

21<sup>ST</sup> CENTURY CYBER CHARTER SCHOOL  
Board of Trustees Meeting  
PATTAN  
200 Anderson Road  
King of Prussia, PA 19406

March 23, 2010  
Minutes

**CALL TO ORDER – ROLL CALL**

The meeting of the 21<sup>st</sup> Century Cyber Charter School was held at the PATTAN Center, 200 Anderson Road, King of Prussia 19406. Thomas Newcome called the meeting to order at 1:00pm.

Board Members in attendance were:

Barry Galasso	Bucks County IU
Francis Barnes	Palisades SD
Mark Klein	Council Rock SD
Joseph O'Brien, VICE CHAIRPERSON	Chester County IU
Thomas Newcome, CHAIRPERSON	Octorara Area SD
Lawrence O'Shea	Delaware County IU
Jerry Shiveley	Montgomery County IU
Christopher McGinley	Lower Merion SD
William Kiefer	Cheltenham Township SD

Also in attendance were:

Jon Marsh	Non-Member, Director/CEO
Lindi Steczak	Non-Member, Board Secretary
Sandra McCabe	Non-Member, Board Treasurer
Judy Setar	Non-Member, Staff Accountant
Russell Gallagher	Non-Member, Principal

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE MINUTES – JANUARY 26, 2010 BOARD MEETING**

Francis Barnes moved to approve the minutes of the January 26, 2010 Board Meeting. Joseph O'Brien seconded the motion, which was approved. Voting: Aye-9, Nay-0, Absent-4

**PRESENTATIONS AND REPORTS**

Russell Gallagher, 21CCCS Principal, gave a presentation on the 21CCCS PSSA Preparation Program.

Jon Marsh, Director/CEO, highlighted the following items from the reports. (The reports are on file at the 21<sup>st</sup> Century Cyber Charter School)

**ADMINISTRATION**

Webcams  
Spectrum Meeting  
Snow Day Procedures/Liberal Leave  
Subpoena for Data  
House Education Testimony

## SCHOOL OPERATIONS

2010 Summer School Offerings

National Honor Society Induction Ceremony

Field Trips

Adventure Club Event

Student Achievements

Student Attendance Improvement Program

PSSA Preparation Program

Mandarin Chinese Language Immersion and Cultural Enhancement Program Update

## CURRICULUM & ISD

BVA Enrollments

Historical Third Party Review

Curriculum Development and Revisions

## SPECIAL SERVICES

Special Education Count

Implications of Changes to Chapter 16

Exit Survey

## STUDENT SUPPORT

Enrollment Profile

Withdraw Profile

Keyserver

Recruitment & Marketing

## **CONSENT AGENDA**

Joseph O'Brien moved to approve the following consent agenda items:

Finance, B

Treasurer's Report

Finance, C

Expenditure Report

Finance, D

Budget Revision for the 2009-10 School Year

New Business, G

Authorization to Make Administrative Decisions

William Kiefer seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6.

Francis Barnes and Barry Galasso were not present at the time of the vote.

**21st Century Cyber Charter School  
Treasurer's Report as of February 28, 2010  
(Unaudited Results)**

**Audited Fund Balance at June 30, 2009**

**\$ 1,410,727.00**

	2009-10 Original Budget	2009-10 Revised Budget	Feb 2010 YTD Results
Revenue:			
Revenue from Other LEAs	\$ 5,544,000	\$ 5,587,662	\$ 3,302,750
Revenue - IDEA/ARRA	64,794	23,395	12,007
Summer School Tuition	75,000	72,585	36,293
Revenue - Health Services	8,800	8,800	-
Miscellaneous Revenue	100,000	16,682	33,940
State Share Social Security	96,600	95,303	56,336
State Share Retirement	101,960	60,250	31,343
Accounts Receivable Outstanding	-	-	516,466
<b>YTD 2009-10 Revenue</b>	<b>\$ 5,991,154</b>	<b>\$ 5,864,677</b>	<b>\$ 3,989,135</b>

