



APPROVED 08/19/2020

**Reach Cyber Charter School
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING
Wednesday, June 17, 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 9:02 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, and Gail Hawkins Bush (via phone);

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

Board Members Absent: Alex Schuh;

Guests: Jane Swan, School Leader; Pat Hennessey, Board Counsel; Karen Yeselavage, Jordann (J.D.) Smith, Scott Stuccio, Rachel Graver, LeeAnn Richey, Nancy Wagner, John McMurray, Alicia Swope, Kelly McConnell, Cory Groff, Heather Berger, Devon Rushanan, Greg McCurdy, Christine Miller, Rachel Parker, Clara Keeports, Sarah Malis, Karen Eppinger, Kristin Hovorka, Erik Wiedman and Amanda Stofford, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant; Laura Johnson, Melissa Brown, Gary Corkran and Megann Arthur, Online and Blended Learning (OBL) 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. At the school's request, the Board added Proposed Revisions to Attendance Policy to the School Leader's oral updates, as well as potential consideration of the associated proposal to the Board's Consent Agenda later in the meeting. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the June 17, 2020 Annual Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. School Leader's Report

Ms. Swan provided the Board with a detailed review of the data included within the Monthly School Report (MSR), including comparative data of demographics of students enrolled.

i. Annual Act 44 Director of Safety Report on Safety and Security at the School

Ms. Swan asked Mr. McCurdy to present this to the Board as the Director of Safety and Security for the school. Mr. McCurdy reviewed the annual report, advising that the primary school facility had changed entirely from hard keys to a fob system; he further detailed visitor procedures and security systems in place.

[Mr. Biondo joined the call at 9:16 a.m.]

Mr. McCurdy reviewed fire safety measures in place, as well as COVID-19 related sanitation measures that have been added to processes being put in place at the office. He also highlighted areas of focus with regards to student safety throughout the school year.

Proposed Revisions to Attendance Policy

At Ms. Swan's request, Ms. McConnell and Ms. Spofford presented this item to the Board. Ms. McConnell provided background to the proposed changes, including more consistency for attendance and truancy tracking, as well as benefits the revised policy would provide for state reporting. She advised that the school would no longer ask parents to enter attendance, but instead have it tracked by Ms. Spofford's team. Ms. Spofford further highlighted additional nuances within the proposed revisions, and advised that the school leadership team members had met with a group of parents to request review of the proposed revisions, and reported that they were very well received.

ii. CSI Status Update

Ms. Swan presented this item to the Board. She provided a review of the CSI Plan draft, as included in the Board materials. Ms. Swan advised that the school's priorities have remained the same, measurable goals have remained consistent, and some minor changes have been made to the action plans for accomplishing each goal.

iii. COVID-19 Response Update

Ms. Swan reviewed the school's response to the ongoing COVID-19 pandemic. She reviewed the school's Response Plan, and communications received from the PDE regarding school plans.

iv. Graduation Update

Ms. Swan provided the Board with an update on this item. She detailed the virtual graduation ceremony, and thanked the members of the Board for their support of the school's end of year activities.

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.

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 additional changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the May 20, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of OBL Invoice(s) for May;
- d. Approval of Board Meeting Schedule for the 2020- 2021 School Year; and
- e. Approval of Proposal for Revisions to Attendance Policy; are hereby approved.

The motion passed unanimously.

VI. Action Items

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

Ms. Swan asked Ms. Hennessey to provide an update on this item. Ms. Hennessey provided a brief update on the status of the negotiations, advising that an extension beyond the current June 30 agreement deadline was not necessary, that the final details should be completed soon after the meeting. The Board also reviewed the previous designation of the Board President to finalize and execute the final Agreement. There being no further discussion, this item was tabled for consideration at a future meeting.

