



**APPROVED 08/16/2017**

Reach Cyber Charter School  
**MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING**  
Wednesday, June 21, 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 9:02 a.m. when all participants were present and able to hear each other.

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

Board Members Absent: Alex Schuh;

Guests via Phone: Jane Swan, Principal; Michael Hinshaw, school staff; Kevin Corcoran, Charter Choices, Financial Consultant; Rachel Graver, Connections staff; (in person); Dave Biondo, Board Member Candidate; Andrew Pasquinilli, Amanda Jay, Heather Woodward, Benjamin Shifflet 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. The Board noted the amended citation for purpose of Executive Session to be: to discuss any matter involving the employment of a person (65 PA CSA § 708(a)(4)) – School Leader End-of-Year Review. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the June 21, 2017 annual 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 Monthly School Report with the Board, highlighting changes from last month's report.

i. Update on Facility

Ms. Swan provided the Board with an update on the school facility expansion plans.

ii. Update on Staff Recruitment

Ms. Swan reviewed current staffing levels at the school, and specific positions that were currently in the interview process.

iii. Update on Enrollment

Ms. Swan provided the Board with an update on the most up-to-date enrollment numbers for the school.

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. The Board had discussion on the school's current financial position, as well as revenue sources.

Mr. Corcoran provided the Board with an update on their search for an independent financial audit firm. He reviewed the four (4) potential firms they have identified, as well as the ranking system used to rate each firm. Mr. Corcoran made his recommendation to the Board for a firm based on the rating system. Board members discussed the potential firms, and expressed their desire to add an item to the Action Items later in the meeting to approve a firm. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Consideration of Audit Firm Engagement for the 2016-2017 School Year Financial Audit be added to Action Items later in the meeting, be hereby approved.

The motion passed unanimously.

**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 May 31, 2017 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of LiveSpeech Invoice(s); and
- d. Approval of Board Meeting Schedule for the 2017-2018 School Year; are hereby approved.

The motion passed unanimously.

## VI. Action Items

### a. Approval of Connections Education Invoice for May

Mr. Shifflet reviewed the Connections invoices for the month of May, 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 invoice for the month of May, in the amount of \$710,407.82, as presented, is hereby approved.

The motion passed unanimously.

### b. Approval of Directors and Staggering of Terms

Ms. Woodward referred Board members to the candidate bio included in the Board materials, and reminded them of the discussion at the last board meeting regarding the candidacy of Mr. Biondo.

#### i. Dave Biondo

Mr. Biondo confirmed his interest in serving on the Board, and the Board members expressed their desire to appoint him.

Ms. Woodward further advised the Board that all Board member terms were up for renewal at this meeting, and recommended staggering Board member terms at this meeting. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment(s) of Alex Schuh and Dave Biondo to the Reach Cyber Charter School Board of Directors as Class 1 Directors for a term of one year to the 2018 Annual meeting, and Joseph Harford and Paul Donecker to the Reach Cyber Charter School Board of Directors as Class 2 Directors for a term of two years to the 2019 Annual meeting, and David Taylor and Gail Hawkins-Bush to the Reach Cyber Charter School Board of Directors as Class 3 Directors for a term of three years to the 2020 Annual meeting, are hereby approved.

The motion was approved unanimously.

### c. Approval of Officers for the 2017-2018 School Year

Ms. Woodward reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2018. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

David Taylor, Board President;  
Dave Biondo, Board Treasurer; and  
Joseph Harford, Board Secretary, as presented, is hereby approved.

The motion was approved unanimously.

## Approval of Audit Firm Engagement for the 2016-2017 School Year Financial Audit

Mr. Taylor reminded the Board of the discussion held earlier in the meeting regarding the estimate of audit-related charges and the general scope of work expected by the independent audit firm. The Board briefly outlined the options, and agreed that SD Associates, P.C. (formerly Siegal Drossner) was the best choice for this year's audit work. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of SD Associates, P.C. for the 2016-2017 school year financial audit, as discussed, is hereby accepted.

## 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. Results of Parent Satisfaction Survey

Ms. Graver reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. She noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor.

#### ii. Introduction of Andrew Pasquinilli, Lead Director of Schools

Ms. Graver introduced Mr. Pasquinilli to the Board and reviewed his background with the Board, as well as Mr. Pasquinilli's new role with the school. She further advised the Board of the additional support to be offered to school leadership with the addition of a Connections' Program Manager beginning in July 2017, and that she would be moving into that role for the upcoming school year.

Board members had a brief discussion about their desire to have an in-person meeting at the start of the next school year, and availabilities supported that to be at the September meeting.

## VIII. Executive Session

### a. To discuss any matter involving the employment of a person (65 PA CSA § 708(a)(4)) – School Leader End-of-Year Review

The Board entered into an Executive Session at 9:50 a.m. The Board cited the following for entering into the Executive Session: to discuss any matter involving the employment of a person (65 PA CSA § 708(a)(4)) – School Leader End-of-Year Review. Board members entered into the Executive Session via a roll call vote. Board members present were: David Taylor, Gail Hawkins-Bush, Joe Harford, Dave Biondo and Paul Donecker. Guests present at the request of the Board were: Rachel Graver, Heather Woodward and Megann Arthur. All others left the meeting at this time.

[Mr. Harford left the meeting at 9:59 a.m.]

Open Session resumed at 10:10 a.m. via a roll call vote. No action was taken during Executive Session.

**IX. Approval of School Leader Compensation for the 2017-2018 School Year**

Mr. Taylor reminded the Board of the discussion held in Executive Session. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Leader compensation for the 2017-2018 school year in the amount of \$112,875.00, with a 15% bonus potential, as discussed, is hereby approved.

The motion was approved unanimously.

**X. Adjournment and Confirmation of Annual Meeting - Wednesday, August 16, 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, August 16, 2017 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:12 a.m.