**Total Funds Available**

**\$ 5,399,861.95**

Expenditures:

100 Salaries	\$ 2,743,625	\$ 2,518,992	\$ 1,371,233
200 Employee Benefits	998,011	993,206	569,899
300 Purchased Professional Services			-
322 Professional Educational Service	60,500	55,500	1,014
324 Employee Training and Conferen	6,000	5,000	1,235
329 Professional Services Consultan	1,000	27,790	-
330 Other Professional Services	99,592	139,592	44,182
340 Technical Services	37,435	37,935	9,056
350 Safety and Security Services	1,660	3,500	587
390 Professional Contract Services	91,878	99,709	34,100
391 Professional and Staff Developm	-	600	519
400 Purchased Property Services			
410 Janitorial Services	12,000	20,000	10,828
430 Repairs & Maintenance	80,695	84,695	48,608
440 Rentals	34,300	40,900	6,781
441 Rental - Land and Building	105,000	120,000	86,667
460 Exterminating Services	2,000	2,000	1,030
500 Other Purchased Services			
513 Contracted Carriers	6,500	6,500	4,575
523 Insurance	25,000	25,000	20,814
530 Postage	78,370	87,190	56,011
531 Telephone	32,000	35,500	23,448
538 ISP	190,000	196,000	58,789
540 Advertising	88,000	102,000	25,287
550 Printing and Binding	55,000	12,000	715
560 Tuition	10,000	40,000	20,336
580 Travel	22,000	46,000	30,642
600 Supplies			
610 Supplies	271,500	98,200	67,605
618 Administrative Software	20,350	13,000	7,712
620 Energy	26,496	24,000	11,479
640 Books & Periodicals	81,000	130,000	77,334
648 Educational Software & Licenses	192,050	188,920	104,060
700 Equipment			
750 Equipment	122,410	15,000	10,591
757 Computers	150,000	407,410	260,001
800 Other Objects			
810 Dues and Fees	6,350	5,924	4,448
840 Contingency	80,000	40,000	-
890 Miscellaneous Expenses	23,000	15,500	7,071
CCIU - Admin Fee	232,000	225,503	119,066
<b>YTD 2009-10 Expenditures</b>	<b>\$ 5,985,721</b>	<b>\$ 5,863,066</b>	<b>\$ 3,095,723</b>

**Net Revenue/(Expenditures)**

**\$ 5,433    \$ 1,611    \$ 893,412**

**Total Fund Balance 2/28/10**

**\$ 1,416,160    \$ 1,412,338**

**\$ 2,304,138.58**

**21st Century Cyber Charter School  
Treasurer's Report as of February 28, 2010  
(Unaudited Results)**

<b>Audited Fund Balance at June 30, 2009</b>	<b>\$ 1,410,727.00</b>
<b>Unaudited Excess Expenditures over Revenue 7/01/09 - 2/28/2010</b>	<b>893,411.58</b>
<b>Unaudited Total Fund Balance at 2/28/2010</b>	<b>\$ 2,304,138.58</b>

**Designated Fund Balances:**

New Initiatives Fund (approved 5/26/09)	206,252.64
Program Stabilization Fund (approved 1/22/07 for \$500,000)	500,000.00
Purchase and install furniture in the new facility (Spectrum Industries - \$200,487)	(0.00)
Designated Facility Fund to be used for rent and facility operations (see below)	49,860.02
Hardware purchase of 275 computers up to \$320,000 (approved 5/26/09)	63,946.37
Development of additional new online courses, not to exceed \$10K /1credit course (approved 5/26/09 for \$70,000) for 09-10	48,000.00

<b><u>Undesignated Fund Balance at 2/28/10</u></b>	<b>\$ 1,436,079.55</b>
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<b>Designated Facilities Fund</b>	
Approved by BOD 9/24/08 (revision)	\$ 500,000
Rent	(170,000)
Building Fee	(90,558)
ChescoNet	(72,105)
Atlantic Coast	(14,950)
Phone America	(53,307)
Haverford Systems	(49,220)
Net Designated Facilities Fund	\$ 49,860

## **FINANCE**

### **PROPOSED BUDGET FOR THE 2010-11 SCHOOL YEAR – FIRST READING**

The Board considered, in first reading, the Annual Budget for the 2010-11 School Year. No action was necessary at this time.

