



Reach Cyber Charter School  
SPECIAL BOARD MEETING

Pursuant to the Pennsylvania Open Meeting Laws, notice is hereby given to the members of the Reach Cyber Charter School Board and the general public that the Board will hold a meeting open to the public on:

**Date and Time:**

Wednesday, May 31, 2017 at 9:00 a.m.

**Meeting location:**

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Heather Woodward at 443-867-2287.

**AGENDA**

- I. Call to Order and Roll Call – D. Taylor
- II. Public Comment – D. Taylor

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must provide their name and a short description of the agenda item on which they wish to comment to the Chair, along with any materials they want to have distributed to Board. Individuals who wish to address the Board telephonically must contact the Principal or Board President by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the Principal or Board President at least twenty four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the Principal or Board President at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

- III. Routine Business – D. Taylor
  - a. Approval of Agenda

IV. Oral Reports

- a. Principal's Report (MSR attached) – J. Swan
  - i. Update on Facility
  - ii. End of Year Activities
  - iii. State Testing Update
- b. Financial Report (attached) – B. Shifflet

V. Consent Items

- a. Approval of Minutes from the April 19, 2017 Board Meeting (attached)
- b. Approval of Staffing Report (attached)
- c. Approval of LiveSpeech Invoice(s) (attached)
- d. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2017-2018 School Year
- e. Approval of Federal Title Funding Documentation: Revised Homeless Policy (attached)

VI. Action Items

- a. Approval of Connections Education Invoice for April (attached) – B. Shifflet
- b. Approval of Budget for the 2017-2018 School Year (attached) – B. Shifflet

VII. Information Items

- a. Update on Board Recruitment – J. Swan/H. Woodward
- b. Legislative Update (attached) – A. Jay
- c. Partner School Leadership Team (PSLT) Update – R. Graver
  - i. Update on End of Year Review

VIII. Adjournment and Confirmation of Annual Meeting – Wednesday, June 21, 2017 at 9:00 a.m.



**MONTHLY SCHOOL REPORT**

**Reach Cyber Charter School**

April 2017

EOY 15-16		4/30/2016		3/31/2017		4/30/2017		
Number	Percent	Number	Percent	Number	Percent	Number	Percent	%Change

**ENROLLMENT DATA**

**School Enrollment**

	0	0%	0	0%	940	100%	912	100%	N/A
Reach Cyber Charter School	0	0%	0	0%	940	100%	912	100%	N/A

**Grade Distribution**

<b>Grades PK-2</b>	0	0%	0	0%	185	20%	181	20%	0 %
KG	0	0%	0	0%	69	7%	68	7%	0 %
1	0	0%	0	0%	51	5%	50	5%	0 %
2	0	0%	0	0%	65	7%	63	7%	0 %
<b>Grades 3-5</b>	0	0%	0	0%	212	23%	204	22%	0 %
3	0	0%	0	0%	58	6%	55	6%	0 %
4	0	0%	0	0%	69	7%	67	7%	0 %
5	0	0%	0	0%	85	9%	82	9%	0 %
<b>Grades 6-8</b>	0	0%	0	0%	385	41%	374	41%	0 %
6	0	0%	0	0%	90	10%	87	10%	0 %
7	0	0%	0	0%	155	16%	152	17%	0 %
8	0	0%	0	0%	140	15%	135	15%	0 %
<b>Grades 9-12</b>	0	0%	0	0%	158	17%	153	17%	0 %
9	0	0%	0	0%	158	17%	153	17%	0 %

**New/Returning to CE**

New	0	0%	0	0%	940	100%	912	100%	0%
Returning	0	0%	0	0%	0	0%	0	0%	0%

**Total YTD Enrollment**

Enrolled, not Grad	0	0%	0	0%	940	77%	912	75%	0%
Prior To Engagement	0	0%	0	0%	38	3%	43	4%	0%
Withdrawal During School Year	0	0%	0	0%	242	20%	265	22%	0%
Graduate	0	0%	0	0%	0	0%	0	0%	0%
<b>Total YTD Enrollment</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>1220</b>	<b>100%</b>	<b>1220</b>	<b>100%</b>	<b>0 %</b>

**Withdrawal Reason**

Different/Better Schooling Option (Not related to socialization)	0	0%	0	0%	209	87%	231	87%	0%
Life Change	0	0%	0	0%	12	5%	12	5%	0%
Mismatch Academic	0	0%	0	0%	4	2%	4	2%	0%
Getting started with the school was too difficult	0	0%	0	0%	1	0%	1	0%	0%
Mismatch Family Schedule	0	0%	0	0%	6	2%	6	2%	0%
Regulation	0	0%	0	0%	0	0%	0	0%	0%
Student wants more socialization	0	0%	0	0%	4	2%	4	2%	0%
Unhappy with the school (teachers, leadership)	0	0%	0	0%	1	0%	1	0%	0%
Applying for next school year	0	0%	0	0%	0	0%	0	0%	0%
Deceased	0	0%	0	0%	0	0%	0	0%	0%
Inactivity	0	0%	0	0%	1	0%	3	1%	0%
Missed Deadline	0	0%	0	0%	0	0%	0	0%	0%
Required Documentation Incomplete	0	0%	0	0%	0	0%	0	0%	0%
No Reason Given	0	0%	0	0%	0	0%	0	0%	0%



**MONTHLY SCHOOL REPORT**

**Reach Cyber Charter School**

April 2017

EOY 15-16		4/30/2016		3/31/2017		4/30/2017		
Number	Percent	Number	Percent	Number	Percent	Number	Percent	%Change

**HOUSEHOLD DATA**

**Household Data**

Active Households	0	N/A	0	N/A	764	N/A	743	N/A	0 %
Graduated	0	N/A	0	N/A	0	N/A	0	N/A	0%
WD Prior To Engagement	0	N/A	0	N/A	33	N/A	37	N/A	0 %
WD During School Year	0	N/A	0	N/A	209	N/A	225	N/A	0 %
Students Per Active HH	0.00	N/A	0.00	N/A	1.23	N/A	1.23	N/A	0%

**STUDENT DEMOGRAPHICS**

**Ethnicity**

Hispanic or Latino	0	0%	0	0%	138	15%	131	14%	0%
Not Hispanic or Latino	0	0%	0	0%	802	85%	781	86%	0%

**Race**

Asian	0	0%	0	0%	19	2%	19	2%	0%
Black/African American	0	0%	0	0%	277	29%	268	29%	0%
Native Hawaiian or Other Pacific Islander	0	0%	0	0%	9	1%	9	1%	0%
American Indian or Alaskan Native	0	0%	0	0%	32	3%	30	3%	0%
White	0	0%	0	0%	675	72%	656	72%	0%

**Distinct Race/Ethnicity**

Hispanic or Latino	0	0%	0	0%	138	15%	131	14%	0%
Multiple Races	0	0%	0	0%	55	6%	54	6%	0%
Black/African American	0	0%	0	0%	198	21%	190	21%	0%
White	0	0%	0	0%	539	57%	527	58%	0%
Asian	0	0%	0	0%	6	1%	6	1%	0%
American Indian or Alaskan Native	0	0%	0	0%	2	0%	2	0%	0%
Native Hawaiian or Other Pacific Islander	0	0%	0	0%	2	0%	2	0%	0%

**Gender**

F	0	0%	0	0%	529	56%	513	56%	0%
M	0	0%	0	0%	411	44%	399	44%	0%

**FARM Eligibility**

Qualifies for free	0	0%	0	0%	531	56%	509	56%	0%
Qualifies for reduced	0	0%	0	0%	99	11%	98	11%	0%
Refused to report	0	0%	0	0%	106	11%	104	11%	0%

**Prior Schooling**

Charter School (Public)	0	0%	0	0%	64	7%	63	7%	0%
Home School	0	0%	0	0%	59	6%	57	6%	0%
No Prior School	0	0%	0	0%	61	6%	60	7%	0%
Online (Virtual) Public School	0	0%	0	0%	70	7%	70	8%	0%
Private/Parochial School	0	0%	0	0%	66	7%	66	7%	0%
Public School	0	0%	0	0%	582	62%	559	61%	0%
Prior Schooling Not Reported	0	0%	0	0%	38	4%	37	4%	0%

**Special Populations**

Gifted	0	0%	0	0%	24	3%	22	2%	0%
504	0	0%	0	0%	22	2%	22	2%	0%
IEP	0	0%	0	0%	140	15%	144	16%	0%
None	0	0%	0	0%	763	81%	734	80%	0%



## MONTHLY SCHOOL REPORT

Reach Cyber Charter School

April 2017

	EOY 15-16		4/30/2016		3/31/2017		4/30/2017		
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	%Change
<b>Disability</b>									
Autism	0	0%	0	0%	13	10%	15	11%	0%
Cognitive Disability	0	0%	0	0%	5	4%	5	4%	0%
Emotionally Impaired	0	0%	0	0%	20	15%	19	14%	0%
Hearing Impaired	0	0%	0	0%	2	1%	1	1%	0%
Other Health Impaired	0	0%	0	0%	20	15%	25	18%	0%
Specific Learning Disability	0	0%	0	0%	59	44%	58	41%	0%
Speech/Language Impaired	0	0%	0	0%	16	12%	17	12%	0%
<b>Primary Language</b>									
No Language Reported	0	0%	0	0%	940	100%	912	100%	0%

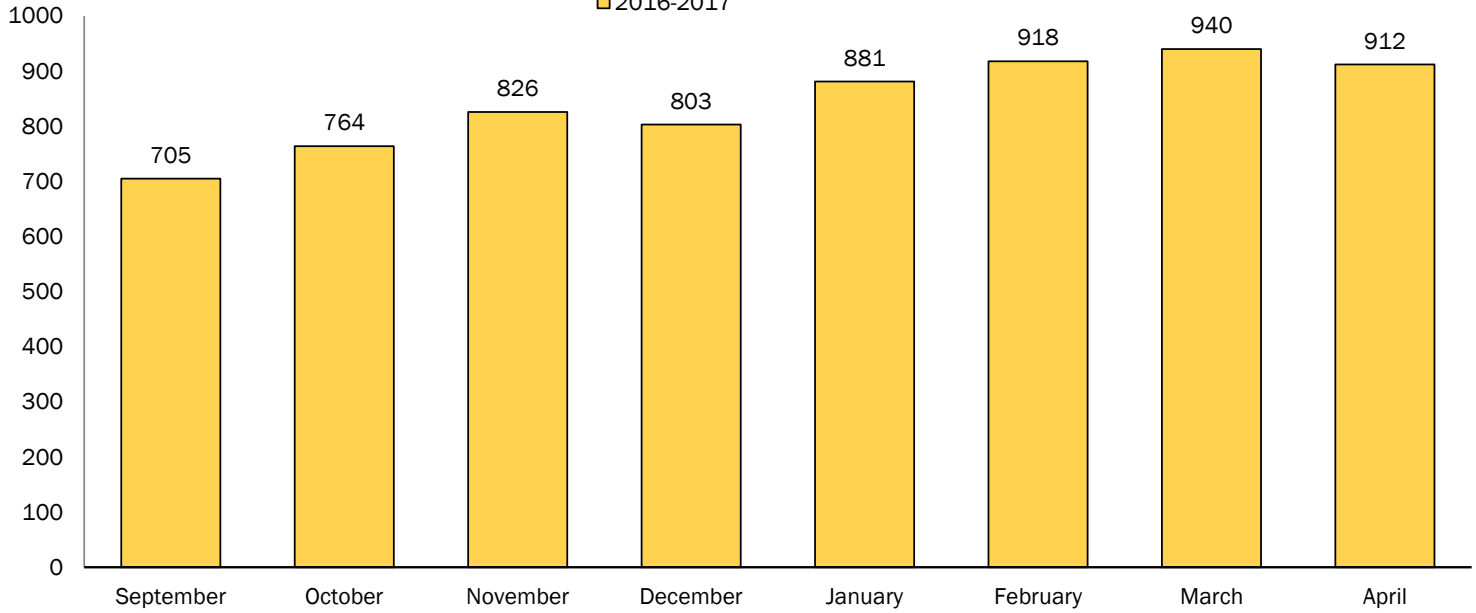
## PERFORMANCE DATA

<b>Contacts Per Week</b>									
Met	0	0%	0	0%	756	80%	738	81%	0%
Not Met	0	0%	0	0%	184	20%	174	19%	0%
<b>Escalation Status</b>									
Alarm	0	0%	0	0%	116	12%	141	15%	0%
Approaching Alarm	0	0%	0	0%	110	12%	124	14%	0%
Exempt	0	0%	0	0%	5	1%	6	1%	0%
On Track	0	0%	0	0%	709	75%	641	70%	0%
<b>Performance Metrics</b>									
<b>Grades PK-2</b>									
Average Performance	0 %		0 %		84 %		88 %		0%
Average Participation	0 %		0 %		97 %		97 %		0%
Average Attendance	0 %		0 %		98 %		99 %		0%
<b>Grades 3-5</b>									
Average Performance	0 %		0 %		78 %		78 %		0%
Average Participation	0 %		0 %		99 %		97 %		0%
Average Attendance	0 %		0 %		103 %		103 %		0%
<b>Grades 6-8</b>									
Average Performance	0 %		0 %		65 %		67 %		0%
Average Participation	0 %		0 %		100 %		95 %		0%
Average Attendance	0 %		0 %		96 %		95 %		0%
<b>Grades 9-12</b>									
Average Performance	0 %		0 %		64 %		64 %		0%
Average Participation	0 %		0 %		93 %		90 %		0%
Average Attendance	0 %		0 %		93 %		94 %		0%
<b>Total Average Performance</b>	<b>0 %</b>		<b>0 %</b>		<b>71 %</b>		<b>73 %</b>		<b>0%</b>
<b>Total Average Participation</b>	<b>0 %</b>		<b>0 %</b>		<b>98 %</b>		<b>95 %</b>		<b>0%</b>
<b>Total Average Attendance</b>	<b>0 %</b>		<b>0 %</b>		<b>97 %</b>		<b>98 %</b>		<b>0%</b>



