



**Reach Cyber Charter School
BOARD MEETING AND STRATEGIC PLANNING RETREAT**

Pursuant to the Pennsylvania Open Meeting Laws, notice is hereby given to the members of the Reach Cyber Charter School Board and the general public that the Board will hold a meeting open to the public on:

Date and Time:

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

Meeting Location:

Sheraton Harrisburg Hershey Hotel
4650 Lindle Road
Harrisburg, PA 17111

Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Jane Swan at (717) 704-8437.

AGENDA

- I. Call to Order and Roll Call – D. Taylor
- II. Public Comment – D. Taylor

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must provide their name and short description of the agenda item on which they wish to comment to the Chair, along with any materials they want to have distributed to the Board. Individuals who wish to address the Board telephonically must contact the Principal or Board President by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the Principal or Board President at least twenty four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the Principal or Board President at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

- III. Routine Business – D. Taylor
 - a. Approval of Agenda
- IV. Strategic Planning
 - a. Strategic Plan Discussion (to follow) – H. Woodward
- V. Oral Reports
 - a. Executive Director's Report (MSR attached) – J. Swan
 - i. Post Graduation Plans for Students
 - ii. Student Intervention Efforts Update – Tier 1 and Tier 2
 - iii. CSI Status Update
 - b. Financial Report (attached) – M. Holston
 - i. Revisions to Fiscal Controls Policy
- VI. Consent Items
 - a. Approval of Minutes from the October 16, 2019 Board Meeting and Strategic Planning Retreat (attached)
 - b. Approval of Staffing Report (attached)
 - c. Approval of POBL Invoice(s) for October (attached)
 - d. Approval of Math Time to Talk Invoice(s) (attached)
 - e. Approval of Employee Handbook Revision(s) (attached)
 - f. Approval of Health Services Policy re Updates to Student Screening Requirements (to follow)
 - g. Ratification of Renewal Charter Choices Contract (to follow)
- VII. Action Items
 - a. Approval of Memorandums of Understanding (MOUs) with Local Universities (attached) – J. Swan
 - 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 the Board (to follow) – D. Taylor/ J. Swan/ A. Jay
- VIII. Information Items
 - a. Future Funded Enrollment Growth – J. Swan
 - b. State and Strategic Client Relations (SSCR) Update – A. Jay
 - i. Benefits Program Update(s) (attached)
 - c. Partner School Leadership Team (PSLT) Update – M. Brown
 - i. School Leader Review Process

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

- X. Board Social Event To Follow Board Meeting

MONTHLY SCHOOL REPORT

School & Date Selection

School

Reach Cyber Charter School

Report Date

October 31, 2019

Currently Enrolled

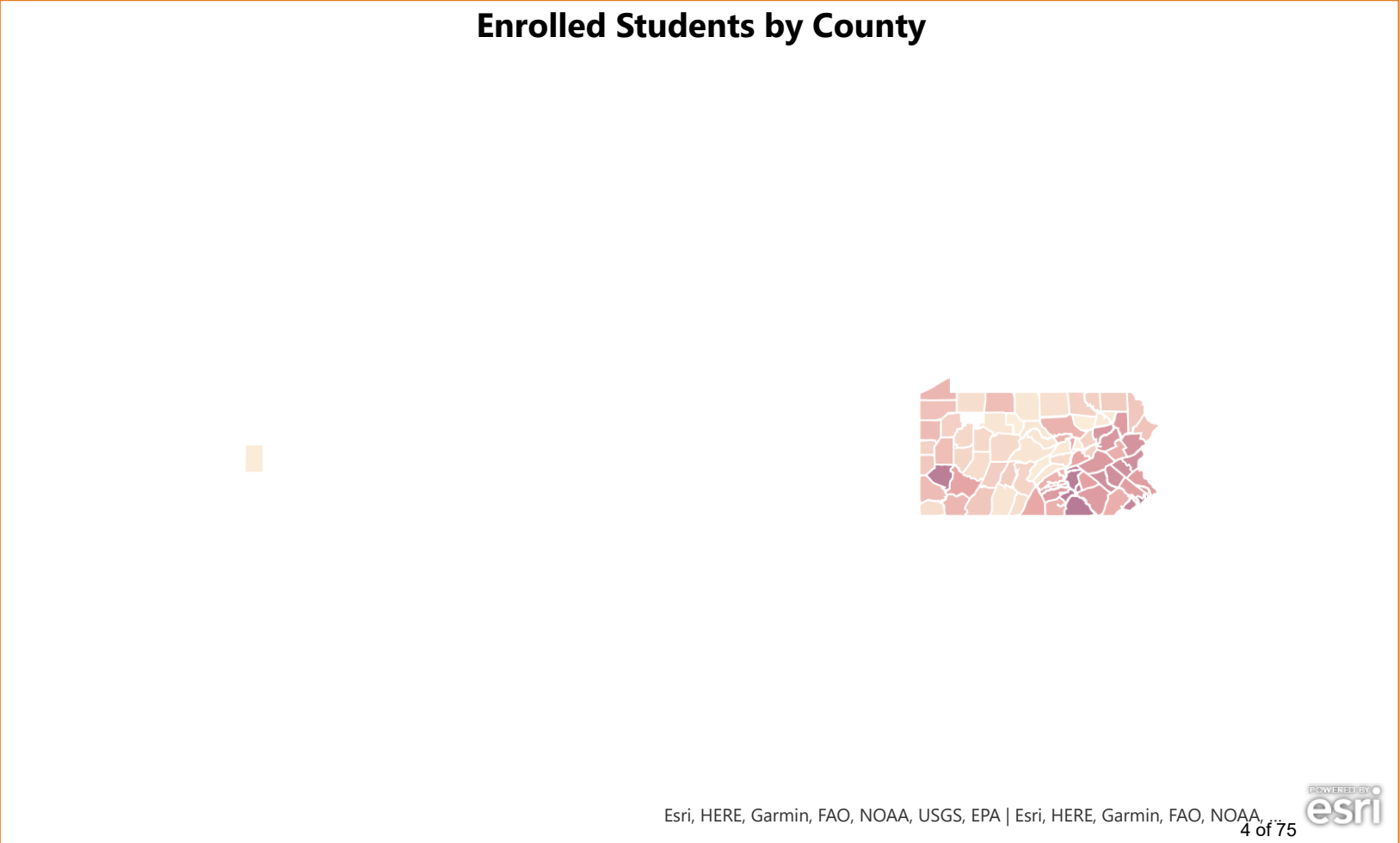
3540

Total YTD Enrolled

3940

Enrollment Services Complete (Stage 4)

4098



Reach Cyber Charter School

October 31, 2019

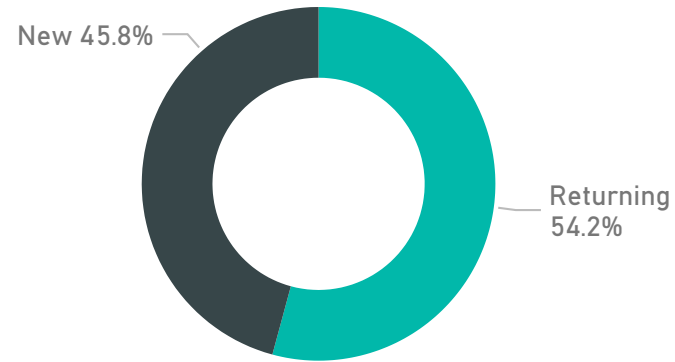
Current Enrollment Month-Over-Month Change

4%

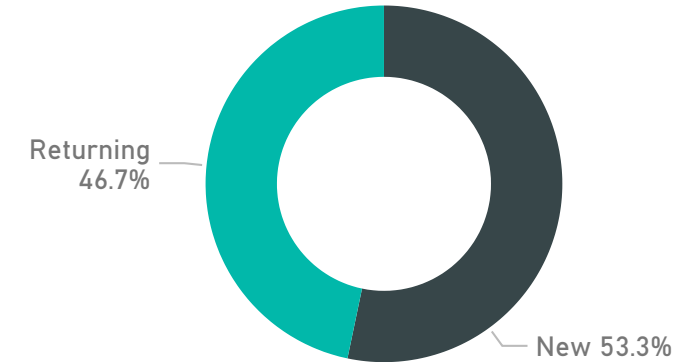
Current Enrollment Year-Over-Year Change

22%

New and Returning

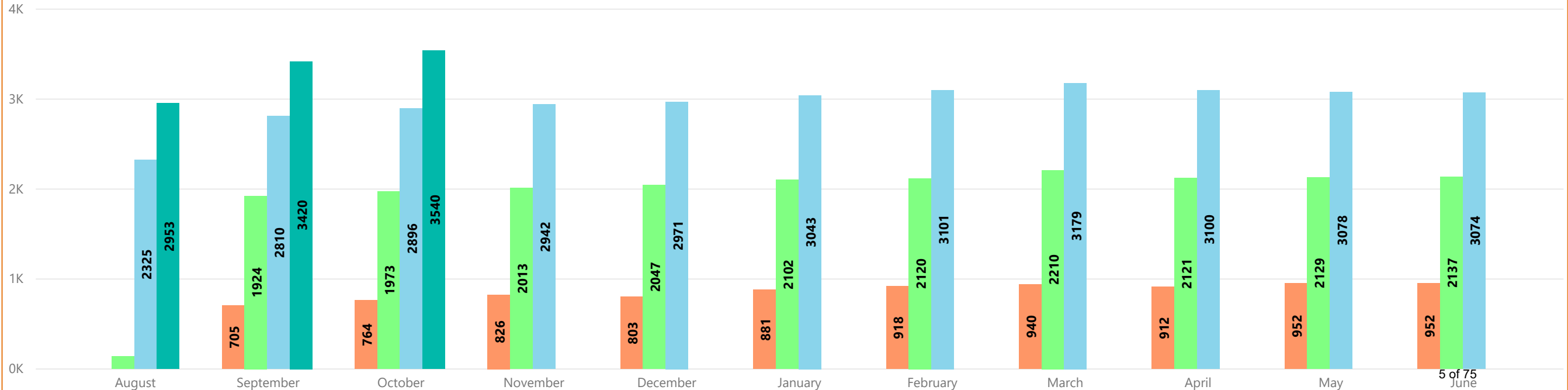


New and Returning Prior Year



Monthly Student Current Enrollment Comparison

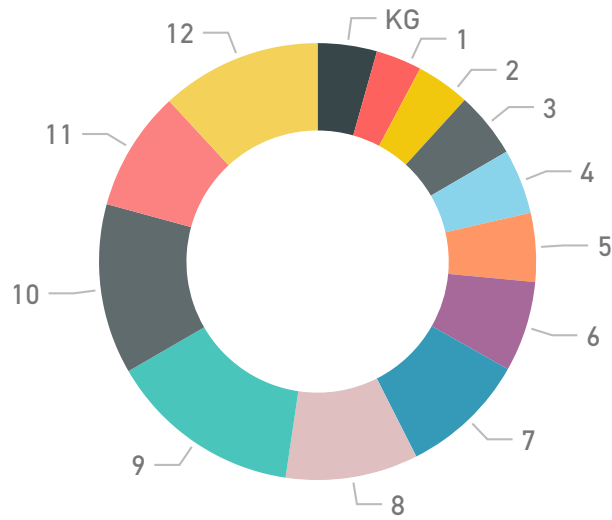
schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



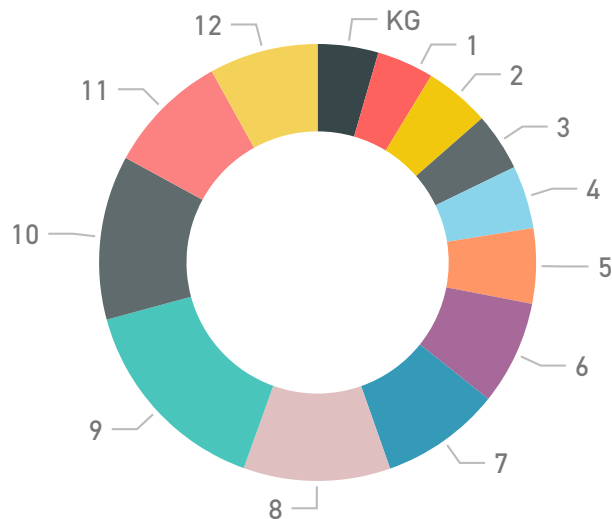
Reach Cyber Charter School

October 31, 2019

Enrolled Students by Final Grade



Enrolled Students Prior Year by Final Grade



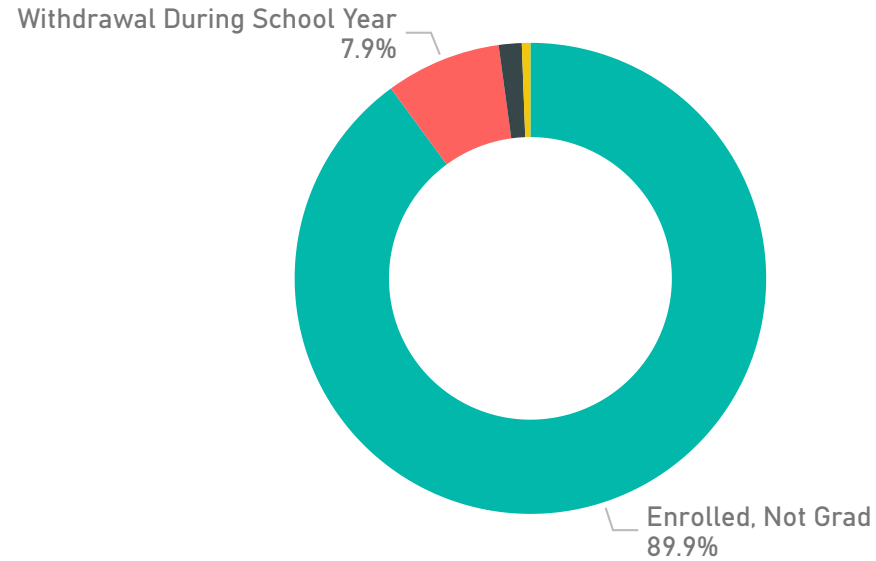
Grade Distribution

ReportPeriod GradeDistribution	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
PK-2	392	14%	418	14%	409	12%	416	12%
KG	130	4%	129	4%	152	4%	155	4%
1	122	4%	127	4%	116	3%	120	3%
2	140	5%	162	5%	141	4%	141	4%
3-5	420	15%	458	15%	525	15%	522	15%
3	124	4%	130	4%	176	5%	172	5%
4	135	5%	143	5%	169	5%	170	5%
5	161	6%	185	6%	180	5%	180	5%
6-8	795	27%	843	27%	895	26%	915	26%
6	223	8%	252	8%	247	7%	237	7%
7	257	9%	270	9%	312	9%	331	9%
8	315	11%	321	10%	336	10%	347	10%
9-12	1289	45%	1355	44%	1591	47%	1687	48%
9	443	15%	469	15%	469	14%	506	14%
10	352	12%	369	12%	428	13%	446	13%
11	261	9%	273	9%	298	9%	315	9%
12	233	8%	244	8%	396	12%	420	12%
Total	2896	100%	3074	100%	3420	100%	3540	100%

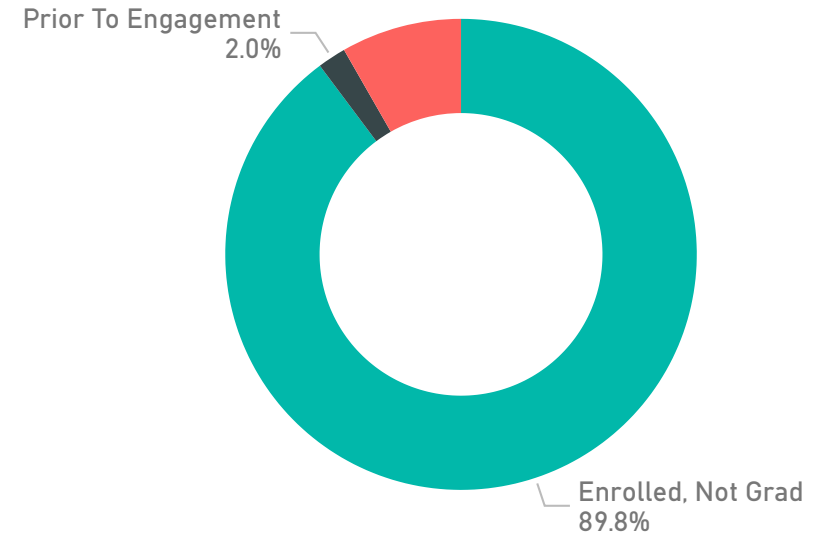
Reach Cyber Charter School

October 31, 2019

Total YTD Enrollment by Withdrawal Category



Total YTD Enrollment Prior Year by Withdrawal Category



Total YTD Enrollment

ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	2900	90%	3074	74%	3422	94%	3543	90%
Graduated			19	0%	19	1%	23	1%
Prior To Engagement	63	2%	79	2%	57	2%	62	2%
Withdrawal During School Year	267	8%	975	24%	145	4%	312	8%
Total	3230	100%	4147	100%	3643	100%	3940	100%

Enrollment Services Complete (Stage 4)

4098

Reach Cyber Charter School October 31, 2019

Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
			2	6
Another Reason	11	26		
Applying for next school year		1		
Different/Better Schooling Option (Not related to socialization)	179	524	54	131
Generally dissatisfied with curriculum/course options				4
Getting started with the school was too difficult	1	2		
Inactivity	27	236	6	13
Life change	25	108		
Mismatch Academic	8	15		
Mismatch Family Schedule	5	5		
No longer able to provide a Learning Coach			5	10
No Reason Given			9	10
Program not flexible enough			2	6
Program takes too much of Learning Coach's time			4	17
Program takes too much of student's time			2	5
Pursuing GED	4	31	2	10
Regulation	1			
Student wants more socialization	3	9	22	31
Technical Difficulties		3	1	1
The curriculum is too hard			6	12
Transition to virtual school too difficult			4	12
Unhappy with the school	3	14		3
We are moving			9	17
We have chosen to home school			16	24

My student wants to return to a traditi...

My student wa... We have c... We are...

The program... The cu... We a... No r...

Inactivity/Lac... My stud... Th... G...

The transitio... The pro... Ap...

