

21<sup>ST</sup> CENTURY CYBER CHARTER SCHOOL  
Board of Trustees Meeting  
Eastern Center for Arts & Technology  
3075 Terwood Road  
Willow Grove, PA 19090

March 22, 2011  
Minutes

**CALL TO ORDER – ROLL CALL**

The meeting of the 21st Century Cyber Charter School was held at the Eastern Center for Arts & Technology, 3075 Terwood Road, Willow Grove, PA 19090. 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
Merle Horowitz	Marple Newtown SD
George Steinhoff	Penn-Delco SD
Christopher McGinley	Lower Merion SD
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, Accounting Supervisor
Kevin McKenna	Non-Member, Solicitor

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE MINUTES – JANUARY 25, 2011 BOARD MEETING**

Christopher McGinley moved to approve the minutes of the January 25, 2011 Board Meeting. Francis Barnes seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

**PRESENTATIONS AND REPORTS**

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

**ADMINISTRATION**

Gola Corporate Real Estate  
Letters To Cyber School Students  
Textbook Shipping

**SCHOOL OPERATIONS**

Summer School Offerings  
Mid-Year Graduates  
Student Achievements  
PSSA Test-Taking Techniques Session  
Field Trips And Social Events  
National Honor Society/National Junior Honor Society Induction Ceremony  
Graduation Ceremony

**CURRICULUM**

ACCESS Testing  
Algebra I Keystone Testing  
Tutoring  
School Improvement Plan

**SPECIAL SERVICES**

Special Education Count  
Cyclical Compliance Monitoring Update  
Staff and Parent Training  
Transition Procedures

**STUDENT SUPPORT**

Enrollment Profile  
Withdrawal Profile  
Four-Year Graduation Cohort Graduation Rate  
Open House Sessions  
BVA Enrollments

**CONSENT AGENDA**

Francis Barnes moved to approve the following consent agenda items:

Finance, D	Treasurer's Report
Finance, E	Expenditure Report
Finance, F	Budget Revision for the 2010-11 School Year
New Business, H	Approval of Contracts

Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

**21st Century Cyber Charter School**  
**Financial Statements as of FEBRUARY 28, 2011**  
(Unaudited Results)

**Audited Fund Balance at June 30, 2010** \$2,436,489

	<b>2010-11 Original Budget</b>	<b>FEBRUARY 2011 YTD Results</b>
Revenue:		
Revenue from Other LEAs	\$ 7,129,310	\$ 4,295,197
Revenue - IDEA/ARRA	48,412	32,691
Summer School Tuition	75,000	55,958
Revenue - Health Services	9,240	-
Miscellaneous Revenue	20,853	6,161
State Share Social Security	117,896	56,083
State Share Retirement	130,680	42,818
Accounts Receivable Outstanding	-	849,758
<b>YTD Revenue</b>	<b>\$ 7,531,391</b>	<b>\$ 5,338,666</b>
 <b>Total Funds Available</b>		<b><u><u>\$7,775,155</u></u></b>
Expenditures:		
100 Salaries	\$ 3,110,832	\$ 1,564,586
200 Employee Benefits	1,415,168	719,504
300 Purchased Professional Services		
322 Professional Educational Services - IUs	69,375	22,197
324 Employee Training and Conferences	6,000	1,382
329 Professional Services Consultants	113,611	58,008
330 Other Professional Services	111,050	33,441
340 Technical Services	40,000	13,199
350 Safety and Security Services	3,990	1,155
390 Professional Contract Services	243,074	92,879
391 Professional and Staff Development	750	-
400 Purchased Property Services		
410 Janitorial Services	21,000	11,349
430 Repairs & Maintenance	81,980	61,019
440 Rentals	51,200	28,960
441 Rental - Land and Building	132,000	96,300
460 Exterminating Services	2,220	1,168
500 Other Purchased Services		
513 Contracted Carriers	7,000	-
523 Insurance	26,250	21,447
530 Postage	97,189	82,783
531 Telephone	40,500	24,318
538 ISP	226,000	67,234
540 Advertising	125,000	50,317
550 Printing and Binding	12,000	5,462
560 Tuition	8,000	43,032
580 Travel	18,999	14,091
600 Supplies		
610 Supplies	102,699	83,828
618 Administrative Software	13,260	11,501
620 Energy	25,000	10,838
640 Books & Periodicals	110,001	126,182
648 Educational Software & Licenses	244,200	74,674
700 Equipment		
750 Equipment	-	85,393
757 Computers	663,800	414,113
800 Other Objects		
810 Dues and Fees	6,664	6,818
840 Contingency	80,000	-
890 Miscellaneous Expenses	18,602	5,635
CCIU - Admin Fee	289,097	153,312
<b>YTD Expenditures</b>	<b>\$ 7,516,511</b>	<b>\$ 3,986,125</b>
 <b>Net Revenue/(Expenditures)</b>	<b><u><u>\$ 14,880</u></u></b>	<b><u><u>\$ 1,352,541</u></u></b>
 <b>Total Fund Balance 2/28/11</b>	<b><u><u>\$ 2,451,369</u></u></b>	<b><u><u>\$3,789,030</u></u></b>