### Monthly Student Current Enrollment Comparison

■ 2016-2017



**REACH Connections Academy**  
**Revenue and Expense Statement Fiscal Year 2017**  
**Period Ended April 30, 2017**

	April-17 Actual	YTD Actual	Annual Forecast	Annual Budget	Variance - Favorable (unfavorable)
<b><u>Forecasted Enrollment</u></b>					
Funded Enrollment			827	850	(23)
<b><u>Revenue</u></b>					
Regular Ed Funding	912,163.62	5,926,217.96	6,879,394	6,936,199	(56,805)
Special Ed Funding	432,480.80	2,498,534.99	3,025,343	1,985,898	1,039,445
Subtotal	<u>1,344,644.42</u>	<u>8,424,752.95</u>	<u>9,904,737.20</u>	<u>8,922,097.00</u>	<u>982,640</u>
Title I	153,071.20	153,071.20	189,680	177,000	12,680
Title II-A	4,063.18	4,063.18	26,904	22,000	4,904
Title VI - IDEA B	-	-	-	-	-
E-Rate	-	-	-	-	-
Miscellaneous Income	-	20.00	20	-	20
Subtotal	<u>157,134.38</u>	<u>157,154.38</u>	<u>216,604</u>	<u>199,000</u>	<u>17,604</u>
<b>Total Revenue</b>	<b><u>1,501,778.80</u></b>	<b><u>8,581,907.33</u></b>	<b><u>10,121,341</u></b>	<b><u>9,121,097</u></b>	<b><u>1,000,244</u></b>
<b><u>Compensation Expense</u></b>					
Salaries - Administration	37,707.65	284,509.19	399,141	586,720	187,579
Benefits - Administration	7,541.53	56,901.83	79,828	117,344	37,516
Pension - Administration	1,880.41	14,175.66	17,732	58,672	40,940
Taxes - Administration	2,952.49	24,133.68	34,450	52,805	18,355
Subtotal Administration	<u>50,082.08</u>	<u>379,720.36</u>	<u>531,152</u>	<u>815,541</u>	<u>284,389</u>
		-			
Salaries - Teachers	112,570.14	739,577.94	1,088,631	1,473,687	385,056
Benefits - Teachers	22,514.03	147,915.60	217,726	294,737	77,011
Pension - Teachers	5,926.98	37,210.88	54,664	147,369	92,705
Taxes - Teachers	8,644.34	63,737.84	95,153	132,632	37,479
Subtotal Instructional Staff	<u>149,655.49</u>	<u>988,442.26</u>	<u>1,456,173</u>	<u>2,048,425</u>	<u>592,252</u>
<b>Total Compensation Expense</b>	<b><u>199,737.57</u></b>	<b><u>1,368,162.61</u></b>	<b><u>1,987,325</u></b>	<b><u>2,863,966</u></b>	<b><u>876,641</u></b>
<b><u>Connections Products and Services</u></b>					
Curriculum and Instructional Support Services	163,676.45	1,173,574.58	1,511,659	1,490,135	(21,524)
Student Connexus License	65,800.00	408,590.00	528,142	535,500	7,358
Student Technology Assistance Services	98,256.67	758,097.67	974,927	948,430	(26,497)
Enrollment/Placement/Student Support Services	51,235.62	512,356.25	655,725	612,255	(43,470)
School Operations Support Services	61,100.00	379,405.00	490,417	497,250	6,833
School Business Support Services	-	-	-	-	-
Special Ed Oversight	52,500.00	346,500.00	469,125	194,517	(274,608)
Professional Development Services	4,500.00	25,500.00	43,875	40,056	(3,819)
School Staff Support Services/human resources support	17,100.00	96,900.00	166,725	139,394	(27,331)
Facilities Support Services	2,083.33	20,833.33	25,000	25,000	-
Short term substitute teachers	14,700.00	75,150.00	98,737	-	(98,737)
Direct Course Instruction Support	3,131.91	15,032.25	19,750	-	(19,750)
<b>Total Connections Products and Services Fees</b>	<b><u>534,083.98</u></b>	<b><u>3,811,939.08</u></b>	<b><u>4,984,083</u></b>	<b><u>4,482,537</u></b>	<b><u>(501,546)</u></b>

**REACH Connections Academy**  
**Revenue and Expense Statement Fiscal Year 2017**  
**Period Ended April 30, 2017**

	April-17 Actual	YTD Actual	Annual Forecast	Annual Budget	Variance - Favorable (unfavorable)
<b><u>Pass-Through Expenses</u></b>					
Office Supplies	1,124.69	9,256.85	22,000	25,500	3,500
Copiers/Reproduction	-	1,483.19	7,500	8,500	1,000
Office Postage	1.61	1,314.75	10,000	12,750	2,750
Student Testing & Assessment	2,623.92	3,058.49	41,400	42,500	1,100
Staff Recruiting/Background Checks	801.65	22,081.51	40,000	3,900	(36,100)
Staff Training/Prof. Dvlpmt.	479.40	4,250.52	22,000	24,000	2,000
Travel and Conferences	155.48	6,109.14	23,500	25,500	2,000
Team Building	-	-	-	-	-
Maintenance & Repair	1,016.86	13,518.36	15,000	8,500	(6,500)
High Speed Internet	229.99	3,859.64	20,000	20,000	-
Telephone	222.96	992.87	20,000	20,000	-
Office Rent (including utilities)	8,916.65	80,249.84	108,000	108,000	-
Expensed Equipment	-	10,678.66	20,000	-	(20,000)
Expenses Pending Allocation	(1,294.51)	10,507.08	-	-	-
Student Technology Support Stipend	-	139,927.18	219,000	314,118	95,118
Student Printers	-	-	37,500	35,700	(1,800)
Special Education Direct Services	23,187.56	124,522.02	125,000	395,220	270,220
Contracted Pupil Health Support	-	-	8,500	8,500	-
STEM Programmatic Expenses	10,250.00	16,489.89	56,000	60,000	4,000
Extracurricular Activities	-	-	21,000	21,250	250
<b>Total Pass-Through Expenses</b>	<b>47,716.26</b>	<b>448,299.99</b>	<b>816,400</b>	<b>1,133,938</b>	<b>317,538</b>
<b><u>Other School Expenses</u></b>					
Banking fees	110.90	573.80	1,000	1,000	-
External Audit	-	-	20,000	20,000	-
Dues	-	1,365.00	3,000	2,500	(500)
D&O Insurance	-	2,793.00	4,000	1,500	(2,500)
Legal Services	-	8,881.40	15,000	10,000	(5,000)
Board Related Expense	-	2,091.79	20,000	20,000	-
Graduation Expense	-	-	-	-	-
Student Activities	1,364.07	2,024.46	3,000	-	(3,000)
Other School Expense	-	10.00	100	-	(100)
Accounting Services	-	60,938.79	75,000	68,850	(6,150)
<b>Total Other School Expenses</b>	<b>1,474.97</b>	<b>78,678.24</b>	<b>141,100</b>	<b>123,850</b>	<b>(17,250)</b>
<b><u>Adjustments and Credits</u></b>					
Deficit Protection Credit	-	-	-	-	-
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Program Expenses Before Depreciation</b>	<b>783,012.78</b>	<b>5,707,079.92</b>	<b>7,928,908</b>	<b>8,604,291</b>	<b>675,383</b>
Capital Outlay	-	105,395.29	215,000	215,000	-
<b>Total Program Expenses Including Depreciation</b>	<b>783,012.78</b>	<b>5,812,475.21</b>	<b>8,143,908</b>	<b>8,819,291</b>	<b>675,383</b>
<b>Net Increase (Decrease)</b>	<b>718,766.02</b>	<b>2,769,432.12</b>	<b>1,977,433</b>	<b>301,806</b>	<b>1,675,627</b>
<b>Beginning fund balance</b>	<b>2,050,666.10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending fund balance</b>	<b>2,769,432.12</b>	<b>2,769,432.12</b>	<b>1,977,433</b>	<b>301,806</b>	<b>1,675,627</b>



**REACH Connections Academy  
Balance Sheet  
April 30, 2017**

<b>ASSETS</b>	
<b>Cash and Short Term Investments:</b>	
Cash:Checking	\$7,428,148.61
	-----
<b>Total Cash and Short Term Investments</b>	<b>7,428,148.61</b>
<b>Other Current Assets:</b>	
Pupil Funding Receivable	201,019.43
Federal Program Receivable	157,134.38
	-----
<b>Total Other Current Assets</b>	<b>358,153.81</b>
Prepaid	81,792.65
	-----
<b>Total Current Assets</b>	<b>7,868,095.07</b>
<b>Fixed Assets:</b>	
<b>Property Plant &amp; Equipment:</b>	
Computer Hardware	6,620.90
Leasehold Improvements	98,774.39
Accum Depr:Computer Hardware	(183.20)
Accum Depr:Leasehold Improvements	(12,917.63)
	-----
<b>Net Fixed Assets</b>	<b>92,294.46</b>
	-----
<b>Total Assets</b>	<b>\$7,960,389.53</b>
	=====
<b>LIABILITIES</b>	
<b>Current Liabilities:</b>	
Due to (from) Connections Academy	5,082,925.05
Pension Payable	15,737.90
	-----
<b>Total Current Liabilities</b>	<b>5,098,662.95</b>
	-----
<b>Total Liabilities</b>	<b>5,098,662.95</b>
	-----
<b>FUND BALANCE</b>	
Invested in Capital	92,294.46
Change in Fund Balance	2,769,432.12
	-----
<b>Ending Fund Balance</b>	<b>2,861,726.58</b>
	-----
<b>Total Liabilities and Fund Balance</b>	<b>\$7,960,389.53</b>
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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.

