



**APPROVED 06/19/2019**

**Reach Cyber Charter School  
MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Wednesday, May 15, 2019 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 9:02 a.m. when all participants were present and able to hear each other.

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

Board Members Absent: Gail Hawkins-Bush and Alex Schuh;

Guests: Jane Swan, School Leader; Karen Yeselavage, LeeAnn Richie, Michael Hinshaw, Alicia Swope, Cody Smith and John McMurray, School Staff; Amanda Jay, Pearson Online and Blended Learning (POBL) Staff (in person); Kevin Corcoran, Charter Choices, Financial Consultant; Rachel Graver, Rachel Parker and Jamie Miedel, School Staff; Andrew Pasquinilli, Megan Holston, Tanya Lee 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. Taylor asked the Board to review the agenda distributed prior to the meeting. The Board expressed their intention to amend all of the Audit Committee item resolution language to allow the Treasurer additional time to review. The Board also indicated their intention to similarly amend the Strategic Planning item to allow the School Leader and Board President to finalize the MOU language. Lastly, the Board indicated their desire to table Consent Item (d) Approval of School Calendar for the 2018-2019 School Year, as the final calendar was not available for review at this meeting. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 15, 2019 regular meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

[Ms. Graver joined the meeting in person at 9:06 a.m.]

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

a. Approval of Revised Audit Firm Engagement for the 2017-18 SY Annual Financial Audit and Audit Firm Engagement for the 2018-19 SY Annual Financial Audit

Ms. Lee provided the Board with a thorough review of all the audit-related documentation included in the Board materials. She detailed the current school year's audit process, and the independent audit firm's report and recommendations. Mr. Biondo advised that he wished to have some additional time to review all the documentation, and the Board discussed the advantages of appointing him as the Board's Designee to review and finalize all necessary documentation and submissions on behalf of the school.

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

The Board briefly reviewed their desire to appoint the Board Treasurer as Board Designee to finalize and submit all necessary documentation with regards to the audit report and audit firm engagement. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Board Treasurer as Board Designee to Review, Finalize and Submit all Necessary Documentation Regarding the Revised Audit Firm Engagement for the 2017-2018 SY Annual Financial Audit, the Audit Firm Engagement for the 2018-2019 SY Annual Financial Audit, and the 2017-2018 SY Financial Audit Report, as discussed, are hereby accepted.

The motion passed unanimously.

#### **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. She further provided the Board with an update on end of year activities for students and families.

Ms. Swan reviewed upcoming baseball games being attended by families and staff all around the state, including those in State College, Altoona, Philadelphia, Pittsburgh, York, and others.

ii. State Testing Update

Ms. Swan updated the Board on the school's state testing completion. She advised that students were in Keystone Testing Week 1, and that PSAA testing had been completed. Ms. Swan further reviewed the current percentages of state testing completion.

iii. 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.

iv. Charter Renewal Update

Ms. Swan advised that PDE had recently confirmed receipt of all related documents, and that the school was awaiting a response.

v. AdvancED Accreditation Update

Ms. Swan related the positive responses the school received from the accreditation team following their site visit(s), and the anticipated timeline for a final report from them.

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.

**VI. Strategic Plan**

a. Approval of Memorandums of Understanding (MOUs) with Immaculata University and Gwynedd Mercy University

Ms. Swan presented this item to the Board. She reviewed the draft MOU's included in the Board materials, as well as their intended purpose and current review progress. Board members expressed their support of the partnerships, and desire to appoint the Board President to work with Ms. Swan to finalize the MOUs. 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 and POBL to Finalize the Memorandums of Understanding (MOUs) with Immaculata University and Gwynedd Mercy University, as discussed, are hereby approved.

The motion passed unanimously.

**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. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 17, 2019 Board Meeting and Training Retreat;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for April;
- e. Approval of Revision(s) to the Employee Handbook;
- f. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2019-2020 School Year; and
- g. Approval of School's Vision Statement; are hereby approved.

The motion passed unanimously.

## **VIII. Action Items**

- a. Approval of Supplemental Educational Products and Services for the 2019-2020 School Year: LiveSpeech

Ms. Swan reviewed the proposal for LiveSpeech services for the next school year, as included in the Board meeting materials. She advised the Board of the positive results yielded from the use of Live Speech, and her recommendation that the Board approve engaging POBL for LiveSpeech for another year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Supplemental Educational Products and Services: LiveSpeech, as presented, is hereby approved.

The motion passed unanimously.

## **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. Statement of Agreement with POBL Update

Ms. Jay provided the Board with an update on this item. She reviewed highlights within the current draft of the Agreement, where it is in the review process, and that it is expected to be sent to the full Board for consideration at the next meeting.

- 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. National Student Clearinghouse under PSLT

- i. Planning for School Leader Performance Review

Mr. Pasquinilli outlined the annual school leader review process with the Board. He reminded Board members that the process includes feedback from the Board through a survey. Mr. Pasquinilli further reminded the Board that Ms. Swan's 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.

Mr. Taylor discussed with the Board comparison data he had recently received regarding Reach's math scores. Board members discussed math instruction and student outcomes, and Ms. Swan reaffirmed the staff's commitment to increasing achievement.

## **X. Adjournment and Confirmation of Annual Meeting – Wednesday, June 19, 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 Annual Meeting date is Wednesday, June 19, 2019 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 9:44 a.m.