



APPROVED 01/17/2018

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

Wednesday, November 29, 2017 at 9:00 a.m.

Held at the following location and via teleconference

750 East Park Drive, Suite 204
Harrisburg, PA 17111

I. Call to Order and Roll Call

Mr. Taylor called the meeting to order at 9:03 a.m. when all participants were present and able to hear each other.

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

Board Members Absent: Dave Biondo;

Guests: Jane Swan, School Leader; LeeAnn Richie, Michael Hinshaw, Cody Smith, John McMurray and Karen Yeselavage, School staff (in person); Nancy Wagner, School staff; Kevin Corcoran, Charter Choices, Financial Consultant; Andrew Pasquinilli, Amanda Jay, Mindy Whisman and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (via phone).

II. Public Comment

There were no public comments made at this time.

III. Routine Business

a. Approval of Agenda

Mr. Taylor asked the Board to review the Agenda distributed prior to the meeting. The Board tabled Consent Item (f) Approval of Revision(s) to the 2017-2018 School Year State Specific School Handbook: General Revisions, as the documents were not available for review prior to the meeting. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the November 29, 2017 meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Principal's Report

i. Update on Student Intervention Efforts – Tier 1 and Tier 2

Ms. Swan updated the Board on Student Intervention Efforts. She advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as Pearson Online and Blended Learning's (POBL) useful tools for tracking student progress. Ms. Swan further discussed the relation these efforts have to the school's annual success in goals completion.

ii. Update on S.T.E.M. Activities

Ms. Swan introduced Mr. McMurray, the school's S.T.E.M. Education Manager, who provided the Board with an update on S.T.E.M. activities at the school. Mr. McMurray provided an overview of the program, content and activities. He discussed specific student projects involving LEGOS, Coding, and other interests.

[Ms. Wagner joined the meeting at 9:13 a.m.]

Board members discussed the program, and expressed their pleasure with the school's efforts.

b. Financial Report

Ms. Whisman 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. Whisman further noted that all financial documents had been reviewed with the school's financial consultants prior to the meeting.

V. Consent Items

Mr. Taylor asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion, or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the October 18, 2017 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for October;
- d. Approval of LiveSpeech Invoice(s); and
- e. Approval of Federal Title Funding Documentation: Revised Complaint Policy; are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Approval of Proposal for Use of Fund Balance

Mr. Corcoran presented this item to the Board. He reminded the Board of previous discussions on the subject of uses for the school's current fund balance. Mr. Corcoran recommended that the Board consider holding \$1.5 million dollars in reserve for the current school year, detailing the approximate fund balance that would remain if that amount were held. Board members had further discussion with Ms. Jay regarding POBL's offer to assist the school in researching options to allocate funds from the proposed reserve into specific areas and programs for the school. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that \$1.5M of the school's current fund balance be reserved for future contingencies, as presented, is hereby approved; and

FURTHER RESOLVED, that POBL is asked to assist the school with a process to identify potential areas for resource allocation, is hereby approved.

The motion passed unanimously.

Mr. Pasquinilli provided additional information regarding the school's enrollment growth and proposed staffing models. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Changes to the Staffing Model, as discussed, are hereby approved.

The motion passed unanimously.

VII. Information Items

a. State Relations Update

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

b. Partner School Leadership Team (PSLT) Update

Mr. Pasquinilli presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team.

i. School Leader Review Process Update

Mr. Pasquinilli outlined the annual school leader review process with the Board. He reviewed with Board members that the process includes feedback from the Board through a survey. Mr. Pasquinilli further reviewed with the Board that Ms. Swan's mid-year review will be discussed during the January meeting and the final review will take place during the Board's Annual Meeting in June. He also reiterated the importance of Board member participation in the review process.

c. Future Funded Enrollment Growth

Ms. Swan reviewed with the Board a proposed Funded Enrollment Target range for the 2018-2019

school year of 2,800 students. She reminded Board members that the target is a major driver for school budget planning, including outreach, staffing and many other initiatives. Ms. Swan further advised that the proposed enrollment target will be presented for approval during the upcoming January Board meeting, if Board members indicate their support of the number. She reviewed past target numbers and the predicted growth for the school based on many factors, including trends in enrollment, students currently in the pipeline and outreach efforts. The Board expressed their support of the proposed number.

d. EMO Evaluation Discussion

Ms. Arthur presented this item to the Board. She reviewed with the Board the language included in the school's initial charter renewal checklist documentation about the Board completing an evaluation of their primary services provider. Ms. Arthur inquired as to whether the Board would prefer to develop their own evaluation tool, or tailor the template used by other POBL partnering boards for their Board. Board members discussed the requirements, and indicated their desire for Mr. Harford to work with Ms. Arthur on finalizing an evaluation for the Board, also allowing Ms. Swan to review prior to deployment to the full Board.

VIII. Adjournment and Confirmation of Next Meeting - Wednesday, January 17, 2018 at 9:00 a.m.

Mr. Taylor inquired if there was any other business or discussion. There being no further business or discussion, he noted that the next meeting will be held on Wednesday, January 17, 2018 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 9:49 a.m.