

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

September 27, 2011  
Minutes

**CALL TO ORDER – ROLL CALL**

The meeting of the 21<sup>st</sup> Century Cyber Charter School was held at the 21CCCS, 805 Springdale Drive, Exton, PA 19341. Thomas Newcome called the meeting to order at 1:10pm.

Board Members in attendance were:

Lisa Andrejko	Quakertown Community SD
Joseph O'Brien, VICE CHAIRPERSON	Chester County IU
Thomas Newcome, CHAIRPERSON	Octorara Area SD
Raymond Fischer	Oxford Area SD
Merle Horowitz	Marple Newtown SD
Jerry Shiveley	Montgomery County IU
Clifford Rogers	Perkiomen Valley SD
Heidi Wood-Tucker	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
Mark Morford	Non-Member, Solicitor

## **PLEDGE OF ALLEGIANCE**

### **BOARD MEMBER RESIGNATIONS/RATIFICATIONS**

Jerry Shiveley moved to approve the Resignations and Ratifications of Board of Trustees Members as listed:

#### **Resignations:**

Francis Barnes, Palisades School District – Effective July 31, 2011  
Bucks County Seat 3 – Term: January 2010 – January 2013

Kathryn Emmel, Parent Representative – Effective June 8, 2011  
Parent Representative Seat – Term: January 2011 – January 2014

#### **Ratifications:**

Lisa Andrejko, Quakertown Community SD – Effective September 27, 2011  
Term: September 2011 – January 2013

Heidi Wood-Tucker, Parent Representative – Effective September 27, 2011  
Term: September 2011 – January 2014

Clifford Rogers seconded the motion, which was approved. Voting: Aye-6, Nay-0, Absent-5 Lisa Andrejko and Heidi Wood-Tucker were not yet voting members.

### **APPROVAL OF THE MINUTES – MAY 24, 2011 BOARD MEETING**

Merle Horowitz moved to approve the minutes of the May 24, 2011 Board Meeting. Joseph O'Brien seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5

### **PRESENTATIONS AND REPORTS**

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

#### **ADMINISTRATION**

Meeting with PA Secretary of Education Tomalis  
School District Facility Inquiry  
Short-Term Office Space  
Annual Report  
FICA Reimbursement Elimination  
2010-11 Board Goals - Update  
2010-11 School Year Audit – Herbein & Company, Inc.

#### **SCHOOL OPERATIONS**

Opening of School  
Summer School  
AYP Success  
Math Initiative  
Response to Intervention and Instruction (RTII)  
Tutoring Results  
Extended Teacher Hours – 8:00am-8:00pm  
Parent Outreach  
Student Achievements  
Field Trip

#### **CURRICULUM**

Online Textbooks  
Course Development  
Instructional Technology

SPECIAL SERVICES  
Special Education Count  
English Language Learners  
Special Education Enrollment

STUDENT SUPPORT  
Printer Gift Cards  
SIS Staff Ticket System  
School Startup Technical Issues

RECRUITMENT AND MARKETING  
Enrollment Profile  
2011-12 School Year Enrollment Update  
November Enrollment  
Head of Class Student Profile – Central Penn Parent Magazine  
Facebook  
“Back to School” Live Illuminates

**CONSENT AGENDA**

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

Finance, D	Treasurer's Report
Finance, E	Expenditure Report
New Business, C	Approval of Contracts

