



APPROVED 04/15/2020

**Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS MEETING**

Wednesday, March 18, 2020 at 9:00 a.m.

Held at the following location and via teleconference

750 East Park Drive, Suite 204
Harrisburg, PA 17111

I. Call to Order and Roll Call

In an absence of quorum of Board of Directors members, Mr. Taylor advised that Oral Reports would be presented until additional members of the Board of Directors could join the meeting.

Board Members Present: David Taylor, Paul Donecker and Gail Hawkins Bush (via phone);

Board Members Joined During Meeting: Dave Biondo and Alex Schuh (via phone);

Board Members Absent: Joe Harford;

Guests: Joe Schell, Member of the Public; Jane Swan, School Leader; Karen Yeselavage, Jordann (J.D.) Smith, Scott Stuccio, Rachel Graver, Nancy Wagner, Cody Smith, John McMurray, Christine Miller, Andy Gribbin, Kelly McConnell, Cory Groff, Heather Berger, Jamie Miedel, Devon Rushanan, Clara Keepports and Erik Wiedman, School Staff (all via phone), and Greg McCurdy and Karen Eppinger (at the school office); Kevin Corcoran, Charter Choices, Financial Consultant; Jay W. Ragley, Amanda Jay, Laura Johnson, Melissa Brown, Megan Holston, Gary Corkran, Emily Lee, Jolie Rotar and Megann Arthur, Pearson Online and Blended Learning (POBL) staff (via phone).

II. Oral Reports

a. Executive Director's Report

i. Grant Award

Ms. Swan presented this item to the Board. She advised the Board that the school has been awarded \$75,000 for continuous improvement and she discussed with the Board the work undertaken to date on plans to utilize grant funds in furtherance of school improvement and student success.

ii. CSI Status Update

This item was not discussed at this time.

iii. Enrollment and Staffing Report

Ms. Swan presented this item to the Board. She updated the Board on the school's current enrollment and discussed the onboarding of newly hired employees.

iv. State Testing Update

Ms. Swan advised the Board that state testing is currently scheduled for April, but noted that the school is awaiting further information on how to proceed given the current public health crisis. The Board discussed with Ms. Swan alternative assessments for students in the event that state testing is canceled.

[Mr. Wiedman joined the meeting at 9:16 a.m. via phone]

v. Graduation Plans

Ms. Swan excitedly advised the Board of the plans for the upcoming high school graduation ceremony for Reach, planned for June 9 at 6:00 p.m. at the Hershey Theater, and encouraged Board members to attend.

[Mr. Biondo joined the meeting at 9:23 a.m. via phone]

vi. COVID-19 Response Update

Ms. Swan presented this item to the Board. She updated the Board that the school office closed as of last Friday and will remain closed through the end of the month. At this time, the school office is planning to reopen on April 6, but will adjust according to state-issued guidance, if needed. Ms. Swan advised the Board that in line with state guidance, the school has ceased synchronous lessons, but during this period, students and families will be able to access curriculum and resources on the school's technology platform. Ms. Swan further notified the Board that School Leadership is meeting virtually on a regular basis to determine ongoing plans amid the public health crisis. She discussed with the Board her intention to provide modified services to students and families as allowed within state guidance. The Board held discussion on ways to support students in need of meals throughout the state during the period of school closure. The Board also discussed with Ms. Swan the services the school may provide to students and families under the current statewide school closure.

With a quorum of the Board of Directors present, Mr. Taylor called the meeting to order at 9:32 a.m. when all participants were present and able to hear each other. .

[Mr. Schuh joined the meeting at 9:37 a.m. via phone]

III. Public Comment

There were no public comments made at this time.

IV. Audit Committee, Committee of the Entire Board

a. Ratification of Financial Audit Report for the 2018-2019 School Year

Ms. Yeselavage presented this item to the Board. She reviewed the audit report for the fiscal year ending June 30, 2019, as included in the Board materials, and reminded Board members of the previous approval for the Board Treasurer to work with the school on filing by the required deadlines. Ms. Yeselavage highlighted key aspects of the report, and related to the Board that the audit firm indicated no findings; she advised that the report was the best result the school can achieve. Board members discussed the audit report, and expressed their satisfaction with the school and OBL for the results. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, the Audit Report for the fiscal year ending June 30, 2019, as presented, is hereby ratified.

