REACH CYBER CHARTER SCHOOL

Reach Cyber Charter School
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, November 17, 2021 at 9:00 a.m.

Meeting Location:
750 East Park Drive, Suite 204
Harrisburg, PA 17111

And Via Zoom Video and Teleconference
https://reach-connectionsacademy-
org.zoom.us/j/2666552472?pwd=UDByREJlYXJJNXVkOHY4OWdwa0FWZz09

Meeting ID: 266 655 2472
Passcode: QWMw5V

Phone +1 301 715 8592 US
Meeting ID: 266 655 2472 **Passcode:** 250287

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 Jane Swan at (717) 704-8437.

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 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 the 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. CEO's Report (MSR attached) – J. Swan
        i. Enrollment Update
        ii. Student Intervention Efforts Update – K. Rutkowski
    b. HR/ Staffing Updates – M. Garman
        i. Benefits Open Enrollment Update (attached)
        ii. School Compensation Committee Kickoff
    c. Financial Report (attached) – K. Yeselavage
        i. Audit Update

V.   Consent Items
    a. Approval of Minutes from the October 20, 2021 Board Meeting (attached)
    b. Approval of Staffing Report (attached)
    c. Approval of Pearson Invoice(s) for October (attached)

VI.   Action Items
    a. Approval of Revised Fee Schedule from Pearson Virtual Schools (attached) – J. Swan/ L. Johnson

VII.   Information Items
    a. School Success Partner (SSP) Update – L. Johnson
    b. Academic Success Partner (ASP) Update – M. Brown
        i. Key School Metrics (attached)

VIII.   Strategic Planning
    a. Approval of Memorandum of Understandings (MOUs) (attached) – J. Swan

IX.   EXECUTIVE SESSION – Pursuant to 65 Pa. C.S. §§ 708(a)(1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee – J. Swan/ D. Taylor

X.   Adjournment and Confirmation of Next Meeting – Wednesday, January 19, 2022 at 9:00 a.m.

MONTHLY SCHOOL REPORT

School & Date Selection

School
Reach Cyber Charter School ⌄

Report Date
October 31, 2021 ⌄

Currently Enrolled
7316
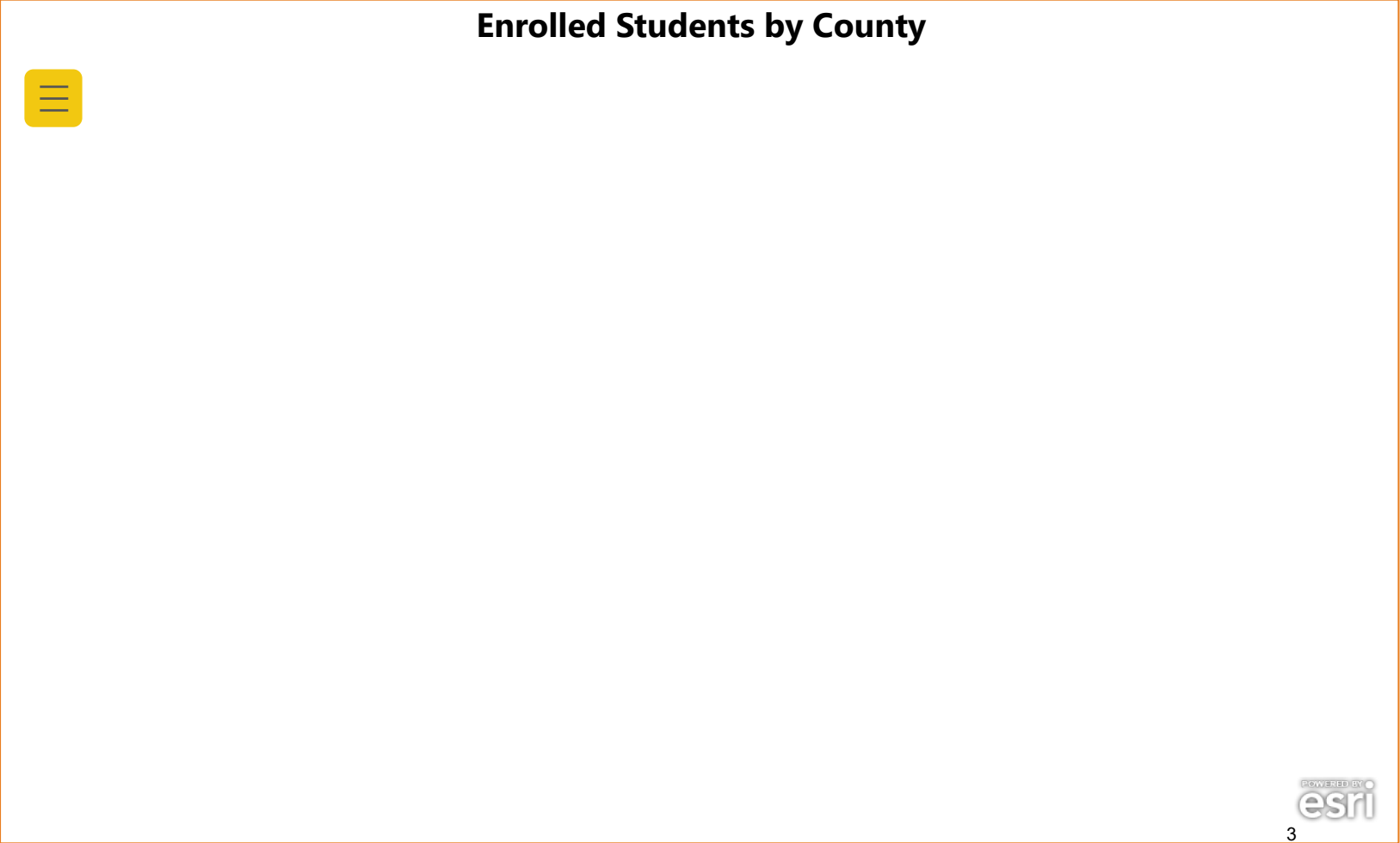
Total YTD Enrolled
8128

Enrollment Services Complete (Stage 4)
9030

Enrolled Students by County
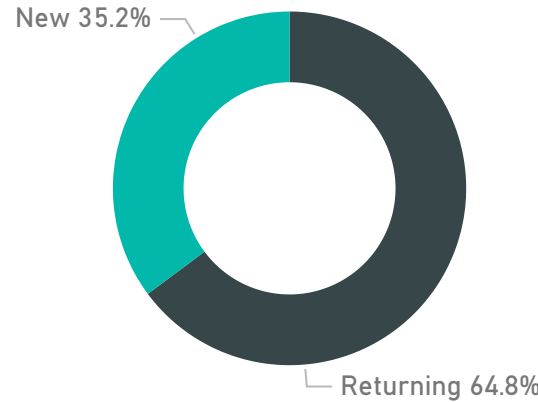
esri

Reach Cyber Charter School
October 31, 2021

Current Enrollment Month-Over-Month Change
4%

Current Enrollment Year-Over-Year Change
-14%
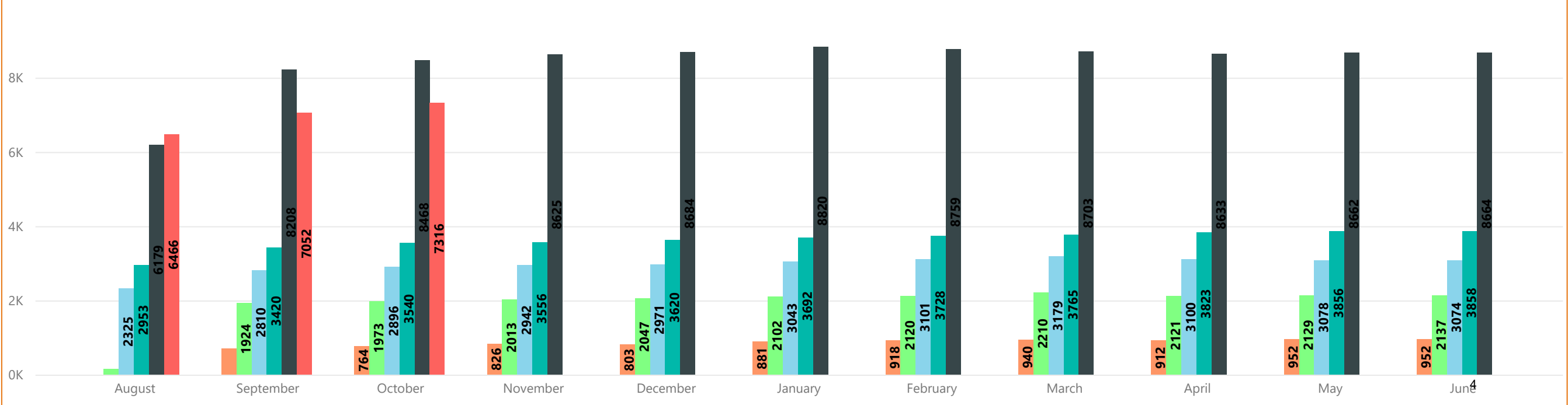
New and Returning

New 35.2%

Returning 64.8%

New and Returning Prior Year
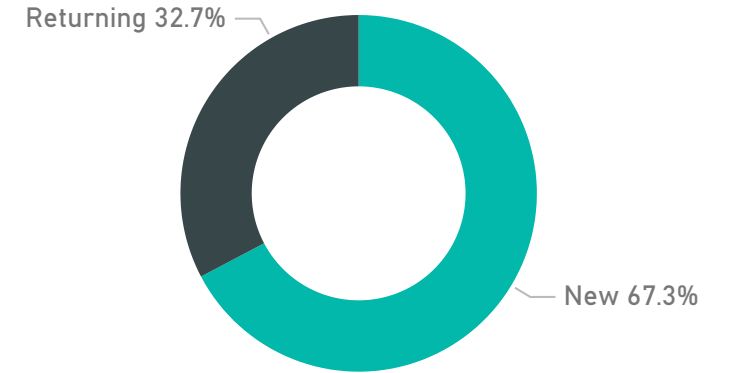
Returning 32.7%

New 67.3%

Monthly Student Current Enrollment Comparison

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022

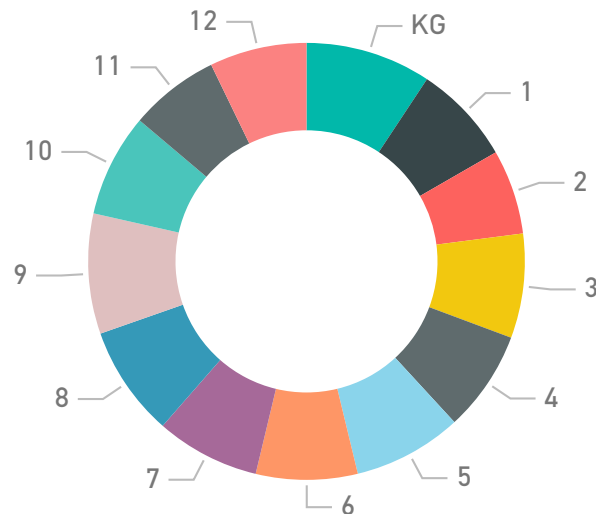## Enrolled Students by Final Grade
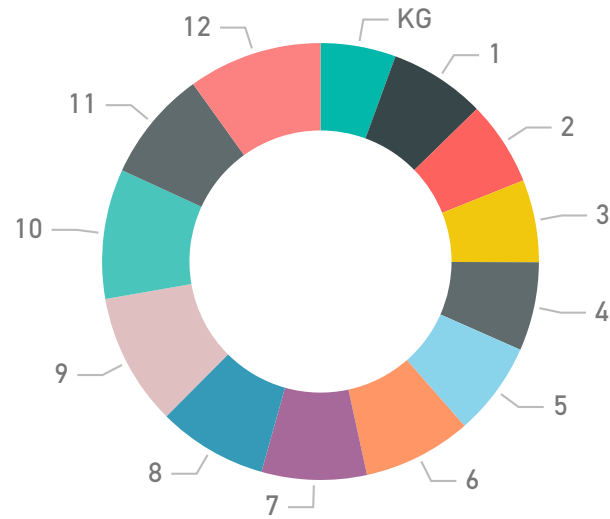
Enrolled Students Prior Year by Final Grade

Grade Distribution

ReportPeriod GradeDistribution	SameMonthPriorYear Students	%CT Students	PriorEOY Students	%CT Students	LastMonth Students	%CT Students	CurrentMonth Students	%CT Students
PK-2	**1944**	**23%**	**1874**	**22%**	**1342**	**19%**	**1386**	**19%**
KG	788	9%	749	9%	380	5%	408	6%
1	625	7%	604	7%	508	7%	521	7%
2	531	6%	521	6%	454	6%	457	6%
3-5	**1970**	**23%**	**1967**	**23%**	**1406**	**20%**	**1434**	**20%**
3	654	8%	661	8%	436	6%	447	6%
4	633	7%	612	7%	478	7%	480	7%
5	683	8%	694	8%	492	7%	507	7%
6-8	**1983**	**23%**	**2113**	**24%**	**1678**	**24%**	**1750**	**24%**
6	637	8%	667	8%	581	8%	588	8%
7	652	8%	689	8%	533	8%	569	8%
8	694	8%	757	9%	564	8%	593	8%
9-12	**2571**	**30%**	**2710**	**31%**	**2625**	**37%**	**2746**	**38%**
9	753	9%	203	2%	666	9%	716	10%
10	646	8%	718	8%	677	10%	703	10%
11	563	7%	731	8%	587	8%	602	8%
12	609	7%	1058	12%	695	10%	725	10%
Total	**8468**	**100%**	**8664**	**100%**	**7051**	**100%**	**7316**	**100%**

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Reach Cyber Charter School
October 31, 2021

Total YTD Enrollment by Withdrawal Category

Withdrawal During School Year 6.0%

Enrolled, Not Grad 90.1%
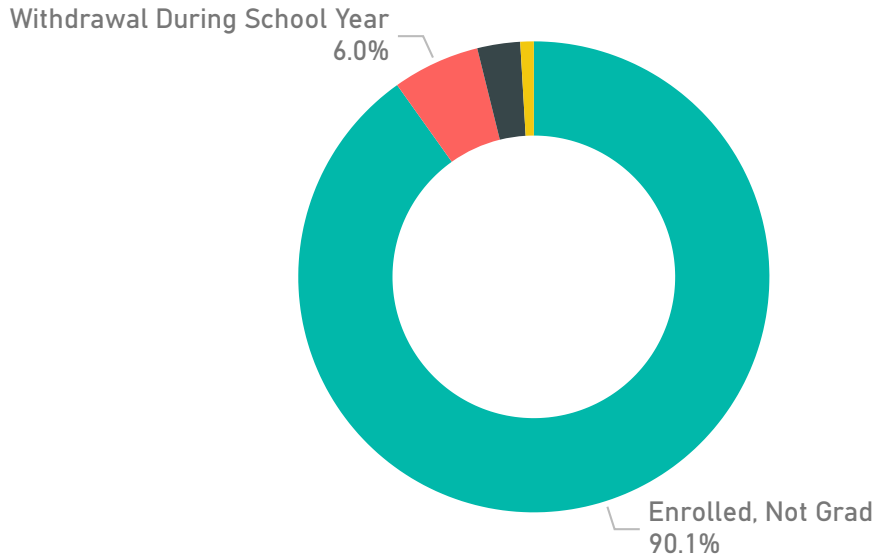
Total YTD Enrollment Prior Year by Withdrawal Category
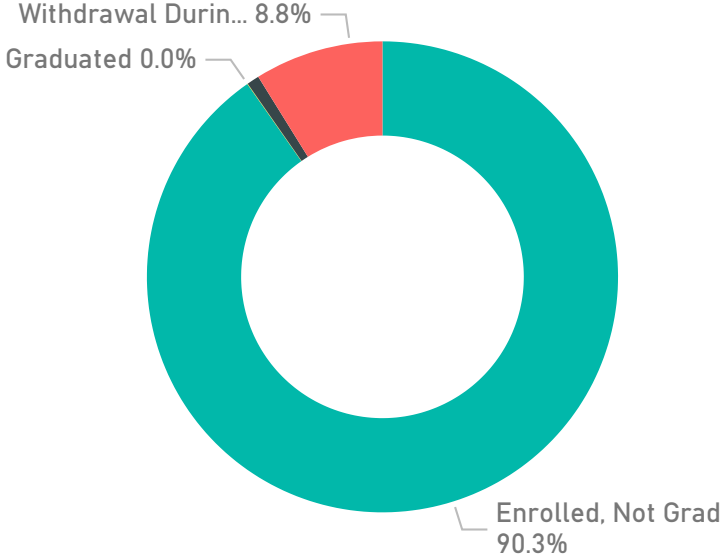
Withdrawal Durin... 8.8%