Staffing Report

New Hires

Name	Area	Compensation	Bonus Potential	Start Date
Ehrman, Audrey	School Counselor	\$39,500.00	0.04	08/21/17
Trostle, Jeremy	Teacher-Special Education	\$41,000.00	0.04	05/08/17

Departing Employees

Name	Area	Last Day of Work	Reason for leaving
N/A			

Promotions/ Position Changes

Name	Former Position	New Position	Compensation	Bonus Potential	Start Date in new position
N/A					



<b>Experience</b>	<p><b>School Counseling Internship 9<sup>th</sup>-12<sup>th</sup> Grade</b>  <i>Susquehannock High School Southern York County School District</i></p> <ul style="list-style-type: none"> <li>• Performed effective individual and group counseling in the areas of academic needs, personal and social needs, and career planning</li> <li>• Administered Pennsylvania Department of Education standardized tests such as the ACT and SAT for student achievement</li> <li>• Collaborated with business teacher to enhance Career Seminar Class, provide Guidance Department input, and to teach a brief career lesson</li> <li>• Consulted and collaborated with staff and administration to assist with school Guidance programs such as Big Buddy and the HEART Team Students Assistance Program</li> </ul> <p><b>School Counseling Internship K-6<sup>th</sup> Grade</b>  <i>Dallastown Area Intermediate School &amp; Dallastown Elementary School</i></p> <ul style="list-style-type: none"> <li>• Performed effective individual and group counseling in the areas of academic needs, personal and social needs, and career planning</li> <li>• Taught daily Classroom Guidance Lessons guide for grades 4-6</li> <li>• Administered Pennsylvania Dept. of Education standardized tests PSSA</li> <li>• Organized and ran small groups for New Students and students with academic and emotional needs</li> <li>• Consulted and collaborated with staff and administration to assist with school Guidance programs such as Big Buddy, SEALS, Caring and Sharing, and the Parent Education Series Classes</li> </ul> <p><b>Autistic Support Classroom Paraprofessional 4<sup>th</sup>-6<sup>th</sup> Grade</b>  <i>Dallastown Area Intermediate School</i></p> <ul style="list-style-type: none"> <li>• Taught Kid Writing</li> <li>• Provided therapeutic intervention services to children, using behavior modification plans, intervention techniques, individual and small group therapy</li> <li>• Worked with children with special needs in school settings, to ensure their social, emotional and academic success</li> <li>• Implemented tools such as sign language, schedules, goals charts, technology devices, sensory equipment to help students be successful</li> <li>• Completed daily paperwork to track progress of student skills and academic achievements</li> </ul> <p><b>Therapeutic Staff Support, Norristown, Pennsylvania</b>  <i>Central Montgomery Mental Health/Mental Retardation Unit</i></p> <ul style="list-style-type: none"> <li>• Provided therapeutic intervention services to children, using behavior modification plans, intervention techniques, one on one and group therapy.</li> <li>• Worked with children in school settings, assisting with coursework well as social and emotional interactions with peers and adults.</li> <li>• Collaborated with School, Family and Community Stakeholders to provide the most successful services for the students' achievement</li> </ul>	<p><i>August 2013 - December 2013</i></p> <p><i>August 2013 - December 2013</i></p> <p><i>August 2010 - June 2011</i></p> <p><i>August, 1997 – October 1999</i></p>
<b>Certifications</b>	<ul style="list-style-type: none"> <li>• Kindergarten – 12<sup>th</sup> Grade School Counselor PA &amp; MD</li> <li>• Substitute Teacher Emergency Certification</li> <li>• SAT &amp; ACT Assessments Administration</li> <li>• PSSA &amp; Keystone Assessments Administration</li> <li>• Child Abuse Mandated Reporting Training</li> </ul>	



# Audrey Ehrman

## References:

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**Dr. Susan Brousseau** **Director of Special Education– Dallastown Area School District**  
**(Dallastown Area School District)**  
*Coworker while long term substitute for Cyber Academy and Alternative Education*  
94 Beck Road York, PA 17403  
717-244-4021 ext. 1704  
Email: [Susan.Brousseau@dallastown.net](mailto:Susan.Brousseau@dallastown.net)

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**Melissa Bell** **School Assistant Principal– Susquehannock High School**  
**(Southern York County School District)**  
*Supervisor for Secondary level Internship*  
3280 Fissels Church Road Glen Rock PA 17327  
(717) 235-4811 ext. 4238  
Email: [Melissa.Bell@syicsd.org](mailto:Melissa.Bell@syicsd.org)

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**Colleen Dzwonczyk** **School Counselor – Susquehannock High School**  
**(Southern York County School District)**  
*Supervisor for Secondary level Internship*  
3280 Fissels Church Road Glen Rock PA 17327  
(717) 235-4811 ext. 4241  
Email: [Colleen.Dzwonczyk@syicsd.org](mailto:Colleen.Dzwonczyk@syicsd.org)

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**Gina Dougherty** **School Counselor – Dallastown Area Intermediate School**  
**(Dallastown School District)**  
*Supervisor for Primary level Internship*  
94 Beck Road York, PA 17403  
717-244-4021 ext. 1374  
Email: [Gina.Dougherty@dallastown.net](mailto:Gina.Dougherty@dallastown.net)

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**Dr. Erin Heffler** **School Principal – Dallastown Area Intermediate School**  
**(Dallastown School District)**  
*Building Principal for Primary level Internship Paula March and Dr. Erin Heffler*  
94 Beck Road York, PA 17403  
717-244-4021 ext. 1374  
Email: [Erin.Heffler@dallastown.net](mailto:Erin.Heffler@dallastown.net)

# Jeremy Allen Trostle

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3 Dogwood Drive  
Annville, PA 17003  
(717) 832-2014  
[jeremytrostle@yahoo.com](mailto:jeremytrostle@yahoo.com)

## **OBJECTIVE**

Special Education teaching position utilizing my skills and the educational team to fully engage students in whole-brain learning

## **EDUCATION**

**Bachelor of Science – Elementary Education and Special Education,** **May 2013**  
Millersville University, Millersville, PA

**Overall GPA: 3.54/4.0 “Cum Laude” PA Level I Dual ELED K-6 / SPED N-12 Certification/ Highly Qualified in Secondary Biology**

**Associate in Arts in Social Services,** **May 2001**  
Harrisburg Area Community College - Harrisburg, PA

## **TEACHING EXPERIENCE**

**Emotional Support Teacher,** Lebanon School District (High School), Lebanon, PA

**August 2014 - Present**

- Managed caseload of 15 high school students by developing, writing, and revising Individualized Education Programs/ Re-evaluation Reports, including transition to Career and Technical Centers
- Planned, taught and assessed Keystone biology, physical science, and ecology to students with IEPs
- Planned, co-taught and assessed algebra 1, economics, PE/health, US History and current events to students with IEPs in 9-12<sup>th</sup> grade
- Planned, taught and assessed Special Education curriculum (Affective Education; Occupational Education) to students with behavioral and intellectual disabilities in 9-12<sup>th</sup> grade.
- Collaborated with administration, faculty and staff in and outside the District to ensure the highest quality educational experience for students on my caseload
- Volunteered as chaperone for dances, involved in various student and teacher activities outside of the contracted time.

**Itinerant Learning Support Teacher (Intervention Specialist),** Ephrata Area School District (High School), Ephrata, PA **September 2013 - June 2014**

- Managed caseload of 25 high school students by developing, writing, and revising Individualized Education Programs/ Re-evaluation Reports, including transition to Career and Technical Centers
- Planned, taught, and assessed a Basic Occupational Skills class using authentic experiences inside and outside the classroom, for students to develop and practice functional work skills for immediate employment after high school
- Planned, taught, and assessed (in co-taught classrooms for both 10<sup>th</sup> and 11<sup>th</sup> grades) language arts for students whose Keystone scores were basic or below basic; curriculum linked in preparation for Keystone Exams
- Proctored CDT and Keystone Exams, both Fall 2013 and Spring 2014
- Other tasks included progress monitoring, running a study support class, attending school-related functions outside of contracted hours, Academic Coaching Time after school with students

**Head MDS Teacher/ Extended School Year (Summer Only) – Lancaster/Lebanon IU13 June 2013 - present**

- Developed and implemented lesson plans specific to each of student's IEP and ESY goals.
- Oversaw staff of 24; three other teachers and our support staff (Nurses, PCAs and para-professionals)
- Administrative responsibilities: time sheets, action plans, bus schedules, budgeting, communication with parents, coordinating schedules, liaison between ESY Director/HR and staff, assist in personal care

**Student Teaching (Special Education), Multiple Disabilities Support Classroom, Intermediate Unit 13, Elizabethtown High School, Elizabethtown, PA** **1<sup>st</sup> Half Spring 2013**

- Developed and instructed a comprehensive instructional unit on “Money Math” as an introduction to the functional, everyday math involved with using money
- Prepared and taught daily lessons in all standard subjects
- Attended/ participated in: IEP meetings for students; Student Transition Meetings
- Assisted in medical needs of students such as lifts, transfers and changing soiled clothing
- Collaborated with extensive support team to provide the greatest care for all students

**Student Teaching (Elementary Education), 1<sup>st</sup> Grade, Doe Run Elementary School, Manheim, PA** **2<sup>nd</sup> Half Spring 2013**

- Developed and implemented two comprehensive teaching science units; one on “Weather”; clouds, water cycle, and extreme weather; and “The Pond”; lentic/ lotic, aquatic life, frogs
- Prepared and taught daily lessons in all 1<sup>st</sup> grade subjects
- Volunteered for “All Pro Dads” breakfasts; Participated in “Math Night” w/ my own children

**Advanced Professional Studies, 4<sup>th</sup> Grade, Donegal Intermediate School, Donegal, PA** **Fall 2012**

- Designed and implemented a Comprehensive Teaching Unit on the Water Cycle; Prepared and taught lessons in math, science, social studies, and English
- Collaborated notes, lessons, and activities with team co-teacher in other 4<sup>th</sup> grade class
- Observed/ discussed meeting between teacher and parent for ongoing behavioral issues of a student; Graded papers during weekly math skills assessments to give feedback to students and teacher

**Advanced Professional Studies, Middle Level, The Janus School, Mt. Joy, PA** **Spring 2012**

- Designed and taught a Comprehensive Teaching Unit in science on “Simple Machines”
- Prepared; implemented lessons for 3<sup>rd</sup>- 8<sup>th</sup> graders with history of academic challenges in various subjects; Tutored students throughout the week during student’s tutoring sessions
- Met with team members to brainstorm alternative techniques to engage struggling students

**Sophomore Bloc, 1<sup>st</sup> Grade, Ferguson Elementary School, York, PA** **Fall 2011**

- Prepared and taught a lesson each in spelling, reading; Read aloud to students during scheduled times
- Gave DIBBELS assessment test to students in class, with guidance from cooperating teacher

**RELATED WORK EXPERIENCE**

***Therapeutic Support Specialist - Philhaven BHRS*** **August 2002 - August 2007**

- Assist clients with behavioral challenges in school, home and community settings
- Implemented IEP objectives for behavior issues; Collaborated with parents, teachers, related services
- Worked with clients in expressing and controlling emotions, and increasing coping skills

**AWARDS, MEMBERSHIP, MISCELLANEOUS**

Dean’s list – five of seven semesters		<b>2009 - 2013</b>
Presenter, Instructional Technology Seminar-Millersville University, Millersville, PA		<b>2013</b>
Pennsylvania State Education Association		<b>2012 - Present</b>
Attendee, Wolf Wolfensberger lecture "The Dilemma of Doing Human Services for Pay"		
	Temple University, Philadelphia, PA	<b>2010</b>
Former Chairman and Vice-Chairman, Palmyra Zoning Hearing Board		
	Palmyra, PA	<b>2008 – 2014</b>
Palmyra BIC volunteer for youth and young adults		<b>2013 - 2016</b>
ALICE Participant Course: <u>Response to the Active Shooter</u> 1.5 hrs	Millersville, PA	<b>2013</b>
<b>American Red Cross Adult and Pediatric First Aid/CPR/AED</b>	<b>Lancaster, PA</b>	<b>expires 6/2018</b>
<b>CPI Non-violent Crisis Intervention</b>	<b>Lebanon, PA</b>	<b>expires 9/2018</b>



**CONNECTIONS**  
EDUCATION®

1001 Fleet Street, 5th Floor

Baltimore, MD 21202

Phone: (443)-873-1779

Invoice	142223
Date	5/9/2017
Page	1

## Invoice

Reach Cyber Charter School  
 Brian Leinhauser Esq, Board Treasurer  
 750 East Park Drive, Suite 204  
 Harrisburg PA 17111

