



# Reach Cyber Charter School

## Reach Cyber Charter School

### Board Meeting

Published on January 18, 2023 at 8:55 AM EST

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#### Date and Time

Wednesday January 18, 2023 at 9:00 AM EST

#### Location

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

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:00 AM</b>
<b>A.</b> Roll Call			
<b>B.</b> Call the Meeting to Order		David Taylor	

#### II. Public Comment

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must provide their name and short description of the agenda item on which they wish to comment to the Chair, along with any materials they want to have distributed to the Board. Individuals who wish to address the Board

	Purpose	Presenter	Time
<p>telephonically must contact the Principal or Board President by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the Principal or Board President at least twenty four (24) hours before the scheduled start of the meeting. The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.</p>			

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the Principal or Board President at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

**III. Routine Business**

- |                       |              |
|-----------------------|--------------|
| A. Approval of Agenda | David Taylor |
|-----------------------|--------------|

**IV. Oral Reports**

- |                 |           |
|-----------------|-----------|
| A. CEO's Report | Jane Swan |
|-----------------|-----------|

- 1. Enrollment Update

- |                    |                |
|--------------------|----------------|
| B. Staffing Update | Michael Garman |
|--------------------|----------------|

- 1. Staffing report
- 2. Final Benefit costs for 2022 to self -funded
- 3. Summary of the tuition reimbursement for the 2021 and 2022 calendar year
- 4. Summary of the Tier I and Tier II incentive payment

- |                     |                  |
|---------------------|------------------|
| C. Financial Report | Karen Yeselavage |
|---------------------|------------------|

- |  |                |
|--|----------------|
| D. Professional Development Reimbursement Program Update | Michael Garman |
|--|----------------|

**V. Consent Items**

- A. Approval of Minutes from the November 16, 2022 Board Meeting
- B. Approval of Staffing Report
- C.

	Purpose	Presenter	Time
	Approval of Pearson Invoice(s) for September		
<b>D.</b>	Approval of MOU with the Foundation for Free Enterprise Education (PFEW)		
<b>E.</b>	Approval of MOU with the Center for Aquatic Sciences		
<b>F.</b>	Approval of MOU with Pennsylvania College of Technology		
<b>G.</b>	Approval of Proposal for State Testing Giveaway Items		
<b>H.</b>	Approval of Proposal from R.L. Snyder Electrical Inc.		
<b>I.</b>	Approval of Proposal with HB McClure		

**VI. Action Items**

<b>A.</b>	Approval of Updates to the Reach Health and Safety Plan (removing language related to COVID)	Rachel Graver
<b>B.</b>	Approval of Benevolent Giving Program for Reach Staff	Lee Ann Ritchie
<b>C.</b>	Approval of Proposal with Mastery Connect and Elevate	Dr. Kelly McConnell
<b>D.</b>	Approval of Physical Security Contract with PremiSys	Scott Shedd
<b>E.</b>	Approval of Contract with LinkedIn for Talent Solution	Michael Garman

**VII. Information Items**

<b>A.</b>	School Success Partner (SSP) Update	Laura Johnson
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**VIII. Strategic Planning**

<b>A.</b>	Approval of Agreement with HACC to provide EMT training	JD Smith
<b>B.</b>	Approval of Agreement with Metro Sports Entertainment Group, LLC	JD Smith
<b>C.</b>		JD Smith

	Purpose	Presenter	Time
	Approval of MOU with Young Artists Workshop (YAW) at Moore College of Art & Design		
<b>D. Outreach Update</b>		Scott Stuccio	

**IX. 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

**X. Closing Items**

**A. Adjourn Meeting**

Adjournment and Confirmation of Next Meeting – Wednesday, February 15, 2023 at 9:00 a.m.