Graduated 0.0%

Enrolled, Not Grad 90.3%

Total YTD Enrollment

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	8473	90%	8664	80%	7062	92%	7327	90%
Graduated	3	0%	57	1%	75	1%	75	1%
Not Returning			3	0%				
Prior To Engagement	80	1%	87	1%	227	3%	239	3%
Withdrawal During School Year	830	9%	2011	19%	289	4%	487	6%
Total	**9386**	**100%**	**10822**	**100%**	**7653**	**100%**	**8128**	**100%**

Enrollment Services Complete (Stage 4)
9030

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Reach Cyber Charter School
October 31, 2021

Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	14	27	1	4
Another Reason	41	86	9	14
Deceased		1		
Different/Better Schooling Option (Not related to socialization)	245	569	161	252
Generally dissatisfied with curriculum/course options	7	17	1	1
Inactivity	43	274		50
No longer able to provide a Learning Coach	26	41	8	17
No Reason Given	58	103	3	4
Program not flexible enough	10	32	4	4
Program takes too much of Learning Coach's time	62	110	5	6
Program takes too much of student's time	23	32		1
Pursuing GED	5	17		2
Required Documentation Incomplete		1		
Student wants more socialization	92	224	64	73
Technical Difficulties	3	5	2	2
The curriculum is too hard	31	82	1	8
Transition to virtual school too difficult	67	126		1
Unhappy with the school	10	14		
We are moving	41	159	28	45
We have chosen to home school	52	91	2	3

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Reach Cyber Charter School
October 31, 2021

Household Data

Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	5933	6115	5026	5202
Graduated	3	56	75	75
Not Returning		2		
WD During School Year	590	1458	238	393
WD Prior To Engagement	66	75	191	200

Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.43	1.42	1.41	1.41

Monthly Total Households

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022
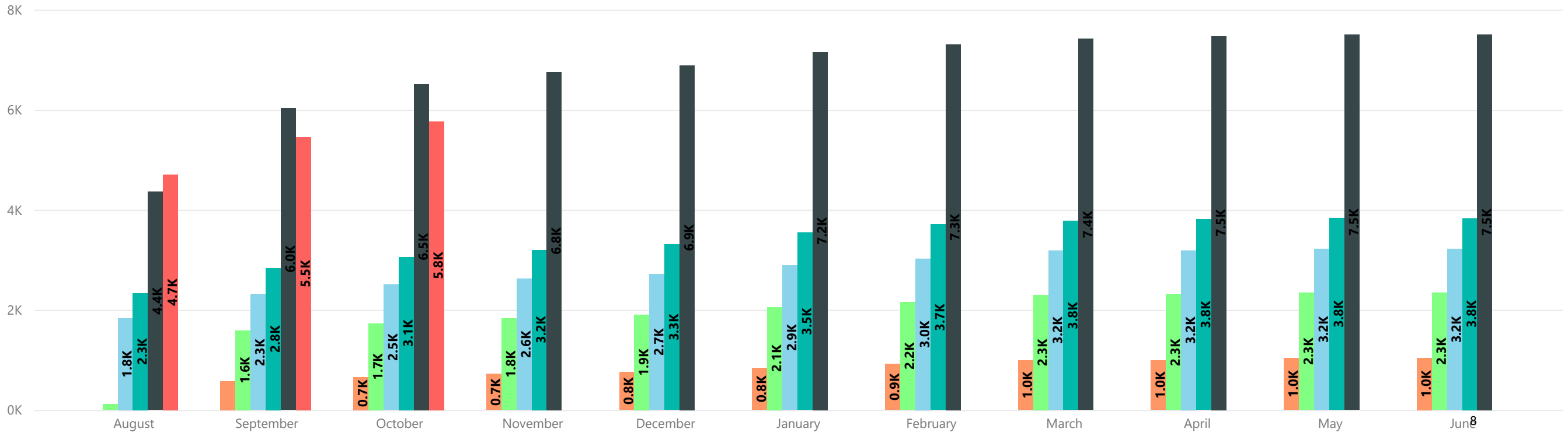
Reach Cyber Charter School
October 31, 2021

Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	1149	1160	1047	1090
Not Hispanic or Latino	7316	7502	6003	6224

Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	268	276	246	260
Asian	200	208	147	151
Black/African American	2472	2587	2333	2403
Native Hawaiian or Other Pacific Islander	89	100	103	109
White	6308	6417	4990	5182

Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	33	34	38	39
Asian	77	81	55	60
Black/African American	1632	1690	1554	1596
Hispanic or Latino	1149	1160	1047	1090
Multiple Races	618	663	541	552
Native Hawaiian or Other Pacific Islander	2	2	4	4
Not Indicated	2	2	2	2
Parent refused to report race	1			
White	4954	5032	3811	3973

Enrolled Students by Ethnicity

Hispanic or Latino 14.9%
0.0%
Not Hispanic or Latino 85.1%
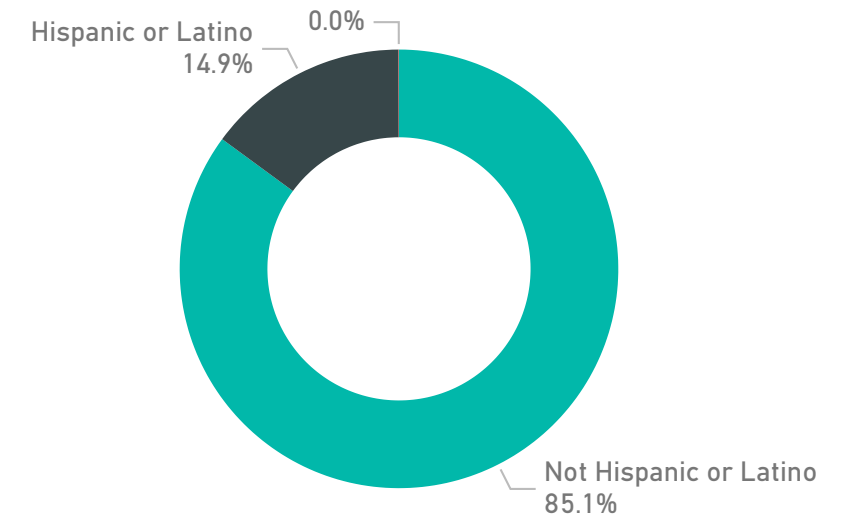
Enrolled Students by Distinct Race/Ethnicity

Multiple Races 7.5%
Hispanic or Latino 14.9%
White 54.3%
Black/African American 21.8%

9
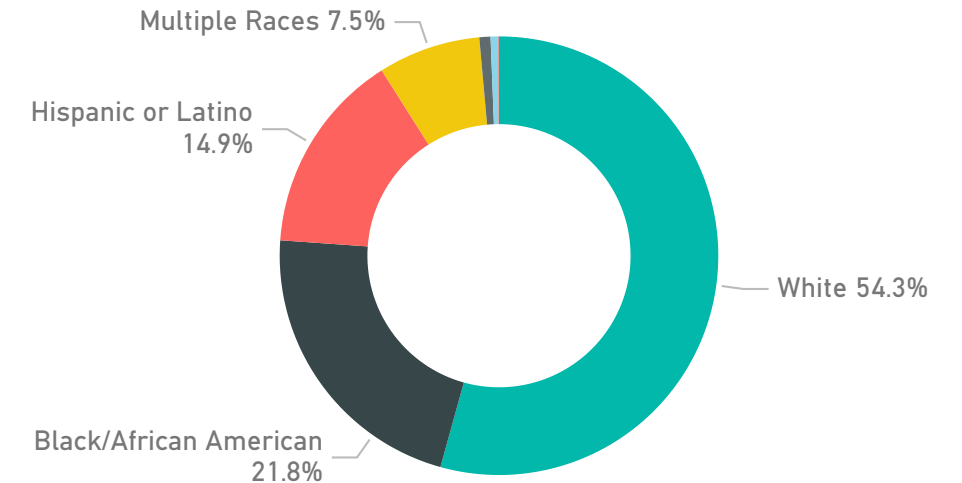
Reach Cyber Charter School
October 31, 2021

Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1	2	2	2
F	4393	4423	3560	3682
M	4074	4238	3489	3629
X		1	1	3

Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	1200	1245	1114	1138
Spanish	419	416	374	389
Russian	11	14	12	12
Arabic	33	39	31	33
Urdu	8	9	9	9
Another Language	213	217	160	167
No Language Reported	6584	6724	5352	5568

Enrolled Students by Gender

X 0.0%

M 49.6% F 50.3%
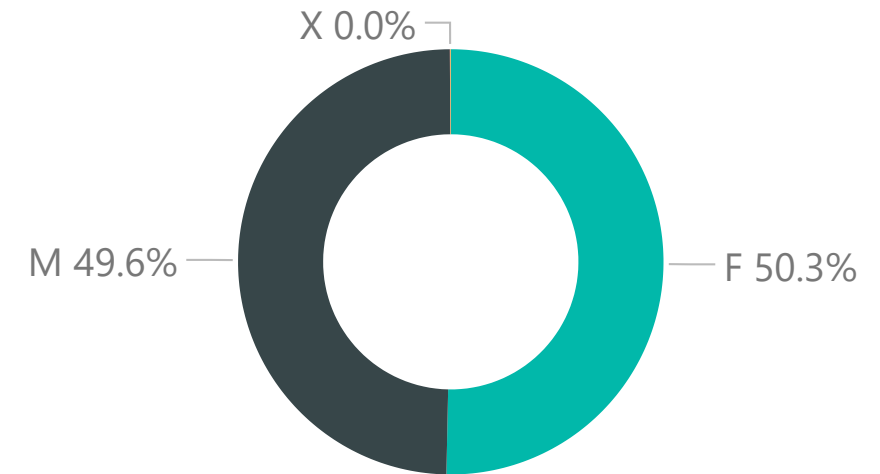
Enrolled Students by Language

English 15.6%

Spanish 5.3%

Arabic 0.5%

No Language Reported 76.1%

Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	450	488	562	593
Home School	266	326	308	316
No Prior School	315	1072	678	696
Online (Virtual) Public School	502	654	698	717
Private/Parochial School	739	797	500	504
Public School	4527	4923	3776	3974
Prior Schooling Not Reported	1669	404	530	516

Prior Schooling
October 31, 2021
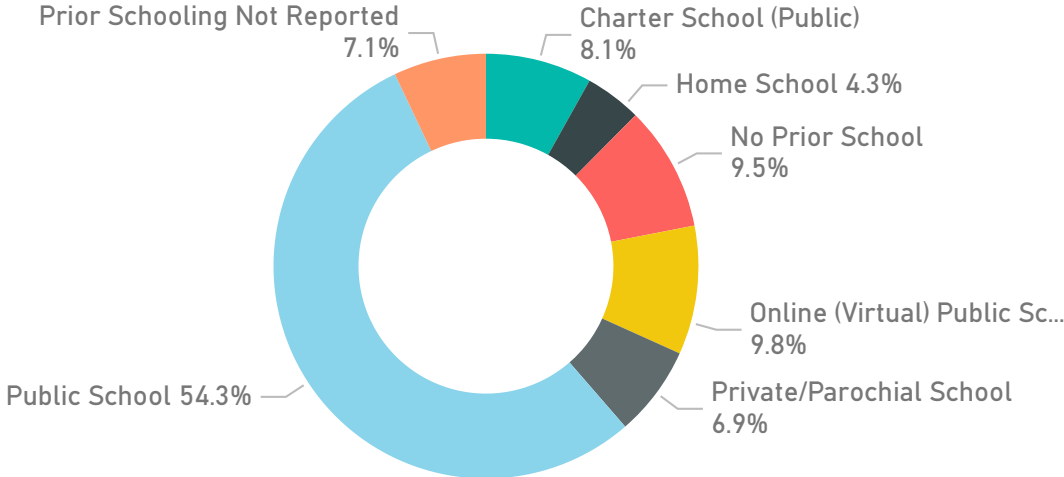
Prior Schooling Not Reported 7.1%
Charter School (Public) 8.1%
Home School 4.3%
No Prior School 9.5%
Online (Virtual) Public Sc... 9.8%
Private/Parochial School 6.9%
Public School 54.3%

Prior Schooling
October 31, 2020

Charter School (Public) 5.3%
No Prior School 3.7%
Online (Virtual) Public Scho... 5.9%
Private/Parochial School 8.7%
Prior Schooling Not Reported 19.7%
Public School 53.5%

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FARM Eligibility
October 31, 2021

- Applied-Does not qualify 16.8%
- Applied-Does not qu... 0.0%
- Family Reported-D... 11.0%
- Family Reported-D... 0.0%
- Qualifies for free 36.6%
- Qualifies for reduced 7.7%
- Refused to report 27.9%

FARM Eligibility
October 31, 2020

- Applied-Does not qualify 19.3%
- Family Reported-D... 14.7%
- Qualifies for free 37.6%
- Qualifies for reduced 8.9%
- Refused to report 19.5%

Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	146	193	178	188
Cognitive Disability	64	86	76	86
Developmentally Delayed			3	2
Emotionally Impaired	140	149	120	121
Hearing Impaired	8	12	9	7
Multiple Disabilities	2	3	1	2
Other		3	7	9
Other Health Impaired	256	330	277	301
Physical Disability	1		1	1
Specific Learning Disability	577	713	583	626
Speech/Language Impaired	160	203	152	169
Traumatic Brain Injury	1	2	3	3
Visually Impaired	3	5	4	3

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Reach Cyber Charter School
October 31, 2021

