0 | |
| Faculty Turnover | 0/0 | |
| Staff Turnover | 0/0 | |
| Open Positions | 5/5 | Learning Support TA; Math/Science TA (2); Building Substitute; Technology Teacher |
| Promotions | 0/0 | |
| Leaves | 0/0 | |

School Management and Leadership

| Measure | Current Year*/Prior Year | Notes |
|--|--------------------------|---|
| Average Daily Membership | 556.81/553.82 | |
| Applications: New 9 th grade (2028) | 109/139 / 115/178 | Our application numbers are lower than last year but comparable to the class of 2025, which was fully enrolled. |
| Suspensions > 1 day | 29/17 | |
| Expulsions | 4/7 | |
| Faculty Observations | 50/48 | |
| Student Attendance % | 90.70%/93.49% | |
| Faculty/Staff Attendance % | */96.76% | Our new information system is installed and we are still in the troubleshooting stage in order to launch it. This system will allow us to continue tracking staff attendance data and other metrics like we were in our prior SIS with Rediker. |

**-will need to be updated based on new SIS transition*

Fiscal Health (As of January 31, 2023)

| Measure | Description |
|------------------------------------|---|
| Bank Balance | \$8.410 to \$6.345 M |
| P/L Comparison: 23-24 to 22-23 YTD | Income: \$8.240 M to \$7.664 M Expense: \$7.545 M to \$7.903 M |

Compliance and Reporting

| Measure | Description | Notes |
|---|---|---|
| 2021-22 Civil Rights Data Collection (CRDC) | 2021-22 Civil Rights Data Collection due | Submitted on March 4 th by deadline. |
| ESSER Monitoring Report | Annual Programmatic and Financial Report for ESSER funding | Submitted on March 8 th by deadline. |
| PIMS | Various monthly and annual PIMS reports (For example: Staff and enrollment ACS reports) | Mr. Watson submitted various required PIMS reports. |



Initiatives/Grants

| Initiative | Purpose | Fiscal Impact | Notes |
|---|---|---|--|
| Partner 4 Work multi-year competitive grant | Expand City High’s career and technical course offerings and internship experiences in the IT (e.g. cybersecurity), Medical (e.g. nursing), and Manufacturing (e.g. mechatronics) fields. | \$62,000 annually (\$310k over 5 years) | This is the second year of our multi-year grant. |
| 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! This is the second year in a row for receiving this grant after a pause in funding (2019). |
| 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. The grant period ends September 30, 2024. |
| 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. Some expenses and budgeted items later deemed ineligible despite prior approval. Grant amount reduced to \$969,258.60. While our original award was reduced, we were notified that our allocation was increased by \$800k through the end of the grant. The grant period ends on September 30, 2024. |
| PCCD Health and Safety Grants | PA Commission on Crime and Delinquency Funding (PCCD): Our grant application | \$130,000 | I met with a program and fiscal representative regarding our prior application and new funding that’s currently available. I submitted our application on 2/29/24. |

Strategic Planning

| Program | Date/Notes | Program | Date/Notes |
|--|---|----------------|---|
| Revamped marketing approaches for increasing student recruitment are on-going. | We continue to enhance our multi-media, marketing, and strategic communication strategies, which are supported through the PACSP grant. | 4PLUS Model | We continue to experience positive indicators according the data analysis by Dr. Nelson. In addition to her spring 2023 report, Dr. Catherine Nelson included additional evaluative data on 4PLUS in the Annual Report, which was presented at the October Board meeting. |



| | | | |
|--|--|-----------------------------|---|
| | | | <p>The 24-25 academic calendar will be submitted to the Board for discussion and approval. It will include a timeline overview for soliciting stakeholder input for the 25-26 calendar.</p> |
| | | PPS Annual Audit | <p>Our Solicitors received the annual charter agreement. Feedback will be provided to PPS from our Solicitor.</p> <p>Our Annual PPS Audit is scheduled for May 2nd.</p> |
| | | Middle States Accreditation | <p>We were officially approved for full reaccreditation in the November by the Commission and notified in December. Year 1 implementation of our goals is underway.</p> |

EDSYS INC DBA CITY CHARTER HIGH SCHOOL

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Balance Sheet

As of January 31, 2024

| | Jan 31, 24 | Jun 30, 23 |
|--|----------------------|----------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 0101-01 · Huntington Bank MMAX 5231 | 6,340,876.99 | 5,462,342.60 |
| 0101-02 · Huntington Bank Chk FSA 5187 | 37,002.87 | 25,100.43 |
| 0101 · Huntington Bank Checking 5190 | 989,725.23 | 1,249,622.27 |
| 0102 · Huntington Bank SA Chk 5174 | 17,332.26 | 11,013.56 |
| 0103 · Investments | | |
| 0104 · PNC Bank Investment Cash | 1,025,821.25 | 259,009.82 |
| 0105 · PNC Certificates of Deposit | 0.00 | 749,322.50 |
| Total 0103 · Investments | 1,025,821.25 | 1,008,332.32 |
| Total Checking/Savings | 8,410,758.60 | 7,756,411.18 |
| Accounts Receivable | | |
| 1200 · Accounts Receivable | 674,770.52 | 809,268.88 |
| 1300 · Accts Receivable - Non Tuition | 20,610.33 | 244,106.68 |
| Total Accounts Receivable | 695,380.85 | 1,053,375.56 |
| Other Current Assets | | |
| 1310 · Accrued Interest Receivable | 0.00 | 8,410.96 |
| 1400 · Prepaid Expenses - Amortized | 81,956.78 | 67,215.20 |
| 1405 · Prepaid Expenses | 1,000.00 | 17,351.50 |
| 1410 · Prepaid Insurance | 38,847.70 | 13,707.18 |
| 1420 · Other Receivables | 23,320.00 | 0.00 |
| 1425 · Due From Student Activites | 24,502.02 | 19,948.46 |
| Total Other Current Assets | 169,626.50 | 126,633.30 |
| Total Current Assets | 9,275,765.95 | 8,936,420.04 |
| Fixed Assets | | |
| 1700 · Fixed Assets | | |
| 1710 · Leasehold Improvements | 1,007,538.18 | 854,622.61 |
| 1720 · Furniture/Fixtures | 1,161,160.57 | 1,147,254.18 |
| 1730 · Office Equipment | 2,100.73 | 2,100.73 |
| 1735 · Kitchen Equipment | 221,997.02 | 221,997.02 |
| 1740 · Computer Equipment | 1,101,734.90 | 871,139.90 |
| Total 1700 · Fixed Assets | 3,494,531.40 | 3,097,114.44 |
| 1800 · Accumulated Depreciation | | |
| 1810 · Accum Depr - Leasehold Improve | (673,957.44) | (631,990.07) |
| 1820 · Accum Depr - Furniture/Fixtures | (1,094,513.46) | (1,083,874.65) |
| 1830 · Accum Depr - Office Equipment | (2,100.73) | (2,100.73) |
| 1835 · Accum Depr - Kitchen Equipment | (221,785.86) | (221,292.22) |
| 1840 · Accum Depr - Computer Equipment | (699,242.73) | (633,130.11) |
| Total 1800 · Accumulated Depreciation | (2,691,600.22) | (2,572,387.78) |
| Total Fixed Assets | 802,931.18 | 524,726.66 |
| Other Assets | | |
| 1900 · Right of Use Asset | 5,008,148.06 | 5,795,767.61 |
| Total Other Assets | 5,008,148.06 | 5,795,767.61 |
| TOTAL ASSETS | 15,086,845.19 | 15,256,914.31 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |

Balance Sheet

As of January 31, 2024

| | Jan 31, 24 | Jun 30, 23 |
|---------------------------------------|---------------|---------------|
| Accounts Payable | | |
| 2001 · Accounts Payable | 108,679.95 | 287,241.70 |
| Total Accounts Payable | 108,679.95 | 287,241.70 |
| Credit Cards | | |
| 2100 · Huntington Bank CC Payable | 0.00 | 7,189.59 |
| Total Credit Cards | 0.00 | 7,189.59 |
| Other Current Liabilities | | |
| 2300 · Payroll Liabilities | | |
| 2310 · 401K | 19,000.05 | 19,196.80 |
| 2320 · Retirement | 21,148.09 | 21,805.13 |
| 2330 · Bus Pass | 2,740.00 | 0.00 |
| 2340 · FSA Deposits | 7,377.73 | (1,188.03) |
| 2350 · Life Insurance | 1,854.43 | 1,296.05 |
| 2380 · Dental and Vision Withholdings | 477.28 | 402.01 |
| 2390 · Payroll Suspense | 432.81 | 0.00 |
| 2395 · FSA/HRA Settlement | (25,283.53) | (6,487.46) |
| Total 2300 · Payroll Liabilities | 27,746.86 | 35,024.50 |
| 2400 · Accrued Liabilities | 22,782.54 | 26,445.80 |
| 2405 · Accrued Liabilities PSERS | 425,257.05 | 88,425.60 |
| 2420 · Escheat Property | 5,960.01 | 5,912.38 |
| 2435 · Operating Lease Liability | 5,074,507.33 | 5,842,284.01 |
| 2450 · Attendance Incentive | 23,581.00 | 145,331.00 |
| 2460 · Benefits Incentive | 0.00 | 49,731.00 |
| 2500 · Student Card Deposits | 4,926.03 | 10,527.23 |
| 2560 · Due To Operating Fund | 24,502.02 | 19,948.46 |
| 2600 · Refundable Advance | 0.00 | 28,244.41 |
| Total Other Current Liabilities | 5,609,262.84 | 6,251,874.39 |
| Total Current Liabilities | 5,717,942.79 | 6,546,305.68 |
| Total Liabilities | 5,717,942.79 | 6,546,305.68 |
| Equity | | |
| 3700 · Suspense | (35,972.65) | 0.00 |
| 3900 · Net Assets | 8,710,608.63 | 7,750,730.27 |
| Net Income | 694,266.42 | 959,878.36 |
| Total Equity | 9,368,902.40 | 8,710,608.63 |
| TOTAL LIABILITIES & EQUITY | 15,086,845.19 | 15,256,914.31 |