b. Approval Budget for the 2020-2021 School Year

Ms. Yeselavage reviewed the proposed 2020-2021 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included School Leadership and the Board Treasurer. She further reviewed the accompanying fee schedule from the school's primary service provider (OBL) with the Board. She advised the Board that the 2020-2021 Fee Schedule being presented summarizes the basis for all charges from Online & Blended Learning (OBL) to the school under the Statement of Agreement (SOA), and that the basis for all charges is drawn directly from the Budget. Mr. Biondo confirmed his support of the proposed budget, and his recommendation of the budget for approval. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the budget and fee schedule for the 2020-2021 school year and all assumptions provided therein, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Board Designee to Work with School Leadership to Finalize and Submit the CSI School Improvement Plan

Ms. Swan reviewed the draft CSI School Improvement Plan documentation earlier in the meeting, and included in the Board materials, including the school's areas of focus and measurable goals. Board members briefly discussed the Plan documentation, and indicated their support of the documents, and submission to the state by applicable deadlines. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Draft CSI School Improvement Plan and Authorization for School Leadership to finalize and submit the Plan by the June 30 deadline, as discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Directors

Ms. Arthur advised the Board that two Board member terms were up for renewal at this meeting: David Taylor and Gail Hawkins Bush. Following previous confirmation that Mr. Taylor and Ms. Hawkins Bush wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of David Taylor to the Reach Cyber Charter School Board of Directors, as Class 3 Director, for a term of three (3) years to the 2023 Annual Meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the appointment of Gail Hawkins Bush to the Reach Cyber Charter School Board of Directors, as a Class 3 Director, for the term of three (3) years to the 2023 Annual Meeting, as discussed, is hereby approved.

The motion passed unanimously.

e. Approval of Officers for the 2020-2021 School Year

Ms. Arthur reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2021. Nominations were opened for each position. The Board discussed the advantages of adding a Vice President, so another Officer was able to assist in time-sensitive items if Mr. Taylor was unavailable. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

David Taylor, Board President;
Joseph Harford, Vice President and Secretary; and
Dave Biondo, Board Treasurer; are hereby approved.

The motion was approved unanimously.

COVID-19 Response Plan

Ms. Swan reminded the Board of her review earlier in the meeting of the school's Covid-19 Response Plan, as required by the state for all charter schools. The Board expressed their support of the school's proposed Plan, and thanked Ms. Swan and her team for their work on the Plan. Board members also confirmed with

School Leadership that appointing a Board Designee to finalize would be the best next step. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President as Board Designee to work with School Leadership to Finalize and Submit the School's Covid-19 Response Plan by Applicable Deadlines, as discussed, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. Results of Parent Satisfaction Survey

Ms. Swan reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. Board members had discussion on the survey results as compared to the previous year.

b. 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. The Board had discussion on the current educational climate and both challenges and opportunities to all recent events and circumstances in the world currently.

c. Partner School Leadership Team (PSLT) Update

Ms. Brown presented to the Board on behalf of Online & Blended Learning's (OBL) School Leadership Team. She advised that the annual summer conference for Connections Academy school leaders will be virtual and held next week. Ms. Brown further highlighted instructional coaching and other areas of focus from OBL to support CA school leaders moving forward.

VIII. Strategic Planning

There were no updates at this time.

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 10:13 a.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 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 present were: David Taylor, Joe Harford, Paul Donecker, Gail Hawkins Bush and Dave Biondo. Guests present at the request of the Board were: Pat Hennessey, Melissa Brown and Megann Arthur. All others left the meeting at this time.

[Ms. Brown and Ms. Arthur left the meeting at 10:30 a.m.]

The Board noted their intent to continue in Executive Session, citing the following purpose: 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.

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 10:50 a.m. No action was taken during Executive Session.

X. Approval of School Leader Compensation for the 2020-2021 School Year

Mr. Taylor reminded the Board of the discussion held in Executive Session regarding the School Leader's performance, title change to reflect position based on statewide standards and practices, and the recommended compensation for the upcoming school year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Leader evaluation and recommended rating, compensation for the 2020-2021 school year in the amount of \$141,099.70, with a 20% bonus potential, and title change to CEO, as discussed, is hereby approved.

The motion was approved unanimously.

XI. Adjournment and Confirmation of Next Meeting – Wednesday, August 19, 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 August 19, 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 10:51 a.m., is hereby approved.

The motions passed unanimously.