Gifted

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
168	196	131	135

Plan504

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
250	321	239	257

IEP

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.4K	1.7K	1.4K	1.5K
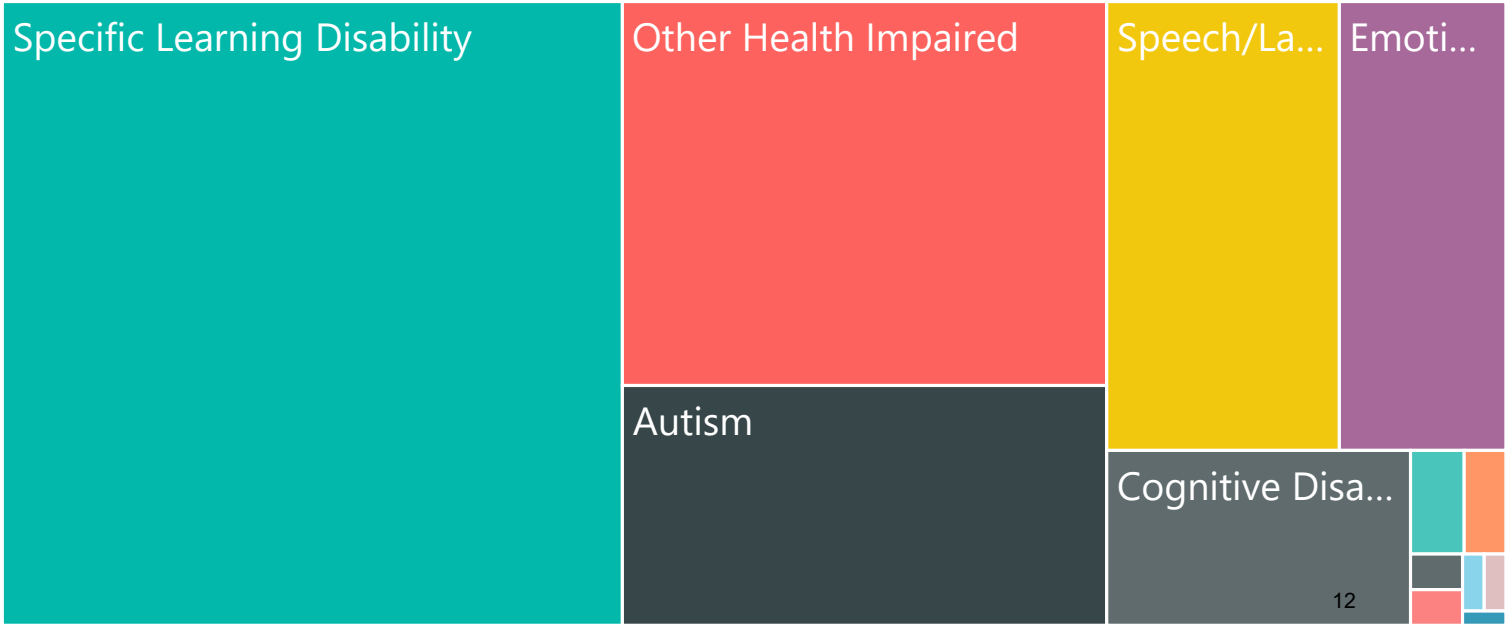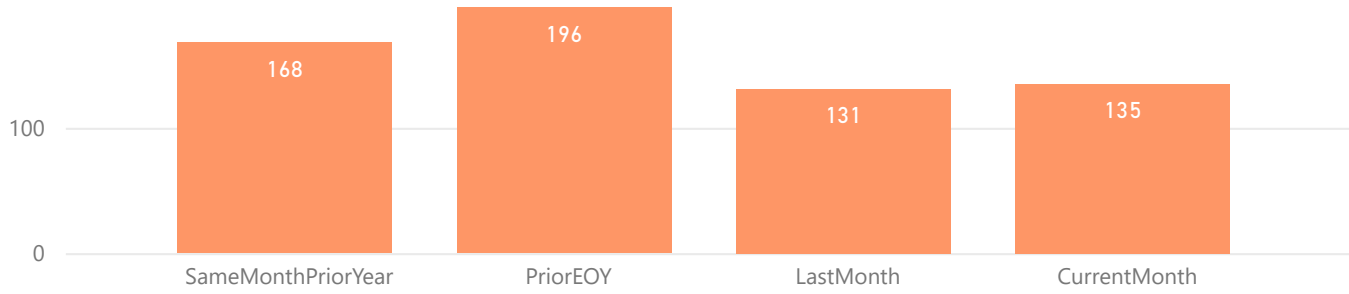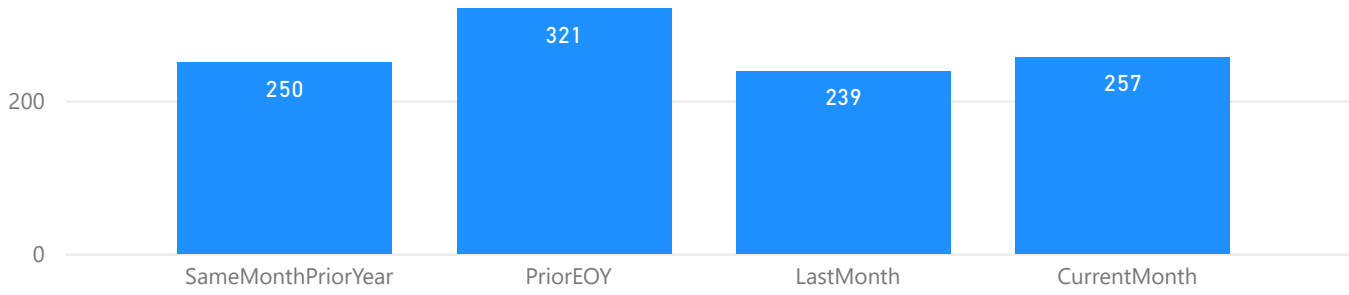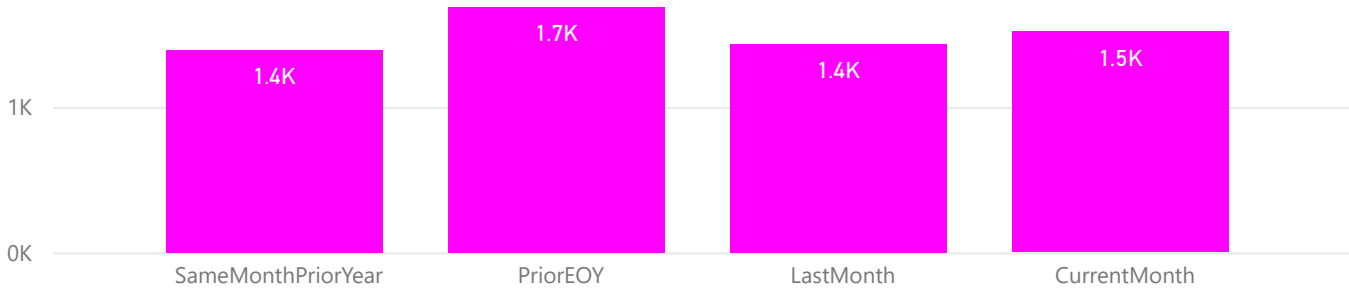
Currently Enrolled

7316

Gifted
2%

Plan504
4%

IEP
21%

Not in Special Population
74%

Reach Cyber Charter School
October 31, 2021

Contacts Per Week

ContactsPerWeekWithoutWebM... ● Met ● Not Met

0.4K	0.5K	0.7K	0.4K
8.1K	8.2K	6.4K	6.9K
SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
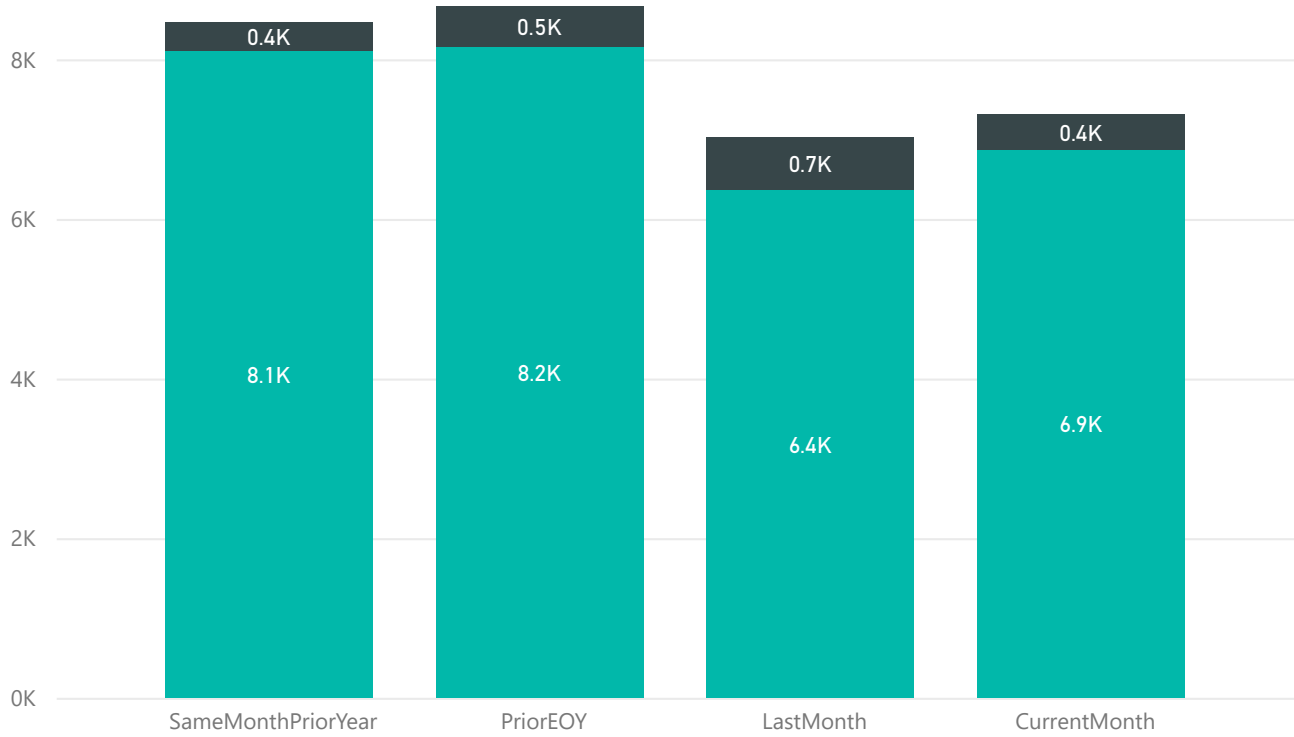
School Year: 2021-2022

AttendanceStatusAutomated ● Alarm ● Approaching Alarm ● Exempt ● On Track

August		6.5K	
September	1.0K / 0.7K	5.2K	
October	0.9K / 0.8K	5.5K	

0K — 2K — 4K — 6K — 8K
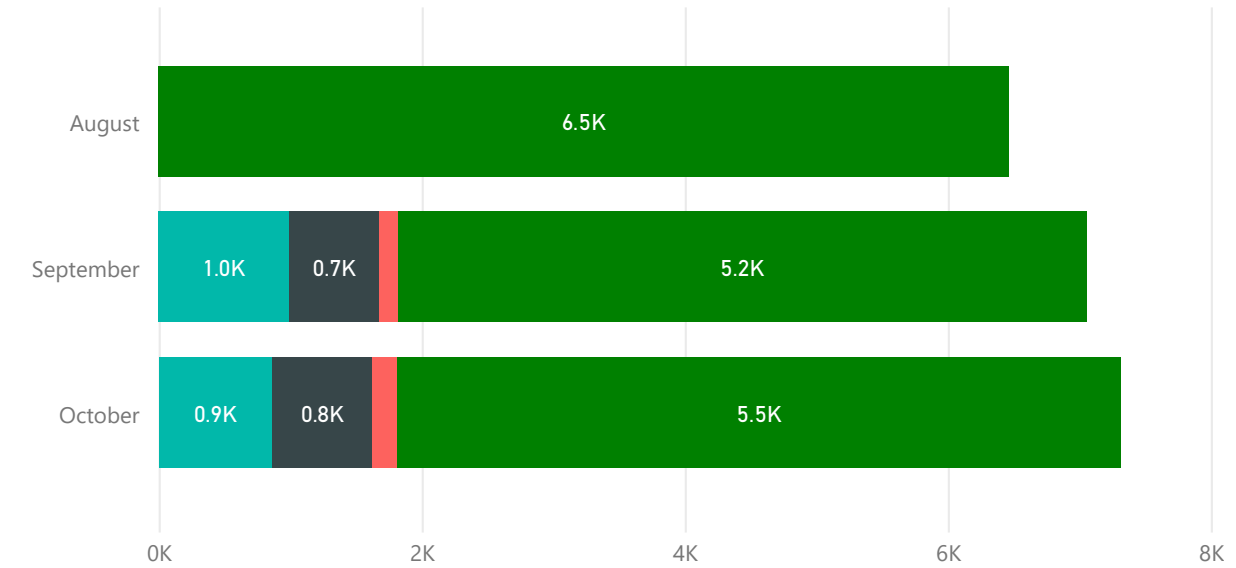
School Year: 2020-2021

AttendanceStatusAutomated ● Alarm ● Approaching Alarm ● Exempt ● On Track

August		6.1K	
September	0.7K / 0.7K	6.7K	
October	0.8K / 0.8K	6.8K	

0K — 2K — 4K — 6K — 14 8K
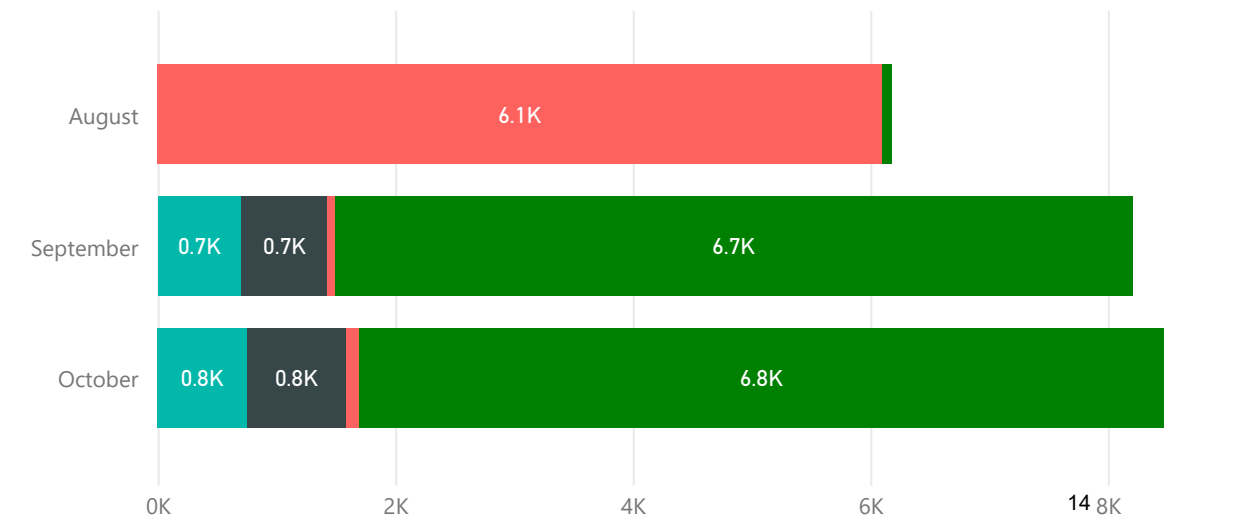
Currently Enrolled

7316

Reach Cyber Charter School
October 31, 2021

Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	91%	98%	91%	97%
3-5	95%	97%	84%	92%
6-8	91%	97%	92%	94%
9-12	81%	98%	88%	88%
Total	**89%**	**97%**	**89%**	**92%**

Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	83%	88%	91%	86%
3-5	75%	82%	85%	79%
6-8	72%	78%	75%	66%
9-12	72%	77%	77%	70%
Total	**75%**	**81%**	**81%**	**74%**

Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	103%	104%	104%	93%
3-5	104%	104%	104%	94%
6-8	103%	103%	104%	94%
9-12	100%	98%	104%	91%
Total	**102%**	**102%**	**104%**	**93%**

Average Total Participation

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022

Average Total Performance

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022

Average Total Attendance

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022
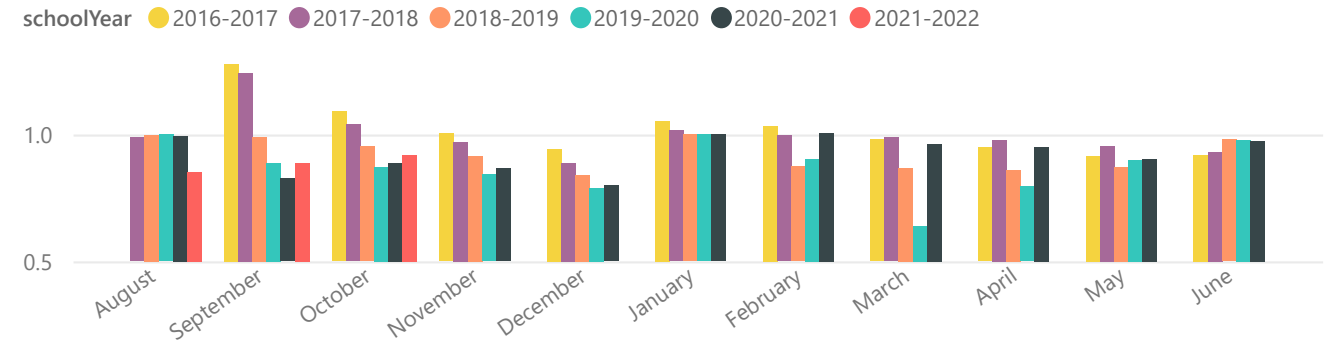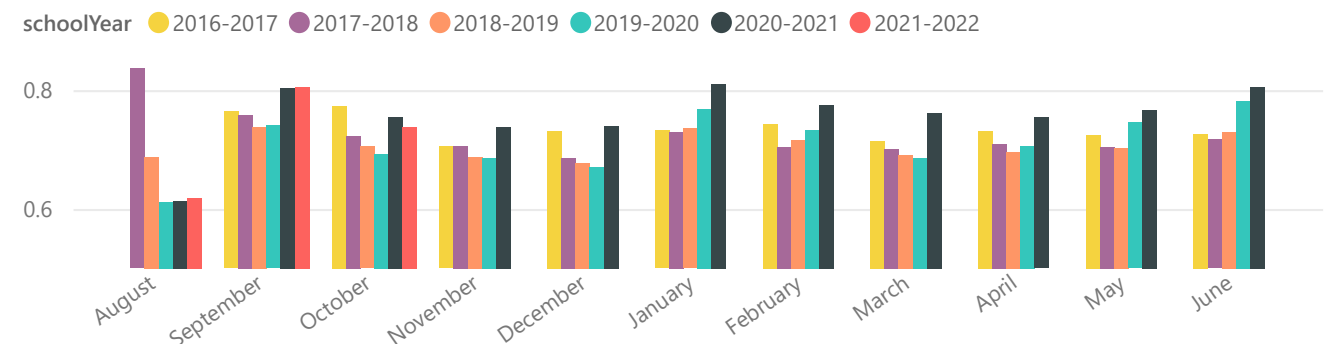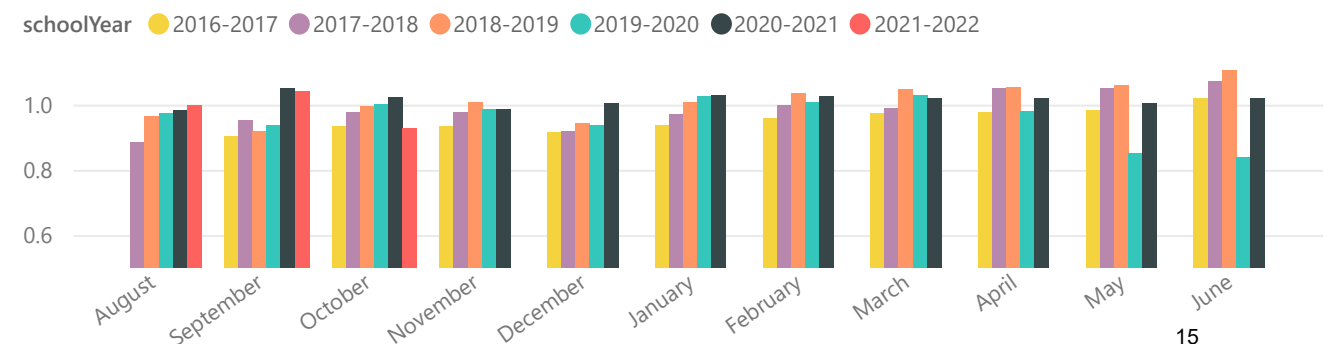
Currently Enrolled	Total YTD Enrolled
7316	8128

