



APPROVED 10/19/2016

Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS MEETING
Wednesday, September 21, 2016 at 10:30 a.m.

Held at the following location and via teleconference
750 East Park Drive, Suite 204
Harrisburg, PA 17111

I. Call to Order and Roll Call

Mr. Taylor called the meeting to order at 10:30 a.m. when all participants were present and able to hear each other.

Board Members Present: David Taylor, Alex Schuh, Gail Hawkins-Bush, Paul Donecker and Joe Harford (in person);

Board Members Absent: Brian Leinhauser;

Guests via Phone: Jane Swan, Principal; Colleen Freyvogel, Eric Scheib, Michael Hinshaw, Cam Kasalas, Erica Carroll, Stephanie Bost, Jennifer Pizzani, Erik Wiedman, Danielle Leibig, Erin Kessel and Angela Lavin; School Staff; Jack Riley, Member of the Public; Heather Woodward, Ken Helt, Rachel Graver, and Steven Guttentag, Connections staff; Kevin Capitani, Pearson Representative; Dennis Tulli, Connections Consultant (in person); Michael Whisman and Kevin Corcoran, Charter Choices, Financial Consultants; Kristin DeGross and Shon Hocker, Connections staff (via phone).

II. Public Comment

There were no public comments made at this time.

III. Routine Business

a. Approval of Agenda

Mr. Taylor asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the September 21, 2016 meeting of the Reach Cyber Charter School Board of Directors, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Principal's Report

i. Update on Preparations for Opening School: Enrollment, Staffing, Training and Facility

Ms. Swan provided the Board with an update on the most up-to-date enrollment numbers for the school. She related to the Board that, as of the time of the meeting, there were 650 students enrolled in the school, with additional students in all stages of the pipeline. Ms. Swan further reviewed current school staffing levels. She introduced staff members present at the meeting, and advised the Board of additional staff members expected to be hired in the coming months.

b. Financial Update

Mr. Helt discussed the school's financial statements with the Board.

[Ms. Freyvogel joined the meeting at 10:38 a.m.]

Mr. Helt reviewed the revenue and expense statements, as well as the current forecast. He further noted that all financial documents had been reviewed with the school's financial consultants prior to the meeting.

The Board discussed the timeline for submission of the school's annual financial report, as well as the future engagement of an audit firm for the school's annual audit.

V. Consent Items

Mr. Taylor asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion, or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 3, 2016 Board Meeting;
- b. Approval of Staffing Report(s);
- c. Approval of Revisions to State Specific School Handbook: CIPA;
- d. Approval of Federal Programs Complaints Policy;
- e. Approval of Section 504 Policy;
- f. Ratification of Supplemental Curriculum Offerings: Virtual Speech Services Agreement;
- g. Ratification of Data Privacy Agreement with Charter Choices; and
- h. Approval of Revised Fee Schedule; are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Approval of Connections Education Invoices for July and August

Mr. Helt reviewed the Connections invoices for the months of July and August, as drawn from the financial report presented earlier in the meeting and contained in the Board materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Education invoices for the months of July, in the amount of \$151,096.89, and August, in the amount of \$165,487.60, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Connections Training and Professional Development Offering for the 2016-2017 School Year

Ms. Swan reviewed the professional development plan for the 2016-2017 school year as set out in the document included in the Board packet. She advised that the training, offered by Connections as required by the agreement between Connections and the School Board, is accomplished through a very comprehensive interactive program that requires several core courses which are graded to ensure adequate knowledge transfer to all participants. Ms. Swan also provided the Board with additional detail regarding the school's supplemental training plans for teachers. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections training and professional development offering for the 2016-2017 school year, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of School Focus Goals for 2016-2017 School Year

Ms. Graver reviewed the school focus goals for the 2016-2017 school year included in the Board package with the Board. She advised that the staff worked closely with school leadership and Connections Education on establishing the school goals. She further advised the Board that the school goals represent the major driver for the staff incentive plan. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the school focus goals for the 2016-2017 school year, as presented, are hereby approved.

The motion passed unanimously.

d. Approval of Board Designee to Work with Connections on Student Handbooks

Ms. Woodward discussed the annual student handbook review process with the Board. The Board members briefly discussed the best candidate(s) to act in this capacity, and nominated David Taylor to be the Board Designee. Mr. Taylor confirmed his desire to serve in this capacity. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that David Taylor as Board Designee to work with Connections on Student Handbooks, as discussed, is hereby approved.

The motion passed unanimously.

e. Approval of School Leader or Board Member to Approval Special Education Service Providers on an Ongoing Basis

Ms. Graver presented this item to the Board. She reviewed the responsibilities of the school and Board in regards to special education services for students at the school. The Board noted their support of nominating Ms. Swan as designee to select special education service providers for the school. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, for the School Leader to approve Special Education Service Providers on an ongoing basis on behalf of the Board, as discussed, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. Legislative Update

In Ms. Jay's absence, a written report was provided in the Board materials on recent legislative activities in the state, which may impact the school.

b. Partner School Leadership Team Update

Ms. Graver reviewed Ms. Swan's ongoing work with Connections' State Relations team to ensure compliance with all required PDE documentation.

The Board further reviewed potential membership with the PA Coalition of Charter Schools, as well as additional charter school organizations within the state. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that membership with the PA Coalition of Charter Schools, as discussed, is hereby approved.

The motion passed unanimously.

[Mr. Guttentag and Mr. Capitani joined the meeting at 11:00 a.m.]

c. Curriculum Town Hall Update

Ms. Woodward reminded the Board of the timing of the upcoming Curriculum Town Hall presentation as part of the annual review process for Curriculum.

VIII. Adjournment and Confirmation of Next Meeting - Wednesday, October 19, 2016 at 9:00 a.m.

Mr. Taylor inquired if there was any other business or discussion. There being no further business or discussion, he noted that the next meeting would be held on Wednesday, October 19, 2016 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 11:03 a.m.