

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

May 22, 2012
Minutes

CALL TO ORDER – ROLL CALL

The meeting of the 21st Century Cyber Charter School was held at the 21CCCS in Exton, PA. Thomas Newcome called the meeting to order at 2:41PM.

Board Members in attendance were:

Barry Galasso	Bucks County IU
Lisa Andrejko	Quakertown Community 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
George Steinhoff	Penn-Delco SD
Jerry Shiveley	Montgomery County IU
Christopher McGinley	Lower Merion SD
Clifford Rogers	Perkiomen Valley SD
Deborah Fingerlow	Parent Representative
Heather Saboori	Parent Representative

Barry Galasso was not present until the Approval of Addition of New Positions.

Also in attendance were:

Jon Marsh	Non-Member, Director/CEO
Alan Slobojan	Non-Member, CCIU Supervisor
Lindi Steczak	Non-Member, Board Secretary
Judy Setar	Non-Member, Supervisor of Accounting
Lucinda Currie	Non-Member, Assistant Board Secretary
Sandra McCabe	Non-Member, Treasurer
Kevin McKenna	Non-Member, Solicitor

PLEDGE OF ALLEGIANCE

BOARD MEMBER RATIFICATIONS

Joseph O'Brien moved to approve the Ratifications of Board of Trustees Members as listed:

Ratifications:

Heather Saboori, Parent Representative – Effective: May 22, 2012

Term: May 2012 – January 2015

Deborah Fingerlow, Parent Representative – Effective: May 22, 2012

Term: May 2012 – January 2015

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

Motion Passed

OATH OF OFFICE

New Board Members Heather Saboori and Deborah Fingerlow took the Oath of Office given by solicitor Kevin McKenna.

APPROVAL OF THE MINUTES - MARCH 27, 2012 BOARD MEETING

Joseph O'Brien moved to approve the minutes of the March 27, 2012 Board Meeting. Lisa

Andrejko seconded the motion, which was approved. Voting: Aye-11, Nay-0, Absent-4

Motion Passed

PRESENTATIONS AND REPORTS

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

ADMINISTRATION

990 Return

Board Docs

Statement Of Financial Interest Forms

Shipping Request for Proposal

SCHOOL OPERATIONS

PSSA Administrator Results

PSSA Preparation Initiative

Field Trips and Events

Community Outreach - Family Community Center of Gap

Student Course Scheduling at PSSA Testing Sites

Student Achievement

CURRICULUM AND INSTRUCTION

Web Conferencing Software

RTII Update

CDT Usage- Year in Review

Moodle Capture 2.2

SPECIAL SERVICES

Special Education Count

Orton Gillingham

STUDENT SUPPORT

Enrollment Profile

Withdraw Report

2011-12 Withdraw Analysis

Summer Computer Returns

Students Enrolled to Date in BVA Courses

MARKETING AND RECRUITMENT

Open House Information

Marketing Initiatives

CONSENT AGENDA

Christopher McGinley moved to approve the following consent agenda items:

Finance, C

Treasurer's Report

Finance, D

Expenditure Report

New Business, C

Approval of Contracts

George Steinhoff seconded the motion, which was approved. Voting: Aye-11, Nay-0, Absent-4

Motion Passed

21st Century Cyber Charter School
Financial Statements as of APRIL 30, 2012
(Unaudited Results)

Audited Fund Balance at June 30, 2011			<u><u>\$2,833,135</u></u>
	Approved 2011-12 Budget	Revised 2011-12 Budget	APRIL 2012 YTD Results
Revenue:			
Revenue from Other LEAs	\$ 8,482,484	\$ 7,761,001	\$ 6,340,836
Partnership Revenue	\$ 100,000	\$ 486,424	\$ 343,777
Revenue - IDEA/ARRA	\$ 29,617	\$ 54,029	\$ 54,029
Summer School Tuition	62,523	68,758	68,758
Revenue - Health Services	8,200	10,232	-
Miscellaneous Revenue	17,000	53,655	46,171
State Share Social Security	155,115	-	-
State Share Retirement	216,023	150,379	104,581
Interest		7,800	6,840
YTD Revenue	\$ 9,070,962	\$ 8,592,278	\$ 6,964,992
Total Funds Available			<u><u>\$ 9,798,127</u></u>
Expenditures:			
100 Salaries	\$ 4,078,725	\$ 3,475,740	\$ 2,491,401
200 Employee Benefits	1,970,223	1,564,483	1,096,831
300 Purchased Professional Services			
322 Professional Educational Services - IUs	8,700	11,000	4,070
324 Employee Training and Conferences	7,550	5,015	2,175
329 Professional Services Consultants	85,000	25,044	45,455
330 Other Professional Services	105,820	232,120	172,025
340 Technical Services	17,400	33,100	17,942
350 Safety and Security Services	2,200	1,500	714
390 Professional Contract Services	190,016	214,901	171,210
400 Purchased Property Services			
410 Janitorial Services	17,100	8,500	6,975
430 Repairs & Maintenance	98,335	84,240	60,867
440 Rentals	68,774	35,350	29,329
441 Rental - Land and Building	214,300	182,041	176,162
460 Exterminating Services	2,000	1,560	1,383
500 Other Purchased Services			
513 Contracted Carriers	8,400	11,000	10,245
523 Insurance	25,200	41,307	38,814
530 Postage	181,115	184,095	96,670
531 Telephone	33,070	26,790	18,310
538 ISP	153,100	135,940	100,910
540 Advertising	177,800	176,499	84,615
550 Printing and Binding	22,350	17,500	1,146
560 Tuition	53,520	41,850	40,821
580 Travel	73,749	28,501	10,602
600 Supplies			
610 Supplies	175,114	129,132	95,591
618 Administrative Software	14,750	14,553	14,468
620 Energy	24,640	20,410	16,537
640 Books & Periodicals	124,100	102,427	96,655
650 Educational Software & Licenses	140,390	176,317	123,693
700 Equipment			
750 Equipment	180,000	109,400	101,586
757 Computers	440,000	622,669	575,934
800 Other Objects			
810 Dues and Fees	9,420	7,774	5,035
840 Contingency			-
890 Miscellaneous Expenses	19,218	40,812	14,221
CCIU - Admin Fee	348,883	310,463	228,896
YTD Expenditures	\$ 9,070,962	\$ 8,072,033	\$ 5,951,288
Net Revenue/(Expenditures)	\$ -	\$ 520,245	\$ 1,013,704
Total Fund Balance 4/30/12			<u><u>\$ 3,846,839</u></u>