# Coversheet


## CEO's Report

**Section:** IV. Oral Reports  
**Item:** A. CEO's Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** Monthly School Report.pdf


# MONTHLY SCHOOL REPORT

## School & Date Selection

**School**

Reach Cyber Charter School 

**Report Date**

December 31, 2022 

### Currently Enrolled

**7191**

### Total YTD Enrolled

**8024**

### Enrollment Services Complete (Stage 4)

**8862**



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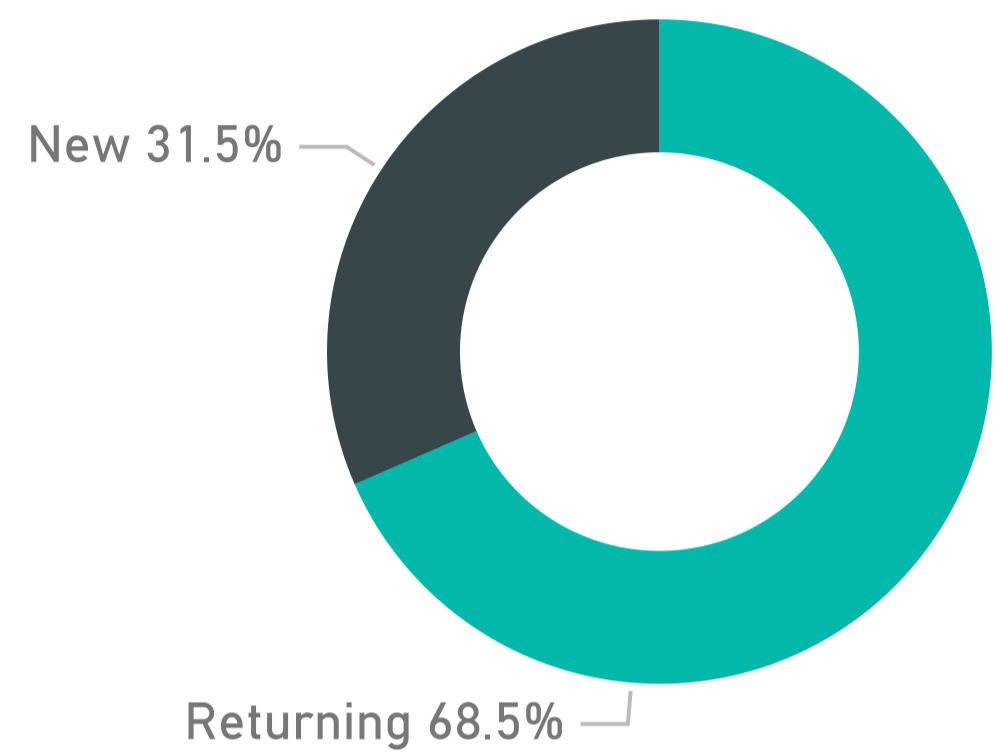
# Reach Cyber Charter School

December 31, 2022

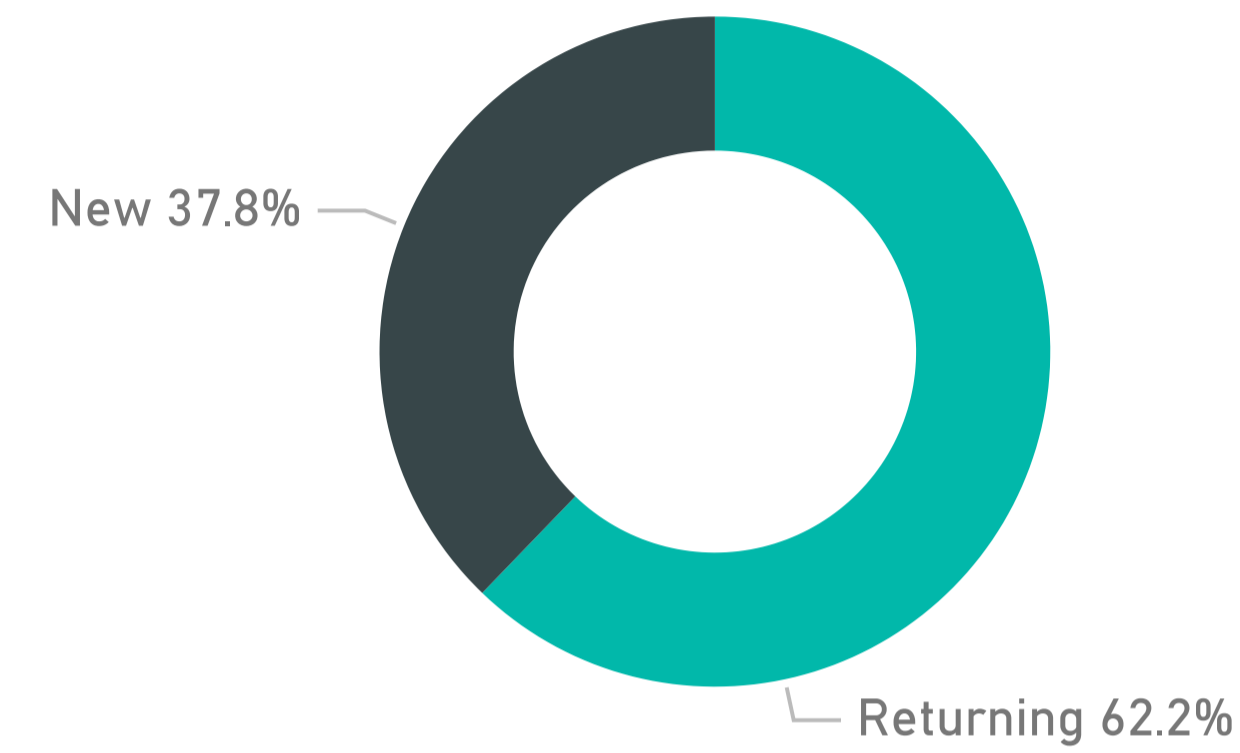
**Current Enrollment Month-Over-Month Change**  
**1%**

