

21ST CENTURY CYBER CHARTER SCHOOL
Board of Trustees Meeting

21CCCS
805 Springdale Drive
Exton, PA 19341
May 25, 2010
Minutes

CALL TO ORDER – ROLL CALL

The meeting of the 21st Century Cyber Charter School was held at the 21CCCS, 805 Springdale Drive, Exton, PA 19341. Thomas Newcome called the meeting to order at 1:32pm.

Board Members in attendance were:

Francis Barnes	Palisades SD
Mark Klein	Council Rock SD
Joseph O'Brien, VICE CHAIRPERSON	Chester County IU
Thomas Newcome, CHAIRPERSON	Octorara Area SD
Raymond Fischer	Oxford Area SD
Jerry Shiveley	Montgomery County IU
Kathryn Emmel	Parent Representative

Also in attendance were:

Jon Marsh	Non-Member, Director/CEO
Alan Slobojan	Non-Member, CCIU Supervisor
Lindi Steczak	Non-Member, Board Secretary
Sandra McCabe	Non-Member, Board Treasurer
Judy Setar	Non-Member, Staff Accountant
Kevin McKenna	Non-Member, Solicitor

PLEDGE OF ALLEGIANCE

RESIGNATION OF BOARD MEMBERS

Joseph O'Brien moved to approve the resignations of the following Board Members:

Resignations

Gregory Thornton – Chester-Upland SD – Effective June 30, 2010

William Kiefer – Cheltenham Township SD – Effective June 30, 2010

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

APPROVAL OF THE MINUTES – MARCH 23, 2010 BOARD MEETING

Francis Barnes moved to approve the minutes of the March 23, 2010 Board Meeting. Mark Klein seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6

PRESENTATIONS AND REPORTS

Teresa Pegan, Delenn Fingerlow, and Nathan Porter, students of 21CCCS, gave a presentation on The Real World Navy Challenge.

Eileen Costanzo, 21CCCS English Teacher, gave a presentation on the PSSA Project, Stay Cool and Get in the Game.

Jon Marsh, Director/CEO, highlighted the following items from the reports. (The reports are on file at the 21CCCS)

ADMINISTRATION

School Presentations
Charter Renewal Application Not Available
Staffing
Charter Legislation

SCHOOL OPERATIONS

PSSA Administration Results
National Honor Society Induction Ceremony
National Junior Honor Society Chapter
Graduation Ceremony
Student Achievements
Field Trip to Liberty Island & Ellis Island
Summer School Offerings

CURRICULUM & ISD

Student Reflections on BVA
BVA Extended Schedule
BVA Success for Special Education Students
BVA Enrollments

SPECIAL SERVICES

Special Education Count
Special Education Manual
Administrative Procedures
Math Virtual Office Pilot

STUDENT SUPPORT

Enrollment Profile
Withdraw Profile
Highly Qualified Teachers
Cyber PSSA Score Comparison
Recruitment & Retention
BVA Marketing

CONSENT AGENDA

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

Finance, C	Treasurer's Report
Finance, D	Expenditure Report
New Business, G	Summer Meeting Schedule
Personnel, C	Stipend Approval

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

**21st Century Cyber Charter School
Treasurer's Report as of April 30, 2010
(Unaudited Results)**

Audited Fund Balance at June 30, 2009

\$1,410,727

	2009-10 Original Budget	2009-10 Revised Budget	Apr 2010 YTD Results
Revenue:			
Revenue from Other LEAs	\$ 5,544,000	\$ 5,587,662	\$ 4,070,309
Revenue - IDEA/ARRA	64,794	23,395	17,392
Summer School Tuition	75,000	72,585	36,293
Revenue - Health Services	8,800	8,800	-
Miscellaneous Revenue	100,000	16,682	44,330
State Share Social Security	96,600	95,303	70,420
State Share Retirement	101,960	60,250	43,343
Accounts Receivable Outstanding	-	-	778,227
YTD 2009-10 Revenue	\$ 5,991,154	\$ 5,864,677	\$ 5,060,314

Total Funds Available

\$6,471,041

Expenditures:

100 Salaries	\$ 2,743,625	\$ 2,518,992	\$ 1,886,132
200 Employee Benefits	998,011	993,206	739,351
300 Purchased Professional Services			-
322 Professional Educational Service	60,500	55,500	3,339
324 Employee Training and Conferer	6,000	5,000	1,579
329 Professional Services Consultan	1,000	27,790	8,243
330 Other Professional Services	99,592	139,592	52,919
340 Technical Services	37,435	37,935	11,043
350 Safety and Security Services	1,660	3,500	587
390 Professional Contract Services	91,878	99,709	44,839
391 Professional and Staff Developm	-	600	519
400 Purchased Property Services			
410 Janitorial Services	12,000	20,000	13,472
430 Repairs & Maintenance	80,695	84,695	74,242
440 Rentals	34,300	40,900	25,538
441 Rental - Land and Building	105,000	120,000	106,667
460 Exterminating Services	2,000	2,000	1,210
500 Other Purchased Services			
513 Contracted Carriers	6,500	6,500	6,012
523 Insurance	25,000	25,000	22,871
530 Postage	78,370	87,190	66,893
531 Telephone	32,000	35,500	29,929
538 ISP	190,000	196,000	82,172
540 Advertising	88,000	102,000	41,987
550 Printing and Binding	55,000	12,000	715
560 Tuition	10,000	40,000	20,636
580 Travel	22,000	46,000	32,010
600 Supplies			
610 Supplies	271,500	98,200	94,838
618 Administrative Software	20,350	13,000	8,008
620 Energy	26,496	24,000	14,869
640 Books & Periodicals	81,000	130,000	78,130
648 Educational Software & Licenses	192,050	188,920	145,925
700 Equipment			
750 Equipment	122,410	15,000	10,591
757 Computers	150,000	407,410	263,702
800 Other Objects			
810 Dues and Fees	6,350	5,924	4,544
840 Contingency	80,000	40,000	-
890 Miscellaneous Expenses	23,000	15,500	8,884
CCIU - Admin Fee	232,000	225,503	156,096
YTD 2009-10 Expenditures	\$ 5,985,721	\$ 5,863,066	\$ 4,058,492

Net Revenue/(Expenditures)

\$ 5,433 \$ 1,611 \$ 1,001,822

Total Fund Balance 4/30/10

\$ 1,416,160 \$ 1,412,338

\$2,412,549

**21st Century Cyber Charter School
Treasurer's Report as of April 30, 2010
(Unaudited Results)**

Audited Fund Balance at June 30, 2009 \$1,410,727

Unaudited Excess Expenditures over Revenue 7/01/09 - 4/30/2010 **\$1,001,822**

Unaudited Total Fund Balance at 4/30/2010 **\$2,412,549**

Designated Fund Balances:

New Initiatives Fund (approved 5/26/09)	\$206,253
Program Stabilization Fund (approved 1/22/07 for \$500,000)	\$500,000
Designated Facility Fund to be used for rent and facility operations (see below)	\$20,328
Hardware purchase of 275 computers up to \$320,000 (approved 5/26/09)	\$63,946
Development of additional new online courses, not to exceed \$10K /1credit course (approved 5/26/09 for \$70,000) for 09-10	\$48,000

Undesignated Fund Balance at 4/30/10 **\$1,574,022**

Designated Facilities Fund	
Approved by BOD 9/24/08 (revision)	\$ 500,000
Rent	(190,000)
Building Fee	(100,091)
ChescoNet	(72,105)
Atlantic Coast	(14,950)
Phone America	(53,307)
Haverford Systems	(49,220)
Net Designated Facilities Fund	<u>\$ 20,328</u>

FINANCE

SPECTRUM QUOTE

Mark Klein moved to approve the purchase of office furniture from Spectrum Furniture not to exceed \$120,000 from the Fund Balance. Kathryn Emmel seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6

FUND BALANCE DESIGNATIONS

Kathryn Emmel moved to approve the following fund balance designations / commitments for June 30, 2010:

- New Initiatives
- Program Stabilization
- New Building Fund
- Capital Equipment & Software
- Curriculum Development

No fund amounts were designated or transferred at this time. Joseph O'Brien seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6

SEPARATE BANK ACCOUNT

Francis Barnes moved to approve that the CEO research and bring recommendations back to the board to establish a bank account for the 21CCCS separate from the Chester County IU. Kathryn Emmel seconded the motion, which was approved. Voting: Aye-6, Nay-0, Absent-7 Joseph O'Brien abstained from the vote.