## **OLD BUSINESS**

### **STREAMING MEDIA POLICY**

Joseph O'Brien moved to approve the Streaming Media Policy. Christopher McGinley seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6. Francis Barnes and Barry Galasso were not present at the time of the vote.

#### Streaming Media Policy

##### **Purpose**

According to the U.S. Copyright Act, 17 USC Section 101 et seq., copyright protection extends to original works of authorship ("Works") fixed in any tangible medium of expression, from which they can be perceived, reproduced or otherwise communicated, either directly or with the aid of a machine or device. The U.S. Copyright Act defines "works of authorship" to include the following:

- literary works
- musical works
- dramatic works
- pantomimes and choreographic works
- pictorial, graphic and sculptural works
- motion picture and other audiovisual works
- sound recordings and
- architectural works.

The 21<sup>st</sup> Century Cyber Charter School ("21CCCS") use of digital audio and media files ("Files") for student use in classes shall adhere to and be subject to the U.S. Copyright Act, including the provisions of Fair Use, 17 USC Section 107, and the tenets of the Technology, Education and Copyright Harmonization ("TEACH") Act.

21CCCS will also adhere to principles outlined in "Statement on the Digital Transmission of Electronic Reserves," by the Music Library Association and "Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use," by the American Library Association, each incorporated into this policy by reference.

21CCCS will stream or present Works that are being taught in a course for credit. 21CCCS will own or purchase an original copy of the Work being streamed or presented. Such Works will only be made available to students in a secure online setting that requires a personalized login, which will prevent others from obtaining access to these Works.

21CCCS will include a "Copyright Notice" in connection with each course using streaming media to alert users to the US. Copyright Act and to indicate to such users that copying or downloading of such Works or Files is not permitted. Upon completion of the course for which the Work was being streamed or presented, 21CCCS will remove access to the Work. Such Works may be stored on a secure, non-streaming server for future use in an applicable teaching environment.

In compliance with the U.S. Copyright Act and its Fair Use provisions, 21CCCS will stream or present audio Files to its students regarding the following:

Whole or partial performances of non-dramatic musical Works, including music other than opera and musicals; and

Reasonable and limited portions of dramatic musical Works, including opera and musicals.

21CCCS will not make copies of the following:

Works or Files specifically designed for classroom use and student purchase, such as audio anthologies accompanying textbooks;

A recording or a Work or File that was not legally purchased or made; or

Works or Files that exceed the nature, scope or intent of the U.S. Copyright Act's Fair Use provisions.

### **References**

U.S. Copyright Act

17 USC Section 101 et seq.

17 USC Section 107

Technology, Education and Copyright Harmonization ("TEACH") Act

Statement on the Digital Transmission of Electronic Reserves (Music Library Association)

Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use (American Library Association)

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.

### SCHOOL CALENDAR POLICY

Christopher McGinley moved to approve the School Calendar Policy. Lawrence O'Shea seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6. Francis Barnes and Barry Galasso were not present at the time of the vote.

### SCHOOL CALENDAR POLICY

#### **Purpose**

The Board of Trustees ("Board") recognizes that the preparation of a calendar is necessary for the efficient operation of 21<sup>st</sup> Century Cyber Charter School ("21CCCS").

#### **Authority**

The Board shall determine annually the days when 21CCCS shall be in session for instructional purposes in accordance with State law. Such school calendar shall consist of one hundred eighty (180) days of instruction or 900 hours for students in grades one through six and 990 hours for students in grades seven through twelve.

#### **Delegation of Responsibility**

The Chief Executive Officer shall prepare a school calendar for Board consideration, annually.

