



**APPROVED 01/20/2021**  
**Reach Cyber Charter School**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Wednesday, November 18, 2020 at 9:00 a.m.

**Meeting Location:**  
750 East Park Drive, Suite 204  
Harrisburg, PA 17111

-And via teleconference-  
**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 9:04 a.m. when all participants were present and able to hear each other. The meeting was open to the public in person at the school, and held via teleconference.

Board Members Present: David Taylor, Paul Donecker, Joe Harford and Dave Biondo (all via phone);

Board Members Joined During Meeting: Gail Hawkins Bush (via phone);

Board Members Absent: Alex Schuh;

Guests: Karen Yeselavage (in person at the school, following COVID-19 social distancing protocols); Jane Swan, School Leader; Pat Hennessey, Board Counsel; Kristin Hovorka, Rachel Graver, LeeAnn Richey, J.D. Smith, Kelly McConnell, Cory Groff, Stephanie Bost, Devin Meza-Rushanan, Greg McCurdy and Dan Latislaw, School Staff; Kevin Corcoran, Charter Choices, Financial Consultant; Jay W. Ragley, Laura Johnson, Melissa Brown, 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. Routine Business**

a. Approval of Agenda

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. The Board advised of their intent to add Action item a) Approval of Emergency Instructional Time Documentation as well as items b) Approval of Renewal MOU with Da Vinci Science Center and c) Approval of Proposal for Use of Funds in Reserve to the Strategic Planning portion of the agenda. The Board further advised of their intent to add an Executive Session to the end of the agenda. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the November 18, 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**

Ms. Swan highlighted specific data points within the Monthly School Report, as included in the Board meeting materials. She also discussed staff onboarding and development.

##### **i. Enrollment and Staffing Update**

Ms. Swan updated the Board on the school's current enrollment, specifying enrollment numbers by grade level. Ms. Hovorka further advised the Board of recent hiring efforts to align with enrollment numbers.

[Ms. Hawkins-Bush joined the meeting at 9:08 a.m.]

##### **ii. Legislative Meetings Update**

Ms. Swan presented this item to the board. Ms. Swan advised the Board of recent October legislative meetings she participated in, discussing a variety of topics relevant to virtual charter schools.

##### **iii. Update on Student Intervention Efforts- Tier 1 and Tier 2**

Ms. Graver discussed the tiers for student intervention in detail, noting student participation and engagement metrics within each tier. Ms. Graver advised the Board of school staff members' focus on critical educational components and benchmarks including curriculum-based assessments for tracking student progress. She further discussed the role of Intervention Specialists and updated the Board on the number of specialists assigned to support various grade levels. The Board discussed methods of monitoring participation and outreach to students with low participation rates in intervention supports with Ms. Graver.

##### **b. Financial Report**

Ms. Yeselavage reviewed the school's financial statements with the Board. She reviewed the revenue and expense statements, and balance sheet with the Board and advised of updated projections.

##### **i. Audit Update**

Ms. Yeselavage provided a status update on the progress of audit field work for the annual financial audit.

#### **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 October 21, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of OBL Invoice(s) for October (# 91000003827);
- d. Approval of Enrollment Opening Date window from February 1 to March 15, to Occur in Perpetuity, and Authorization for the School Leader to Work with OBL Regarding Opening Enrollment;
- e. Approval of 2020-2021 School Year General School Handbook: FERPA Update; and
- f. Approval of 2020-2021 School Year State Specific School Handbook: Dress Code Update(s); are hereby approved.

The motion passed unanimously.

## **VI. Action Items**

- a. Approval of Emergency Instructional Time Documentation

Ms. Swan provided a thorough overview of the document, as included in the Board materials. She advised the Board that this is a new requirement due to the COVID-19 pandemic.

[Ms. Hennessey joined the meeting at 9:35 a.m.]

There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Emergency Instructional Time Documentation, as presented, is hereby approved.

The motion passed unanimously.

## **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, including outreach activities.

Ms. Johnson further discussed planning underway for upcoming virtual visits to REACH for local Legislators to gain first-hand knowledge and education about the school's program.

- i. PCx Path Forward

Ms. Johnson presented this item to the Board. She provided an update on PCx, the learning management system currently in its pilot year with several of OBL's partnering schools. Ms. Johnson advised that all partnering schools will use the Connexus 2.0 learning management system for the 2021-2022 school year, in order to enable all schools and OBL to work effectively for the success of all students. She further advised of the planned enhancements for Connexus 2.0 in order to ensure a positive user experience. The Board held extensive discussion on course customizations and some members voiced disappointment in the adjusted timeline of the PCx rollout.

ii. Legislative Priorities for Upcoming Session

Ms. Johnson reviewed the anticipated legislative priorities for the upcoming session. She advised of her focus on continued education to legislators regarding virtual schooling and protecting virtual school funding, as well as the intent to develop relationships with new legislators within the state. She further discussed her focus on dual enrollment options with local colleges and universities as well as online proctored testing.

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

Ms. Brown reviewed 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 mid-year review will be discussed during the January meeting and the 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.

**VIII. Strategic Planning**

a. Approval of MOU with Drexel University

Ms. Swan provided an overview of the agreement, as included in the Board materials. The Board discussed potential opportunities with other colleges and universities.

[Mr. Smith and Ms. Bost left the meeting at 9:59 a.m.]

There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the MOU with Drexel University, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Renewal MOU with Da Vinci Science Center

Ms. Swan provided an overview of the renewal agreement, as included in the Board materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Renewal MOU with Da Vinci Science Center, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Proposal for Use of Funds in Reserve

Ms. Swan provided an overview of the proposal for use of funds in reserve, noting that the proposal aligns to targeted areas within the school's current Strategic Plan. She further related her intention to send Board members a document outlining each intended line item to benefit from the proposal for use of funds in the coming weeks.

Mr. Taylor advised that he had engaged in discussion with Ms. Swan on the proposal and was in agreement with the proposed use of funds in reserve. The Board discussed future supports that could be provided for homeless students. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Proposal for Use of Funds in Reserve, as presented, is hereby approved.

The motion passed unanimously.

#### **IX. EXECUTIVE SESSION**

The Board entered into an Executive Session at 10:19 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: 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. Board members present were: David Taylor, Dave Biondo, Paul Donecker, Gail Hawkins Bush and Joe Harford.

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

The Board discussed personnel matters.

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 10:41 a.m. No action was taken during Executive Session.

#### **X. Adjournment and Confirmation of Next Meeting – Wednesday, January 20, 2021 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 January 20, 2021 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 10:42 a.m., is hereby approved.

The motions passed unanimously.