

# Reach Cyber Charter School BOARD MEETING

**Date and Time:**

Wednesday, August 31, 2022 at 9:00 a.m.

# Meeting Location:

750 East Park Drive, Suite 204

Harrisburg, PA 17111

# And Via Zoom Video and Teleconference

[https://reach-connectionsacademy-org.zoom.us/j/2666552472?pwd=UDByREJlYXJJNXVkOHY4OWdwa0FWZz09](https://www.google.com/url?q=https%3A%2F%2Freach-connectionsacademy-org.zoom.us%2Fj%2F2666552472%3Fpwd%3DUDByREJlYXJJNXVkOHY4OWdwa0FWZz09&sa=D&ust=1631470454866000&usg=AOvVaw0RzUpZ8REZ4WWwzqHGzoVh)

**Meeting ID:** 266 655 2472

**Passcode:** QWMw5V

**Phone** +1 301 715 8592 US

**Meeting ID:** 266 655 2472 **Passcode:** 250287

# Call to Order and Roll Call

Mr. Taylor called the meeting to order at 9:00 a.m. when all participants were present and able to hear each other. The meeting location was open to the public to attend in person at the school, and held via teleconference.

Board Members Present: David Taylor, Paul Donecker, and Dave Biondo (via phone and videoconference);

Board Members Absent: Gail Hawkins Bush

Guests: Jane Swan, School CEO, and Rachel Graver, LeeAnn Ritchie, Greg McCurdy, Corey Groff, Alicia Swope, Katherine Rutkowski, Scott Stuccio, JD Smith, Mike Garman, Dan Ladislaw, Devin Meza-Rushanan, Brandi Karpew, Kelley McConnell, Andy Gribbin, Scott Shedd, and Karen Yeselavage, School Staff (in person at the school); Danielle Johnson, Erin Wright, Kelley McConnell, School Staff; Pat Hennessey, Board Counsel; Laura Johnson, Melissa Brown, and Heather Woodward, Pearson Virtual Schools staff (via phone and videoconference).

# Public Comment

There were no public comments made at this time.

# Audit Committee, Committee of the Entire Board

* 1. Review and Acceptance of the 2020-2021 School Year Annual Financial Audit Report

Ms. Yeselavage reviewed the audit report for the fiscal year 2020-2021, as included in the Board materials. She further highlighted key aspects of the report, and relayed to the Board that the audit firm indicated an unmodified opinion with no findings. Board members discussed the audit report, and expressed their satisfaction with the school and Pearson Virtual Schools for the results. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Audit Report for the fiscal year 2020- 2021, as presented, is hereby accepted. The motion passed unanimously.

# Routine Business

* 1. Approval of Agenda

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. Ms. Swan requested the Board add an additional Executive Session – Pursuant to 65 Pa. C.S. §§ 708(a)(5) – To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law. There being no changes further noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 31, 2022 Rescheduled Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

# Oral Reports

* 1. CEO’s Report (MSR)

Ms. Swan presented the Monthly School Report to the Board and discussed specific items of note within the document.

* + 1. Enrollment Update

Ms. Swan reviewed the current enrollment numbers for the school, noting trends in enrollment.

Ms. Swan introduced a new senior team member to the Board, Ms. Karpew, Board and Legislative Liaison, to the Board. The Board welcomed Ms. Karpew.

* + 1. Back to School Activities Update

Ms. Swan presented this item to the Board. Ms. Swan advised of the staff start date and training and professional development that has taken place.

* + 1. Staffing Update

Mr. Garman reviewed current staffing levels with the Board highlighting the 775 current staff members and 85% of staff who are 10 month staff.

* + - 1. Employee Handbook Highlights

Mr. Garman presented this item to the Board, providing an overview of proposed policy changes from the previous Employee Handbook.

* + - 1. Records Management Restructure

Mr. Garman reviewed the proposed Records Management restructuring with the Board and detailed the changes that are being sought with the Board. The Board was supportive of the proposed restructure.

* 1. Financial Report

Ms. Yeselavage 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. Yeselavage further reviewed with the Board the school’s balance sheet and current forecast.

* + 1. 2021-2022 SY Unaudited Financial Statements

Ms. Yeselavage reviewed the unaudited financial results from the previous school year with the Board, highlighting specific areas of interest in discussion with the Board.

# 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 changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

* 1. Approval of Minutes from the June 15, 2022 Annual Board Meeting;
  2. Approval of Minutes from the July 13, 2022 Special Board Meeting;
  3. Approval of Staffing Report;
  4. Approval of Pearson Invoice(s) for June;
  5. Approval of PCPCS Invoice for 2022-2023 School Year;
  6. Approval of H.B. McClure Ductless Split System Replacement;
  7. Ratification of Employee Handbook Updates; and
  8. Approval of Records Management Department Restructure Proposal; are hereby approved.