Purchase Order No.		Customer ID	Payment Terms		
1954260		0001124	NET30		
QTY	Item	Description	Unit Price	Ext. Price	
3.00	REACH LIVESPEECH	Initial Meeting - Initial Conference - April 2017	\$60.00	\$180.00	
2.00	REACH LIVESPEECH	Cancellation < 24 hours - Excused - 30 minutes - April 2017	\$37.35	\$74.70	
5.00	REACH LIVESPEECH	Cancellation < 24 hours - Unexcused - 45 Minutes - April 2017	\$56.03	\$280.15	
3.00	REACH LIVESPEECH	Group Speech Therapy (2 students) - 60 minutes - April 2017	\$60.30	\$180.90	
55.00	REACH LIVESPEECH	Cancellation < 24 hours - Unexcused - 30 Minutes - April 2017	\$37.35	\$2,054.25	
10.00	REACH LIVESPEECH	Group Speech Therapy (2 students) - 30 minutes - April 2017	\$30.15	\$301.50	
2.00	REACH LIVESPEECH	IEP Conference - 30 minutes - April 2017	\$37.35	\$74.70	
1.00	REACH LIVESPEECH	Group Speech Therapy (3 students) - 45 minutes - April 2017	\$45.23	\$45.23	
3.00	REACH LIVESPEECH	IEP Conference - 15 Minutes - April 2017	\$18.68	\$56.04	
4.00	REACH LIVESPEECH	Group Speech Therapy (3 students) - 30 minutes - April 2017	\$30.15	\$120.60	
15.00	REACH LIVESPEECH	Individual Therapy - 30 minutes - April 2017	\$37.35	\$560.25	
12.00	REACH LIVESPEECH	Group Therapy (1 student) - 30 Minutes - April 2017	\$30.15	\$361.80	
4.00	REACH LIVESPEECH	Cancellation < 24 hours - Unexcused - 60 Minutes - April 2017	\$74.70	\$298.80	
1.00	REACH LIVESPEECH	IEP Conference - 45 minutes - April 2017	\$56.03	\$56.03	
1.00	REACH LIVESPEECH	Consult - 15 minutes - April 2017	\$18.68	\$18.68	
1.00	REACH LIVESPEECH	Cancellation < 24 hours - Unexcused - 15 Minutes - April 2017	\$18.68	\$18.68	
3.00	REACH LIVESPEECH	Assessment - Initial Assessment - April 2017	\$350.00	\$1,050.00	
1.00	REACH LIVESPEECH	Group Speech Therapy (2 students) - 15 minutes - April 2017	\$15.08	\$15.08	
1.00	REACH LIVESPEECH	Individual Therapy - 60 minutes - April 2017	\$74.70	\$74.70	

*Please note invoice number 142223 on remittance. Thank you.*

Discount	\$0.00
<b>Total</b>	<b>\$5,822.09</b>

**Make all checks payable to Connections Education and send to:**  
 32369 Collection Center Dr  
 Chicago, IL 60693-0323

May 9, 2017

To: Reach Cyber Charter School Board of Directors  
From: Dr. Jean Swenk, Director, Federal Programs Support  
Subject: Approval of Homeless Students' Policy

After review by the Legal Department, the school, and Federal Programs Support, attached please find a Homeless Education, Title X: McKinney-Vento Policy for Board review and approval. This policy is to fulfill the requirements for legal compliance under the regulations for the federal Title 1, Part A program. Thank you.

Attachment: Homeless Education Policy

## **Homeless Education, Title X: McKinney-Vento Policy Reach Cyber Charter School**

The Board of Trustees recognizes the right of all students, including those who are homeless, to receive a free appropriate public education and to be given meaningful opportunities to succeed in schools. The School will ensure that homeless children and youth are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of homeless children and youth, will be distributed to all students upon enrollment, will be made available in Connexus®, and will be posted at the school site, as well as other places where children, youth, and families in transition receive services, such as family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies.

### Definitions

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes –  
Children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals; Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If a child or youth’s living situation does not clearly fall into the situations described above, the school should refer to the McKinney-Vento definition of “fixed, regular and adequate nighttime residence” and consider the relative permanence of the living arrangements. Determinations of homelessness should be made on a case-by-case basis. Note that incarcerated children and youth and children and youth in foster care are *not* considered homeless.

*Unaccompanied Youth* means a youth not in the physical custody of a parent or guardian, who lack a fixed, regular, and adequate nighttime residence as defined above. The more general term youth also includes unaccompanied youth.

*Enroll* and *enrollment* means attending school and participating fully in all school activities.

*Immediate* means without delay.

*School of Origin* means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

*Local Liaison* is the staff person designated by our district as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

### **Identification**

Homeless children and youth will be identified. Data will be collected on the number of enrolled students identified as homeless children; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

### **School Selection**

Each homeless child and youth has the right to remain at his or her school of origin or to attend any school that houses students who live in the attendance area in which the child or youth is actually living.

Therefore, in selecting a school, homeless children and youth will remain at their schools of origin to the extent feasible, unless that is against the parent's or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing during the summer.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

### **Enrollment**

The school shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, or other documentation.

### **Transportation**

Parents and unaccompanied youth will be informed of the right to transportation before they select a school for attendance. At a parent's or unaccompanied youth's request, transportation will be provided to and from the school of origin for the homeless children or youth.

Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes. In addition to receiving transportation to and from the school of origin upon request, homeless children and youth will also be provided with other transportation services comparable to those offered to housed students.

### **Services**

Students experiencing homelessness must be provided with services that are comparable to services offered to other students not experiencing homelessness. These services include

educational programs or services such as programs for children with disabilities, programs for students with limited English proficiency, vocational education, and programs for gifted and talented students, for which a student experiencing homelessness meets the eligibility criteria. Homeless children and youth are automatically eligible for Title I, Part A services.

**Training**

The local liaison will participate in, and share information with staff, regarding McKinney-Vento Title X requirements and sensitivity/awareness.

**Coordination**

A local liaison will be appointed as the school’s primary contact between homeless families, school personnel, and other service providers. The liaison is responsible for coordinating services to ensure that homeless students enroll in school and have an opportunity to succeed academically. The liaison shall also collaborate and coordinate as needed with the State Coordinator for the Education of Homeless Children and Youth, and community personnel who work with these students and their families.

**Disputes**

If there is a dispute regarding any issue covered in this policy, the student will have the rights of a homeless child or youth to all appropriate educational services, transportation, and Title I, Part A services while the dispute is pending. The school will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or unaccompanied youth to the local liaison immediately. Such notice will be in language the parent or unaccompanied youth can understand, and include a summary of the dispute resolution process. Detailed dispute resolution procedures are included in the school’s Homeless Education Procedures.

**LEGAL REFERENCE:**

- The McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sections 11431-11436
- Title I, Part A of the Elementary and Secondary Education Act, 20 U.S.C. Sections 6311-6315
- The Individuals with Disabilities Education Act, 20 U.S.C. Sections 1400 et. seq.
- Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Sections 1751 et. seq.
- June 5, 1992 Policy and Administration for Children and Families of the U.S. Department of Health and Human Services.

**ADOPTED:** \_\_\_\_\_ (Date)

**AMENDED:** \_\_\_\_\_ (Date)





Invoice	142216
Date	5/8/2017
Page	1

# Invoice

**Bill To:**

Reach Cyber Charter School  
 Brian Leinhauser Esq, Board Treasurer  
 750 East Park Drive, Suite 204  
 Harrisburg PA 17111

IA number	Customer ID	Payment Terms		
1909248	0001124	NET30		
Qty	Service	Description	Unit Price	Ext. Price
1.00	BENEFITS	April Services	\$30,055.56	\$30,055.56
1.00	ENROLLMENT BASED	April Services	\$519,383.98	\$519,383.98
1.00	OTHER CA CHARGE	April Services	\$14,700.00	\$14,700.00
1.00	OTHER CA CREDIT	April Services	(\$6,359.49)	(\$6,359.49)

Please note invoice number 142216 on remittance. Thank you.

<b>Total</b>	\$557,780.05
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Make checks payable to Connections Education and send to:  
 32369 Collection Center Dr  
 Chicago, IL 60693-0323



Invoice	142217
Date	5/8/2017
Page	1

# Invoice

**Bill To:**

Reach Cyber Charter School-REIMB  
 Brian Leinhauser Esq., Board Treasurer  
 750 East Park Drive, Suite 204  
 Harrisburg PA 17111

IA number	Customer ID	Payment Terms		
1909248	0001124R	NET30		
Qty	Service	Description	Unit Price	Ext. Price
1.00	PASS THROUGH	April Services	\$34,498.02	\$34,498.02
1.00	WITHHOLDINGS	April Services	\$9,679.80	\$9,679.80
1.00	OTHER CA CHARGE	April Services	\$16,876.69	\$16,876.69

Please note invoice number 142217 on remittance. Thank you.

<b>Total</b>	\$61,054.51
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Make checks payable to Connections Education and send to:  
 32369 Collection Center Dr  
 Chicago, IL 60693-0323



Charges for the Following Period:

April 2017

**Compensation Expenses**

Benefits - Administration	\$ 7,541.53
Benefits - Instructional	22,514.03
	<b>30,055.56</b>

**Enrollment/Unit Based Charges**

Curriculum and Instructional Support Services - Upfront Fee	41,476.45
Enrollment/Placement/Student Support Services - Upfront Fee	51,235.62
Student Technology Assistance Services - Upfront Fee	39,036.67
Curriculum and Instructional Support Services - Monthly Fee	122,200.00
Student Connexus License - Monthly Fee	65,800.00
Student Technology Assistance Services - Monthly Fee	59,220.00
School Operations Support Services - Monthly Fee	61,100.00
Special Ed Administration Services - Monthly Fee	52,500.00
Professional Development Services - Monthly Fee	4,500.00
School Staff Support Services - Monthly Fee	17,100.00
Facilities Support Services	2,083.33
Direct Course Instruction Support	3,131.91
	<b>519,383.98</b>

**Pass Through Expenses** 34,498.02

**Direct Special Education Expenses** 16,876.69

**Short Term Substitute Teaching Services** 14,700.00

**Withholdings** 9,679.80

**Credit for Nonbillable Earnings Paid by the School** (6,359.49)

***Total Amount Due*** **\$ 618,834.56**

## **Reach Connections Academy 2017-2018 Budget Notes**

### **Overall Comments**

1. The budget reflects a funded enrollment of 1,700 students generating total revenue of approximately \$21.8 million from all state and federal funding sources.
2. To provide better support for the fact that federal funds are supplementing the school's educational program and not supplanting it, expenditures are budgeted by fund source. The biggest impact involves the approach to staffing, which will be discussed later.
3. Total funding from all sources on a per pupil basis is budgeted at approximately \$12,800.

### **Enrollment and Grade Distribution**

1. Enrollment for the year is expected to average 1,722 students with 711 students enrolled in grades K-5 and 1,011 students enrolled in grades 6-11, which is budgeted for the 17-18 school year.
2. To achieve this level of enrollment, the school is expected to enroll a total of 2,467 students throughout the school year. As measured in the monthly school report, this translates into a "turnover and mid-year start" factor of 44.7%.
3. The grade distribution is budgeted to comprise 41.3% of students in grades K-5, 58.7% in grades 6-11.
4. The percentage of students expected to receive special education services is budgeted at 18%.

### **Revenue**

1. The base per pupil funding rate paid by districts is assumed to be \$10,074 for a general education student (this represents a weighted average district rate that reflects the school's student mix). For those students who receive special education resources, the per pupil funding is projected at \$23,088.
2. The budget includes \$667,000 in funding from the Federal Title Fund program. This consists of \$398,000 for Title I (low income, disadvantaged students), \$56,000 for Title II (professional development) and \$213,000 for IDEA-B (special education). The use of these funds is restricted, but the budget uses the money in an appropriate manner, primarily for teacher compensation and other resources targeted at these populations.

### **Staffing**

1. It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide throughout the year in which to make hiring decisions. This model offers guidance on student-teacher ratios for different grade levels, use of federal grants in funding some of the teachers, and administrative staff structure.

