



**APPROVED 5/31/2017**  
Reach Cyber Charter School  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Wednesday, April 19, 2017 at 9:00 a.m.

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

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**I. Call to Order and Roll Call**

Mr. Taylor called the meeting to order at 9:01 a.m. when all participants were present and able to hear each other.

Board Members Present: David Taylor, Alex Schuh, Gail Hawkins-Bush and Paul Donecker (via phone);

Board Members Absent: Joe Harford;

Guests via Phone: Jane Swan, Principal; Michael Hinshaw and LeeAnn Richie, school staff; Kevin Corcoran, Charter Choices, Financial Consultants; Rachel Graver and Benjamin Shifflet Connections staff; (in person); Pat Hennessey, Board Counsel; Amanda Jay, Heather Woodward and Megann Arthur, 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 April 19, 2017 meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

**IV. Oral Reports**

a. Principal's Report

Ms. Swan reviewed the School Operations Metrics data, as included in the Board materials. She further reviewed the Monthly School Report with the Board, highlighting changes from last month's report.

i. End of Year Activities Update

Ms. Swan provided the Board with an update on end of year activities. She advised the Board of an End of School Year event planned on May 23<sup>rd</sup> at sites throughout the state, including the Pittsburgh and Philadelphia Zoos and Lake Tobias, and encouraged Board members to attend.

ii. Update on State Testing

Ms. Swan updated the Board on state testing, including staff efforts and participation rates throughout the state. She also discussed with the Board the movement affecting attendance at state testing of those promoting families to "opt out."

iii. School Calendar and Staff Communications Update

Ms. Swan provided the Board with an update on this item. She advised the Board of the planning and staff involvement in revisions to the school calendar that have been made for the 2017-2018 school year. Ms. Graver also provided some additional background to specific changes to the teacher's calendar for the year. She discussed that all proposed school calendar changes that affect staff member work schedules are outlined in the proposed revisions to the Employee Handbook.

b. Financial Report

Mr. Shifflet discussed the school's financial statements with the Board. He reviewed the revenue and expense statements, as well as the current forecast. Mr. Shifflet further noted that all financial documents had been reviewed with the school's financial consultants prior to the meeting. Mr. Corcoran also reviewed the school's fund balance and specific expenses with the Board.

**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 February 15, 2017 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of LiveSpeech Invoice(s);
- d. Approval of School Calendar for the 2017-2018 School Year;
- e. Approval of Staff Compensation Plan for the 2017-2018 School Year;
- f. Approval of Employee Handbook Revision(s); and
- g. Approval of Federal Title Funding Plans for the 2017-2018 School Year; are hereby approved.

The motion passed unanimously.

## VI. Action Items

### a. Approval of Connections Education Invoices for February and March

Mr. Shifflet reviewed the Connections invoices for the months of February and March, 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 month of February, in the amount of \$627,008.80, and March, in the amount of \$761,025.91, as presented, are hereby approved.

The motion passed unanimously.

### b. Approval of RFP Process and Audit Firm Engagement for the 2016-2017 School Year Audit

Mr. Shifflet presented this item to the Board. He reviewed the upcoming financial audit process for the school year ending June 30, 2017, as well as the need for the Board to engage an independent audit firm by the end of the school year, as field work traditionally begins over the summer and fall. Board members discussed briefly, and expressed their intent to consider options at a future meeting.

### c. Approval of Board Treasurer

Ms. Woodward reminded the Board of the Board Treasurer Position vacancy. Board Members present had discussion on who would best serve the Board and school in this role, as well as specific board candidate recruitment with this vacancy in mind. This item was tabled to a future meeting.

### d. Approval of Board President as Board Designee to Negotiate, Finalize and Execute Lease Documentation

Ms. Swan presented this item to the Board. She advised the Board regarding the options the school will likely have regarding facility expansion space. Board members discussed the timing that may be involved, and the advantages of authorizing the Board President to work with the school to finalize lease terms and agreements, as the need arises. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the designation of Board President as Board Designee to negotiate, finalize, and execute lease documentation, as discussed, is hereby approved.

The motion passed unanimously.

## VII. Information Items

### a. Legislative Update

Ms. Jay provided the Board with an update on recent legislative activities in the state, which may impact the school.

### b. Partner School Leadership Team Update

Ms. Graver presented to the Board on behalf of Connections' School Leadership Team.

i. School Operations Metrics

Ms. Graver briefly highlighted some of the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation.

ii. Curriculum for the 2017-2018 School Year

Ms. Graver presented this item to the Board. She reviewed the 2017-2018 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by Connections. Ms. Nelson further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

[Ms. Jay left the meeting at 10:08 a.m.]

The Board had discussion with Ms. Swan and others in attendance regarding the facility needs of the school and future planning options.

c. Board Planning for the 2017-2018 School Year

Ms. Woodward discussed the planning for the 2017-2018 school year that Connections Academy has been working on with the school.

i. Board Composition and Recruitment

Ms. Woodward discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair.

ii. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Woodward advised that the consideration of the Board meeting schedule for the 2017-2018 school year will be included on the June Annual Meeting agenda.

iii. Introduction of Megann Arthur, Senior Director of Board Relations

Ms. Woodward introduced Megann Arthur, Senior Director of Board Relations, to the Board. She advised that Ms. Arthur would be transitioning to the primary liaison to the Board on behalf of Connections' Board Relations department.

**VIII. Adjournment and Confirmation of Next Meeting - Wednesday, May 17, 2017 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, May 17, 2017 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:20 a.m.