



**APPROVED 10/17/2018**

Reach Cyber Charter School  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Wednesday, September 19, 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, Joe Harford, Dave Biondo, Gail Hawkins-Bush and Paul Donecker (via phone);

Board Members Absent: Alex Schuh;

Guests: Jane Swan, School Leader; Karen Yeselavage, John McMurray, Brad Testa, LeeAnn Richie, Michael Hinshaw and Alicia Swope, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant (in person); Andrew Pasquinilli, Amanda Jay, Tanya Lee 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. Taylor asked the Board to review the agenda distributed prior to the meeting. As recommended by School Leadership, the Board added Action Item (c) Approval of Hiring Staff for Intensive Instruction and Credit Recovery Programs. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the September 19, 2018 regular 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. Enrollment and Staffing Update

Ms. Swan reviewed the current enrollment numbers for the school, noting trends in enrollment as well as the distribution by grade level and geographic location around the state. Ms. Swan further reviewed current staffing levels and open positions with the Board.

###### ii. Back to School Activities Update

Ms. Swan provided the Board with an update on back to school activities. She specifically reviewed activities planned for students in the coming month, as well as staff planning for field trips throughout the year.

##### b. Financial Report

Ms. Arthur introduced Ms. Lee to the Board, advising that she has been working with school leadership on behalf of POBL to transition into the role of primary representative to Reach from the School Financial Services team. The Board welcomed Ms. Lee, and she 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. Lee further noted that all financial documents had been reviewed with the school's financial consultants prior to the meeting.

Mr. Corcoran further advised the Board that the annual independent audit field work was set to begin soon after the meeting, and indicated that he would provide updates as the process progresses.

#### 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 August 22, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for July and August;
- d. Approval of Revision(s) to the Employee Handbook: Student and Family Communications Policy;
- e. Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: Attendance Policy; and
- f. Approval of Federal Title Funding Documentation: Schoolwide Plan and Parent/Family Engagement Policy; are hereby approved.

The motion passed unanimously.

## VI. Action Items

### a. Approval of Charter Renewal Documentation and Authorization for Board President to Submit by Applicable Deadlines

At Ms. Swan's request, Ms. Jay presented this item to the Board. Ms. Jay reviewed the process completed to date regarding the charter renewal application, including the review by school leadership, the Board President and POBL support staff. She further highlighted changes to information requested since the school's original charter application. Board members discussed the charter renewal process and documents included in the Board materials, as well as the timeline for submission to the state. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Charter Renewal documentation and authorization for Board President to submit by applicable deadlines, as discussed, is hereby approved.

The motion passed unanimously.

### b. Approval of Board Training and Conference Attendance for the 2018-2019 School Year

Ms. Arthur reviewed the upcoming trainings and conferences that were identified at a previous meeting by the Board as potentially of interest for continuous board education. The Board reviewed the upcoming training offerings, and the advantages and specific agenda topics of each conference, and their support of Board members making an effort to attend the training opportunities. Board members also indicated their interest in continuing to be presented with additional local and national opportunities for continued board member governance education. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board training and conference attendance for the 2018-2019 school year, including the National School Boards Association Annual Conference, the National Charter Schools Conference and the PCPCS Annual Conference, as discussed, are hereby approved.

The motion passed unanimously.

### c. Approval of Hiring Staff for Intensive Instruction and Credit Recovery Programs

Ms. Swan reviewed previous discussions on intensive instruction and the success shown in the program to date. She further reviewed the request to add additional staff to support the program, and the estimated impact on the school's budget. Ms. Swan also reviewed the school's credit recovery program, and specific additional staffing needs to support that program, as well. Board members discussed the advantages of each program, and strong support of each and the assistance they provide to struggling students. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Hiring Staff for Intensive Instruction and Credit Recovery Programs, as discussed, is 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. State of the School, School Improvement Planning and Focus Goals

Mr. Pasquinilli presented this item to the Board. He provided the Board with a preview of items currently being finalized for presentation at the Board's next meeting, including a thorough review of progress on the previous school year's goals, the school improvement plan and staff efforts toward specific initiatives, both completed and ongoing. Mr. Pasquinilli further advised that Ms. Swan would be presenting the proposed school focus goals for the current school year for the Board's consideration, as well.

### c. Fall Board Retreat Update – October 17, 2018

Ms. Arthur provided the Board with an update on the Board's upcoming all-day retreat in the Harrisburg area, and that the agenda will include the next regular Board meeting agenda and strategic planning discussions. She indicated that additional details and materials would be sent via email in the coming weeks.

### d. Overview of 2018-2019 Items for Board Consideration

Ms. Arthur reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

## **VIII. Adjournment and Confirmation of Next Meeting – Wednesday, October 17, 2018 at Time 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 Wednesday, October 17, 2018 at a time TBD. The Board being at the end of its agenda, the meeting was adjourned at 9:40 a.m.