Enrollment Services Complete (Stage 4)
9030

Reach Cyber Charter School
October 31, 2021

Current Enrollment Month-Over-Month Change
4%

Current Enrollment Year-Over-Year Change
-14%

Monthly Student Current Enrollment Comparison

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ▶
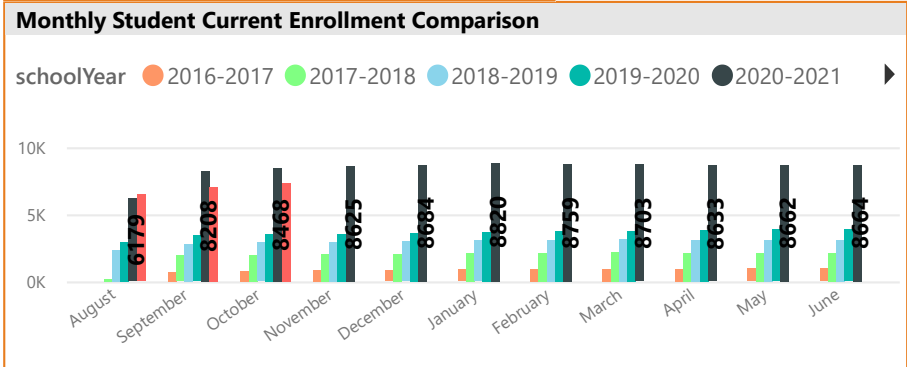
Total YTD Enrollment

ReportPeriod	SameMonthPriorYear		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	8473	90%	7327	90%
Graduated	3	0%	75	1%
Prior To Engagement	80	1%	239	3%
Withdrawal During School Year	830	9%	487	6%
Total	**9386**	**100%**	**8128**	**100%**

New & Returning

ReportPeriod	SameMonthPriorYear		CurrentMonth	
New or Returning	Students	%CT Students	Students	%CT Students
New	5697	67.28%	2574	35.18%
Returning	2771	32.72%	4742	64.82%

Household Data

Household Data	SameMonthPriorYear	CurrentMonth
Active	5933	5202
Graduated	3	75
WD During School Year	590	393
WD Prior To Engagement	66	200

Students Per Active Household

SameMonthPriorYear	CurrentMonth
1.43	1.41

Grade Distribution

ReportPeriod	SameMonthPriorYear		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students
PK-2	**1944**	**23%**	**1386**	**19%**
KG	788	9%	408	6%
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6-8	**1983**	**23%**	**1750**	**24%**
6	637	8%	588	8%
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8	694	8%	593	8%
9-12	**2571**	**30%**	**2746**	**38%**
9	753	9%	716	10%
10	646	8%	703	10%
11	563	7%	602	8%
12	609	7%	725	10%
Total	**8468**	**100%**	**7316**	**100%**

Withdrawal Reason

Withdrawal Reason	SameMor
Enrollment was intended to be short term and is no longer needed for my student.	
Generally dissatisfied with curriculum/course options	
Inactivity/Lack of Attendance	
My student is pursuing GED	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
Other Completer	
Technical Difficulties	
The curriculum is too easy.	
The curriculum is too hard.	
The program takes too much of the Learning Coach's time.	
The program takes too much of the student's time.	
The program/schedule is not flexible enough.	
The transition to virtual school was too difficult.	16

Gender

Gender	SameMonthPriorYear	CurrentMonth
	1	2
F	4393	3682
M	4074	3629
X		3

Primary Language

Home Language	SameMonthPriorYear	CurrentMonth
English	1200	1138
Spanish	419	389
Russian	11	12
Arabic	33	33
Urdu	8	9
Another Language	213	167
No Language Reported	6584	5568

Disability

Disability	SameMonthPriorYear	CurrentMonth
Autism	146	188
Cognitive Disability	64	86
Developmentally Delayed		2
Emotionally Impaired	140	121
Hearing Impaired	8	7
Multiple Disabilities	2	2
Other		9
Other Health Impaired	256	301
Physical Disability	1	1
Specific Learning Disability	577	626
Speech/Language Impaired	160	169
Traumatic Brain Injury	1	3
Visually Impaired		

Gifted

Gifted	SameMonthPriorYear	CurrentMonth
Yes	168	135

Plan 504

Plan504	SameMonthPriorYear	CurrentMonth
504	250	257

IEP

IEP	SameMonthPriorYear	CurrentMonth
IEP	1391	1517

Gifted	Plan504
2%	4%

IEP	Not in Special Population
21%	74%

Ethnicity

Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	1149	1090
Not Hispanic or Latino	7316	6224

Race

Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	268	260
Asian	200	151
Black/African American	2472	2403
Native Hawaiian or Other Pacific Islander	89	109
White	6308	5182

Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	33	39
Asian	77	60
Black/African American	1632	1596
Hispanic or Latino	1149	1090
Multiple Races	618	552
Native Hawaiian or Other Pacific Islander	2	4
Not Indicated	2	2
Parent refused to report race	1	
White	4954	3973

Household FARM Eligibility

HouseholdFARMEligibility	SameMonthPriorYear	CurrentMo
Applied-Does not qualify	1426	
Applied-Does not qualify,Family Reported-Does not qualify		
Applied-Does not qualify,Refused to report		
Family Reported-Does not qualify	1108	
Family Reported-Does not qualify,Applied-Does not qualify		
Qualifies for free	2559	
Qualifies for reduced	605	

Prior Schooling

Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	450	593
Home School	266	316
No Prior School	315	696
Online (Virtual) Public School	502	717
Private/Parochial School	739	504
Public School	4527	3974
Prior Schooling Not Reported	1669	516

Contacts Per Week

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	8115	6870
Not Met	353	445

Attendance Status

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	753	865
Approaching Alarm	834	763
Exempt	112	185
On Track	6769	5503

Average Participation

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	91%	97%
3-5	95%	92%
6-8	91%	94%
9-12	81%	88%
Total	**89%**	**92%**

Average Performance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	83%	86%
3-5	75%	79%
6-8	72%	66%
9-12	72%	70%
Total	**75%**	**74%**

Average Attendance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	103%	93%
3-5	104%	94%
6-8	103%	94%
9-12	100%	91%
Total	**102%**	**93%**

Average Total Participation

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022

Average Total Performance

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022

Average Total Attendance

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022
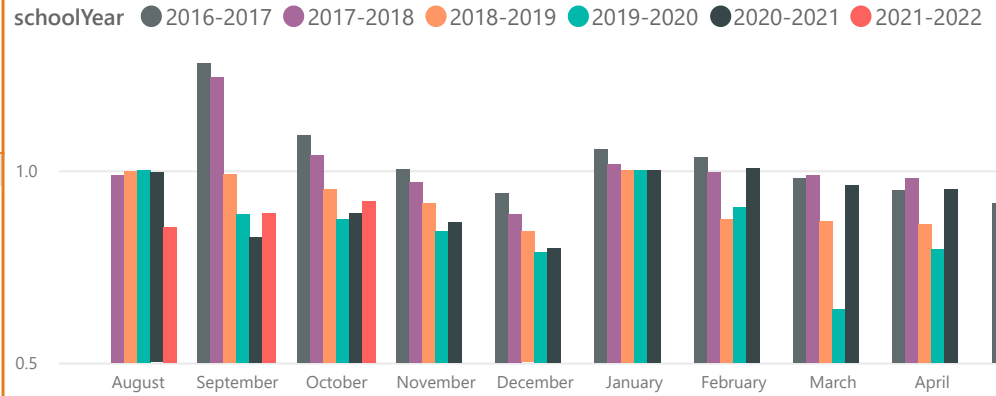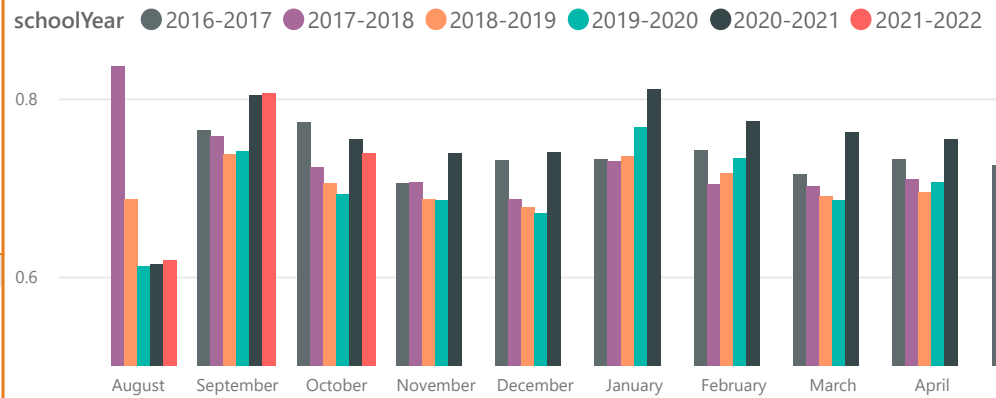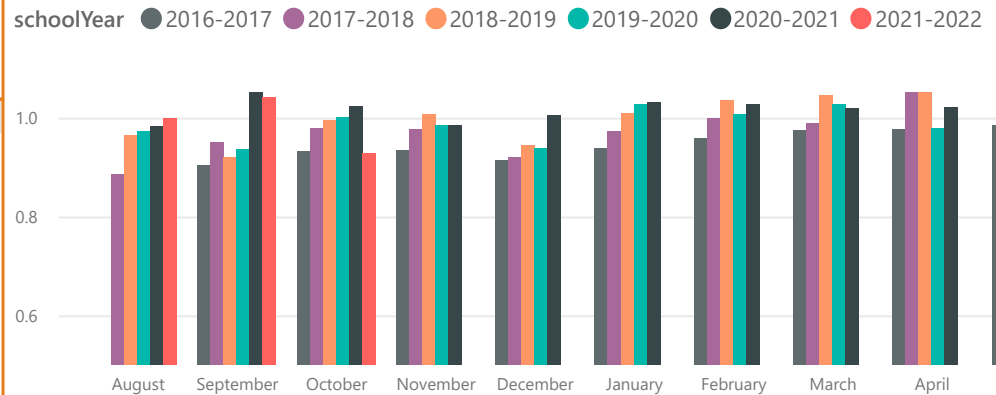
2022 Benefit Renewal Update

Total

Current vs. Projection	
Est. Current Annual Cost	$5,975,916
Est. Renewal Annual Cost	$6,769,856
Difference:	$793,940
Est. Annual w/ Final Rates	*$6,285,139*
Difference:	*$309,223*
ER Est. Current Annual Cost	$4,527,953
ER Est. Renewal Annual Cost	$5,375,759
Difference:	$847,807
ER Est. Annual w/ Final Rates	*$4,985,501*
Difference:	*$457,548.34*
EE Est. Current Annual Cost	$1,447,964
EE Est. Renewal Annual Cost	$1,394,098
Difference:	-$53,866
EE Est. Annual w/ Final Rates	*$1,299,639*
Difference:	*-$148,325*

Medical

Current vs. Projection	
Est. Current Annual Cost	$5,695,638
Est. Renewal Annual Cost	$6,468,875
Difference:	$773,238
Est. Annual w/ Final Rates	*$5,988,751*
Difference:	*$293,114*
ER Est. Current Annual Cost	$4,380,002
ER Est. Renewal Annual Cost	$5,207,107
Difference:	$827,104
ER Est Annual w/ Final Rates	*$4,821,441*
Difference:	*$441,439*
EE Est. Current Annual Cost	$1,315,635
EE Est. Renewal Annual Cost	$1,261,769
Difference:	-$53,866
EE Est. Annual w/ Final Rates	*$1,167,310*
Difference:	*-$148,325*

Dental

Current vs. Projection	
Est. Current Annual Cost	$230,030
Est. Renewal Annual Cost	$250,733
Difference:	$20,703
Est. Annual w/ Final Rates	*$246,140*
Difference:	*$16,110*
ER Est. Current Annual Cost	$121,072
ER Est. Renewal Annual Cost	$141,774
Difference:	$20,703
ER Est Annual w/ Final Rates	*$137,181*
Difference:	*$16,109*
EE Est. Current Annual Cost	$108,959
EE Est. Renewal Annual Cost	$108,959
Difference:	$0
EE Est. Annual w/ Final Rates	*$108,959*
Difference:	*$0*

Vision

Current vs. Projection (Rate Hold)	
Est. Current Annual Cost	$50,248
Est. Renewal Annual Cost	$50,248
Difference:	$0
Est. Annual w/ Final Rates	*$50,248*
Difference:	*$0*
ER Est. Current Annual Cost	$26,879
ER Est. Renewal Annual Cost	$26,879
Difference:	$0
ER Est Annual w/ Final Rates	*$26,879*
Difference:	*$0*
EE Est. Current Annual Cost	$23,370
EE Est. Renewal Annual Cost	$23,370
Difference:	$0
EE Est. Annual w/ Final Rates	*$23,370*
Difference:	*$0*

Reach Cyber Charter School
Balance Sheet
10/31/2021

ASSETS:

Cash and Short Term Investments:

PNC Checking	$	8,637,827
PNC Money market Account	$	9,676,069
PNC Investment Account	$	24,876,963
Total Cash and Short Term Investments	**$**	**43,190,859**

Other Current Assets:

Local District Receivables- Current Year	$	14,922,998
Local District Receivables- Prior Year	$	2,513,305
State Program Receivables	$	62,000
Allowance for Doubtful Accounts	$	(507,378)
Prepaid Expenses	$	535,675
Total Other Current Assets	**$**	**17,526,600**

Other Current Assets:

Security Deposit	$	8,917
Total other Assets	**$**	**8,917**

Fixed Assets:

Computer Hardware	$	456,047
Equipment	$	34,758
Leasehold Improvements	$	223,326
Furniture	$	103,706
Accum Depr:Computer Hardware	$	(142,904)
Accum Depr:Equipment	$	(1,796)
Accum Depr:Leasehold Improvements	$	(125,069)
Accum Depr: Furniture	$	(60,476)
Net Fixed Assets	**$**	**487,592**

TOTAL ASSETS	**$**	**61,213,968**

LIABILITIES:

Current Liabilities:

Due to Connections Academy	$	1,476,467
Accrued payroll, taxes, pension and withholdings payable	$	375,127
Accounts Payable	$	1,570,394
Due to Local Districts	$	355,441
Total Current Liabilities	**$**	**3,777,429**

TOTAL LIABILITIES	**$**	**3,777,429**

FUND BALANCE:

Invested in Capital	$	487,592
Reserved Fund Balance	$	15,785,470
Undesignated Fund Balance	$	41,163,477
Total Fund Balance	**$**	**57,436,539**

