

21ST CENTURY CYBER CHARTER SCHOOL
Board of Trustees Meeting
805 Springdale Drive
Exton, PA 19341

May 24, 2011
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 1:48pm.

Board Members in attendance were:

Barry Galasso	Bucks County IU
Mark Klein	Council Rock SD
Joseph O'Brien, VICE CHAIRPERSON	Chester County IU
Thomas Newcome, CHAIRPERSON	Octorara Area SD
Raymond Fischer	Oxford Area SD
Lawrence O'Shea	Delaware County IU
Merle Horowitz	Marple Newtown SD
Jerry Shiveley	Montgomery County IU
Christopher McGinley	Lower Merion SD
Kathryn Emmel	Parent Representative
Francis Barnes	Palisades SD

Francis Barnes was present for the Executive Session only.

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
Kylene Ball	Non-Member, 21CCCS Dean of Students

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES – MARCH 22, 2011 BOARD MEETING

Barry Galasso moved to approve the minutes of the March 22, 2011 Board Meeting. Merle Horowitz 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

Contingency Plan for Funding Reduction
Hay Evaluation Surveys
Unreturned Equipment Invoices

SCHOOL OPERATIONS

PSSA Administration Results
College Board AP Reader
Updated Summer School Offerings
Student Achievements
Field Trip/Social Event

CURRICULUM

Math Improvement Plan - Middle School Math Praxis
Classroom Diagnostic Tool
Algebra I Keystone Exam

SPECIAL SERVICES

Special Education Count

STUDENT SUPPORT

Enrollment Profile
2011-12 School Year Enrollment
Withdraw Profile
Recruitment and Marketing
NetTrekker
Summer Computer Returns
BVA Enrollments

CONSENT AGENDA

Christopher McGinley moved to approve the following consent agenda items:

Finance, B	Treasurer's Report
Finance, C	Expenditure Report
Finance, D	Budget Revision for the 2010-11 School Year
New Business, E	Approval of Contracts
New Business, F	July 2011 Board Meeting

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

**21st Century Cyber Charter School
Financial Statements as of APRIL 30, 2011
(Unaudited Results)**

Audited Fund Balance at June 30, 2010

\$2,436,489

	Approved 2010-11 Budget	Revised 2010-11 Budget (updated 5/18/11)	APRIL 2011 YTD Results
Revenue:			
Revenue from Other LEAs	\$ 7,129,310	\$ 7,160,770	\$ 6,306,469
Revenue - IDEA/ARRA	48,412	48,816	42,443
Summer School Tuition	75,000	55,958	55,958
Revenue - Health Services	9,240	8,200	-
Miscellaneous Revenue	20,853	14,575	12,131
State Share Social Security	117,896	113,063	71,340
State Share Retirement	130,680	84,031	59,249
YTD Revenue	\$ 7,531,391	\$ 7,485,413	\$ 6,547,590
Total Funds Available			<u>\$ 8,984,079</u>
Expenditures:			
100 Salaries	\$ 3,110,832	\$ 2,977,696	\$ 2,169,175
200 Employee Benefits	1,415,168	1,408,349	942,180
300 Purchased Professional Services			
322 Professional Educational Ser	69,375	25,400	25,195
324 Employee Training and Confe	6,000	7,950	5,652
329 Professional Services Consul	113,611	129,700	91,499
330 Other Professional Services	111,050	73,313	42,988
340 Technical Services	40,000	21,828	19,718
350 Safety and Security Services	3,990	1,980	1,610
390 Professional Contract Service	243,824	185,010	130,946
400 Purchased Property Services			
410 Janitorial Services	21,000	15,523	12,496
430 Repairs & Maintenance	81,980	87,917	77,506
440 Rentals	51,200	60,643	45,849
441 Rental - Land and Building	132,000	129,000	118,447
460 Exterminating Services	2,220	1,800	1,356
500 Other Purchased Services			
513 Contracted Carriers	7,000	7,000	6,807
523 Insurance	26,250	26,500	24,063
530 Postage	97,189	166,571	88,268
531 Telephone	40,500	30,894	28,783
538 ISP	226,000	129,308	87,908
540 Advertising	125,000	142,500	85,835
550 Printing and Binding	12,000	21,150	16,352
560 Tuition	8,000	50,375	43,580
580 Travel	18,999	48,847	34,538
600 Supplies			
610 Supplies	102,699	182,682	120,677
618 Administrative Software	13,260	13,950	13,173
620 Energy	25,000	22,470	14,071
640 Books & Periodicals	110,001	154,920	133,289
648 Educational Software & Licer	244,200	199,599	190,077
700 Equipment			
750 Equipment	-	88,394	87,664
757 Computers	663,800	650,304	431,989
800 Other Objects			
810 Dues and Fees	6,664	8,040	6,818
840 Contingency	80,000	-	-
890 Miscellaneous Expenses	18,602	16,608	11,236
CCIU - Admin Fee	289,097	275,249	204,390
YTD Expenditures	\$ 7,516,511	\$ 7,361,470	\$ 5,314,135
Net Revenue/(Expenditures)	\$ 14,880	\$ 123,943	\$ 1,233,455