**Current Enrollment Year-Over-Year Change**  
**-3%**

## New and Returning

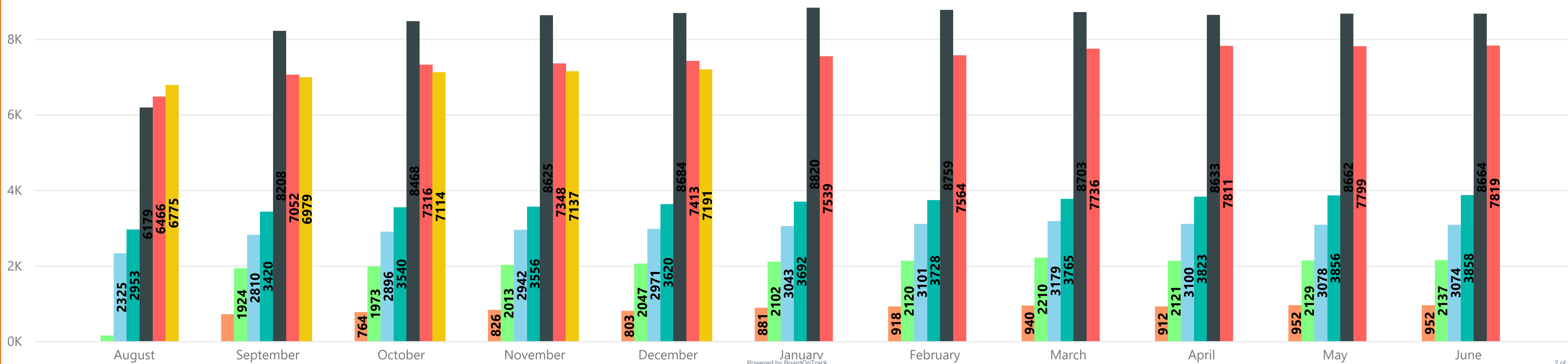


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

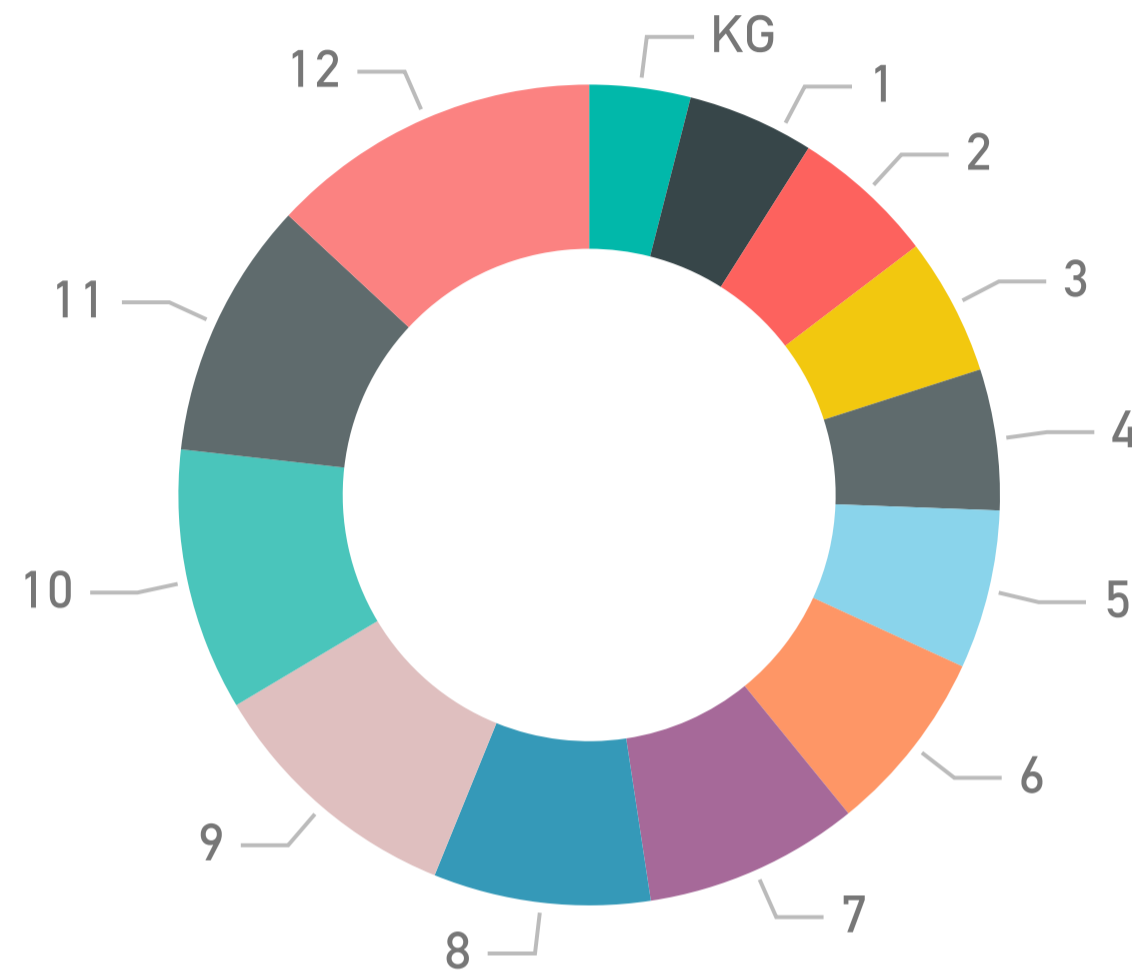
schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022 ● 2022-2023