TOTAL LIABILITIES AND FUND BALANCE	**$**	**61,213,968**

REACH CYBER CHARTER SCHOOL
REVENUE AND EXPENSE STATEMENT- BUDGET TO ACTUAL
2021-2022 YEAR TO DATE AS OF 10/31/21

	October 2021	YTD Actual through 10/31/2021	2021/2022 Approved Budget	Current Annual Forecast
Revenues:				
Function 6000- Local Sources	$ 13,232,636	$ 37,278,423	$ 159,862,646	$ 151,929,363
Function 7000- State Sources	$ -	$ -	$ 77,500	$ 77,500
Function 8000- Federal Sources	$ -	$ 312,774	$ 6,456,722	$ 7,636,154
TOTAL REVENUES	**$ 13,232,636**	**$ 37,591,197**	**$ 166,396,868**	**$ 159,643,017**
Expenditures:				
Function 1000- Regular Instructional Programs				
100- Salaries	$ 2,148,781	$ 8,845,981	$ 33,633,409	$ 30,508,263
200- Employee Benefits	$ 688,155	$ 2,457,408	$ 10,981,308	$ 9,402,634
300- Purchased Professional and Tech Svcs (Note 1)	$ 1,459,712	$ 5,329,053	$ 49,666,000	$ 47,359,236
400- Purchased Property Services	$ -	$ 9,653	$ 325,000	$ 325,000
500- Other Purchased Services	$ 792	$ 1,292	$ 2,400,000	$ 2,400,000
600- Supplies	$ 1,255,745	$ 1,562,083	$ 10,737,000	$ 10,407,581
700- Property	$ -	$ 315,867	$ -	$ -
800- Dues, Fees and Other	$ -	$ 5,165	$ 30,000	$ 30,000
Subtotal 1000- Regular Instructional Programs	$ 5,553,185	$ 18,526,502	$ 107,772,717	$ 100,432,713
Function 2000- Support Services				
100- Salaries	$ 1,076,448	$ 4,459,569	$ 15,918,303	$ 15,458,767
200- Employee Benefits	$ 359,839	$ 1,182,264	$ 5,197,326	$ 4,853,101
300- Purchased Professional and Tech Svcs	$ 633,979	$ 1,053,797	$ 3,619,123	$ 3,638,717
400- Purchased Property Services (Note 2)	$ 47,909	$ 200,295	$ 761,000	$ 761,000
500- Other Purchased Services	$ 91,258	$ 481,879	$ 1,185,000	$ 1,278,755
600- Supplies	$ 7,011	$ 83,776	$ 356,000	$ 356,000
700- Property	$ 17,463	$ 68,867	$ 161,000	$ 166,560
800- Dues, Fees and Other	$ 16,080	$ 53,896	$ 35,000	$ 60,000
Subtotal 2000- Support Services	$ 2,249,987	$ 7,584,343	$ 27,232,752	$ 26,572,900
Function 3000- Noninstructional Student/Community Svcs				
100- Salaries	$ 10,882	$ 26,354	$ 102,960	$ 167,733
200- Employee Benefits	$ 1,677	$ 3,203	$ 33,616	$ 31,542
300- Purchased Professional and Tech Svcs	$ 10	$ 10	$ 36,000	$ 36,000
400- Purchased Property Services	$ 3,020	$ 3,020	$ 35,000	$ 35,000
500- Other Purchased Services	$ 6,566	$ 22,681	$ 208,700	$ 208,700
600- Supplies	$ 11,206	$ 12,788	$ 2,012,810	$ 3,501,350
800- Dues, Fees and Other	$ 3,163	$ 4,927	$ 87,000	$ 87,000
Subtotal 3000- Noninstructional Services	$ 36,524	$ 72,983	$ 2,516,086	$ 4,067,325
TOTAL EXPENDITURES	**$ 7,839,696**	**$ 26,183,828**	**$ 137,521,555**	**$ 131,072,937**
NET INCREASE/ (DECREASE)	**$ 5,392,940**	**$ 11,407,369**	$ 28,875,313	$ 28,570,080
Adjustment for capitalized assets and depreciation		$ 56,549		
Beginning Fund Balance not invested in capital (unaudited)		$ 52,633,389		
Preliminary 6/30/21 closing adjustments affecting fund balance		$ (7,148,360)		
Ending Fund Balance Not Invested in Capital		$ 56,948,947		
Fund Balance Invested in Capital		$ 487,592		
TOTAL ENDING FUND BALANCE		**$ 57,436,539**		

(Note 1) Includes monthly Pearson fees charged per student; See page 3 of Treasurer's Report for detail
(Note 2) Includes $2083.33 of monthly Pearson facilities support services fee

REACH CYBER CHARTER SCHOOL
PEARSON FEES
2021-2022 YEAR TO DATE AS OF 10/31/21

Description	Rate	Months	Enrollment/Unit	Budgeted 21-22 (1)	October	YTD Through 10/31/21	Projected 21-22 (2)
Curriculum and Instructional Support Services - Upfront	$425		Total Enrollment	5,801,250	$ 133,450	$ 1,425,237	$ 5,513,232
Curriculum and Instructional Support Services - Monthly	$130	9	Current Enrollment	12,285,000	$ 253,624	$ 253,624	$ 11,675,079
Student Connexus License	$70	9	Current Enrollment	6,615,000	$ 140,902	$ 140,902	$ 6,286,581
Student Technology Assistance Services - Upfront	$400		Total Enrollment	5,460,000	$ 125,600	$ 1,341,400	$ 5,188,924
Student Technology Assistance Services - Monthly	$63	9	Current Enrollment	5,953,500	$ 126,812	$ 126,812	$ 5,657,923
Enrollment/Placement/Student Support Services - Upfront	$525		Total Enrollment	7,166,250	$ 165,075	$ 1,760,812	$ 6,810,463
Enrollment/Placement/Student Support Services - Monthly	$30	9	Current Enrollment	2,835,000	$ 56,361	$ 56,361	$ 2,694,249
School Operations Support Services	$65	9	Current Enrollment	6,142,500	$ 126,812	$ 126,812	$ 5,837,540
Professional Development Services	$125	9	Current Staff	835,357	$ 112,535	$ 112,535	$ 842,625
School Staff Support Services	$212	9	Current Staff	1,416,766	$ 190,858	$ 190,858	$ 1,429,092
Direct Course Instruction Service	$2.75		0	388,500	$ 34,939	$ 53,996	$ 369,212
Short Term Sub Teaching Services	$300		0	189,000	$ 2,200	$ 2,600	$ 179,617
Facilities Support Services	$25,000		1	25,000	$ 2,083	$ 8,333	$ 25,000
Total Connections Products and Services				**55,113,124**	**$ 1,471,252**	**$ 5,600,285**	**$ 52,509,535**

2021-2022 Enrollment:	(1) Annual Budget	(2) Annual Forecast
Forecasted Staff FTE's	743	749
Forecasted Funded Enrollment	10,500	9,979
Forecasted Total Enrollment	13,650	12,972

Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS MEETING
Wednesday, October 20, 2021 at 9:00 a.m.

Meeting Location:
750 East Park Drive, Suite 204
Harrisburg, PA 17111

And Via Zoom Video and Teleconference
https://reach-connectionsacademy-
org.zoom.us/j/2666552472?pwd=UDByREJlYXJJNXVkOHY4OWdwa0FWZz09

Meeting ID: 266 655 2472
Passcode: QWMw5V

Phone +1 301 715 8592 US
Meeting ID: 266 655 2472 **Passcode:** 250287

I.   Call to Order and Roll Call

Mr. Taylor called the meeting to order at 9:00 a.m. when all participants were present and able to hear each other. The meeting location was open to the public to attend in person at the school, and held via teleconference.

Board Members Present: David Taylor, Alex Schuh, Paul Donecker, and Dave Biondo (via phone and videoconference);

Board Members Absent: Joe Harford and Gail Hawkins Bush;

Guests: Jane Swan, School CEO, Mike Garman, Cody Smith, Karen Yeselavage, Dan Ladislaw, J.D. Smith, Lisa Blickley, Corey Groff, Andy Gribbin, Katherine Rutkowski, LeeAnn Ritchie, Rachel Graver, and Scott Stuccio, School Staff (in person at the school); Erica Carroll, Alicia Swope, Maurine Hockenberry, Cody Smith, Devin Meza-Rushanan, Kelley McConnell, Stephanie Bost, and Tina Marteney, School Staff; LaMaia Cramer, Christina Wingert, Tara Himes, and Mandi Young, REACH parents/members of the public; Jaiden Young, REACH student; Kevin Corcoran, Charter Choices, Financial Consultant; Laura Johnson, Melissa Brown, Emily Lee, and Megann Arthur, Pearson Virtual Schools staff (via phone and videoconference).

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 advised of their intent to add Oral Report Item iv. Benefits Review, Strategic Planning item d. Approval of MOU with Central Pennsylvania Chapter Independent Electrical Contractors, Strategic Planning item e. Approval of MOU with Boys and Girls Club of Western Pennsylvania as

well as an Executive Session to take place at the end of the agenda. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the October 20, 2021 Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

IV.   Oral Reports

a.   CEO's Report

Ms. Swan presented this item to the Board.

i.   Enrollment Update

Ms. Swan reviewed the current enrollment numbers for the school.

ii.   Staffing Updates

Mr. Garman reviewed current staffing levels including open roles with the Board.

iii.   State of the School Report

Ms. Swan presented this item to the Board, providing an overview of the report as included in the Board meeting materials. Ms. Swan specifically highlighted the parent satisfaction survey results and the school goals discussing attainment metrics for each goal.

iv.   Benefits Review

Ms. Swan introduced Ms. Blickley to provide an overview of the benefits renewal. Ms. Blickley highlighted key data relevant to the renewal.

b.   Financial Report

Ms. Yeselavage reviewed the school's financial statements with the Board. She reviewed the revenue and expense statements, advising on changes since the previous months' statements. Ms. Yeselavage further reviewed with the Board the school's balance sheet and current forecast.

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 changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

a.   Approval of Minutes from the September 15, 2021 Board Meeting;
b.   Approval of Staffing Report; and
c.   Approval of Pearson Invoice(s) for September (# 91000009022); are hereby approved.

The motion passed unanimously.

VI.   Action Items

There were no action items.

VII.   Information Items

a.   School Success Partner (SSP) Update

Ms. Johnson presented on behalf of the School Success Partner (SSP) team. Ms. Johnson advised the Board of the support role of Ms. Garcia in researching legislative activities in the state and provided an overview of her experience. Ms. Swan further advised the Board of testimony she will be providing to advocate for virtual charter school legislation.

VIII.   Strategic Planning

a.   Approval of Service Contract with Harrisburg University

Mr. Smith presented this item to the Board and discussed the benefits of this agreement. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the service contract with Harrisburg University, as presented, is hereby approved.

The motion passed unanimously.

b.   Approval of MOU with Lancaster Bible College

Ms. Ritchie provided an overview of the agreement, as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with Lancaster Bible College, as presented, is hereby approved.

The motion passed unanimously.

c.   Approval of Use of Funds in Reserve

i.   Families in Need

Ms. Graver presented this item to the Board and discussed the planned use of funds in reserve to provide grocery certificates to families in need. Ms. Swan advised of the anticipated budget associated with this initiative and further discussed historical utilization rates. At the request of the Board, Ms. Graver discussed feedback from this initiative in previous years. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the families in need, as presented, is hereby approved.

The motion passed unanimously.

ii.   Employee Wellness Program

Ms. Graver provided an overview of the program, highlighting key initiatives including a walking challenge currently taking place. She further advised the Board of planned incentives for participation in activities that foster a healthy lifestyle. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Employee Wellness Program, is hereby approved.

The motion passed unanimously.

d.   Approval of MOU with Central Pennsylvania Chapter Independent Electrical Contractors

Mr. Ladislaw discussed the proposed program under the MOU with the Central Pennsylvania Chapter Independent Contractors. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with Central Pennsylvania Chapter Independent Electrical Contractors, as presented, is hereby approved.

The motion passed unanimously.

e.   Approval of MOU with Boys and Girls Club of Western Pennsylvania

Mr. Ladislaw provided an overview of the MOU, as included in the Board meeting materials. He advised of the update to the MOU with the Boys and Girls Club of Western Pennsylvania. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with Boys and Girls Club of Western Pennsylvania, as presented, is hereby approved.

The motion passed unanimously.

IX.   **EXECUTIVE SESSION- Pursuant to 65 Pa. C.S. §§ 708(a)(1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee**

The Board entered into an Executive Session at 9:40 a.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. The Board cited the following for entering into the Executive Session: Pursuant to 65 Pa. C.S. §§ 708(a)(1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee. Board members present were: David Taylor, Dave Biondo, Paul Donecker and Alex Schuh. Guests present at the request of the Board were: Jane Swan, Mike Garman and Dan Ladislaw. All others left the meeting at this time.

There being no further discussion and upon a motion being made, seconded and confirmed via roll call vote of all Board members present, the Board resumed Open Session at 9:50 a.m. No action was taken during Executive Session.

X.   Adjournment and Confirmation of Next Meeting – Wednesday, November 17, 2021 at 9:00 a.m.

Mr. Taylor inquired if there was any other business or discussion. There being no further business or discussion, a motion was made and seconded as follows:

RESOLVED, that the next meeting date is November 17, 2021, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 9:50 a.m., is hereby approved.

The motions passed unanimously.

REACH Staffing Report November 2021

	Current Staff	Hires SYTD	Departures SYTD
10-month Staff	639	139	9
12-month Staff	90	19	1
Grand Total	**729**	**158**	**10**

New Hires

First Name	Last Name	Area	Compensation	Bonus Potential	Start Date
Alex	Lewis	Admin Assistant	$20.10/hr	4%	11/3/2021
Anna	Horton	Admin Assistant	$20.10/hr	4%	11/3/2021
Jordan	Confer	High School Math	$55,000	4%	11/9/2021
Abigail	Stevens	Enrollment Specialist	$21/hr	4%	11/16/2021
Alexandra	Loeb	Enrollment Specialist	$21/hr	4%	11/16/2021
Alyssa	Thompson	Enrollment Specialist	$21/hr	4%	11/16/2021
Loren	Foster	Enrollment Specialist	$21/hr	4%	11/16/2021
Samantha	Varela	Family Mentor	$51,000	4%	11/16/2021
Lindsey	Kepner	Middle School Special Education Teacher	$57,500	4%	11/16/2021
Christina	Borger	Special Education Substitute Teacher	$50,000	0%	11/16/2021

REACH Staffing Report November 2021

Departing Employees

First Name	Last Name	Area	Last Day Worked
Nicholas	Beegle	High School PE Teacher	10/13/2021
Amber	Spindler	Special Education Teacher	10/16/2021
Ashley	Youells	Special Education Teacher	10/22/2021

Position Changes

First Name	Last Name	Former Position	New Position	Compensation	Bonus Potential	Start Date
Amy	Gilga	Middle School Teacher	Lead Teacher	Career Ladder Pay	No Change	10/4/2021
Meaghan	Mace	Middle School Teacher	8th Grade Math Coordinator Teacher	Career Ladder Pay	No Change	10/4/2021

![Pearson]

INVOICE

Customer Bill-to:
Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111

Attention:
Accounts Payable

Customer Ship-to:
Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111

Connections Education LLC dba
Pearson Virtual Schools USA
10960 Grantchester Way
Columbia, MD 21044
Tel: 1-800-843-0019
Email:
poblsalesops@pearson.com
Tax ID No:
68-0519943

Invoice Number :	91000009174
Date :	09-NOV-2021
Due Date :	
Payment Terms :	
Customer Account :	3924545
Project Number :	82056698
Currency :	USD
Shipment Terms :	
Purchase Order Number :	REACH
Number of Pages :	Page **1** of **2**

Total Ordered Quantity (No. Of Items)	:		2
Net Amount	:	USD	$1,476,467.96
Tax Total	:	USD	$0.00
Invoice Total	:	USD	$1,476,467.96
Amount Due	:	USD	$1,476,467.96

REMITTANCE INFORMATION

Make Checks Payable to:	**Bank Wire to:**		
Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323	**Bank Name**	:	Bank of America N A
	Bank Address	:	
	ABA ACH No	:	071000039
	ABA Wire No	:	026009593
	SWIFT Code	:	BOFAUS3N
	A/C No	:	8188290225
	Bank Account Name	:	Connections Education LLC dba Pearson Virtual Schools USA

Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82056698	REACH	Direct Charges	6		1,471,252.09	0.00	1,471,252.09
82056698	REACH	Pass Through	6		5,215.87	0.00	5,215.87

To pay your invoice online: Visit https://ipay2.bizsys.pearson.com/register to register.
Already registered? Access your online account by visiting https://ipay2.bizsys.pearson.com

	Subtotal	Total Tax	Invoice Total
Invoice Total	USD	USD	USD
	$1,476,467.96	$0.00	$1,476,467.96

Pearson

Charges for the Following Period: **October 2021**

Enrollment/Unit Based Charges

Direct Course Instruction Support	**34,938.75**
Facility Support Services	**2,083.33**
Monthly Fee per School Staff Member	**303,392.96**
Monthly Fee per Student	**704,512.05**
Short Term Substitute Teaching Services	**2,200.00**
Upfront Fee per Student	**424,125.00**
	1,471,252.09
Pass Through Expenses	**5,215.87**
Total Amount Due	**1,476,467.96**

Fee Schedule

Schedule of fees for the Educational Program under the terms of the Agreement:

Fee Type	Fee	Price through June 30,2020	Price from July 1, 2020 through Dec. 31, 2020	Price from Jan. 1, 2021 through June 30, 2021	Price from July 1 , 2021	Description
Upfront Fees	Curriculum and Instructional Support Services	$425.00	$425.00	$425.00	$425.00	Charged annually per each student enrolled at time student becomes eligible for billing to districts/state
	Enrollment/Placement/Student Support Services	$525.00	$525.00	$525.00	$525.00	Charged annually per each student enrolled at time student becomes eligible for billing to districts/state
	Student Technology Assistance Services	$400.00	$400.00	$400.00	$400.00	Charged annually per each student enrolled at time student becomes eligible for billing to districts/state
Monthly Fees	Curriculum and Instructional Support Services	$130.00	$130.00	$130.00	$130.00	Charged per each student enrolled at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
	Student Connexus License	$70.00	$70.00	$70.00	$70.00	Charged per each student enrolled at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
	Student Technology Assistance Services	$63.00	$63.00	$63.00	$63.00	Charged per each student enrolled at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
	Enrollment/Placement/Student Support Services	$30.00	$30.00	$30.00	$30.00	Charged per each student enrolled at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
	School Operations Support Services	$65.00	$65.00	$65.00	$65.00	Charged per each student enrolled at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
	School Business Support Services	$16.00	n/a	n/a	n/a	Charged per each student enrolled at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
	Professional Development Services	$125.00	$125.00	$125.00	$125.00	Charged per each staff member employed at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
	School Staff Support Services	$475.00	$275.00	$275.00	$212.00	Charged per each staff member employed at the end of the month; measured monthly for nine months of the school year - 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30, 5/31 (or last day of the school year)
Fixed Fees	Facilities Support Services	$25,000.00	$25,000.00	$25,000.00	$25,000.00	Charged annually per location
Discretionary Services	Direct Course Instruction Support	$2.75	$2.75	$2.75	$2.75	Charged on a per student per course per day basis whenever the school has elected to use Pearson to provide course instruction.
	Short Term Substitute Teaching Services	$300.00	$300.00	$300.00	$300.00	Charged on a per day basis whenever the school has elected to use Pearson to provide a substitute teacher to cover a short-term need.
	IPAD Shipping and Handling Fee	n/a	n/a	n/a	$30.00	Charged for each iPad that is: o Returned to the warehouse, or o Shipped to a teacher PVS will track activity and at the end of the school year and will bill Reach. This fee is inclusive of shipping.
	Document Camera Shipping and Handling Fee	n/a	n/a	n/a	$30.00	Document Cameras will be billed to Reach at the time cameras are purchased by Pearson, to include this fee for each camera. This fee is inclusive of shipping.
	Percent of Compensation (Benefits Fee)	23%	23%	n/a	n/a	Charged as a % of compensation (wages, bonus, stipend, etc.) earned by school staff.