2. The Staffing Model in this budget presents the number of teachers funded by federal funds separately from the number of teachers funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the hiring of 10.1 teachers.
3. The proposed combined student-teacher ratios are as follows:
  - a. 40:1 for K-5
  - b. 35:1 for 6-12
  - c. 21:1 for special ed (unchanged from the 16-17 school year)
  - d. 250:1 for secondary advisory teachers (unchanged from the 16-17 school year)
 The resulting overall student-teacher ratio is projected at 25:1.
4. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of 17.8 FTE (full-time equivalent) elementary teachers, 27.9 secondary teachers, 16 special education teachers, 1 ELL teacher, 2 interventionists and 4 counselors/advisory teachers.
5. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
6. For budgeting purposes only, all returning teachers were assumed to be eligible to receive a 5% merit increase and earn their maximum incentive award. The actual merit increase and incentive award to each individual would be driven by a performance evaluation, based upon the objectives approved by the Board. Returning teachers will be eligible to pursue career ladder positions that would carry additional compensation.
7. The administrative team will consist of 1 school leader, 3 assistant principals, 1 manager of counseling services, 1 STEM coordinator, 1 business manager, 1 truancy advisor, 1 manager of outreach/marketing, 1 state testing coordinator and 5 administrative assistants, for a total administrative staff of 15 employees.
8. For budgeting purposes only, all administrative staff is shown to be eligible to receive a 5% merit increase and earning the maximum incentive award. The actual merit increase and incentive award will be made at the Board's direction and will be performance-weighted.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 22%. Pension expense has been budgeted at 10%, and payroll taxes will be charged back to the school at cost. Benefits, pension and taxes are estimated to represent approximately 41% of wages.

### **Products and Services**

1. The charge to the school for products and services is included in the products and services fee as outlined in the schedule of fees.
2. The charge to the school for the provision of student technology is included in the student technology assistance services fee as outlined in the schedule of fees.
3. The charge to the school for the special education program support services is included in the special education program support services fee as outlined in the schedule of fees.
4. The Monthly Fees for "Enrollment/Placement/Student Support Services" and "School Business Support Services" will be assessed in this second school year.

**Other Non-Payroll Related Expenses**

1. The charge from Connections to support the teaching of certain courses (primarily German, Latin, and Chinese) is \$1.53 per student day enrolled in one of the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.
2. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus®, its EMS (education management system). The school is under no obligation to utilize this resource and is free to determine the best way to fill any temporary absence.
3. Student Testing and Assessment expenses of \$170,000 have been budgeted.
4. Office Rent and Utilities expense is budgeted at \$272,101. This includes the rent costs of the expansion and the build out, furniture and tech costs.
5. This budget also includes \$65,000 for Travel and Conferences and \$65,000 for Staff Training to allow staff members to participate in some charter school conferences and professional development workshops. Most of the professional development opportunities will be funded with the Title II grant.
6. \$42,500 has been included in the budget for Extracurricular Activities.
7. \$78,750 is included for Accounting Services, and \$22,000 for External Audit; and Legal expense is budgeted at \$20,000.
8. In order to encourage participation by Board members in school activities, including attendance at state and national charter school conferences, \$20,000 has been included in the budget.

**REACH Connections Academy - 2017-2018 Budget**

**Revenue and Expense Statement**

	<b>2017-2018 M&amp;O Budget</b>	<b>2017-2018 Title I Budget</b>	<b>2017-2018 Title II Budget</b>	<b>2017-2018 IDEA-B Budget</b>	<b>2017-2018 Combined Budget</b>	<b>2016-2017 Combined Forecast</b>
Average Enrolled Students	1,722				1,722	822
Funded Enrollment	1,700				1,700	811
<b>Revenue</b>						
Regular Ed Funding	14,039,678				14,039,678	6,744,567
Special Ed Funding	7,063,623				7,063,623	2,966,050
Subtotal	21,103,301	-	-	-	21,103,301	9,710,617
Title I	-	398,000			398,000	189,680
Title II-A	-		56,000		56,000	26,904
Title VI - IDEA B	-			213,000	213,000	-
Miscellaneous Income	-				-	20
Subtotal	-	398,000	56,000	213,000	667,000	216,604
<b>Total Revenue</b>	<b>21,103,301</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>	<b>21,770,301</b>	<b>9,927,221</b>
<b>Compensation Expense</b>						
Salaries - Administration	819,076	-	-	-	819,076	397,001
Benefits - Administration	180,197	-	-	-	180,197	79,400
Pension - Administration	81,908	-	-	-	81,908	17,630
Taxes - Administration	73,717	-	-	-	73,717	34,699
Subtotal Administration	1,154,898	-	-	-	1,154,898	528,731
Salaries - Teachers	3,078,611	282,270	-	151,064	3,511,944	1,092,412
Benefits - Teachers	677,294	62,099	-	33,234	772,628	218,482
Pension - Teachers	307,861	28,227	-	15,106	351,194	54,554
Taxes - Teachers	277,075	25,404	-	13,596	316,075	96,980
Subtotal Instructional Staff	4,340,841	398,000	-	213,000	4,951,841	1,462,428
<b>Total Compensation Expense</b>	<b>5,495,739</b>	<b>398,000</b>	<b>-</b>	<b>213,000</b>	<b>6,106,739</b>	<b>1,991,159</b>
<b>Connections Products and Services</b>						
Curriculum and Instructional Support Services	3,063,370				3,063,370	1,469,486
Student Connexus License	1,084,889				1,084,889	517,791
Student Technology Assistance Services	1,963,295				1,963,295	944,012
Enrollment/Placement/Student Support Services	1,760,251				1,760,251	627,375
School Operations Support Services	1,007,397				1,007,397	480,806
School Business Support Services	247,975				247,975	-
Special Ed Program Support Services	870,585				870,585	459,000
Professional Development Services	94,168				94,168	43,875
School Staff Support Services/Human Resources support	327,705				327,705	166,725
Facilities Support Services	25,000				25,000	25,000
Short term substitute teachers	-				-	79,423
Direct Course Instruction Support	-				-	15,635
<b>Total Connections Products and Services Fees</b>	<b>10,444,635</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,444,635</b>	<b>4,829,128</b>

**REACH Connections Academy - 2017-2018 Budget**

**Revenue and Expense Statement**

	<b>2017-2018 M&amp;O</b>	<b>2017-2018 Title I</b>	<b>2017-2018 Title II</b>	<b>2017-2018 IDEA-B</b>	<b>2017-2018 Combined</b>	<b>2016-2017 Combined</b>
<b><u>Pass - Through Expenses</u></b>						
Office Supplies	46,000				46,000	22,000
Copiers/Reproduction	16,000				16,000	7,500
Office Postage	21,000				21,000	10,000
Student Testing & Assessment	170,000				170,000	40,600
Staff Recruiting/Background Checks	84,000				84,000	40,000
Staff Training/Prof. Dvlpmt.	9,000		56,000		65,000	22,000
Travel and Conferences	65,000				65,000	23,500
Maintenance & Repair	20,000				20,000	15,000
High Speed Internet	10,000				10,000	20,000
Telephone	2,000				2,000	20,000
Office Rent (including utilities)	272,101				272,101	108,000
Rent Operating Expense	19,200				19,200	
Expensed Equipment	20,000				20,000	20,000
Student Technology Support Stipend	459,000				459,000	219,000
Student Printers	75,000				75,000	35,900
Special Education Direct Services	262,000				262,000	125,000
Contracted Pupil Health Support	10,000				10,000	8,500
STEM Programmatic Expenses	149,000				149,000	56,000
Extracurricular Activities	42,500				42,500	20,000
<b>Total Pass-Through Expenses</b>	<b>1,751,801</b>	<b>-</b>	<b>56,000</b>	<b>-</b>	<b>1,807,801</b>	<b>813,000</b>
<b><u>Other School Expenses</u></b>						
Banking Fees	1,000				1,000	1,000
External Audit	22,000				22,000	20,000
Dues	5,000				5,000	3,000
D&O Insurance	6,000				6,000	4,000
Legal Services	20,000				20,000	15,000
Board Related Expense	20,000				20,000	20,000
Student Activities	1,500				1,500	1,000
Other School Expense	1,500				1,500	100
Accounting Services	78,750				78,750	75,000
<b>Total Other School Expenses</b>	<b>213,486</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>213,486</b>	<b>139,100</b>
<b>Total Program Expenses Before Depreciation</b>	<b>17,905,661</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>	<b>18,572,661</b>	<b>7,772,387</b>
Capital Outlay	-				-	215,000
<b>Total Program Expenses Including Depreciation</b>	<b>17,905,661</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>	<b>18,572,661</b>	<b>7,987,387</b>
<b>Net</b>	<b>3,197,641</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,197,641</b>	<b>1,939,834</b>
<b>Beginning fund balance</b>	<b>1,939,834</b>				<b>1,939,834</b>	<b>-</b>
<b>Ending fund balance</b>	<b>5,137,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,137,474</b>	<b>1,939,834</b>



## REACH Connections Academy - 2017-2018 Budget

### Enrollment and Revenue

1,722 ADM  
1,700 Funded

School Days 180

Average Daily Membership (ADM)			
Grade	Total	Grade Mix	Funded
K	142	8.3%	140
1	86	5.0%	85
2	100	5.8%	99
3	107	6.2%	105
4	142	8.3%	140
5	134	7.8%	132
6	161	9.4%	159
7	222	12.9%	219
8	220	12.8%	217
9	236	13.7%	233
10	86	5.0%	85
11	86	5.0%	85
12	0	0.0%	0
<b>Total</b>	<b>1,722</b>	<b>100.0%</b>	<b>1,700</b>

Special Ed Population 18%

Revenue Source	Annual Base Rate	Enrollment	Budgeted Revenue
Regular Ed Funding	\$10,074	1,394	14,039,678
Special Ed Funding	\$23,088	306	7,063,623
Title I	\$234	1,700	398,000
Title II	\$33	1,700	56,000
IDEA-B	\$125	1,700	213,000
<b>Total Revenue</b>			<b>21,770,301</b>

**REACH Connections Academy 2017 - 2018 Budget**  
**Title IDEA Funding**

	<b>Title I</b>	<b>Title II</b>	<b>IDEA - B</b>
<b>Funding</b>	398,000	56,000	213,000
<b>Expenses</b>			
<b>Office Supplies</b>			
<b>Professional Development</b>		56,000	
<b>Summer School</b>			
<b>Tutoring</b>			
<b>Consumable Materials</b>			
<b>Technological Devices</b>			
<b>Student Activities</b>			
<b>Career Ladder</b>			
<b>Travel (Family Engagement Activities)</b>			
<b>Instructional Staff</b>	398,000	-	213,000
<b>Admin Staff</b>	-	-	0
<b>Total Expenses</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>
<b>Left to Spend</b>	-	-	-

<b>Title I</b>							
<b>New Salaries</b>							
	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>22%</b> <b>Benefits</b>	<b>10%</b> <b>Pension</b>	<b>9%</b> <b>Taxes</b>	<b>Total</b>
<b>Teachers</b>							
Elementary Teachers (K-5)	4.0	175,332	-	38,573	17,533	15,780	<b>247,218</b>
Secondary Teachers (6-12)	2.3	106,938	-	23,526	10,694	9,624	<b>150,782</b>
	<b>6.3</b>	<b>282,270</b>	<b>0</b>	<b>62,099</b>	<b>28,227</b>	<b>25,404</b>	<b>398,000</b>
<b>IDEA-B</b>							
<b>Average 17-18 Salaries</b>							
	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
<b>Teachers</b>							
ELL Teachers	0.6	26,090	-	5,740	2,609	2,348	<b>36,788</b>
Special Ed Teachers	2.7	124,973	-	27,494	12,497	11,248	<b>176,213</b>
	<b>3.3</b>	<b>151,064</b>	<b>0</b>	<b>33,234</b>	<b>15,106</b>	<b>13,596</b>	<b>213,000</b>

<b>Consolidated</b>							
<b>Average 17-18 Salaries</b>							
	<b>FTE</b>	<b>Salary</b>	<b>Bonus</b>	<b>Benefits</b>	<b>Pension</b>	<b>Taxes</b>	<b>Total</b>
<b>Teachers</b>							
Elementary Teachers (K-5)	4.0	175,332	-	38,573	17,533	15,780	<b>247,218</b>
Secondary Teachers (6-12)	2.3	106,938	-	23,526	10,694	9,624	<b>150,782</b>
ELL Teachers	0.6	26,090	-	5,740	2,609	2,348	<b>36,788</b>
Special Ed Teachers	2.7	124,973	-	27,494	12,497	11,248	<b>176,213</b>
	<b>9.5</b>	<b>433,333</b>	<b>0</b>	<b>95,333</b>	<b>43,333</b>	<b>39,000</b>	<b>611,000</b>