OLD BUSINESS

PROPOSED BUDGET FOR THE 2010-11 SCHOOL YEAR

Kathryn Emmel moved to approve the Proposed Budget for the 2010-11 School Year. Raymond Fischer seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6

**21st Century Cyber Charter School
Proposed Budget 2010-11**

	Revised 2009-10 Budget	Proposed 2010-11 Budget
Revenue:		
Revenue from Other LEAs	\$ 5,587,662	\$ 7,129,310
Revenue - IDEA/ARRA	23,395	48,412
Summer School Tuition	72,585	75,000
Revenue - Health Services	8,800	9,240
Miscellaneous Revenue	16,682	20,853
State Share Social Security	95,303	117,896
State Share Retirement	60,250	130,680
Accounts Receivable Outstanding	-	-
YTD 2009-10 Revenue	\$ 5,864,677	\$ 7,531,391
Total Funds Available		
Expenditures:		
100 Salaries	\$ 2,518,992	\$ 3,110,832
200 Employee Benefits	993,206	1,415,168
300 Purchased Professional Services		
322 Professional Educational Services - IUs	55,500	69,375
324 Employee Training and Conferences	5,000	6,000
329 Professional Services Consultants	27,790	113,611
330 Other Professional Services	139,592	111,050
340 Technical Services	37,935	40,000
350 Safety and Security Services	3,500	3,990
390 Professional Contract Services	99,709	243,075
391 Professional and Staff Development	600	750
400 Purchased Property Services		
410 Janitorial Services	20,000	21,000
430 Repairs & Maintenance	84,695	81,980
440 Rentals	40,900	51,200
441 Rental - Land and Building	120,000	132,000
460 Exterminating Services	2,000	2,220
500 Other Purchased Services		
513 Contracted Carriers	6,500	7,000
523 Insurance	25,000	26,250
530 Postage	87,190	97,190
531 Telephone	35,500	40,500
538 ISP	196,000	226,000
540 Advertising	102,000	125,000
550 Printing and Binding	12,000	12,000
560 Tuition	40,000	8,000
580 Travel	46,000	19,000
600 Supplies		
610 Supplies	98,200	102,700
618 Administrative Software	13,000	13,260
620 Energy	24,000	25,000
640 Books & Periodicals	130,000	110,000
648 Educational Software & Licenses	188,920	244,200
700 Equipment		
750 Equipment	15,000	20,000
757 Computers	407,410	643,800
800 Other Objects		
810 Dues and Fees	5,924	6,663
840 Contingency	40,000	80,000
890 Miscellaneous Expenses	15,500	18,600
CCIU - Admin Fee	225,503	289,097
YTD 2009-10 Expenditures	\$ 5,863,066	\$ 7,516,511
Net Revenue/(Expenditures)	\$ 1,611	\$ 14,880
Audited Fund Balance June 30, 2009	\$ 1,410,727	\$ 1,412,338
Projected Fund Balance June 30, 2010	\$ 1,412,338	\$ 1,427,218

NEW BUSINESS

CODE OF ETHICS FOR TRUSTEES AND OFFICERS – FIRST READING

The Board considered, in first reading, the Code of Ethics for Trustees and Officers. No action was necessary at this time.

CONFLICT OF INTEREST POLICY – FIRST READING

The Board considered, in first reading, the Conflict of Interest Policy. No action was necessary at this time.

WHISTLEBLOWER ACT POLICY – FIRST READING

The Board considered, in first reading, the Whistleblower Act Policy. No action was necessary at this time.

REVISED BOARD MEETING LOCATIONS

Mark Klein moved to approve the following revised locations for the 21st Century Cyber Charter School Board Meetings for the 2010-11 school year.