When Pearson acts as the pay agent for school staff compensation (base salary, bonus, and payroll taxes) and other school operating expenses, Pearson will be reimbursed at cost (i.e., with no markup added).

PERIOD 1 KEY SCHOOL METRICS 2021-2022

Pearson Virtual Schools (PVS) works with leadership teams, teachers, and other staff members of the schools it supports to continuously improve student achievement. The Customer Success Partner (CSP) team works to support schools through School Improvement Planning, Advisory Committees, Professional Learning Communities (PLCs), and weekly communication with each school's leader to support all stakeholders working through the daily challenges of successful school operations.

Common operational trends in these school-based efforts are monitored across all schools with priorities placed on the metrics summarized below. These metrics are timely, and align with both the school year cycle, and align to the Core Standards for Facilitating Student Learning, a guide of best practices and recommendations for a Connections Academy school. The Core Standards group teacher and school operational tasks into these more broadly defined categories:

- **Professional Responsibilities:** First semester core course on track passing, cohort results, and SPED document compliance (IEP required reviews).
- **Instructional Expertise**: Summary of Connections-offered professional learning sessions, Teacher Orientation course completion.
- **Student Engagement:** On time and completed Welcome Calls, student and Learning Coach contacts, completed end of year contacts, and during school year withdrawals.
- **Data Driven Instruction**: RtI tier status, and Curriculum Based Assessment (CBA) completion.
- **School Operations**: Students enrolled on the first day of school, and students indicating they would return for the 21/22 school year.

Reporting Period 1 encompasses the time between July 1, 2021, and October 31st, 2021. The metrics shown here are compared with a group of other Connections Academy schools – aggregated to give some context without sharing every school's data. There are not truly "comparable schools," but we have grouped them by student start date noted in the tables by "Group," and, also by size (small 0-799, medium 800-2999, large 3000-5499, x-large 5500+ students). Additionally, year over year comparison data is provided where available to highlight specific trends. Many other factors contribute to and should be considered when evaluating successful school operations (age of the school, its rate of growth, its funding per pupil, enrollment caps and/or other rules affecting student demographics, etc.); that information is not provided in this report.

Professional Responsibilities

	ELA Course Pass Rates			Math Course Pass Rates		
	K-5	*6-8*	*9-12*	*K-5*	*6-8*	*9-12*
Reach 2021	87%	57%	66%	84%	62%	64%
Reach 2020	85%	71%	72%	84%	75%	73%
XLarge Avg.	89%	79%	72%	89%	77%	69%
Group 3 Avg.	92%	80%	74%	89%	79%	75%
Connections Avg.	90%	78%	75%	88%	78%	73%
	Science Course Pass Rates			Social Studies Course Pass Rates		
	K-5	*6-8*	*9-12*	*K-5*	*6-8*	*9-12*
Reach 2021	87%	65%	72%	89%	60%	69%
Reach 2020	83%	75%	76%	86%	67%	71%
XLarge Avg.	91%	80%	73%	91%	79%	79%
Group 3 Avg.	91%	78%	76%	92%	76%	74%
Connections Avg.	91%	79%	74%	92%	76%	78%

- **First semester "core" courses on track for successful completion for all students -** This shows the first semester "core" courses with current on track for passing the course, broken down by grade bands; K-5, 6-8 and 9-12. Course completion plays a key role in school graduation rates and reteach, relearn policies to help students demonstrate mastery of standards and are part of a successful school's core operating principles. There are many reasons for variations in course completion rates by school and by grades. Please be cognizant that it is still early in the semester, grades can, and will change.

Professional Responsibilities Continued

	IEP ELA Course Pass Rates			IEP Math Course Pass Rates		
	K-5	*6-8*	*9-12*	*K-5*	*6-8*	*9-12*
Reach 2021	85%	86%	58%	82%	55%	56%
XLarge Avg.	85%	71%	64%	85%	70%	61%
Group 3 Avg.	87%	70%	62%	85%	64%	64%
Connections Avg.	85%	69%	66%	84%	68%	65%
	IEP Science Course Pass Rates			IEP Social Studies Course Pass Rates		
	K-5	*6-8*	*9-12*	*K-5*	*6-8*	*9-12*
Reach 2021	86%	59%	65%	90%	55%	62%
XLarge Avg.	89%	73%	66%	90%	71%	72%
Group 3 Avg.	87%	62%	66%	89%	59%	65%
Connections Avg.	90%	68%	67%	89%	67%	70%

- **First semester "core" courses on track for successful completion for students with Individual Education Plans (IEP)–** This shows the first semester "core" courses with current on track for passing the course, broken down by grade bands; K-5, 6-8 and 9-12. Course completion plays a key role in school graduation rates and reteach, relearn policies to help students demonstrate mastery of standards and are part of a successful school's core operating principles. There are many reasons for variations in course completion rates by school and by grades. Please be cognizant that it is still early in the semester, grades can, and will change.

Professional Responsibilities Continued

	4 HS Cohorts % On track	2021	2022	2023	2024
Reach 2021	77%	83%	73%	78%	75%
Connections Avg.	68%	62%	63%	69%	74%

- **Cohort Summary Report – HS Cohorts % On Track** – Average metrics of 4 current cohorts for the prior school year (Classes of 2021, 2022, 2023, 2024). For each cohort it is (# EOY Grad Status = Early or On Time) / (All Students Ever Enrolled in the Cohort and not Validated by State as Excluded from Denominator). This is now a standard key school metric in addition to being a school focus goal. The results shared here are the school's final standing for the 2020-2021 school year. Much work is done by schools over the summer to help summer graduates complete and to remove withdrawn students from the denominator by researching and documenting their next school of enrollment. For the remainder of the school year (reporting periods 2-4), this school year's four current cohorts (class of 2022, 2023, 2024, and 2025) will be reported.

	Compliant IEP Annual Review	Compliant IEP Triennial Review
Reach 2021	93%	97%
Reach 2020	93%	91%
XLarge Avg.	94%	89%
Group 3 Avg.	93%	90%
Connections Avg.	94%	92%

- **Special education students with a compliant IEP review** – Special education students are required to have an annual review of their Individual Education Plan (IEP) at or before their current IEP due date. Additionally, at least every three years, special education students are required to have a re-evaluation meeting that is at or before their current re-evaluation due date. This metric reports on the average of both compliant reviews and re-evaluations across schools and, due to the legal nature of this metric, is expected to stay consistently above 95%.

Student Engagement

	On Time Welcome Calls	Welcome Calls Complete	Student Contacts Met	LC Contacts Met	DSY WD
Reach 2021	79%	97%	94%	92%	6.10%
Reach 2020	80%	97%	96%	77%	8.91%
XLarge Avg.	94%	99%	92%	90%	5.70%
Group 3 Avg.	87%	98%	96%	90%	4.3%
Connections Avg.	94%	99%	93%	92%	5.75%

- **Students receiving a "Welcome Call" on time, and total Welcome Calls complete –** Welcome Calls to students by teachers (or designated school staff members) have been shown to correlate strongly with prolonged student enrollment and parent satisfaction; a Welcome Call is "on time" if completed within 7 calendar days of enrollment. Even with a significant increase in overall enrollment, schools worked hard to ensure that 92.9% of welcome calls were completed on time. The target for this metric is set to 95% because some students who enroll never engage but cannot be immediately withdrawn due to truancy and other non-compliance processes
- **Student & LC Contacts Met** – Although much contact happens in other ways (webmail, LiveLesson recording, etc.), PVS recommends a phone (or individual synchronous) contact between teachers and students every 14 days. Additionally, an expectation of at least 3 annual contacts with the Learning Coach is considered a Core Standard. The metrics here are reporting the % of students with an individual synchronous contact within the last 14 days for the student and at least 1 phone contact with the Learning Coach during the first reporting period.
- **During School Year Withdrawals –** This shows % of students who enrolled, enrolled for at least 5 school days, and subsequently withdrew this school year. Withdrawal rates are typically higher than in traditional brick and mortar schools, and differences between Connections Academy schools can be a result of several factors.

Instructional Expertise

- **Teachers completing assigned Orientation courses** – The most important task on the teacher start-up checklist is completion of assigned orientation courses. This task is even more important for teachers new to Connections Academy. As of November 1st, completion of assigned teacher orientation courses by new teachers who started before September 1 is at 82%.
- **Professional Learning available to teachers** – Connections has offered an extensive professional learning program for the last several years. Last year, overviews shared with Boards demonstrated a commitment to flexibility and meeting the unique needs of individual teachers. The Professional Learning course features a calendar for teachers to choose sessions most relevant to their needs and level of experience in the virtual environment and Pearson Online Classroom.

Data Driven Instruction

	ELA RtI Tier I	ELA RtI Tier II	ELA RtI Tier III	Math RtI Tier I	Math RtI Tier II	Math RtI Tier III
Reach 2021	77%	6%	5%	79%	8%	2%
Reach 2020	86%	1%	4%	90%	1%	1%
XLarge Avg.	87%	4.7%	.9%	88%	4.2%	.5%
Group 3 Avg.	88%	3.8%	1.4%	90%	3.7%	.8%
Connections Avg.	86%	5%	1%	88%	4%	1%

- **Students identified for Response to Intervention (RtI) tiers** – RtI is a systematic way of connecting instructional components that are already in place in a class. It integrates assessment data and resources efficiently to provide more support options for every type of learner. Based on the RtI framework, a percentage of students (approximately) will be identified at each tier level to receive increasingly structured and frequent interventions. Reporting on this metric helps to identify schools where the identification and documentation process is working to move students between the tiers as needed. The Three-Tiered Pyramid of Interventions estimates the percent of students at each tier should be: Tier I – 80-90%, Tier II – 5-10%, and Tier III – 1-5%. Tier III here does not include students with an active IEP in ELA or Math.

Data Driven Instruction Continued

	CBA "Met" K-8	CBA "Met" 9-12
Reach 2021	96%	88%
Reach 2020	93%	91%
XLarge Avg.	88%	78%
Group 3 Avg.	91%	87%
Connections Avg.	89%	83%

- **Students with CBAs Met** – Connections-supported schools use a minimum number of "curriculum-based assessments" (CBAs) as one way to ensure student learning is authentic). CBAs are usually 1:1 phone call and/or Livelessons, using webcams and microphone capabilities, during which a teacher probes the student's understanding of a specific part of the curriculum. This metric is the % of students at the school meeting these criteria by the end of the first quarter.

School Operations

	Total Enrolled Students	Students Enrolled on the First Day of School	Returning Students
Reach 2021	7316	79%	65%
Reach 2020	8469	67%	33%
XLarge Avg.	6,524	74%	49%
Group 3 Avg.	2955	71%	44%
Connections Avg.	109877 (Total)	73%	45%

- **Total Enrolled Students – –** Connections Academy has experienced continued growth for the 2021-2022 school year. The total enrolled student's column encompasses the total number of enrolled students as of November 1st and provides the average enrollment of comparable Connection Academy schools by student start date noted in the tables by "Group", by size (small 0-799, medium 800-2999, large 3000-5499, xlarge 5500+ students), and the Connections total averages.

- **Students Enrolled on the First Day of School -** Across the partner schools supported by Connections, 73% of students were enrolled on the first day of school. It will increase as the year goes on if enrollment remains open at each location.

- **Students who are "returning" from prior year –** Across all partner schools, 48% of eligible students who were enrolled during the 2020-2021 school year have returned and are actively enrolled as of November 1st of this year. This is an increase of 3% from last year.

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CENTER FOR AQUATIC SCIENCES AND REACH CYBER CHARTER SCHOOL
School Year 2021-2022

Whereas The Center and RCCS are institutions with many common interests and activities; and

Whereas The Center has established programs in environmental education, informal STEM learning, and internship and volunteer opportunities; and

Whereas both institutions seek to expand existing student programs, particularly in STEM career exploration;

Now therefore, The Center and RCCS seek to establish a formal relationship to implement education programs as described herein.

1. High School Career Mentoring/Job Shadow Program Requirement – the following are options for full or partial fulfillment of Reach Cyber Charter's job-shadowing experience:

    1.1   Shadow Program (In-Person Option)

        a. Students who enroll in the Shadow Program at The Center will engage in a 3 hour, in-person experience, <u>fulfilling 1/3 of their high school requirements</u>.
        b. The Shadow Program cost per person is $75.00.
        c. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

    1.2   Shadow Program plus Teen Marine Science Institute (In-Person Option)

        a. Students will be required to enroll in the Shadow Program (3 hrs.) and 1-2 Teen Marine Science Institute workshops (4 hrs. per session). <u>This allows students to meet full hour requirements</u>.
        b. The Teen Marine Science Institute cost per person is $100.00 per workshop. Teen Marine Science Institutes that are trip oriented, if booked, are $150.00.
        c. Please see 1.1.b for the Shadow Program cost per person.
        d. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

    1.3   State-wide Virtual Options
        a. Students will be offered the option of 2 Teen Marine Science Institute workshops (1.5 hrs. each), <u>fulfilling 1/3 of their high school requirements</u>.
        b. 1 30-minute Zoom group call career talk with the students to answer career questions. Cost per person is $30.00 per call. Zoom calls will be set up once a month for students to attend. A minimum of 5 students is needed to attend, otherwise the call will be cancelled and students will be rescheduled.

      c. Virtual Teen Marine Science Institute cost per person is $50.00 per workshop.

      d. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

  1.3   Summer Camp Volunteer Internship (Summer)

      a. Students must be 16-18 years old. See the [website for further criteria](#).

      b. Limited positions available.

      c. Time Frame is mid-June 2022 – mid-August 2022. 9am-4pm M-F

  1.5   All activities and programs envisioned under this MOU are contingent on sufficient funding and other resources. Under no circumstances does this MOU oblige either party to take on any financial obligations for which ready funding is not available.

  1.6   Payment Process

      a. Students will register on their own using a code which will be provided. The code will be **RCCS2022**

      b. Reach Cyber Charter will be invoiced monthly, for programs registered. Payment is expected within 30 days of invoice receipt. Student information will be provided for verification process.

      c. No refunds will be issued if a student does not attend their registered session.

IN WITNESS WHEREOF, the parities hereto have offered their signatures:

_____   _____

Reach Cyber Charter School   Center for Aquatic Sciences
Jane Swan   Jennie Payne

_____   _____

Date   Date

MEMORANDUM OF UNDERSTANDING

<mark>(PROGRAM PARTNERSHIP PROPOSAL 10/25/21) "CINEMANIACS"</mark>

Oct 25, 2021

To: Jane Swan

         Reach Cyber Charter Schools

         650 E Park Dr. Suite 204 Harrisburg PA 17111

         jswan@reach.connectionsacademy.org

         717-409-8356

Fr: Aleks Martray

         Executive Director, Big Picture Alliance (BPA)

         924 Cherry St 5th Floor Philadelphia PA 19107

         aleks@bigpicturealliance.org / 443-414-9919

Re: Cinemaniacs "Teen Cinema Club" / Spring 2022

BACKGROUND

Big Picture Alliance's mission is to engage, educate and empower youth to define their own narrative through filmmaking & digital media arts. We provide transformative learning experiences and a supportive pathway for youth to have their voices heard, develop as young professionals and reach their full potential. We aim to uplift underrepresented stories, amplify marginalized voices and cultivate a new generation of storytellers who contribute towards a more inclusive, equitable and just society.