**REACH Connections Academy 2017-2018 Budget  
Staffing Model**

Enrollment Plan	
Kindergarten	142
First	86
Second	100
Third	107
Fourth	142
Fifth	134
Sixth	161
Seventh	222
Eighth	220
Ninth	236
Tenth	86
Eleventh	86
Twelfth	0
<b>Average Enrollment</b>	<b>1,722</b>
<b>Funded Enrollment</b>	<b>1,700</b>
<b>ADM to Funded Ratio</b>	<b>101.3%</b>

Total Population		
Elementary (K-5)	711	41%
Secondary (6-12)	1,011	59%
<b>Total Regular FTE</b>	<b>1,722</b>	

Special Population			
Category	%	Factor	Total FTE
IEP	15%	100%	258
IEP - Alt Asses.		100%	7
504	2%	33%	13
Gifted	2%	100%	21
ELL	1%	0%	0
<b>Total</b>	<b>18%</b>		<b>299</b>

Peak Enrollment	
Peak Enrollment	1,900
Adm to Peak %	90.6%
Peak Enrollment Month	March

Base Rate for New	
REACH- Harrisburg	\$37,000

New Staff - Salary Adjustment	
Avg- Existing	48,257
Adj. - New Staff	(1,000)

Prior Year iNaCA FTE	
FTE	0.0

Compensation Metrics		
<b>Merit</b>		
Teachers	5.0%	352,440
Admin	5.0%	177,005
<b>Total Merit (Incl. Benefits &amp; Taxes)</b>		<b>529,446</b>
Bonus % for Returning		64,110
Career Ladder Points	40	
Career Ladder Point %	4.0%	76,417
Summer Support (# of FTE)	2	12,800
Summer Instruction	8	77,212
Other Comp Adj.		0
<b>Total Other Compensation</b>		<b>230,539</b>

	Ratios			Staffing					Base Compensation		Salaries, Benefits and Taxes		
	17-18 16-17	17-18 General Fund	17-18 Combined	16-17	17-18 General Fund	17-18 Grant Funding	17-18 Combined	New	Average 16-17 Salaries	Average 17-18 Salaries	General Fund 17-18 Salaries	Total Grant 17-18 Salaries	Total Combined 17-18 Salaries
<b>Instructional Staff</b>													
Elementary Teachers (K-5)	43	52	40	9.0	13.8	4.0	17.8	8.8	43,833	46,025	634,178	175,332	809,510
Secondary Teachers (6-12)	40	38	35	13.0	25.6	2.3	27.9	14.9	47,038	49,390	1,255,272	106,938	1,362,209
ELL Teachers				1.0	0.4	0.6	1.0	0.0	46,250	48,563	22,472	26,090	48,563
Adjuncts				0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-
Special Ed Teachers	25	22	21	6.0	13.3	2.7	16.0	10.0	46,250	48,563	642,024	124,973	766,998
Intervention / Specialists				0.0	2.0	0.0	2.0	2.0	0	48,250	94,500	-	94,500
Advisory Teacher/Counselors	275	291	250	2.0	3.5	0.6	4.0	2.0	47,500	49,875	199,625	-	199,625
<b>Subtotal Instructional Staff</b>				<b>31.0</b>	<b>58.6</b>	<b>10.1</b>	<b>68.7</b>	<b>37.7</b>	<b>45,487</b>	<b>47,761</b>	<b>2,848,072</b>	<b>433,333</b>	<b>3,281,405</b>
Student/Teacher Ratio		29	25										
<b>Other Compensation</b>									-	-	230,539	-	230,539
<b>Subtotal Instructional Wages</b>											<b>3,078,611</b>	<b>433,333</b>	<b>3,511,944</b>
Benefits				20%	22%						677,294	95,333	772,628
Pension				10%	10%						307,861	43,333	351,194
Taxes				9%	9%						277,075	39,000	316,075
<b>Total Instructional Expense</b>									-	-	<b>4,340,841</b>	<b>611,000</b>	<b>4,951,841</b>
<b>Administration</b>													
School Executive Director/CEO			1.0	1.0	1.0	0.0	1.0	0.0					
Assistant Principal	700	700	700	2.0	3.0	0.0	3.0	1.0					
Director of SPED			0.0	0.0	0.0	0.0	0.0	0.0					
Manager of Counseling			1.0	1.0	1.0	0.0	1.0	0.0					
Administrative Assistant	350	350	350	2.0	5.0	0.0	5.0	3.0					
STEM Coordinator			1.0	1.0	1.0	0.0	1.0	0.0					
Business Manager			1.0	0.0	1.0	0.0	1.0	1.0					
Manager of Outreach / Marketing			1.0	0.0	1.0	0.0	1.0	1.0					
State Testing Coordinator			1.0	0.0	1.0	0.0	1.0	1.0					
Truancy Advisor			1.0	1.0	1.0	0.0	1.0	0.0					
<b>Subtotal Administration</b>				<b>8.0</b>	<b>15.0</b>	<b>0.0</b>	<b>15.0</b>	<b>7.0</b>			<b>750,538</b>	-	<b>750,538</b>
<b>Total Staff</b>				<b>39.0</b>	<b>73.6</b>	<b>10.1</b>	<b>83.7</b>	<b>44.7</b>					
Bonus Pool											68,539	-	68,539
<b>Subtotal Administrative Wages</b>											<b>819,076</b>	-	<b>819,076</b>
Benefits				20%	22%						180,197	-	180,197
Pension				10%	10%						81,908	-	81,908
Taxes				9%	9%						73,717	-	73,717
<b>Total Administrative Expense</b>											<b>1,154,898</b>	-	<b>1,154,898</b>
<b>Total Compensation Expense</b>											<b>5,495,739</b>	<b>611,000</b>	<b>6,106,739</b>

**Connections Charges Forecast**

Turn Over Ratio      **44.7%**  
TE eligible for District billing      **0.98%**

**Connections Products and Services**

Description	Enrollment		Months	Projected
	Rate	/Unit		
Curriculum and Instructional Support Services - Upfront	\$425	2,467		1,048,575
Curriculum and Instructional Support Services - Monthly	\$130	1,722	9	2,014,795
Student Connexus License	\$70	1,722	9	1,084,889
Student Technology Assistance Services - Upfront	\$400	2,467		986,894
Student Technology Assistance Services - Monthly	\$63	1,722	9	976,400
Enrollment/Placement/Student Support Services - Upfront	\$525	2,467		1,295,299
Enrollment/Placement/Student Support Services - Monthly	\$30	1,722	9	464,953
School Operations Support Services	\$65	1,722	9	1,007,397
School Business Support Services	\$16	1,722	9	247,975
Special Ed Administrative Services	\$375	258	9	870,585
Professional Development Services	\$125	84	9	94,168
School Staff Support Services	\$435	84	9	327,705
Direct Course Instruction Service	\$1.53	0		-
Short Term Sub Teachig Services	\$300	0		-
Facilities Support Services	\$25,000	1		25,000
<b>Total Connections Products and Services</b>				<b>10,444,635</b>

**REACH Connections Academy 2017 - 2018 Budget**

**Reach Cyber Charter School of Pennsylvania LLC**

**Fee Schedule**

Fee	Factor	Description
<b>Upfront Fees</b>		
Curriculum and Instructional Support Services	\$425	Charged per student at time student becomes eligible for billing to districts/state
Enrollment/Placement/Student Support Services	\$525	Charged per student at time student becomes eligible for billing to districts/state
Student Technology Assistance Services	\$400	Charged per student at time student becomes eligible for billing to districts/state

<b>Monthly Fees</b>		
Curriculum and Instructional Support Services	\$130	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Student Connexus License	\$70	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Student Technology Assistance Services	\$63	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Enrollment/Placement/Student Support Services <sup>1</sup>	\$30	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
School Operations Support Services	\$65	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
School Business Support Services <sup>1</sup>	\$16	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Special Ed Administration Services	\$375	Charged per each student on an IEP at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Professional Development Services	\$125	Charged monthly for each employee employed at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
School Staff Support Services	\$435	Charged monthly for each employee employed at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Employee Benefits	22.00%	per actual gross wages and bonus accrual for administration and teachers

<sup>1</sup> The Monthly Fees for "Enrollment/Placement/Students Support Services" and "School Business Support Services" are waived in their entirety for the first year of operation

\* measured on 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of traditional school year, if earlier)

<b>Fixed Fee Services</b>		
Facilities Support Services	\$25,000	Charged per Location

**END OF FEE SCHEDULE**

**If the Board of Trustees requests Connections to act as a pay agent for other products or services, Connections will be reimbursed at cost (i.e., with no markup or profit added). Examples would include:**

- Office Supplies and Postage
- Copiers/Reproduction
- Student Technology Support Stipend Payment Reimbursement
- Student Testing and Assessment
- Staff Recruiting
- Staff Training/Professional Development
- Travel and Conferences
- Maintenance and Repair
- High Speed Internet, Phone, Facility Operating Expense
- Office Rent
- Other School Operating Expenses Shown in the Budget

**Note: Items under Student Technology Assistance Services and Curriculum and Instructional Support Services are provided to the school and its students for use during the school year. They remain the property of Connections Academy of Pennsylvania and/or its vendors.**

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## Proposal for Telecommunications Services for Reach Cyber Charter School

As a leader in collaboration, agility and productivity for a blended workforce, Connections Education ("Connections"), is proud to offer *Telecommunications Services* to partner schools with a goal of continuously improving efficiency of operations to better serve students and families.

As part of the turnkey telecommunications solution, Connections will provide and support a cloud based VOIP service with advanced communication features that are available to any user regardless of location. Features include:

- Unlimited Domestic Usage
- Mobility Tools (App for iOS/Android/Windows phones)
- Fax to Email
- Conference Bridge
- Call Analytics
- Call Monitoring/Recording (Subject to Federal and State Consent laws)

The turnkey telecommunications solution includes a Polycom VXX310 or similar phone per office-based user, Polycom conference phones for meeting rooms, shipping & handling to school, technical support, repairs and replacement if necessary.

Home-based users will utilize a soft phone feature installed on their laptops and/or mobile application on their smartphones. Office-based staff will have access to these features as well.

### Pricing

Currently, the Fee Schedule includes a \$435 *School Staff Support Services* fee that is charged monthly for each employee employed at the end of the month – maximum of 9 months for a full school year.

To incorporate the proposed *Telecommunications Services* as described above, the \$435 School Staff Support Services fee would be increased to \$475 for each employee employed at the end of the month – maximum of 9 months for a full school year.

### Budget Effect

The increase in fees, anticipated to be under \$13,000 for 36 employees, would be offset by a greater cost savings. The current budget for the 16-17 school year includes both telephone equipment and \$20,000 of contracted telephone services which would no longer be necessary.



# Memorandum

**To:** Members, Reach Cyber Charter School Board  
**From:** Amanda Jay, Senior Director, State Relations  
**Cc:** Jane Swan, School Leader  
**Date:** May 17, 2017  
**Re:** State Relations Update

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Thank you for your volunteer service on the Reach Cyber Charter School Board. Here is a short update on current state relations activities in Pennsylvania.

## HB 97

House Bill 97, a comprehensive charter reform bill was passed by the House of Representatives in April. Included in the bill are funding cuts to cyber charter schools that are estimated to total a 5 to 7 percent loss in current funding. This is slightly lower than the percentage contemplated by last year's similar bill HB 530. HB 97 retains several of the favorable provisions from HB 530 including dual enrollment and a parental option to refuse technology for families with more than one child enrolled in a cyber charter. Connections is concerned about an amendment added to the bill that would prevent charter schools from advertising as "tuition free schools," and is advocating for its removal.

Amanda Jay will be in Harrisburg on June 5<sup>th</sup> and 6<sup>th</sup> to meet with legislators and advocacy organizations.

## **Reach Connections Academy 2017-2018 Budget Notes**

### **Overall Comments**

1. The budget reflects a funded enrollment of 1,700 students generating total revenue of approximately \$21.8 million from all state and federal funding sources.
2. To provide better support for the fact that federal funds are supplementing the school's educational program and not supplanting it, expenditures are budgeted by fund source. The biggest impact involves the approach to staffing, which will be discussed later.
3. Total funding from all sources on a per pupil basis is budgeted at approximately \$12,800.