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

**21st Century Cyber Charter School**  
**Financial Statements as of AUGUST 31, 2011**  
(Unaudited Results)

Unaudited Fund Balance at June 30, 2011

\$2,840,426

		<b>Approved 2011-12 Budget</b>	<b>AUGUST 2011 YTD Results</b>
Revenue:			
	Revenue from Other LEAs	\$ 8,582,484	\$ 1,487
	Revenue - IDEA/ARRA	29,617	-
	Summer School Tuition	62,523	68,758
	Revenue - Health Services	8,200	-
	Miscellaneous Revenue	17,000	4,144
	State Share Social Security	155,115	-
	State Share Retirement	216,023	6,041
	Interest	1,825	1,825
	<b>YTD Revenue</b>	<b>\$ 9,070,962</b>	<b>\$ 82,255</b>
	<b>Total Funds Available</b>		<b>\$ 2,922,681</b>
Expenditures:			
100	Salaries	\$ 4,078,725	\$ 312,814
200	Employee Benefits	1,970,223	125,089
300	Purchased Professional Services		
	322 Professional Educational Services - IUs	8,700	-
	324 Employee Training and Conferences	7,550	-
	329 Professional Services Consultants	85,000	-
	330 Other Professional Services	105,820	1,569
	340 Technical Services	17,400	330
	350 Safety and Security Services	2,200	370
	390 Professional Contract Services	190,016	6,561
400	Purchased Property Services		
	410 Janitorial Services	17,100	1,491
	430 Repairs & Maintenance	98,335	15,896
	440 Rentals	68,774	5,700
	441 Rental - Land and Building	214,300	39,254
	460 Exterminating Services	2,000	408
500	Other Purchased Services		
	513 Contracted Carriers	8,400	-
	523 Insurance	25,200	6,699
	530 Postage	181,115	25,567
	531 Telephone	33,070	3,863
	538 ISP	153,100	5,505
	540 Advertising	177,800	10,080
	550 Printing and Binding	22,350	-
	560 Tuition	53,520	22,110
	580 Travel	73,749	104
600	Supplies		
	610 Supplies	175,114	12,311
	618 Administrative Software	14,750	45
	620 Energy	24,640	2,144
	640 Books & Periodicals	124,100	64,531
	650 Educational Software & Licenses	140,390	4,392
700	Equipment		
	750 Equipment	180,000	97,686
	757 Computers	440,000	200,802
800	Other Objects		
	810 Dues and Fees	9,420	3,684
	840 Contingency		-
	890 Miscellaneous Expenses	19,218	663
	CCIU - Admin Fee	348,883	38,787
	<b>YTD Expenditures</b>	<b>\$ 9,070,962</b>	<b>\$ 1,008,455</b>
	<b>Net Revenue/(Expenditures)</b>	<b>\$ -</b>	<b>\$ (926,200)</b>
	<b>Total Fund Balance 8/31/11</b>		<b>\$ 1,914,226</b>

**21st Century Cyber Charter School  
Financial Statements as of AUGUST 31, 2011  
(Unaudited Results)**

Unaudited Fund Balance at June 30, 2011	<b>\$2,840,426</b>
Unaudited Net Expenditures 7/01/11 - 8/31/11	<b>(\$926,200)</b>
Unaudited Total Fund Balance at 8/31/11	<b>\$1,914,226</b>
Fund Balance Breakdown:	
<b>NON-SPENDABLE FUNDS:</b>	
Prepaid Expenses	\$10,558
<b>RESTRICTED FUNDS:</b>	
Lease Commitments	\$529,722
<b>UNRESTRICTED FUNDS:</b>	
<b>Committed Fund Balances</b>	
Building Fund	\$750,000
Capital Equipment/Software/Furniture	\$55,781
Curriculum Development	\$75,000
New Initiatives Fund	\$150,000
Program Stabilization Fund	\$950,000
<b>Total Committed Fund Balances</b>	<b>\$1,980,781</b>
<b>Assigned Fund Balances</b>	
Encumbrances	\$304,776
<b>Unassigned Fund Balances</b>	(\$911,611)
 <b>UNAUDITED TOTAL FUND BALANCE AS OF 8/31/11</b>	 <b>\$1,914,226</b>
 <b>PSERS STABILIZATION Funds as of 8/31/11</b>	 <b>\$251,737</b>

## FINANCE

### COMMITTED FUND BALANCE ADJUSTMENTS

Merle Horowitz moved to approve the following adjustments to the committed fund balances at the amounts listed below as of June 30, 2011.

	<b>Proposed Transfer +/-</b>	<b>Fund Total After Adjustment</b>
Capital Equipment Fund	\$54,660.64	\$100,000.00
Curriculum	\$13,000.00	\$75,000.00
Development Fund		
New Initiatives Fund	(\$72,483.15)	\$150,000.00
Program Stabilization Fund	\$450,000.00	\$950,000.00

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

### BRANDYWINE VIRTUAL ACADEMY RATES

Lisa Andrejko moved to approve the revision of fees for services purchased by the Brandywine Virtual Academy for the 2011-12 School Year, effective September 1, 2011. Heidi Wood-Tucker seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-5 Joseph O'Brien abstained from voting.

