



**APPROVED 08/23/2021**

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

Wednesday, May 19, 2021 at 9:00 a.m.

**Meeting Location:**

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

**And Via Zoom Video and Teleconference**

<https://us02web.zoom.us/j/89462929819?pwd=aWpVYzgZWE9qM3ZyVlBFcXpreEhHdz09>

**+1 646 558 8656 US**

**Meeting ID: 894 6292 9819**

**Passcode: 358154**

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

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

Oral Reports

School Leader's Report

Ms. Swan highlighted specific data points within the Monthly School Report, as included in the Board meeting materials.

Enrollment and Staffing Update

Ms. Swan provided the Board with an update on enrollment and staffing levels at the school. She additionally advised the Board of the number of graduates this school year.

CSI Update

Ms. Swan provided the Board with an update on the school's CSI designation status, and associated activities. Ms. Swan reviewed the CSI plan with the Board as included in the Board meeting materials. She discussed goal progress within the plan to date and introduced Ms. Ritchie and Ms. McConnell to discuss specific details of each priority within the plan.

## Information Items

### 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 further provided an overview of the school's recent virtual meeting with Senator Williams. The Board held discussion on the meeting and discussed the possibility for similar meetings in the future.

With a quorum of the Board of Directors present, Mr. Taylor called the meeting to order at 9:18 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 video and teleconference.

Board Members Present: David Taylor, Dave Biondo, Paul Donecker and Gail Hawkins Bush (via video and teleconference);

Board Members Absent: Joe Harford and Alex Schuh;

Guests: Kelly McConnell, School Staff (in person at the school, following COVID-19 social distancing protocols); Jane Swan, School Executive Director, Karen Yeselavage, Greg McCurdy, J.D. Smith, Kelly McConnell, LeeAnn Ritchie and Andy Gribbin Stephanie Bost, Rachel Parker, Scott Stuccio, Alicia Swope, Devin Meza-Rushanan, Cody Smith, Heather Berger, Erik Wiedman, Michael Hinshaw, Jamie Miedel, Kwame Ntiamoah and Dan Ladislaw, School Staff; Pat Hennessey, Board Counsel; Kevin Corcoran, Charter Choices, Financial Consultant; Laura Johnson, Emily Lee and Megann Arthur, Pearson Virtual Schools staff (via video and teleconference).

## **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 2020-2021 School Year Annual 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 2020-2021 school year financial audit. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the audit firm engagement of SD Associates, P.C. for the 2020-2021 school year annual 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 intent to add Action Item a) Approval of Nurse Induction Program. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 19, 2021 Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

#### **V. Oral Reports**

##### a. School Leader's Report

This item was previously discussed.

##### i. Enrollment and Staffing Update

This item was previously discussed.

##### ii. CSI Update

This item was previously discussed.

##### iii. Graduation Plans and End of Year Activities

Ms. Swan reminded the Board of the plans for the upcoming virtual high school graduation ceremony, planned for June 9, 2021 and encouraged Board members to attend the live stream. She further discussed virtual community activities for students and upcoming virtual professional development opportunities for staff.

##### 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. The Board had discussion with Ms. Swan regarding the current status of services received and commitments fulfilled by Pearson Virtual Schools in regards to the contractual obligations of the Statement of Agreement. Board members also discussed the timing of expected fulfillment of completed products and service requests.

##### i. Draft Budget for the 2021-2022 School Year

Ms. Yeselavage presented this item to the Board. Ms. Yeselavage discussed with the Board the state required posting process for the draft budget and provided an

overview of the revised format of the draft budget. Ms. Yeselavage then went over the draft budget discussing expenditures in detail. Ms. Yeselavage further advised the Board that the final budget will be brought before the Board for consideration at the upcoming June meeting.

c. Products, Services and Initiatives Update

Ms. Johnson reviewed details within the 2021-2022 Products, Services and Initiatives memo, as included in the Board meeting materials. She reviewed the upcoming programmatic focus on curriculum, learner experience, and technology, as well as specific initiatives that are high on Pearson's priority list for deployment to the school both within the next school year, and beyond. Ms. Johnson further detailed curriculum changes and alignment initiatives, including a focus on diversity and inclusion in course content. Board members expressed satisfaction with Pearson's ongoing dedication to the school's success, and thanked Ms. Johnson for the detailed update.

**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 21, 2021 Board Meeting;
- b. Approval of Staffing Report; and
- c. Approval of OBL Invoice(s) for April (# 91000007818); are hereby approved.

The motion passed unanimously.

**VII. Action Items**

a. Approval of Nurse Induction Program

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

RESOLVED, that the Nurse Induction Program, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Arthur left the meeting at 9:50 a.m.]

## **VIII. Information Items**

### a. State Account Relations (STAR) Update

This item was previously discussed.

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

This item was not discussed at this time.

### c. Board Relations Update

Ms. Lee presented this item to the Board.

#### i. Nondiscrimination Statement for Handbooks

Ms. Lee provided an update on the nondiscrimination statement, as included in the Board meeting materials. She advised that the statement had been included within the school handbook as part of annual measures to ensure compliance with all state and federal mandates related to nondiscrimination.

## **IX. Strategic Planning**

### a. Approval of MOUs with Local Universities

#### i. Rutgers University

Ms. Ritchie presented this item to the Board, advising of the MOU included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

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

The motion passed unanimously.

### b. Approval of Whitaker Center Proposal

Ms. Swan introduced Mr. Stuccio to present this item to the Board. Mr. Stuccio provided an overview of the proposal as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Whitaker Center proposal, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Agreements for Career Partnerships

i. Maplewood Shops Proposal for Carpentry Course

Mr. Smith presented this item to the Board and discussed the proposal as well as the requested budget associated as part of the proposal. The Board discussed the potential carpentry experiences available under this program. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Maplewood Shops proposal for Carpentry Course, as presented, is hereby approved.

The motion passed unanimously.

ii. Agreement with German- American Chamber of Commerce for Pre-Apprenticeship Program

Mr. Smith discussed the career paths available to students under the proposed agreement. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the agreement with German- American Chamber of Commerce for Pre-Apprenticeship Program, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of STEM Scopes Curriculum

Mr. Gribbin provided a detailed overview of the STEM Scopes curriculum as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the STEM Scopes Curriculum, as presented, is hereby approved.

The motion passed unanimously.

e. Approval of Mobile Lab Proposal

Mr. Gribbin highlighted components of the mobile lab proposal, as included in the Board meeting materials. The Board held discussion on planning for potential safety requirements needed for this program. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Mobile Lab proposal, as presented, is hereby approved.

The motion passed unanimously.

**X. 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 10:19 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, Paul Donecker, Gail Hawkins Bush and Dave Biondo. 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 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 11:00 a.m. No action was taken during Executive Session.

**XI. Adjournment and Confirmation of Annual Meeting – Wednesday, June 16, 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 annual meeting date is June 16, 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 11:01 a.m., is hereby approved.

The motions passed unanimously.