Reach Cyber Charter School

October 31, 2019

Household Data

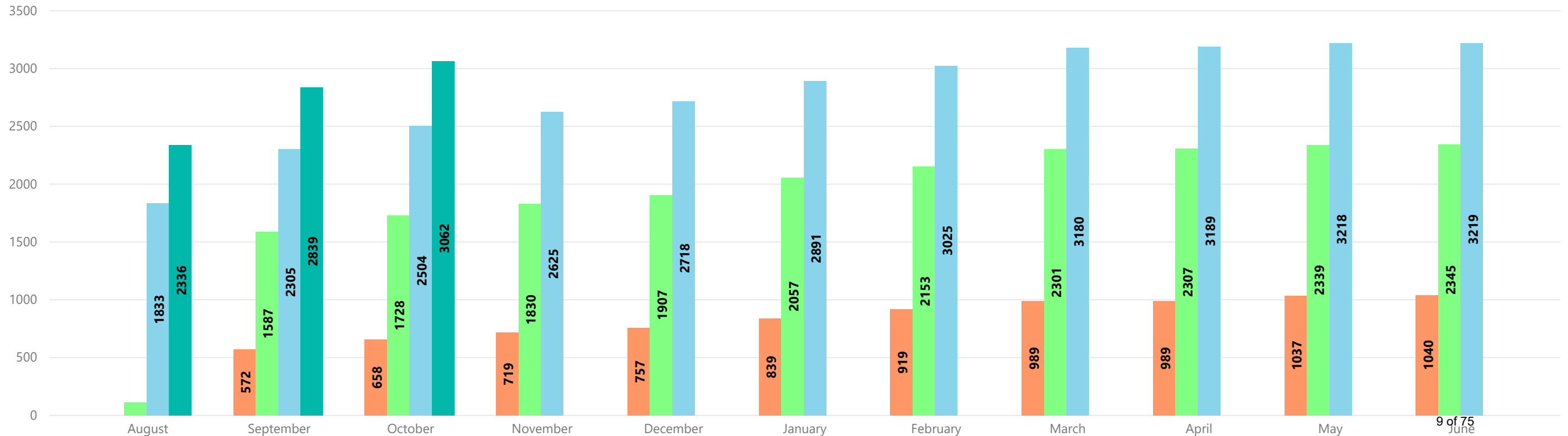
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	2267	2422	2667	2771
Graduated		19	19	23
WD During School Year	203	780	119	254
WD Prior To Engagement	55	71	55	60

Students Per Active Household

	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1.28	1.27	1.28	1.28

Monthly Total Households

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020



Reach Cyber Charter School October 31, 2019

Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	397	427	475	479
Not Hispanic or Latino	2497	2645	2943	3059

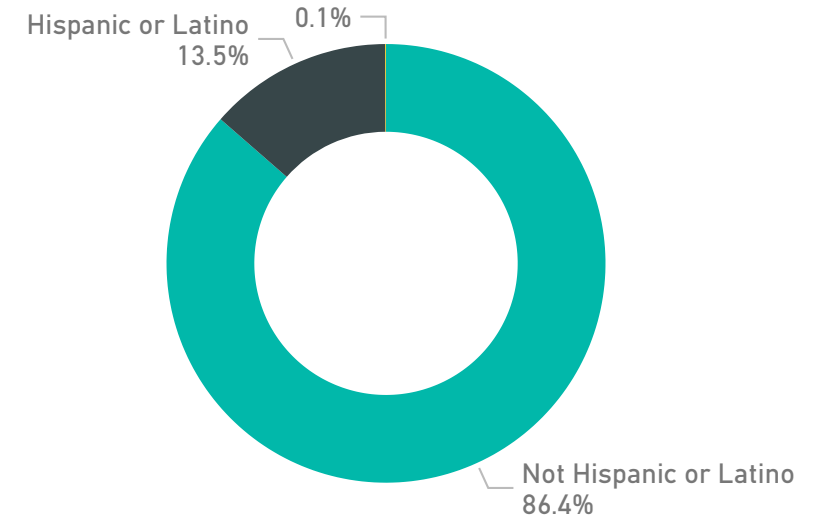
Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	112	127	143	152
Asian	68	68	71	75
Black/African American	802	891	1006	1045
Native Hawaiian or Other Pacific Islander	36	40	38	40
White	2174	2267	2533	2607

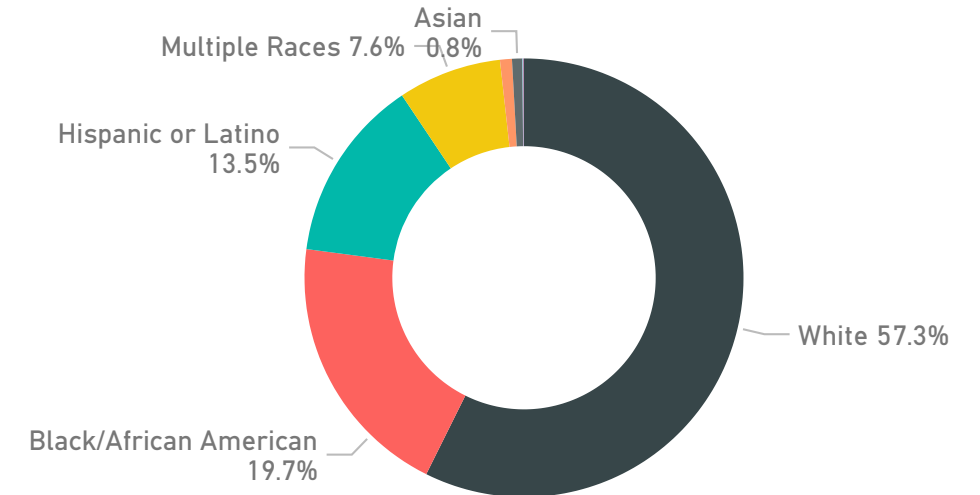
Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	21	20	25	31
Asian	35	28	27	27
Black/African American	538	621	672	699
Hispanic or Latino	397	427	475	479
Multiple Races	210	219	258	270
Native Hawaiian or Other Pacific Islander	2	2	2	2
Not Indicated	2	2	2	2
White	1691	1755	1959	2030

Enrolled Students by Ethnicity



Enrolled Students by Distinct Race/Ethnicity



Reach Cyber Charter School

October 31, 2019

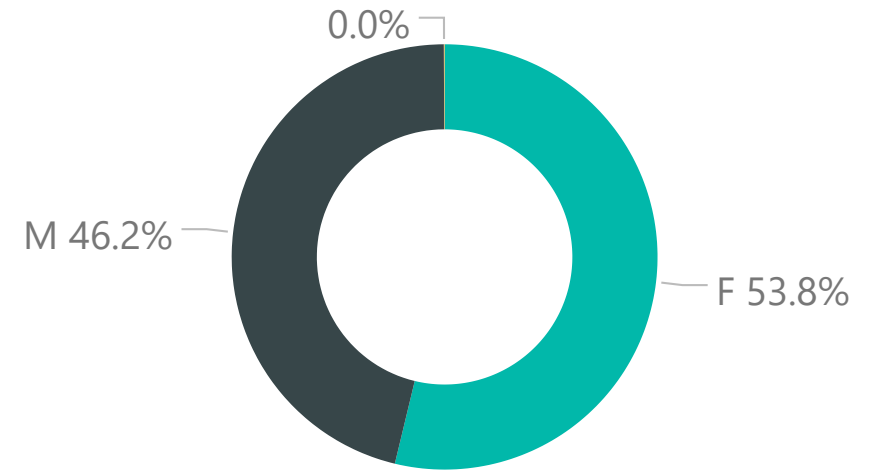
Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1	1	1	1
F	1607	1721	1851	1903
M	1288	1352	1568	1635
X				1

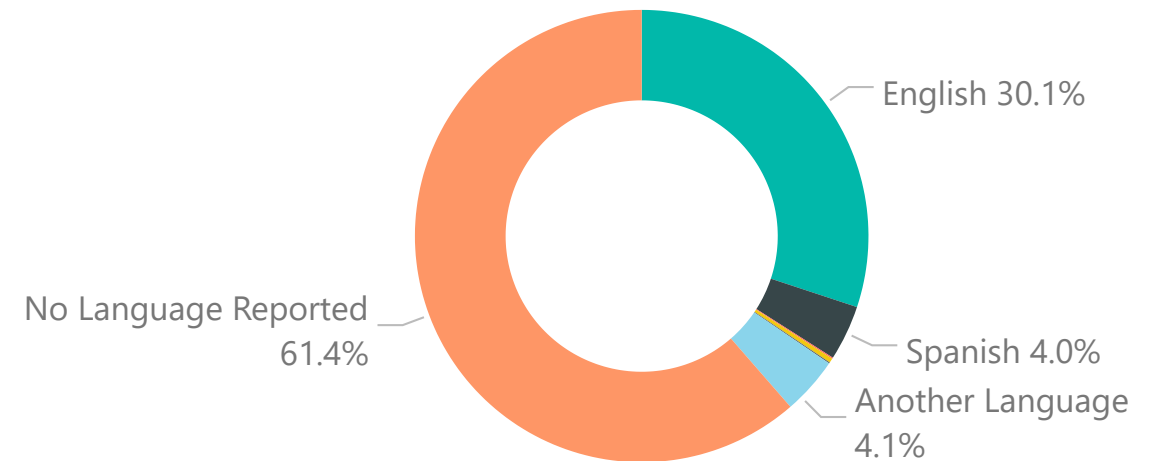
Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	1387	1236	1044	1065
Spanish	78	90	142	140
Russian	5	5	3	3
Arabic	14	17	12	11
Urdu		1	3	3
Another Language	197	183	146	145
No Language Reported	1215	1542	2070	2173

Enrolled Students by Gender



Enrolled Students by Language

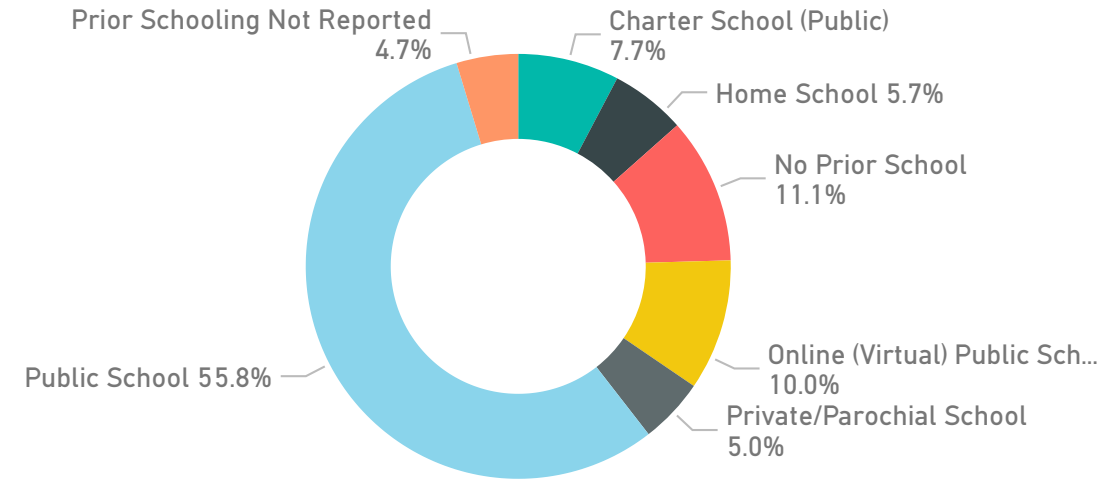


Reach Cyber Charter School October 31, 2019

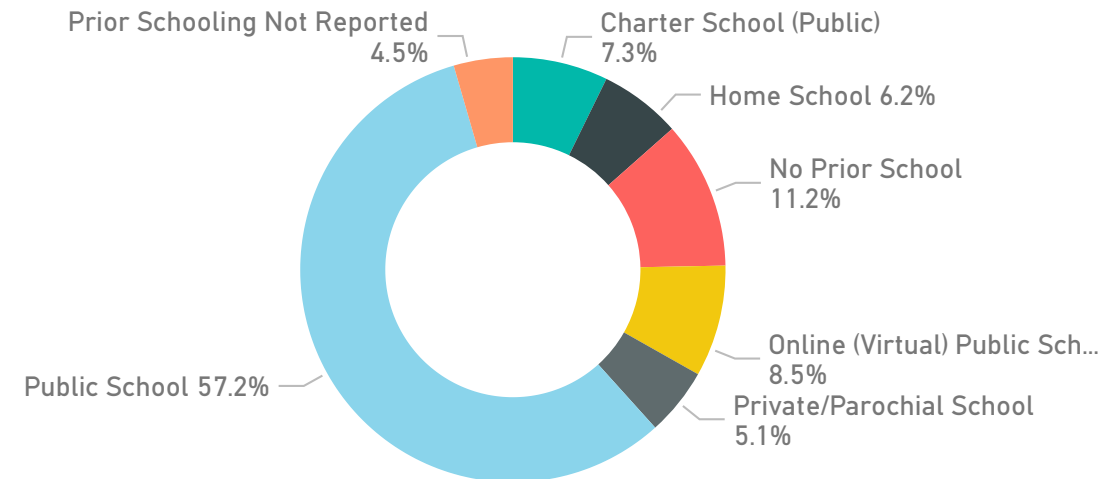
Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	210	243	272	273
Home School	180	196	199	203
No Prior School	325	274	380	393
Online (Virtual) Public School	246	287	349	353
Private/Parochial School	149	166	178	176
Public School	1656	1793	1872	1976
Prior Schooling Not Reported	130	115	170	166

Prior Schooling October 31, 2019



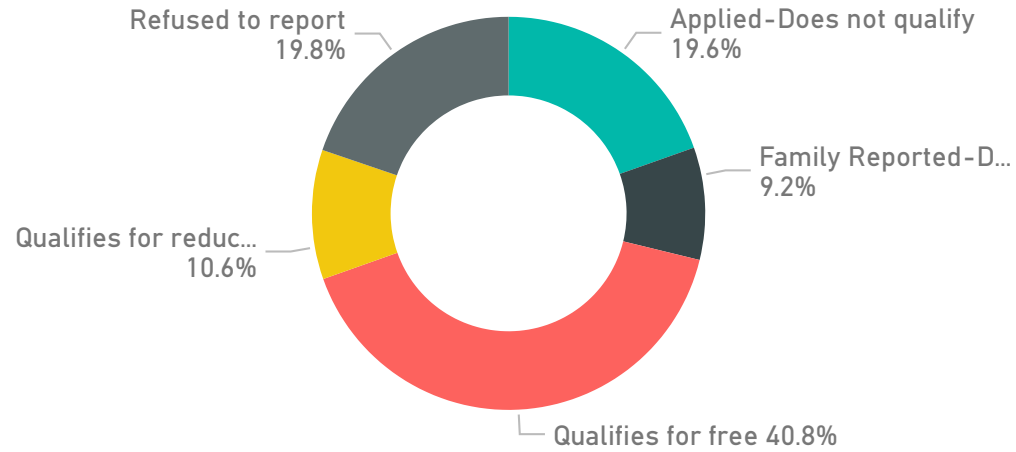
Prior Schooling October 31, 2018



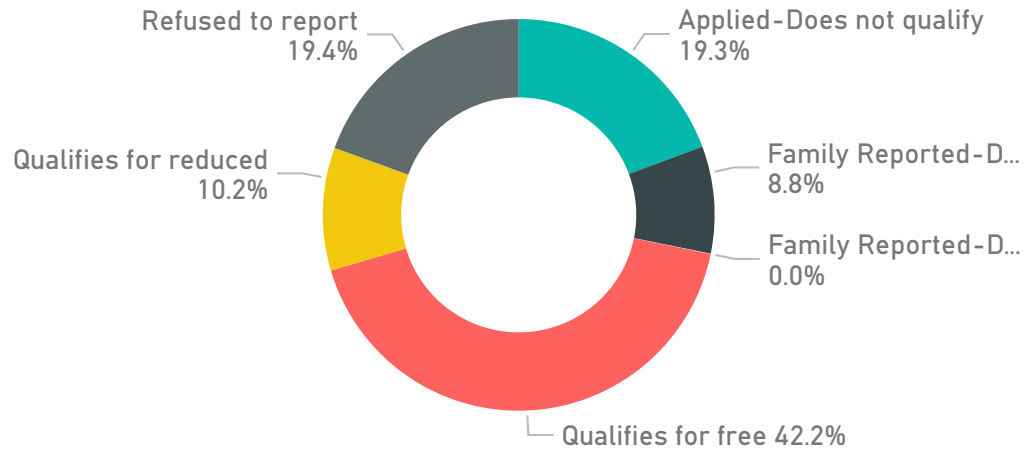
Reach Cyber Charter School

October 31, 2019

FARM Eligibility October 31, 2019



FARM Eligibility October 31, 2018



Disability

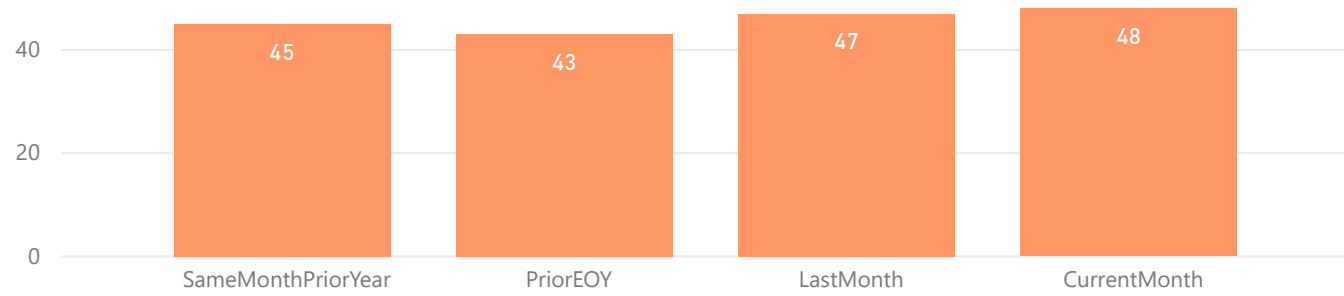
Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	54	65	77	75
Cognitive Disability	18	20	21	24
Developmentally Delayed			1	1
Emotionally Impaired	87	84	82	87
Hearing Impaired		3	2	2
Multiple Disabilities	2	2	2	1
Other	29	22	19	
Other Health Impaired	100	131	115	127
Physical Disability	1	1	1	1
Specific Learning Disability	227	239	293	308
Speech/Language Impaired	39	45	48	44
Traumatic Brain Injury	1	1	3	3
Visually Impaired	1	1	2	2



