



APPROVED 02/05/2020

Reach Cyber Charter School

MINUTES OF THE BOARD OF DIRECTORS MEETING AND STRATEGIC PLANNING RETREAT

Wednesday, December 4, 2019 at 12:00 p.m.

Held at the following location and via teleconference

Sheraton Harrisburg Hershey Hotel
4650 Lindle Road
Harrisburg, PA 17111

I. Call to Order and Roll Call

Mr. Taylor called the meeting to order at 12:02 p.m. when all participants were present and able to hear each other.

Board Members Present: David Taylor and David Biondo (in person), Joe Harford and Alex Schuh (via phone);

Board Members Absent: Paul Donecker and Gail Hawkins-Bush;

Guests: Jane Swan, School Leader; Karen Yeselavage, LeAnn Ritchie, Rachel Parker, Greg McCurdy, Corey Geoff, Jordann (J.D.) Smith, Andy Gribbin, Cody Smith, Kelly McConnell, Jamie Miedel, Scott Stuccio, Rachel Graver and Christine Miller, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant; Amanda Jay and Megann Arthur, Pearson Online and Blended Learning (POBL) staff (in person); Nancy Wagner, School Staff; Melissa Brown, Megan Holston, Gary Corkran, Emily Lee and Husa 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 further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the December 4, 2019 Meeting of the Reach Cyber Charter School Board of Directors, as presented, is hereby approved.

The motion passed unanimously.

IV. Strategic Planning

a. Strategic Plan Discussion

Ms. Arthur briefly discussed the rescheduling plans for the strategic planning session, and indicated that she would coordinate board member availability prior to the next meeting.

V. Oral Reports

a. Executive Director's Report

Ms. Swan reviewed the Monthly School Report (MSR) data in detail with the Board.

i. Post Graduation Plans for Students

Ms. Swan reviewed graduation and matriculation statistics of graduating students. She provided the Board with data on scholarships, and specific program details as well.

ii. Student Intervention Efforts Update – Tier 1 and Tier 2

Ms. Swan and Ms. Graver updated the Board on Student Intervention Efforts. Ms. Graver 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. Additionally, Ms. Swan discussed the relation these efforts have to the school's annual success in goals completion.

iii. CSI Status Update

Ms. Swan provided an update on progress toward specific benchmarks within the school's improvement plan.

b. Financial Report

Ms. Holston 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, and Ms. Holston reviewed the reserve spending specifically on STEM initiatives and facility expansion.

i. Revisions to Fiscal Controls Policy

Ms. Holston presented this item to the Board. She provided the Board with some background to upcoming proposed fiscal policy updates, including the effect ongoing advancements in technology have had on organizations considering options for the most secure communications and best practices around electronic funds transfers. Ms. Holston further advised that revisions to the school's policy were expected at the next meeting to provide additional safeguards for electronic payments and secure communication for financial and business matters, including encrypted email which require third party log-in credentials for secured messages. Ms. Yeselavage further advised of the anticipated changes in process for payments to vendors and check requests.

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. The Board tabled Item (g) Ratification of Renewal Charter Choices Contract, as the contract was not available. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the October 16, 2019 Board Meeting and Strategic Planning Retreat;
- b. Approval of Staffing Report;
- c. Approval of POBL Invoice(s) for October;
- d. Approval of Math Time to Talk Invoice(s);
- e. Approval of Employee Handbook Revision(s); and
- f. Approval of Health Services Policy re Updates to Student Screening Requirements; are hereby approved.

The motion passed unanimously.

VII. Action Items

- a. Approval of Memorandums of Understanding (MOUs) with Local Universities

Ms. Swan provided background to the proposals, including tie-ins to specific goals within the Board's Strategic Plan. Mr. Stuccio and Mr. Smith provided the Board with highlights to the proposed agreements with Alvernia University, DaVinci Science Center, The Franklin Institute, ABC Keystone and Credly. The Board had discussion with school leadership regarding the advantages of the proposed MOUs, including the many specific STEM program opportunities, professional development options and apprenticeships for teachers, and learning events for students. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOUs with Alvernia University, ABC Keystone and Credly, as presented, are hereby approved; and

FURTHER RESOLVED, that the Authorization for Board President as Board Designee to work with School Leadership and Legal Counsel to Finalize MOUs with DaVinci Science Center and The Franklin Institute, is hereby approved.

The motions passed unanimously.

- b. Review and Consideration of Renewal Statement of Agreement (SOA) with Pearson Online and Blended Learning (POBL) and Authorization of Board President as Board Designee to Finalize and Execute SOA Documentation on Behalf of Board

Mr. Taylor reviewed the discussions held to date regarding the renewal SOA. He expressed his satisfaction of the current progress regarding a finalized Agreement, and advised of the expected timeline for completion of the documentation. Board members briefly discussed the negotiation process, and services expected to be included within the SOA, and their support of the Board President finalizing the

Agreement on behalf of the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President as Board Designee to finalize and execute the Renewal Statement of Agreement (SOA) documentation on behalf of the Board, as discussed, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. Future Funded Enrollment Growth

Ms. Swan reviewed with the Board a proposed Outreach Recruitment Target for the 2020-2021 school year of 3,964 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 recruitment 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.

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. Jay further discussed with the Board several enhancements to the employee benefits offering in 2020.

i. Benefits Program Update

Ms. Jay provided the Board with an overview of recent medical benefit offering enhancements, as included in the Board meeting materials. She highlighted the contribution increase to the health savings account, paid maternity leave, increased parental and serious illness leave, among other added or increased benefits.

Members of the Board thanked POBL support team and school leadership for all their contributions to the success of the school.

c. Partner School Leadership Team (PSLT) Update

Ms. Brown presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team.

i. School Leader Review Process

Ms. Brown reviewed the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Brown further reminded 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. She also reiterated the importance of Board member participation in the review process.

IX. Adjournment and Confirmation of Next Meeting – Wednesday, January 15, 2020 at 9:00 a.m. at the School Location

Mr. Taylor inquired if there was any other business or discussion. There being no further business or discussion, a motion was made and seconded as follows:

RESOLVED, that the next meeting date is Wednesday, January 15, 2020 at 9:00 a.m. at the School Location, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 12:37 p.m., is hereby approved.

The motions passed unanimously.

X. Board Social Event To Follow Board Meeting

The previously planned Board social event was cancelled.