



**Reach Cyber Charter School
BOARD MEETING**

Date and Time:

Wednesday, May 18, 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=UDByREJlYXJlNkVhOHY4OWdwa0FWZz09>

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 9:01 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, Joe Harford, Paul Donecker, Dave Biondo and Alex Schuh (via phone and videoconference);

Board Members Joined During Meeting: Gail Hawkins Bush;

Guests: Jane Swan, School CEO; Rachel Graver, LeeAnn Ritchie, Mike Garman, Corey Groff, Greg McCurdy, Kati Rutkowski, JD Smith, Dan Ladislav, Cody Smith, Kelley McConnell, Andy Gribbin, Scott Shedd, Karen Yeselavage, Jane Swan and Clara Keepports, School Staff (in person at the school); Scott Stuccio, Devin Meza-Rushanan, Stephanie Bost, Elizabeth Darowish and April Kretchman, School Staff; Pat Hennessey, Board Counsel; Amanda Jones, Member of the Public; 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. Review and Ratification of the 2020-2021 School Year Annual Financial Audit Report

Ms. Yeselavage advised the Board of the anticipated timeline for the receipt of the final audit report; the Board therefore tabled this item to a future meeting.

IV. Routine Business

- a. Approval of Agenda

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. Following the recommendation of Ms. Hennessey, the Board indicated their intent to add Board member resignation(s), as well as Cyber Security Contract Proposal and GDC Document Management Program to Action Items for review and consideration. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 18, 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 trends in enrollment for the next school year. She further discussed student recruitment activities planned prior to the fall.

- ii. Staffing Update

Mr. Garman reviewed current staffing levels at the school, as well as recent additions to the school staff. He further highlighted key points surrounding the staff pay structure, and leadership team structure.

iii. Charter Renewal Site Visit Update

Ms. Swan advised that there was no further update since the last meeting, and that additional information was anticipated soon.

[Ms. Hawkins Bush joined the meeting at 9:13 a.m.]

iv. Graduation Plans and End of Year Activities

Ms. Swan reminded the Board of the plans for the upcoming high school graduation ceremony, planned for June 9, 2022 at 6 pm at Spooky Nook in Lancaster, and encouraged Board members to attend. She discussed recent end of year activities for students across the state, as well.

v. State Testing Update

Ms. Swan presented this item to the Board. She briefly reviewed thirty-six (36) testing sites across the state.

Ms. McConnell provided a detailed review of the testing process for both students and staff, and advised that the testing window runs through May 27th. She also discussed participation rates known to date.

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

Mr. McCurdy presented this item to the Board. He noted the traditional protocols for the school facility and for staff members, and noted the Cyber Security addition(s) as well as other developments and improvements to the school's safety protocols.

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. Ms.

Yeselavage had discussion with Board members on the school's various revenue streams.

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 20, 2022 Board Meeting;
- b. Approval of Staffing Report; and
- c. Approval of Pearson Invoice(s) for April; are hereby approved.

The motion passed unanimously.

VII. Action Items

Approval of Board Member Resignation(s)

Mr. Taylor and Ms. Hennessey indicated that the intent to resign from the Board had been expressed prior to the meeting by both Mr. Harford and Mr. Schuh; both confirmed their desire to resign from the Board, and expressed their strong support of the school. Mr. Taylor thanked both members for their years of service and dedication to Reach. The Board discussed the need for ongoing Board member recruitment, and briefly discussed preferred qualifications for candidates. Ms. Hennessey noted for the record that both Board member resignations would be effective immediately, and therefore both Mr. Harford and Mr. Schuh would refrain from voting for the remainder of the meeting. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the resignations of Joe Harford and Alex Schuh, effective immediately, are hereby approved.

The motion passed unanimously.

- a. Approval of Draft CSI Plan

Ms. Swan provided a high-level overview of the CSI School Improvement Planning process and associated documentation, as included in the Board materials, including

the school's areas of focus and measurable goals. She indicated that the documents being reviewed are draft, and the final Plan will be brought back to the Board for consideration at the next meeting.

Ms. McConnell presented details within the Plan. She reviewed the focus areas of Engagement, Behavior and Participation and their effect on success for all students. She also discussed benchmark assessments as well as areas of focus in math and ELA instruction. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Draft CSI School Improvement Plan, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Vendor Contracts for 2022-2023 School Year

Ms. Swan asked Mr. Shedd, the school's Director of Technology, to review the proposed vendor contracts with the Board. Mr. Shedd reviewed the RFP process completed to date and proposal included in the Board materials from GDC for student technology. He reviewed several details within the proposal, and asked Board members for feedback.