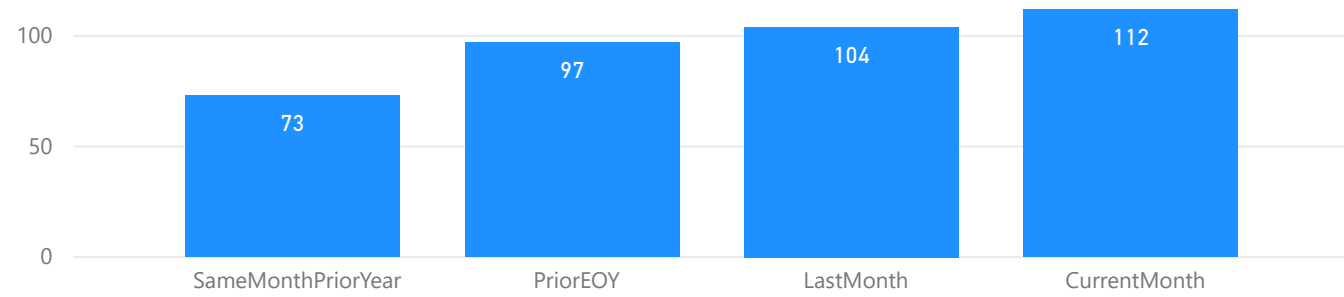
Reach Cyber Charter School

October 31, 2019

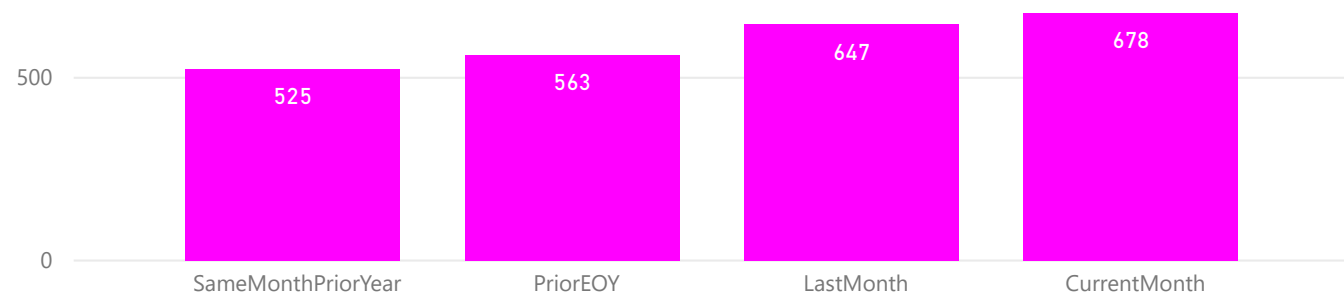
Gifted



Plan504



IEP



Currently Enrolled

3540

Gifted

1%

Plan504

3%

IEP

19%

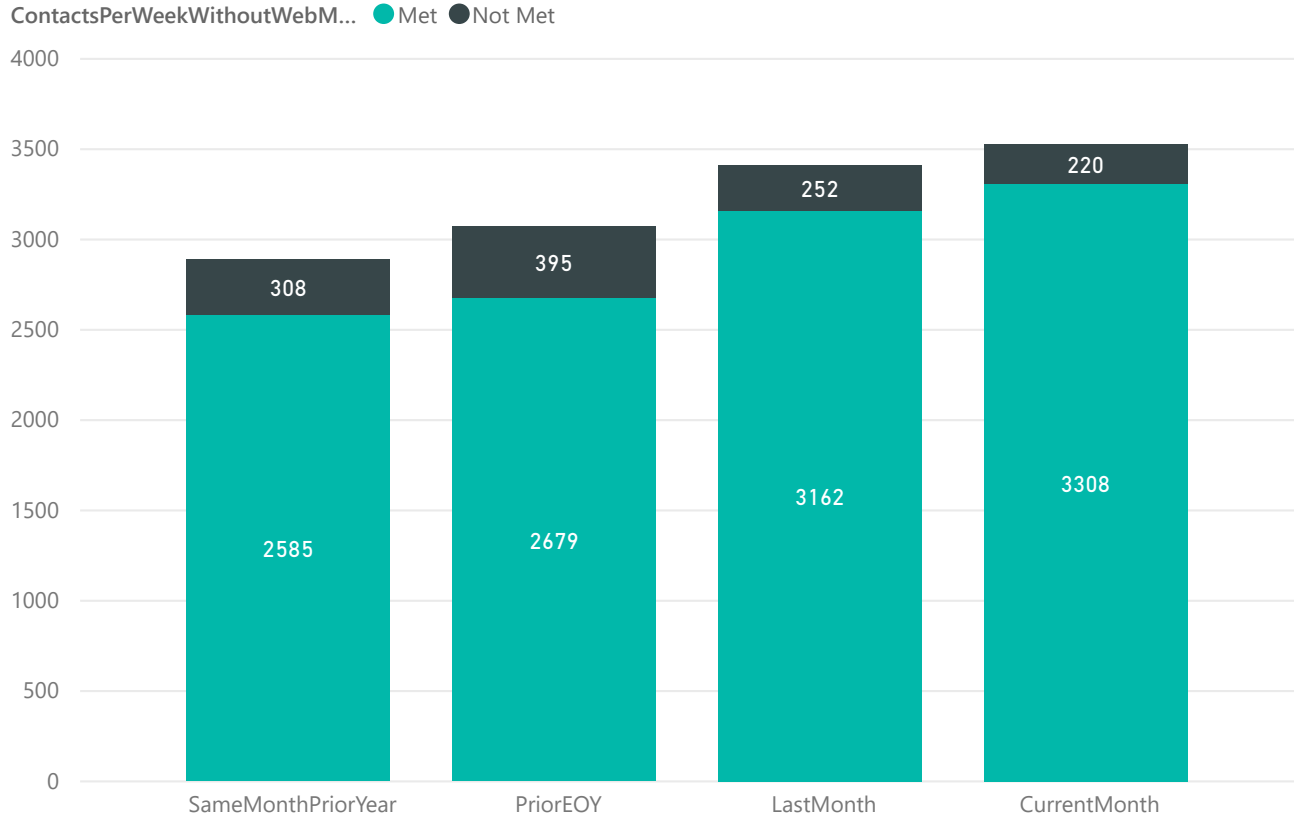
Not in Special Population

76%

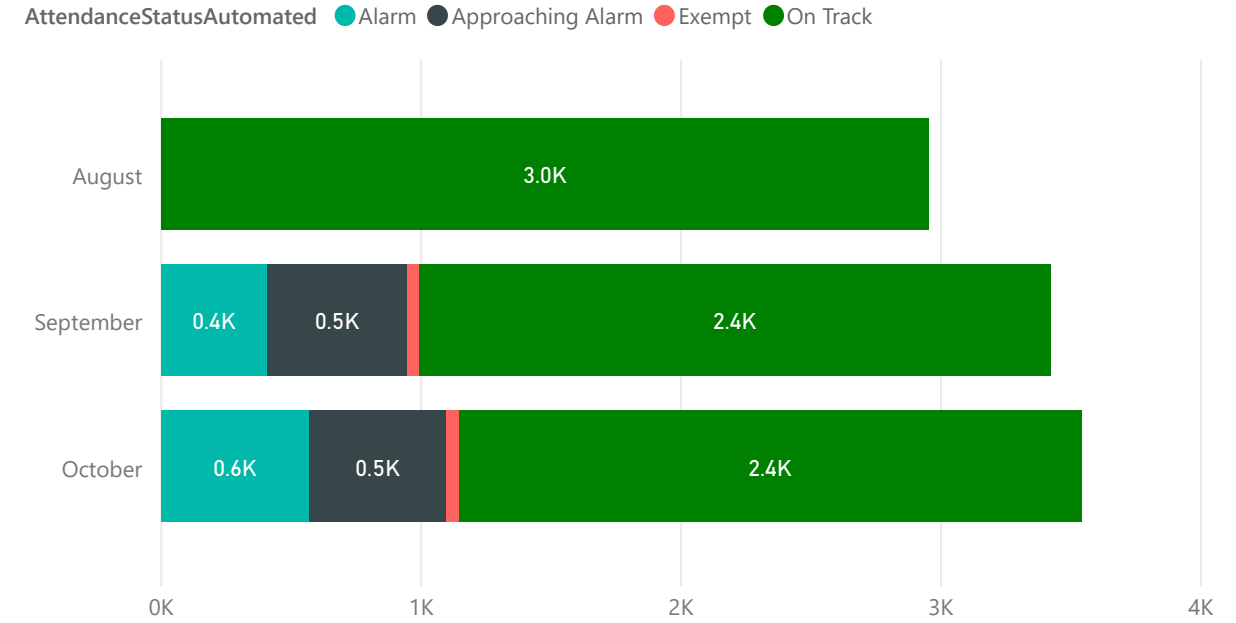
Reach Cyber Charter School

October 31, 2019

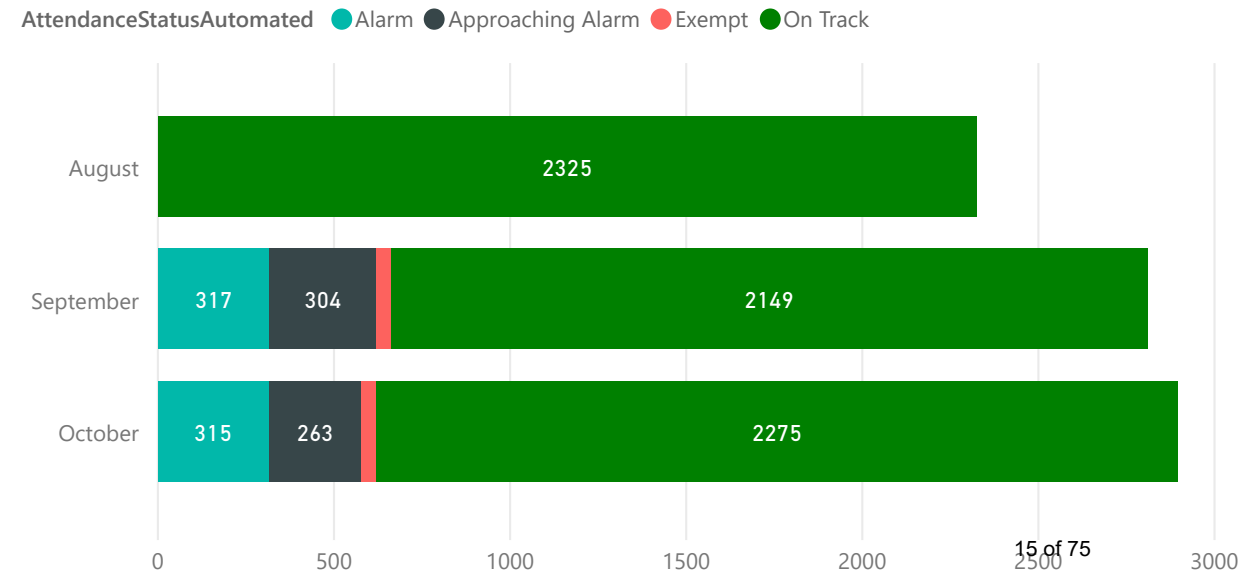
Contacts Per Week



School Year: 2019-2020



School Year: 2018-2019



Currently Enrolled

3540

Reach Cyber Charter School

October 31, 2019

Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	101%	98%	100%	100%
3-5	99%	101%	95%	95%
6-8	96%	100%	93%	85%
9-12	91%	96%	82%	83%
Total	95%	98%	89%	87%

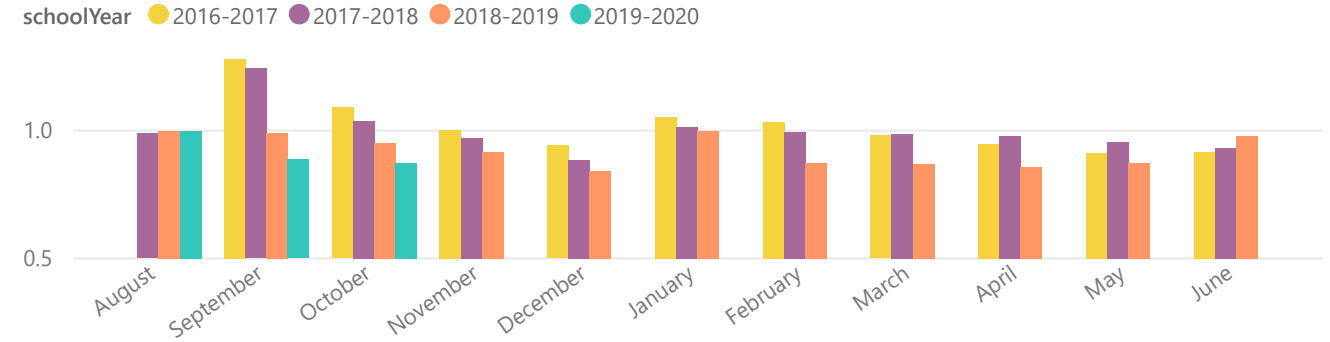
Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	88%	83%	89%	83%
3-5	74%	75%	77%	71%
6-8	66%	70%	69%	68%
9-12	67%	71%	72%	66%
Total	71%	73%	74%	69%

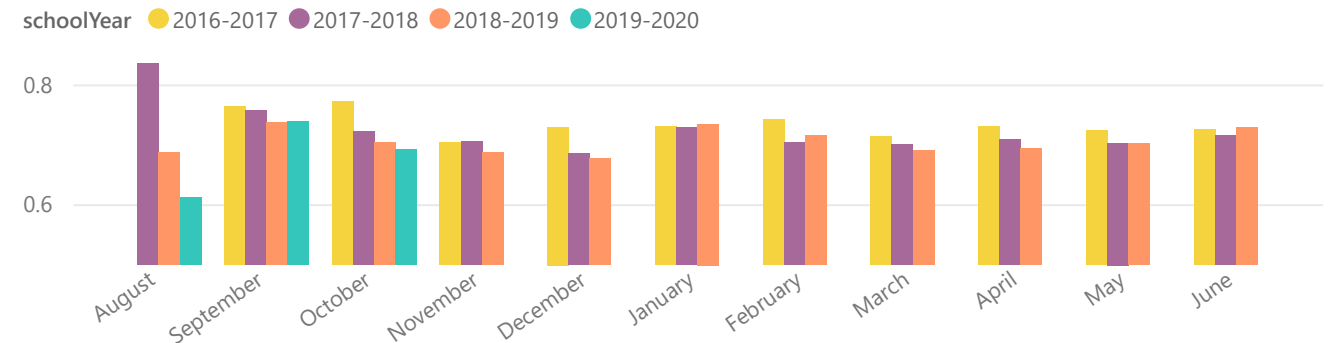
Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	101%	112%	97%	102%
3-5	104%	116%	100%	106%
6-8	100%	111%	95%	103%
9-12	97%	108%	90%	96%
Total	99%	111%	94%	100%

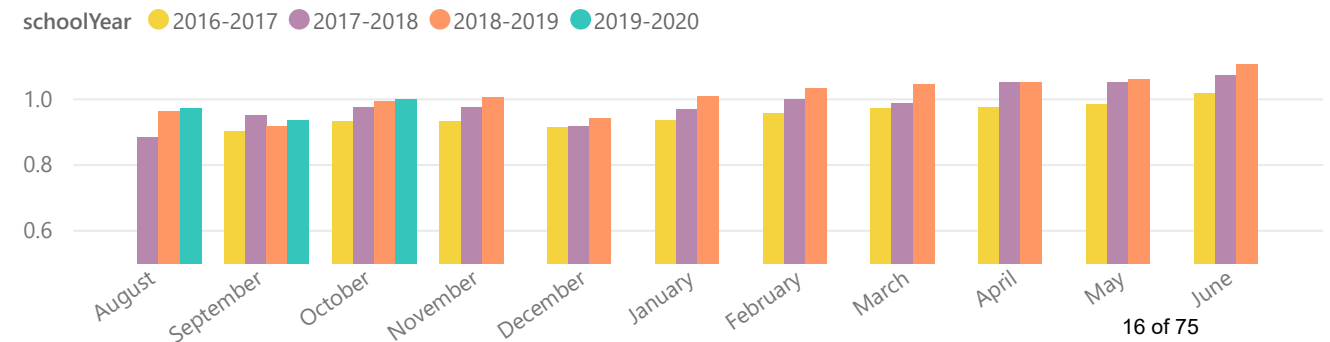
Average Total Participation



Average Total Performance



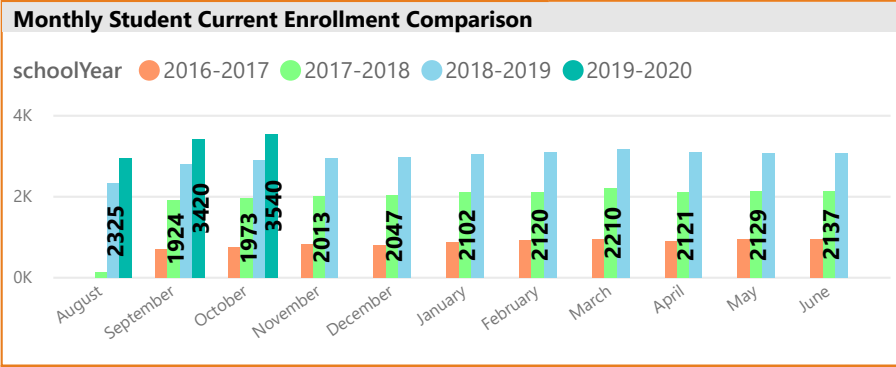
Average Total Attendance



Currently Enrolled	Total YTD Enrolled
3540	3940
Enrollment Services Complete (Stage 4)	
4098	

Reach Cyber Charter School
October 31, 2019

Current Enrollment Month-Over-Month Change
4%
Current Enrollment Year-Over-Year Change
22%



Total YTD Enrollment

ReportPeriod Withdrawal Category	SameMonthPriorYear		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	2900	90%	3543	90%
Graduated			23	1%
Prior To Engagement	63	2%	62	2%
Withdrawal During School Year	267	8%	312	8%
Total	3230	100%	3940	100%

New & Returning

ReportPeriod New or Returning	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
New	1543	53.28%	1621	45.79%
Returning	1353	46.72%	1919	54.21%

Household Data

Household Data	SameMonthPriorYear	CurrentMonth
Active	2267	2771
Graduated		23
WD During School Year	203	254
WD Prior To Engagement	55	60

Students Per Active Household

SameMonthPriorYear	CurrentMonth
1.28	1.28

Grade Distribution

ReportPeriod GradeDistribution	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
PK-2	392	14%	416	12%
KG	130	4%	155	4%
1	122	4%	120	3%
2	140	5%	141	4%
3-5	420	15%	522	15%
3	124	4%	172	5%
4	135	5%	170	5%
5	161	6%	180	5%
6-8	795	27%	915	26%
6	223	8%	237	7%
7	257	9%	331	9%
8	315	11%	347	10%
9-12	1289	45%	1687	48%
9	443	15%	506	14%
10	352	12%	446	13%
11	261	9%	315	9%
12	233	8%	420	12%
Total	2896	100%	3540	100%

Withdrawal Reason

Withdrawal Reason	SameMonthPriorYear
Another Reason (EOY Import; See Parent ITW)	
Applying for next year	
Different/Better Schooling Option (Not related to socialization)	
Generally dissatisfied with curriculum/course options	
Getting started with the school was too difficult	
Inactivity	
Inactivity/Lack of Attendance	
Life change	
Mismatch Academic	
Mismatch Family Schedule	
My student is pursuing GED	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
Pursue GED	
Regulation	
Student wants more socialization	

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Reach Cyber Charter School
October 31, 2019

Gender		
Gender	SameMonthPriorYear	CurrentMonth
	1	1
F	1607	1903
M	1288	1635
X		1

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	1387	1065
Spanish	78	140
Russian	5	3
Arabic	14	11
Urdu		3
Another Language	197	145
No Language Reported	1215	2173

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	54	75
Cognitive Disability	18	24
Developmentally Delayed		1
Emotionally Impaired	87	87
Hearing Impaired		2
Multiple Disabilities	2	1
Other	29	
Other Health Impaired	100	127
Physical Disability	1	1
Specific Learning Disability	227	308
Speech/Language Impaired	39	44
Traumatic Brain Injury	1	3
Visually Impaired	1	2

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	45	48

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	73	112

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	525	678

Gifted	Plan504
1%	3%
IEP	Not in Special Population
19%	76%

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	397	479
Not Hispanic or Latino	2497	3059

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	21	31
Asian	35	27
Black/African American	538	699
Hispanic or Latino	397	479
Multiple Races	210	270
Native Hawaiian or Other Pacific Islander	2	2
Not Indicated	2	2
White	1691	2030

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	112	152
Asian	68	75
Black/African American	802	1045
Native Hawaiian or Other Pacific Islander	36	40
White	2174	2607

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied-Does not qualify	465	574
Family Reported-Does not qualify	219	270
Family Reported-Does not qualify,Refused to report	1	
Qualifies for free	959	1114
Qualifies for reduced	231	314
Refused to report	462	593

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	210	273
Home School	180	203
No Prior School	325	393
Online (Virtual) Public School	246	353
Private/Parochial School	149	176
Public School	1656	1976
Prior Schooling Not Reported	130	166

**Reach Cyber Charter School
October 31, 2019**

Contacts Per Week

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	2585	3308
Not Met	308	220

Attendance Status

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	315	568
Approaching Alarm	263	530
Exempt	43	47
On Track	2275	2395

Average Participation

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	101%	100%
3-5	99%	95%
6-8	96%	85%
9-12	91%	83%
Total	95%	87%

