



**APPROVED 10/16/2019**

**Reach Cyber Charter School  
MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Wednesday, September 18, 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**

Mr. Taylor called the meeting to order at 9:04 a.m. when all participants were present and able to hear each other.

Board Members Present: David Taylor, Joe Harford, Gail Hawkins-Bush, and David Biondo (all via phone);

Board Members Absent: Paul Donecker and Alex Schuh;

Guests: Jane Swan, School Leader; Karen Yeselavage, LeAnn Ritchie, Erik Wiedman, Rachel Parker, Greg McCurdy, John McMurray, Corey Groff, J.D. Smith and Christine Miller, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant (in person); Andy Gribbin, Sheila Perez, and Michael Henshaw, School Staff; Melissa Brown, Amanda Jay, Megan Holston, Tanya Lee, Emily Lee and Hussa Blake, 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 September 18, 2019 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. Enrollment and Staffing Update**

Ms. Swan reviewed the current enrollment numbers for the school, noting trends in enrollment. Ms. Swan further reviewed current staffing levels with the Board. The Board members discussed the current enrollment in detail with Ms. Swan.

##### **ii. Facility Update**

Ms. Swan provided the Board with an update on this item. Ms. Swan discussed with the Board that all renovations were complete and invited Board members to visit the new STEM space.

##### **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. She reviewed some of the specific goals, and staff plans to meet benchmarks and made the Board aware that the first benchmark will be reported in their October meeting.

##### **iv. Charter Renewal Update**

Ms. Swan noted that there was no update on this item at this time.

##### **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. The Board discussed the fund balance in detail.

##### **i. Audit Update**

Ms. Lee provided the Board with an update on this item, noting that the fiscal year 2019 audit field work is beginning. Ms. Lee reminded Board members to complete the Statement of Financial Interest and Conflict of Interest Disclosure Statements and thanked those Board members who have completed all requested forms.

#### **V. Strategic Plan**

Ms. Swan provided the Board with a brief update on the Strategic Plan. Ms. Swan introduced the Board to J.D. Smith, the newly hired Director of Career Pathways, who will be integral to the work of the Strategic Plan.

## VI. 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 August 28, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for July and August;
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of 2019- 2020 Base Salaries and Incentive Percentage and Career Ladder Positions; and
- f. Approval of Federal Title Funding Plans for the 2019-2020 School Year: Parent and Family Engagement Policy; are hereby approved.

The motion passed unanimously.

## VII. Action Items

There were no action items to consider.

## VIII. Information Items

- a. Statement of Agreement (SOA) with POBL and Charter Choices Contract Update(s)

Ms. Jay provided the Board with an update on this item. Ms. Jay noted that a temporary agreement is in place while the respective legal teams review the SOA.

- 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.

[Ms. Brown left the meeting at 9:25 a.m.]

- c. Board Relations Update

Ms. E Lee presented this item to the Board.

- i. In-Person Board Meeting and Retreat – October 16

Ms. E Lee reminded Board members about the upcoming in-person Board meeting and retreat, noting the location and starting time of 9:00 a.m.

- d. Partner School Leadership Team (PSLT) Update

Ms. Jay provided the Board with this update in Ms. Brown's absence.

- i. Teacher Professional Development Products and Services for the 2019- 2020 School Year

Ms. Jay advised the Board that this document is available for review in the Board Packet and Ms. Brown is available for inquiries from the Board.

**IX. Adjournment and Confirmation of In Person Meeting – Wednesday, October 16, 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 in person meeting date is Wednesday, October 16, 2019 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 9:28 a.m.