Net Asset Balances by Funding Source

As of January 31, 2024

| | <u>Jan 31, 24</u> |
|-------------------------------|----------------------------|
| 10 WITHOUT DONOR RESTRICTIONS | <u>9,313,530.32</u> |
| 20 WITH DONOR RESTRICTIONS | <u>91,344.73</u> |
| TOTAL | <u><u>9,404,875.05</u></u> |

Accounts Receivable Aging Summary

As of January 31, 2024

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|-------------------------------------|---------|-------------|-------------|---------|-------------|-------------|
| 10 WITHOUT DONOR RESTRICTIONS | | | | | | |
| 2. SCHOOL DISTRICTS | | | | | | |
| AVONWORTH | 0.00 | 2,531.90 | 7,595.68 | 0.00 | 0.00 | 10,127.58 |
| BETHEL PARK SCHOOL DISTRICT | 0.00 | 6,422.94 | 0.00 | 0.00 | 0.00 | 6,422.94 |
| BRENTWOOD SD | 0.00 | 0.00 | (37,027.09) | 0.00 | (17,092.77) | (54,119.86) |
| CARLYNTON SCHOOL DISTRICT | 0.00 | 2,187.85 | 0.00 | 0.00 | 0.00 | 2,187.85 |
| CHARTIERS VALLEY SCHOOL DISTRICT | 0.00 | 0.00 | 0.00 | 0.00 | (52.30) | (52.30) |
| CLAIRTON CITY SCHOOL DISTRICT | 0.00 | 4,035.56 | 14,779.75 | 0.00 | 13,388.11 | 32,203.42 |
| DUQUESNE SCHOOL DISTRICT | 0.00 | (4,203.55) | 0.00 | 0.00 | 0.00 | (4,203.55) |
| EAST ALLEGHENY SCHOOL DISTRICT | 0.00 | 1,432.18 | 4,296.56 | 0.00 | 1,936.66 | 7,665.40 |
| FOX CHAPEL | 0.00 | 5,184.93 | 0.00 | 0.00 | (21,902.58) | (16,717.65) |
| GATEWAY | 0.00 | (4,167.40) | 0.00 | 0.00 | 0.00 | (4,167.40) |
| KEYSTONE OAKS SCHOOL DISTRICT | 0.00 | 1,282.99 | 0.00 | 0.00 | 0.00 | 1,282.99 |
| MCKEESPORT AREA SCHOOL DISTRICT | 0.00 | 13,456.59 | 39,468.49 | 0.00 | 132,404.34 | 185,329.42 |
| MONTOUR | 0.00 | 4,154.89 | 0.00 | 0.00 | 4,058.80 | 8,213.69 |
| NEW CASTLE SCHOOL DISTRICT | 0.00 | 0.00 | 0.00 | 0.00 | 24,700.68 | 24,700.68 |
| NEW KENSINGTON SD | 0.00 | 0.00 | 0.00 | 0.00 | 792.13 | 792.13 |
| NORTH HILLS | 0.00 | 1,327.69 | 0.00 | 0.00 | 50,727.00 | 52,054.69 |
| NORTHGATE SCHOOL DISTRICT | 0.00 | 4,666.34 | 13,999.01 | 0.00 | 106,219.10 | 124,884.45 |
| PENN HILLS | 0.00 | 30,247.35 | 0.00 | 0.00 | 0.00 | 30,247.35 |
| PLUM BOROUGH | 0.00 | 2,140.21 | 0.02 | 0.00 | 974.35 | 3,114.58 |
| SHALER AREA SCHOOL DISTRICT | 0.00 | 1,389.01 | 0.00 | 0.00 | 0.00 | 1,389.01 |
| SOUTH ALLEGHENY SD | 0.00 | 0.00 | 0.00 | 0.00 | 416.29 | 416.29 |
| STEEL VALLEY | 0.00 | 6,542.27 | 0.02 | 0.00 | 484.82 | 7,027.11 |
| STO-ROX | 0.00 | 19,696.42 | 57,367.05 | 0.00 | 0.00 | 77,063.47 |
| WEST MIFFLIN SCHOOL DISTRICT | 0.00 | 3,462.42 | (0.04) | 0.00 | 0.00 | 3,462.38 |
| WILKINSBURG BOROUGH | 0.00 | (23,568.02) | 0.00 | 0.00 | 0.00 | (23,568.02) |
| WOODLAND HILLS | 0.00 | 48,485.06 | 150,528.81 | 0.00 | 0.00 | 199,013.87 |
| Total 2. SCHOOL DISTRICTS | 0.00 | 126,707.63 | 251,008.26 | 0.00 | 297,054.63 | 674,770.52 |
| Total 10 WITHOUT DONOR RESTRICTIONS | 0.00 | 126,707.63 | 251,008.26 | 0.00 | 297,054.63 | 674,770.52 |
| TOTAL | 0.00 | 126,707.63 | 251,008.26 | 0.00 | 297,054.63 | 674,770.52 |

Accounts Payable Aging Summary

As of January 31, 2024

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|------------------------------------|-----------|-----------|---------|---------|------|------------|
| 21ST CENTURY | 607.50 | 0.00 | 0.00 | 0.00 | 0.00 | 607.50 |
| AFLAC | 515.28 | 0.00 | 0.00 | 0.00 | 0.00 | 515.28 |
| ALLEGHENY INTERMEDIATE UNIT | 1,937.89 | 0.00 | 0.00 | 0.00 | 0.00 | 1,937.89 |
| CDW GOVERNMENT | 3,346.26 | 0.00 | 0.00 | 0.00 | 0.00 | 3,346.26 |
| CONNECTIVITY COMMUNICATIONS INC | 2,450.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,450.00 |
| CONSOLIDATED COMMUNICATIONS | 674.30 | 0.00 | 0.00 | 0.00 | 0.00 | 674.30 |
| GLOBAL WORDSMITHS | 176.05 | 569.85 | 0.00 | 0.00 | 0.00 | 745.90 |
| HUNTINGTON NATIONAL BANK CC | 8,339.59 | 0.00 | 0.00 | 0.00 | 0.00 | 8,339.59 |
| INTWINE CONNECT LLC | 0.00 | 0.00 | 180.00 | 0.00 | 0.00 | 180.00 |
| KINETICS AV | 1,400.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,400.00 |
| KREIDER PRINTING | 1,734.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,734.00 |
| NAVIGATE 360 | 1,890.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,890.00 |
| PA UC FUND | 1,257.43 | 0.00 | 0.00 | 0.00 | 0.00 | 1,257.43 |
| PERFORMANCE FOODSERVICE | 93.43 | 0.00 | 0.00 | 0.00 | 0.00 | 93.43 |
| PMC PROPERTY GROUP INC | 19,429.25 | 18,247.83 | 0.00 | 0.00 | 0.00 | 37,677.08 |
| PSERS # | 0.00 | 0.00 | 0.00 | 0.02 | 0.00 | 0.02 |
| SCHOOL SPECIALTY LLC | 16,406.39 | 0.00 | 0.00 | 0.00 | 0.00 | 16,406.39 |
| SELECTIVE INSURANCE CO OF AMERICA | 935.00 | 0.00 | 0.00 | 0.00 | 0.00 | 935.00 |
| STAT STAFFING MEDICAL SERVICES INC | 573.04 | 0.00 | 0.00 | 0.00 | 0.00 | 573.04 |
| TRANE US INC | 6,538.93 | 0.00 | 0.00 | 0.00 | 0.00 | 6,538.93 |
| TURNER DAIRY FARMS INC | 245.91 | 0.00 | 0.00 | 0.00 | 0.00 | 245.91 |
| WHC PA LLC | 20,169.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,169.00 |
| ZOHO CORPORATION | 963.00 | 0.00 | 0.00 | 0.00 | 0.00 | 963.00 |
| TOTAL | 89,682.25 | 18,817.68 | 180.00 | 0.02 | 0.00 | 108,679.95 |