**21st Century Cyber Charter School**  
**Financial Statements as of FEBRUARY 28, 2011**  
**(Unaudited Results)**

<b>Audited Fund Balance at June 30, 2010</b>		<b>\$2,436,489</b>
<b>Unaudited Excess Revenue over Expenditures 7/01/10 - 2/28/11</b>	<b>\$</b>	<b>1,352,541</b>
<b>Unaudited Total Fund Balance at 2/28/2011</b>		<b>\$3,789,030</b>
<b><u>Designated Fund Balances:</u></b>		
New Initiatives Fund		\$223,781
Program Stabilization Fund (approved 1/22/07 for \$500,000)		\$500,000
Curriculum Development		\$62,000
Spectrum Furniture purchase for staff expansion (Approved May 2010)		\$46,954
2010-11 Purchases to be made with ARRA funds		\$10,028
New Building Fund		\$750,000
Reserved for Prepaid Expenses		\$0
Reserved for Encumbrances - Building Lease & Maintenance Fee Obligations		\$484,321
<b>Total Designated Fund Balances</b>		<b>\$2,077,084</b>
<b><u>Undesignated Fund Balance at 2/28/11</u></b>		<b>\$1,711,946</b>
 <b><u>PSERS STABILIZATION Funds as of 2/28/11</u></b>		 <b>\$162,369</b>

## **FINANCE**

### **PROPOSED BUDGET FOR THE 2011-12 SCHOOL YEAR – FIRST READING**

The Board considered, in first reading, the Proposed Annual Budget for the 2011-12 School Year. No action was necessary at this time.

### **COMPREHENSIVE FUND BALANCE POLICY – FIRST READING**

The Board considered, in First Reading, the Comprehensive Fund Balance Policy. No action was necessary at this time.

### **BANK APPROVAL**

Christopher McGinley moved to table the action to approve the use of DNB First as the primary banking institution used by 21CCCS. Lawrence O'shea seconded the motion, which was approved. Voting: Aye-9, Nay-0, Absent-4  
Joseph O'Brien abstained from the vote.

## **OLD BUSINESS**

### **2011-12 SCHOOL YEAR CALENDAR**

Kathryn Emmel moved to approve the 21<sup>st</sup> Century Cyber Charter School Calendar for the 2011-12 School Year. Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

## **NEW BUSINESS**

### **STUDENT IMMUNIZATION POLICY REVISION – FIRST READING**

The Board considered, in First Reading, the Student Immunization Policy Revision. No action was necessary at this time.

### **WELLNESS POLICY REVISION – FIRST READING**

The Board considered, in First Reading, the Wellness Policy Revision. No action was necessary at this time.