**21st Century Cyber Charter School
Financial Statements as of APRIL 30, 2012
(Unaudited Results)**

Audited Fund Balance at June 30, 2011	\$2,833,135
Unaudited Net Expenditures 7/01/11 - 4/30/12	\$1,013,704
Unaudited Total Fund Balance at 4/30/12	\$3,846,839
 Fund Balance Breakdown:	
NON-SPENDABLE FUNDS:	
Prepaid Expenses	\$6,007
 UNRESTRICTED FUNDS:	
<u>Committed Fund Balances</u>	
Future Building Fund	\$750,000
Future Capital Equipment/Software/Furniture	\$55,781
Future Curriculum Development	\$12,000
Minimum Lease Obligations	\$367,063
New Initiatives Fund	\$150,000
Future Program Stabilization Fund	\$950,000
Total Committed Fund Balances	\$2,284,844
 <u>Assigned Fund Balances</u>	
Encumbrances	\$590,041
 <u>Unassigned Fund Balances</u>	
	\$965,947
 <u>UNAUDITED TOTAL FUND BALANCE AS OF 4/30/12</u>	\$3,846,839
 <u>PSERS Retirement Rate Increases Fund as of 4/30/12</u>	\$328,312

FINANCE

FUND BALANCE CLASSIFICATIONS

Lisa Andrejko moved to approve the following fund balance classifications as of June 30, 2012:

- Future Building Fund
- Future Capital Equipment/Software/Furniture
- Future Curriculum Development
- Minimum Lease Obligations
- New Initiatives Fund
- Future Program Stabilization Fund
- PSEERS Retirement Rate Increases

Lawrence O'Shea seconded the motion, which was approved. Voting: Aye-11, Nay-0, Absent-4

Motion Passed

CHESTER-UPLAND SCHOOL DISTRICT FUNDING

George Steinhoff moved to table the recommendation for a 10% reduction in the 2011-12 school year tuition rates for the Chester-Upland School District at the request of Pennsylvania Budget Secretary Zogby. Joseph O'Brien seconded the motion to table and it was approved. Voting: Aye-11, Nay-0, Absent-4

Motion Tabled

OLD BUSINESS

PROPOSED BUDGET FOR THE 2012-13 SCHOOL YEAR

Christopher McGinley moved to approve the Proposed Annual Budget for the 2012-13 School Year. Jerry Shiveley seconded the motion, which was approved.
Voting: Aye-11, Nay-0, Absent-4