Comparative Income Statement

July through January 2024

| | Jul '23 - Jan 24 | Jul '22 - Jan 23 | \$ Change | % Change |
|--|------------------|------------------|--------------|----------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 6500 · Earnings on Investments | | | | |
| 6510 · Int on Investments & Int Chck | 136,934.86 | 42,195.41 | 94,739.45 | 224.53% |
| 6530 · Unrealized Gains/Losses | 677.50 | 2,237.50 | (1,560.00) | (69.72%) |
| Total 6500 · Earnings on Investments | 137,612.36 | 44,432.91 | 93,179.45 | 209.71% |
| 6600 · Food Service Revenue | | | | |
| 6613 · Milk Proceeds | 76.80 | 112.20 | (35.40) | (31.55%) |
| 6620 · Daily Sales -Non Reimburable | 12,841.68 | 7,595.34 | 5,246.34 | 69.07% |
| 6691 · School Store - Nonfood | 0.00 | 238.00 | (238.00) | (100.0%) |
| 6692 · School Store Proceeds | 5,081.00 | 5,203.75 | (122.75) | (2.36%) |
| Total 6600 · Food Service Revenue | 17,999.48 | 13,149.29 | 4,850.19 | 36.89% |
| 6900 · Other Revenue from Local Source | | | | |
| 6920 · Contributions / Donations | 40,000.00 | 54,280.60 | (14,280.60) | (26.31%) |
| 6940 · Receipts from LEAs | | | | |
| 6941 · Tuition Regular | 5,465,058.87 | 4,985,525.52 | 479,533.35 | 9.62% |
| 6942 · Tuition Special Education | 1,661,898.61 | 1,528,461.68 | 133,436.93 | 8.73% |
| Total 6940 · Receipts from LEAs | 7,126,957.48 | 6,513,987.20 | 612,970.28 | 9.41% |
| Total 6900 · Other Revenue from Local Source | 7,166,957.48 | 6,568,267.80 | 598,689.68 | 9.12% |
| 6990 · Miscellaneous Rev Grants | 12,296.50 | 25,834.72 | (13,538.22) | (52.4%) |
| 7000 · Revenue from State Sources | | | | |
| 7330 · Nurse Reimbursement | 0.00 | 10,118.07 | (10,118.07) | (100.0%) |
| 7505 · Ready to Learn Block Grant | 28,823.00 | 0.00 | 28,823.00 | 100.0% |
| 7600 · Lunch/Milk Subsidies | 3,937.05 | 3,284.66 | 652.39 | 19.86% |
| Total 7000 · Revenue from State Sources | 32,760.05 | 13,402.73 | 19,357.32 | 144.43% |
| 8000 · Rev from Federal Sources | | | | |
| 8390 · ERATE Revenue | 5,548.20 | 523.89 | 5,024.31 | 959.04% |
| 8514 · Title I Revenue | 25,642.85 | 69,315.74 | (43,672.89) | (63.01%) |
| 8515 · Title II Revenue | 0.00 | 5,741.13 | (5,741.13) | (100.0%) |
| 8517 · Title IV Revenue | 0.00 | 4,190.79 | (4,190.79) | (100.0%) |
| 8520 · PA Charter Grant | 64,876.00 | 127,831.77 | (62,955.77) | (49.25%) |
| 8531 · Lunch/Milk Subsidies | 155,986.81 | 135,478.37 | 20,508.44 | 15.14% |
| 8743 · ESSER II - CARES Act | 185,600.09 | 331,054.92 | (145,454.83) | (43.94%) |
| 8744 · ARP ESSER | 433,837.66 | 322,621.97 | 111,215.69 | 34.47% |
| Total 8000 · Rev from Federal Sources | 871,491.61 | 996,758.58 | (125,266.97) | (12.57%) |
| 9000 · Other Financing Sources | | | | |
| 9900 · Other Financing Misc Receipts | 1,085.37 | 2,318.00 | (1,232.63) | (53.18%) |
| Total 9000 · Other Financing Sources | 1,085.37 | 2,318.00 | (1,232.63) | (53.18%) |
| Total Income | 8,240,202.85 | 7,664,164.03 | 576,038.82 | 7.52% |
| Gross Profit | 8,240,202.85 | 7,664,164.03 | 576,038.82 | 7.52% |
| Expense | | | | |
| 100 · Personnel Services - Salaries | 3,630,809.18 | 3,482,087.98 | 148,721.20 | 4.27% |
| 200 · Personnel Services - Benefits | | | | |
| 211 · Medical Insurance | 440,413.63 | 561,134.72 | (120,721.09) | (21.51%) |
| 212 · Dental Insurance | 20,296.23 | 21,104.13 | (807.90) | (3.83%) |
| 213 · Life Insurance | 11,167.56 | 13,781.05 | (2,613.49) | (18.96%) |
| 214 · Vision Insurance | 5,600.61 | 3,934.40 | 1,666.21 | 42.35% |
| 215 · Additional EE Medical Expenses | 4,374.39 | 0.00 | 4,374.39 | 100.0% |
| 220 · Social Security | 285,753.62 | 273,918.75 | 11,834.87 | 4.32% |

Comparative Income Statement

July through January 2024

| | Jul '23 - Jan 24 | Jul '22 - Jan 23 | \$ Change | % Change |
|---|------------------|------------------|--------------|----------|
| Ordinary Income/Expense | | | | |
| 230 · Retirement | 580,849.32 | 582,460.57 | (1,611.25) | (0.28%) |
| 235 · 401K Retirement | 169,500.45 | 144,143.90 | 25,356.55 | 17.59% |
| 240 · Staff Tuition Reimbursement | 13,190.00 | 8,978.99 | 4,211.01 | 46.9% |
| 250 · UCOMP (Self Insured) | 8,194.10 | 0.00 | 8,194.10 | 100.0% |
| 260 · Workers' Comp | 16,395.87 | 12,040.98 | 4,354.89 | 36.17% |
| Total 200 · Personnel Services - Benefits | 1,555,735.78 | 1,621,497.49 | (65,761.71) | (4.06%) |
| 300 · Professional & Technical Svcs | | | | |
| 330 · Other Professional Services | | | | |
| 331 · ESL Services | 5,969.88 | 13,938.50 | (7,968.62) | (57.17%) |
| 333 · Student College/Tech/Career | 12,262.12 | 11,473.56 | 788.56 | 6.87% |
| 335 · Private School Tuition | 24,100.00 | 8,190.00 | 15,910.00 | 194.26% |
| 336 · Payroll/Bookkeeping/Audit/Fed | 65,859.28 | 59,974.81 | 5,884.47 | 9.81% |
| 337 · Legal | 33,032.50 | 61,387.80 | (28,355.30) | (46.19%) |
| 338 · Strategic Program Development | 8,609.76 | 9,281.25 | (671.49) | (7.24%) |
| 339 · Misc Professional Services | 57,021.44 | 17,089.43 | 39,932.01 | 233.67% |
| 339.1 · Public Relations | 30,977.50 | 45,843.12 | (14,865.62) | (32.43%) |
| 339.2 · Special Education Services | 38,914.14 | 107,263.79 | (68,349.65) | (63.72%) |
| Total 330 · Other Professional Services | 276,746.62 | 334,442.26 | (57,695.64) | (17.25%) |
| 348 · Technology Subscription Services | 53,871.62 | 79,906.30 | (26,034.68) | (32.58%) |
| 349 · Technology Support | 6,913.00 | 20,166.55 | (13,253.55) | (65.72%) |
| 350 · Security Safety Services | 10,800.00 | 26,876.43 | (16,076.43) | (59.82%) |
| Total 300 · Professional & Technical Svcs | 348,331.24 | 461,391.54 | (113,060.30) | (24.5%) |
| 400 · Purchased Property Services | | | | |
| 413 · Custodial Services | 40,500.64 | 41,580.14 | (1,079.50) | (2.6%) |
| 431 · RPR & Maint - Buildings | 28,553.13 | 8,149.61 | 20,403.52 | 250.36% |
| 432 · RPR & Maint - Equipment | 9,553.67 | 4,736.19 | 4,817.48 | 101.72% |
| 438 · RPR & Maint - Tech | 2,144.00 | 0.00 | 2,144.00 | 100.0% |
| 440 · Utilities | 160,823.30 | 177,553.99 | (16,730.69) | (9.42%) |
| 441 · Rental - Land & Buildings | 923,124.17 | 1,006,664.90 | (83,540.73) | (8.3%) |
| 442 · Rental - Equipment | 44,164.95 | 37,962.28 | 6,202.67 | 16.34% |
| 449 · Other Rentals | 0.00 | 6,545.00 | (6,545.00) | (100.0%) |
| Total 400 · Purchased Property Services | 1,208,863.86 | 1,283,192.11 | (74,328.25) | (5.79%) |
| 500 · Other Purchased Services | | | | |
| 513 · Other Student Transport Spec Ed | 83,212.00 | 85,077.95 | (1,865.95) | (2.19%) |
| 515 · Transportation - Public Carrier | 28,004.27 | 43,191.89 | (15,187.62) | (35.16%) |
| 519 · Student Transportation Misc | 31,269.18 | 7,568.73 | 23,700.45 | 313.14% |
| 525 · Bonding Insurance | 0.00 | 3,710.81 | (3,710.81) | (100.0%) |
| 529 · Other Insurance | 42,085.32 | 26,246.36 | 15,838.96 | 60.35% |
| 530 · Communications | 22,190.10 | 27,565.57 | (5,375.47) | (19.5%) |
| 542 · Board Development | 0.00 | 3,000.00 | (3,000.00) | (100.0%) |
| 549 · Advertising | 69,939.40 | 83,327.61 | (13,388.21) | (16.07%) |
| 550 · Printing & Binding | 0.00 | 259.41 | (259.41) | (100.0%) |
| 581 · Mileage | 1,149.43 | 352.56 | 796.87 | 226.02% |
| 582 · Travel | 1,907.07 | 1,141.03 | 766.04 | 67.14% |
| 590 · Other Purchased Services | | | | |
| 591 · Student Activities | 60,940.67 | 32,530.50 | 28,410.17 | 87.33% |
| 592 · Staff Development/20th Aniv | 4,433.10 | 45,572.64 | (41,139.54) | (90.27%) |
| 599 · Other Purch Services | 30,345.03 | 20,898.86 | 9,446.17 | 45.2% |
| Total 590 · Other Purchased Services | 95,718.80 | 99,002.00 | (3,283.20) | (3.32%) |