Ms. Hennessey reviewed protocols for vendor contract considerations with all present. She noted for the record that Mr. Harford was being placed in a "Zoom waiting room" separate from the meeting and could not hear or be in any way involved in the discussions about additional vendor contracts.

[Mr. Harford was placed in a Zoom waiting room / temporarily left the Board meeting at 9:34 a.m.]

Ms. Hennessey further noted that Mr. Harford had no influence on the additional vendor contracts, either previously or during the current discussions. Ms. Hennessey reviewed in detail the RFP process for vendor contracts, and the due diligence completed by school leadership and other Board members in regards to vendor contracts.

Mr. Shedd then reviewed details of the proposed contract with Reclamere for data and cyber security services.

Additionally, Mr. Garman provided the Board with details on the proposed contract with UKG for HR services. He noted the advantages of having one source location for the management of all employment-related

documentation and resources. Board members had discussion on all proposed contracts. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the proposed contracts with GDC for Student Technology, Reclamere for Data and Cyber Security Services and UKG for HR Document Management Services, as presented, are all hereby approved.

The motion passed unanimously by the four (4) remaining Board members present.

[Mr. Harford re-joined the regular Board meeting at 9:41 a.m. and it was again noted that he was no longer a voting member of the Board]

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

Ms. Yeselavage reviewed the process for Board approval and adoption in PA. She advised that the budget being presented at this meeting was the draft budget, which will be publicly posted and subject to inspection for a minimum of twenty (20) days following today's meeting, and the final budget will be presented to the Board for consideration at the June meeting.

Ms. Yeselavage reviewed revenue sources, projected enrollment and staffing costs, fees included within the budget; she noted that the school's self-management will begin after this next school year. Ms. Yeselavage further reviewed facility and technology costs, as well as other operational costs that have changed since the previous school year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the draft Budget for the 2022-2023 School Year, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Arthur left the meeting at 9:59 a.m.]

VIII. Information Items

a. School Success Partner (SSP) Update

Ms. Johnson presented on behalf of the School Success Partner (SSP) team. She reviewed PVS' ongoing support of the charter renewal process, as well as support of recent public relations initiatives. Ms. Johnson also discussed recent legislative updates and primary election results, and their potential impact on the school.

b. Board Recruitment Update

Mr. Taylor advised that recruitment efforts were ongoing, noting that the Board was now down to four (4) members and the need for qualified candidates was a focus for the Board. He further encouraged other Board members to send candidates to him for vetting.

IX. Strategic Planning

a. Approval of Agreements for Student Programs

i. IXL

Ms. Rutkowski presented this item to the Board. She advised that the school was in the process of reviewing and expanding IXL usage. Ms. Rutkowski detailed the advantages to students to improve practice skills in math, reading, science and social studies, and that practice becomes more and more tailored to the student as they continue in the program.

ii. Literacy and Math Kit Proposal

Ms. Rutkowski also presented this item to the Board. She reviewed the manipulatives for Grades 2-5 in particular.

iii. Interplay Learning

Mr. Smith presented this item to the Board, advising attendees on the career development opportunities to the program.

iv. Career Kit Proposal

Mr. Smith presented this item to the board. He reviewed details to the proposal, and the advantages to students.

v. Reach Music Program Proposal

Mr. Groff presented this item to the board. He provided the Board with an overview of the proposed program.

Board members present had discussion about all proposed programs and initiatives, and indicated their support of the school's recommendations. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that all proposed Agreements for Student Programs, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Additional Funds to be held in Reserve

Ms. Swan presented this item to the board. She detailed the proposed use of additional funds, and the benefits to the school, students and staff. Ms. Swan indicated that school leadership was requesting \$11.5M for technology, including a Learning Management System, a SIS provider and the cyber security contract previously approved with Reclamere. She also noted the additional request for \$3M for Marketing, Advertising and additional infrastructure needs. Board members discussed the proposed additional funds to be held in reserve with Ms. Swan and members of school leadership. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the proposed additional funds to be held in reserve, as presented, is 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 – J. Swan/ D. Taylor**

The Board entered into an Executive Session at 10:29 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, Paul Donecker and Dave Biondo. Guests present at the request of the Board were: Pat Hennessey, Jane Swan and Mike 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 10:55 a.m. No action was taken during Executive Session.

XI. Adjournment and Confirmation of Annual Meeting – Wednesday, June 15, 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 June 15, 2022, 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.