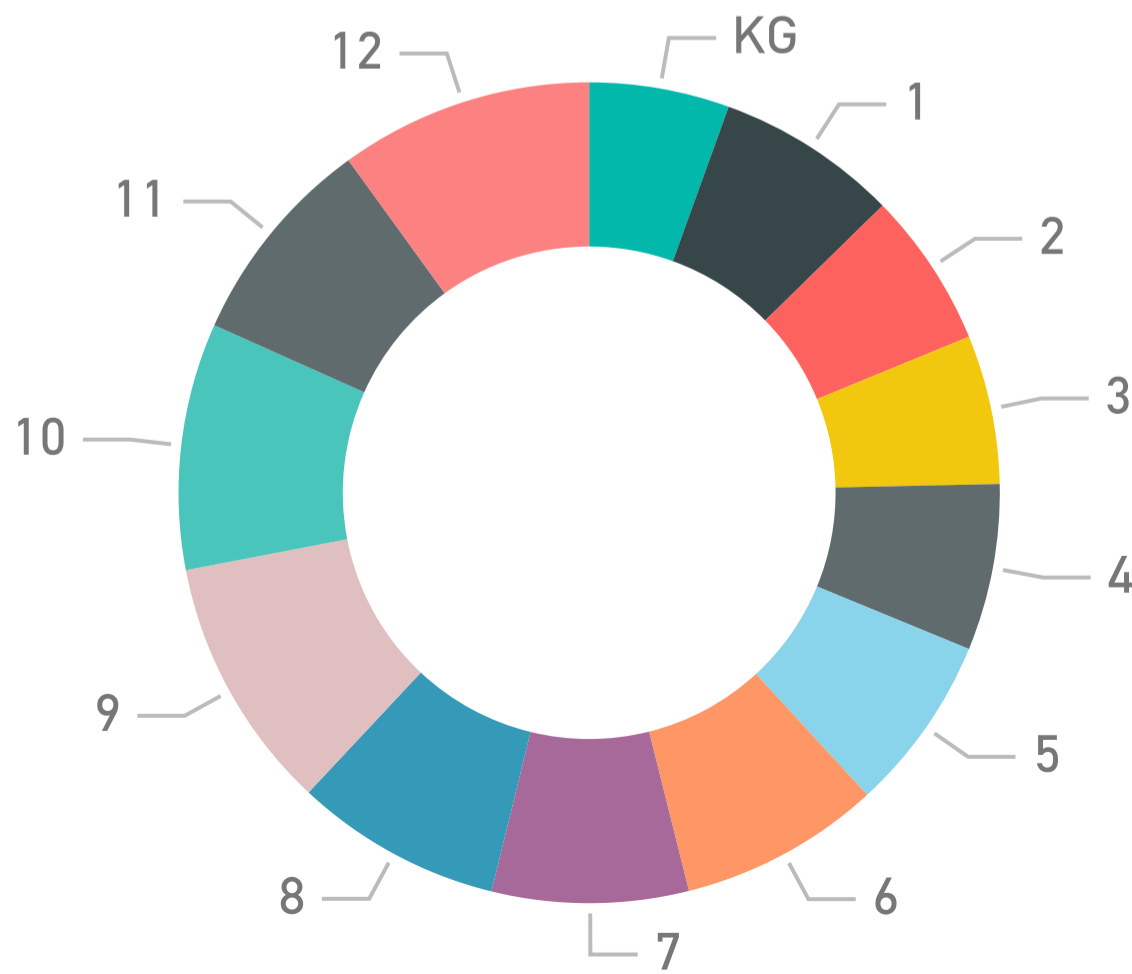
# Reach Cyber Charter School

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## Enrolled Students by Final Grade



