



APPROVED 03/18/2020

Reach Cyber Charter School

MINUTES OF THE BOARD OF DIRECTORS MEETING AND STRATEGIC PLANNING RETREAT

Wednesday, February 5, 2020 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 9:08 a.m. when all participants were present and able to hear each other.

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

Guests: Jane Swan, School Leader; Karen Yeselavage, LeAnn Ritchie, Greg McCurdy, Jordann (J.D.) Smith, Scott Stuccio, Rachel Graver, John McMurray 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); Andy Gribbin, Kelly McConnell and Erik Wiedman, School Staff; Pat Hennessey, Board Counsel; Melissa Brown, Megan Holston, Gary Corkran, Pearson Online and Blended Learning (POBL) staff (via phone).

II. Public Comment

There were no public comments made at this time.

III. Audit Committee, Committee of the Entire Board

a. Review and Acceptance of Financial Audit Report for the 2018-2019 School Year

Ms. Yeselavage reviewed the audit report, as included in the Board materials, noting that the audit firm documented no material weaknesses. She highlighted specific aspects of the report, and indicated that the result was an unqualified opinion; she stated that the result was the best the school can achieve. Mr. Biondo further provided all attendees with details on his involvement in the process, and recommendation to be appointed Board Designee to finalize the report and submit to the necessary parties by the deadline, to allow additional time for Board member review of all documentation. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board Treasurer as Board Designee to Review and Finalize the 2018-2019 School Year Financial Audit Report and Submit to the Necessary Parties by the Deadline, is hereby approved.

The motion passed unanimously.

IV. Routine Business

a. Approval of Agenda

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. Following brief discussion, the Board indicated their intent to table Action Item (b) Ratification of Renewal Statement of Agreement (SOA) with Pearson Online and Blended Learning (POBL), and add an Information Item to provide an update on the current progress toward a finalized agreement. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the February 5, 2020 Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. Executive Director's Report

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

i. CSI Status Update

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

ii. Enrollment and Staffing Report

Ms. Swan discussed current enrollment numbers, advising that the school's most recent enrollment was 3,716 students. Board members had discussion on the school's consistent growth, and the success of specific recruitment efforts. Ms. Swan further provided an update on staffing levels at the school.

b. Financial Report

Ms. Yeselavage reviewed the school's financial statements with the Board. She reviewed the revenue and expense statements, advising on changes since the previous months' statements. Ms. Yeselavage further provided a brief update on preparations underway for the transition of certain financial and accounting services at the school.

VI. Consent Items

Mr. Taylor asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion, or tabled. There was brief discussion regarding the proposed MOUs with OverDrive, Iron Pigs and The Franklin Institute. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the December 4, 2019 Board Meeting and Strategic Planning Retreat;

- b. Approval of Staffing Report;
- c. Approval of POBL Invoice(s) for November and December;
- d. Approval of the 2020-2021 School Year General School Handbook;
- e. Approval of the 2020-2021 School Year State Specific School Handbook;
- f. Approval of Revised Fiscal Controls Policy;
- g. Ratification of Renewal Charter Choices Contract; and
- h. Ratification of Memorandums of Understanding (MOUs) with Local Universities; are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Approval of Outreach Recruitment Target for the 2020-2021 School Year

Ms. Swan reviewed the outreach recruitment target for the 2020-2021 school year of 3,964 students and sought Board input in regard to the number. Following this discussion, Board members agreed the proposed number was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the outreach recruitment target for the 2020-2021 school year, as discussed, is hereby approved.

The motion passed unanimously.

b. Ratification of Renewal Statement of Agreement (SOA) with Pearson Online and Blended Learning (POBL)

This item was tabled for ratification and moved to Information Items earlier in the meeting.

c. Approval of Revisions to Staffing Model

Ms. Swan presented this item to the Board. She provided the Board with an update regarding proposed changes to the school's staffing model, to include an Accounting Specialist and Director of Human Resources positions for the next school year. Ms. Swan briefly highlighted qualifications for each, as detailed in the job descriptions included in the Board materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revisions to Staffing Model, as presented, are hereby approved.

The motion passed unanimously.

d. Approval of RFP for Accounting Systems

Ms. Yeselavage reviewed the background and documentation associated with the school's plan to seek RFPs for accounting systems for use beginning in the 2020-2021 school year. Board members had brief discussion on the RFP process anticipated and the thorough documentation provided. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the RFP for Accounting Systems, as presented, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. State and Strategic Client Relations (SSCR) Update

Ms. Jay advised the Board of the recent renaming of her department to STAR (State Account Relations); she related that the support of STAR would remain the same to the Board and school. She further provided the Board with an update on recent legislative activities in the state, which may impact the school. The Board had discussion regarding state legislative activities, including the governor's proposed budgetary cuts to virtual schools.

b. Budget Development Process Update

Ms. Yeselavage reviewed the 2020-2021 budget development process with the Board, advising of her additional role in the process for the next school year based on the transition of certain financial and accounting services from POBL to the school that are included in the renewal SOA terms. She further advised the Board that the process starts with the outreach recruitment target for anticipated student enrollment in the next school year, and includes input from the Board and school leader. Ms. Yeselavage further reviewed the anticipated budget development schedule, including the final budget consideration likely to be in May.