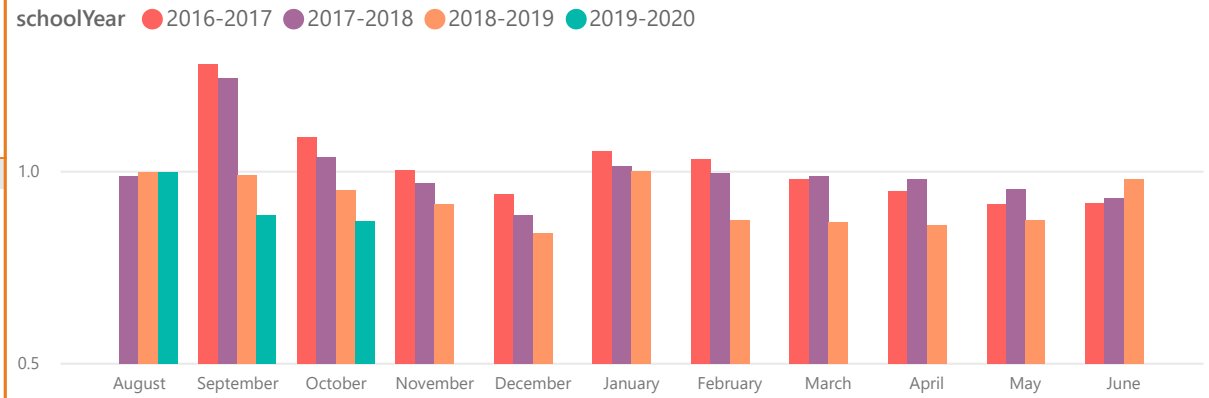
Average Performance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	88%	83%
3-5	74%	71%
6-8	66%	68%
9-12	67%	66%
Total	71%	69%

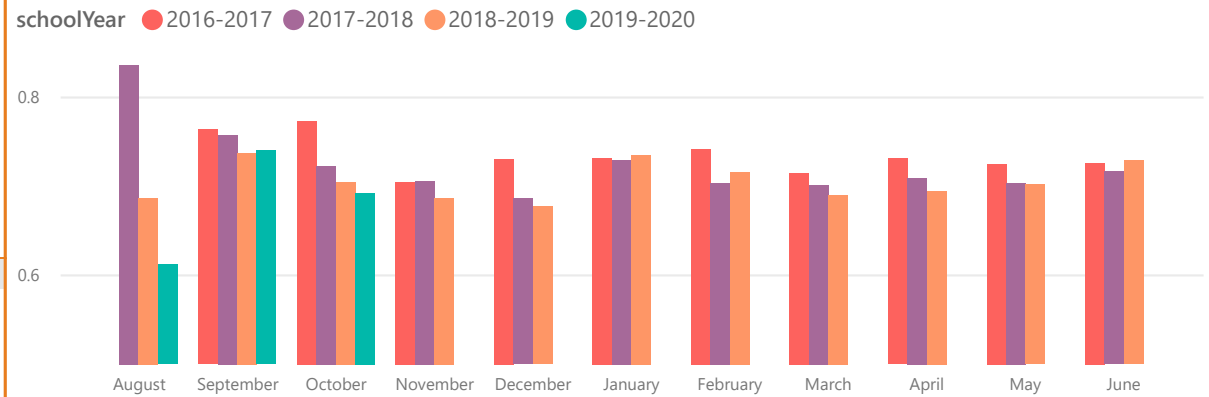
Average Attendance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	101%	102%
3-5	104%	106%
6-8	100%	103%
9-12	97%	96%
Total	99%	100%

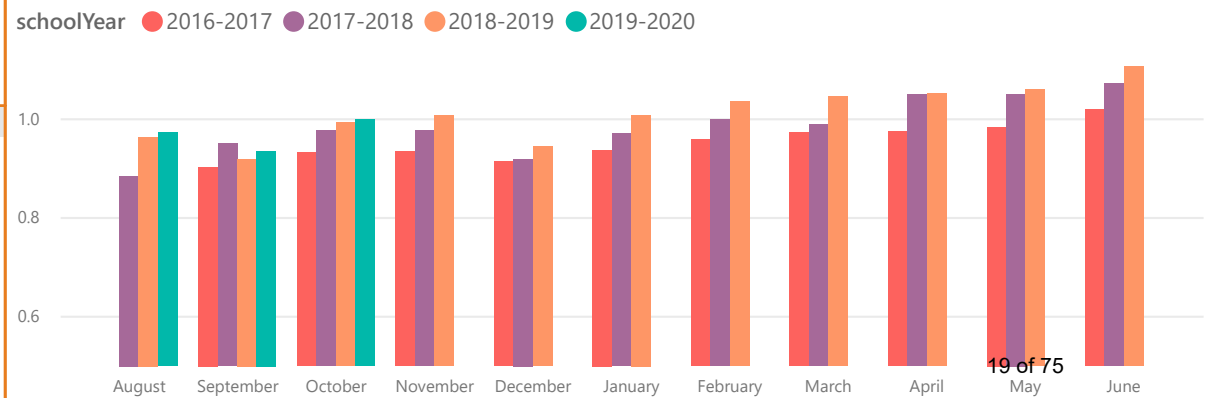
Average Total Participation



Average Total Performance



Average Total Attendance



**Reach Cyber Charter School
Revenue and Expense Statement
For the Period Ended October 31, 2019**

	October-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Forecast vs Budget	Forecast vs. Budget Variance
Forecasted Enrollment						
Forecasted ADM			3,612	3,942	(330)	-8.4%
Forecasted Total Enrollment			5,296	6,046	(750)	-12.4%
Forecasted Funded Enrollment			3,628	3,892	(264)	-6.8%
Revenue						
State Funding	6,567,061.74	12,199,448.19	51,067,457.53	54,781,728.00	(3,714,270.47)	-6.8%
Federal Funding	81,165.53	221,307.39	1,712,754.90	1,752,427.00	(39,672.10)	-2.3%
Other Funding	13,087.18	69,648.13	215,000.00	21,000.00	194,000.00	923.8%
Total Revenue	6,661,314.45	12,490,403.71	52,995,212.43	56,555,155.00	(3,559,942.57)	-6.3%
Program Expenses						
Compensation Expense						
Administration Staff	332,430.64	1,288,891.21	5,109,388.73	5,013,020.00	(96,368.73)	-1.9%
Instructional Staff	1,557,651.15	4,177,575.23	21,333,722.66	22,560,802.00	1,227,079.34	5.4%
Total Compensation Expense	1,890,081.79	5,466,466.45	26,443,111.39	27,573,822.00	1,130,710.61	4.1%
Fee Based Expenses						
Enrollment/Unit Based Fees	1,989,452.21	3,689,548.71	21,280,491.19	23,213,988.00	1,933,496.81	8.3%
Total Fee Based Expenses	1,989,452.21	3,689,548.71	21,280,491.19	23,213,988.00	1,933,496.81	8.3%
Other School Expenses						
Assessment	1,104.62	26,745.27	441,599.79	482,000.00	40,400.21	8.4%
Employee Related	12,285.67	54,031.17	486,000.00	489,000.00	3,000.00	0.6%
Facilities	24,248.70	163,906.48	922,120.00	668,120.00	(254,000.00)	-38.0%
Governance	5,404.07	95,178.82	195,418.00	197,500.00	2,082.00	1.1%
Instructional	17,857.48	1,149,507.90	1,743,260.00	743,260.00	(1,000,000.00)	-134.5%
Professional Services	6,337.50	26,776.77	315,000.00	315,000.00	-	0.0%
Student Related	73,638.53	278,258.13	2,449,492.66	2,667,000.00	217,507.34	8.2%
Pending Allocation	44,668.81	184,053.40	-	-	-	0.0%
Total Other School Expenses	185,545.38	1,978,457.94	6,552,890.45	5,561,880.00	(991,010.45)	-17.8%
Total Program Expenses	4,065,079.38	11,134,473.10	54,276,493.03	56,349,690.00	2,073,196.97	3.7%
Net Increase (Decrease)	2,596,235.07	1,355,930.61	(1,281,280.60)	205,465.00	(1,486,745.60)	
Beginning fund balance	9,427,822.60	10,668,127.06	10,668,127.06			
Ending fund balance	12,024,057.67	12,024,057.67	9,386,846.46			

**Reach Cyber Charter School
Balance Sheet
October 31, 2019**

ASSETS

Cash and Short Term Investments:

Cash:Checking	\$	4,241,151.62
Cash:Money Market Account		7,421,309.21

Total Cash and Short Term Investments		11,662,460.83
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Other Current Assets:

Current State Receivables - FY20		684,078.07
PY State Receivables -FY19		2,198,319.85
PY State Receivables -FY18 & FY17		148,601.10
Allowance for Doubtful Accounts		(231,095.91)
Grant Receivables		654,872.11
Prepaid Rent		37,119.93

Total Other Current Assets		3,491,895.15
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Fixed Assets:

Property Plant & Equipment:

Computer Hardware		48,121.10
Leasehold Improvements		111,433.35
Furniture		103,706.34
Accum Depr:Computer Hardware		(33,494.92)
Accum Depr:Leasehold Improvements		(56,384.94)
Accum Depr: Furniture		(30,170.13)

Net Fixed Assets		143,210.80
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Other Assets:

Security Deposit		8,916.65
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Total Other Assets		8,916.65
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Total Assets	\$	15,306,483.43
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LIABILITIES

Current Liabilities:

Due to (from) Pearson Online & Blended Learning	\$	2,517,706.35
Pension Payable		156,487.98
Accounts Payable		430.93
Accrued Expenses		197,314.32
Payable to District		267,275.39

Total Current Liabilities		3,139,214.96
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Total Liabilities		3,139,214.96
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FUND BALANCE

Invested in Capital		143,210.80
Reserved Fund Balance		4,899,085.15
Undesignated Fund Balance		7,124,972.52

Ending Fund Balance		12,167,268.47
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Total Liabilities and Fund Balance	\$	15,306,483.43
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**Reach Cyber Charter School
Schedule of Revenue
For the Period Ended October 31, 2019**

	October-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Actuals vs. Budget Variance
Revenue					
State Funding					
Regular Education Funding	4,308,651.23	8,004,061.72	33,505,374.65	35,942,309.00	(2,436,934.35)
Special Education Funding	2,258,410.51	4,195,386.47	17,562,082.88	18,839,419.00	(1,277,336.12)
Total State Funding	6,567,061.74	12,199,448.19	51,067,457.53	54,781,728.00	(3,714,270.47)
Federal					
Title I	59,142.93	177,428.79	887,144.00	1,072,000.00	(184,856.00)
Title IIA	6,427.60	19,282.80	96,414.00	153,000.00	(56,586.00)
Title III	-	-	1,284.00	-	1,284.00
IDEA	-	-	581,314.90	466,000.00	115,314.90
Title IV	4,500.00	13,500.80	67,506.00	60,000.00	7,506.00
CSI	11,095.00	11,095.00	77,665.00	-	77,665.00
Erate	-	-	1,427.00	1,427.00	-
Total Federal & Other Programs Funding	81,165.53	221,307.39	1,712,754.90	1,752,427.00	(39,672.10)
Other Funding					
Interest Income	13,087.18	66,148.13	204,000.00	10,000.00	194,000.00
Student Activities Income	-	3,500.00	11,000.00	11,000.00	-
Total Other Funding	13,087.18	69,648.13	215,000.00	21,000.00	194,000.00
Total Revenue	6,661,314.45	12,490,403.71	52,995,212.43	56,555,155.00	(3,559,942.57)

Reach Cyber Charter School
Schedule of Fees
For the Period Ended October 31, 2019

	October-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Forecast vs Budget
SCHEDULE OF COMPENSATION:					
Administrative Compensation					
Salaries - Administration	256,334.52	967,668.12	3,779,122.17	3,686,044.00	(93,078.17)
Benefits - Administration	56,393.60	212,886.99	831,406.88	810,930.00	(20,476.88)
Pension - Administration	3,192.60	39,609.60	177,102.30	184,302.00	7,199.70
Taxes - Administration	16,509.93	68,726.51	321,757.38	331,744.00	9,986.62
Total Administrative Compensation	332,430.64	1,288,891.21	5,109,388.73	5,013,020.00	(96,368.73)
Instructional Compensation					
Salaries - Teachers	1,176,689.93	3,129,688.20	15,744,502.48	16,588,825.00	844,322.52
Benefits - Teachers	258,871.78	688,531.41	3,463,790.55	3,649,541.00	185,750.45
Pension - Teachers	36,569.30	133,276.47	764,017.18	829,441.00	65,423.82
Taxes - Teachers	85,520.14	226,079.16	1,361,412.45	1,492,995.00	131,582.55
Total Instructional Compensation	1,557,651.15	4,177,575.23	21,333,722.66	22,560,802.00	1,227,079.34
Total Compensation	1,890,081.79	5,466,466.45	26,443,111.39	27,573,822.00	1,130,710.61

SCHEDULE OF FEES:

Enrollment/Unit Based Fees

Curriculum and Instructional Support Services	601,442.02	1,127,247.76	6,551,216.40	7,182,191.00	630,974.59
Direct Course Instruction Support	18,620.80	33,110.80	33,110.00	-	(33,110.00)
Enrollment/Placement/Student Support Services	282,677.35	932,202.10	3,772,803.79	4,238,552.00	465,748.21
Facilities Support Services	2,083.33	8,333.33	25,000.00	25,000.00	-
Professional Development Services	38,612.50	38,612.50	350,305.00	365,977.00	15,672.00
School Business Support Services	56,394.72	56,394.72	529,282.02	567,716.00	38,433.98
School Operations Support Services	229,103.55	229,103.55	2,150,208.20	2,306,347.00	156,138.80
School Staff Support Services/Human Resources Support	146,727.50	146,727.50	1,331,159.00	1,390,714.00	59,555.00
Short Term Substitute Teachers	10,200.00	19,350.00	19,350.00	-	(19,350.00)
Student Connexus License	246,726.90	246,726.90	2,315,608.83	2,483,758.00	168,149.17
Student Technology Assistance Services	356,863.54	851,739.55	4,202,447.95	4,653,733.00	451,285.05
Total Enrollment/Unit Based Fees	1,989,452.21	3,689,548.71	21,280,491.19	23,213,988.00	1,933,496.81
Total Fee Based Expenses	1,989,452.21	3,689,548.71	21,280,491.19	23,213,988.00	1,933,496.81

**Reach Cyber Charter School
Schedule of Other Expenses
For the Period Ended October 31, 2019**

	October-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Forecast vs. Budget Variance
SCHEDULE OF OTHER SCHOOL EXPENSES:					
Assessment					
Student Testing & Assessment	1,104.62	26,745.27	441,599.79	482,000.00	40,400.21
Total Assessment	1,104.62	26,745.27	441,599.79	482,000.00	(40,400.21)
Employee Related					
Staff Recruiting/Background Checks	-	250.34	50,000.00	50,000.00	-
Staff Training/Prof. Dvlpmt	8,249.69	42,268.38	250,000.00	250,000.00	-
Team Building	-	-	24,000.00	27,000.00	3,000.00
Travel- Nurse	-	-	7,000.00	7,000.00	-
Travel and Conferences	4,035.98	11,512.45	155,000.00	155,000.00	-
Total Employee Related	12,285.67	54,031.17	486,000.00	489,000.00	3,000.00
Facilities					
Capital Outlay	-	-	145,000.00	145,000.00	-
Copiers/ Reproduction	1,020.22	1,020.22	19,000.00	19,000.00	-
Internet	532.60	2,064.85	26,000.00	26,000.00	-
Maintenance & Repairs	194.39	7,404.83	30,000.00	30,000.00	-
Office Postage	1,654.70	1,664.70	24,000.00	24,000.00	-
Office Supplies	2,944.05	5,700.81	53,000.00	53,000.00	-
Office Rent	17,786.15	113,141.81	450,000.00	191,000.00	(259,000.00)
Other School Expense	-	-	11,000.00	11,000.00	-
Rent Operating Expense	-	-	16,120.00	21,120.00	5,000.00
Small Office Equipment	-	32,792.67	140,000.00	140,000.00	-
Telephone	116.59	116.59	8,000.00	8,000.00	-
Total Facilities	24,248.70	163,906.48	922,120.00	668,120.00	(254,000.00)
Governance					
Banking Fees	454.00	1,715.05	5,000.00	5,000.00	-
Board-Related Expenses	-	223.70	20,000.00	20,000.00	-
Dues	4,950.07	32,059.07	48,000.00	48,000.00	-
External Audit	-	-	20,000.00	20,000.00	-
D&O Insurance	-	2,418.00	2,418.00	4,500.00	2,082.00
Insurance Expenses	-	58,763.00	100,000.00	100,000.00	-
Total Governance	5,404.07	95,178.82	195,418.00	197,500.00	2,082.00
Instructional					
Other Curriculum	16,290.00	40,970.00	90,000.00	90,000.00	-
STEM Programmatic Expenses	1,567.48	1,108,537.90	1,653,260.00	653,260.00	(1,000,000.00)
Total Instructional	17,857.48	1,149,507.90	1,743,260.00	743,260.00	(1,000,000.00)
Professional Services					
Accounting Services	-	-	240,000.00	240,000.00	-
Legal Services	6,337.50	26,776.77	75,000.00	75,000.00	-
Total Professional Services	6,337.50	26,776.77	315,000.00	315,000.00	-
Student Related					
Community Coordinators	-	-	10,000.00	10,000.00	-
Contracted Pupil Health Support	-	-	12,000.00	12,000.00	-
School Discretionary Targeted Outreach	700.00	700.00	50,000.00	50,000.00	-
Extracurricular Activities	-	-	87,037.30	95,000.00	7,962.70
Graduation Expense	-	-	41,228.20	45,000.00	3,771.80
Student Technology Support Stipend	1,089.50	1,675.50	981,231.07	1,071,000.00	89,768.93
SPED Related Services	68,994.82	239,744.01	1,217,606.07	1,329,000.00	111,393.93
Student Activities	2,854.21	36,138.62	50,390.02	55,000.00	4,609.98
Total Student Related	73,638.53	278,258.13	2,449,492.66	2,667,000.00	217,507.34
Pending Allocation					
Expenses Pending Allocation	44,668.81	184,053.40	-	-	-
Total Pending Allocation	44,668.81	184,053.40	-	-	-
Total Other Expenses	185,545.38	1,978,457.94	6,552,890.45	5,561,880.00	(991,010.45)



Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS MEETING AND STRATEGIC PLANNING RETREAT
Wednesday, October 16, 2019 at 9:00 a.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 9:09 a.m. when all participants were present and able to hear each other.

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

Board Members Joined During Meeting: 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, Heather Woodward and Megann Arthur, Pearson Online and Blended Learning (POBL) staff (in person); Heather Berger and Nancy Wagner, School Staff; Melissa Brown, Megan Holston, Gary Corkran 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. The Board tabled Consent Item (d) Approval of Health Services Policy re Updates to Student Screening Requirements, to allow school leadership additional time to review. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the October 16, 2019 Meeting and Strategic Planning Retreat of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Executive Director's Report

i. Final Results on 2018-2019 Goals, State Testing Results and State of the School Report

Ms. Swan reviewed recent back to school activities, field trips, STEM activities and student accomplishments.

[Mr. Donecker joined the meeting at 9:12 a.m.]

Ms. Swan continued her annual State of the School report.

[Ms. Hawkins Bush joined the meeting at 9:15 a.m.]

The Board discussed the School Leader's county by county enrollment map, as included in the Board materials. Additionally, Board members discussed their outreach activity options based on where they reside around the state with particular focus on meeting with families and gathering feedback on the program.

[Ms. Wagner joined the meeting at 9:16 a.m.]

Ms. Swan reviewed highlights from the school's most recent Parent Satisfaction Survey, and the Board had extensive discussion on student matriculation post-graduation. Ms. Swan reviewed trends in enrollment from the previous school year to the current one, as well as progression on school goals. She reminded Board members that the staff worked closely with POBL staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. Ms. Swan also reviewed with the Board the recent state testing data. The Board had discussion on the staff and student accomplishments over the past year, the data provided on last school year and current metrics, and brainstormed ways to positively promote the school and student successes.