BPA's pathway of school, summer, and workforce programs bring filmmakers into classrooms & communities to teach digital media through a project-based curriculum. Youth develop digital literacy, self-expression, social-emotional empowerment, and 21st-Century skills through producing films from script-to-screen; collaboratively writing, shooting, & editing films that communicate their perspectives which they present through industry field trips, screenings & broadcasts. Program alumni (ages 18-24) are eligible for paid fellowships & apprenticeships where they develop professional skills, portfolios, certifications, and are placed at industry apprenticeships across the region.

Since 1996, BPA has served over 7000 youth through 100 partnerships resulting in academic achievement, 150 scholarships, 250 internships, employment, and 800 films, 60 of which are award-winning. We've helped cultivate a generation of young artists and professionals, many of whom have gone on to pursue careers in the film & media.

CINEMANIACS

"Teen Cinema Club"
(Created by & Proprietary to Big Picture Alliance)

PROGRAM OVERVIEW:
Cinemaniacs is an after-school program where teens explore the role of cinema in their lives and society through watching and analysing a diverse selection of historical and contemporary films. Youth develop a deeper understanding of the evolution and creative process of filmmaking through screenings, discussions, activities & conversations with guest filmmakers. The program provides a safe and supportive learning environment where youth can watch and discuss films with peers & industry professionals.

TERM: 10 sessions / Jan - June 2021 (TBD)

PROGRAM GOALS:
-Build confidence and community among young creatives and mentors
-Teach 21st Century Skills (critical thinking, communication, creativity)
-Develop film & media literacy (history, vocabulary, and concepts)
-Empower youth to explore their own relationship with film & cinema
-Provide access and expose youth to a diverse array of historical and contemporary films
-Connect youth to a network of filmmakers and industry professionals

WORKSHOP STRUCTURE:
Check-in (10min): Participants say hello and may state how they are feeling that day.
Warm-up (10min): An activity that engages participants with the day's theme or builds community amongst peers & mentors. Students are also encouraged to share a clip from their favorite film.
Slide/Film Presentation (50min): Present the content/theme of the day through visuals and film clips.
Discussion & Debrief (30min): Youth analyze, synthesize, and explore what they've seen and learned during a session, often with guest filmmakers.
Video Journaling (10min): Students will create weekly 1min video journal responses to a prompt reflecting on the day's lesson. Students will also be given a small optional extension assignment and guides for further reading/viewing.

COMMUNITY AGREEMENTS:
What conditions do we need to learn, create, and collaborate?
- One mic (honor people's stories)
- Take space, make space (we all deserve to be seen/heard, regardless of learning style)
- Respect each other, yourself, and our time together. (communicate, be on time)
- Challenge the idea, not the person. (constructive criticism)
- Restorative Justice (resolve conflict through mediation and dialogue to repair trust)

● Sharing Practices (what we share stays, what we learn leaves / invite all obligate none)*

SEMESTER #1: THE EVOLUTION OF CINEMA

ESSENTIAL QUESTIONS:
Understanding film's relationship to reality, other arts, individual viewers, and society at large.
- What role does film play in our lives & in society?
- What is the process involved in filmmaking and how has it evolved over time?
- How can thinking critically about filmmaking inspire critical thinking as a daily practice?
- How does cinema shape how we see ourselves and each other?

SESSIONS
WEEK ONE   **Our Relationship to Film (Orientation)**
WEEK TWO   **What is a Film? (Origins & Early Evolution)**
WEEK THREE   **What is Point of View?**
WEEK FOUR   **Classic Hollywood**
WEEK FIVE   **Fact vs. Fiction**
WEEK SIX   **Representation and Power**
WEEK SEVEN   **Representation and Equity**
WEEK EIGHT   **The Genre is Comedy**
WEEK NINE   **Art and Experimental Films**
WEEK TEN   **Imagining Futures**

WEEK ONE: Our Relationship to Film
During this introductory week, we explore the students' lifelong and complex relationship to the media. We examine our roles as consumers, participants and creators of multimedia content and place it within the context of popular culture.
  -What is our relationship to film?
  -How do we consume & produce content?
  -How can we analyze what we watch to better understand the story, significance, and ourselves?

WEEK TWO: What is a Film?
We will explore the technical and artistic origins of film and the film industry and trace its trajectory through to our contemporary understanding of "movies".
  -What is a film? (storytelling with light & sound)
  -What are the technological, social, and cultural origins of cinema? (photography, literature, theater)
  -What is the craft of filmmaking and how has it evolved across various eras, cultures, and artistic movements?

WEEK THREE: What is Point of View?
We will take a close look at common cinematic techniques and strategies to explore the concept of storytelling as a way to express point of view. We will then explore the idea of "point of view" from a cultural and social perspective.

-How does the point of view of a film shape the story?

-How are cinematic techniques to communicate point of view?

-How does my identity & life experiences impact my perception of a film and how might others interpret a different meaning?

-How are societal & cultural perceptions reflected in film and how have they changed over time?

WEEK FOUR: Classic Hollywood and Studio System

We will take a look at the Classic Hollywood System and its effect on the production standards, philosophy and business of filmmaking.

   - What is Classic Hollywood and why is it significant?

   - How did Class Hollywood films establish genres, tropes and film language that persists to this day?

   - What has been the impact of that?

   - What was the effect of having only a handful of studios produce most of the films that were made   during the early decades of cinema?

WEEK FIVE: Fact vs. Fiction

This week, we will explore various genres and styles of documentary filmmaking as a means to investigate the concept of "truth" in storytelling.

   -How has film been used to distort the truth in order to manipulate the public?

   -What are the differences and overlaps between documentary and narrative filmmaking?

   -How can both arrive at deeper truths?

WEEK SIX: Representation & Power

In Week 6, we will trace the trajectory of Native North Americans throughout the history of moviemaking. From the subject of an anthropological documentary to the writers and creators of films, we examine the evolution of representation and power within one particular segment of our society.

   -What is representation in film and why is it so important?

   -How can media representation influence the status of a marginalized group in society?

   -How does controlling access to one's own image change power dynamics?

WEEK SEVEN: Representation & Equity (with guest)

In Week 7, we examine the various political and artistic movements within filmmaking created to shift the balance of power over representation and profit.

   -What is representation in film and why is it so important?

   -How have people used film to challenge power structures (colonialism, patriarchy, white supremacy) and amplify underrepresented voices? (Third Wave, LA Rebellion, Indigenous Cinema, Feminist Cinema, Queer Cinema, representations of working class people)

   -What impact have these movements had on the art form, industry, and society?

WEEK EIGHT: The Genre is Comedy

For this fun week, we will explore the idea of comedy and how it functions as a necessary emotional release valve and a mirror to expose society's struggles.

-What is comedy and why is it a shared genre found in all artforms and cultures?

-What are the different styles of comedy found in films?

-How do comedic movies help us confront hard truths?

WEEK NINE: ART & Experimental Films (with guest)

We'll explore how visual artists have used film & video in experimental ways, challenging conventions of art history, adapting techniques from film and media, documenting performances and inspiring new ways of sharing an artistic idea through time-based experiences.

- How do artists use film, video and sound in Art?

- What visual and storytelling rules do artists play by (or break) through filmmaking?

- Artists take cues from popular cinema & media. How do they incorporate these techniques, devices and themes into their own work? In what ways do artists inspire popular film & mass media?

WEEK TEN: Imagining Futures

We will explore the genre of science fiction films as a consistent inspiration for technological innovation and as a medium through which to imagine the future of humanity while exploring its current challenges.

-What is the role of speculative and science fiction in a society?

-How can films both form and challenge a shared cultural imagination?

(Can imagining the future shape the future?)

-How has digital technology and social media changed the way we create and consume film & media?

-How do Indigenous people and POC exist in the future?

-Why do we use fiction to imagine the future - play out our hopes, fears, and the unknown?

SEMESTER #2: EXPLORING THE CRAFT OF CINEMA

CORE QUESTIONS

- What tools, strategies, and crafts are used to create films?
- What kinds of jobs and careers are there in the movie industry?
- How do the many aspects of filmmaking work together to create complete films?

Week One	TBD	- Intro to Course
Week Two	TBD	- Screenwriting
Week Three	TBD	- Cinematography
Week Four	TBD	- Directing/Acting (guest)
SPRING BREAK	TBD	*SPRING BREAK*
Week Five	TBD	- Set & Production Design
Week Six	TBD	- Editing
Week Seven	TBD	- Sound Design & Score (guest)
Week Eight	TBD	- Look at experimental art, low tech filmmaking
Week Nine	TBD	- Show finished pieces, Recent Technological Innovations
Week Ten	TBD	- Contemporary Independent Film (guest)

Week One - Intro to the Program

During this week we will introduce students to the coursework and activities that they can expect during the course. We will get to know each other personally and through our movie preferences.

- What will we learn in this course? What are the expectations?
- How can we build our film study community?
- What makes a great movie and why are they so important?

Week Two - Screenwriting

This will be the week when we take a deep dive into the framework of all films - the screenplay. We will learn the basic form and functions of the script and how it translates into complete films.

- What is the basic format of a script?
- What is the purpose of a script?
- How do scripts translate into actual movie scenes?

Week Three - Cinematography

This week will be our introduction to the craft of cinematography. We will explore the tools, the terminology, and the process behind visual storytelling.

- What is cinematography?
- What are the tools of cinematography?
- How do directors and DP use cinematography to tell a story?

Week Four - Directing/Acting (with guest)

This class will explore the roles of director and actor. We will discuss and demonstrate how they work together to achieve the desired performances on screen.

- What are the main responsibilities of a director?
- What is the nature of the relationship between actors and directors?
- What are different approaches to acting?
- What are different approaches to directing?

Week Five - Set & Production Design

This week will focus on set & production design, what it encompasses and how it contributes to the world-building of movies.

- What is set design? What jobs and responsibilities does it encompass?
- How does the set design team work with the director?
- How does the set design contribute to the storytelling?

Week Six - Editing

This week we will focus on the editing process and how the many weeks of production are carefully pared down and re-shaped to create the final film.

- What does an editor do and how do they work with the director?
- How does an editor decide what to cut, what to keep, and what to move around?
- How does an editor create a film?

Week Seven - Sound Design, Scores & Soundtracks

This week will be a deep dive into the aural aspects of filmmaking. Sound design and music are often overlooked but they have a huge impact on the quality and fullness of a film.

- What is sound design?
- What is the difference between a score and a soundtrack?
- How does sound design help tell the story of the film?

Week Eight - Look at experimental art, low tech filmmaking

This week will take a look at experimental and low-tech films and filmmaking. How have creators been innovative and made wildly creative and successful films without Hollywood big budgets?

- What is experimental filmmaking?
- What are some innovative approaches that people have taken to make films outside of the studio system and with very little money?
- What are some artistic/hands-on approaches that people have taken in regards to filmmaking?
- What are some examples of low-tech approaches to filmmaking?

Week Nine - Student Showcase & Recent Technological Innovations

In week nine, we will show the edited work that the students have been creating throughout the course. We will also learn about recent technological innovations that have been adopted by the industry and how they have been used to enhance storytelling.

- What tools and technologies are used to create a film
- How has this process changed over time
- What do these technologies do to change or enhance our view of film as art?

Week Ten - Contemporary Independent Film (with guest filmmaker*)*

Our final week will consist of watching clips of a recent independent film and talking with the director. Students will apply their knowledge from previous weeks to help analyze and ask deeper questions of the guest.

- How can we apply what we have learned to analyze and critique a film?
- How does watching a film clip and speaking with its creator enhance the viewing experience?
- Does our enhanced knowledge of the filmmaking process help us understand the story and appreciate the craft or does it detract from the magic of movies?

RESPONSIBILITIES

Big Picture Alliance (BPA) will provide:

- Program & staff management
- Program development
- Curriculum development

- Syllabus and AV learning materials/content
- Direct instruction & mentorship (2 teaching artists)
- Technical coordination & supervision of screening content
- Additional marketing & promotion of program
- Attendance reporting
- Zoom classroom link & crowdcast screening platform (when virtual)

RCCS will Provide:
- Recruitment & retention of a consistent cohort of 10-12 high school youth (ages 14-18)
- A student roster (including names and email addresses)
- Partner liaison for program coordination
- Co-coordination of culminating event
- Ensure access to stable internet and computers (IT support)

BUDGET

Cinemaniacs - (1 Semester)	
10 two-hour sessions x 2 instructors / 20 students	
PROGRAM EXPENSES	COST
Program Management	2000
Teaching Artists (Direct Instruction)	5000
Film Licensing	1000
Industry Guests	500
Administrative	500
Total Direct Expenses	**9,000**

PROGRAM PROVIDER FEE

Contractor agrees to pay Big Picture Alliance a fee of $9,000 for services rendered, as outlined above.
Payment to Big Picture Alliance is due 15 days upon receipt of invoice or earlier, as follows:
March 1, 2022: $4,500
June 1, 2022: $4,500

Payments should be made to:
Big Picture Alliance / 924 Cherry St, 5th floor Philadelphia PA 19107

COPYRIGHTS

All copyrights to the resulting film(s) and any other creative product of the project will be the shared property of the program provider, partners, and program participants. The program provider, partners, and participants will have the unlimited, royalty-free right to use, copy and present the film(s) and other

creative products for their own educational or promotional purposes. BPA, program partners and program participants will have the right to submit the films to festivals for broadcast with collective approval. The BPA curriculum for this project is not part of the creative product of the program, and is the exclusive property of BPA with full copyright protection.

LIABILITY & INSURANCE

RCCS is responsible for obtaining appropriate releases from liability from each participant participating in the program. RCCS will indemnify, defend and hold harmless BPA and its officers, directors, employees and agents from all loss, claims, liability and expenses arising from any personal injury, loss of life or property damage occurring as a result of the program unless the injury, loss or damage was the direct result of the gross negligence or willful misconduct of an authorized officer, director, employee or agent of BPA. BPA will indemnify and hold harmless RCCS, its subcontractors, and their officers, directors, employees and agents from all loss, claims, liability and expenses arising from any personal injury, loss of life or property damage occurring as a direct result of the gross negligence or willful misconduct of an authorized officer, director, employee or agent of BPA. Each party must carry general liability insurance with a limit of at least $1 million per occurrence.

AUTHORIZED REPRESENTATIVES

Aleks Martray, Executive Director of BPA, is the authorized representative for BPA. Nicolette Silverman is the authorized representative on behalf of RCCS. All decisions and approvals will be considered authorized when given by these representatives. If any disputes or claims arise in connection with our services, we will submit them to mediation under the auspices of the Philadelphia office of the American Arbitration Association.

NO INTERFERENCE

RCCS recognizes that BPA has invested significant resources in recruiting, hiring, and training its teachers. RCCS agrees that it will not, during the term of the program and for a period of one year after completion of the program, induce or persuade any of BPA's teachers to terminate their relationship with BPA or to enter into a direct relationship with RCCS for the purpose of teaching or leading any filmmaking or digital media class or program. Or offer to hire or actually hire any of BPA's teachers as an employee or independent contractor, regardless of who initiated the contact, for the purpose of teaching or leading any filmmaking or digital media class or program.

Please confirm your agreement to the terms of this memorandum of understanding by signing and returning one copy of this letter. We thank you for your partnership and the opportunity to serve your youth.

Accepted and agreed on the _____ day of _____, 2021:

_____

Aleks Martray

Executive Director, Big Picture Alliance

924 Cherry St., 5th floor Philadelphia PA 19107

aleks@bigpicturealliance.org / 443-414-9919

_____

Jane Swan

Reach Cyber Charter School

650 E Park Dr. Suite 204 Harrisburg PA 17111

jswan@reach.connectionsacademy.org

717-409-8356

MEMORANDUM OF UNDERSTANDING

Oct 25, 2021

To: Jane Swan
        Reach Cyber Charter Schools
        650 E Park Dr. Suite 204 Harrisburg PA 17111
        jswan@reach.connectionsacademy.org
        717-409-8356

        Fr: Aleks Martray
        Executive Director, Big Picture Alliance (BPA)
        924 Cherry St 5th Floor Philadelphia PA 19107
        aleks@bigpicturealliance.org / 443-414-9919

Re: Digital Media Program Partnership / Spring 2022

BACKGROUND

Big Picture Alliance's mission is to engage, educate and empower youth to define their own narrative through filmmaking & digital media arts. We provide transformative learning experiences and a supportive pathway for youth to have their voices heard, develop as young professionals and reach their full potential. We aim to uplift underrepresented stories, amplify marginalized voices and cultivate a new generation of storytellers who contribute towards a more inclusive, equitable and just society.