Total Fund Balance 4/30/11

\$ 3,669,944

**21st Century Cyber Charter School
Financial Statements as of APRIL 30, 2011
(Unaudited Results)**

Audited Fund Balance at June 30, 2010	<u><u>\$2,436,489</u></u>
Unaudited Excess Revenue over Expenditures 7/01/10 - 4/30/11	\$ 1,233,455
Unaudited Total Fund Balance at 4/30/11	<u><u>\$3,669,944</u></u>
<u>Designated Fund Balances:</u>	
New Initiatives Fund	\$223,166
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)	\$45,339
2010-11 Purchases to be made with ARRA funds	\$5,237
New Building Fund	\$750,000
Reserved for Prepaid Expenses	\$0
Reserved for Encumbrances - Building Lease & Maintenance Fee Obligations	\$468,654
Total Designated Fund Balances	<u><u>\$2,054,396</u></u>
Undesignated Fund Balance at 4/30/11	<u><u>\$1,615,548</u></u>
 <u>PSERS STABILIZATION Funds as of 4/30/11</u>	 <u><u>\$199,426</u></u>

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

	Approved 2010-11 Budget	Revised 2010-11 Budget (updated 5/18/11)
Revenue:		
Revenue from Other LEAs	\$ 7,129,310	\$ 7,160,770
Revenue - IDEA/ARRA	48,412	48,816
Summer School Tuition	75,000	55,958
Revenue - Health Services	9,240	8,200
Miscellaneous Revenue	20,853	14,575
State Share Social Security	117,896	113,063
State Share Retirement	130,680	84,031
YTD Revenue	\$ 7,531,391	\$ 7,485,413
Total Funds Available		
Expenditures:		
100 Salaries	\$ 3,110,832	\$ 2,977,696
200 Employee Benefits	1,415,168	1,408,349
300 Purchased Professional Services		
322 Professional Educational Services - IUs	69,375	25,400
324 Employee Training and Conferences	6,000	7,950
329 Professional Services Consultants	113,611	129,700
330 Other Professional Services	111,050	73,313
340 Technical Services	40,000	21,828
350 Safety and Security Services	3,990	1,980
390 Professional Contract Services	243,824	185,010
400 Purchased Property Services		
410 Janitorial Services	21,000	15,523
430 Repairs & Maintenance	81,980	87,917
440 Rentals	51,200	60,643
441 Rental - Land and Building	132,000	129,000
460 Exterminating Services	2,220	1,800
500 Other Purchased Services		
513 Contracted Carriers	7,000	7,000
523 Insurance	26,250	26,500
530 Postage	97,189	166,571
531 Telephone	40,500	30,894
538 ISP	226,000	129,308
540 Advertising	125,000	142,500
550 Printing and Binding	12,000	21,150
560 Tuition	8,000	50,375
580 Travel	18,999	48,847
600 Supplies		
610 Supplies	102,699	182,682
618 Administrative Software	13,260	13,950
620 Energy	25,000	22,470
640 Books & Periodicals	110,001	154,920
648 Educational Software & Licenses	244,200	199,599
700 Equipment		
750 Equipment	-	88,394
757 Computers	663,800	650,304
800 Other Objects		
810 Dues and Fees	6,664	8,040
840 Contingency	80,000	-
890 Miscellaneous Expenses	18,602	16,608
CCIU - Admin Fee	289,097	275,249
YTD Expenditures	\$ 7,516,511	\$ 7,361,470
Net Revenue/(Expenditures)	\$ 14,880	\$ 123,943
Beginning Fund Balance	\$ 1,412,338	\$ 2,436,489
Projected Ending Fund Balance	\$ 1,427,218	\$ 2,560,432