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.

i. Board Support Update

Ms. Holston reviewed the school's support from the School Financial Services team, and advised that she and Mr. Corkran would be the school's primary financial support representatives from POBL moving forward.

V. 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 September 18, 2019 Board Meeting;
- b. Approval of Staffing Report; and
- c. Approval of POBL Invoice(s) for September; are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Approval of School Focus Goals for the 2019-2020 School Year

Ms. Swan reminded Board members of the review earlier in this meeting of the school focus goals for the 2019-2020 school year, as also included in the Board materials. Board members had discussion on state assessment benchmarks, as well as alignment with those and the charter agreement. Ms. Swan advised that the staff worked closely with school leadership and POBL on establishing the school goals. She further advised the Board that the school goals represent the major driver for the staff incentive plan. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the school focus goals for the 2019-2020 school year, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Extension of Current Statement of Agreement (SOA) with Pearson Online and Blended Learning (POBL)

Mr. Taylor and Ms. Swan provided a brief update on the progress to date regarding negotiations on the school's renewal SOA with POBL. Mr. Taylor advised of the discussions held thus far with Board Counsel and additional stakeholders, and the areas of the SOA that are still being finalized. Mr. Taylor and Ms. Jay recommended the Board authorize Mr. Taylor to work with Board Counsel to determine the extension deadline for the current Agreement. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President as Board Designee to Determine Extension Deadline of Current Statement of Agreement (SOA) with Pearson Online and Blended Learning (POBL), pending review with Board Counsel, as presented, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. Charter Choices Contract Update(s)

Mr. Taylor and Mr. Biondo provided the Board with an update on this item, as well. Mr. Biondo advised that services provided by Charter Choices are likely to remain similar as are currently in place, but some minor changes may be required based on the finalization of the POBL SOA. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President as Board Designee to Determine Extension Deadline of Current Contract with Charter Choices, pending review with Board Counsel, as presented, is hereby approved.

The motion was approved unanimously.

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. Board members had discussion on legislative activities both locally and nationally.

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 Operations Metrics

Ms. Brown presented this item to the Board. She reviewed 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. Board members discussed the metrics data with Ms. Brown.

d. Results of the 2018-2019 School Year EMO Evaluation

Mr. Taylor asked Ms. Arthur to discuss this item with those in attendance. Ms. Arthur reminded the Board of the annual evaluation requirement, and provided some highlights of the results of the independent third party evaluation, completed by five (5) of the six (6) members of the Board. She thanked the Board for their feedback and service, and advised that the results would be shared within the POBL support team. Following Ms. Arthur's inquiry, Board members indicated that follow up communication and/or action was not needed at this time.

[The Board took a brief recess at 9:50 a.m. before beginning the Strategic Planning portion of the meeting. Board members present were: David Taylor, Joe Harford, David Biondo, Paul Donecker and Gail Hawkins-Bush. Guests present were: Jane Swan, Rachel Graver, Rachel Parker, LeAnn Ritchie, Greg McCurdy, Jordann (J.D.) Smith, Amanda Jay, Heather Woodward and Megann Arthur. All others left the meeting at this time.]

[The Board resumed the meeting at 10:00 a.m.]

VIII. Strategic Planning

a. Strategic Plan Report

Ms. Swan advised that she and her leadership team had presentations for the Board's discussion, and possible consideration, stemming from action plans included within the existing Strategic Plan. Ms. Swan and her leadership team reviewed in detail a number of S.T.E.M. specific options and programs available, including camps, coding clubs, weather education programming, and additional content teachers are interested in exploring for the school. Ms. Ritchie presented to the Board on OverDrive, an audiobooks option that she school believes would greatly improve students' learning experience.

Mr. Smith also provided the Board with a presentation on the advantages of badging, including the two primary companies he was currently investigating to determine the best option and cost. Board members thanked the school leadership team for the time and dedication to improving student experiences and outcomes, and expressed their support for the team to continue exploring these options, and bring formal proposals back to the Board for consideration at a future meeting.

[Ms. Graver, Ms. Parker, Ms. Ritchie, Mr. Smith and Mr. McCurdy left the meeting at 12:15 p.m.]

b. Strategic Plan Discussion

Ms. Woodward provided a high level summary of the Board's current Strategic Plan, highlighting completed action plans and progress on others. She discussed recommended objectives for the Board for the current school year, and inquired about their primary areas of focus for school growth and improvement. The Board had discussion on academic achievements, metrics data and assessment benchmarks; Board members brainstormed potential opportunities to reach students needing extra help in certain subject areas. Following discussion by all present regarding goals and objectives for the school and Board, the Board determined that it would be best to hold another strategic planning workshop at their next meeting, and moved that meeting to be held on December 4, 2019 at a time to be determined.

IX. Adjournment and Confirmation of In Person Meeting – Wednesday, December 4, 2019 at a start time to be determined by Chair

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, December 4, 2019 at a start time to be determined by the Chair, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 1:00 p.m., is hereby approved.

The motions passed unanimously.

REACH Staffing Report

New Hires

Name	Area	Compensation	Bonus Potential	Start Date
Beegle, Kelly J.	Teacher – Secondary	\$54,500.00	0.04	11/12/2019
Decker, Jennifer	Staff Accountant	\$50,000.00	0.04	10/28/2019
Gilga, Amy E.	Teacher – Special Edu	\$61,500.00	0.04	10/29/2019
Hughes, Tyler D.	Teacher – Secondary	\$57,500.00	0.04	11/05/2019
Wallace, Denise B.	Teacher – Secondary	\$57,500.00	0.04	10/31/2019
Wenrich, Adrienne C.	Teacher – Secondary	\$58,500.00	0.04	11/12/2019
Wright, Erin E.	School Admin Asst I	\$20.30	0.04	11/06/2019

Departing Employees

Name	Area	Last Day of Work	Reason for Leaving
N/A			

Promotion / Position Changes

Name	Former Position	New Position	Compensation	Bonus Potential	Start Date
N/A					

Kelly J. Beegle

P.O. Box 413 Glendive, MT 59330
223 Mount Airy Drive Bedford, PA 15522
(814) 977-1554 • kjb101@francis.edu

Calahouta

EDUCATION

Saint Francis University, Loretto, PA Graduated May 2018
Masters of Education GPA 3.9/4.0, 2018 Outstanding Graduate Education Student Award

Saint Francis University, Loretto, PA Graduated May 2016
Bachelor of Science in Mathematics GPA: 3.829/4.0, Dean's List every semester, Provost's List
Secondary Mathematics Certification (7-12) Magna Cum Laude Honors

Bedford High School, Bedford, PA Graduated June 2012
High School Diploma Class Rank: 3/119

PROFESSIONAL EXPERIENCE

Long-Term Substitute Teacher, Washington High School Aug 2019 - Oct 2019

- Taught four sections of Math 6 and two sections of 8th Grade STEM classes
- Implemented Montana Standards of Learning into daily lessons

Secondary Mathematics Teacher, Mountain View High School Fall 2018 - Spring 2019

- Taught two sections of Algebra II classes, two sections of Algebra I classes, and one section of Self-Contained Algebra I
- Implemented Virginia Standards of Learning into daily Algebra lessons
- Served as an assistant Varsity Girls' Soccer Coach

Graduate Assistant, Saint Francis University Fall 2016 - Spring 2018

- Literacy Outreach Initiatives Coordinator for the Center for Service and Learning
- Supervised the SMART tutoring program at Saint Michael's Catholic School
- Supervised the BRIDGE Program (transition program) at Saint Francis University
- Worked for the Adult Education Center in Altoona tutoring a student obtaining his G.E.D.
- Implemented Literacy Outreach Programs in the local community e.g. Story Hour at the Patton Public Library

Altoona Area High School – Student Teaching, Altoona, PA Spring 2016

- Taught four junior Honors Algebra III/Trigonometry classes and a senior AP Calculus class
- Responsible for 30 students from a diverse background in each class
- Experience with a 3-D MakerBot Printer for an ADA Handicap Ramp Project
- Served as an assistant Varsity Outdoor Track and Field Coach

Reflection and Application of Mathematical Practice (RAMP) Program July 2014 and 2015

- Worked with a variety of secondary math educators in the IU8
- Developed new lesson plans and strategies to promote understanding using the common core
- Gained experience with IU8 mentors and the IU8 representative

Calculus Learning Tutor, Saint Francis University, Loretto, PA Fall 2013 - Spring 2016

- Maintained confidentiality within tutored individuals and advisors
- Completed documentation and evaluations in a professional and prompt manner
- Helped generate independent learning strategies to improve mathematical skills
- Worked with students in small groups of 3-4 and individual settings to prepare for quizzes/exams

Upward Bound Program Calculus Tutor, Saint Francis University, Loretto, PA Spring 2018

- Worked with first generation college-bound students in grades 11 and 12 to prepare mathematical skill for university
- Completed documentation and evaluations in a professional and prompt manner

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OTHER EXPERIENCE

- Classification Administration, JAB Inspection Services, LP** May 2018 - Aug 2018
- Received, reviewed, and returned hydrostatic test documentation to contractors for corrections within the Sunoco Mariner East II Pipeline project running across Ohio and Pennsylvania
- Server, Pour on Center, Ebensburg, PA** Oct 2016 - May 2018
- RAMP Certified in alcohol education
 - Complied with company codes, Department of Health and FDA policies
 - Waited on customers, provided exceptional, speedy service
- Ice Cream Server, The Penguin Ice Cream Shop, Bedford, PA** June 2013 - Aug 2015
- Complied with company codes, Department of Health and FDA policies
 - Waited on customers, provided exceptional, speedy service
 - Managed cash sales of \$100-1,500 with 100% accuracy
 - Opened and closed shop; trained new employees
 - Designed and created menu boards for the front of the building
 - Painted company logo on both sides of the building

HONORS and CAMPUS INVOLVEMENT

- Recipient, 2018 Outstanding Graduate Education Student Award** Spring 2018
- Recipient, Who's Who among Students Award** Spring 2016
- Member, Kappa Delta Pi Education Honor Society** Spring 2016 - Present
- Member, Delta Epsilon Sigma National Catholic Honor Society** Spring 2016 - Present
- Court Member, Saint Francis University Homecoming Court** Fall 2015
- Founder, Annual Hunt for a Cure Easter Egg Hunt benefiting JDRF** April 2014 - 2017
- Secretary Elect, Kappa Mu Epsilon National Mathematics Honor Society** January 2014 - 2015
- Member, Laurel Highlands Mathematics Alliance Conference** January 2014 - Present
- Member, Student-Athlete Mentors** Fall 2014 - Spring 2015
- Member, Phi Eta Sigma Academic Fraternity** January 2013 - Present
- Member, Fellowship of Christian Athletes** Fall 2012 - Spring 2016

ATHLETIC ACHIEVEMENTS

- Saint Francis University Women's Soccer, NCAA Division 1** Fall 2012 - Spring 2016
- Center Back, Outside Back, and Midfield experience**
- Team Captain Fall 2015
 - NEC All-Second Team Fall 2015
 - NEC All-Tournament Team Fall 2014
 - Northeast Conference Champions Fall 2013
 - NCAA Division 1 Tournament participant Fall 2013
 - SFUWS Team Community Service Award Fall 2012
 - SFUWS Team Bob Hahn Team of Excellence Award Fall 2012
 - Northeast Conference Tournament participation Every Year
 - NEC Academic Honor Roll Selection Every Semester

JENNIFER DECKER

Halifax, PA 17032
Jendecker63@gmail.com
717-514-2201

WORK EXPERIENCE

RITE AID CORPORATION

1987 – 2019

MANAGER OF CASH ACCOUNTING

(2005 – 2019)

- Supervisory responsibilities that include interviewing, hiring, training, directing, disciplining associates, midyear and yearly associate's appraisals
- Account analysis and reconciliations
- Reviewed and approved accountant's journal entries and reconciliations
- Administer of the Total Reconciliation Solution application
- Monitored the store's deposits, change fund/tills and undeposited cash

SENIOR ACCOUNTANT

(1995 – 2005)

- Account analysis and reconciliations
- Monthly Distribution Centers profit and loss variance explanations
- Monthly Distribution Centers Operations Memo
- Review and approve co-worker's journal entries
- Assist in accounting and month-end closing process
- Prepare journal entries for Distribution and Retail Centers
- Answer Distribution Center Analyst's profit and loss questions
- Responsible for Chase worksheet account coding and verification
- Reconciling concentration accounts
- Prepare reports for upper management
- Maintain spreadsheet and journalized letters of credit
- Conduct quarterly token and transportation inventories
- Maintained store's cash fund and conducted yearly survey

EDUCATION

ASSOCIATE DEGREE IN ACCOUNTING

Williamsport Area Community College (Pennsylvania College of Technology)

AMY E. GILGA

OBJECTIVE

Experienced and highly motivated teacher seeking a job in the field of special education. I strive to enhance the lives of students using my education, experience, strong interpersonal skills, and love of education.

EDUCATION

2010 University of Phoenix Phoenix, AZ

Master of Education in Special Education

- Overall GPA of 3.9
- Earned state certification in Special Education (K-12).
(Added on Middle Grades Math (Grades 6-9) Certification in 2012.)

2007 Pennsylvania State University Altoona, PA

Bachelor of Science in Psychology with Business Option

- Dean's List, Psi Chi Psychology Honors Society, Psychology Club

PROFESSIONAL EXPERIENCE

08/2012-Present Clearfield Area School District Clearfield, PA

Special Education Teacher: Learning Support-- Grade 6 (formerly Grades 8-12)

- Manage a caseload of 6th grade learning support students for whom I write and implement Individual Education Programs (IEPs).
- Teach remedial math to 6th grade students with varied disabilities such as Autism, Specific Learning Disabilities, Intellectual Disabilities, ADHD, and more.
- Teach special education and general education students in the 6th grade inclusion math classes.
- Communicate with and support colleagues in providing accommodations and modifications as outlined in the students' IEPs.
- Six years of experience (2012-2018) as a learning support teacher for grades 8-12. During this time, I taught Algebra I and Algebra II in both remedial and inclusion settings, completed Transition Service Plans, and assisted students in preparing to transition to college or the workplace.

06/2018-Present Bigler YMCA- Summer Playground Program Bigler, PA

Director of Summer Playground Program

- Plan and implement daily activities and events for participants of the Summer Playground Program.
- Create schedules of trips, events, games, crafts, and activities for participants.
- Organize multiple fundraisers including sandwich sale, t-shirt sale, and car wash to benefit our program.
- Set-up fun and educational weekly trips for participants to attend during the summer.

09/2011-06/2012 Dickinson Center, Inc- Crossroads PHP St. Marys, PA

Special Education Teacher: Learning Support With At-Risk Students, Grades 6-12

- Taught students with Axis I mental health diagnoses and varied educational needs (special education, general education, and honors).
- Taught students new concepts and lessons as outlined by their specific curriculum track. Some students received curriculum from online educational portals, while others received curriculum materials from teachers at their home school district.
- Supported students in reaching educational goals as well as various therapeutic and behavioral goals.
- Carried out a behavior modification points system and assisted co-workers in revising and improving the system as needed.
- Assisted school districts in understanding the diverse needs of my students and suggested appropriate modifications to coursework based upon each individual student's needs.

08/2009-05/2011 Houston County Board of Education Perry, GA

Special Education Teacher: Life Skills, Grades 6-8

- Taught middle school students with Intellectual Disabilities, Autism, and Visual Impairments.
- Planned all lessons and taught language arts, math, science, social studies, and daily living skills.
- Prepared grade reports and Georgia Alternate Assessment (GAA) Portfolios for all students.
- Designed and implemented Individual Education Programs for all students and Behavior Intervention Plans as appropriate. Wrote and implemented Transition Service Plans for students of transition age.
- Supervised and assigned specific job tasks to multiple paraprofessionals within the classroom. Conducted yearly performance evaluations for the paraprofessionals assigned to my students and classroom.

Tyler D. Hughes

631 Washington Street, Bolivar, PA 15923 | 724 - 388 - 4892 | t.d.hughes88@gmail.com

Objective

To obtain a position as a Mathematics Teacher

Education

Indiana University of Pennsylvania, Indiana, PA

B.S.Ed. in Mathematics Education, May 14, 2011

- GPA: 3.26/4.0, Cum Laude

American College of Education, Indianapolis, IN

M.Ed. in Instructional Design and Technology, August 14, 2016

- GPA: 4.0/4.0

Point Park University, Pittsburgh, PA

Pennsylvania School Principal Certificate Grades K-12, August 23, 2019

- GPA: 4.0/4.0

Work Experience

Achievement House Cyber Charter School, February 7, 2012 - Present

Secondary Mathematics Teacher

- Developed and modified Secondary Mathematics curriculum to be implemented in the online setting
 - Worked under the supervision of the Curriculum Coordinator to write curriculum to meet state educational standards with a provided template
 - Developed standards-aligned pacing guides to ensure content was delivered to prepare for state standardized testing
- Developed, implemented, and maintained synchronous and asynchronous online learning environments
 - Created asynchronous video lessons to deliver mathematics instruction and ensure student learning via LMS (Moodle and Schoology)
 - Created diagnostic, formative and summative assessments of varying types and DOK levels to measure student understanding and drive instruction via LMS
 - Delivered live instruction via Blackboard Collaborate
 - Monitored student progress and provided individualized instruction as needed
 - Collaborated with Special Education teachers to meet the needs of students with IEPs, including coteaching
 - Created and implemented MTSS Tier 2 Mathematics intervention utilizing research-based approaches and pedagogy
- Developed, managed creation of, and oversaw implementation of student re-orientation course as a behavioral and academic intervention
 - Identified areas of needs in relation to academic skills, student work habits, and perceptions of their education
 - Led team of colleagues in creating asynchronous video lessons, supporting resources, and summative assessments to help students gain / improve skills
 - Collaborated with administration and technology coordinator and provided training to staff members on purpose, implementation, and grading of course
- Proctored state standardized testing in various locations throughout Pennsylvania

Achievement House Cyber Charter School, August 3, 2016 – June 30, 2019

Team Captain, Grades 7 - 10

- Guide staff and motivate them to stay focused on the school's Mission and Vision Statements
- Collected and analyzed student data to implement interventions as a grade level

- Organized, facilitated, and communicated information within grade level team to ensure Universal Design for Learning in the online environment
- Provide leadership and management of learning, teaching, and the student experience
- Clearly communicate and ensure compliance with principal-directed initiatives, procedures, and school policy
- Schedule and conduct data team meetings

Achievement House Cyber Charter School, September 7, 2011 – February 6, 2012

Secondary Mathematics Tutor

- Provided instructional support for students in the Resource Center
 - Monitored student grades
 - Collaborated with classroom teachers
 - Tutored students in small group and one-on-one settings

Elementary Support Staff

- Worked with elementary staff to provide support in all content areas grades K – 6 for students
- Collaborated with teachers from outside cyber charter schools

Technological Skills

- Advanced skills in Microsoft PowerPoint, Word, Excel, and Outlook
- Sound knowledge of activities and resources implemented in Moodle and Schoology
- Experience analyzing technologies for the purposes of potential implementation
- Able to perform basic troubleshooting on student and staff computers
- In-depth knowledge of Blackboard Collaborate and its uses in delivering instruction
- Experience creating SCORM packages using Articulate Storyline
- Create shareable, multi-media resources, such as YouTube videos

