



APPROVED 05/16/2018

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

Wednesday, April 18, 2018 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 9:01 a.m. when all participants were present and able to hear each other.

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

Board Members Absent: Dave Biondo;

Guests: Jane Swan, School Leader; John McMurray, Karen Yeselavage, LeeAnn Richie and Brad Testa, School staff; Kevin Corcoran, Charter Choices, Financial Consultant (in person); Nancy Wagner and Nicole Burger, School staff; Andrew Pasquinilli, Amanda Jay, Tina Blair, 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. Audit Committee, Committee of the Entire Board

a. Approval of Audit Firm Engagement for the 2017-2018 School Year

Ms. Blair and Mr. Corcoran reviewed the audit firm engagement letter, as included in the Board materials. Ms. Blair reviewed with the Board the previous experience with the proposed audit firm, as well as the estimated charges for the school year financial audit. Board members discussed the firm, and their satisfaction with their previous work with SD Associates, P.C. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of SD Associates, P.C. for the 2017-2018 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

IV. Routine Business

a. Approval of Agenda

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. The Board added an Action Item for Approval of Federal Title Funding Documentation: Travel Policy. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the April 18, 2018 meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. Principal's Report

Ms. Swan reviewed the Monthly School Report (MSR) and most up-to-date enrollment numbers with the Board, indicating enrollment was currently at approximately 2,190 students. She reflected on the school's progress as they near the end of the second year of operation, and thanked the Board for their service to the school.

i. End of Year Activities Update

Ms. Swan provided the Board with an update on end of year activities for students and families.

ii. State Testing Update

Ms. Swan updated the Board on state testing, including staff efforts and participation rates throughout the state. Board members had discussion on the number and reasons given for families who choose to opt out of state testing.

iii. Special Education PDE Site Visit Update

Ms. Swan provided the Board with an update on the recent site visit. She related that action plans are already in place to correct any findings during the visit; she discussed the files and documentation requirements that require some changes and updates. Ms. Swan further advised the Board that the action plans must be completed within one year from the visit.

iv. Accreditation Update

Ms. Swan provided the Board with an update on the school's two options for accreditation, and indicated her preference to pursue the school's accreditation through AdvanceEd.

b. Financial Report

Ms. Blair reviewed the school's financial statements with the Board. She reviewed the revenue and expense statements, advising on changes since the previous months' statements. Mr. Corcoran had discussion with the Board about some recent state changes regarding funding and legislation affecting virtual charter schools. He advised that there was still some uncertainty about revenue for the year; while there will be an increase in the near term, there is a risk that it changes again due to the political climate in the state.

VI. Consent Items

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

RESOLVED, the Consent Items:

- a. Approval of Minutes from the February 21, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for February and March;
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of School Calendar for the 2018-2019 School Year;
- f. Approval of Staff Compensation Plan for the 2018-2019 School Year; and
- g. Approval of Employee Handbook Revision(s); are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Approval of Fund Balance Plan Proposal

Mr. Pasquinilli presented this item to the Board. He reminded the Board that the majority of the funds will be used for staffing, to adjust ratios and add positions that have been identified as areas that would greatly benefit from additional support. He further reviewed the proposal details for additional programs and services, as included in the Board materials. Board members had discussion with school staff and Mr. Pasquinilli on specific initiatives, including S.T.E.M. instructional materials from Aquaphoenix. Mr. Pasquinilli also recommended an increase of the approved expenditure to \$600,000 due to the quote amount received the previous evening from Aquaphoenix. Board members had additional discussion and indicated their support of the proposal and the expenditure amount. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Fund Balance Plan Proposal, with an increase to be set aside to support the Plan of \$600,000, as discussed, is hereby approved.

The motion passed unanimously.

Approval of Federal Title Funding Documentation: Travel Policy

Ms. Arthur reviewed the proposed Travel Policy with the Board, advising that this was a requirement for the school to be eligible for federal title funds. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Federal Title Funding Documentation: Travel Policy, as presented, is hereby approved.

The motion passed unanimously.

VIII. 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 Operations Metrics

Mr. Pasquinilli briefly highlighted some of the data included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation.

c. Curriculum for the 2018-2019 School Year

Mr. Pasquinilli presented this item to the Board. He reviewed the 2018-2019 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by POBL. Mr. Pasquinilli further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

[Mr. Harford and Ms. Jay left the meeting at 10:00 a.m.]

d. National School Boards Association (NSBA) Conference Update

Mr. Schuh briefly discussed with the Board his daughter's recent enrollment at Reach. He further reflected on takeaways from the conference, as both a virtual schooling parent and Board member. Mr. Schuh reviewed both valuable topics and information covered, as well as materials provided.

Ms. Hawkins Bush further discussed with the Board her takeaways and experiences at the conference, and thanked her fellow board members for the opportunity.

e. Board Planning for the 2018-2019 School Year

Ms. Arthur discussed the planning for the 2018-2019 school year that POBL has been working on with the school.

i. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Arthur advised that the consideration of the Board meeting schedule for the 2018-2019 school year will be included on the June Annual Meeting agenda.

ii. Board Composition

Ms. Arthur discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair.

f. Board Annual Meeting Update

Ms. Arthur discussed with the Board the current date of the Board's June Annual Meeting, and the National Charter Schools Conference (NCSC) likely being attended by members of the Board. Board members discussed their intent to hold a strategic planning retreat in the near future, and Ms. Arthur advised that she would poll board members for availability. The Board expressed their intent to reschedule the June meeting, to allow attendance at the NCSC.

IX. Adjournment and Confirmation of Next Meeting - Wednesday, May 16, 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, May 16, 2018 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:13 a.m.