### **Enrollment and Grade Distribution**

1. Enrollment for the year is expected to average 1,722 students with 711 students enrolled in grades K-5 and 1,011 students enrolled in grades 6-11, which is budgeted for the 17-18 school year.
2. To achieve this level of enrollment, the school is expected to enroll a total of 2,467 students throughout the school year. As measured in the monthly school report, this translates into a "turnover and mid-year start" factor of 44.7%.
3. The grade distribution is budgeted to comprise 41.3% of students in grades K-5, 58.7% in grades 6-11.
4. The percentage of students expected to receive special education services is budgeted at 17%.

### **Revenue**

1. The base per pupil funding rate paid by districts is assumed to be \$10,074 for a general education student (this represents a weighted average district rate that reflects the school's student mix). For those students who receive special education resources, the per pupil funding is projected at \$23,088.
2. The budget includes \$667,000 in funding from the Federal Title Fund program. This consists of \$398,000 for Title I (low income, disadvantaged students), \$56,000 for Title II (professional development) and \$213,000 for IDEA-B (special education). The use of these funds is restricted, but the budget uses the money in an appropriate manner, primarily for teacher compensation and other resources targeted at these populations.

### **Staffing**

1. It is hoped that staffing decisions will be based upon the assumptions in this model, thus providing school management with an objective guide throughout the year in which to make hiring decisions. This model offers guidance on student-teacher ratios for different grade levels, use of federal grants in funding some of the teachers, and administrative staff structure.



2. The Staffing Model in this budget presents the number of teachers funded by federal funds separately from the number of teachers funded by the general state fund. This form of budgeting by fund provides better support for the fact that federal funds are supplementing the school's educational program and not supplanting it. The budget assumes federal funds will be used to support the employment of 10 teachers.
3. The proposed combined student-teacher ratios are as follows:
  - a. 40:1 for K-5 (43:1 was used in the 16-17 school year)
  - b. 35:1 for 6-12 (37:1 was used in the 16-17 school year)
  - c. 21:1 for special ed (25:1 was used in the 16-17 school year)
  - d. 250:1 for secondary advisory teachers (275:1 was used in the 16-17 school year)
 The resulting overall student-teacher ratio is projected at 25:1.
4. If budgeted enrollment levels are achieved, then the teaching and instructional support staff will be comprised of approximately 18 FTE (full-time equivalent) elementary teachers, 18 secondary teachers, 16 special education teachers, 1 ELL teacher, 2 interventionists and 4 counselors/advisory teachers.
5. It is important to note that this staff accounts for all teaching responsibilities, including electives. If the school needs to find another resource to teach any electives, then the teacher allocation will need to be adjusted downward accordingly.
6. For budgeting purposes only, all returning teachers were assumed to be eligible to receive a 5% merit increase and earn their maximum incentive award. The actual merit increase and incentive award to each individual would be driven by a performance evaluation, based upon the objectives approved by the Board. Returning teachers will be eligible to pursue career ladder positions that would carry additional compensation.
7. The administrative team will consist of 1 school leader, 3 assistant principals, 1 manager of counseling services, 1 STEM coordinator, 1 business manager, 1 truancy advisor, 1 manager of outreach/marketing 1 state testing coordinator, 5 administrative assistants and 1 school nurse, for a total administrative staff of 16 employees.
8. For budgeting purposes only, all administrative staff is shown to be eligible to receive a 5% merit increase and earning the maximum incentive award. The actual merit increase and incentive award will be made at the Board's direction and will be performance-weighted.

### **Benefits**

1. The rate charged to the school for the provision of benefits is 22%. Pension expense has been budgeted at 10%, and payroll taxes will be charged back to the school at cost. Benefits, pension and taxes are estimated to represent approximately 41% of wages.

### **Products and Services**

1. The charge to the school for products and services is included in the products and services fee as outlined in the schedule of fees.
2. The charge to the school for the provision of student technology is included in the student technology assistance services fee as outlined in the schedule of fees.
3. The charge to the school for the special education program support services is included in the special education program support services fee as outlined in the schedule of fees.
4. The Monthly Fees for "Enrollment/Placement/Student Support Services" and "School Business Support Services" will be assessed in this second school year.

**Other Non-Payroll Related Expenses**

1. The charge from Connections to support the teaching of certain courses (primarily German, Latin, and Chinese) is \$1.53 per student day enrolled in one of the courses supported by a Connections staff member. No expense is budgeted here as the full instructional cost is shown in staff salaries. If the school utilizes this resource, its staff allocation will be adjusted accordingly.
2. In order to assist schools with extended teacher absences, such as maternity leave, Connections is planning on hiring some teaching resources. The charge to a school that utilizes one of these teachers will be \$300 per day. Although this rate is higher than what is typical in the traditional school system, these teachers will be trained in Connections' program and the operation of Connexus<sup>®</sup>, its EMS (education management system). The school is under no obligation to utilize this resource and is free to determine the best way to fill any temporary absence.
3. Student Testing and Assessment expenses of \$170,000 have been budgeted.
4. Office Rent and Utilities expense is budgeted at \$272,101. This includes the rent costs of the expansion and the build out, furniture and tech costs.
5. This budget also includes \$65,000 for Travel and Conferences and \$65,000 for Staff Training to allow staff members to participate in some charter school conferences and professional development workshops. Most of the professional development opportunities will be funded with the Title II grant.
6. \$42,500 has been included in the budget for Extracurricular Activities.
7. \$78,750 is included for Accounting Services, and \$22,000 for External Audit; and Legal expense is budgeted at \$20,000.
8. In order to encourage participation by Board members in school activities, including attendance at state and national charter school conferences, \$20,000 has been included in the budget.

**REACH Connections Academy - 2017-2018 Budget**

**Revenue and Expense Statement**

	<b>2017-2018 M&amp;O Budget</b>	<b>2017-2018 Title I Budget</b>	<b>2017-2018 Title II Budget</b>	<b>2017-2018 IDEA-B Budget</b>	<b>2017-2018 Combined Budget</b>	<b>2016-2017 Combined Forecast</b>
Average Enrolled Students	1,722				1,722	822
Funded Enrollment	1,700				1,700	811
<b>Revenue</b>						
Regular Ed Funding	14,039,678				14,039,678	6,744,567
Special Ed Funding	7,063,623				7,063,623	2,966,050
Subtotal	21,103,301	-	-	-	21,103,301	9,710,617
Title I	-	398,000			398,000	189,680
Title II-A	-		56,000		56,000	26,904
Title VI - IDEA B	-			213,000	213,000	-
Miscellaneous Income	-				-	20
Subtotal	-	398,000	56,000	213,000	667,000	216,604
<b>Total Revenue</b>	<b>21,103,301</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>	<b>21,770,301</b>	<b>9,927,221</b>
<b>Compensation Expense</b>						
Salaries - Administration	882,036				882,036	397,001
Benefits - Administration	194,048				194,048	79,400
Pension - Administration	88,204				88,204	17,630
Taxes - Administration	79,383				79,383	34,699
Subtotal Administration	1,243,671	-	-	-	1,243,671	528,731
Salaries - Teachers	3,078,611	282,270		151,064	3,511,944	1,092,412
Benefits - Teachers	677,294	62,099		33,234	772,628	218,482
Pension - Teachers	307,861	28,227		15,106	351,194	54,554
Taxes - Teachers	277,075	25,404		13,596	316,075	96,980
Subtotal Instructional Staff	4,340,841	398,000	-	213,000	4,951,841	1,462,428
<b>Total Compensation Expense</b>	<b>5,584,512</b>	<b>398,000</b>	<b>-</b>	<b>213,000</b>	<b>6,195,512</b>	<b>1,991,159</b>
<b>Connections Products and Services</b>						
Curriculum and Instructional Support Services	3,063,370				3,063,370	1,469,486
Student Connexus License	1,084,889				1,084,889	517,791
Student Technology Assistance Services	1,963,295				1,963,295	944,012
Enrollment/Placement/Student Support Services	1,760,251				1,760,251	627,375
School Operations Support Services	1,007,397				1,007,397	480,806
School Business Support Services	247,975				247,975	-
Special Ed Program Support Services	870,585				870,585	459,000
Professional Development Services	95,293				95,293	43,875
School Staff Support Services/Human Resources support	331,620				331,620	166,725
Facilities Support Services	25,000				25,000	25,000
Short term substitute teachers	-				-	79,423
Direct Course Instruction Support	-				-	15,635
<b>Total Connections Products and Services Fees</b>	<b>10,449,675</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,449,675</b>	<b>4,829,128</b>

**REACH Connections Academy - 2017-2018 Budget**

**Revenue and Expense Statement**

	<b>2017-2018 M&amp;O Budget</b>	<b>2017-2018 Title I Budget</b>	<b>2017-2018 Title II Budget</b>	<b>2017-2018 IDEA-B Budget</b>	<b>2017-2018 Combined Budget</b>	<b>2016-2017 Combined Forecast</b>
<b><u>Pass - Through Expenses</u></b>						
Office Supplies	46,000				46,000	22,000
Copiers/Reproduction	16,000				16,000	7,500
Office Postage	21,000				21,000	10,000
Student Testing & Assessment	170,000				170,000	40,600
Staff Recruiting/Background Checks	84,000				84,000	40,000
Staff Training/Prof. Dvlpmt.	9,000		56,000		65,000	22,000
Travel and Conferences	65,000				65,000	23,500
Maintenance & Repair	20,000				20,000	15,000
High Speed Internet	10,000				10,000	20,000
Telephone	2,000				2,000	20,000
Office Rent (including utilities)	272,101				272,101	108,000
Rent Operating Expense	19,200				19,200	
Expensed Equipment	20,000				20,000	20,000
Student Technology Support Stipend	459,000				459,000	219,000
Student Printers	75,000				75,000	35,900
Special Education Direct Services	262,000				262,000	125,000
Contracted Pupil Health Support	10,000				10,000	8,500
STEM Programmatic Expenses	149,000				149,000	56,000
Extracurricular Activities	42,500				42,500	20,000
<b>Total Pass-Through Expenses</b>	<b>1,751,801</b>	<b>-</b>	<b>56,000</b>	<b>-</b>	<b>1,807,801</b>	<b>813,000</b>
<b><u>Other School Expenses</u></b>						
Banking Fees	1,000				1,000	1,000
External Audit	22,000				22,000	20,000
Dues	5,000				5,000	3,000
D&O Insurance	6,000				6,000	4,000
Internal Reporting, Budgeting and Audit (Charter Choices)	34,871				34,871	-
PDE, Federal Grant, and Tax Reporting (Charter Choices)	17,823				17,823	-
District Billing Services (Charter Choices)	86,791				86,791	-
Legal Services	20,000				20,000	15,000
Board Related Expense	20,000				20,000	20,000
Student Activities	1,500				1,500	1,000
Other School Expense	1,500				1,500	100
Accounting Services	78,750				78,750	75,000
<b>Total Other School Expenses</b>	<b>213,486</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>213,486</b>	<b>139,100</b>
<b><u>Adjustments and Credits</u></b>						
Deficit Protection Credit						
<b>Total Adjustments and Credits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Program Expenses Before Depreciation</b>	<b>17,999,474</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>	<b>18,666,474</b>	<b>7,772,387</b>
Capital Outlay	-				-	215,000
<b>Total Program Expenses Including Depreciation</b>	<b>17,999,474</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>	<b>18,666,474</b>	<b>7,987,387</b>
<b>Net</b>	<b>3,103,827</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,103,827</b>	<b>1,939,834</b>
<b>Beginning fund balance</b>	<b>1,939,834</b>				<b>1,939,834</b>	<b>-</b>
<b>Ending fund balance</b>	<b>5,043,661</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,043,661</b>	<b>1,939,834</b>

**REACH Connections Academy - 2017-2018 Budget**  
**Enrollment and Revenue**

School Days 180

<b>Average Daily Membership (ADM)</b>			
<b>Grade</b>	<b>Total</b>	<b>Grade Mix</b>	<b>Funded</b>
K	142	8.3%	140
1	86	5.0%	85
2	100	5.8%	99
3	107	6.2%	105
4	142	8.3%	140
5	134	7.8%	132
6	161	9.4%	159
7	222	12.9%	219
8	220	12.8%	217
9	236	13.7%	233
10	86	5.0%	85
11	86	5.0%	85
12	0	0.0%	0
<b>Total</b>	<b>1,722</b>	<b>100.0%</b>	<b>1,700</b>