Professional Development

- Attended Pennsylvania Department of Education Bureau of Special Education (2018, 2019)
- Attended MTSS Academic Implementers Forum: Multi-Tiered Systems of Support (2018)
- Attended International Society for Technology in Education (2018)
- Presented at International Society for Technology in Education (2019)
 - *"Hang Your Worksheets Somewhere Else: Best Practices in Online Learning"*

References Available Upon Request

Denise Wallace

*102 Oak Drive
Sarver, PA 16055*

717-421-8546 dwidn@hotmail.com

- MISSION:** Motivate and inspire all students to develop a love for learning.
- SUMMARY:** PA Certified Teacher (Level II) Secondary English (7-12)
14 years teaching experience in cyber and traditional settings
Advanced experience with online resources and LMS systems
Effective communication and collaboration with colleagues
Experience serving and assisting diverse learning populations
- EDUCATION:** Bachelor of Arts in English/Secondary Education, May 2004
Misericordia University, Dallas, PA (formerly College Misericordia)
- Master of Arts in Creative Writing, June 2012
Wilkes University, Wilkes-Barre, PA
- EXPERIENCE:** Secondary English Language Arts Teacher, August, 2008- Current
Commonwealth Charter Academy, Harrisburg, PA
9th Grade English Teacher and Homeroom Case Manager
7th and 8th Grade Language Arts Teacher
8th Grade Educational Technology Teacher
Title I Reading program teacher (2008-2010 FOCUS program)
Drama Club Advisor (2008-2011)
Odyssey of the Mind Coach (2009-2012)
Creative Writing Magazine Advisor (2016)
- Secondary English Language Arts Teacher, August 2005- Aug. 2008
West Shore School District, Lewisberry, PA
7th Grade Language Arts Teacher at Crossroads Middle School
9th and 10th Grade English Teacher at Red Land High School
- Professional On-line Scorer, December 2004- June 2005
Pearson Education- Scoring Standardized Writing Assessments
- English Instructor (for Non-Traditional Students), May-August 2004
Thompson Institute, Scranton, PA
- SKILLS:** Google (Docs, Forms, Sheets), Adobe Connect, Zoom synchronous classroom with mics, webcams, and integrating with other online resources such as Kahoot, Flipgrid, Padlet, and Nearpod. Microsoft (Word, Excel, PowerPoint, Outlook, Office 360), phone conferencing

REFERENCES AVAILABLE UPON REQUEST

Adrienne C. Wenrich

27 High Street
Boiling Springs, PA 17007
(717) 433-6324
klariade@gmail.com

Qualifications:

- 16 years music teaching experience in a variety of settings.
- Excellent technology skills with extensive knowledge of MS Office and music programs
- Certification and training in Kodaly, Orff, and Feierabend music education methods
- Reliable, flexible, and excellent communication skills in a variety of platforms

Teaching Experience:

General Music Teacher August 2015 – Present

Little Friends Preschool, Mechanicsburg, PA

- Teach weekly general music classes to students ages 18 months – 6 years
- Coordinate and direct two annual concerts and musicals, in December and May
- Align music goals with academic and spiritual goals of the school
- Plan and coordinate musical activities that align with developmental milestones

Elementary Music and Chorus Teacher August 2007 – June 2012

West Perry School District, Elliottsburg, PA

- Taught weekly elementary general music classes students in grades K-5.
- Directed the 4th and 5th grade chorus and grade-level musicals.
- Taught instrumental music lessons.
- Planned and coordinated grade level and school-wide music events including artist visits and community events.

Elementary Music and Chorus Teacher August 2003 – June 2006

Fairfax County Public Schools, Fairfax, VA

- Taught weekly elementary general music classes to students in grades pre-K-6.
- Directed the 5th and 6th grade chorus
- Directed the annual 6th grade musical and several grade-level performances.
- Taught weekly adaptive music classes to students in the life skills program.

Education:

Liberty University, Lynchburg, VA August 2009 – December 2013

M.Ed. Teaching and Learning: Special Education (unfinished)

- Completed classes in teaching students with special needs
- Conducted research on using music to help students with special needs
- Conducted research emphasizing music as it relates to students on the Autism spectrum

Indiana University of Pennsylvania, Indiana, PA August 1998 – May 2003

B.S. Music Education

- Member and soloist of the IUP wind ensemble, symphony band, and concert band.
- Member of the IUP Chorus.
- Served on the executive board of the collegiate division of PMEA.
- Invited to complete a music teaching internship at the IUP University School.

Professional Memberships:

Pennsylvania Music Educators Association/National Association for Music Education

- Served on the Executive Board of PMEA District 7 as the Special Learners Chair.
- Presented two workshops at the annual PMEA District 7 conference in October, 2010 on teaching music to students with special needs.
- Member since 1998.

References:

Jeffrey Sims

Music & Art Department Chair, West Perry School District

(717) 856-5332

jsims@westperry.org

Maria Petrilak

Director, Little Friends Preschool

(717) 766-4611, ext. 111

lfns@fumchurch.com

Erin Wright

CONTACT INFORMATION

4450 Middle Ridge Road
Newport, PA 17074

T 717-582-6139

E ewright9492@gmail.com

SKILLS & ABILITIES

Verbal and written communication
Interpersonal communication
Experience in leadership
Detail Oriented
Skilled in multitasking
Data acquisition
Technologies integration
Issue resolution
Proficient in Microsoft Office
French: Conversational

COMMUNITY

Lion's Club Community Theatre, 2018-2019
Toys for Perry County Christmas Cantata, 2017-2018
Tressler Christmas Cantata, 2017-2018

PUBLICATIONS

Termessos: Designing Excavation Plan to Uncover the Nature of Desettlement, 2015

Resiliency at Pompeii: The Spatial Relationship Between Painted Fountains and Private Water Access, 2017

OBJECTIVE

To be part of the Reach Cyber Charter School team as an Administrative Assistant utilizing exceptional computer skills and knowledge of functional area to providing accurate, efficient, and timely administrative support for the students, parents, principals, and teachers.

EXPERIENCE

GUEST TEACHER • WEST PERRY SCHOOL DISTRICT • AUG 2017-CURRENT

Administered lessons provided by the teacher to maintain the pace of the curriculum. Instructed Pre-K to high school students in Math, ELA, Reading, Science, Social Studies, and Electives. Worked individually with students as Emotional Support, Learning Support, and Life Skills instructor.

MUSEUM EDUCATOR ASSISTANT • CARNEGIE MUSEUM OF NATURAL HISTORY • MAY 2018-AUG 2018

Initiated and participated in various activities, including museum tours, experiments, crafts, and recess with children of all ages. Cultivated effective relationships with participants, their parents, and other museum educators by utilizing active listening and dynamic interpersonal skills.

HEAD COUNSELOR • CORNELL ADULT UNIVERSITY • JUN 2016-AUG 2017

Organized and facilitated check-in, obtained needed paperwork, answered questions, and welcomed participants. Initiated and participated in various activities, including dance, swimming, bowling, and talent show with children ages 13-15.

GRADUATE ASSISTANT • CORNELL UNIVERSITY • AUG 2015-DEC 2016

Supported department faculty with administrative duties. Assisted with curriculum needs by grading exams and holding office hours for students. Researched the location of archaeological sites and developed a map to be used in a professor's publication.

ACADEMIC SUCCESS MENTOR • INDIANA UNIVERSITY OF PENNSYLVANIA • OCT 2013-MAY 2015

Provided students with information and resources to promote academic progress and empowered students to take responsibility for their academic success. Developed and implemented interesting and interactive workshops on topics such as stress relief/management and study habits. Created informational boards to increase student understanding of academic resources.

EDUCATION

CORNELL UNIVERSITY, DEC 2017

Master of Arts in Archaeology

INDIANA UNIVERSITY OF PENNSYLVANIA, MAY 2015

Bachelor of Arts in Anthropology with a concentration in Archaeology, Minor in History.

Member of IUP Ambassadors, Student Alumni Organization



Pearson

INVOICE

Customer Bill-to:

Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111

Attention:
Accounts Payable

Customer Ship-to:

Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111

**Connections Education LLC
dba Pearson Online & Blended
Learning K-12 USA**

10960 Grantchester Way
Columbia, MD 21044

Tel: 1-800-843-0019

Email:
credit@pearson.com

Tax ID No:
68-0519943

Invoice Number : 91000003827

Date : 22-NOV-2019

Customer Account : 3924545

Project Number : 82037947

Currency : USD

Shipment Terms :

Purchase Order Number : Reach

Number of Pages : Page 1 of 2

Total Ordered Quantity (No. Of Items) :	5	REMITTANCE INFORMATION	
Net Amount :	USD	\$2,670,337.35	Make Checks Payable to:
Tax Total :	USD	\$0.00	Pearson Online & Blended Learning
Invoice Total :	USD	\$2,670,337.35	32369 Collection Center Drive
Amount Due :	USD	\$2,670,337.35	Chicago, IL 60693-0323
			Bank Wire to:
			Bank Name
			ABA ACH No
			ABA Wire No
			SWIFT Code
			A/C No
			Bank Account Name
Always quote your invoice number when paying			



Pearson

Invoice Number: 91000003827							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82037947	Reach	Adjust BWH Reach Cyber Teachers, GARN1	-1		241.04	0.00	-241.04
82037947	Reach	Direct Charges	7		2,455,911.34	0.00	2,455,911.34
82037947	Reach	LiveSpeech September19	1		40,911.25	0.00	40,911.25
82037947	Reach	Pass Through	17		175,234.76	0.00	173,514.76
82037947	Reach	Reverse BWH Reach Cyber Teachers, GARN1	1		241.04	0.00	241.04
Invoice Total			Subtotal		Total Tax		Invoice Total
			USD		USD		USD
			\$2,670,337.35		\$0.00		\$2,670,337.35



Pearson

Charges for the Following Period:

Oct-19

Compensation Expenses

Benefits - Administration	\$ 106,148.35
Benefits - Instructional	360,310.78
	<hr/> 466,459.13

Enrollment/Unit Based Charges

Curriculum and Instructional Support Services	601,442.02
Student Technology Assistance Services	356,863.54
Enrollment/Placement/Student Support Services	282,677.35
Student Connexus License	246,726.90
School Operations Support Services	229,103.55
School Business Support Services	56,394.72
Professional Development Services	38,612.50
School Staff Support Services/Human Resources Support	146,727.50
Facilities Support Services	2,083.33
Direct Course Instruction	18,620.80
	<hr/> 1,979,252.21

Pass Through Expenses

112,909.32

Short Term Substitute Teaching Services

10,200.00

Withholdings

76,563.70

Credit for Non-Billable Earnings Paid By the Schools

(15,958.26)

Live Speech

40,911.25

Total Amount Due

\$ 2,670,337.35



Pearson

INVOICE

Customer Bill-to:

Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111

Attention:
Accounts Payable

Customer Ship-to:

Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111

**Connections Education LLC
dba Pearson Online & Blended
Learning K-12 USA**

10960 Grantchester Way
Columbia, MD 21044

Tel: 1-800-843-0019

Email:
credit@pearson.com

Tax ID No:
68-0519943

Invoice Number : 91000002810

Date : 20-JUN-2019

Customer Account : 3924545

Project Number : 82036752

Currency : USD

Shipment Terms :

Purchase Order Number : Reach

Number of Pages : Page 1 of 2

Total Ordered Quantity (No. Of Items) :	1	REMITTANCE INFORMATION	
Net Amount :	USD	\$18,535.00	Make Checks Payable to:
Tax Total :	USD	\$0.00	Pearson Online & Blended Learning
Invoice Total :	USD	\$18,535.00	32369 Collection Center Drive
Amount Due :	USD	\$18,535.00	Chicago, IL 60693-0323
			Bank Wire to:
			Bank Name
			ABA ACH No
			ABA Wire No
			SWIFT Code
			A/C No
			Bank Account Name
Always quote your invoice number when paying			



Pearson

Invoice Number: 91000002810							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82036752	Reach	2018 - 2019 Math Time to Talk - 674 Enrollments @ \$55.00	1		18,535.00	0.00	18,535.00
Invoice Total			Subtotal		Total Tax		Invoice Total
			USD		USD		USD
			\$18,535.00		\$0.00		\$18,535.00

MEMO

To: REACH Cyber Charter School Board of Directors
From: Sarah Savage
Re: Employee Handbook

Attached for board approval are multiple Paid Time Off updates within the School Employee Handbook. Updates applicable to the duration of the 2019-2020 School Year will be applied to the handbook in January, and the remainder of the edits will be published in July of 2020, as discussed with your School Leader.

PAID TIME OFF – HOLIDAYS

SCHOOL ADMINISTRATIVE STAFF

We provide certain paid holidays each year to regular full-time and part-time twelve-month staff. ~~In addition to holidays observed, twelve-month staff will be granted floating holidays as well as additional school closure days, including a holiday week the final week of the year. Depending on the month in which a staff member is hired, they may not receive any floating holidays and/or may receive the final week of the year off, but will not receive pay for that week. For regular full-time staff, floating holidays are allocated based on the hours in the work week.~~

The observed annual holidays schedule issued by Human Resources is located on the Virtual Library at [Home](#) > [Employee Resources](#) > [HR Resources \(handbooks, benefits, payroll\)](#) > **Attendance (Leave, Holidays, Weather)**. ~~The floating holidays must be approved in advance and taken during the calendar year in which they are earned, or they are forfeited. Part-time employees receive prorated floating holidays based on their work hours.~~

SCHOOL NON-ADMINISTRATIVE STAFF

~~Teachers and other school staff who work a total of 195 days per school year, on an approximate work cycle of ten months,~~ follow the holidays established in their School Calendar.

PROCEDURE

If school requirements dictate, a manager has the right to require a staff member to work on a scheduled holiday and substitute an alternate day in its place. ~~Holidays are not earned or accrued when employee staff member is on Short Term Disability (STD) or Long Term Disability (LTD).~~ In order to be eligible for paid holidays, a staff member must work the last scheduled workday before and the first scheduled workday after the holiday, unless they submitted a request for paid time off and received approval in advance of the holiday. Exceptions may be made if a staff member provides Human Resources with documentation for an illness or other emergency.

If it becomes necessary for some staff to work on a scheduled holiday, the following guidelines apply:

- Where possible, exempt employees are to be given a substitute holiday, the date and time to be determined mutually between the staff member and their manager.
- Non-exempt employees are to receive time and a half for hours actually worked on the holiday (in addition to holiday pay)

PAID TIME OFF – VACATION

SCHOOL ADMINISTRATIVE STAFF

Paid vacation leave is provided each calendar school year to regular full-time and regular part-time school administrative staff based on their length of service. Staff members will be credited for years of service within the organization for purposes of vacation time calculation.

For regular full-time staff, paid vacation days-hours are allocated based on the number of hours in the work week. Vacation time is paid at the eligible staff member's base rate of pay at the time of vacation.

VACATION SCHEDULE – REGULAR FULL-TIME STAFF

Years of Service	Maximum Number of Vacation <u>Days</u>
<u>Hours per Year</u>	

~~In the first school year, staff receive vacation according to their month of hire:~~ **Newly hired staff receive vacation according to their month of hire**

January – June, <u>2020</u>	<u>20 hours</u>
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July – September	3
-----------------------------	--------------

October – December	0
-------------------------------	--------------

Thereafter:

<u>July - September</u>	<u>80</u>
-------------------------	-----------

<u>October - December</u>	<u>60</u>
---------------------------	-----------

<u>January - March</u>	<u>40</u>
------------------------	-----------

<u>April - June</u>	<u>0</u>
---------------------	----------

~~Thereafter~~ **After the first school year, vacation hours are allocated as follows:**

In the calendar year of the 1st anniversary-	10
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<u>Years of Service</u>	<u>Maximum Number of Vacation Hours</u>
--------------------------------	--

<u>per Year</u> through the year of the 2 nd anniversary	
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In the calendar year of the 3rd anniversary Start of 2 nd school year	<u>15</u>
--	-----------

<u>15</u>	
-----------	--

through year of the 6 th anniversary	
---	--

~~In the calendar year of the 7th anniversary~~ Start of 3rd school year _____
17144
~~through year of the 9th anniversary~~

~~In the calendar year of the 10th anniversary~~ Start of 7th school year _____
20160
~~and thereafter~~

Start of 10th School Year _____ 184

When staff members attain their 15th year of service, and on each five-year anniversary thereafter, they will receive an extra ~~five-forty (540) days-hours~~ of vacation in that significant anniversary year only, up to a maximum of ~~twenty-five-two hundred (25200) dayshours.~~

For the purpose of taking vacation time, full vacation time is allotted on ~~January-July~~ 1st of each school year. However, for payment of accrued vacation time upon termination of employment, see the below "Termination of Employment" section.

Regular part-time school administrative staff receive prorated paid vacation time based on a twenty (20) hour work week. Vacation time is paid at the eligible staff member's base rate of pay at the time of vacation.

VACATION SCHEDULE – REGULAR PART-TIME STAFF

Years of Service per Year	Maximum Number of Vacation Hours
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In the first school year, staff ~~Newly hired staff~~ receive vacation according to their month of hire:

January – June: <u>2020</u>	<u>20-10</u> hours
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Thereafter:

July – September	<u>1240</u>
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October – December	<u>30</u>
--------------------	-----------

<u>January – March</u>	<u>20</u>
------------------------	-----------

<u>April-June</u>	<u>0</u>
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~~Thereafter~~ After the first school year, vacation is-hours are allocated as follows:

In the calendar year of the 1st anniversary _____ <u>40</u>
through the year of the 2nd anniversary <u>Start of 2nd school year</u> _____
<u>56</u>

In the calendar year of the 3rd anniversary _____ <u>60</u>
through year of the 6th anniversary <u>Start of 3rd school year</u> _____
<u>72</u>

In the calendar year of the 7 th anniversary	68
through year of the 9 th anniversary	Start of 7 th school year
	<u>80</u>
In the calendar year of the 10 th anniversary	80
and thereafter	Start of 10 th school year
	<u>92</u>

When staff members attain their 15th year of service, and on each five-year anniversary thereafter, they will receive an extra twenty (20) hours of vacation in that significant anniversary year only, up to a maximum of one hundred (100) hours.

~~Vacation time is allotted for school administrative staff on July 1st of each year. For the purpose of taking vacation time, full vacation time is allotted on January 1st of each year.~~ However, for payment of accrued vacation time upon termination of employment see the below “Termination of Employment” section.

PAYMENT IN LIEU OF TIME OFF

No active staff member will receive payment for vacation in lieu of taking the time off.

Additionally, staff must take their vacation in the same school calendar year in which the vacation is credited, and will not be able to carry over accrued, unused vacation into the next school calendar year, except as described in the next paragraph and as described in the “Certain State Law Requirements” section.

No vacation time may be carried over to the following calendar-school year unless it is at the written request of the school and approved by Human Resources. Under those circumstances, a maximum of ~~five-forty (540) days-hours~~ may be carried over, and the carry over time must be used by the end of the first quarter in the calendar-school year. Further, staff may carry such vacation time for use only. Under no circumstances will a staff member be paid for unused carry-over vacation time, except where:

- Required by state law (as discussed in the next section below); or
- Where the staff member is terminated due to layoff before the end of the first quarter in the calendar-school year, in which case they will receive any vacation carried over from the previous year as described in the preceding sentence.

TERMINATION OF EMPLOYMENT

Staff members who leave the school will be paid for prorated unused vacation for that year, based only on the number of full calendar months worked that year. If vacation has already been used, then no vacation payment will be made. Payment of vacation does not extend the employment period beyond the date of termination.

Staff members who terminate employment due to or disability (i.e., are eligible to receive LTD or Social Security disability benefits), or who voluntarily resign or are involuntarily terminated as a result of job elimination or reduction in force after twenty (20) years of service and have worked at least one (1) day of the calendar-school year, will be paid for their full year’s unused vacation allotment without proration.