The motion passed unanimously.

# Action Items

* 1. Approval of Architecture Vendor Contract

Mr. Shedd, the school’s Director of Technology, reviewed the proposed vendor contracts with the Board. Mr. Shedd reviewed the RFP process completed to date and proposal included in the Board materials from GDC for student technology. He reviewed several details within the proposal, and asked Board members for feedback.

Mr. Shedd then reviewed details of the proposed Approval of Architecture Vendor Contract. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Approval of Architecture Vendor Contract, as presented, are all hereby approved.

The motion passed unanimously.

* 1. Approval of Brolly Proposal

Mr. McCurdy, Director of Special Education, reviewed the Brolly Proposal included in the Board materials with the Board. The Board discussed the proposal. There being no further discussion, a motion was made as follows:

RESOLVED, that the Approval of Brolly Proposal, as presented, is hereby approved. The motion was approved unanimously.

* 1. Approval of School Goals for the 2022-2023 School Year

Ms. Swan introduced the School Goals for the 2022-2023 School Year to the Board. Ms. McConnell reviewed the proposed goals that were included in the Board materials. The goals and metrics were reviewed in detail. The Board asked a few clarifying questions about the goals and commended the staff on their work done to date on the goals. There being no further discussion, a motion was made as follows:

RESOLVED, that the Approval of School Goals for the 2022-2023 School Year, as presented, is hereby approved.

The motion was approved unanimously.

# Information Items

* 1. School Success Partner (SSP) Update

Ms. Johnson presented on behalf of the School Success Partner (SSP) team. She reviewed PVS’ support of the charter renewal and audit site visits, and discussed additional support available to the school for enrollment, including the Intent to Return process for returning students.

* + 1. Pearson Support Team Update(s)

Ms. Johnson provided the Board with an overview of the structural changes recently made to the Pearson Virtual Schools support team structure, highlighting previous roles and responsibilities of each member of the three-person pod structure supporting the school and Board going forward.

Ms. Johnson advised the Board of legislative activities in the state which may impact the school.

* 1. Board Training and Conference Planning for the 2022-2023 School Year

Ms. Woodward welcomed Ms. Karpew to the Reach team. She presented to the Board the plans for Board Training and Conference Planning for 2022-2023 at this time and noted that she would work closely with Ms. Swan and Ms. Karpew during this time of transition to ensure the conferences information for the school year is coordinated with the Board.

# Strategic Planning

* 1. Approval of Agreements for Student Programs
     1. MOUs with Science Centers

Mr. Stuccio provided an overview of the prior work with the science centers and the need for review and the school’s desire to renew each of the agreements as detailed in the Board materials.

* + - 1. Carnegie Museum of Natural History
      2. Carnegie Science Center
      3. DaVinci Science Center
      4. Keystone Kidspace
      5. Reading Science Center
      6. The Franklin Institute
      7. Whitaker Center for Science and the Arts

Board members present had discussion about all proposed programs and initiatives, and indicated their support of the school’s recommendations. The Board expressed their desire consider all of the agreements as a slate. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that all proposed Agreements for Student Programs, MOUs with Science Centers: Carnegie Museum of Natural History MOU, Carnegie Science Center MOU, DaVinci Science Center MOU, Keystone Kidspace MOU, Reading Science Center MOU, The Franklin Institute MOU, and Whitaker Center for Science and the Arts MOU, as presented, are hereby approved.

The motion passed unanimously.

# 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 and Pursuant to 65 Pa. C.S. §§ 708(a)(5) – To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

The Board entered into an Executive Session at 9:40 a.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. The Board cited the following for entering into the 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 and 65 Pa. C.S. §§ 708(a)(5) – To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law. Board members present were: David Taylor, Joe Harford, and Dave Biondo. Guests present at the request of the Board were: Pat Hennessey, Jane Swan, Mike Garman and Greg McCurdy. All others left the meeting at this time.

There being no further discussion and upon a motion being made, seconded and confirmed via roll call vote of all Board members present, the Board resumed Open Session at 9:54 a.m. No action was taken during Executive Session.

Upon exiting Executive Session, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the settlement with student X, as discussed in Executive Session, is hereby approved.

The motion passed unanimously.

# Adjournment and Confirmation of Next Meeting – Wednesday, September 21, 2022 at 9:00 a.m.

Mr. Taylor inquired if there was any other business or discussion. There being no further business or discussion, a motion was made and seconded as follows:

RESOLVED, that the next meeting date is September 21, 2022, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 9:54 a.m., is hereby approved.

The motions passed unanimously.