<b><u>Service</u></b>	<b><u>Cost</u></b>	<b><u>Last Year</u></b>
Full-Credit (1.0) Class	\$451	\$504
Half-Credit (0.5) Class	\$248	\$281
Quarter-Credit (.25) Class	\$136	\$155
Full-Credit (1.0) Independent	\$248	\$277
Half-Credit (0.5) Independent	\$136	\$155
Quarter-Credit (.25) Independent	\$75	\$85
Full-Credit (1.0) Credit Recovery	\$248	\$266
Half-Credit (0.5) Credit Recovery	\$136	\$146
Monthly Rental of Computer Hardware	Computer Cost / 36 months * 25% + Shipping	Same
Rental of Other Hardware	Hardware Cost /18 months * 25% + Shipping	Same
Daily Consulting Rate	\$1,000 plus expenses	Same
Administration of PSSA Testing	\$41	Same
Shipping Cost	\$10 flat rate (UPS, FedEx, etc.)	Same
Staff Services	\$0 if CCIU carrier is used Actual Cost Hourly Rate	New

## ELLUMINATE PURCHASE

Lisa Andrejko moved to approve the purchase of additional Elluminate seats from Blackboard for the 2011-12 school year, not to exceed \$25,000 for 500 seats. Merle Horowitz seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5

## OLD BUSINESS

### WELLNESS POLICY

Raymond Fischer moved to approve the revised Wellness Policy. Lisa Andrejko seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5

## NEW BUSINESS

### 2011-12 BOARD GOALS

Merle Horowitz moved to approve the goals for the 2011-12 school year as amended:

Goal #1 Develop and implement a more comprehensive Student Record protocol including management, maintenance, security, dissemination of student information, access, and storage.

Goal #2 Secure a suitable facility that meets the needs of 21CCCS as defined in the facility planning meetings that will ensure space for growth, can provide a ten-year lease/solution, and is most fiscally responsible for 21CCCS.

Goal #3 Research and recommend available options to replace the current virtual classroom/web conferencing software used by 21CCCS.

Goal #4 Analyze student attrition rates from 2008 through 2011, develop and implement a plan to decrease attrition rates by 10% during the 2012-13 school year.

Goal #5 Complete Year Two of the mobile initiative.

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

Lisa Andrejko made the request for a sixth goal to be added regarding ways to benefit member school districts financially. This request is being researched and will be brought to the November 22, 2011 Board Meeting.

## PROJECT STAFF COMPENSATION PLAN HANDBOOK REVISION

Joseph O'Brien moved to approve the addition to the Project Staff Compensation Plan Handbook, Employee Status section as follows (addition italicized):

Staff members of the 21<sup>st</sup> Century Cyber Charter School may be hired full-time or part-time. Staff members in federal, state or locally funded projects, will be hired for no longer than the term of the project.

Full-time employees shall be those who work a minimum of five (5) days per week, thirty-seven and one half (37.5) hours per week, and one hundred ninety-five (195) days per year. Any staff member working fewer hours shall be considered a part-time employee.

*New hires will be considered provisional employees for the first 90 days of employment; after the first 90 days a new employee will receive a performance evaluation, an unsatisfactory in any one category will lead to termination.*

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

## **PERSONNEL**

### **APPROVAL OF PERSONNEL ACTIONS**

Joseph O'Brien 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:

#### **Terminations/Resignations/Retirements**

##### Professional Staff

Andrew Coonradt

Social Studies Teacher

Effective: July 19, 2011

Reason: Resignation

##### Non-Professional Staff

Joseph Sobotka

Technology Support Specialist

Effective: June 20, 2011

Reason: Termination

#### **Nominations**

##### Professional Staff

James Flynn

Art Teacher

Effective: August 16, 2011

Reason: Fill Vacancy

Relationship: None

Michael Winterode

Social Studies / Special Education Teacher

Effective: August 16, 2011

Reason: Fill Vacancy / New Position

Relationship: None

Kimberly Santucci

English / Special Education Teacher

Effective: August 16, 2011

Reason: Fill Vacancy / New Position

Relationship: None

##### Non-Professional Staff

Joseph Michener

Teaching Assistant

Effective: August 29, 2011

Reason: Fill Vacancy

Relationship: Brother of Courtney Calio (ISD Editor)