Upon termination of employment for any reason, voluntary or involuntary, no vacation pay from prior school years will be paid, except as discussed in the “Payment in Lieu of Time Off” section.

PAID TIME OFF – SICK

SCHOOL ADMINISTRATIVE STAFF – REGULAR FULL-TIME

Regular full-time school administrative staff are advanced up to ~~five-forty (540)~~ days-hours of sick leave per school year on ~~January-July~~ 1st for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire and the staff member's scheduled work hours per week. Sick leave can be rolled over from school year to school year with a maximum of ~~ten-eighty (1080)~~ accumulated days-hours.

Newly hired staff, during their first school year of employment, will receive sick days-hours based on their date of hire:

January-March 2020 : 20 hours

April-June, 2020: 12 hours

Thereafter:

January—March/July-September 5-days/40 hours

April—June/October-December 3-days/24 hours

July—September/January-March 2-days/16 hours

October—December/April-June 1-day/8 hours

SCHOOL ADMINISTRATIVE STAFF – REGULAR PART-TIME

Regular part-time school administrative staff receive prorated sick time based on a twenty (20) hour work week. Regular part-time school administrative staff are advanced up to twenty (20) hours of sick leave per school year on ~~January-July~~ 1st for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of forty (40) accumulated hours.

Newly hired staff, during their first year of employment, will receive sick time based on their date of hire:

January-March 2020: 10 hours

April-June 2020: 6 hours

Thereafter:

July-September/January—March 20 hours

October-December/April—June 12 hours

January-March/July—September 8 hours

April-June/October—December 4 hours

SCHOOL NON-ADMINISTRATIVE STAFF – REGULAR FULL-TIME

Regular full-time school non-administrative staff earn up to ~~four (4) days~~thirty-two (32) hours of sick leave per year at the beginning of the school year for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of ~~eight (8)~~sixty-four (64) accumulated ~~days~~hours.

July – December	4 days <u>32 hours</u>
January – April	2 days <u>16 hours</u>
May – June	1 day <u>8 hours</u>

SCHOOL NON-ADMINISTRATIVE STAFF – REGULAR PART-TIME

Regular part-time school non-administrative staff receive prorated sick time based on a twenty (20) hour work week. Regular part-time school non-administrative staff earn up to sixteen (16) hours of sick leave per year at the beginning of the school year for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of thirty-two (32) accumulated hours.

July – December	4 days <u>16 hours</u>
January – April	2 days <u>8 hours</u>
May – June	1 day <u>4 hours</u>

PAID TIME OFF – PERSONAL

SCHOOL ADMINISTRATIVE STAFF

~~School administrative staff are eligible to receive personal days each calendar year. Personal days for regular part-time and term-of-project employees are prorated. Unused, earned personal days may not be carried over from year to year and there will be no payout upon termination of employment. All personal days must be requested in advance and must be approved by the staff member's manager.~~

~~Newly hired employees will receive one (1) personal day during their first year of employment if they are hired before March 31st. After the initial year of employment, staff members will receive one (1) personal day per year. For regular full-time staff, personal days are allocated based on the hours in the staff member's work week.~~

OVERTIME FOR NON-EXEMPT EMPLOYEES

~~Personal time is included in the hours calculated to determine overtime eligibility for non-exempt employees.~~

SCHOOL NON-ADMINISTRATIVE STAFF –REGULAR FULL-TIME

Regular full-time school non-administrative staff hired in the current school year will earn ~~two (2)~~16 personal ~~days~~hours if hired by December 31st and ~~one (1)~~eight (8) personal ~~day~~hours if hired between January 1st and April 30th. If a school non-administrative staff member is hired on or after May 1st of the current school year, they will not receive personal days for the current school year.

School non-administrative staff returning after their initial year of employment will be granted personal days according to years of service outlined below:

Upon completion of 1 year of service <u>Start of 2nd school year</u>	6 days <u>24 hours</u>
Upon completion of 3 years of service <u>Start of 3rd school year</u>	8 days <u>48 hours</u>
Upon completion of 7 years of service <u>Start of 7th school year</u>	10 days <u>80 hours</u>
Upon completion of 10 years of service <u>Start of 10th school year</u>	12 days <u>96 hours</u>

Staff members who are rehired into a benefit eligible position within one (1) school year of their termination date will receive service credit for personal days based on their original hire date.

Unused, earned personal days may not be carried over from year to year. All personal days must be requested in advance and must be approved by the staff member's manager.

If employment is terminated prior to the end of the school year, the staff member is eligible for pay out of personal days if they have worked at least ninety (90) days of that school year.

SCHOOL NON-ADMINISTRATIVE STAFF –REGULAR PART-TIME

Regular part-time school non-administrative staff receive prorated personal time based on a twenty (20) hour work week. Regular part-time school non-administrative staff hired in the current school year will earn eight (8) hours of personal time if hired by December 31st and four (4) hours of personal time if hired between January 1st and April 30th. If a regular part-time school non-administrative staff member is hired on or after May 1st of the current school year, they will not receive personal time for the current school year.

Regular part-time school non-administrative staff returning after their initial year of employment will be granted personal time according to years of service outlined below:

Start of 2nd school year <u>Upon completion of 1 year of service</u>	24 hours
Start of 3rd school year <u>Upon completion of 3 years of service</u>	32 hours
Start of 7th school year <u>Upon completion of 7 years of service</u>	40 hours
Start of 10th school year <u>Upon completion of 10 years of service</u>	48 hours

Staff who are rehired into a benefit eligible position within one (1) school year of their termination date will receive service credit for personal time based on their original hire date.

Unused, earned personal time may not be carried over from year to year. All personal time must be requested in advance and must be approved by the staff member's manager.

OVERTIME FOR NON-EXEMPT EMPLOYEES

Personal time is included in the hours calculated to determine overtime eligibility for non-exempt employees.

ADJUSTED SERVICE DATES

Twelve (12) month staff who are rehired into a benefit eligible position within ~~one (1) calendar~~ the same school year of their termination date will receive service credit for paid time off based on their original hire date.

Ten (10) month staff who are rehired into a benefit eligible position within ~~one (1)~~the same school year of their termination date will receive service credit for paid time off based on their original hire date.

TRANSFERS BETWEEN EMPLOYMENT STATUSES

Staff who transfer from temporary or part-time to a regular full-time or term of project twelve-month position will be eligible for vacation, ~~and sick time, personal and floating holidays~~ based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning ~~January-July~~ 1st of the next ~~calendar-school~~ year, staff will be allocated vacation, ~~and sick time, personal, and floating holidays~~ based on ~~their length of service using their original hire date or rehire date, if applicable. the number of school years worked.~~

Staff who transfer from a regular full-time or term of project twelve-month position to a temporary or part-time status will be paid for their prorated, unused vacation time based on the number of full calendar months they worked in a vacation-eligible position. If vacation time has already been used, then no vacation payment will be made.

Staff who transfer from a ten to twelve-month position will be eligible for vacation based upon their length of service. These staff members will receive sick, ~~personal and floating holidays~~ time based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning ~~January-July~~ 1st of the next ~~calendar-school~~ year, staff will be allocated vacation, ~~and sick time, personal and floating holidays~~ based on their length of service ~~using their original hire date or rehire date, if applicable.~~

Staff who transfer from a twelve to ten-month position will be eligible for personal days-time based on their length of service. Sick days-time will be allocated based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning the first teacher work day of the next school year, staff will be allocated personal and sick days-time based on their length of service using their original hire date or rehire date, if applicable.

Staff who transfer from temporary or part-time to a regular ten-month position will be eligible for personal and sick days-time based upon their transition date according to the “New Hire Allocation” for their first year only. Thereafter, beginning the first teacher work day of the next school year, staff will be allocated personal and sick days-time based on their length of service using their original hire date or rehire date, if applicable.

Staff who transfer from a regular full-time ten-month position to a temporary or part-time status will be paid for their unused personal days-time as long as they have worked at least ninety (90) days of the current school year.

Please let us know if we can aid in the review process in any way or if you require further information on a specific policy or section of the revised handbook.

**Memorandum of Understanding between Alvernia University
And Reach Cyber Charter School**



**Memorandum of Understanding between Alvernia University
And Reach Cyber Charter School
New Agreement: December 2019**

The intent of this memorandum is to establish the understanding of the partnership between the Reach Cyber Charter School (RCCS) and Alvernia University. RCCS employees will be provided with access to educational benefits as a means to help individuals grow, both personally and professionally. This agreement updates the previous agreement between the parties and is for programs offered in the School of Graduate and Adult Education.

Alvernia University will offer reduced tuition for all approved non-discounted graduate and adult undergraduate programs to RCCS employees.

- The cost per credit hour will be \$450 for RCCS employees pursuing graduate (except doctoral programs) or bachelor degrees for traditional, blended (on campus/online) and specific certificate programs in the education program. Doctoral-Ph.D.-team members will be addressed separately for preferred tuition. Books, travel and all related fees are the responsibility of the RCCS employee.
- All other programs will receive a 20% discount on tuition for graduate and adult undergraduate studies for traditional and blended (on campus/online) courses. Online courses have already been discounted. Books, travel and all related fees and expenses are the responsibility of the RCCS employee.

RCCS shall have no responsibility or liability for the fees and tuition owed to Alvernia University.

Students will have full access to university resources including the library, state-of-the-art computer labs, volunteer opportunities, the fitness center, athletic events, lectures, the arts and more.

Eligibility

Applicants must submit proof that they are employed with the RCCS. Alvernia University will work with prospective students to ensure that all admission requirements for individual degree programs are met. For questions about program offerings students should contact the School of Graduate and Adult Education at 1-610-796-8296.

Communication

RCCS will provide a point of contact to help integrate the messaging between the two organizations. The point of contact will announce the agreement with Alvernia University and any additional changes in the future. This will be done through mutually agreed on marketing communication channels and reviewed on a quarterly basis. This will include newsletter announcements, benefit fairs, new employee on-boarding, email blasts, web links, and information delivered onsite, social media, flyers and other mutually agreed upon vehicles.

In the event of an increase of tuition and/or fees, Alvernia University will provide written notice to RCCS and employees of RCCS who are attending Alvernia University sixty (60) days in advance of the time of increase.

Expiration

This is a non-binding contract and the parties may extend this Memorandum of Understanding, or enter into a new agreement upon joint request. The Memorandum of Understanding will remain in effect unless either party provides a 30 day prior written notice. The parties agree to work together under the conditions described above.

Agreement Signatures

This information contained in this academic partnership proposal has been agreed upon in good faith by representatives from RCCS and Alvernia University.

Signature: _____

Date: _____

Reach Cyber Charter School

Signature: _____

Date: _____

Alvernia University

ARTICULATION AGREEMENT

Parties

Associated Builders and Contractors, Keystone Chapter
Reach Cyber Charter School

Trades

Carpentry	Construction Craft Labor	Electrical
Heavy Equipment Operator	HVAC	Plumbing
Sheet Metal	Other trades may be added	

Terminology

NCCER – National Center for Construction Education and Research.
Curriculum – NCCER curriculum developed by NCCER and published by Pearson.
OJT – On-the-job training hours. Earned only while doing actual work outside of the classroom.

NCCER National Registry

Form 200 module completion information for all students completing any NCCER modules will be entered by ABC Keystone into the NCCER National Registry. There will be a registration fee of \$25.00 per student to have their information registered with the NCCER National Registry and provide required record keeping. Invoicing will be submitted to Reach Cyber Charter School when NCCER release forms are received by ABC Keystone. Entry into the NCCER National registry will be completed when payment has been received by ABC Keystone from Reach Cyber Charter School. This is not dependent upon the student being hired by an ABC member company or being enrolled in the ABC apprenticeship program.

Program Oversight

- Reach Cyber Charter School shall have one designated liaison responsible for facilitating this agreement with ABC Keystone.

Record Keeping/Other

- At the beginning of each cohort, NCCER Registration and Release Forms will be signed by students (and parents if the student is under 18) and sent to the ABC Keystone office within two weeks of the start of class.
- The tuition cost per student is \$3,250 and includes textbook, instruction and personal protective equipment (hardhat, vest, safety glasses and earplugs).

Advancement in Keystone ABC Apprenticeship Program

Criteria for Reach Cyber Charter School graduates and pre-apprenticeship participants to come into the ABC Keystone registered apprenticeship program at a different level than the beginning will be dependent on the following:

- A. Requirements to Articulate into Level I of the ABC Keystone registered apprenticeship program
 - A transcript will be submitted by Reach Cyber Charter School to ABC Keystone.
 - Students applying for the ABC Keystone registered apprentice program will be asked to submit a letter of reference from their program instructor.

- Students must take all module written tests, with score of 70% or higher.
- Students must pass all module performance tests.
- Equivalent instruction and testing from multiple curricula are acceptable, conditioned on covering the same knowledge and skill proficiencies/competencies.
- Any student desiring to advance beyond level one will be afforded the opportunity to test out utilizing ABC Keystone’s standard test-out procedure.
- To qualify for advancement to a higher level of the Keystone ABC academic program, the student must maintain a 95% attendance record during his/her attendance at Reach Cyber Charter School. (Exceptions will be made for extenuating circumstances)

B. OJT Hours

- Students may earn OJT hours while working on projects outside the classroom and while on co-op jobs, if applicable.

Date: _____

Cindy DeWire, Director of Apprenticeship
ABC Keystone Apprenticeship and Training Trust

Date: _____

Jane Swan, CEO
Reach Cyber Charter School



Credential Package Order Form

Credly

Credly, Inc.
349 5th Avenue, Suite 726
New York, NY 10016
Delaware corporation

Issuer

Reach Cyber Charter School
750 East Park Drive, Ste 204
Harrisburg, PA 17111
Pennsylvania nonprofit corporation

By signing below, Issuer orders certain products and services for Issuer’s Credential program (the “**Credential Package**”) from Credly pursuant to version 1.6 of the Credential Management Agreement (the “**Agreement**”), available online at <https://info.credly.com/credential-management-agreement>, which is incorporated herein by reference. The provisions of this Order Form do not modify or expand the licenses, representations, and limited warranties set forth in the Agreement. Credly will invoice Issuer as described in the Agreement. Capitalized terms not defined in this Order Form shall have the meanings set forth in the Agreement.

- Term.** The term of this Order Form shall begin on the date this Order Form is signed by duly authorized representatives of the parties] (the “**Effective Date**”) and shall remain in effect thereafter for a period of three years. Thereafter, this Order Form shall automatically renew for successive one-year periods unless either party provides written notice to the other at least thirty days prior to the end of the then-existing term of the Order Form of its election not to renew this Order Form (collectively, the “**Term**”).
- Description of Services.** The Credential Package will comprise the following services:

SERVICES	DESCRIPTION	FEE / ALOTTMENT
Academic Implementation	<ol style="list-style-type: none"> Kickoff Meeting to discuss Credential program objectives. Up to 8 Weekly 30-minute calls, during which Credly shall: <ul style="list-style-type: none"> Train program administrators and Users on using the Credly System. Advise Issuer in developing Credential system and taxonomy. Advise Issuer on developing a visual vocabulary for Credential design. Assist Issuer in planning their badging system, including administration and governance models. Provide feedback to Issuer on alignment with best practices and guidelines with respect to marketing, and stakeholder communications. Review Issuer success metrics and identify Credly System analytics to track performance. 10 Credential templates developed in collaboration with Credly (up to two design feedback cycles). 	\$5,000

	4) Assigned Customer Success Manager. 5) Quarterly Check-ins.	
Access to the Credly System	Credly shall provide Issuer access rights to the Credly System and the ability to add Users to the Credly System.	\$11,200 per year
Active Earner Allotment	Number of Active Earners that may be issued Credentials. There is no additional charge for updates or management of already-issued Credentials by Issuer.	1,600 Active Earners per year

Optional:

SERVICES	DESCRIPTION	FEE / ALLOTTMENT
Additional Credential Templates	Upon Issuer's request, Credly may create additional Credential templates for Issuer. There is no fee associated with Credential templates developed solely by the Issuer.	\$500 per Credential Template
Affiliate Accounts	Upon Issuer's request, Credly may create additional Affiliate Accounts for Issuer.	\$2,000 per Affiliate Account per year
Excess Active Earner Fee	Fee to issue Credentials to Earners in excess of the Active Earner limit.	\$7.00 per excess Active Earner

Issuer

Credly

By: _____

By: _____

Print Name: Jane Swan

Print Name: Daniel Doktori

Title: CEO

Title: Chief of Staff & General Counsel

Date: _____

Date: _____



From: Jennifer Schmidt
To: School Board of Directors
Re: Medical Benefits Plan Offering Enhancements

Review of Medical Plan Offering

Each year, we review the benefit plan offerings to ensure they are competitive in design and rate structure. In addition, this year, we engaged a consulting firm whose primary business is reviewing medical benefit plans for compliance and competitiveness. At the conclusion of this review, we were reassured that we have secured highly competitive plans for the network of OBL partner schools.

Changes to Medical Benefit Plan Design for 2020

We are proud to share with you, as a result of our negotiating and marketing efforts for the 2020 plan year, we are able to maintain our current plan designs and hold the employee rate structures flat. Premium deductions for employees will not increase in 2020.

Additionally, as a result of the feedback we have received, we will be adding a Kaiser medical plan option. This plan option is an affordable, attractive plan for employees who live in states in which Kaiser is available. The plan offers an additional option to employees at a lower cost.

Finally, we will be increasing the contribution to the Health Savings Account (HSA) by \$100 for the HSA medical plan. For 2020, the contribution amounts will increase to \$600 (employee only) up to \$1,800 (family), based upon enrollment selection. The Health Savings Account

helps your staff offset the out of pocket costs of deductibles, prescriptions and copays.

Maternity Leave

Full-time staff who deliver a baby are now eligible for paid Maternity Leave in addition to Short-Term Disability leave, for a total of ten (10) weeks of paid leave. The duration of Maternity Leave is determined by the length of Short-Term Disability leave. Those with an already-approved eight (8) weeks of Short-Term Disability leave receive two (2) weeks of Maternity Leave. Those with six (6) approved weeks of Short-Term Disability receive four (4) weeks of Maternity Leave.

All time off for Maternity Leave will run concurrently with FMLA leave and must be taken immediately following Short-Term Disability leave.

This policy is effective for births on or after September 1, 2019.

What's New?: This is a brand new benefit to the staff of your school.

Parental and Serious Illness in the Family (PSIL)

The Parental and Serious Illness Leave (PSIL) policy provides full-time, FMLA eligible staff members with paid leave in the following circumstances:

- Parental Leave to care for a child after birth or placement for adoption or foster care.
- Serious Illness Leave to care for a seriously ill spouse, child, parent, parent-in-law, or to make arrangements relative to that care.

PSIL has been increased to a total of four (4) weeks. Parental leave must be taken in one week increments and can be used any time within six (6) months of the date of birth. Leave for a serious illness in the family can now be taken in single day increments.

Combined with the new Maternity policy, this benefit allows for up to 14 paid weeks of leave

for those on leave for the birth of a child.

This policy is effective for events beginning on or after September 1, 2019.

What's New?: The total amount of PSIL has been increased.

Short-term Disability

All full-time staff members will receive up to 13 weeks of short-term disability paid at 100% and up to 12 weeks paid at 66%.

This policy is effective for events beginning on or after September 1, 2019.

What's New?: This policy removes the previous years of service differentiation and grants the same benefit to all full-time staff members regardless of tenure.

Financial Aid for Adoption Policy

The Financial Aid for Adoption Policy is a reimbursement benefit that offers full-time staff members financial assistance to offset expenses associated with adoption and surrogacy up to \$10,000.