Comparative Income Statement

July through January 2024

| | Jul '23 - Jan 24 | Jul '22 - Jan 23 | \$ Change | % Change |
|---------------------------------------|------------------|------------------|--------------|-----------|
| Ordinary Income/Expense | | | | |
| Total 500 · Other Purchased Services | 375,475.57 | 380,443.92 | (4,968.35) | (1.31%) |
| 600 · Supplies | | | | |
| 610 · General Supplies | | | | |
| 611 · Gen Supplies | 63,592.39 | 124,475.20 | (60,882.81) | (48.91%) |
| 612 · Art and Music Supplies | 2,766.30 | 1,161.51 | 1,604.79 | 138.16% |
| 613 · Instructional Materials | 11,106.84 | 17,533.18 | (6,426.34) | (36.65%) |
| 614 · Custodial Supplies | 17,101.66 | 31,070.07 | (13,968.41) | (44.96%) |
| 618 · Technology Supplies | 61,668.52 | 24,472.39 | 37,196.13 | 151.99% |
| 619 · ESL Supplies | 0.00 | 111.69 | (111.69) | (100.0%) |
| Total 610 · General Supplies | 156,235.71 | 198,824.04 | (42,588.33) | (21.42%) |
| 632 · Milk | 5,480.13 | 1,221.05 | 4,259.08 | 348.81% |
| 634 · School Store - Food | 394.40 | 1,210.15 | (815.75) | (67.41%) |
| 635 · Student Lunches | 76,400.05 | 95,983.49 | (19,583.44) | (20.4%) |
| 636 · Refreshments | 9,737.72 | 5,732.78 | 4,004.94 | 69.86% |
| 640 · Books & Periodicals | 10,865.16 | 14,753.16 | (3,888.00) | (26.35%) |
| 648 · Educational Software | 15,441.66 | 27,476.04 | (12,034.38) | (43.8%) |
| Total 600 · Supplies | 274,554.83 | 345,200.71 | (70,645.88) | (20.47%) |
| 700 · Property | | | | |
| 740 · Depreciation | 119,212.44 | 124,251.95 | (5,039.51) | (4.06%) |
| 752 · Capitalized Equipment | 89,493.67 | 0.00 | 89,493.67 | 100.0% |
| 756 · Technology Equipment | 294,582.12 | 11,246.73 | 283,335.39 | 2,519.27% |
| 790 · Other Property Purchases | 16,513.88 | 2,722.44 | 13,791.44 | 506.58% |
| Total 700 · Property | 519,802.11 | 138,221.12 | 381,580.99 | 276.07% |
| 800 · Other Objects | | | | |
| 810 · Dues and Fees | 2,087.37 | 2,626.82 | (539.45) | (20.54%) |
| 815 · Student Awards | 0.00 | 5,200.00 | (5,200.00) | (100.0%) |
| 820 · Claims/Penalties/Late Fees | 2,626.68 | 1,069.68 | 1,557.00 | 145.56% |
| 890 · Bad Debt Expense | 0.00 | 181,170.26 | (181,170.26) | (100.0%) |
| Total 800 · Other Objects | 4,714.05 | 190,066.76 | (185,352.71) | (97.52%) |
| 8600 · Fixed Asset Purchase | (373,160.57) | 0.00 | (373,160.57) | (100.0%) |
| Total Expense | 7,545,126.05 | 7,902,101.63 | (356,975.58) | (4.52%) |
| Net Ordinary Income | 695,076.80 | (237,937.60) | 933,014.40 | 392.13% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 9100 · Student Contributed Act Income | 625.00 | 2,596.50 | (1,971.50) | (75.93%) |
| Total Other Income | 625.00 | 2,596.50 | (1,971.50) | (75.93%) |
| Other Expense | | | | |
| 9150 · Supplies For SA | 976.63 | 165.44 | 811.19 | 490.32% |
| 9160 · SA Bank Fees | 117.00 | 95.00 | 22.00 | 23.16% |
| 9500 · Purchased Services For SA | 341.75 | 2,025.50 | (1,683.75) | (83.13%) |
| 9800 · Prior Period Adjustment | 0.00 | 1,369.16 | (1,369.16) | (100.0%) |
| Total Other Expense | 1,435.38 | 3,655.10 | (2,219.72) | (60.73%) |
| Net Other Income | (810.38) | (1,058.60) | 248.22 | 23.45% |
| Net Income | 694,266.42 | (238,996.20) | 933,262.62 | 390.49% |

Profit & Loss Budget vs. Actual

July through January 2024

| | Jul '23 - Jan 24 | Budget | \$ Over Budget | % of Budget |
|--|------------------|---------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 6500 · Earnings on Investments | | | | |
| 6510 · Int on Investments & Int Chck | 136,934.86 | 100,000.00 | 36,934.86 | 136.94% |
| 6530 · Unrealized Gains/Losses | 677.50 | 0.00 | 677.50 | 100.0% |
| Total 6500 · Earnings on Investments | 137,612.36 | 100,000.00 | 37,612.36 | 137.61% |
| 6600 · Food Service Revenue | | | | |
| 6613 · Milk Proceeds | 76.80 | 150.00 | (73.20) | 51.2% |
| 6620 · Daily Sales -Non Reimburable | 12,841.68 | 10,000.00 | 2,841.68 | 128.42% |
| 6650 · Price Reduction - Reduced Price | 0.00 | 0.00 | 0.00 | 0.0% |
| 6691 · School Store - Nonfood | 0.00 | 300.00 | (300.00) | 0.0% |
| 6692 · School Store Proceeds | 5,081.00 | 12,000.00 | (6,919.00) | 42.34% |
| Total 6600 · Food Service Revenue | 17,999.48 | 22,450.00 | (4,450.52) | 80.18% |
| 6700 · Revenue From LEA Activities | | | | |
| 6790 · Revenue From Student Activites | 0.00 | 25,000.00 | (25,000.00) | 0.0% |
| Total 6700 · Revenue From LEA Activities | 0.00 | 25,000.00 | (25,000.00) | 0.0% |
| 6830 · Federal Revenue Intermed Source | | | | |
| 6832 · IDEA Funds | 0.00 | 125,000.00 | (125,000.00) | 0.0% |
| 6830 · Federal Revenue Intermed Source - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 6830 · Federal Revenue Intermed Source | 0.00 | 125,000.00 | (125,000.00) | 0.0% |
| 6900 · Other Revenue from Local Source | | | | |
| 6920 · Contributions / Donations | 40,000.00 | 15,000.00 | 25,000.00 | 266.67% |
| 6940 · Receipts from LEAs | | | | |
| 6941 · Tuition Regular | 5,465,058.87 | 8,317,674.56 | (2,852,615.69) | 65.7% |
| 6942 · Tuition Special Education | 1,661,898.61 | 3,099,033.51 | (1,437,134.90) | 53.63% |
| Total 6940 · Receipts from LEAs | 7,126,957.48 | 11,416,708.07 | (4,289,750.59) | 62.43% |
| Total 6900 · Other Revenue from Local Source | 7,166,957.48 | 11,431,708.07 | (4,264,750.59) | 62.69% |
| 6990 · Miscellaneous Rev Grants | 12,296.50 | 62,000.00 | (49,703.50) | 19.83% |
| 7000 · Revenue from State Sources | | | | |
| 7170 · State Building Reimbursement | 0.00 | 40,000.00 | (40,000.00) | 0.0% |
| 7271 · Special Ed Reimbursement | 0.00 | 155,000.00 | (155,000.00) | 0.0% |
| 7330 · Nurse Reimbursement | 0.00 | 10,000.00 | (10,000.00) | 0.0% |
| 7505 · Ready to Learn Block Grant | 28,823.00 | 25,000.00 | 3,823.00 | 115.29% |
| 7600 · Lunch/Milk Subsidies | 3,937.05 | 15,000.00 | (11,062.95) | 26.25% |
| Total 7000 · Revenue from State Sources | 32,760.05 | 245,000.00 | (212,239.95) | 13.37% |
| 8000 · Rev from Federal Sources | | | | |
| 8390 · ERATE Revenue | 5,548.20 | 40,000.00 | (34,451.80) | 13.87% |
| 8514 · Title I Revenue | 25,642.85 | 263,000.00 | (237,357.15) | 9.75% |
| 8515 · Title II Revenue | 0.00 | 25,000.00 | (25,000.00) | 0.0% |
| 8516 · Title III Revenue | 0.00 | 3,000.00 | (3,000.00) | 0.0% |
| 8517 · Title IV Revenue | 0.00 | 20,000.00 | (20,000.00) | 0.0% |
| 8520 · PA Charter Grant | 64,876.00 | 111,186.00 | (46,310.00) | 58.35% |
| 8531 · Lunch/Milk Subsidies | 155,986.81 | 233,000.00 | (77,013.19) | 66.95% |
| 8743 · ESSER II - CARES Act | 185,600.09 | 225,000.00 | (39,399.91) | 82.49% |
| 8744 · ARP ESSER | 433,837.66 | 1,300,000.00 | (866,162.34) | 33.37% |
| Total 8000 · Rev from Federal Sources | 871,491.61 | 2,220,186.00 | (1,348,694.39) | 39.25% |
| 9000 · Other Financing Sources | | | | |
| 9900 · Other Financing Misc Receipts | 1,085.37 | 50,000.00 | (48,914.63) | 2.17% |
| Total 9000 · Other Financing Sources | 1,085.37 | 50,000.00 | (48,914.63) | 2.17% |
| Total Income | 8,240,202.85 | 14,281,344.07 | (6,041,141.22) | 57.7% |

