



**Reach Cyber Charter School
ANNUAL BOARD MEETING**

Date and Time:

Wednesday, June 15, 2022 at 9:00 a.m.

Meeting Location:

750 East Park Drive, Suite 204
Harrisburg, PA 17111

And Via Zoom Video and Teleconference

<https://reach-connectionsacademy-org.zoom.us/j/2666552472?pwd=UDByREJlYXJlJmNkOHY4OWdwa0FWZz09>

Meeting ID: 266 655 2472

Passcode: QWMw5V

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Meeting ID: 266 655 2472 **Passcode:** 250287

I. Call to Order and Roll Call

Mr. Taylor called the meeting to order at 9:03 a.m. when all participants were present and able to hear each other. The meeting location was open to the public to attend in person at the school, and held via teleconference.

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

Guests: Jane Swan, School CEO; Rachel Graver, Mike Garman, Greg McCurdy, Scott Shedd, Scott Stuccio, Kati Rutkowski, Cody Smith, Kelley McConnell, Andy Gribbin, Corey Groff, Devin Meza-Rushanan and Scott Stuccio, School Staff (in person at the school); Karen Yeselavage, LeeAnn Ritchie, Michael Hinshaw, Maurine Hockenberry and J.D. Smith, School Staff; Pat Hennessey, Board Counsel; Kevin Corcoran, Charter Choices, Financial Consultant; Laura Johnson, Melissa Brown and Megann Arthur, Pearson Virtual Schools staff (via phone and videoconference).

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 2021-2022 School Year Annual Financial Audit

Mr. Biondo asked Ms. Yeselavage to review the proposed audit firm engagement letter, as provided in the Board meeting materials. Ms. Yeselavage highlighted key aspects of the proposal, including the scope of work and estimated charges for the 2021-2022 school year financial audit. She noted the additional audit requirements due to ESSER funding received. Mr. Biondo further confirmed the communications regarding the proposed audit firm, as well as expressing support of the consideration. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of S.D. Associates, P.C. for the 2021-2022 school year annual financial audit, including the single audit related to federal ESSER funding, as presented, is hereby approved.

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 indicated their intent to move the Minutes from the May 18, 2022 Board Meeting to Action Items for discussion, as well as the add a Consent Item: Approval of Exhibit A to Consent Agenda. The Board also planned to add the Approval of Vendor Contracts (2) to Action Items. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the June 15, 2022 Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. CEO's Report

i. Enrollment Update

Ms. Swan reviewed the current enrollment numbers for the school, and discussed the opening of enrollment for the next school year.

ii. Staffing Update

Mr. Garman provided a detailed review of the school's current staffing, including key positions yet to be filled prior to next school year.

iii. Graduation Update

a. Approval of Audit Firm Engagement for the 2021-2022 School Year Annual Financial Audit

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RESOLVED, that the engagement of S.D. Associates, P.C. for the 2021-2022 school year annual financial audit, including the single audit related to federal ESSER funding, as presented, is hereby approved.

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 indicated their intent to move the Minutes from the May 18, 2022 Board Meeting to Action Items for discussion, as well as the add a Consent Item: Approval of Exhibit A to Consent Agenda. The Board also planned to add the Approval of Vendor Contracts (2) to Action Items. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the June 15, 2022 Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. CEO's Report

i. Enrollment Update

Ms. Swan reviewed the current enrollment numbers for the school, and discussed the opening of enrollment for the next school year.

ii. Staffing Update

Mr. Garman provided a detailed review of the school's current staffing, including key positions yet to be filled prior to next school year.

iii. Graduation Update

Ms. Swan thanked Mr. Taylor for his keynote address at the recent high school graduation ceremony, and Ms. Hawkins Bush for her participation in the day's events, as well. She provided an overview of the ceremony at Spooky Nook complex near Lancaster, relaying the overwhelming positive feedback received from families and staff. The Board applauded Ms. Alicia Swope and all staff on the success of the ceremony.

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 anticipated fund balance for the

i. Audit Update

Ms. Yeselavage provided the Board with an update on the progress of the current financial audit.

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

RESOLVED, the Consent Items:

- b. Approval of Staffing Report;
- c. Approval of Pearson Invoice(s) for May;
- d. Approval of ClassKick Subscription Proposal; and
- e. Approval of Board Meetings Schedule for the 2022-2023 School Year; and
- f. Approval of Exhibit A to Consent Agenda; are hereby approved.

The motion passed unanimously.

VII. Action Items

Approval of Minutes from the May 18, 2022 Board Meeting

Board members had extensive discussion regarding the language in the previous Board minutes regarding Board composition and recruitment efforts. Following discussion regarding the ongoing need for Board member candidate recruitment as well as the candidates already presented to the Board, a motion was made and seconded as follows:

RESOLVED, that the Minutes from the May 18, 2022 Board Meeting, as presented, are hereby approved.

