



**APPROVED 06/29/2018**

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

Wednesday, May 16, 2018 at 9:00 a.m.

**Held at the following location and via teleconference**

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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

Mr. Taylor called the meeting to order at 9:01 a.m. when all participants were present and able to hear each other.

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

Board Members Absent: Alex Schuh and Joe Harford;

Guests: Jane Swan, School Leader; John McMurray, Karen Yeselavage, Brad Testa, Scott Stuccio and Cody Smith, School staff; Kevin Corcoran, Charter Choices, Financial Consultant (in person); Nancy Wagner and Rachel Parker, School staff; Pat Hennessy, Board Counsel; Andrew Pasquinilli, Amanda Jay, Tina Blair 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 indicated their intent to table Action Item (c) Approval of Budget for the 2018-2019 School Year, as the draft budget was still being finalized. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 16, 2018 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. End of Year Activities Update

Ms. Swan provided the Board with an update on end of year activities for students and families. She highlighted a number of end of year celebration events across the state.

##### ii. State Testing Update

Ms. Swan updated the Board on the recent completion of state testing. She briefly reviewed the numbers of families who exercised their "opt out" option, as well as participation rates.

[Ms. Hennessy joined the meeting at 9:08 a.m.]

##### iii. Special Education PDE Site Visit Update

Ms. Swan provided the Board with an update on the school's continuous work on the PDE's recommendations from the recent site visit.

##### iv. Federal Programs Monitoring Audit – May 17

Ms. Swan advised the Board on the upcoming routine Federal Programs Monitoring Audit, a component of the school receiving federal title funding. She reviewed the school staff preparations in advance of the site visit, including the documentation requested from the audit team in advance.

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

Mr. Corcoran provided the Board with a brief update on the budget development process for the 2018-19 school year, advising that a draft should be available for Board review soon. He further reminded all participants of the compliance requirement for the budget to be available for public review at least thirty (30) days prior to the meeting it is considered for adoption.

#### **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 April 18, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for April;
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2018-2019 School Year; and

- f. Approval of Revision(s) to the Employee Handbook: Attendance and Work at Home Policies; are hereby approved.

The motion passed unanimously.

## **VI. Action Items**

- a. Approval of Teacher Induction Program

Ms. Swan presented this item to the Board. She reviewed the proposed Program details, as included in the Board package, and highlighted significant milestones in the Program. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Teacher Induction Program, as discussed, is hereby approved.

The motion passed unanimously.

- b. Approval of Supplemental Educational Products and Services: LiveSpeech

Ms. Swan reviewed the proposal for LiveSpeech services for the next school year, as included in the Board meeting materials. She advised the Board of the positive results yielded from the use of Live Speech, and her recommendation that the Board approve engaging POBL for Live Speech for another year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Supplemental Educational Products and Services: LiveSpeech, as discussed, is hereby approved.

The motion passed unanimously.

- c. Approval of Budget for the 2018-2019 School Year

This item was tabled to the next regular meeting of the Board.

## **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 Performance Review Planning

Mr. Pasquinilli outlined the annual school leader review process with the Board. He reminded Board members that the process includes feedback from the Board through a survey. Mr. Pasquinilli further reminded the Board that Ms. Swan's 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. Board Annual Meeting Update

Ms. Arthur discussed with the Board the current date of the Board's June Annual Meeting, and the conflict of that meeting with the National Charter Schools Conference, which is expected to be attended by members of the Board. Board members discussed availability for a June meeting, and asked Ms. Arthur to poll the Board to reschedule their June Annual Meeting.

**VIII. Adjournment and Confirmation of Next Meeting - TBD**

Mr. Taylor inquired if there was any other business or discussion. There being no further business or discussion, he noted that the next meeting date is to be determined. The Board being at the end of its agenda, the meeting was adjourned at 9:32 a.m.