Profit & Loss Budget vs. Actual

July through January 2024

| | Jul '23 - Jan 24 | Budget | \$ Over Budget | % of Budget |
|---|------------------|---------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Gross Profit | 8,240,202.85 | 14,281,344.07 | (6,041,141.22) | 57.7% |
| Expense | | | | |
| 100 · Personnel Services - Salaries | 3,630,809.18 | 6,409,715.00 | (2,778,905.82) | 56.65% |
| 200 · Personnel Services - Benefits | | | | |
| 211 · Medical Insurance | 440,413.63 | 860,534.46 | (420,120.83) | 51.18% |
| 212 · Dental Insurance | 20,296.23 | 35,223.86 | (14,927.63) | 57.62% |
| 213 · Life Insurance | 11,167.56 | 23,850.45 | (12,682.89) | 46.82% |
| 214 · Vision Insurance | 5,600.61 | 8,070.72 | (2,470.11) | 69.39% |
| 215 · Additional EE Medical Expenses | 4,374.39 | 0.00 | 4,374.39 | 100.0% |
| 220 · Social Security | 285,753.62 | 490,343.00 | (204,589.38) | 58.28% |
| 230 · Retirement | 580,849.32 | 1,200,000.00 | (619,150.68) | 48.4% |
| 235 · 401K Retirement | 169,500.45 | 300,000.00 | (130,499.55) | 56.5% |
| 240 · Staff Tuition Reimbursement | 13,190.00 | 24,000.00 | (10,810.00) | 54.96% |
| 250 · UCOMP (Self Insured) | 8,194.10 | 6,000.00 | 2,194.10 | 136.57% |
| 260 · Workers' Comp | 16,395.87 | 25,000.00 | (8,604.13) | 65.58% |
| Total 200 · Personnel Services - Benefits | 1,555,735.78 | 2,973,022.49 | (1,417,286.71) | 52.33% |
| 300 · Professional & Technical Svcs | | | | |
| 330 · Other Professional Services | | | | |
| 331 · ESL Services | 5,969.88 | 15,000.00 | (9,030.12) | 39.8% |
| 332 · Extended Day/Tutors Spec Ed | 0.00 | 5,000.00 | (5,000.00) | 0.0% |
| 333 · Student College/Tech/Career | 12,262.12 | 20,000.00 | (7,737.88) | 61.31% |
| 335 · Private School Tuition | 24,100.00 | 90,517.00 | (66,417.00) | 26.63% |
| 336 · Payroll/Bookkeeping/Audit/Fed | 65,859.28 | 145,000.00 | (79,140.72) | 45.42% |
| 337 · Legal | 33,032.50 | 95,000.00 | (61,967.50) | 34.77% |
| 338 · Strategic Program Development | 8,609.76 | 40,000.00 | (31,390.24) | 21.52% |
| 339 · Misc Professional Services | 57,021.44 | 90,000.00 | (32,978.56) | 63.36% |
| 339.1 · Public Relations | 30,977.50 | 70,000.00 | (39,022.50) | 44.25% |
| 339.2 · Special Education Services | 38,914.14 | 138,593.00 | (99,678.86) | 28.08% |
| Total 330 · Other Professional Services | 276,746.62 | 709,110.00 | (432,363.38) | 39.03% |
| 348 · Technology Subscription Services | 53,871.62 | 36,519.66 | 17,351.96 | 147.51% |
| 349 · Technology Support | 6,913.00 | 0.00 | 6,913.00 | 100.0% |
| 350 · Security Safety Services | 10,800.00 | 160,000.00 | (149,200.00) | 6.75% |
| Total 300 · Professional & Technical Svcs | 348,331.24 | 905,629.66 | (557,298.42) | 38.46% |
| 400 · Purchased Property Services | | | | |
| 413 · Custodial Services | 40,500.64 | 70,000.00 | (29,499.36) | 57.86% |
| 431 · RPR & Maint - Buildings | 28,553.13 | 152,600.00 | (124,046.87) | 18.71% |
| 432 · RPR & Maint - Equipment | 9,553.67 | 5,000.00 | 4,553.67 | 191.07% |
| 438 · RPR & Maint - Tech | 2,144.00 | 0.00 | 2,144.00 | 100.0% |
| 440 · Utilities | 160,823.30 | 250,000.00 | (89,176.70) | 64.33% |
| 441 · Rental - Land & Buildings | 923,124.17 | 1,520,000.00 | (596,875.83) | 60.73% |
| 442 · Rental - Equipment | 44,164.95 | 85,000.00 | (40,835.05) | 51.96% |
| 448 · Lease/Rental - Tech | 0.00 | 0.00 | 0.00 | 0.0% |
| 449 · Other Rentals | 0.00 | 12,000.00 | (12,000.00) | 0.0% |
| Total 400 · Purchased Property Services | 1,208,863.86 | 2,094,600.00 | (885,736.14) | 57.71% |
| 500 · Other Purchased Services | | | | |
| 513 · Other Student Transport Spec Ed | 83,212.00 | 164,792.00 | (81,580.00) | 50.5% |
| 515 · Transportation - Public Carrier | 28,004.27 | 100,000.00 | (71,995.73) | 28.0% |
| 519 · Student Transportation Misc | 31,269.18 | 80,000.00 | (48,730.82) | 39.09% |
| 523 · General Property - Liabil | 0.00 | 0.00 | 0.00 | 0.0% |
| 525 · Bonding Insurance | 0.00 | 0.00 | 0.00 | 0.0% |

Profit & Loss Budget vs. Actual

July through January 2024

| | Jul '23 - Jan 24 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|------------------|---------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| 529 · Other Insurance | 42,085.32 | 85,000.00 | (42,914.68) | 49.51% |
| 530 · Communications | 22,190.10 | 40,000.00 | (17,809.90) | 55.48% |
| 542 · Board Development | 0.00 | 15,000.00 | (15,000.00) | 0.0% |
| 549 · Advertising | 69,939.40 | 130,000.00 | (60,060.60) | 53.8% |
| 581 · Mileage | 1,149.43 | 0.00 | 1,149.43 | 100.0% |
| 582 · Travel | 1,907.07 | 8,000.00 | (6,092.93) | 23.84% |
| 590 · Other Purchased Services | | | | |
| 591 · Student Activities | 60,940.67 | 36,000.00 | 24,940.67 | 169.28% |
| 592 · Staff Development/20th Aniv | 4,433.10 | 20,000.00 | (15,566.90) | 22.17% |
| 599 · Other Purch Services | 30,345.03 | 50,000.00 | (19,654.97) | 60.69% |
| Total 590 · Other Purchased Services | 95,718.80 | 106,000.00 | (10,281.20) | 90.3% |
| Total 500 · Other Purchased Services | 375,475.57 | 728,792.00 | (353,316.43) | 51.52% |
| 600 · Supplies | | | | |
| 610 · General Supplies | | | | |
| 611 · Gen Supplies | 63,592.39 | 115,000.00 | (51,407.61) | 55.3% |
| 612 · Art and Music Supplies | 2,766.30 | 5,000.00 | (2,233.70) | 55.33% |
| 613 · Instructional Materials | 11,106.84 | 120,000.00 | (108,893.16) | 9.26% |
| 614 · Custodial Supplies | 17,101.66 | 50,000.00 | (32,898.34) | 34.2% |
| 618 · Technology Supplies | 61,668.52 | 55,500.00 | 6,168.52 | 111.11% |
| 619 · ESL Supplies | 0.00 | 3,000.00 | (3,000.00) | 0.0% |
| Total 610 · General Supplies | 156,235.71 | 348,500.00 | (192,264.29) | 44.83% |
| 621 · Natural Gas | 0.00 | 0.00 | 0.00 | 0.0% |
| 622 · Electricity | 0.00 | 0.00 | 0.00 | 0.0% |
| 630 · School Store - Nonfood | 0.00 | 0.00 | 0.00 | 0.0% |
| 632 · Milk | 5,480.13 | 6,000.00 | (519.87) | 91.34% |
| 633 · SAGE Store Food Supplies | 0.00 | 0.00 | 0.00 | 0.0% |
| 634 · School Store - Food | 394.40 | 2,000.00 | (1,605.60) | 19.72% |
| 635 · Student Lunches | 76,400.05 | 180,000.00 | (103,599.95) | 42.44% |
| 636 · Refreshments | 9,737.72 | 25,000.00 | (15,262.28) | 38.95% |
| 640 · Books & Periodicals | 10,865.16 | 0.00 | 10,865.16 | 100.0% |
| 648 · Educational Software | 15,441.66 | 0.00 | 15,441.66 | 100.0% |
| Total 600 · Supplies | 274,554.83 | 561,500.00 | (286,945.17) | 48.9% |
| 700 · Property | | | | |
| 740 · Depreciation | 119,212.44 | 180,000.00 | (60,787.56) | 66.23% |
| 752 · Capitalized Equipment | 89,493.67 | | | |
| 756 · Technology Equipment | 294,582.12 | 195,060.00 | 99,522.12 | 151.02% |
| 790 · Other Property Purchases | 16,513.88 | 11,500.00 | 5,013.88 | 143.6% |
| Total 700 · Property | 519,802.11 | 386,560.00 | 133,242.11 | 134.47% |
| 800 · Other Objects | | | | |
| 810 · Dues and Fees | 2,087.37 | 0.00 | 2,087.37 | 100.0% |
| 815 · Student Awards | 0.00 | 6,000.00 | (6,000.00) | 0.0% |
| 820 · Claims/Penalties/Late Fees | 2,626.68 | 2,000.00 | 626.68 | 131.33% |
| 831 · Interest - Loans/Leases/Purch | 0.00 | 0.00 | 0.00 | 0.0% |
| 890 · Bad Debt Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 800 · Other Objects | 4,714.05 | 8,000.00 | (3,285.95) | 58.93% |
| 8600 · Fixed Asset Purchase | (373,160.57) | 0.00 | (373,160.57) | 100.0% |
| Total Expense | 7,545,126.05 | 14,067,819.15 | (6,522,693.10) | 53.63% |
| Net Ordinary Income | 695,076.80 | 213,524.92 | 481,551.88 | 325.53% |
| Other Income/Expense | | | | |
| Other Income | | | | |

Profit & Loss Budget vs. Actual

July through January 2024

| | Jul '23 - Jan 24 | Budget | \$ Over Budget | % of Budget |
|---------------------------------------|------------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| 9100 · Student Contributed Act Income | 625.00 | 0.00 | 625.00 | 100.0% |
| Total Other Income | 625.00 | 0.00 | 625.00 | 100.0% |
| Other Expense | | | | |
| 9150 · Supplies For SA | 976.63 | 0.00 | 976.63 | 100.0% |
| 9160 · SA Bank Fees | 117.00 | 0.00 | 117.00 | 100.0% |
| 9500 · Purchased Services For SA | 341.75 | 0.00 | 341.75 | 100.0% |
| Total Other Expense | 1,435.38 | 0.00 | 1,435.38 | 100.0% |
| Net Other Income | (810.38) | 0.00 | (810.38) | 100.0% |
| Net Income | 694,266.42 | 213,524.92 | 480,741.50 | 325.15% |