September 28, 2010	21CCCS – Exton, PA
November 23, 2010	PaTTAN – King of Prussia, PA
January 25, 2011	21CCCS – Exton, PA
March 22, 2011	Eastern Center for Arts & Tech – Willow Grove, PA
May 24, 2011	21CCCS – Exton, PA
July TBD	TBD

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

TESTING FEE FOR SCHOOL DISTRICTS

Francis Barnes made a motion to authorize a reimbursement rate of up to \$125 per test, per student, for school districts for the proctoring of PSSA tests as needed. Kathryn Emmel seconded the motion, which was denied. Voting: Aye-0, Nay-7, Absent-6

STUDENT & PARENT HANDBOOK

Kathryn Emmel moved to approve the proposed 2010-11 Student & Parent Handbook with the following modifications:

Modifications

Page 19, 3.3 Attendance Policy- Weekly attendance submission. Deletion of ‘..with a brief description of work completed...’

Page 20, 3.3 Attendance Policy- Students illegally absent. Addition of the word ‘school’ to the statement, ‘Students illegally absent (not submitting work) for 10 or more consecutive school days...’

Page 23. 3.7 Gifted Program and Course Modifications - Deletion of “In a cyber environment, gifted students are given the opportunity to achieve more than they possibly could in a traditional setting, as they do not have to wait to move on within the class. 21CCCS students can have class discussions with other students who are at the same academic level, not the same age or grade in school. The gifted students have found they can focus on their strengths and not be held back by a traditional school pace. 21CCCS enables students to excel and move into curriculum that may not have been available to them in their previous school, thus reducing frustration and enhancing the students’ educational experience.’

Page 23. 3.7 Gifted Program and Course Modifications- Addition of ‘Gifted accommodations should not be confused with the honors version of a class as gifted needs are addressed by replacing work with differentiated assignments. These modifications are created in conjunction with the development of the student's GIEP.’

Page 33. 3.22 Standardized Testing- Addition of the statement ‘ The PSSA tests are mandatory.’

Page 31. 3.17 Off-Campus Courses- 21CCCS will reimburse up to \$150 per 60-hour (.5 credit) Physical Education class (changed from reimburse up to \$150 per 30-hour)

Page 37. 4.2 Communication Policy- Deletion of ‘on a daily basis’ within the sentence ‘Students are required to check their email and conferences, and to reply to emails from school personnel.’

Joseph O’Brien seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6

PERSONNEL

APPROVAL OF PERSONNEL ACTIONS

Kathryn Emmel moved to approve the routine terminations/resignations/retirements, nominations, and changes in status of the 21st Century Cyber School staff as follows:

Terminations/Resignations/Retirements

Professional
Paige Morabito
Coordinator of Curriculum & ISD
Effective: December 10, 2001 to June 21, 2010
Reason: Resignation

Nominations

Professional Adjunct
Elizabeth Bushong
Adjunct Teacher - Summer School
Effective: June 28, 2010
Reason: PE/Health Teacher for Summer School
Relationship: None

Changes in Status

Support
Joseph E. Bonnette
Technical Help Desk
Status: Unpaid Leave
Effective: April 12, 2010 – May 25, 2010
Reason: Family Medical Leave

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

APPROVAL OF NEW POSITIONS

Kathryn Emmel moved to approve the following new positions for the 2010-11 school year, at salaries in accordance with the procedures of the 21st Century Cyber Charter School Project Staff Compensation Plan.

Dean of Students (1 FTE)
Human Resources Compensation Manager (.5 FTE)
Business Services Secretary (1 FTE)
Student Workers (not to exceed 400 total hours)
ISD Copy Editor (1 FTE)
Teaching Assistants (2 FTE)

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

BOARD MEMBER COMMENT

PUBLIC COMMENT

EXECUTIVE SESSION ANNOUNCEMENT

THE NEXT MEETING IS SCHEDULED TO BE HELD ON SEPTEMBER 28, 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

Jerry Shiveley moved to adjourn the meeting at 2:20pm. Kathryn Emmel seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6