Mark Benson

Teaching Assistant

Effective: August 29, 2011

Reason: Fill Vacancy

Relationship: None



Judith Lion  
Teaching Assistant  
Effective: September 26, 2011  
Reason: Fill Vacancy  
Relationship: None

**Changes in Status**

**Professional Staff**

Mark Benson  
Social Studies Teacher  
Effective: September 12, 2011  
Reason: From T/A to Social Studies Teacher - Fill Vacancy  
Relationship: None

Kylene Ball  
Middle School Principal / Curriculum Coordinator  
Effective: July 1, 2011  
Reason: From Dean of Students to MS Principal / Curr Coord - Fill Vacancy  
Relationship: None

Carly Fives  
Special Services Coordinator  
Effective: July 1, 2011  
Reason: From 260 days to 195 days, Original approval effective June 14, 2011  
Relationship: None

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

**HAY POINT ADJUSTMENT**

Merle Horowitz moved to approve the change in Hay Points and the associated salary adjustment for the following staff member retroactive to the beginning of the 2011-12 School Year to reflect the attainment of a Masters degree.

From:	To:	
Coleen Derleth	342 pts (Bachelors w/Cert)	382 pts (Masters w/Cert)

Joseph O'Brien seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5

**BOARD MEMBER COMMENT**

**PUBLIC COMMENT**

**EXECUTIVE SESSION ANNOUNCEMENT**

THE NEXT MEETING IS SCHEDULED TO BE HELD ON NOVEMBER 22, 2011, AT THE PATTAN CENTER, 200 ANDERSON ROAD, KING OF PRUSSIA, PA 19406

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

**ADJOURNMENT**

Next Meeting: November 22, 2011

**EXECUTIVE SESSION: NOVEMBER 22, 2011**

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

Joseph O'Brien moved to adjourn the meeting. Clifford Rogers seconded the motion, which was approved. Voting: Aye-8, Nay-0, Absent-5

The meeting adjourned at 2:13pm.



POLICY #: 239  
SECTION: Pupils  
TITLE: Wellness Policy - Draft  
ADOPTED: January 25, 2005  
REVISED: September 27, 2011

The Board of Trustees ("Board") of the 21<sup>st</sup> Century Cyber Charter School ("21CCCS"), in combination with students, parents, administrators, faculty and staff, is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating habits and physical activity. As a means to fostering such a school environment, the Board of the 21CCCS sets forth the following goals and adopts the following Wellness Policy on Physical Activity and Nutrition.

#### Meals

- Any foods and/or beverages provided by 21CCCS at any 21CCCS sponsored or 21CCCS related events, to the extent practicable, meet or exceed the minimum nutrition requirements.
- Any foods and/or beverages sold for the purpose of fundraising will to the extent practicable, meet or exceed the minimum nutrition requirements.
- For testing locations or during other 21CCCS sponsored activities, meal periods will be scheduled at reasonably appropriate times, and 21CCCS will provide students with a minimum of twenty (20) minutes to enjoy their meals.
- The 21CCCS will provide facilities for appropriate hygiene, such as hand-washing and brushing of teeth at 21CCCS sponsored activities or events.
- Students will be discouraged from sharing foods and/or beverages with others.
- The 21CCCS will not use foods or beverages for the purpose of rewarding students for academic achievement or good behavior; unless such a reward system is specifically identified in a student's Individualized Education Program. Likewise, the 21CCCS will not restrict or withhold foods or beverages for the purpose of disciplining or punishing students.

#### Nutrition Education

- Nutrition education will be developmentally appropriate, interactive, and will teach skills needed to adopt healthy eating behaviors.
- Faculty and staff that teach nutrition education will have appropriate training.
- Informational materials will be provided to students and families to encourage sharing of health and nutrition information, and to encourage healthy eating in the home.

### Physical Activity

- Students will be provided Physical Education courses that require physical activity.
- Students will be encouraged to participate in physical activity outside of the 21CCCS physical education courses.
- Organized physical activity will be offered and encouraged at selected school sponsored or school related events.
- To the extent practicable, the 21CCCS facilities will be made available to students, faculty, staff and the community for the purpose of offering physical activity and/or nutrition programs.
- Physical activity will not be used or withheld as punishment.

**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. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**

#### References:

*24 P.S. §14-1422.1; 22 Pa. Code § 12.41 and Child Nutrition WIC Reauthorization Act of 2004*