BPA's pathway of school, summer, and workforce programs bring filmmakers into classrooms & communities to teach digital media through a project-based curriculum. Youth develop digital literacy, self-expression, social-emotional empowerment, and 21st-Century skills through producing films from script-to-screen; collaboratively writing, shooting, & editing films that communicate their perspectives which they present through industry field trips, screenings & broadcasts. Program alumni (ages 18-24) are eligible for paid fellowships & apprenticeships where they develop professional skills, portfolios, certifications, and are placed at industry apprenticeships across the region.

Since 1996, BPA has served over 7000 youth through 100 partnerships resulting in academic achievement, 150 scholarships, 250 internships, employment, and 800 films, 60 of which are award-winning. We've helped cultivate a generation of young artists and professionals, many of whom have gone on to pursue careers in the film & media.

SCOPE OF WORK

Big Picture Alliance will partner with Reach Cyber Charter School to provide virtual digital media programming for a cohort of 12 high school students from Jan - June 2021 through 14 weekly 2-hr sessions. Students will learn the basics of camera, audio, lighting and editing through producing original short films that share their own stories & perspectives. Students write a film treatment, shoot, edit, and view their work with industry professionals through a culminating screening event.

Skill Development
- Media Literacy (concepts, analyses)
- Story Development
- Screenwriting (writing a film treatment using Celtx)
- Production Planning (creating a Production Plan using Celtx)
- Cinematography (focus, zoom, composition/framing - *using SmartPhone or CanonM50)
- Audio & Sound Design (mic placement, pickup patterns, levels)
- Lighting Design (lighting, exposure)
- Media Management & Editing (using WeVideo)

Deliverables
- *Written Film Treatment:* Each student will create a 1-2 page written film treatment (AV Script).
- *Short film:* Each student will create an original 1-2 minute film from script-to-screen
- *Post-Assessments:* Each student will take a post-program assessment on their personal, creative, and technical development through the program.

VIRTUAL LEARNING (EQUIPMENT & TECHNOLOGY)

All programming will be virtual via Zoom. Students will create their own film using their computers, smartphones, and equipment delivered to their homes (Canon Creator Kit). Each student will learn how to use this digital filmmaking equipment and may keep it after the program is finished. Students will use Celtx for story development and WeVideo for editing.

OBJECTIVES

Digital Media Literacy
Youth learn digital filmmaking and 21st Century skills through creating original films from script-to-screen under the mentorship of professionals.

Self-Expression

Youth express and represent themselves through thoughtful storytelling that stems from their own life experience, perspectives, research, and imagination.

Social-Emotional Empowerment
Youth build positive connections with peers & mentors through teamwork, collaboration, and a safe & supportive learning environment.

Professional Development
Youth develop work experience and career skills under the mentorship of professionals.

Civic Engagement
Youth engage the public through screenings, broadcasts and social media - sparking dialogue and self-advocating around important issues impacting their lives.

TERM
Jan - June (TBD)
14 weekly 2hrs sessions

RESPONSIBILITIES

BPA will provide:
- Program & project management
- Program & Curriculum development
- Digital media instruction & mentorship (2 teaching artists)
- Technical supervision (of sessions, production shoots, and events)
- Post Production & Distribution (finalizing color/sound mix for broadcast, social media, film fests)
- Digital media equipment (as needed) - Camera, Audio, Lighting
- Software (as needed) - Celtx, WeVideo, Adobe Premiere
- Teaching Artist clearances
- Post-program assessments & evaluations
- Co-coordination & technical supervisions of culminating event

RCCS will Provide:
- Recruitment & retention of a consistent cohort of 10-12 high school youth (ages 14-18)
- A student roster (including names and email addresses)
- Partner liaison for program coordination
- Co-coordination of culminating event
- Ensure access to stable internet and computers (IT support)

PROGRAM OUTLINE

Pre-program:
Pre-Programming Partner Meeting (program coordination)

Program Sessions :

PRE-PRODUCTION	
1	Orientation / Introduction to project & brainstorming (themes, concepts)
2	Story Development (plot arc, character, 3-act structure)
3	Treatment (multi-column av script / screenplay)
4	Camera training / visual storytelling (pre-vis)
5	Audio training / sound design (pre-vis)
6	Finalize treatment or screenplay
PRODUCTION	
7	Production plan
8	Production (principle)
9	Production (pick up)
POST-PRODUCTION	
10	Intro to media management & editing
11	Assembly cut (sequencing)
12	Rough cut (story editing) +review with industry guest for feedback
13	Fine cut (transitions, music, sound design, graphics)
14	Final cut (sound mix, color)
	Screening (industry guest or field trip)

Post-program:
Post-Program Student Debrief, Assessments & Partner Evaluations
Post-Program Exit Report

Deliverables:

- Pre-Production Documents (Treatment/screenplay, production plan, shot list)
- Final Film(s) (Upload to Google Drive & BPA YouTube playlist

BUDGET

SPRING (1 Full Semester)	
14 two-hour sessions / 12 students / 2 instructors	
PROGRAM EXPENSES	**COST**
Program/Project Management	2,000
Teaching Artists (Direct Instruction)	5,000
Production Equipment & Shipping	7,000
Software	500
Administrative	500
Total Expenses	**15,000**

PROGRAM PROVIDER FEE

Payment to Big Picture Alliance is due 15 days upon receipt of invoice or earlier, as follows:

March 1, 2022: $7500

June 1, 2022: $7500

Payments should be made to:

Big Picture Alliance

924 Cherry St, 5th floor Philadelphia PA 19107

COPYRIGHTS

All copyrights to the resulting film(s) and any other creative product of the project will be the shared property of the program provider, partners, and program participants. The program provider, partners, and participants will have the unlimited, royalty-free right to use, copy and present the film(s) and other creative products for their own educational or promotional purposes. BPA, program partners and program participants will have the right to submit the films to festivals for broadcast with collective approval. The BPA curriculum for this project is not part of the creative product of the program, and is the exclusive property of BPA with full copyright protection.

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of BPA. BPA will indemnify and hold harmless RCCS, its subcontractors, and their officers, directors, employees and agents from all loss, claims, liability and expenses arising from any personal injury, loss of life or property damage occurring as a direct result of the gross negligence or willful misconduct of an authorized officer, director, employee or agent of BPA. Each party must carry general liability insurance with a limit of at least $1 million per occurrence.

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NO INTERFERENCE

RCCS recognizes that BPA has invested significant resources in recruiting, hiring, and training its teachers. RCCS agrees that it will not, during the term of the program and for a period of one year after completion of the program, induce or persuade any of BPA's teachers to terminate their relationship with BPA or to enter into a direct relationship with RCCS for the purpose of teaching or leading any filmmaking or digital media class or program. Or offer to hire or actually hire any of BPA's teachers as an employee or independent contractor, regardless of who initiated the contact, for the purpose of teaching or leading any filmmaking or digital media class or program.

Please confirm your agreement to the terms of this memorandum of understanding by signing and returning one copy of this letter. We thank you for your partnership and the opportunity to serve your youth.

Accepted and agreed on the _____ day of _____, 2021:

_____
Aleks Martray
Executive Director, Big Picture Alliance
924 Cherry St., 5th floor Philadelphia PA 19107
aleks@bigpicturealliance.org / 443-414-9919

_____
Jane Swan
Reach Cyber Charter School
650 E Park Dr. Suite 204 Harrisburg PA 17111
jswan@reach.connectionsacademy.org
717-409-8356

Memorandum of Understanding
Steeltown Entertainment Project and REACH Cyber Charter School

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Steeltown Entertainment Project (Steeltown) and REACH Cyber Charter School (REACH) to provide access for REACH high school students to attend Steeltown Film Academy (SFA) and receive internship credit towards their REACH high school education. The purpose of this MOU is to define the roles, relationships, and obligations of both parties.

Background. Steeltown Film Academy teaches and empowers students to create digital media that matters. Industry professional Teaching Artists guide, mentor, and educate students throughout their time at Steeltown and beyond. The program teaches filmmaking skills such as lighting, camera, and sound as well as valuable life skills through the filmmaking process, including collaboration, perseverance, accountability, critical thinking, communication, creative expression and what it means to be an active and responsible citizen.

Opportunities for students to engage with other filmmakers both through lectures and in on set settings, as well as field trips to various production-related businesses, organizations, and educational institutions are consistently offered at all levels of SFA. The program is offered throughout 3 semesters per year: fall and spring semesters, 12 weeks each (3 days per week) and a summer intensive for 6 weeks (4 days per week).

Steeltown Film Academy offers three levels of out-of-school programming to high school students (defined as rising 9th graders through summer post-graduates who were enrolled in a public, private, charter or online high school):

> **Learning Level:** Our Learning Level of SFA introduces filmmaking concepts through formalized curriculum paired with project opportunities that demonstrate these skills at an increasingly advanced level throughout the semester, culminating in a final project that students work on collaboratively, from concept through completion. The semester also concludes with basic tests in lighting, audio, and camera. Students who pass these tests are then authorized to apply for the next level of internship, as well as granting them access to Steeltown's equipment for check out outside of regular Steeltown program hours.

> **Intern Level**: Once students complete The Learning Level, they have the option to interview to join Steeltown as an intern. At this level, students support productions and content being created for clients by our Teen Film Crew or other students' content created for our web series, The Reel Teens. They continue to enrich their education in the various aspects of filmmaking

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and participate in peer learning from advanced students. Students learn beyond individual skill sets to discover pathways for future careers in the entertainment industry, how to get started as an effective production assistant (PA) on set, and how the hierarchy of the industry functions, including both union and non-union pathways. They also have the opportunity to help students in the SFA program on their productions as either crew or on-camera talent. Students need to complete 100 hours at the Intern level, participate in a Peer Mentorship Training (provided by The Mentoring Partnership), and successfully complete advanced testing in audio, camera, lighting, and editing. They can then choose to interview for a paid position with Steeltown.

Teen Film Crew Level: Teen Film Crew (TFC) is a paid job with Steeltown and is open only to students who have completed both the Learning and Intern levels. Students in our TFC program can pitch ideas for original content, and develop those ideas with our teaching artists assisting as producers. Real-world pitching scenarios are created for students to experience having their project "greenlit." Final Reel Teen projects also have the possibility of being submitted to film festivals by Steeltown on the students' behalf (to date Steeltown productions have received several laurels that students have been able to add to their resumes/CV's and college applications). Students are also given the option of working on client projects where they learn professional skills such as email, phone/zoom, and in person communications, as well as budgeting, deliverables, and production scheduling. TFC level students provide mentorship to Learning and Intern level students, therefore strengthening their own skills and enriching their leadership abilities. Students may stay with Steeltown at the TFC level up to and including the summer after graduation from high school.

Terms and Details. This agreement is in effect as of the date it is signed and provides for the following.

REACH Cyber Charter School agrees to the following:

     1. Pay the tuition ($2,000 per student) for up to 3 Learning Level Steeltown students per semester (in person, after school). Payment must be made in full prior to the start of each semester. A deposit of $100 per student is required upon registration to hold the student's spot.

     2. Pay the tuition ($2,500 per student) for up to 5 Learning Level Steeltown students per semester (fully virtual, after school). Payment must be made in full prior to the start of each semester. A deposit of $200 per student is required upon registration to hold the student's spot. This cost includes a "Virtual Filmmaking Kit" (see below).

     3. Ensure students register at least 3 weeks in advance of the start of any semester. After this time, spots will be released to other interested students and are no longer guaranteed.

     4. Students will create and provide a learning plan and activity log which will be provided in a timely manner to the Steeltown Program Manager for approval.

5. Provide any important information regarding the student's specific educational needs (such as an IEP or 504 Plan), or if any accommodations need to be made.

6. Ensure students return any pertinent releases and agreements to participate in the program.

7. At the completion of the program, provide the Steeltown Program Manager with necessary documents such as reflection forms, evaluation sheets, or any sort of off-boarding documents as required by REACH, in a timely manner.

ADDENDUM:

1. **Pay the required fees, as outlined below.**
2. **Coordinate students and registration for a Virtual Filmmaking Camp to happen once every 3 weeks from 10/26/2021-5/24/2022 on Tuesdays from 1-2PM.**
3. **Any and all additional considerations as outlined above.**

Steeltown Entertainment Project agrees to provide the following:

1. Approximately 100 hours of education and training to REACH students each semester.

2. All adults will have state mandated clearances for working with high school youth and appropriate skills and experiences to execute the program. Clearances can be provided by request.

3. Any camera, lighting, or editing equipment students might need to perform the assigned tasks within the program.

   a. For virtual students, this includes the shipment of a "Virtual Filmmaking Kit" which includes items including but not limited to: lenses for smartphones, microphones, audio recording device, etc. These kits will be shipped by Steeltown to the student prior to the start of the semester and will be theirs to keep.

4. Sign off on activity logs that students will be responsible for providing.

5. Complete and sign a reflection form and student evaluation sheets which will be provided at the completion of the program.

ADDENDUM:

1. **Provide instruction for 10 Virtual Filmmaking Camp sessions as outlined above, for a total of 10 hours, for 10 weeks (1 hour each week).**
2. **Any and all additional considerations as outlined above.**

Fees. REACH Cyber Charter School agrees to pay Steeltown Entertainment Project $2,000 per student as tuition for the Steeltown Film Academy in-person program as well as $2,500 per student as tuition for the Steeltown Film Academy virtual program. Tuition is only required for the first semester (Learning Level) of SFA.

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ADDENDUM OF FEES: REACH agrees to pay Steeltown at the rate of $50/hr + $100 of prep time per week of the Virtual Filmmaking Camp, as described in the Steeltown Services Menu (Exhibit A), for a total of $150/wk x 10 weeks = $1,500

Duration. This MOU is at-will and may be modified by mutual consent of authorized officials from Steeltown Entertainment Project and REACH Cyber Charter School at any time.

Contact Information

Steeltown Entertainment Project
Mary Ann McBride-Tackett
Program Director

Pittsburgh, PA
412-251-0890
maryann@steeltown.org

REACH Cyber Charter School

_____ (contact name)
_____ (title)
_____ (address)
_____ (address)
_____ (phone number)
_____ (email address)

Steeltown Entertainment Project
Please Sign: _____
Mary Ann McBride-Tackett
Program Director

Date: _____

REACH Cyber Charter School Representative:
Please Sign: _____
Please print name: _____
Print Title: _____

Date: _____

STEELTOWN
learn • create • connect

EXHIBIT A:

STEELTOWN VIRTUAL SERVICES MENU

Let our Teaching Artists* bring their professional backgrounds and expertise into your virtual classroom! Steeltown Teaching Artists are all working professionals with film production backgrounds. Their real world skills and experience can enhance the education of your students by giving them an understanding of the industry as well as comprehensive film production skills.

Whether it's a one-time virtual workshop, regular placement in an already existing class, or designing a unique program with a school or institution, our programming will help prepare students in ways that reach far beyond practical skills of production and stretch into professional development that includes collaboration, professional communication, working with budgets, meeting deadlines, and much more.

Virtual Workshops & Professional Development

Virtual workshops are available to students ranging from elementary through high school, as well as professional development for teachers and administrators.

Workshops are catered to your needs and requests - anything from basics of film production gear, to visual storytelling, to integrating available technology into your

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classroom, and beyond. We will work with you to make sure the curriculum is focused and specific to your goals and objectives for the session.

(All workshops include 1-2 teaching artists, based on specific workshop needs.)

2 HOUR WORKSHOP	½ DAY WORKSHOP (3-5 HOURS)
Total Cost = $350	Total Cost = $650
FULL DAY WORKSHOP (6-8 HOURS)	**ADDITIONAL TEACHING ARTISTS**
Total Cost = $1,200	$65/HR

Virtual In-School & After-School Programming

Regular programming through Steeltown affords schools the opportunity to enrich the understanding and education of film production to their students on a thorough and consistent basis.

Available as frequently as needed, Steeltown Teaching Artists can offer anything from supplementing an already robust and fully-equipped program and instructor, to providing a fully functioning program: traditional or asynchronous curriculum, instruction, and equipment brought into the virtual classroom.

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$50/HR per Teaching Artist

+$100/WK for prep & evaluation for 1-2 hours of instruction per week in school

+$200/WK for prep & evaluation for 3-4 hours of instruction per week in school

+$250/WK for prep & evaluation for 5+ hours of instruction per week in school

Example: For a TA to come to your school/program 2 days a week for 3 hours each day, the cost would be: $50 x 3 (hours per day) x 2 (days per week) = $300 + $250 (per week for 6+ hours of prep) = $550/wk

Steeltown also has the capacity to equip each virtual student with an at-home filmmaking kit that will allow them to use their mobile device to capture cinematic quality video and audio. The kit costs a one-time $500 fee per student, and would be the student's to keep.

*All Teaching Artists have necessary clearances (PA Child Abuse, PA Criminal Background Check, and FBI). Clearances available upon request.

**Steeltown is a non-profit 501c3 and eligible and open to discussing grant funding opportunities and options.