



**APPROVED 2/16/22**

**Reach Cyber Charter School  
MINUTES OF THE BOARD OF DIRECTORS MEETING**

Wednesday, January 19, 2022 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=UDByREJlYXJlNkVhOHY4OWdwa0FWZz09>

**Meeting ID:** 266 655 2472

**Passcode:** QWMw5V

**Phone** +1 301 715 8592 US

**Meeting ID:** 266 655 2472 **Passcode:** 250287

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

In Mr. Taylor's absence, Dr. Harford chaired the meeting. Dr. Harford called the meeting to order at 9:02 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 and Zoom.

Board Members Present: Joe Harford, Dave Biondo, Gail Hawkins Bush and Paul Donecker (via phone and videoconference);

Board Members Absent: David Taylor and Alex Schuh;

Guests: Jane Swan, School CEO; Mike Garman, Karen Yeselavage, J.D. Smith, Dan Latislaw, Greg McCurdy, Kati Rutkowski, Cody Smith, Kelley McConnell, Andy Gribbin, Corey Groff, LeeAnn Ritchie, and Rachel Graver, School Staff (in person at the school); Jamie Miedel, Michael Hinshaw, Maurine Hockenberry, Chris Barret, Lorraine Harmer, Heather Berger, Kwame Ntiamoah, Lindsay Lester, Alicia Swope, Devin Meza-Rushanan, Erica Carroll, Stephanie Bost, and Scott Stuccio, School Staff; Pat Hennessey, Board Counsel; Amanda Jones, Member of the Public; Laura Johnson, Melissa Brown and Heather Woodward, 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

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

RESOLVED, that the Agenda for the January 19, 2022 Meeting of the Reach Cyber Charter School Board of Directors, as presented, is hereby approved.

The motion passed unanimously.

**IV. Oral Reports**

a. CEO's Report

i. Enrollment and Staffing Update

Ms. Swan reviewed the current enrollment numbers for the school. Ms. Swan further provided an update on staffing levels at the school.

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. The Board discussed the reserve fund balance and the plans to add additional items to the reserve at the February meeting.

**V. Consent Items**

Dr. Harford 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 November 17, 2021 Board Meeting;
- b. Approval of Minutes from the December 14, 2021 Special Board Meeting;
- c. Approval of Staffing Report;
- d. Approval of Pearson Supplemental June Invoice (# 91000009475);
- e. Approval of Pearson Invoice(s) for November (# 91000009489 ) and December (# 91000009619);
- f. Approval of the 2022-2023 School Year CA General School Handbook; and
- g. Approval of the 2022-2023 School Year School Handbook Supplement; are hereby approved.

The motion passed unanimously.

## **VI. Action Items**

### a. Approval of Outreach Recruitment Target for the 2022-2023 School Year

Ms. Swan reviewed the outreach recruitment target for the 2022-2023 school year of 7,900 students and sought Board input in regard to the number. The Board inquired about the process that the school and Pearson went through to determine the target. The Board discussed the 2021-2022 school year target of 10,500 students and the school's recruitment history. The Board discussed the pandemic's impact on cyber schools nationwide, in Pennsylvania and on Reach Cyber Charter School. The Board also reviewed the enrollment trends for the past three years. Following this discussion, Board members agreed the proposed number was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the outreach recruitment target for the 2022-2023 school year of 7,900 students, as discussed, is hereby approved.

The motion passed unanimously.

## **VII. Information Items**

### a. School Success Partner (SSP) Update

Ms. Johnson presented on behalf of the School Success Partner (SSP) team. Ms. Johnson provided an update on the support of 2<sup>nd</sup> semester enrollment that opens February 1 as well as opening enrollment for the 2022-2023 school year. Ms. Johnson updated the Board on the COVID funding and reporting that is underway as well as the facility lease renewal support. She noted that the notice to renew is due in February and the fair market evaluation is ongoing. Ms. Johnson also highlighted several legislative bills that she is tracking.

### b. Academic Success Partner (ASP) Update

Ms. Brown presented on behalf of the Academic Success Partner (ASP) team. She provided an update on the annual winter school leadership retreat noting that it has been rescheduled due to the pandemic.

## **VIII. Strategic Planning**

### a. Approval of Memorandums of Understanding (MOUs)

Mr. Smith presented this item to the Board. He reviewed the significant work the school has done in support of the MOUs. He reviewed the MOUs included in the Board materials in detail. The Board thanked Mr. Smith and his team for his hard work in this area.

The Board decided to consider all items in this section of the agenda at the end of the Strategic Plan discussion.

b. Approval of New Staff Positions

Mr. Smith presented this item to the Board and reviewed the request for two additional staff personnel. He reviewed their proposed duties. The Board was supportive of adding the new staff positions.

c. Approval of Additional Funds to be Placed in Reserve to Provide Grocery Certificates to Families in Need

Ms. Graver presented this item to the Board. She updated the Board on the previous holiday outreach provided to approximately 5,200 families. She reviewed the school's proposal to provide the same support of \$200 grocery certificates to the same families in February, April and June. She advised that the cost to do so would be approximately \$3.5 million. The Board expressed their desire to increase this family outreach and support to help during the pandemic and provide this every month. The Board inquired about any discounts and efficiencies that could be incorporated into the program. Further, the Board asked the school to provide an update on certificate usage from the prior outreach effort at the February Board meeting. Ms. Graver said that she would be prepared to provide additional details at that time. The Board noted that in the meantime they will consider approving the \$3.5 million outreach effort later in the meeting.

d. Approval of Elementary Reading Incentive Program Proposal

Mr. Groff presented this item to the Board and reviewed the number of students that the proposed Elementary Reading Incentive Program would impact, if approved. The Board was supportive of the initiative and asked for results to be provided later.

There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Memorandums of Understanding (MOUs) as included in the Board materials;

FURTHER RESOLVED, that the new staff positions;

FURTHER RESOLVED, that the additional funds to be placed in reserve to provide grocery certificates to families in need, and a fund reserve designation of \$3.5 million for the outreach, as discussed;

FURTHER RESOLVED, that the Elementary Reading Incentive Program Proposal, as presented, is hereby approved.

The motions 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 9:50 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: Joe Harford, Gail Hawkins Bush, David Biondo and Paul Donecker. Guests present at the request of the Board were: Pat Hennessey, Jane Swan and Mike Garman. 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 10:14 a.m. No action was taken during Executive Session.

**X. Adjournment and Confirmation of Next Meeting – Wednesday, February 16, 2022 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 February 16, 2022, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 10:15 a.m., is hereby approved.

The motions passed unanimously.