#### **References**

School Code – 24 P.S. Sec 1715-A

School Code – 24 P.S. Sec 1743-A

Responsible Staff: Jon Marsh

Attachment: None

## **NEW BUSINESS**

### CONFERENCE REQUEST

Christopher McGinley moved to approve the attendance of staff and board members to the Virtual School Symposium in Glendale, AZ from November 15-16, 2010 with expenses not to exceed \$10,000. William Kiefer seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6. Francis Barnes and Barry Galasso were not present at the time of the vote.

### COURSE DEVELOPMENT

William Kiefer moved to approve the motion, as amended, of the development of up to seven online courses, at the approved Curriculum Development Rate of up to \$10,000 per course, to be developed by 21CCCS staff during summer 2010. Christopher McGinley seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5. Barry Galasso was not present at the time of the vote.

### BOARD MEETING DATES AND LOCATIONS

Joseph O'Brien moved to approve the following dates and locations for the 21<sup>st</sup> Century Cyber Charter School Board Meetings for the 2010-11 school year as amended.

September	28, 2010	21CCCS – Exton, PA
November	23, 2010	PaTTAN - King of Prussia, PA
January	25, 2011	21CCCS – Exton, PA
March	22, 2011	PaTTAN - King of Prussia, PA
May	24, 2011	TBD (Bucks County Area)
July	TBD	TBD

Christopher McGinley seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5. Barry Galasso was not present at the time of the vote.

### COURSE VOUCHERS FOR 21CCCS EMPLOYEES

Joseph O'Brien moved to approve the amended motion of allocation of up to one course credit per 21CCCS Employee to be used by the employees' immediate family as a pilot program during the 2010 Summer School, if additional cost is not incurred by 21CCCS.

Lawrence O'Shea seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5. Barry Galasso was not present at the time of the vote.

### 2010-11 SCHOOL YEAR CALENDAR

Francis Barnes moved to approve the 21<sup>st</sup> Century Cyber Charter School Calendar for the 2010-11 School Year. Mark Klein seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5. Barry Galasso was not present at the time of the vote.

**BRANDYWINE VIRTUAL ACADEMY (BVA) RATES**

Francis Barnes moved to approve the motion, as amended, of the revised fees for services sold to the Brandywine Virtual Academy by 21CCCS for the 2010-11 school year, effective April 1, 2010.

<b><u>Service</u></b>	<b><u>Cost</u></b>
Full-Credit (1.0) Class	\$504 + Shipping
Half-Credit (0.5) Class	\$281 + Shipping
Full-Credit (1.0) Credit Recovery (Summer School)	\$266 + Shipping
Half-Credit (0.5) Credit Recovery (Summer School)	\$146 + Shipping
Monthly Rental of Computer Hardware	Computer Cost / 36 months * 25% + Shipping
Rental of Other Hardware	Hardware Cost /18 months * 25% + Shipping
Daily Consulting Rate	\$1,000 plus expenses
Administration of PSSA Testing	\$41
Shipping Cost	\$10 flat rate (UPS, FedEx, etc.) \$0 if CCIU currier is used

William Kiefer seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6. Barry Galasso was not present at the time of the vote. Joseph O'Brien abstained from the vote.

**PERSONNEL**

None

**BOARD MEMBER COMMENT**

**PUBLIC COMMENT**

**EXECUTIVE SESSION ANNOUNCEMENT**

THE NEXT MEETING IS SCHEDULED TO BE HELD ON MAY 25, 2010, AT THE 21CCCS, 805 SPRINGDALE DRIVE, EXTON, PA 19341

AN EXECUTIVE SESSION IS SCHEDULED TO BE HELD AT 12:30PM. TOPICS WILL INCLUDE PERSONNEL, LABOR RELATIONS, AND REAL ESTATE.

**ADJOURNMENT**

Lawrence O'Shea moved to adjourn the meeting at 2:08pm. Jerry Shiveley seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5. Barry Galasso was not present at the time of the vote.