



**APPROVED 09/23/2020**

**Reach Cyber Charter School**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

Wednesday, August 19, 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#**

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**I. Call to Order and Roll Call**

Mr. Taylor called the meeting to order at 9:05 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, Dave Biondo, Paul Donecker, Joe Harford, Alex Schuh and Gail Hawkins Bush (all via phone);

Guests: Jane Swan, School Leader; Pat Hennessey, Board Counsel; Karen Yeselavage, Jordann (J.D.) Smith, Rachel Parker, Scott Stuccio, Rachel Graver, LeeAnn Richey, Nancy Wagner, Andy Gribbin, Kelly McConnell, Cory Groff, Jamie Miedel, Kristen Hovorka, Greg McCurdy, Christine Miller and Dan Purnell, 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.

[Mr. Purnell joined the meeting at 9:07 a.m.]

**III. Routine Business**

**a. Approval of Agenda**

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. The Board expressed their intent to add the following Action Items: Approval of Student Teaching/ Practicum Agreement, Approval of HRIS Systems Vendor and Proposal: UltiPro and Approval of School's Phased Reopening Health and Safety Plan. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 19, 2020 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

##### i. Student Progress Benchmark Assessments

Ms. Swan presented this item to the Board. She reviewed with the Board the new assessment tools available to track student performance. Ms. Swan indicated these were intended to improve progress tracking, and also assist the school in performance tracking in the absence of previous tools, such as state testing.

##### ii. Back to School Activities, Staffing and Training Update

Ms. Swan advised the Board of various upcoming virtual trainings available to staff. She and members of the School Leadership team further advised of virtual back to school events and activities for students that will take place in September.

##### iii. Enrollment and Staffing Update / COVID-19 Related Changes

Ms. Swan presented this item to the Board. She provided an update on staffing, as well as the school's current enrollment. Ms. Graver advised the Board of enrollment trends within the grade bands. The Board discussed the geographic mix of enrolling students and the number of students in the enrollment pipeline. Ms. Swan thanked her staff for their hard work in enrolling new students and hiring new staff. Ms. Hovorka then provided an update on new hires and Ms. Swan advised of progress on staff openings.

##### iv. Connections Academy Summer Leadership Conference

Ms. Swan advised that Ms. Brown will cover this item in her report later in the meeting.

##### v. Reports and Grants Update

Ms. Swan presented this item to the Board. She provided an overview of the Comprehensive Plan and advised the Board of updated goals within the plan. Ms. Swan then provided an update on the Health and Safety Grant including its permissible uses and timeline for utilization.

Ms. Swan made the Board aware of the June submission of the Annual Charter School Report and then discussed the components of the School's Phased Reopening Health and Safety plan. She reviewed sanitization processes and CDC approved procedures, as well as the plan for staff time in the office.

##### vi. Student Teacher Program Update

Ms. Swan advised that she would provide an update on this item later in the meeting.

##### 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.

[Mr. Corkran left the meeting at 9:37 a.m.]

i. Unaudited 2019-2020 SY Financial Results

Ms. Yeselavage reviewed the unaudited financial results from the previous school year with the Board, highlighting specific areas of interest in discussion with the Board.

[Mr. Corkran rejoined the meeting at 9:39 a.m.]

**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 June 17, 2020 Annual Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of OBL Invoice(s) for June;
- d. Ratification of Renewal Statement of Agreement (SOA) with OBL; and
- e. Ratification of CSI Improvement Plan; are hereby approved.

The motion passed unanimously.

**VI. Action Items**

a. Approval of Board Training and Conference Attendance for the 2020-2021 School Year

Ms. Arthur reviewed the upcoming training offerings, and the advantages and agenda topics of each conference, and the Board indicated their support of Board members making an effort to attend the training opportunities. Board members also indicated their interest in continuing to be presented with additional local and national opportunities for continued Board member governance education as information on those become available. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board training and conference attendance for the 2020-2021 school year, including the National Charter Schools Conference and the PCPCS Annual Conference, as discussed, are hereby approved.

The motion passed unanimously.

