



APPROVED 04/17/2019

**Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS MEETING
Tuesday, March 5, 2019 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, Dr. Harford called the meeting to order at 9:02 a.m. when all participants were present and able to hear each other.

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

Board Members Absent: David Taylor and Alex Schuh;

Guests: Jane Swan, School Leader; Karen Yeselavage, LeeAnn Richie, Rachel Graver, Clara Keeperts, Heather Berger, Nancy Wagner, Alicia Swope, Greg McCurdy, Scott Stuccio, Karen Eppinger and John McMurray, School Staff (in person); Rachel Parker, Cody Smith, Jamie Miedel, Cheryl Glasser, Kelley McConnell, Sheila Perez and Michael Hinshaw, School Staff; Pat Hennessey, Board Counsel; Kevin Corcoran, Charter Choices, Financial Consultant; Andrew Pasquinilli, Amanda Jay, Megan Holston, Tanya Lee, Khoa Nguyen 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

Dr. 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 March 5, 2019 regular meeting of the Reach Cyber Charter School Board of Directors, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Executive Director's Report

i. State Testing Update

Ms. Swan updated the Board on staff member efforts and specific site preparations for upcoming state testing, including the anticipated participation rates. The Board had discussion with school leadership regarding opt out communications received, and concerns with the effect of such on the school's results.

ii. Graduation Plans

Ms. Swan excitedly advised the Board of the upcoming first ever high school graduation ceremony for Reach, planned for Friday, June 7, 2019 from 6-8 p.m. in Mechanicsburg, and encouraged Board members to attend. She further advised that all Board members would receive individual invitations with additional details.

iii. Winter Leadership Conference

Ms. Swan reported to the Board on the Winter Leadership Conference hosted by POBL that she recently attended, including professional development initiatives and networking opportunities. She also described several upcoming curriculum updates and technology initiatives introduced to partnering school leadership.

iv. Update on Enrollment Opening for the 2019-2020 School Year

Ms. Swan provided the Board with an update on this item. She reviewed the opening enrollment date of March 4, 2019, for the 2019-2020 school year, and advised that this date would allow for the best enrollment experience for families at the school. Board members were supportive of the enrollment start date.

v. Comprehensive Support and Improvement (CSI) Designation Update

Ms. Swan provided the Board with an update on meetings held to date with the PDE, and advised that the school's representative within PDE has been nothing but positive with the school's plans and initiatives.

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 discussed with the Board the recent marketing partnership with a local minor league baseball team.

i. Audit Update

Ms. Lee provided an update on the school's annual financial audit progress, as well as the school's current forecast, including the anticipated fund balance.

V. Strategic Plan

a. Strategic Plan Report

Ms. Swan and Mr. Pasquinilli presented this item to the Board. Ms. Swan reviewed the updated format of the Board's Strategic Plan, as included in the Board materials. At Ms. Swan's request, Mr. Pasquinilli reminded the Board of the initial Proposal to Improve Efficacy, as sent to the Board for the January and current Board meetings. He further reviewed in detail the additional proposal for S.T.E.M. Kits, and provided details of immediate initiatives and target dates for project measures, budgets known and finalized to date, as well as those measures with details left to finalize.

At Ms. Swan's request, Mr. McMurray further presented the Board with details of the plans for the proposed S.T.E.M. Kits, the specific materials contained within, such as the books provided, and the staff members' enthusiastic support of the initiative.

i. Updated Format

Board members indicated their support of the updated format of the Plan, and asked about progress of certain items.

b. Approval of Proposal(s) to Improve Efficacy

Ms. Swan reviewed the request for the Board to approve the Proposal to Improve Efficacy, the S.T.E.M. Kit Proposal, and recommended a Board Designee be appointed to finalize the HR items with school leadership and POBL. Board members had brief discussion of the Plans presented, their previous months' review of associated materials, and indicated their support of the direction of the Proposals. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Proposal(s) to Improve Efficacy, as discussed, are hereby approved; and

FURTHER RESOLVED, that the S.T.E.M. Kit Proposal, as presented, is hereby approved; and

FURTHER RESOLVED, that the Board President as Board Designee to Finalize HR items included in the Proposal(s) to Improve Efficacy with School Leadership and POBL, is hereby approved.

The motion passed unanimously.

VI. Consent Items

Dr. 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 January 16, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for January;
- d. Approval of LiveSpeech Invoice(s); and
- e. Approval of Suicide Awareness and Prevention (Act 71) Policy and Procedures; are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Approval of School Facility Lease Documentation

Ms. Swan presented this item to the Board. She reviewed the school facility lease documentation sent to date, including the Amendment No. 2 to the existing facility lease to allow for expansion of space, and the quote for signage on the building. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the school facility lease documentation, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Board Designee(s) to Review, Finalize and Execute School Facilities and Lease Documentation on Behalf of the Board

Ms. Swan briefly reviewed the school's plans for expansion and anticipated facility needs moving forward. At her request, Ms. Arthur recommended that the Board appoint a Board Designee to work with School Leadership on any remaining documentation associated with the school facility expansion. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President as Board Designee to review, finalize, and execute school facilities and lease documentation on behalf of the Board, as discussed, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. Outreach Plan for the 2019-2020 School Year

Mr. Nguyen introduced himself and Mr. Stuccio to the Board, and Mr. Stuccio provided a detailed review of the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Mr. Stuccio highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Board members had extensive discussion on outreach efforts, and specific potential avenues for expanded student awareness of the program and recruitment.

b. State and Strategic Client Relations (SSCR) 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 the current climate surrounding virtual charter schools in the state.

Ms. Swan further noted that the school's Comprehensive Plan through 2021 had been approved by the state, and that the Charter renewal site visit by representatives of PDE would be on March 28th. She also advised of the upcoming site visit by AdvancedEd as part of the school work toward accreditation.

i. Statement of Agreement Update

Ms. Jay provided the Board with an update on this item. She advised that a draft of the Agreement would be sent to the Board prior to the next meeting.

c. Partner School Leadership Team (PSLT) Update

Mr. Pasquinilli advised that he had no further update for this meeting.

d. Board Training Requirements Under Act 55 Update

Ms. Arthur asked Board members present if they were able to finalize a date for the in-person Board meeting, to also include Act 55 training requirements completion. The Board confirmed their preference to hold the all-day meeting in a location TBD in Harrisburg on their regular April meeting date.

e. Statement of Financial Interest Forms

Ms. Arthur briefly reminded Board members of the annual requirement for financial interest forms, including the deadline for submission to the state, and asked all members who had not yet returned them to please do so at their earliest convenience.

Prior to adjournment, Mr. Corcoran noted his desire to provide the Board with some context and commentary on the school's fund balance and previously adopted measures to improve efficacy. Board members discussed timing considerations of certain measures, as well as their desire to provide students and staff with the best possible support for success. There was discussion about specific HR-related items within the earlier approved Proposal to Improve Efficacy.

IX. Adjournment and Confirmation of Next Meeting – Wednesday, April 17, 2019 at 9:00 a.m.

Dr. 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, April 17, 2019 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:43 a.m.