### **AUTHORIZATION TO MAKE ADMINISTRATIVE DECISIONS**

Joseph O'Brien moved to authorize the Director to pay such bills, employ such personnel, and take such actions, as are necessary to provide for the orderly operation of the 21<sup>st</sup> Century Cyber Charter School between board meetings. Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

### **CONFERENCE REQUEST**

Kathryn Emmel moved to approve the attendance of staff and board members to the Virtual School Symposium in Indianapolis, IN from November 9-11, 2011 with expenses not to exceed \$10,000. Mark Klein seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

### **ANTI-BULLYING POLICY REVISION**

Merle Horowitz moved to approve the revision of the Anti-Bullying Policy. Christopher McGinley seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

### **2011-12 STUDENT AND PARENT HANDBOOK**

Kathryn Emmel moved to approve the 2011-12 Student and Parent Handbook. Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

## 2011-12 BOARD MEETING DATES AND LOCATIONS

Christopher McGinley moved to approve the following dates and locations for the 21<sup>st</sup> Century Cyber Charter School Board Meetings for the 2011-12 School Year.

September 27, 2011	21CCCS - Exton, PA
November 22, 2011	PaTTAN - King of Prussia, PA
January 24, 2012	21CCCS - Exton, PA
March 27, 2012	PaTTAN - King of Prussia, PA
May 22, 2012	21CCCS - Exton, PA
July TBD	TBD

Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

## PERSONNEL

### APPROVAL OF ADDITIONS AND MODIFICATIONS OF POSITIONS – **FIRST READING**

The Board considered, in First Reading, the following additions and modifications of positions to be in effect starting the 2011-12 school year, at salaries in accordance with the procedures of the 21<sup>st</sup> Century Cyber Charter School Project Staff or the Administrative Compensation Plan:

#### Modifications:

Curriculum Coordinator (1FTE) to Middle School Principal/Curriculum Coordinator (1 FTE)

#### Additions:

Special Education Teacher (2 FTE)  
Special Education Supervisor (1 FTE)  
Teaching Assistants (2 FTE)

No action was necessary at this time.

## STIPENDS

Lawrence O'Shea moved to approve the following stipends:

#### Fieldtrip Coordinator

Annual compensation not to exceed \$3,564.

#### Drama Club Coordinator

Annual compensation not to exceed \$1,188.

Merle Horowitz seconded the motion, which was approved. Voting: Aye-9, Nay-0, Absent-4

Christopher McGinley was not present for the time of the vote.

APPROVAL OF PERSONNEL ACTIONS

Francis Barnes moved to approve the routine terminations/resignations/retirements, nominations, and changes in status of the 21<sup>st</sup> Century Cyber School staff as follows:

**Nominations**

Professional Staff

Anthony Herman

English Teacher

Effective: February 14, 2011

Reason: New Position

Relationship: None

Salary: \$51,757

Jodi Grobman

Math Teacher

Effective: March 28, 2011

Reason: New Position

Relationship: None

Salary: \$51,656

William Egan

Online Technology Developer

Effective: March 7, 2011

Reason: Open Position

Relationship: None

Salary: \$61,683

Courtney Calio

Copy Editor

Effective: May 23, 2011

Reason: Open Position

Relationship: None

Salary: \$60,037

George Steinhoff seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5

Christopher McGinley and Joseph O'Brien were not present at the time of the vote.

FORM 990

Board Members were provided the Form 990, Return of Organization Exempt From Income Tax, for review as per form guidelines.

**BOARD MEMBER COMMENT**

**PUBLIC COMMENT**

**EXECUTIVE SESSION ANNOUNCEMENT**

THE NEXT MEETING IS SCHEDULED TO BE HELD ON MAY 24, 2011, 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**

Joseph O'Brien moved to adjourn the meeting. Kathryn Emmel seconded the motion, which was approved. Voting: Aye-9, Nay-0, Absent-4  
Christopher McGinley was not present at the time of the vote.

The meeting adjourned at 2:18pm.