The motion passed unanimously.

a. Approval of Draft Comprehensive Plan

Ms. Swan noted Ms. McConnell's review of the draft Plan at the last Board meeting, and that efforts were ongoing with staff to continue updates and areas for improvement. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Draft Comprehensive Plan and all further discussion, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Facility Expansion

Ms. Swan presented this item to the Board. She highlighted planned enhancements and updates to the school facility, largely due to additional staff and the growing enrollment. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Approval of Facility Expansion, as presented, is hereby approved.

c. Approval of Budget for the 2022-2023 School Year

Ms. Yeselavage reviewed the proposed 2022-2023 school year budget outline with the Board, noting the thorough review of a draft completed at the last meeting, as well as the necessary posting and review process for the school's budget in PA. She further reviewed minor changes as mentioned earlier in the meeting during her Treasurer's Report. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the budget for the 2022-2023 school year and all assumptions provided therein, as presented, are hereby approved.

The motion passed unanimously.

d. Approval of Directors

Ms. Arthur advised the Board that one Board member's term was up for renewal at this meeting, Paul Donecker. She further asked Mr. Donecker if he was interested in renewing his term on the Board, which he confirmed. Brief discussion was held on the renewal of his term, and fellow Board members indicated their support and appreciation for his continued service. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the re-appointment of Paul Donecker to the Reach Cyber Charer School Board of Directors, as a Class 2 Director, for a term of three (3) years to the 2025 Annual Meeting, is hereby approved.

The motion passed unanimously.

e. Approval of Officers for the 2022-2023 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 2023. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

Board President – David Taylor;
Board Vice President – Gail Hawkins Bush;
Board Treasurer – Dave Biondo; and
Board Secretary – Paul Donecker, as discussed, are hereby approved.

The motion was approved unanimously.

f. Approval of Board Designee to work with School Leadership to Finalize Employee Handbook Updates

Mr. Harman reviewed the proposed Employee Handbook policy updates outline, as included in the Board materials. He advised of the development process for many of the policies, and the timing considerations to implement the policies during hiring for additional staff. Board members briefly discussed and indicated their support of the Board President as the Board Designee for this purpose. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President as Board Designee to work with School Leadership to Finalize Employee Handbook Updates, as discussed, is hereby approved.

The motion passed unanimously.

Approval of Vendor Contracts

Ms. Swan referred the Board to the proposed vendor contracts for Sound Masking Works and Kleppers Security Source, as provided to the Board prior to the meeting. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Approval of Vendor Contracts, as presented, are hereby approved.

The motion was approved unanimously.

VIII. Information Items

a. Results of the Parent Satisfaction Survey

Ms. Swan reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. She provided highlights within the survey, noting the areas of improved ratings as well as those identified as areas for improvement.

b. School Success Partner (SSP) Update

Ms. Johnson presented on behalf of the School Success Partner (SSP) team, briefly reviewing service updates and enhancements planned from PVS.

c. Pearson Products, Services and Initiatives Update

Ms. Brown presented this item to the Board. She referred Board members to the detailed memorandum included in the meeting materials summarizing PVS planned updates and enhancements to technology and curriculum for the school and students. She noted the developments which will allow teachers to further personalize content, the additional courses being offered in the school's catalog and the course alignment initiatives with state and national standards. Ms. Brown also highlighted the enhancements to the mobile experience, as well as additional content and account security measures being put in place.

IX. Strategic Planning

a. Student Outreach Update

Mr. Stuccio presented this item to the Board. He provided a detailed overview of planned outreach activities to expand the school's presence in the state and potential student awareness of the program. Mr. Stuccio advised of the hiring of a social media expert to manage web master work and the school's online presence. Board members thanked Mr. Stuccio for the thorough presentation.

b. S.T.E.M. Mobile Lab Update

Mr. Gribbin provided an overview of the interior features of the lab, as well as the planned activities and accessibility for students.

c. Career Pathways Student Highlights

Mr. Smith provided a detailed review of the ongoing development of the Career Pathways program. He reviewed pre-apprenticeships in skilled trades, preparing students for careers in line with their individual passions and personalities. Board members expressed their support of the program, including recent developments.

d. Approval of Agreements for Student Programs

i. MOU with Sigma Resources

ii. MOU with Lancaster Science Factory

Mr. Taylor referred Board members to the proposed agreements, as included in the Board materials. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Agreements for Student Programs: MOUs with Sigma Resources and Lancaster Science Factory, as presented, are hereby approved.

The motion was approved 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 10:06 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, Gail Hawkins Bush, David Biondo and Paul Donecker. Guests present at the request of the Board were: Jane Swan and Michael Garman. All others left the meeting at this time.

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 11:15 a.m. No action was taken during Executive Session.

Board members indicated their intent to consider a resolution based on the Executive Session discussion. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Approval of Settlements with Former Employees A and B, as discussed in Executive Session, are hereby approved.

The motion passed unanimously.

XI. Adjournment and Confirmation of Next Meeting – Wednesday, August 17, 2022 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 17, 2022, is hereby approved; and

FURTHER RESOLVED, that the Board being at the end of its agenda, the meeting was adjourned at 11:17 a.m., is hereby approved.

The motions passed unanimously.