What's New?: The policy has been expanded this year to cover surrogacy expenses.

Employee handbooks will be updated accordingly. Please do not hesitate to contact me if you have any questions.

Thank you,

Jennifer Schmidt

Director, Systems and Rewards

Human Resource & Compliance Services

Pearson Online and Blended Learning (POBL)



Open for Exsciting Possibilities™

Sponsorship Agreement

The Da Vinci Discovery Center of Science and Technology, Inc.
3145 Hamilton Blvd. Bypass
Allentown, Pennsylvania 18103

November 11, 2019

Reach Cyber Charter School
750 East Park Drive, Suite 204
Harrisburg, PA 17111

Re: Reach Cyber Charter School sponsorship of Da Vinci Science Center Programs

Ladies and Gentlemen:

This letter serves as a formal agreement by and between The Da Vinci Discovery Center of Science and Technology, Inc. ("Da Vinci") and Reach Cyber Charter School ("Sponsor"), as follows:

1. Term.

- (a) The term of this Agreement shall commence on January 1, 2020 and continue through December 31, 2022 ("Term").
- (b) Termination: This letter agreement may be terminated by either party upon (a) material breach by a party of any of its obligations under this letter agreement, which breach is not cured to the reasonable satisfaction of the non-breaching party within thirty (30) days of receipt of notice of breach which specifies the breach in reasonable detail; (b) breach of applicable law by the other party.

2. Da Vinci Obligations.

- (a) *Programs*: During the Term Da Vinci shall organize (a) a series of Career Connection Days programs focused on connecting students with STEM professionals, and (b) host the Expedition: Dinosaur exhibition during Summer 2020 (collectively, the "Programs").
- (b) *Sponsorship*: Da Vinci hereby grants Sponsor the right to be a "Supporting Sponsor" for the Career Connection Days throughout the Term and the traveling Summer Exhibition each summer. In connection with the sponsorship described herein, Da Vinci shall provide Sponsor with the rights, privileges and benefits set forth on Exhibit A attached hereto.



3. Sponsor Obligations.

- (a) In exchange for the rights described herein, Sponsor shall pay to Da Vinci a Fee of Fifty-Four Thousand Dollars (\$54,000.00) during the Term. Each installment shall be payable in nine equal installments as follows: \$9,000 due by January 1, 2020; and \$9,000 due by July 1, 2020; \$9,000 due by January 1, 2021; and \$9,000 due by July 1, 2021; \$9,000 due by January 1, 2022; and \$9,000 due by July 1, 2022.

4. Use of Name.

- (a) Sponsor agrees to permit Da Vinci to use its name and logo as described on Exhibit A. Notwithstanding the foregoing, Da Vinci acknowledges and agrees that it shall (a) submit all artwork, material, publications, and placements of Sponsor's name and logo created hereunder ("Materials") to Sponsor for its review and approval prior to any use or dissemination thereof.
- (b) Sponsor shall not use Da Vinci's name and logo except with Da Vinci's prior written consent. Da Vinci's name, logo, and/or identifying information may not be used in a manner by Sponsor that would express or imply Da Vinci's endorsement of Sponsor or its products, services, or policies.

5. Indemnity. Da Vinci shall indemnify and hold harmless Sponsor, together with its affiliates and each of their officers, trustees, contractors, employees and agents, from and against any and all liability, damages, causes of action, loss, cost, or expense (including, but not limited to, reasonable attorneys' fees), arising from or relating to (1) Da Vinci's negligent or intentional acts or omissions in connection with the Programs; (2) breach of this letter agreement; or (3) breach of applicable law. Sponsor shall indemnify and hold harmless Da Vinci and its officers, trustees, contractors, employees and agents, from and against any and all liability, damages, causes of action, loss, cost, or expense (including, but not limited to, reasonable attorneys' fees), arising from or relating to (1) Sponsor's negligent or intentional acts or omissions in connection with the Programs; (2) breach of this letter agreement; or (3) breach of applicable law.

6. Miscellaneous. This letter sets forth the entire agreement and understanding between the parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this letter agreement. If any term or provision of this letter agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this letter agreement or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of the letter agreement shall be valid and enforceable to the fullest extent permitted by law. No waiver of any term, provision, or condition of this letter agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be or construed as a further and continuing waiver of any such term, provision or condition of this letter agreement. No amendment to any provision of this letter agreement shall be effective unless in writing and signed by each party.



Intending to be legally bound, the parties have executed this letter agreement by proper persons duly authorized.

AGREED TO BY:

Reach Cyber Charter School

By: _____

Print Name: _____

Title: _____

AGREED TO BY:

THE DA VINCI DISCOVERY CENTER OF
SCIENCE AND TECHNOLOGY, INC.

By: _____

Print Name: _____

Title: _____



EXHIBIT A

Da Vinci Science Center and Reach Cyber Charter School 3-year sponsorship Sponsor Benefits

Supporting Sponsor of Career Connection Days

Career Connection Days bring together the fun and engagement of hands-on learning with the opportunity to meet professionals working in science, technology, engineering, and math fields Da Vinci shall organize a minimum of three programs each lasting at least three days during each year of the contract term. Benefits are applied during each year of the contract term. For illustrative purposes, programs may include the following:

- Healthcare Connections (connecting students with healthcare STEM professionals)
- Made in America (connecting students with engineering, manufacturing, coding, and transportation STEM professionals)
- Women in Science & Engineering (connecting students with female STEM professionals)

Benefits Include:

- Recognition as a Supporting Sponsor on Career Connection Days promotional signage displayed throughout the Science Center.
- Recognition as a Supporting Sponsor of Career Connection Days on the Da Vinci Science Center Career Connection Days event-day visitor guides.
- Recognition as a Supporting Sponsor of Career Connection Days on the program page of the Da Vinci Science Center website.
- Recognition within one (1) email blasts promoting each of the three (3) Career Connection Days programs (3 total emails during each year of the contract term) to the full Da Vinci Science Center email distribution list.

Supporting Sponsor of Summer Exhibition

Da Vinci Science Center will host a traveling exhibition each summer during the Term (“Summer Exhibition”). Expedition: Dinosaur will be in Summer 2020. Exhibitions for Summer 2021 and Summer 2022 are to be determined. Benefits are applied during each year of the contract term.

- Recognition as a Supporting Sponsor on Summer Exhibition promotional signage displayed throughout the Science Center.
- Recognition as a Supporting Sponsor of Summer Exhibition on the Da Vinci Science Center Summer Exhibition event-day visitor guides.
- Recognition as a Supporting Sponsor of Summer Exhibition on the program page of the Da Vinci Science Center website.
- Recognition within six (6) email blasts promoting the Summer Exhibition to the full Da Vinci Science Center email distribution list.



Additional sponsor benefits:

- Sponsor receives the right to one (1) complimentary after-hours facility rental (with the full facility available) during each year of the contract term for an annual Reach Cyber Charter School Back to School Day program at the Da Vinci Science Center. Includes early admission to the Science Center for up to 250 guests (students, teachers, and staff) and early access to reserved spaces to begin facilitation of the Back to School Day program.
- Rights for up to 300 complimentary field trip tickets during normal operating hours during each year of the contract term. Includes opportunities for Career Connection Days field trips and reserved classroom space to facilitate hands-on workshops (limit one reservation from April 1 – May 31 during each year of the contract term).
- Rights to purchase or offer Reach Cyber Charter School students a Da Vinci Science Center student membership customized for Reach Cyber Charter School during each year of the contract term. Membership valid for student plus one chaperone. All other standard membership benefits of a Da Vinci Science Center Dual Membership shall apply to the student membership. Student memberships priced at a 50% discount to the then prevailing price of a Dual Membership.
- Rights for up to two (2) complimentary half-day Professional Development programs from Da Vinci Science Center. One (1) half-day program to be hosted at Da Vinci Science Center, one (1) half-day program to be hosted at a venue of Sponsor's choosing. Any other supplemental services (food, beverages, etc.) are not included with this service and must be provided by Sponsor.
- Rights for up to ten (10) seats for female high school students to attend the Women in Science and Engineering (WISE) Forum and Dinner during each year of the contract term.





2019-2020 Partnership Proposal

Presented to Reach Cyber Charter School



November 2019

The Franklin Institute Overview

It is a powerful experience when a child walks through the marble hall of the Benjamin Franklin National Memorial, witnesses their first planetarium show, or interacts with a real-life scientist leading a floor demonstration. Such experiences do more than just welcome students to one of Philadelphia's most storied cultural institutions, they also instill in them a sense of wonder and curiosity about the world of science. The Franklin Institute helps people understand science and technology, how they shape our bodies and our everyday lives, and how they affect the world around us. Last year, The Franklin Institute reached nearly 1.1 million people with learning experiences and hands-on activities here at our historic museum and at sites across the region. As we approach our landmark bicentennial anniversary in 2024, The Franklin Institute is more committed than ever to making science learning experiences available to as many people as possible, including students and families within our community who could not otherwise afford it.

The Franklin Institute is pleased to present Reach Cyber Charter School with a customized package to showcase its incredible work through in-depth, year-round programming aimed at engaging more students, teachers and families alike. The sponsorship opportunity is as follows:

With an investment of \$27,000, we invite Reach Cyber Charter School to commit to our monthly Community Night program, the annual Philadelphia Science Festival, while receiving various other benefits.

As a Partner of The Franklin Institute's Community Nights, the following benefits would be provided:

- Opportunity to be onsite at The Franklin Institute on all ten (10) Community Night dates throughout the contract term
- Name recognition on digital donor signage in the Benjamin Franklin National Memorial, displayed year-round
- Name recognition on various publications, including the *Annual Report* and a one-time listing in *Illuminations*
- Titanium level sponsorship at Philadelphia Science Festival OR presence at 2 additional Institute annual events
- One [Know Your Brain, Know Your Business](#) professional development workshop for up to 30 individuals at The Franklin Institute or your location
- 100 Science Museum passes and IMAX passes (additional tickets given at the discretion of the TFI Promotions team)
- One-time free event rental space (based on availability, certain restrictions may apply); option receive a discount on additional events
- 30 complimentary parking vouchers
- Invitations to exclusive exhibit receptions and exclusive private viewings for special attractions
- Concierge service for special attractions, tickets, memberships and other questions and needs

Community Night

The Community Night program was created to ensure that families of limited means had access to the museum's renowned educational and entertaining exhibits and programs. The program offers free access to The Franklin Institute and provides the unique opportunity for underserved families to become engaged in and inspired by science, technology, engineering, and mathematics (STEM).

Community Night and related outreach efforts serve as critical access points to STEM learning for youth and families in diverse, underserved communities. Many young people in Philadelphia face longstanding barriers to entering and succeeding in the regional economy. By fostering a passion for learning, developing basic life skills, and promoting career awareness in K-12 students, the programs offered through Community Night will help plug the leaks in Philadelphia's STEM workforce development pipeline.

The investments the Institute is making upstream in the STEM pipeline will enhance returns on public and private investments as young people move into higher education and the STEM-related job market. Nationwide, STEM jobs grew three times faster than non-STEM jobs in the last 10 years, but U.S. businesses are struggling to find qualified STEM workers. The Community Night program was created to address this issue and to focus on providing access to the museum's renowned educational and entertaining exhibits and programs.

2019 Community Night Dates: *2020 dates are extended through November 2020

- August 19
- September 16
- October 28
- November 25
- January 13
- February 10
- March 16
- May 18
- June 15
- July 20

Program Specifics

- Free admission to The Franklin Institute on the second Monday of each month from 5-8 p.m., ten months out of the year.
- Each Community Night event draws between 500 and 2,000 attendees. Total annual attendance is 8,000 – 10,000+
- Families participate in workshops, live science demonstrations and activities that bring science and technology to life and receive take-home resources for further learning.
- Of those who attended Community Night this past year, 55% reported an annual household income of under \$30,000 and nearly 90% of attendants identified as non-Caucasian.
- Community Night provides free access to The Franklin Institute for these families, thus removing the financial barrier associated with visiting the museum. Further, Community Night employs innovative efforts to promote the program directly to underserved communities through word-

of-mouth and grassroots efforts. To raise awareness for the program, The Franklin Institute works to promote Community Night through community centers, libraries, calendar listings, and email blasts specifically targeted to underserved communities.

Homeschool Workshops

The Franklin Institute's Homeschool Workshops are for students ages 7-14. All ages will be in the same classroom, but separated by age at different tables. Each workshop runs from 10:30AM-2:30PM followed by free time to explore the museum as a family. Our Homeschool Workshops are a great way to enhance and extend the museum experience long after a student leaves the museum.

Another option we invite Reach Cyber Charter School to commitment to is our Homeschool Workshops through an investment of \$27,000. This would underwrite the cost of seven (7) Homeschool Workshop events over a 12-month period. Homeschool Workshops make learning fun with our hands-on lessons using museum exhibits and specimens from our extensive museum collections. As a benefit, each of the students receive take home portfolios with activity write-ups and resources for them to facilitate at home. With a gift of \$27,000, Reach Cyber Charter School would serve as the Presenting Sponsor of the Homeschool Workshops making science accessible to all students and families across the Greater Philadelphia Region. Reach Cyber Charter School would also receive benefits that are previously presented throughout the opportunity.

Upcoming Workshop Dates:

- October 10 – **Up, Up, and Away**
- November 14 – **Worst Case Scenario**
- December 12 – **Holiday Cookie Lab**
- February 13 – **Your Brain**
- March 12 – **Creation Station**
- April 2 – **Volcanoes!**
- May 7 – **Robot Rumpus**

2020 Philadelphia Science Festival

April 16th – 25th, 2020 – the 10th Anniversary!

Engineered by The Franklin Institute, the Philadelphia Science Festival is an annual celebration that empowers the region's leading scientific, educational, and cultural institutions to collaborate in creating unique events that inspire interest in science. Festival activities illuminate how science is a part of everyday life and inspire attendees to feel excited and curious about science. Since its inception in 2011, the Festival has worked with thousands of STEM professionals and activity providers from over 500 organizations throughout the region. With an overall investment of \$25,000, Reach Cyber Charter School would receive all benefits associated with the Titanium level sponsorship. The Titanium level sponsorship extends the ability for Reach Cyber Charter School to have a presence at one (1) event during the Festival

or at Institute educational events, such as Community Night, Night Skies in the Observatory, or Science After Hours, throughout the year. Please see additional PSF brochure for a full sponsorship listing.

Titanium Level Sponsorship:

Festival Benefits:

- **Logo** recognition on official Philadelphia Science Festival website

Carnival Benefits:

- **10x10 sq. ft.** Carnival exhibit booth space
- **Text** recognition on sponsor signage
- Opportunity to purchase volunteer boxed lunches (must be pre-ordered)
- **2 Complimentary** wristbands that grant access into the VIP hospitality area
- **2 invitations** to VIP happy hour sponsor appreciation event
- **1 complimentary parking** space at the Institute

Partnership Overview Summary

Partnership Opportunity/Investment

With a gift of \$27,000, Reach Cyber Charter School would serve as a Community Night Partner making science accessible to all families across the Greater Philadelphia Region. We invite Reach Cyber Charter School to commit to Community Night which would help to underwrite the cost of all ten (10) Community Night events over a 12-month period, granting access to award-winning STEM-related education for disadvantaged families. As a part of this opportunity, we would also extend Reach Cyber Charter School a Titanium level sponsorship at the Philadelphia Science Festival. A full list of levels and benefits attached.

Activation Opportunities

Reach Cyber Charter School employees can serve as volunteers at Community Night throughout the year helping with way-finding, set-up, clean-up, and STEM-related activities. As an underwriting partner, Reach Cyber Charter School would also have the opportunity to have a dedicated booth space at each of the Community Night events. Reach Cyber Charter School employees would volunteer at the booth and could deliver content focused on education and making science fun to diverse, low-income families. This booth could also feature hands-on science related activities which The Franklin Institute could work with Reach Cyber Charter School to create. This opportunity would be same within their sponsorship of the Philadelphia Science Festival as well.

The Franklin Institute would welcome a chance to discuss the best investment for Reach Cyber Charter School based on your interests and the ability to customize an overall partnership for the year. **We truly appreciate Reach Cyber Charter School's consideration of this partnership opportunity. While we have benefits coordinating with each program and event, we are happy to customize the sponsorship to best fit Reach Cyber Charter School's philanthropic goals. We are grateful for Reach Cyber Charter School's partnership and thank you for your consideration. Should you have any questions, please contact Blythe Tarbox, corporate giving manager, at btarbox@fi.edu or by calling 215-448-1271.**

Student Health Policy

In compliance with Pennsylvania School Code, Reach Cyber Charter School (“REACH”) requires that all students submit to health and dental screenings in order to protect the school community from the spread of communicable disease and help identify health conditions which may adversely impact a student’s academic achievement.

Health Screenings

The following screening tests shall be conducted by a nurse or medical technician following Department of Health requirements and guidelines:

- Vision: Near and far visual acuity tests shall be conducted annually for all students.
- Hearing: Hearing screenings shall be conducted annually for students in Kindergarten and in grades 1, 2, 3, 7 and 11.
- Growth: Height and weight measurements shall be taken annually for all students.
- Scoliosis: Screening test shall be administered to students in grade 6 and grade 7.
- Physical Exam: Shall be provided on entry into kindergarten, in grade 6 and in grade 11.
- Dental Examinations: Shall be provided on entry into kindergarten, in grade 3 and in grade 7.

Immunizations

All students must comply with the requirements of the State Immunization Code (28 PA Code, Chapter 23). As such, REACH, collects immunization records for each student at the time of enrollment, as part of the student’s health record. The school nurse, or designee, will review all enrollment records to monitor compliance with appropriate immunization status.

If a student is identified as out of compliance, the school’s guidance counselor will contact the parent to encourage the child to be immunized. It is the parent’s responsibility to supply the school with a record of any newly administered immunizations or exceptions to this policy. Proof of immunization may be personal records from a licensed physician or public health nurse with a signature or rubberstamp validation.

Immunizations are required as follows:

- 4 doses of Tetanus: 1 dose on or after the 4th birthday.
- 4 doses of Diphtheria: 1 dose on or after the 4th birthday.
- 3 doses of Polio
- 2 doses of Measles, Mumps, and Rubella (MMR): administered after 1st birthday
- 3 doses of Hepatitis B.
- 2 doses of Varicella [chickenpox] vaccine or proof of disease.

- Students attending grade 7:
 - 1 dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap, Adacel, Boostrix) if 5 years have elapsed since last tetanus immunization.
 - 1 dose of Meningococcal Conjugate Vaccine [MCV].

- Students attending grade 12:
 - 2nd dose of Meningococcal Conjugate Vaccine [MCV] if first dose given before age 16.

Exemptions

- **Medical**
 - If a student should not be immunized for medical reasons, the student or parent must present a written statement from a licensed physician stating that the immunization required may be detrimental to the health of the student.
- **Religious**
 - If a student's religious beliefs conflict with immunization requirements the student or parent, must provide written objection on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

Student Health Records

The School shall maintain health records in accordance with state law, for each enrolled student. All student health records are confidential, and their contents will be divulged only:

- When necessary for the health of the child;
- At the request of the parent/guardian to a physician legally qualified to practice medicine;
- To the student's new school if the student transfers.

School staff and individuals acting on behalf of the School will comply with applicable privacy and confidentiality laws at all times.

Upon enrolling a student who transfers from another school within the state, the School will request the health records of those students from their previous schools.

When a student transfers from REACH to any other Pennsylvania school, the School will send a copy of the student's health record to the new school upon the request of the new school, or to a parent/guardian if the child does not enroll in another Pennsylvania school.