



**APPROVED 05/15/2019**

**Reach Cyber Charter School  
MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Wednesday, April 17, 2019 at 9:00 a.m.

**Held at the following location and via teleconference**  
Sheraton Harrisburg Hershey Hotel  
4650 Lindle Road  
Harrisburg, PA 17111

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**I. Call to Order and Roll Call**

Mr. Taylor called the meeting to order at 9:10 a.m. when all participants were present and able to hear each other.

Board Members Present: David Taylor, Joe Harford, Gail Hawkins-Bush, Alex Schuh, Dave Biondo and Paul Donecker (in person);

Guests: Jane Swan, School Leader; Karen Yeselavage, LeeAnn Richie, Rachel Graver, Heather Berger, Nancy Wagner, Michael Hinshaw, Alicia Swope, Greg McCurdy and John McMurray, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant; Tom ap Simon, Anne Parmley, Emily Lee, Andrew Pasquinilli, Amanda Jay and Megann Arthur, Pearson Online and Blended Learning (POBL) Staff (in person); Pat Hennessey, Board Counsel; Tanya Lee, 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. Taylor 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 April 17, 2019 regular meeting of the Reach Cyber Charter School Board of Directors, as presented, is hereby approved.

The motion passed unanimously.

#### **IV. Audit Committee, Committee of the Entire Board**

a. Review and Acceptance of the 2017-2018 School Year Financial Audit Report

This item was tabled to the Board's next meeting, as the necessary documentation was unavailable prior to the meeting.

b. Approval of Audit Firm Engagement for the 2018-2019 School Year Financial Audit

This item was tabled to the Board's next meeting, as the necessary documentation was unavailable prior to the meeting.

#### **V. Oral Reports**

a. Executive Director's Report

i. Graduation Plans (June 7<sup>th</sup>) and End of Year Activities Update

Ms. Swan reminded the Board of the upcoming 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 provided the Board with an update on end of year activities for students and families.

ii. State Testing Update

Ms. Swan updated the Board on state testing, including staff efforts, number of sites in operation and participation rates expected throughout the state. Board members had discussion with Ms. Swan and Ms. Graver regarding the percentage of families who had thus far opted out of testing, and any effect that may have on the school's results.

iii. Charter Renewal Site Visit

Ms. Swan presented this item to the Board. She reviewed both the day's meetings and activities, as well as the documentation requested and provided before, and after, the visit. All participants had discussion on the positive feedback provided at the conclusion of the visit by those in attendance. Ms. Swan further advised of the anticipated timeline for communication to be received from PDE.

iv. Comprehensive Support and Improvement (CSI) Designation Update

Ms. Swan provided the Board with an update on the school's CSI designation status, and associated activities. She advised that the school's senior leadership team has been meeting with the state-appointed facilitator, and that the meetings have been positive and very helpful. Ms. Swan further advised that three focus groups had already met with parents and others in the community to garner feedback. She also advised that multiple steering committees are engaged in working on a school improvement plan to address priorities, including curriculum alignment, support services, partnerships across the state, and others.

b. POBL Products, Services and Initiatives Update

Mr. Pasquinilli presented this item to the Board. He reviewed upcoming program enhancements, planned product roll-outs, and specific initiatives that are high on the priority list of POBL for the next school year,

and beyond. He detailed curriculum changes and alignment initiatives, and reviewed the anticipated timeline for the next generation of the school's learning management system to be available.

c. 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. Hennessey left the meeting at 9:30 a.m.]

Ms. Lee further reviewed the school's forecast for the school year, and the anticipated fund balance at the close of the year. Mr. Corcoran further advised that the anticipated 7-8% margin is a good financial place for the school to finish the year.

**VI. Strategic Plan**

a. Strategic Plan and Initiatives to Improve Efficacy Report

At Ms. Swan's request, Mr. Pasquinilli presented this item to the Board. Mr. Pasquinilli reviewed additional updates being developed for the school's S.T.E.M. Kits; Board members requested the opportunity to see a samples S.T.E.M. Kit at a future in-person meeting. The Board had brainstorming discussion on ideas for the kits, heard the many ways students have been observed learning with them, and discussed ways to help students being engaged with all that is available to them.

Mr. Pasquinilli further noted the updates to the Compensation structure at the school, as well as the implementation of other HR-related initiatives recently approved for school staff. Ms. Swan provided an additional update on the status of staff positions she was in the process of filling.

**VII. 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. Board members noted tabling Consent Item (e) Approval of School Calendar for the 2019-2020 School Year to the next meeting, when the document is expected to be available. The Board also noted the addition of Graduation Requirements Policy revisions to the handbook updates in Consent Item (g). There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the March 5, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for February and March;
- d. Approval of LiveSpeech Invoice(s);
- f. Approval of Staff Compensation Plan for the 2019-2020 School Year; and
- g. Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: ELL Students, Student and Staff Communication (Texting) and Graduation Requirements Policies; are hereby approved.

The motion passed unanimously.

## VIII. Action Items

There were no action items to consider at this time.

## IX. Information Items

### a. 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.

#### i. Renewal Update(s)

Ms. Jay provided the Board with an update on the status of the Board's draft renewal Statement of Agreement with POBL.

### 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 Operations Metrics

Mr. Pasquinilli provided a thorough review of the data included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation. All participants had extensive discussion regarding the school's quarterly metrics data and progress throughout the school year of initiatives and student outcomes.

Ms. Swan further advised the Board that the family mentorship program initiative to further assist at-risk students was to be underway soon, as well.

### c. Board Planning for the 2019-2020 School Year

Ms. Arthur discussed the planning for the 2019-2020 school year that POBL has been working on with the school.

#### i. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Arthur advised that the consideration of the Board meeting schedule for the 2019-2020 school year will be included on the June Annual Meeting agenda.

#### ii. Board Composition

Ms. Arthur discussed with the Board the current composition, including board member terms that would be up at this year's Annual Meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair.

Ms. Swan and Ms. Arthur briefly reviewed the Board's evaluation of Charter Choices' services provided to the school and Board.

[The regular meeting ended at 10:24 a.m. and all attendees left the meeting with the exception of the Board members Ms. Arthur and Ms. Lee]

#### **X. Act 55 State-Required Board Training Modules and Associated Documentation**

Ms. Arthur reviewed the recently established PDE required training under Act 55. She provided a brief overview of her communications with representatives from PDE regarding the training options, and the necessary documentation the Board must complete and School Leader keep on file at the school.

Board members watched the PDE Charter School Trustee Training Webinars 1-6 on topics including: Instruction and Academic Basics, Personnel Basics, Governance Basics, Operations Basics, Fiscal Management Basics, and Ethics, Open Meetings and Regulations. The Board discussed the many resources and their reflections on the trainings as a group, and documented their feedback on the state-provided form.

Board members had discussion with Ms. Arthur regarding the PDE training provided, the various Board member training opportunities completed by members of the Board previously, as well as additional future opportunities available to allow the Board to continue to develop their knowledge and service.

#### **XI. Adjournment and Confirmation of Next Meeting – Wednesday, May 15, 2019 at 9:00 a.m.**

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, May 15, 2019 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 2:30 p.m.