



AGORA
CYBER CHARTER SCHOOL SM

powered by K¹²

Board of Trustees Meeting
July 23, 2013

- I. Preliminary
 - a. Call to Order: The meeting was called to order at 7:01pm
 - b. Roll Call: Board Members in attendance included Travis Gery (TG), Mary Steffey (MS), present by phone, Bonnie Harmon (BH), and Jim Stoltz, (JS), present by telephone
- II. Old Business
 - i. Minutes from last meeting were not distributed; table approval until next meeting.
- III. Public Comment

There were no public comments made to the Board.
- IV. New Business-Reports to the Board-MS requests that reports to the Board be made out of the regular order;
 - a. Student Handbook Amendments-presented by Kevin Corcoran (KC);
 - i. Section 504 Service Agreement-p. 13-wording change only-change from, "Service Plan" to, "Service Agreement"
 - ii. p.14-moe clearly defined IEP (wording change)
 - iii. p.18-Family Coach role more focused
 - iv. p. 19-Response to Intervention and Instruction (RTII)-p.19-"Multidisciplinary Team Evaluation" changed to, "Multidisciplinary Evaluation"; emphasis on referral process.
 - v. p. 20-21-addition of section on Child find; clarify screening process and requests; clarification on disability categories under IDEA.
 - vi. p. 22-Student Assistance Program (SAP)-no significant changes-clarification on continues use of the SAP program.
 - vii. p. 25-27-Attendance Policy 2013-2014-modification to Attendance Policy; defining requirements for Asynchronous and Synchronous instruction.

viii. p. 28-student must contact Technical Support and the Attendance Office regarding no internet access or power outage or school-issued computer technical issues;

ix. p. 28-29-Engagement Code of Conduct and Lack of Engagement-clarification of expectations for engagement and implementing guidelines for non-engaged students;

x. Internet Service Provider (ISP) Rebate Program-p. 39-two times per year parents send in proof of a bill and will receive payments 2x per year; payments not to exceed \$35.00 per month.

xi. p. 42-43-updated/new definitions for Educational Disability, IEP, and Manifestation Determination.

xii. p. 51-52-the updated withdrawal process allows use of Family Coach or Homeroom Teacher-families with questions or concerns are now directed to the Homeroom Teacher; some additional changes-Grade Bands were changed from K-6, 7-12 to K-5 and 6-12; Middle School is 6-8; non-discrimination references had the term "sexual orientation" added in. These are the recommended updates.

xiii. MS-concerned about a student missing half a day of classwork and then marked absent for the whole day; KC-the concept is driven by increasing student engagement-log in and get credit for the day-if a student is not in class, that student will be marked absent-perhaps letting the teacher know about the half day absence would be the best way to approach this; TG-not being present because of a doctor's appointment is an excused absence; Christina Rivera (CR) mentioned that different schools treat absences differently-MS was looking for a standard; CR-policy could change according to Synchronous/Asynchronous students; KC-and, the teacher can see if a student logged in and then logged out; CR-we have reports that show the last log in-they do not show the amount of time a student was in class; TG-this will not be an issue for the kids who are engaged-this is designed as a tool to identify the non-engaged students; further discussion on Synchronous and Asynchronous students; perhaps changing the word, "daily" to "regularly" regarding completion of work; TG-motion to approve the amendments to the Student Handbook? JS-first; BH-second; the motion carries. The Employee Handbook amendments are tabled.

- b. Enrollment and Attendance-presented by Karen Ann Young (KAY)-strong retention rate this year; enrollment currently exceeds last year's by 15.7%; Special Education continues to outpace the General Education growth rate. Total enrollment is currently

9,920, which is approximately 50 students higher than last year; MS asked if the total number included kids in the pipeline-KAY stated that this total equal pending as well as approved. Special Education enrollment->20% of Agora students are currently served by our Special Education team through a personalized IEP. Nearly 1,500 students are in the pipeline.

- c. Personnel Report-presented by KC-staff decreased by 20-we have 669 total number of employees. TG-motion to approve the Personnel Report? JS-first; MS-second; TG-the motion carries.

- d. Finance Report-presented by Mary Markert (MM)-
 - i. 1,300 students less than budgeted-average enrollment was 10,628 versus budget of 11,926;
 - ii. Revenue-year end preliminary actuals are \$9.8M or 7.7% under budget, driven by lower than expected enrollment and rate changes which occurred in January. Title, IDEA and Special Education reimbursements helped to offset this somewhat.
 - iii. Our Medical Access Program is under way-we had a \$19,000 check-it will take them a while to go through our claims-we do expect some revenue to come from Medical Access, but, it's hard to tell what that will be-
 - iv. Expenses-YTD expenses are 3.3% under budget in total. Agora used \$4.4M of its fund balance this year to cover current year expenses, leaving a net fund balance of \$8M.
 - v. Federal Programs-all quarterly and final expenditure reports have been submitted to date.
 - vi. FY14 Final Budget up for board approval.
 - vii. MS-how many of our Medical Access kids are getting approval of this? Do we have a majority of our kids participating that are eligible for it? MM-we've tried to get everyone-I'll let you know next time; TG-motion to approve the Finance Report? A JS-first-BH-second-TG-the motion passes.

