



**APPROVED 08/22/2018**

**Reach Cyber Charter School  
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING  
Friday, June 29, 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**

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

Board Members Present: Joe Harford, Dave Biondo, Gail Hawkins-Bush and Alex Schuh (via phone);

Board Members Absent: David Taylor and Paul Donecker;

Guests: Jane Swan, School Leader (in person); Karen Yeselavage, Nancy Wagner, Brad Testa, LeeAnn Richie, Michael Hinshaw and Sheila Perez, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant; Andrew Pasquinilli, Amanda Jay, Tina Blair and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (all via phone).

**II. Public Comment**

There were no public comments made at this time.

**III. Routine Business**

a. Approval of Agenda

Mr. 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 June 29, 2018 Annual meeting of the Reach Cyber Charter School Board of Directors, as presented, 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 staff. She also reviewed enrollment growth from the start of the school year to the end, with some grade levels showing over 300% growth in enrollment. Board members had discussion with all participants regarding comparing growth rates for other virtual schools in the state, and across the country.

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.

#### **V. Consent Items**

Mr. 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 items moved, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the May 16, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for May;
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of Supplemental Educational Products and Services: LiveSpeech; and
- f. Approval of Board Meeting Schedule for the 2018-2019 School Year; are hereby approved.

The motion passed unanimously.

#### **VI. Action Items**

a. Approval of Amendment to Statement of Agreement (SOA) with POBL

Ms. Jay presented this item to the Board. She reviewed the background to the proposed amendment, removing the Special Education Administration Services (SEAS) contract from the school's current services received, and Statement of Agreement with POBL. Ms. Jay highlighted key points to the contract, including indemnification for services provided by POBL for which the school will now be responsible. She further advised that POBL will be providing transition services over the coming months, as the school takes over SEAS services. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the amendment to the Statement of Agreement (SOA) with POBL, as discussed, is hereby approved.

The motion passed unanimously.

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

Ms. Blair reviewed the proposed 2018-2019 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the school leader, Board Treasurer and/or other Designee(s) and POBL staff. Board members discussed the budget, including related staffing, outreach and other specific expenses for the school. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the proposed budget for the 2018-2019 school year and all assumptions provided therein, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Directors

Ms. Arthur advised the Board that two Board member terms were up for renewal at this meeting, Dave Biondo and Alex Schuh. Following previous confirmation that Mr. Biondo and Dr. Schuh wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Dave Biondo to the Reach Cyber Charter School Board of Directors, as Class 1 Director, for a term of three (3) years to the 2021 Annual Meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the appointment of Alex Schuh to the Reach Cyber Charter School Board of Directors, as a Class 1 Director, for the term of three (3) years to the 2021 Annual Meeting, as discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Officers for the 2018-2019 School Year

Ms. Arthur reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2019. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

David Taylor, Board President;  
Dave Biondo, Board Treasurer; and  
Joseph Harford, Board Secretary, as presented, are hereby approved.

The motion was approved 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. Charter Renewal Timeline Update

Ms. Swan and Ms. Jay provided the Board with an update on this item. Ms. Swan discussed staff preparations for the charter renewal process and documentation requested, and Ms. Jay reviewed the high level timeline for documentation to be prepared and reviewed by the school and Board. Ms. Arthur further advised of the anticipated timeline for the Board's EMO evaluation for the 2017-2018 school year, which is expected to be included in the renewal documentation in the fall.

### c. Partner School Leadership Team (PSLT) Update

Mr. Pasquinilli presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team, briefly highlighting the school's successes through the school year.

### d. Results of the Parent Satisfaction Survey (PSS)

Ms. Swan reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. She noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor.

At the Board's request, she also provided the results compared with top performing Connections Academy schools' averages, and highlighted accomplishments of staff and students, and reflections on the overall results.

### e. National Charter Schools Conference Update

Ms. Hawkins Bush discussed her attendance at the NCSC in Austin, TX. She noted the value of the information that was presented at the conference and thanked POBL for coordinating the travel arrangements. Ms. Hawkins Bush also encouraged fellow Board members to take advantage of this opportunity in the future.

### f. Board Support Update

Ms. Arthur provided an update on Board support, advising of the final stages of organizational redesign within Pearson Online & Blended Learning (POBL), including the alignment of departments and processes to better serve the school and Board. She reminded the Board of discussion earlier in the year regarding changes of the brand name from Connections Education to POBL, and further noted that the same Board support representatives from Board Relations and PSLT are expected to remain the same for the 2018-2019 school year.

g. Fall Board Retreat Planning

Ms. Arthur noted discussion at previous Board meetings regarding the Board holding an all-day retreat on topics of interest, including strategic planning. She briefly discussed potential timing with the Board members present, and advised that she would continue working with the Board Chair and others involved to coordinate a date in the fall.

**VIII. 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 10:17 a.m. The Board cited the following for entering into the Executive Session: 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, pursuant to 65 Pa. C.S. §§ 708(a)(1) . Board members entered into the Executive Session via a roll call vote. Board members present were: Joe Harford, Dave Biondo, Gail Hawkins-Bush and Alex Schuh. Guests present at the request of the Board were: Andrew Pasquinilli and Megann Arthur. All others left the meeting at this time.

Open Session resumed at 10:30 a.m. via a roll call vote. No action was taken during Executive Session.

**IX. Approval of School Leader Compensation for the 2018-2019 School Year**

Mr. Harford reminded the Board of the discussion held in Executive Session regarding the School Leader's performance and the recommended compensation for the upcoming school year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Leader compensation for the 2018-2019 school year in the amount of \$123,000.00, with a 20% bonus potential, as discussed, is hereby approved.

The motion was approved unanimously.

**X. Adjournment and Confirmation of Next Meeting – Wednesday, August 15, 2018 at 9:00 a.m.**

Mr. Harford inquired if there was any other business or discussion. There being no further business or discussion, he noted that the next meeting date is Wednesday, August 15, 2018 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:31 a.m.