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 to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team. She reviewed the Operations Metrics 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 metrics data with Ms. Brown.

Board members had discussion regarding creative ways to incentivize staff development of new instructional methods and strategies.

Statement of Agreement (SOA) with POBL Update

Mr. Taylor requested that Ms. Swan provide the Board with an update, and Ms. Swan advised that discussions regarding the terms of the renewal SOA were ongoing with Board Counsel.

Mr. Biondo resumed the Board's discussion regarding the governor's proposed budget, and the potential impact of funding for virtual charter schools. Board members had discussion regarding future budget planning for the school with all participants.

IX. EXECUTIVE SESSION – Pursuant to 65 Pa. C.S. §§ 708(a)(1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee

The Board entered into an Executive Session at 9:56 a.m. for the purpose of completing the School Executive Director's Mid-year Review. The Board cited the following for entering into the Executive Session: To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee, pursuant to 65 Pa. C.S. §§ 708(a)(1). Board members entered into the Executive Session via a roll call vote. Board members present were: David Taylor, Dave Biondo, Joe Harford, Alex Schuh, Gail Hawkins Bush and Paul Donecker. Guests present at the request of the Board were: Melissa Brown and Megann Arthur. All other attendees left the meeting at this time.

[Ms. Hennessey joined the meeting via phone at 10:02 a.m.]

Open Session resumed at 10:27 a.m. via a roll call vote. No action was taken during Executive Session.

[The Board took a brief recess at 10:28 a.m.]

[At 10:45 a.m., Ms. Swan, Ms. Richey, Ms. Graver, Mr. McMurray, Mr. Smith, Mr. McGurdy, Ms. Yeselavage, Ms. Jay, and Ms. Woodward re-joined the meeting in person and the meeting resumed.]

X. Strategic Planning

a. Career Pathways Programs Update

Mr. Smith presented this item to the Board. He reviewed program specifics within Credly, including the students' ability to have Microsoft office credentials and profile, and the metatags that are associated with the program. Mr. Smith further explained that students will have the opportunity to earn industry recognized credentials through completed coursework; he further reviewed the pathways badges and other advantages to students post-graduation.

b. Strategic Planning Discussion

Ms. Woodward began discussions with the Board. She briefly reviewed the first strategic plan created by the Board, progress and success of specific goals, and general high level direction and goals as communicated by the school's leadership team in recent meetings. The Board and school leadership team members discussed areas where the school is excelling based on student performance data and student and family feedback, as well as areas with opportunities for improvement and development. Mr. McMurray reviewed specific STEM activities for students as result of community partnerships, i.e. the DaVinci Science Center and many others.

[Ms. Brown left the meeting at 11:40 a.m.]

Ms. Richey provided a detailed review of OverDrive and the program's impact on graduation rates. All participants continued reviewing progress and new initiatives within the strategic plan goals, focusing on areas for improving student success, assisting students struggling with personal challenges, including specific staff training for support.

Board members indicated their desire to enter into an Executive Session to discuss the SOA with POBL with their Board Counsel.

EXECUTIVE SESSION – Pursuant to 65 Pa. C.S. §§ 708(a)(5) – to review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations

The Board entered into an Executive Session at 12:10 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. The Board cited the following for entering into the Executive Session: to review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations, pursuant to 65 Pa. C.S. §§ 708(a)(5) . Board members present were: David Taylor, Joe Harford, Dave Biondo, Gail Hawkins-Bush, Paul Donecker and Alex Schuh.

Guests present at the request of the Board were: Pat Hennessey, Jane Swan and Karen Yeselavage. All other attendees left the meeting at this time.

There being no further discussion and upon a motion being made, seconded and confirmed via roll call vote of all Board members present, the Board resumed Open Session at 12:34 p.m. No action was taken during Executive Session.

XI. Adjournment and Confirmation of Next Meeting – TBD

Mr. Taylor inquired if there was any other business or discussion. Board members discussed the current board meeting schedule for the remainder of the school year, and the optimum timing for the next meeting, based on needs of the school. The Board indicated their intent to schedule their next regular board meeting on Wednesday, March 18, 2020 at 9:00 a.m. There being no further business or discussion, a motion was made and seconded as follows:

RESOLVED, that the next meeting date is March 18, 2020 at 9:00 a.m. at the school location and via teleconference, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 12:35 p.m., is hereby approved.

The motions passed unanimously.