- e. FY 2014 Amended Budget
 - i. Enrollment projected to increase by 8.5% to 11, 538 average enrollment
 - ii. Special Education Students 20% of total student population
 - iii. Employer PSERS contribution increases from 12.36% to 16.93%-Agora to

continue to benefit from full rate.

- iv. Insperity Alternative-bring HR in house; implement Sungard FIS.
 - v. Revise PTO policy back to "use it or lose it".
 - vi. Bonus pool remains at \$1M.
 - vii. Change student ISP reimbursement to a rebate (proof of service required.)
 - viii. Limit summer school offering (Jul-Aug 2013), fund with Title dollars.
 - ix. No new learning Centers for FY 14.
- f. Proposed Cost Initiatives NOT included
- i. Salary increases for staff at 1% overall; JS-this is a cost of living raise.
 - ii. Adjusted staff ratios to focus on increased instruction per student-no reduction in force.
 - iii. No changes to health benefits contribution-will remain fully fund by Agora/O contribution by staff.
 - iv. No changes to expense reimbursement policy by eliminating or limiting reimbursements.
- g. Amended Budget Summary
- i. 8.6% variance in Total Average Enrollment
 - ii. \$2M in support services expenditures overall;
 - iii. MS-[regarding ISP]-are we requiring parents to submit a bill? MM-every year we end up with ISP checks not being cashed and that money ends up going back to the State-to answer your question, we need address verification and the internet bill; TG-we are mandated to pass budget by last month's meeting and we did that; we were awaiting the state passing its budget, so, we did not have a number for our projected income; now that the State Budget has been passed, there have been no changes to our funding, so, the status quo remains; no one is getting laid off and we have done a great job of managing this-having no staff reductions; TG-is there a motion to pass the Finance Report? JS-made motion; BH-seconded; the motion carries; TG-I make a motion to approve the Amended Budget; all in favor? Yes-the motion carries.
- h. Fund Balance Assignment-beginning fund balance, maximum target unassigned fund balance-8%, assignment of FY13 fund balance-future minimum lease payment for Falls Center Learning Center beyond June 30, 2015-\$1,563,681;

future incremental PSERS expected costs to June 30, 2015-\$3,487,180; total assignment of FY13 fund balance is \$5,550,861 and the unassigned fund balance is \$2,305,757, leaving only 1.8% unassigned. TG-changes? JS made motion to approve, BH, seconded, the motion carries.

- i. Additional Finance Items-approval to obtain Workers Comp Insurance-TG-motion to approve the Lindsay Insurance quote? JS-made motion, BH, seconded, the motion carries.
- j. Other Financial Policy updates-
 - i. Addition of check signer Director of Student Services
 - ii. ISP "reimbursement up to \$35.00 with verification of internet service."
 - iii. Title changes for individuals for School Credit Card use policy
 - iv. Approval for these revisions? BH-made motion, MS-seconded, the motion carries.

V. KC-there is no Academic Report or Community and Family Updates this month

VI. TG-the following is not on the Agenda-discussion about moving the Board Meetings to the first Tuesday of the month; MS-there are benefits to meeting earlier in the month; however, our Solicitor has a conflict with that; TG-let's keep the current schedule-when we publish for next year we can change the meeting to Tuesday before-lkay-TG-7PM still works? Yes----TG-made motion to adjourn, MS, seconded-next meeting is on 9/24/13, and, we are adjourned.

A handwritten signature in black ink that reads "Mary Steffey". The signature is written in a cursive, flowing style.