EDSYS DBA CITY CHARTER HIGH SCHOOL
CASH FLOW

| | <u>Cash In</u> | <u>Cash Out</u> | <u>Net In/(Out)</u> | <u>Balance</u> |
|-----------------------|----------------------------|----------------------------|--------------------------|----------------------------|
| | | | | 7,756,411.18 |
| July 2023 | 1,284,389.95 | 1,392,734.95 | (108,345.00) | 7,648,066.18 |
| August 2023 | 926,774.90 | 1,193,272.69 | (266,497.79) | 7,381,568.39 |
| September 2023 | 2,191,124.91 | 1,987,633.67 | 203,491.24 | 7,585,059.63 |
| October 2023 | 1,264,957.44 | 1,229,423.10 | 35,534.34 | 7,620,593.97 |
| November 2023 | 1,184,010.37 | 1,099,285.82 | 84,724.55 | 7,705,318.52 |
| December 2023 | 1,219,039.44 | 964,751.95 | 254,287.49 | 7,959,606.01 |
| January 2024 | 1,393,961.13 | 942,808.54 | 451,152.59 | 8,410,758.60 |
| February 2024 | 0.00 | 0.00 | 0.00 | 8,410,758.60 |
| March 2024 | 0.00 | 0.00 | 0.00 | 8,410,758.60 |
| April 2024 | 0.00 | 0.00 | 0.00 | 8,410,758.60 |
| May 2024 | 0.00 | 0.00 | 0.00 | 8,410,758.60 |
| June 2024 | 0.00 | 0.00 | 0.00 | 8,410,758.60 |
| Ending Balance | <u><u>9,464,258.14</u></u> | <u><u>8,809,910.72</u></u> | <u><u>654,347.42</u></u> | <u><u>8,410,758.60</u></u> |

EDSYS INC DBA CITY CHARTER HIGH SCHOOL

Financial Metrics
As of January 31, 2024

| As of: | Cash Balance | Current Ratio* | Tuition Receivable | Accounts Payable | Accrued Payroll Liab |
|-------------------|--------------|----------------|--------------------|------------------|----------------------|
| January 31, 2024 | \$ 8,410,759 | \$14.42 to \$1 | \$674,771 | \$108,680 | \$453,004 |
| December 31, 2023 | \$ 7,959,606 | \$17.62 to \$1 | \$863,995 | \$85,190 | \$108,739 |

*Current Ratio = Current Assets/Current Liabilities

Tuition Receivable

| | Total | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 |
|-------------------|-----------|-----------|-----------|-----------|----------|-----------|
| January 31, 2024 | \$674,771 | \$0 | \$126,708 | \$251,008 | \$0 | \$297,055 |
| December 31, 2023 | \$863,995 | \$439,096 | \$127,844 | \$0 | \$76,658 | \$220,397 |

For the 7 months Ending January 2024

| | Total Revenue | Total Expense | Revenue Per Student* | Expense Per Student* |
|--------------|---------------|---------------|----------------------|----------------------|
| 2024 | \$8,240,203 | \$7,545,936 | \$14,874 | \$13,621 |
| 23/24 Budget | \$14,281,344 | \$14,067,819 | \$25,779 | \$25,393 |
| % of Budget | 58% | 54% | 58% | 54% |
| 2023 | \$7,664,164 | \$7,903,160 | \$13,834 | \$14,266 |

Records Management Procedures

Definitions

Electronically Stored Information (ESI) includes, but is not limited to emails, and electronic documents. The possible sources/locations of ESI include, but are not limited to, individual hard drives, local and remote servers, cloud-based storage, removable media and devices used to conduct School business.

Records includes information, including ESI, regardless of physical form or characteristics that documents a transaction or activity of the School and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the School. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.

Confidential Information includes, but is not limited to, information which has been recognized as protected by federal or state law such as personal phone numbers, addresses, email addresses, medical records, student educational records, personnel file records, student, employee and non-public School financial records or account numbers.

Retention, Storage and Destruction of Records

The Records Retention Chart accompanying these Procedures as Attachment “A” sets forth retention periods and the manner of disposal of various types of School records. Any records not specifically identified on the chart shall be referred to the CEO or designee for review. The School shall make a good faith effort to periodically and systemically review and destroy records as contemplated in Attachment A; however, nothing in these Procedures shall be construed as a guarantee that every applicable record will be destroyed on the exact date on which the minimum retention period has been satisfied.

Information retained in manual or electronic format shall be retained in a reasonably accessible manner, and Confidential Information shall be maintained in a secure manner.

Preservation methods, including an environment conducive to maintaining the integrity of the records, shall include, but is not limited to: secure software, electronic security protections, acid-free folders, climate control, anti-magnetic interference, and fire protection. Off-site storage of records, including ESI, is permitted.

The records management program seeks to identify and preserve records for disaster recovery where the informational value to the School is so great, and the consequence of loss is potentially so severe to the continuity of the School, that special protection is warranted.

Student Records

Information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed as delineated in Attachment A. The timelines listed in Attachment A

reflect minimum retention periods. The School shall make a good faith effort to periodically and systematically review and destroy records as contemplated in Attachment A; however, nothing in these Procedures shall be construed as a guarantee that every applicable record will be destroyed on the exact date on which the minimum retention period has been satisfied. Furthermore, the School may retain a written record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed for at least fifty (50) years, and in some instances, indefinitely.

Notwithstanding the minimum retention periods listed in Attachment A, the School will comply with any court order directing the expungement or destruction of student records upon the terms and conditions outlined in such court order.

Any student records not specifically identified in Attachment A shall be referred to the CEO or designee for review.

The destruction of records of students with disabilities is subject to the following conditions, as well as those outlined in Attachment A:

1. The School shall provide notice prior to special education records destruction and of the parent's right to receive a copy of the material prior to its destruction
2. The School shall not destroy education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the School.
3. The School shall maintain records needed for a financial or programmatic audit of any program receiving Federal funding for three years after the completion of the activity for which the funding was used.

ATTACHMENT A

RECORDS RETENTION SCHEDULE

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
2. Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

| Record Description | Retention Period (in years) | Disposal Code |
|---|--|------------------|
| Administrative Records | | |
| Comprehensive/Strategic Plans | 1 copy permanent | 3 |
| Feasibility Studies | 7 | 1,4 |
| PSSA/Keystone Exam Results | Permanent | 3 |
| Public Record Requests | 1 from date received or until all appeals have been exhausted ¹ | |
| Benefits/Insurance Records² | | |
| Claims | 6 after settlement | 2,4 |
| COBRA Records | 6 ³ | 2,4 |

¹ 165 P.S. Sec. 67.502(b)(2)(iii) requires that an electronic or paper copy of the written request and all documents submitted with the request be maintained either 1) until the request has been fulfilled; 2) if the request is denied, for thirty (30) days; or 3) if an appeal is filed, until a final determination is made or the appeal is deemed denied. Since appeals may be made to court after a final determination, requests and related documents should be kept until all appeals have been exhausted. Keeping requests for 1 year from the date the request was received, or until all appeals have been exhausted, would satisfy most time periods in the Act and preserve evidence of repeated requests for the same records (burdensome). 67.506(a).

² 29 CFR Sec. 1627.3(b)(2) requires employers to keep “benefit plans” for the term of the plan plus at least 1 year after termination.

³ Retention period not specified in COBRA but recommended that records be retained in accordance with ERISA, See 29 U.S.C. Sec. 1027.

| | | |
|--|---|-----|
| Enrollment Forms | Term of benefits plus 6 | 2,4 |
| Policies/Plans/Contract | 6 after expiration | 1,4 |
| Child Labor Records | | |
| Application for Work Permits | 2 after graduation | 2,4 |
| Employment Report from Employers | 2 ⁴ | 2,4 |
| Complaints/Challenges | | |
| Investigation Records | 6 after final resolution | 2,4 |
| Made by School Employee(s) | 6 after final resolution ⁵ | 2,4 |
| Regarding School Employee(s) | 6 after employment ends | 2,4 |
| Regarding Instructional Materials or School Programs | 6 after final resolution | 1,4 |
| School Organizational Records | | |
| Photographs/Movies of Historical Value | Permanent | 3 |
| Emails | At least 6 | 1,4 |
| Surveillance Video | At least 2 weeks | 1,4 |
| Employment Contracts | | |
| Administrative Compensation Plan | 1 copy permanent | 3 |
| Collective Bargaining Agreements | 1 copy permanent | 3 |
| Individual Employment Contracts/Board Resolutions | 4 after employment ends | 1,4 |
| Facility Use Records | | |
| Applications | 6 | 1,4 |
| Fee Schedule(s) | Current | 1,4 |
| Financial Records⁶ | | |
| Accounts Payable | 6 | 1,4 |
| Accounts Receivable | 6 | 1,4 |
| Adopted Annual Budget | 10 | 1,4 |
| Annual Financial Reports | Permanent | 3 |
| Annual Audit Reports | Permanent | 3 |
| Bank Statements | 6 | 1,4 |
| Check Registers | 6 | 1,4 |
| Deposit Slips | 6 | 1,4 |
| General Ledger | Permanent | 3 |
| Grant Records (successful) | 6 after close of grant, or period required by grant if longer | 1,4 |
| Investment Records | 6 after cancellation | 1,4 |

⁴ 43 P.S. Sec. 58.1(d) requires schools to keep the required employment report/information for 2 years.

⁵ 29 CFR Sec. 1602.14 and 1627.3(b)(3) require retention of relevant records until final disposition.