FINANCE

FUND BALANCE CLASSIFICATIONS

Joseph O'Brien moved to approve the following fund balance classifications for June 30, 2011:

- Building Fund
- Capital Equipment/Software/Furniture
- Curriculum Development
- New Initiatives
- Program Stabilization
- PSERS Stabilization

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

OLD BUSINESS

PROPOSED BUDGET FOR THE 2011-12 SCHOOL YEAR

Lawrence O'Shea moved to approve the Proposed Annual Budget for the 2011-12 School Year. Christopher McGinley seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

**21st Century Cyber Charter School
Proposed Budget 2011-12**

	Revised 2010-11 Budget (updated 5/18/11)	Proposed 2011-12 Budget
Revenue:		
Revenue from Other LEAs	\$ 7,160,770	\$ 8,582,484
Revenue - IDEA/ARRA	48,816	29,617
Summer School Tuition	55,958	62,523
Revenue - Health Services	8,200	8,200
Miscellaneous Revenue	14,575	17,000
State Share Social Security	113,063	155,115
State Share Retirement	84,031	216,023
YTD Revenue	\$ 7,485,413	\$ 9,070,962
Total Funds Available		
Expenditures:		
100 Salaries	\$ 2,977,696	\$ 4,078,725
200 Employee Benefits	1,408,349	1,970,223
300 Purchased Professional Services		
322 Professional Educational Services - IUs	25,400	8,700
324 Employee Training and Conferences	7,950	7,550
329 Professional Services Consultants	129,700	85,000
330 Other Professional Services	73,313	105,820
340 Technical Services	21,828	17,400
350 Safety and Security Services	1,980	2,200
390 Professional Contract Services	185,010	190,016
400 Purchased Property Services		
410 Janitorial Services	15,523	17,100
430 Repairs & Maintenance	87,917	98,335
440 Rentals	60,643	68,774
441 Rental - Land and Building	129,000	214,300
460 Exterminating Services	1,800	2,000
500 Other Purchased Services		
513 Contracted Carriers	7,000	8,400
523 Insurance	26,500	25,200
530 Postage	166,571	181,115
531 Telephone	30,894	33,070
538 ISP	129,308	153,100
540 Advertising	142,500	177,800
550 Printing and Binding	21,150	22,350
560 Tuition	50,375	53,520
580 Travel	48,847	73,749
600 Supplies		
610 Supplies	182,682	175,114
618 Administrative Software	13,950	14,750
620 Energy	22,470	24,640
640 Books & Periodicals	154,920	124,100
648 Educational Software & Licenses	199,599	140,390
700 Equipment		
750 Equipment	88,394	180,000
757 Computers	650,304	440,000
800 Other Objects		
810 Dues and Fees	8,040	9,420
840 Contingency	-	-
890 Miscellaneous Expenses	16,608	19,218
CCIU - Admin Fee	275,249	348,883
YTD Expenditures	\$ 7,361,470	\$ 9,070,962
Net Revenue/(Expenditures)	\$ 123,943	\$ -
Audited Fund Balance June 30, 2010	\$ 2,436,489	\$ 2,560,432
Projected Fund Balance June 30, 2011	\$ 2,560,432	\$ 2,560,432

COMPREHENSIVE FUND BALANCE POLICY

Barry Galasso moved to approve the proposed Comprehensive Fund Balance Policy. Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

BANK APPROVAL

Jerry Shiveley moved to approve the use of DNB First as the primary banking institution used by 21CCCS and approve the Director/CEO to authorize the opening of necessary accounts and the transfer of 21CCCS cash balances from the Chester County Intermediate Unit accounts within 30 days of activation of the accounts. Lawrence O'Shea seconded the motion, which was approved. Voting: Aye-9, Nay-0, Absent-3, Abstain-1 Joseph O'Brien abstained from the vote.

