



APPROVED 01/16/2019

**Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS MEETING
Wednesday, November 14, 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 9:12 a.m. when all participants were present and able to hear each other.

Board Members Present: Paul Donecker (in person), Joe Harford, Dave Biondo and Gail Hawkins-Bush (via phone);

Board Members Absent: David Taylor and Alex Schuh;

Guests: Jane Swan, School Leader; Karen Yeselavage, Brad Testa, LeeAnn Richie, Michael Hinshaw and John McMurray, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant (in person); Rachel Parker, School Staff; Pat Hennessey, Board Counsel; Andrew Pasquinilli, Amanda Jay, Tanya Lee, Kwang Sauer and Megann Arthur, Pearson Online and 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. Harford asked the Board to review the agenda distributed prior to the meeting. The Board noted their confirmation of the school's requested addition of Action Item (c) Approval of Federal Title Funding Documentation: State-Required Comprehensive Plan to the agenda. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the November 14, 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. Update on Student Intervention Efforts – Tier 1 and Tier 2

Ms. Swan updated the Board on Student Intervention Efforts. She reviewed the RTI data, process for identifying need, as well as the current number of students in early intervention status. Ms. Swan further advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as Pearson Online & Blended Learning's (POBL) useful tools for tracking student progress. Ms. Swan further discussed the relation these efforts have to the school's annual success in goals completion.

ii. Update on Staffing

Ms. Swan provided an update on staffing levels at the school. She advised that enrollment was at nearly 2,900 students as of the Board meeting, and reviewed the growth needs in regards to staff, particularly for math, reading and attendance support.

b. Financial Report

Ms. Lee 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 provided an update on the school's annual financial audit progress, as well as specific compliance items for the state. He further discussed the school's current forecast, including anticipated fund balance. Board members had discussion on the best uses of funds available to enrich the learning experience, better student outcomes and ensure the school's financial health.

i. Audit Update

This update was provided earlier in the report.

V. Strategic Plan

a. Approval of Strategic Plan

Mr. Pasquinilli reviewed the proposed Strategic Plan documentation with those present. He discussed the Board's specific goals, as well as the action steps established and initiatives that would be supported by POBL as well. Board members had discussion on the Plan. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Strategic Plan, as presented, is hereby approved.

The motion passed unanimously.

VI. 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 October 17, 2018 Board Meeting;
- b. Approval of Minutes from the October 17, 2018 Board Retreat;
- c. Approval of Staffing Report;
- d. Approval of Connections Education Invoice(s) for October;
- e. Approval of LiveSpeech Invoice(s); and
- f. Approval of Board President as Board Designee to Work with School Leader to Finalize Necessary Hiring to Support School Growth; are hereby approved.

The motion passed unanimously.

VII. Action Items

- a. Approval of Supplemental Products and Services: Math Time to Talk Proposal

Ms. Swan presented this item to the Board. She reviewed with the Board the proposal from POBL for Math Time to Talk, as well as the advantages of having the program for students. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Supplemental Products and Services: Math Time to Talk Proposal, as presented, is hereby approved.

The motion passed unanimously.

- b. Approval of Membership with Pennsylvania School Study Council

Ms. Swan reviewed with the Board the advantages to the school of membership with the Pennsylvania School Study Council. Board members briefly discussed and expressed their support of the school's membership. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Membership with Pennsylvania School Study Council, as discussed, is hereby approved.

The motion passed unanimously.

Approval of Federal Title Funding Documentation: State-Required Comprehensive Plan

Ms. Swan reviewed the work completed to date on the school's Comprehensive Plan, and the background to the PA state requirement in addition to all federal documentation requirements. She highlighted the information contained within the Plan, and the estimated time for the final Plan to be ready for submission. Ms. Swan further requested that the Board appoint a designee to work with school leadership to finalize and submit the necessary documentation. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President as Board Designee to Work with School Leadership to Finalize and Submit the Federal Title Funding Documentation: State-Required Comprehensive Plan is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. State and Strategic Client Relations Update

Ms. Jay provided the Board with an update on recent legislative activities in the state, which may impact the school. The Board had discussion on recent changes to Keystone exam requirements and graduation.

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 Review Process Update

Mr. Pasquinilli presented this item to the Board. He outlined the annual school leader review process with the Board, including feedback from the Board through a survey. Mr. Pasquinilli further advised the Board that Ms. Swan's mid-year review will be discussed during the January meeting and the 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. Future Funded Enrollment Growth

Ms. Swan reviewed with the Board a proposed Funded Enrollment Target for the 2019-2020 school year of 3,892 students. She reminded Board members that the target is a major driver for school budget planning, including outreach, staffing and many other initiatives. Ms. Swan further advised that the proposed enrollment target will be presented for approval during the upcoming January Board meeting, if Board members indicate their support of the number. She reviewed the predicted growth for the school based on many factors, including trends in enrollment, students currently in the pipeline and outreach efforts. The Board expressed their support of the proposed number.

d. Board Training Requirements Under Act 55 Update

Ms. Arthur reviewed the training requirements under Act 55 for all Board members. She further reviewed the webinar and in person training consultant options, as well as her communications with the DOE's Division of Charter Schools regarding the requirements. Board members indicated their intent to hold an in-person retreat in the spring, with the primary purpose to complete the necessary online training.

IX. Adjournment and Confirmation of Next Meeting – Wednesday, January 16, 2019 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, January 16, 2019 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:07 a.m.