⁶ The Pennsylvania School Code (“SC”) 518 requires permanent retention of annual auditor’s reports and annual financial reports. SC 518 also requires schools to maintain all other financial records for at least 6 years.

| | | |
|---|--|-----|
| Purchase Orders/Invoices | 6 | 1,4 |
| Tax Collection Records | 6 | 1,4 |
| Food Service Program Records⁷ | | |
| Accounts/Records/Reports | 6 or until completion of active audit | 1,4 |
| Free and Reduced Lunch Program Records⁸ | | |
| Accounts/Audits | 6 | 1,4 |
| Application for Participation ⁹ | 10 | 2,4 |
| Program Requirements | 6 | 1,4 |
| Grievances/Arbitrations | | |
| Complaint | Permanent | 3 |
| School Response | Permanent | 3 |
| Final Ruling/Decision of Arbitrator | Permanent | 3 |
| Litigation Files | | |
| Decision/Ruling | 7 after conclusion of litigation | 1,4 |
| Pleadings, Motions, Briefs, Other Filings | 7 after conclusion of litigation | 1,4 |
| Settlements | 7 after settlement | 2,4 |
| Medical Records | | |
| Medical Documentation (Employee Leave, Accommodation) | 6 after employment ends | 2,4 |
| Medical Records/Information (Employee) | 30 after employment ends ¹⁰ | 2,4 |
| Medical Records/Information (Employee Exposure to Toxic/Harmful Substances) | 30 after employment ends ¹¹ | 2,4 |
| Medical Records/Information (Student) | 6 after employment ends ¹² | 2,4 |

⁷ SC 1337(e) requires food service records to be maintained not in excess of 5 years; however, compliance with PA Dept. of Education, Division of Federal Programs monitoring under the Uniform Grant Guidance requires records to be maintained for 6 years, so retention period was updated to reflect federal monitoring requirements.

⁸ 7 CFR Sec. 210.9 requires free and reduced lunch accounts and records to be maintained for a minimum of 3 years. If a federal audit is being conducted, records must be kept until the audit is completed.

⁹ 47 CFR Sec. 54.516 requires a school who uses free/reduced-price meal applications as the basis for their federal Universal Service funding under the E-Rate program to retain these applications for 10 years.

¹⁰ 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition. 29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of “employee medical records” for at least the duration of employment plus 30 years.

¹¹ 29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of “employee medical records” for at least the duration of employment plus 30 years. 29 CFR Sec. 1910.1020(d)(1)(ii) requires the retention of “employee exposure records” for at least 30 years. Terms are defined in 29 CFR Sec. 1910.1020(c)(5), (6). See 29 CFR Sec. 1910.1020(b) for applicability.

¹² SC 1409 requires that all student health records be confidential and not destroyed for at least 2 years after the student is no longer enrolled. The school may surrender the health records to the parent/guardian if the student will not be enrolling in another school in Pennsylvania. 28 PA Code Sec. 23.55 requires the student’s health records be maintained in the school building that the student attends.

| | | |
|---|---|-----|
| Pre-Employment Medical Examination ¹³ | 6 after employment ends ¹⁴ | 2,4 |
| Payroll Records¹⁵ | | |
| Deduction Authorizations | 6 | 2,4 |
| Direct Deposit Forms | 6 | 2,4 |
| Employee Earnings Statements (Pay Stubs) | 6 ¹⁶ | 2,4 |
| Time Cards/Sheets | 6 ¹⁷ | 1,4 |
| Wage and Tax Statements (W-2 Forms) | 6 ¹⁸ | 2,4 |
| Withholding Allowance Certificates (W-4 Forms) | 6 after superseded OR employment ends ¹⁹ | 2,4 |
| Personnel Records²⁰ | | |
| Acknowledgment of Receipt (Handbooks/Policies) | 6 after superseded OR employment ends | 1,4 |
| Advertised Job Openings/Postings | 4 after position filled ²¹ | 1,4 |
| Arrest/Conviction Report Forms (PDE-6004) | 30 after employment ends | 2,4 |
| Attendance Records | 6 after employment ends | 1,4 |
| Change(s) in Status (Promotion/Demotion/Transfer/Furlough/Recall) | 6 after employment ends ²² | 2,4 |
| Child Abuse Clearance Statement | 30 after employment ends | 2,4 |
| Child Abuse Recognition and Reporting Training | 6 after superseded OR employment ends | 2,4 |

¹³ 42 U.S.C. Sec. 12112(d)(3)(B), 29 CFR Sec. 1630.14(c)(1) requires that this information be collected on separate forms, kept in separate files and be treated as confidential medical records.

¹⁴ 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition.

¹⁵ 29 CFR Sec. 516.5, 516.6, 1620.32 and 1627.3(a) require retention of specified payroll records/information for at least 1-3 years. SC 518 requires retention of financial records for at least 6 years.

¹⁶ 29 CFR Sec. 516.6(c)(1) requires retention of records of additions to or deductions from wages paid for at least 2 years.

¹⁷ 29 CFR Sec. 516.6(a)(1) requires retention of time cards/sheet for at least 2 years when used to determine pay period earnings or wages.

¹⁸ 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

¹⁹ 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

²⁰ 29 CFR Sec. 1602.14 requires employers to keep any personnel or employment records for at least 1 year from the date of making the record or the personnel action involved, whichever is later. If a claim is filed or action is under way, the relevant records shall be maintained until final disposition.

²¹ 29 CFR Sec. 1627.3 (b)(1)(vi) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition.

²² 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

| | | |
|--|---------------------------------------|-----|
| Continuing Education/Professional Development/Training ²³ | 6 after employment ends | 2,4 |
| Credentials (Certificates/Licenses) | 6 after employment ends | 1,4 |
| Criminal History Records (State and Federal) | 30 after employment ends | 2,4 |
| Discipline Records | 6 after employment ends | 2,4 |
| Employment Application/Resume (Hired) | 6 after employment ends | 2,4 |
| Employment Application/Resume and All Other Application Materials for Candidates Not Hired | 4 after position filled ²⁴ | 2,4 |
| Employment Eligibility Verification (Form I-9 and Documentation) | 6 after employment ends ²⁵ | 2,4 |
| Employment History Verification | 30 after employment ends | 2,4 |
| Equal Employment Opportunity Reports and Demographics | 3 ²⁶ | 1,4 |
| Evaluations/Classroom Teacher Rating/Data | 6 after employment ends ²⁷ | 2,4 |
| Evaluations/Performance Assessments/Non-Teachers | 6 after employment ends | 2,4 |
| Job Description | 6 after employment ends | 1,4 |
| Leave Records (FMLA) ²⁸ | 6 after employment ends ²⁹ | 2,4 |
| Leave Records (Other) | 6 after employment ends | 2,4 |
| Network/System User Agreement(s) | 6 after employment ends | 1,4 |
| Offer of Employment (Accepted) | 6 after employment ends | 1,4 |

²³ 7 CFR 210.15 requires that records on professional development/training for professional standards for school nutrition program directors, managers and personnel must be maintained for a period of 3 years.

²⁴ 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

²⁵ 8 U.S.C. Sec. 1324a(b)(3) and 8 CFR Sec. 274a.2(b)(2)(i)(A) requires retention for 3 years after the date of the hire or 1 year after the date the individual's employment is terminated, whichever is later.

²⁶ 29 CFR Sec. 1602.39, 1602.41 requires form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years. 1602.40 lists personnel records that must be kept for 2 years.

²⁷ SC 1123(f)(3) requires teacher performance ratings of "needs improvement" to be retained for 10 years. 22 PA Code Sec. 19.1 requires school entities to establish a "permanent record system" for ratings

²⁸ 29 CFR Sec. 825.500(g) requires medical records and documents created for FMLA purposes be maintained as confidential medical records in separate files from the usual personnel files.

²⁹ 29 CFR Sec. 825.500(b) requires specified FMLA records to be kept for no less than 3 years.

| | | |
|--|---|-----|
| Pre-Employment Reference Checks ³⁰ | 6 after employment ends | 2,4 |
| Resignations | 6 after employment ends | 1,4 |
| Property Records | | |
| Building Blueprints | Permanent | 3 |
| Construction Contracts | 12 after completion ³¹ | 1,4 |
| Deeds and Related Records | Permanent | 3 |
| Equipment Inventories | 6, 10 for any equipment purchased with Category 2 E-rate funds ³² | 1,4 |
| Fixed Asset List | Permanent | 3 |
| Inventory Transfer/Disposal Records | 6 after transfer/disposition 10 for any equipment purchased with Category 2 E-rate funds ³³ | 1,4 |
| Leases (Real Estate) | Permanent | 3 |
| Leases (Equipment/Vehicles) | 6 after expiration | 1,4 |
| Pesticide Application Record | 3 ³⁴ | 1,4 |
| Real Property Purchase or Sale | Permanent | 3 |
| Purchasing Records (Goods and Services) | | |
| Advertisements | 6 after completion | 1,4 |
| Bid Documents (Accepted) | 6 after completion | 1,4 |
| Bid Documents (Declined) | 6 after completion | 1,4 |
| Executed Contracts | 6 after completion | 2,4 |
| Financial Information of Bidders | 6 after completion | 2,4 |
| Specifications | 6 after completion | 1,4 |
| Written or Telephonic Price Quotations | 6 after completion ³⁵ | 1,4 |
| Safety Records | | |
| Accident Reports | 6 ³⁶ | 2,4 |

³⁰ 43 P.S. Sec. 1321 defines “personnel file” to exclude “letters of reference”.

³¹ 42 Pa. C.S.A. Sec. 5536 states that civil actions regarding construction projects must be commenced within 12 years after completion of the construction.

³² 47 CFR Sec. 54.516 requires schools who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

³³ 47 CFR Sec. 54.516 requires schools who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

³⁴ SC 772.2(b)(2) requires each school to maintain detailed records of all chemical pest control treatments for at least 3 years.

³⁵ SC 751 and 807.1 require the retention of written price quotations and written records of telephonic price quotations for 3 years; for federal purchasing under Uniform Grant Guidance, PA Dept. of Education, Division of Federal Programs monitoring requires 6 years.