Approval of Student Teaching/ Practicum Agreement

Ms. Swan advised that Ms. Ritchie will provide an overview of this program. Ms. Ritchie discussed this partnership with the Board, including the high level of interest within the school to provide student teachers with experience in a virtual environment. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Student Teaching/Practicum Agreement, as discussed, are hereby approved.

Approval of HRIS Systems Vendor and Proposal: UltiPro

Ms. Hovorka presented this item to the Board. She advised of the staff familiarity with this system, and further provided an overview of the benefits of the system. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the HRIS Systems Vendor and Proposal: UltiPro, as discussed, are hereby approved.

#### Approval of School's Phased Re-opening Health and Safety Plan

Ms. Swan presented this item to the Board, reminding the Board of her discussion of this item previously in the meeting. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School's Phased Re-opening Health and Safety Plan, as discussed, are hereby approved.

### **VII. 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, specifically detailing activities related to the COVID-19 public health crisis. Ms. Johnson and the Board praised Ms. Swan for her efforts in managing the various legislative updates due to the COVID-19 public health crisis.

#### i. Policy Maker Outreach Projects

Mr. Stuccio presented this item to the Board. He outlined the background of the project and advised the Board of the various plan components. Mr. Stuccio specifically discussed how the project highlights the parent experience with the school and he further discussed the second phase of the project, which will include letter submissions.

#### b. Partner School Leadership Team (PSLT) Update

Ms. Brown presented to the Board on behalf of Online & Blended Learning's (OBL) School Leadership Team. Ms. Brown discussed the Connections Academy leadership conference, held virtually. She reviewed many of the topics covered at the retreat, as well as mentoring and networking opportunities for school leadership team members.

#### 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 Online and Blended Learning partnering schools of similar size and years in operation. Board members discussed the metrics data with Ms. Brown.

### **VIII. Strategic Planning**

#### a. Strategic Planning Progress Report

Ms. Swan presented this item to the Board. Sje provided an overview of the target areas within the Strategic Plan, as well as progress on specific action plans and goals.

#### b. Review and Consideration of Diversity and Inclusion Proposal

Mr. Smith presented this item to the Board. He advised the Board of the intent to create a Diversity and Inclusion Council as well as to develop a Diversity and Inclusion plan with various components including staff training. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Diversity and Inclusion Proposal, as presented, is hereby approved.

The motion passed unanimously.

c. Review and Consideration of MOUs for 2020-2021 School Year

i. Carnegie Science Center

Mr. Stuccio presented this item to the Board. He provided an overview of the partnership to date, and reminded the Board that this MOU is a renewal. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with the Carnegie Science Center for the 2020-2021 School Year, as presented, is hereby approved.

The motion passed unanimously.

ii. Reach and ABC 27 Weather Education Campaign

Mr. Stuccio presented this item to the Board, providing an overview of the campaign. Mr. Stuccio advised the Board of the benefits of the MOU and associated program opportunities. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with ABC 27 Weather Education Campaign for the 2020-2021 School Year, as presented, is hereby approved.

The motion passed unanimously.

iii. Univision

Mr. Stuccio presented this item to the Board. He provided the Board with an overview of this proposed partnership including the student story highlights. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with Univision for the 2020-2021 School Year, as presented, is hereby approved.

The motion passed unanimously.

**IX. EXECUTIVE SESSION**

- a. **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**
- b. **Pursuant to 65 Pa. C.S. §§ 708(a)(5) – to review and conduct 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 10:41 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) and to review and conduct 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, Dave Biondo, Paul Donecker, Joe Harford, Alex Schuh and Gail Hawkins Bush.

Guests present at the request of the Board were: Jane Swan and Pat Hennessey. All others left the meeting at this time.

The Board discussed an employment investigation matter as well as a special education legal settlement. 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 10:53 a.m. No action was taken during Executive Session.

Mr. Taylor briefly reminded the Board of the discussion held during the Executive Session. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Special Education Settlement (23469-19-20), as discussed, is hereby approved.

The motion passed unanimously.

**X. Adjournment and Confirmation of Next Meeting – Wednesday, September 16, 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 September 16, 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 10:56 a.m., is hereby approved.

The motions passed unanimously.