The motion passed unanimously.

V. Routine Business

a. Approval of Agenda

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the March 18, 2020 Meeting of the Reach Cyber Charter School Board of Directors, as presented, is hereby approved.

The motion passed unanimously.

VI. Oral Reports

b. Executive Director's Report

i. Grant Award

This item was discussed earlier in the meeting.

ii. CSI Status Update

This item was not discussed at this time.

iii. Enrollment and Staffing Report

This item was discussed earlier in the meeting.

iv. State Testing Update

This item was discussed earlier in the meeting.

v. Graduation Plans

This item was discussed earlier in the meeting.

vi. COVID-19 Response Update

This item was discussed earlier in the meeting.

c. 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 reviewed with the Board the school's balance sheet.

VII. Consent Items

Mr. Taylor asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion, or tabled. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the February 5, 2020 Board Meeting and Strategic Planning Retreat;
- b. Approval of Staffing Report;
- c. Approval of POBL Invoice(s) for January and February;
- d. Approval of School Calendar for the 2020-2021 School Year;
- e. Approval of Revision(s) to the 2019-2020 School Year State Specific School Handbook: Chaperone / Students Driving to Sanctioned Events Policy; and
- f. Approval of Revision(s) to Employee Handbook: Expiration of Educational Credentials and Work at Home Policies; are hereby approved.

The motion passed unanimously.

VIII. Action Items

a. Approval of Accounting Software Vendor

Ms. Yeselavage advised the Board that she is undergoing analysis of the proposals received by prospective vendors for the school to work with as they begin assuming accounting responsibilities, and requested a Board Designee to finalize the chosen vendor. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Approval of Board Treasurer as Board Designee to Review, Finalize and Execute accounting software vendor proposal, as discussed, is hereby approved.

The motion passed unanimously.

b. Approval of PowerSchool Proposal for HR Systems

Ms. Swan presented this item to the Board. She reminded the Board of the estimated scope of work expected from an HR Systems vendor, and advised the Board that the school has outstanding inquiries to address with the current primary potential vendor before making a final decision. Ms. Swan requested that the Board consider appointing a designee to assist the school in finalizing the vendor agreement. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Approval of Board President as Board Designee to Review, Finalize and Execute Proposal for HR systems, as discussed, is hereby approved.

The motion passed unanimously.

IX. Information Items

a. Outreach Plan for the 2020-2021 School Year

Mr. Stuccio and Ms. Rotar provided a detailed review of the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Mr. Stuccio highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Board members had extensive discussion on outreach efforts, and specific potential avenues for expanded student awareness of the program and recruitment.

b. State Account Relations (STAR) Update

Ms. Jay provided the Board with an update on recent legislative activities in the state, which may impact the school. Ms. Jay discussed with the Board the ongoing monitoring of state testing guidance.

i. Board Support Update

Ms. Jay advised the Board that she will be moving to a role outside of the organization and introduced Ms. Johnson as the Board's new representative for State Account Relations.

c. Partner School Leadership Team (PSLT) Update

Ms. Brown presented to the Board on behalf of Pearson Online & Blended Learning's (OBL) School Leadership Team. Ms. Brown expressed her gratitude to the Board for their support of Ms. Swan and the School Leadership team during this unprecedented situation. Ms. Brown assured the Board that she will remain available to Ms. Swan for any support needed as the situation continues to evolve.

d. Renewal Statement of Agreement (SOA) with POBL Update

Ms. Swan advised the Board that the school is reviewing the agreement and that she anticipates providing more updates at the next Board meeting.

X. Strategic Planning

a. Approval of Expenditure for STEM Kits: Aquaphoenix Quote

Ms. Swan presented the proposed STEM kit quote to the Board, as included in the Board materials. She discussed with the Board the benefits of increased student engagement that the STEM kits will bring to the program. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the expenditure for STEM kits: Aquaphoenix Quote, as presented, is hereby approved.

The motion passed unanimously

XI. Adjournment and Confirmation of Next Meeting – Wednesday, April 15, 2020 at 9:00 a.m.

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 April 15, 2020 at 9:00 a.m., to be held at the school location and/or via teleconference, based on state recommendations regarding public health and safety, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 10:00 a.m., is hereby approved.

The motions passed unanimously.