³⁶ 29 CFR Sec. 1904.33(a) requires the retention of the OSHA incident report forms for 5 years following the end of the calendar year that the records cover.

| | | |
|--|---|-----|
| Emergency Preparedness Plan and Supporting Documents ³⁷ | 2 after revised ³⁸ | 1,4 |
| Material Safety Data Sheets (MSDS) | 30 ³⁹ | 1,4 |
| Memorandum of Understanding with Local Law Enforcement | 2 after revised | 1,4 |
| Reports of Suspected Child Abuse | 1 after the year in which the student turns age 50 | 2,4 |
| Safe School Act Reports – Annual Report | Permanent ⁴⁰ | 3 |
| Security Tapes and Images (Pulled from routine tape rotation) | Until resolution of incident or transfer to student’s educational records | 2,4 |
| Visitor Log | 5 | 1,4 |
| Board of Trustee Records | | |
| Board Meeting Agendas | 1 | 1,4 |
| Board Minutes (Approved) | Permanent ⁴¹ | 3 |
| Board Policies and Procedures (Current) | Permanent | 3 |
| Board Policies and Procedures (Old) | Permanent | 3 |
| Statements of Financial Interest | 5 ⁴² | 1,4 |
| Materials Used Specifically to Prepare Official Minutes (<i>Notes, Recordings and/or Any Other</i>) | Until official minutes are approved | 1,4 |
| Meeting Video/Audio Recordings | At least two years | 1,4 |
| Oath of Office (Signed by Board Member) ⁴³ | Term of Office | 1 |
| Official Recordings of Board Meetings | 1 | 1,4 |
| Student Records <i>The retention period stated herein are minimal thresholds, and the School may retain some student records for longer periods of time, up to and including indefinitely</i> | | |
| Special Education Records | At least six (6) years after a child’s graduation or six (6) years after that child is no longer of school age. | 2,4 |

³⁷ Supporting documents would be the materials listed in 22 Pa Code 10.24(g)(1-11.)

³⁸ 35 Pa. C.S.A. Sec. 7701(g) requires plan to be reviewed annually and updated as necessary.

³⁹ 29 CFR Sec. 1910.1020(c)(5) defines “employee exposure records” to include material safety data sheets (MSDS) indicating that the material may pose a hazard to human health. See 29 CFR Sec. 1910.1020(d)(1)(ii) for exceptions and alternate records.

⁴⁰ Refers to the annual report required by SC 1303-A(b). Historical data is maintained by the state. SC 1307-A also requires school entities to maintain records of all applicable incidents but does not list retention period(s).

⁴¹ SC 518 requires permanent retention of the “minute book” of each school.

⁴² 65 Pa. C.S.A. Sec. 1107(9) requires the retention of financial interest statements for 5 years from date of receipt.

⁴³ SC 321 requires members to subscribe (in writing) to the oath of office.

| | | |
|---|--|-----|
| All Other Records | At least six (6) years after a student's last date of enrollment. | 2,4 |
| Student Transcripts | At least fifty (50) years after a student's graduation or last date of enrollment. | 2,4 |
| Transportation Records (General)⁴⁴ | | |
| Accident and Incident Reports | 3 | 2,4 |
| Claims for Reimbursement ⁴⁵ | 6 | 2,4 |
| Distances from Student Homes to Established Bus Stops | Current and last revision | 2,4 |
| List of Bus Routes/Schedules/Loading Zones/Bus Stops | Current and last revision (at least 1 year) | 2,4 |
| Records of Students Transported to and from School | 6 from end of school year | 2,4 |
| Universal Service Records (E-Rate Program)⁴⁶ | | |
| Applications/Discount Verifications/Correspondence | 10 after service year | 2,4 |
| Bids/Quotations (accepted/declined); Correspondence; Financial Information of Bidders; Specifications/RFPs; Bid Evaluations | 10 after service year | 2,4 |
| Executed Contracts | 10 after service year | 2,4 |
| Filtering Documentation | 10 after service year | 2,4 |
| Proof of Payment – Submitted and Received | 10 after service year | 2,4 |
| Purchase Orders/Installation Records/Invoices | 10 after service year | 2,4 |
| Staff Training and Education of Students in Online Behavior | 10 after service year | 2,4 |
| Volunteer Records | | |
| Application/Acknowledgment Forms | 30 after service ends | 2,4 |
| Affidavit of Waiver of Federal Criminal History Check | 30 after service ends | 2,4 |
| Arrest/Conviction Report Forms | 30 after service ends | 2,4 |
| Criminal History Records (State) | 30 after service ends | 2,4 |
| Criminal History Records (Federal – if required) | 30 after service ends | 2,4 |
| Workers' Compensation Records | 7 after claim closed | 2,4 |

⁴⁴ 22 Pa. Code Sec. 23.4 lists records required to be kept by local Boards.

⁴⁵ 22 Pa. Code Sec. 23.32.

⁴⁶ 47 CFR Sec. 54.516 requires schools who receive federal Universal Service funding through the E-Rate program to retain all related documentation for at least 10 years after the last day of service delivered in a particular funding year.

City Charter High School 2024 - 2025 School Calendar - Master Schedule 4 Day

| | | | | | | | |
|--|----|----|----|----|----|----|----|
| First Trimester- 55 School Days | | | | | | | |
| # Staff Days, # EL Days | S | M | T | W | TH | F | S |
| August 2024 (school, staff, EL days) | | | | | 1 | 2 | 3 |
| 22 - Ed Leaders | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 23 - 30 - All Staff | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 29 - First Day of School for 9th Grade Only | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 30 - First Day of School for 10th - 12th Grade | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| | | | | | | | |
|--|----|----|----|----|----|----|----|
| February 2025 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 10 - 4 PLUS Monday Activities | | | | | | | 1 |
| 24 - Parent-Teacher Conferences (All Staff) | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | |

| | | | | | | | |
|--|----|----|----|----|----|----|----|
| September 2024 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 2 - Labor Day (No School-No Staff) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9 - 4 PLUS Monday Activities | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 23 - 4 PLUS Monday Activities / Parent Title 1 Meeting | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | | | | | |

| | | | | | | | |
|---|----|----|----|----|----|----|----|
| March 2025 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 10 - 4 PLUS Monday Activities | | | | | | | 1 |
| 22 - Open House | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 24 - 4 PLUS Monday Activities | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | 30 | 31 | | | | | |

| | | | | | | | |
|---|----|----|----|----|----|----|----|
| October 2024 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 7 - Parent-Teacher Conferences (All Staff) | | | 1 | 2 | 3 | 4 | 5 |
| 12 - Open House | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 21 - 4 PLUS Monday Activities | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | 31 | | |

| | | | | | | | |
|--|----|----|----|----|----|----|----|
| April 2025 (T2: school, staff, EL days) | S | M | T | W | TH | F | S |
| (T3: school, staff, EL days) | | | 1 | 2 | 3 | 4 | 5 |
| 3 - 4 - Final Exams / Half Day 9, 10 & 11th Grade Only | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 4 - Last Day of Trimester 2 for Students | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 7 - All Staff (Grades Due by 11am) / Ed Leaders | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 21 - All Staff - Regular Work Day | 27 | 28 | 29 | 30 | | | |
| 22 - First Day of Trimester 3 | | | | | | | |
| TOTAL BREAK - 15 days *Mondays Included. | | | | | | | |

| | | | | | | | |
|--|----|----|----|----|----|----|----|
| November 2024 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 4 - 4 PLUS Monday Activities | | | | | | 1 | 2 |
| 18 - 4 PLUS Monday Activities | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 27 - Dismissal at 3:00pm | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 28 - 29 - Thanksgiving Break - (No School, No Staff) | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| | | | | | | | |
|---|----|----|----|----|----|----|----|
| Third Trimester - 54 School Days | | | | | | | |
| Staff Days, EL Days | S | M | T | W | TH | F | S |
| May 2025 (school, staff, EL days) | | | | | 1 | 2 | 3 |
| 5 - 4 PLUS Monday Activities | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 19 - 4 PLUS Monday Activities | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| | | | | | | | |
|---|----|----|----|----|----|----|----|
| December 2024 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 5 - 6 - Final Exams / Half Day 9, 10 & 11th Grade Only | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 - Last Day of Trimester 1 for Students | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 9 - All Staff (Grades due by 11am) / Ed Leaders | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| Dec 16 - Jan 1 - Administrative Offices Closed for Winter Break | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| TOTAL BREAK = 24 days *Monday's Included. | 29 | 30 | 31 | | | | |

| | | | | | | | |
|---|----|----|----|----|----|----|----|
| June 2025 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 2 - 4 PLUS Monday Activities / Parent Title 1 Meeting | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7 - 9th gr. Orientation | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 16 - 4 PLUS Monday Activities | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 21 - Graduation at Soldiers & Sailors | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 30 - 4 PLUS Monday Activities | 29 | 30 | | | | | |

| | | | | | | | |
|---|----|----|----|----|----|----|----|
| Second Trimester - 53 School Days | | | | | | | |
| # Staff Days, # EL Days | S | M | T | W | TH | F | S |
| January 2025 (school, staff, EL days) | | | | 1 | 2 | 3 | 4 |
| 2 - All Staff - Regular Work Day | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 3 - First Day of Trimester 2 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 6 - 4 PLUS Monday Activities | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 27 - 4 PLUS Monday Activities | 26 | 27 | 28 | 29 | 30 | 31 | |

| | | | | | | | |
|--|----|----|----|----|----|----|----|
| July 2025 (school, staff, EL days) | S | M | T | W | TH | F | S |
| 14 - 4 PLUS Monday Activities | | | 1 | 2 | 3 | 4 | 5 |
| 24 - 25 - Final Exams / Half Day | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 25 - Last Day of Trimester 3 for Students | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 28 All Staff (Grades due by 11am) | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 29 - All Staff - Regular Work Day / Ed Leaders | 27 | 28 | 29 | 30 | 31 | | |
| July 30 thru August - Summer Break | | | | | | | |
| TOTAL BREAK = 27 days - *Mondays Included | | | | | | | |
| Projected August 2025 start date is the week of 8/25 | | | | | | | |
| 66 days = Total Vacation 24/25 School year | | | | | | | |

ays working one (1) Monday per month
 **End School 7/16 for students & 7/21 for staff