STUDENT IMMUNIZATION POLICY REVISION

Barry Galasso moved to approve the Student Immunization Policy Revision. Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

APPROVAL OF ADDITIONS AND MODIFICATIONS OF POSITIONS

Kathryn Emmel moved to approve 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 21st Century Cyber Charter School Project Staff or the Administrative Compensation Plan:

Modifications

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

Additions

Special Education Teachers (2 FTE)

Special Education Supervisor (1 FTE) – Current .6 FTE Contracted Services

Teaching Assistants (2 FTE)

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

NEW BUSINESS

SHORT-TERM OFFICE SPACE LEASE

Jerry Shiveley moved to approve the short-term office space lease for 782 Springdale Drive, Exton, PA 19341. Kathryn Emmel seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

OFFICE SPACE LEASE CONTRACT AND PURCHASE AUTHORIZATION

Kathryn Emmel moved to authorize the Director/CEO to approve the procurement of necessary contracts and purchases that will be incurred for the initial setup of the additional office space not to exceed \$76,656. Christopher McGinley seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

CCIU CONTRACTS

Merle Horowitz moved to approve the following contracts with the CCIU:

Moodle Design

Moodle Design Services from April 25, 2011 to June 30, 2012 not to exceed \$6,000.

Textbook Handling

Textbook Handling from January 2011 until July 2012 not to exceed \$56,227 as defined in the agreement.

Kathryn Emmel seconded the motion, which was approved. Voting: Aye-5, Nay-4, Absent-3, Abstain-1 Joseph O'Brien Abstained from the vote
Nay Votes: Mark Klein, Barry Galasso, Jerry Shiveley, Lawrence O'Shea

The request was made to Director, Jon Marsh, to give all member Intermediate Units the opportunity to provide proposals for needed services as they arise. The default of using the CCIU only has to end.

SCHOOL IMPROVEMENT PLAN

Barry Galasso moved to approve the proposed School Improvement Plan, effective July 1, 2011- June 30, 2013. Jerry Shiveley seconded the motion, which was approved.
Voting: Aye-10, Nay-0, Absent-3

PERSONNEL

APPROVAL OF PERSONNEL ACTIONS

Jerry Shiveley 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 Staff

Aaron Schnittman

Art Teacher

Effective: August 19, 2011

Reason: Resignation

Stephanie Payzant

Math Teacher

Effective: August 19, 2011

Reason: Resignation

Rebekah McCullough

English Teacher

Effective: August 19, 2011

Reason: Resignation

Nominations

Professional Staff

Karen Eason

School Nurse

Effective: April 20, 2011

Reason: Fill Vacancy

Relationship: None

Heather Messenger

Guidance Counselor Long-Term Substitute

Effective: May 2, 2011

Reason: FMLA

Relationship: None

Jessica Duval
Marketing/Recruitment Specialist
Effective: April 18, 2011
Reason: Fill Vacancy
Relationship: None

Non-Professional Staff
Joseph Sobotka
Technology Support Specialist
Effective: May 11, 2011
Reason: Fill Vacancy
Relationship: None

Changes in Status
Carly Fives
Effective: June 14, 2011
Reason: From 260 days to 195 days
Relationship: None

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

SUMMER TEACHER DAYS

Kathryn Emmel moved to approve 25 Summer Teacher Days for the 2011-12 school year at a per diem rate. Merle Horowitz seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

DIRECTOR/CEO CONTRACT RENEWAL

Kathryn Emmel moved to approve the Contract Renewal for Jon Marsh, Director/CEO, subject to solicitor review. Lawrence O'Shea seconded the motion, which was approved. Voting: Aye-9, Nay-0, Absent-3, Abstain-1 Jerry Shiveley abstained from the vote

BOARD MEMBER COMMENT

PUBLIC COMMENT

EXECUTIVE SESSION ANNOUNCEMENT

THE NEXT MEETING IS SCHEDULED TO BE HELD ON SEPTEMBER 27, 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

Merle Horowitz moved to adjourn the meeting. Jerry Shiveley seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-3

The meeting adjourned at 2:23pm.