Special Ed Population 18%

<b>Revenue Source</b>	<b>Annual Base Rate</b>	<b>Enrollment</b>	<b>Budgeted Revenue</b>
Regular Ed Funding	\$10,074	1,394	14,039,678
Special Ed Funding	\$23,088	306	7,063,623
Title I	\$234	1,700	398,000
Title II	\$33	1,700	56,000
IDEA-B	\$125	1,700	213,000
E-Rate	\$0		-
Interest	\$0		-
<b>Total Revenue</b>			<b>21,770,301</b>

**REACH Connections Academy 2017 - 2018 Budget**  
**Title IDEA Funding**

	Title I	Title II	IDEA - B
<b>Funding</b>	398,000	56,000	213,000
<b>Expenses</b>			
Office Supplies			
Professional Development		56,000	
Summer School			
Tutoring			
Consumable Materials			
Technological Devices			
Student Activities			
Career Ladder			
Travel (Family Engagement Activities)			
Instructional Staff	398,000	-	213,000
Admin Staff	-	-	0
<b>Total Expenses</b>	<b>398,000</b>	<b>56,000</b>	<b>213,000</b>
<b>Left to Spend</b>	-	-	-

<b>Title I</b>							
<b>New Salaries</b>							
				22%	10%	9%	
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	4.0	175,332	-	38,573	17,533	15,780	247,218
Secondary Teachers (6-12)	2.3	106,938	-	23,526	10,694	9,624	150,782
	<b>6.3</b>	<b>282,270</b>	-	<b>62,099</b>	<b>28,227</b>	<b>25,404</b>	<b>398,000</b>
<b>IDEA-B</b>							
<b>Average 17-18 Salaries</b>							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
ELL Teachers	0.6	26,090	-	5,740	2,609	2,348	36,788
Special Ed Teachers	2.7	124,973	-	27,494	12,497	11,248	176,213
	<b>3.3</b>	<b>151,064</b>	-	<b>33,234</b>	<b>15,106</b>	<b>13,596</b>	<b>213,000</b>

<b>Average 16-17 Salaries</b>							
Teachers	FTE	Salary	Bonus	Benefits	Pension	Taxes	Total
Elementary Teachers (K-5)	4.0	175,332	-	38,573	17,533	15,780	247,218
Secondary Teachers (6-12)	2.3	106,938	-	23,526	10,694	9,624	150,782
ELL Teachers	0.6	26,090	-	5,740	2,609	2,348	36,788
Special Ed Teachers	2.7	124,973	-	27,494	12,497	11,248	176,213
	<b>9.5</b>	<b>433,333</b>	-	<b>95,333</b>	<b>43,333</b>	<b>39,000</b>	<b>611,000</b>

**REACH Connections Academy 2017-2018 Budget  
Staffing Model**

Enrollment Plan	
Kindergarten	142
First	86
Second	100
Third	107
Fourth	142
Fifth	134
Sixth	161
Seventh	222
Eighth	220
Ninth	236
Tenth	86
Eleventh	86
Twelfth	0
<b>Average Enrollment</b>	<b>1,722</b>
<b>Funded Enrollment</b>	<b>1,700</b>
<b>ADM to Funded Ratio</b>	<b>101.3%</b>

Total Population		
Elementary (K-5)	711	41%
Secondary (6-12)	1,011	59%
<b>Total Regular FTE</b>	<b>1,722</b>	

Special Population			
Category	%	Factor	Total FTE
IEP	15%	100%	258
IEP - Alt Asses.		100%	7
504	2%	33%	13
Gifted	2%	100%	21
ELL	1%	0%	0
<b>Total</b>	<b>18%</b>		<b>299</b>

Peak Enrollment	
Peak Enrollment	1,900
Adm to Peak %	90.6%
Peak Enrollment Month	March

Base Rate for New	
REACH- Harrisburg	\$37,000

New Staff - Salary Adjustment	
Avg- Existing	48,257
Adj. - New Staff	(1,000)

Prior Year iNaCA FTE	
FTE	-

Compensation Metrics		
<b>Merit</b>		
Teachers	5.0%	100,444
Admin	5.0%	39,470
<b>Total Merit (Incl. Benefits &amp; Taxes)</b>		<b>139,915</b>
Bonus % for Returning		64,110
Career Ladder Points	40	
Career Ladder Point %	4.0%	76,417
Summer Support (# of FTE)	2	12,800
Summer Instruction	8	77,212
Other Comp Adj.		-
<b>Total Other Compensation</b>		<b>230,539</b>

	Ratios			Staffing					Base Compensation		Salaries, Benefits and Taxes		
	17-18		17-18	17-18		17-18		New	Average 16-17 Salaries	Average 17-18 Salaries	General Fund 17-18 Salaries	Total Grant 17-18 Salaries	Total Combined 17-18 Salaries
	16-17	General Fund	Combined	16-17	General Fund	Grant Funding	Combined						
<b>Instructional Staff</b>													
Elementary Teachers (K-5)	43	52	40	9.0	13.8	4.0	17.8	8.8	43,833	46,025	634,178	175,332	809,510
Secondary Teachers (6-12)	37	38	35	13.0	25.6	2.3	27.9	14.9	47,038	49,390	1,255,272	106,938	1,362,209
ELL Teachers				1.0	0.4	0.6	1.0	0.0	46,250	48,563	22,472	26,090	48,563
Adjuncts				0.0	0.0	0.0	0.0	0.0	27,000	27,000	-	-	-
Special Ed Teachers	25	22	21	6.0	13.3	2.7	16.0	10.0	46,250	48,563	642,024	124,973	766,998
Intervention / Specialists				0.0	2.0	0.0	2.0	2.0	0	48,250	94,500	-	94,500
Advisory Teacher/Counselors	275	291	250	2.0	3.5	0.6	4.0	2.0	47,500	49,875	199,625	-	199,625
<b>Subtotal Instructional Staff</b>				<b>31.0</b>	<b>58.6</b>	<b>10.1</b>	<b>68.7</b>	<b>37.7</b>	<b>45,487</b>	<b>47,761</b>	<b>2,848,072</b>	<b>433,333</b>	<b>3,281,405</b>
Student/Teacher Ratio		29	25										
Other Compensation									-		230,539	-	230,539
<b>Subtotal Instructional Wages</b>											<b>3,078,611</b>	<b>433,333</b>	<b>3,511,944</b>
Benefits				20%	22%						677,294	95,333	772,628
Pension				10%	10%						307,861	43,333	351,194
Taxes				9%	9%						277,075	39,000	316,075
<b>Total Instructional Expense</b>											<b>4,340,841</b>	<b>611,000</b>	<b>4,951,841</b>
<b>Administration</b>													
School Executive Director/CEO			1.0	1.0	1.0	0.0	1.0	0.0					
Assistant Principal	700	700	700	2.0	3.0	0.0	3.0	1.0					
Director of SPED			0.0	0.0	0.0	0.0	0.0	0.0					
Manager of Counseling			1.0	1.0	1.0	0.0	1.0	0.0					
Administrative Assistant	350	350	350	2.0	5.0	0.0	5.0	3.0					
STEM Coordinator			1.0	1.0	1.0	0.0	1.0	0.0					
Business Manager			1.0	0.0	1.0	0.0	1.0	1.0					
Manager of Outreach / Marketing			1.0	0.0	1.0	0.0	1.0	1.0					
State Testing Coordinator			1.0	0.0	1.0	0.0	1.0	1.0					
School Nurse			1.0	0.0	1.0	0.0	1.0	1.0					
Truancy Advisor			1.0	1.0	1.0	0.0	1.0	0.0					
<b>Subtotal Administration</b>				<b>8.0</b>	<b>16.0</b>	<b>0.0</b>	<b>16.0</b>	<b>8.0</b>			<b>802,538</b>	-	<b>802,538</b>
<b>Total Staff</b>				<b>39.0</b>	<b>74.6</b>	<b>10.1</b>	<b>84.7</b>	<b>45.7</b>					
Bonus Pool											79,499	-	79,499
<b>Subtotal Administrative Wages</b>											<b>882,036</b>	-	<b>882,036</b>
Benefits				20%	22%						194,048	-	194,048
Pension				10%	10%						88,204	-	88,204
Taxes				9%	9%						79,383	-	79,383
<b>Total Administrative Expense</b>											<b>1,243,671</b>	-	<b>1,243,671</b>
<b>Total Compensation Expense</b>											<b>5,584,512</b>	<b>611,000</b>	<b>6,195,512</b>

**REACH Connections Academy 2017-2018 Budget  
Connections Charges**

**Connections Charges Forecast**

Turn Over Ratio           **44.7%**  
TE eligible for District billing   **0.98%**

**Connections Products and Services**

Description	Enrollment		Months	Projected
	Rate	/Unit		
Curriculum and Instructional Support Services - Upfront	\$425	2,467		1,048,575
Curriculum and Instructional Support Services - Monthly	\$130	1,722	9	2,014,795
Student Connexus License	\$70	1,722	9	1,084,889
Student Technology Assistance Services - Upfront	\$400	2,467		986,894
Student Technology Assistance Services - Monthly	\$63	1,722	9	976,400
Enrollment/Placement/Student Support Services - Upfront	\$525	2,467		1,295,299
Enrollment/Placement/Student Support Services - Monthly	\$30	1,722	9	464,953
School Operations Support Services	\$65	1,722	9	1,007,397
School Business Support Services	\$16	1,722	9	247,975
Special Ed Administrative Services	\$375	258	9	870,585
Professional Development Services	\$125	85	9	95,293
School Staff Support Services	\$435	85	9	331,620
Direct Course Instruction Service	\$1.53	0		-
Short Term Sub Teaching Services	\$300	0		-
Facilities Support Services	\$25,000	1		25,000
<b>Total Connections Products and Services</b>				<b>10,449,675</b>



**REACH Connections Academy 2017 - 2018 Budget**  
**Reach Cyber Charter School of Pennsylvania LLC**  
**Fee Schedule**

Fee	Factor	Description
<b>Upfront Fees</b>		
Curriculum and Instructional Support Services	\$425	Charged per student at time student becomes eligible for billing to districts/state
Enrollment/Placement/Student Support Services	\$525	Charged per student at time student becomes eligible for billing to districts/state
Student Technology Assistance Services	\$400	Charged per student at time student becomes eligible for billing to districts/state
<b>Monthly Fees</b>		
Curriculum and Instructional Support Services	\$130	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Student Connexus License	\$70	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Student Technology Assistance Services	\$63	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Enrollment/Placement/Student Support Services <sup>1</sup>	\$30	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
School Operations Support Services	\$65	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
School Business Support Services <sup>1</sup>	\$16	Charged per each student enrolled at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Special Ed Administration Services	\$375	Charged per each student on an IEP at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Professional Development Services	\$125	Charged monthly for each employee employed at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
School Staff Support Services	\$435	Charged monthly for each employee employed at the end of the month - maximum of 9 months for a full school year <sup>1</sup>
Employee Benefits	22.00%	per actual gross wages and bonus accrual for administration and teacher!

<sup>1</sup> The Monthly Fees for "Enrollment/Placement/Students Support Services" and "School Business Support Services" are waived in their entirety for the first year of operation

\* measured on 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of traditional school year, if earlier)

<b>Fixed Fee Services</b>		
Facilities Support Services	\$25,000	Charged per Location

**END OF FEE SCHEDULE**

**If the Board of Trustees requests Connections to act as a pay agent for other products or services, Connections will be reimbursed at cost (i.e., with no markup or profit added). Examples would include:**

- Office Supplies and Postage
- Copiers/Reproduction
- Student Technology Support Stipend Payment Reimbursement
- Student Testing and Assessment
- Staff Recruiting
- Staff Training/Professional Development
- Travel and Conferences
- Maintenance and Repair
- High Speed Internet, Phone, Facility Operating Expense
- Office Rent
- Other School Operating Expenses Shown in the Budget

**Note: Items under Student Technology Assistance Services and Curriculum and Instructional Support Services are provided to the school and its students for use during the school year. They remain the property of Connections Academy of Pennsylvania and/or its vendors.**