



APPROVED 06/17/2020
Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS MEETING
Wednesday, May 20, 2020 at 9:00 a.m.

Meeting Location:

Via Teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic

1(800) 747-5150; Code 703-4511#

I. Call to Order and Roll Call

Mr. Taylor called the meeting to order at 9:06 a.m. when all participants were present and able to hear each other. The meeting was open to the public and held via teleconference due to state precautions regarding public health and safety during the COVID-19 pandemic.

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

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

Guests: Jane Swan, School Leader; Unnamed Member of the Public; Karen Yeselavage, Jordann (J.D.) Smith, Scott Stuccio, Rachel Graver, LeeAnn Richey, Nancy Wagner, John McMurray, Andy Gribbin, Alicia Swope, Kelly McConnell, Cory Groff, Heather Berger, Jamie Miedel, Devon Rushanan, Greg McCurdy, Christine Miller and Amanda Stoffer, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant; Laura Johnson, Melissa Brown, Gary Corkran, Emily Lee and Megann Arthur, Online and Blended Learning (OBL) staff (via phone).

II. Public Comment

There were no public comments made at this time.

III. Audit Committee, Committee of the Entire Board

a. Approval of Audit Firm Engagement for the 2019-2020 School Year Financial Audit

Ms. Yeselavage reviewed the audit firm engagement letter, as provided in the meeting materials. She highlighted key aspects of the proposal, including the scope of work and estimated charges, and indicated support of the consideration of SD Associates, P.C. as the school's audit firm for the 2019-2020 school year financial audit. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the contract for audit of public schools and audit firm engagement of SD Associates, P.C. for the 2019-2020 school year financial audit, as presented, is hereby approved.

A roll call vote was conducted; 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. The Board expressed their desire to table the consideration of Action Item (c) Approval of Renewal Statement of Agreement (SOA) with OBL, and instead add Information Item (c) Renewal Statement of Agreement (SOA) with OBL Update. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 20, 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

i. CSI Status Update

Ms. Swan provided the Board with an update on the school's CSI designation status, and associated activities. She advised the Board that the school is preparing for renewal at the end of June and indicated that she will have refined goals to share after completion of the renewal process.

ii. Enrollment and Staffing Report

Ms. Swan provided the Board with an update on enrollment and staffing levels at the school. Board members discussed the school's continued enrollment inquiries with Ms. Swan.

[Mr. Biondo joined the meeting at 9:15 a.m.]

iii. Graduation Plans

Ms. Swan reminded Board members of the upcoming virtual graduation ceremony scheduled for June 9, 2020 and encouraged Board members to attend.

iv. COVID-19 Response Update

Ms. Swan reviewed the school's response to the ongoing COVID-19 pandemic. She advised the Board of the school's various means of student engagement during this time including STEM opportunities and coding camp. The Board discussed additional ways to engage students in the various STEM activities taking place 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 reviewed with the Board the school's balance sheet and current forecast.

i. Review of Draft Budget for the 2020-2021 School Year

Ms. Yeselavage presented this item to the Board. She reviewed the preparation methodology utilized in creating the draft budget including staffing assumptions and projected expense adjustments due to updates in school services. Board members discussed the projected human resources expense changes in detail with Ms. Yeselavage and Ms. Swan, including the current tuition reimbursement program. Ms. Yeselavage further reviewed the anticipated fees from the school's service provider (OBL) with the Board. She reminded Board members that this was a preliminary review of next school year's draft budget, and formal review and consideration were planned for next month.

VI. Consent Items

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

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 15, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of OBL Invoice(s) for April; and
- d. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2020- 2021 School Year; are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Approval of Charter School Resolution

Ms. Swan presented this item to the Board. She provided an overview of the resolution language included in the Board meeting materials, as well as a brief background to the compliance requirement. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Charter School Resolution, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of New Staff Positions

Ms. Swan outlined the desired new staff positions as included in the Board meeting materials. Board members discussed the potential increase in enrollment due to the COVID-19 public health crisis, as well as continued and consistent interest in the school, and corresponding staffing needs. Ms. Swan briefly reviewed the job descriptions and anticipated duties of the proposed Manager of Family Services and Supervisor of Special Education positions. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the new staff positions, as discussed, are hereby approved.

The motion passed unanimously.

c. Approval of Renewal Statement of Agreement (SOA) with OBL

This item was tabled earlier in the meeting.

VIII. Information Items

a. State Account Relations (STAR) Update

Ms. Johnson provided the Board with an update on recent legislative activities in the state, which may impact the school. She thanked Board members for their recent time spent discussing state policy with her. Ms. Johnson further advised the Board of the ongoing monitoring of CARES Act funding.

b. Partner School Leadership Team (PSLT) Update

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

i. School Leader Review Process Planning

Ms. Brown outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Brown further reminded the Board that Ms. Swan's final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

ii. School Facility Re-Opening Planning

Ms. Brown presented this item to the Board. Ms. Brown advised the Board of OBL's ongoing assistance to the School Leader regarding the re-opening of the school office(s). She highlighted key points in a guidance document sent to school leadership describing work being completed with landlords to ensure safety, minimize associated risks with re-opening and confirm all spaces are ready for occupancy. She further outlined all the support OBL's Facilities Team, as well as PSLT, are providing to the school throughout the coming months as their school leadership determines appropriate re-opening measures.

c. Renewal Statement of Agreement (SOA) with OBL Update

Mr. Taylor updated the Board on the ongoing communications between himself, Ms. Swan, Board Counsel and OBL leadership regarding the school's Statement of Agreement (SOA) renewal with OBL.

IX. Strategic Planning

a. STEM Program Update(s) and Approval of Proposal for STEM Endorsement

Ms. Swan presented this item to the Board. Ms. Swan and Mr. McMurray discussed with the Board the school's desire to encourage the attainment of a STEM endorsement by teachers and an accompanying stipend to support this effort. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the proposal for STEM endorsement, as discussed, is hereby approved.

The motion passed unanimously.

b. Approval of Teacher Mentor Stipends

Ms. Swan advised the Board of the school's desire for mentorship as part of the onboarding of new teachers and staff. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that teacher mentor stipends, as discussed, are hereby approved.

The motion passed unanimously.

X. Adjournment and Confirmation of Annual Meeting – Wednesday, June 17, 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 annual meeting date is June 17, 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 9:58 a.m., is hereby approved.

The motions passed unanimously.