Motion Passed

**21st Century Cyber Charter School
Proposed Budget 2012-13**

	Revised 2011-12 Budget	Proposed 2012-13 Budget
Revenue:		
Revenue from Other LEAs	\$ 7,761,001	\$ 8,916,123
Partnership Revenue	486,424	\$ 400,000
Revenue - IDEA/ARRA	54,029	54,029
Summer School Tuition	68,758	70,000
Revenue - Health Services	10,232	10,232
Miscellaneous Revenue	53,655	54,350
State Share Social Security	-	-
State Share Retirement	150,379	248,176
Interest	7,800	8,000
YTD Revenue	\$ 8,592,278	\$ 9,760,910
Total Funds Available		
Expenditures:		
100 Salaries	\$ 3,475,740	\$ 4,015,180
200 Employee Benefits	1,564,483	1,822,450
300 Purchased Professional Services		
322 Professional Educational Services - IUs	11,000	17,000
324 Employee Training and Conferences	5,015	9,865
329 Professional Services Consultants	25,044	-
330 Other Professional Services	232,120	355,576
340 Technical Services	33,100	22,500
350 Safety and Security Services	1,500	1,700
390 Professional Contract Services	214,901	217,877
400 Purchased Property Services		
410 Janitorial Services	8,500	10,400
430 Repairs & Maintenance	84,240	112,630
440 Rentals	35,350	64,637
441 Rental - Land and Building	182,041	223,527
460 Exterminating Services	1,560	1,700
500 Other Purchased Services		
513 Contracted Carriers	11,000	12,100
523 Insurance	41,307	42,320
530 Postage	184,095	206,312
531 Telephone	26,790	29,220
538 ISP	135,940	149,246
540 Advertising	176,499	221,106
550 Printing and Binding	17,500	11,280
560 Tuition	41,850	44,000
580 Travel	28,501	107,215
600 Supplies		
610 Supplies	129,132	173,485
618 Administrative Software	14,553	16,936
620 Energy	20,410	21,825
640 Books & Periodicals	102,427	133,220
650 Supplies & Fees - Technology Related	176,317	226,592
700 Equipment		
750 Equipment	109,400	22,600
757 Computers	622,669	630,000
800 Other Objects		
810 Dues and Fees	7,774	8,944
840 Contingency		
890 Miscellaneous Expenses	40,812	56,251
CCIU - Admin Fee	310,463	359,508
YTD Expenditures	\$ 8,072,033	\$ 9,347,202
Net Revenue/(Expenditures)	\$ 520,245	\$ 413,708
Audited Fund Balance June 30, 2011	\$ 2,833,135	\$ 3,353,380
Projected Fund Balance June 30, 2012	\$ 3,353,380	\$ 3,767,088

NEW BUSINESS

BOARD MEETING DATES - 2012-13 SCHOOL YEAR

Lisa Andrejko Recommend the Board approve the proposed board meeting dates for the 2012-13 school year:

<u>Proposed Dates</u>	<u>Location</u>
September 18, 2012	21CCCS
November 20, 2012	PaTTAN
January 15, 2013	21CCCS
March 19, 2013	PaTTAN
May 21, 2013	21CCCS

George Steinhoff seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-5

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

Motion Passed

BOARD MEETING CANCELLATION - JULY 2012

Clifford Rogers moved to approve the cancellation of the July 2012 Board Meeting. Lawrence O'Shea seconded the motion, which was approved. Voting: Aye-10, Nay-0, Absent-5

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

Motion Passed

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

Jessica Duval

Marketing & Recruitment Specialist

Effective: April 18, 2011 - May 1, 2012

Reason: Resignation

Carly Fives

Special Services Coordinator

Effective: October 1, 2001 - June 12, 2012

Reason: Resignation

Non-Professional

Dawn Kenworthy

Special Services Secretary/TA

Effective: April 24, 2006 - September 28, 2012

Reason: Retirement

Change In Status

Professional

Lauren Weidenmuller

Marketing & Recruitment Specialist

Effective: April 16, 2012

Reason: Fill Open Position (from T/A)

Relationship: None

Salary: \$45,715

Lucinda Robinson-Currie

PIMS Coordinator (.5 FTE) / Business Svcs Confidential Secretary (.5 FTE)

Effective: May 22, 2012

Reason: Fill Open Position (from Business Svcs Confidential Secretary 1 FTE)

Relationship: None

Salary: \$43,545

George Steinhoff seconded the motion, which was approved. Voting: Aye-11, Nay-0, Absent-4

Motion Passed

COMPENSATION PLAN

The proposed Compensation Plan received no motion therefor died due to the lack of a motion.

Motion Died

SUMMER TEACHER DAYS

Joseph O'Brien moved to approve 50 Summer Teacher Days for the 2012 summer at a per diem rate. Lisa Andrejko seconded the motion, which was approved. Voting: Aye-11, Nay-0, Absent-4

Motion Passed

APPROVAL OF ADDITION OF NEW POSITIONS

Jerry Shiveley moved to approve the following additions of new positions, at salaries in accordance with the procedures of the 21CCCS Project Staff Compensation Plan, to be funded out of the New Initiatives Fund:

Additions

Instructional Design and Technology Developer - 3 FTE

Joseph O'Brien seconded the motion, which was approved. Voting: Aye-10, Nay-1, Absent-4

Lisa Andrejko voted nay.

Motion Passed

BOARD MEMBER COMMENT

PUBLIC COMMENT

EXECUTIVE SESSION ANNOUNCEMENT

THE NEXT MEETING WILL BE HELD IN SEPTEMBER 2012, AT 21CCCS, 805 SPRINGDALE DRIVE, EXTON, PA 19341. THE EXACT DATE WILL BE POSTED FOLLOWING BOARD APPROVAL.

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

COMMITTEE ESTABLISHMENT

A committee was formed to support the new direction that was defined in the planning meeting. The topics of focus for the committee will be partnership services, satellite offices and the new administrative facility.

Committee Members:

Clifford Rogers - Chairperson

Thomas Newcome

Lawrence O'Shea

Heather Saboori

Jon Marsh

ADJOURNMENT

Lawrence O'Shea moved to adjourn the meeting. Joseph O'Brien seconded the motion, which was approved. Voting: Aye-11, Nay-0, Absent-4

Motion Passed and the meeting ended at 3:28PM.