Board Report

July 23, 2013



AGORA
CYBER CHARTER SCHOOLSM

Respectfully Submitted by:
Sharon Williams
10/16/2013

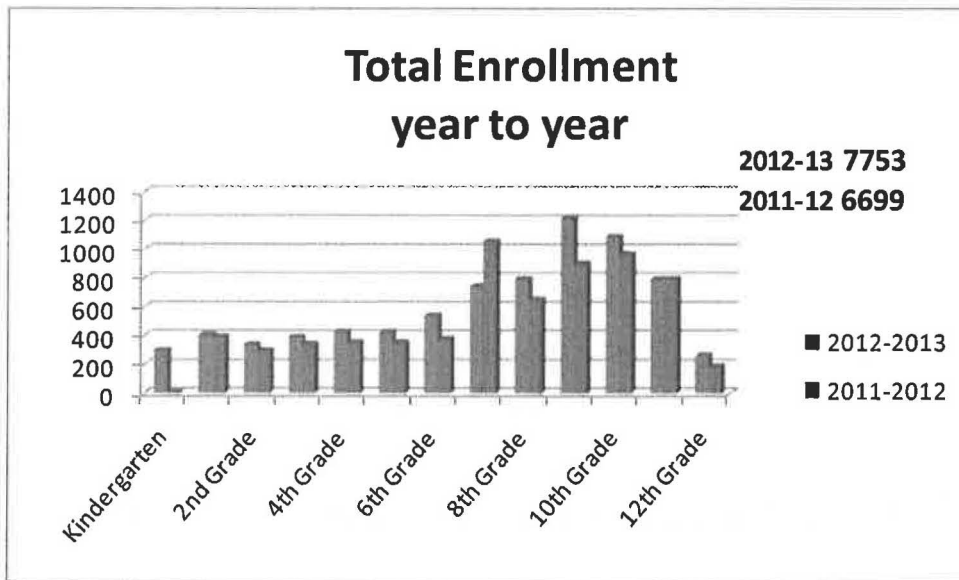


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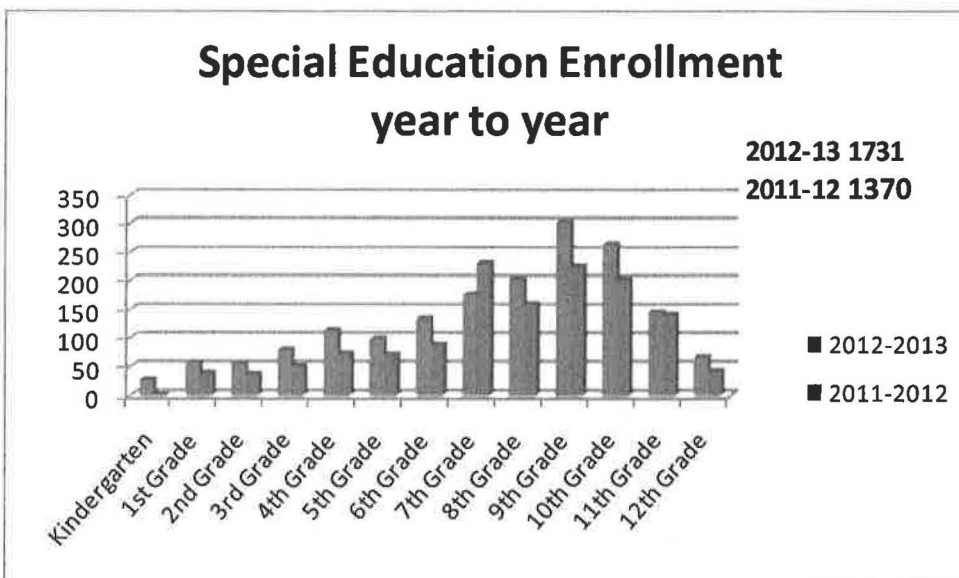
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Enrollment

Enrollment currently exceeds last year's by >15% at this point in the calendar. Special Education exceeds the enrollment growth rate of General Education.



| Percent Change Year to Year | | |
|--------------------------------|--------------|--------------|
| General Ed | Special Ed | Total |
| 13.0% | 26.4% | 15.7% |



Respectfully Submitted by:
Sharon Williams
10/16/2013

| | Pending |
|--------------|-------------|
| Kindergarten | 106 |
| 1st Grade | 35 |
| 2nd Grade | 47 |
| 3rd Grade | 55 |
| 4th Grade | 55 |
| 5th Grade | 64 |
| 6th Grade | 71 |
| 7th Grade | 88 |
| 8th Grade | 121 |
| 9th Grade | 181 |
| 10th Grade | 177 |
| 11th Grade | 205 |
| 12th Grade | 173 |
| Grand Total | 1378 |

Personnel

The following changes to staff occurred since the last board meeting

Hired - 0:

Resignations/Terms- 20:

- K-12 Teachers – 3
- Special Ed Teacher
- Family Coach – 6
- Support staff - 4
- LTS – 6

On LOA for Month - 9

Long-Term Substitutes - 3

Respectfully Submitted by:
Sharon Williams
10/16/2013



| Total Agora Employees | |
|-----------------------|-----|
| June 30, 2013 | 669 |

| Employee Type | |
|------------------------|-----|
| Teachers | 400 |
| Advisor/Counselor | 31 |
| Family Coach | 146 |
| Instructional Support | 14 |
| Program Support | 28 |
| Learning Center | 8 |
| Other Student Services | 19 |
| Pupil Health Services | 8 |
| Other Support Staff | 15 |

Finance

To be completed and submitted separately, in conjunction with scheduled Finance Committee meeting.

Policy Considerations

- Updates to Student Handbook (see attachment)
- Updates to Employee Handbook (see attachment)