## Enrolled Students Prior Year by Final Grade



## Grade Distribution

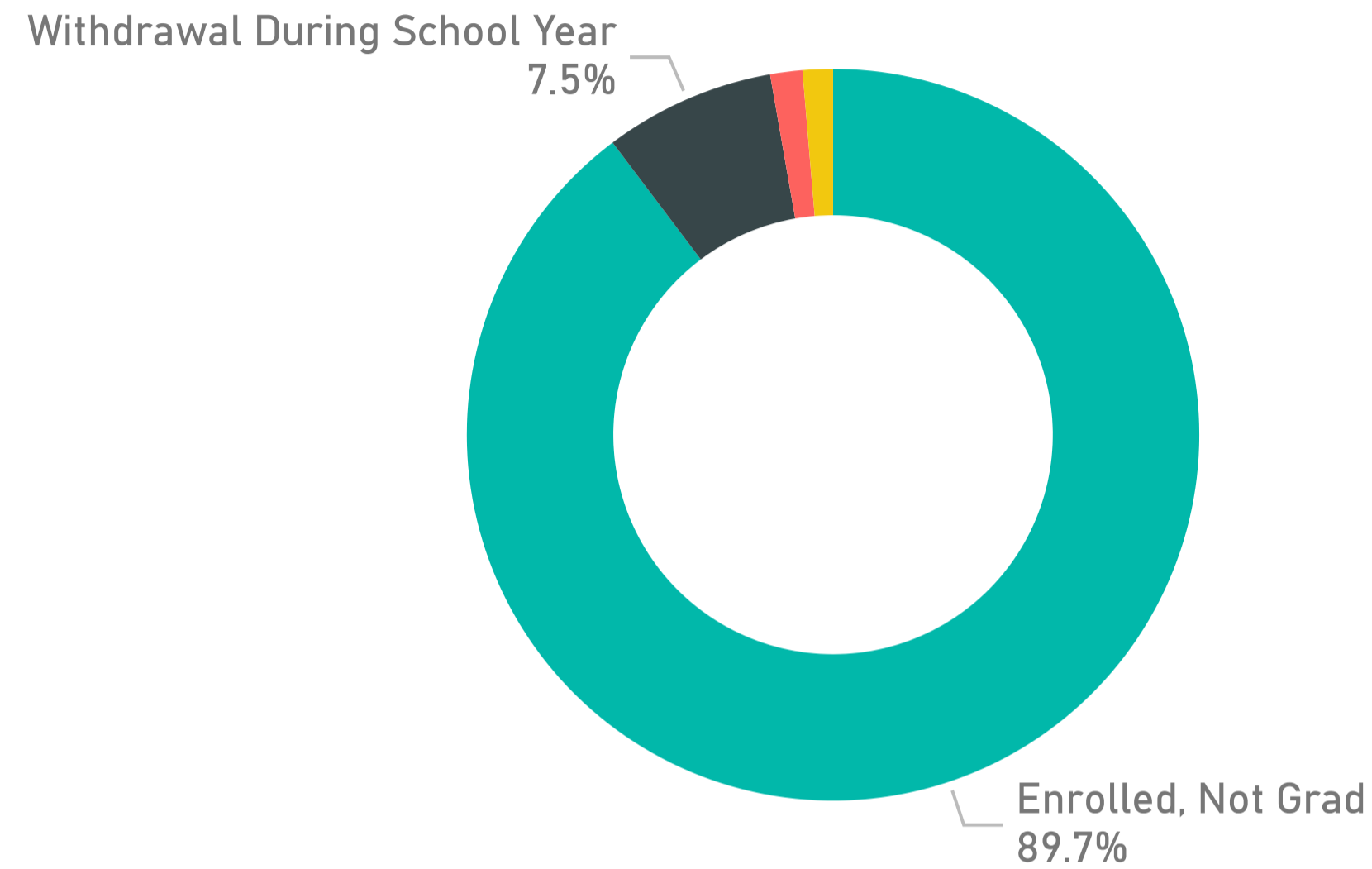
ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>1393</b>	<b>19%</b>	<b>1424</b>	<b>18%</b>	<b>1049</b>	<b>15%</b>	<b>1053</b>	<b>15%</b>
KG	409	6%	423	5%	281	4%	286	4%
1	530	7%	529	7%	358	5%	359	5%
2	454	6%	472	6%	410	6%	408	6%
<b>3-5</b>	<b>1436</b>	<b>19%</b>	<b>1499</b>	<b>19%</b>	<b>1220</b>	<b>17%</b>	<b>1238</b>	<b>17%</b>
3	435	6%	454	6%	385	5%	389	5%
4	486	7%	504	6%	392	5%	399	6%
5	515	7%	541	7%	443	6%	450	6%
<b>6-8</b>	<b>1765</b>	<b>24%</b>	<b>1899</b>	<b>24%</b>	<b>1733</b>	<b>24%</b>	<b>1746</b>	<b>24%</b>
6	588	8%	634	8%	518	7%	523	7%
7	573	8%	613	8%	608	9%	609	8%
8	604	8%	652	8%	607	9%	614	9%
<b>9-12</b>	<b>2819</b>	<b>38%</b>	<b>2997</b>	<b>38%</b>	<b>3135</b>	<b>44%</b>	<b>3154</b>	<b>44%</b>
9	742	10%	137	2%	731	10%	741	10%
10	720	10%	719	9%	745	10%	743	10%
11	618	8%	756	10%	723	10%	730	10%
12	739	10%	1385	18%	936	13%	940	13%
<b>Total</b>	<b>7413</b>	<b>100%</b>	<b>7819</b>	<b>100%</b>	<b>7137</b>	<b>100%</b>	<b>7191</b>	<b>100%</b>



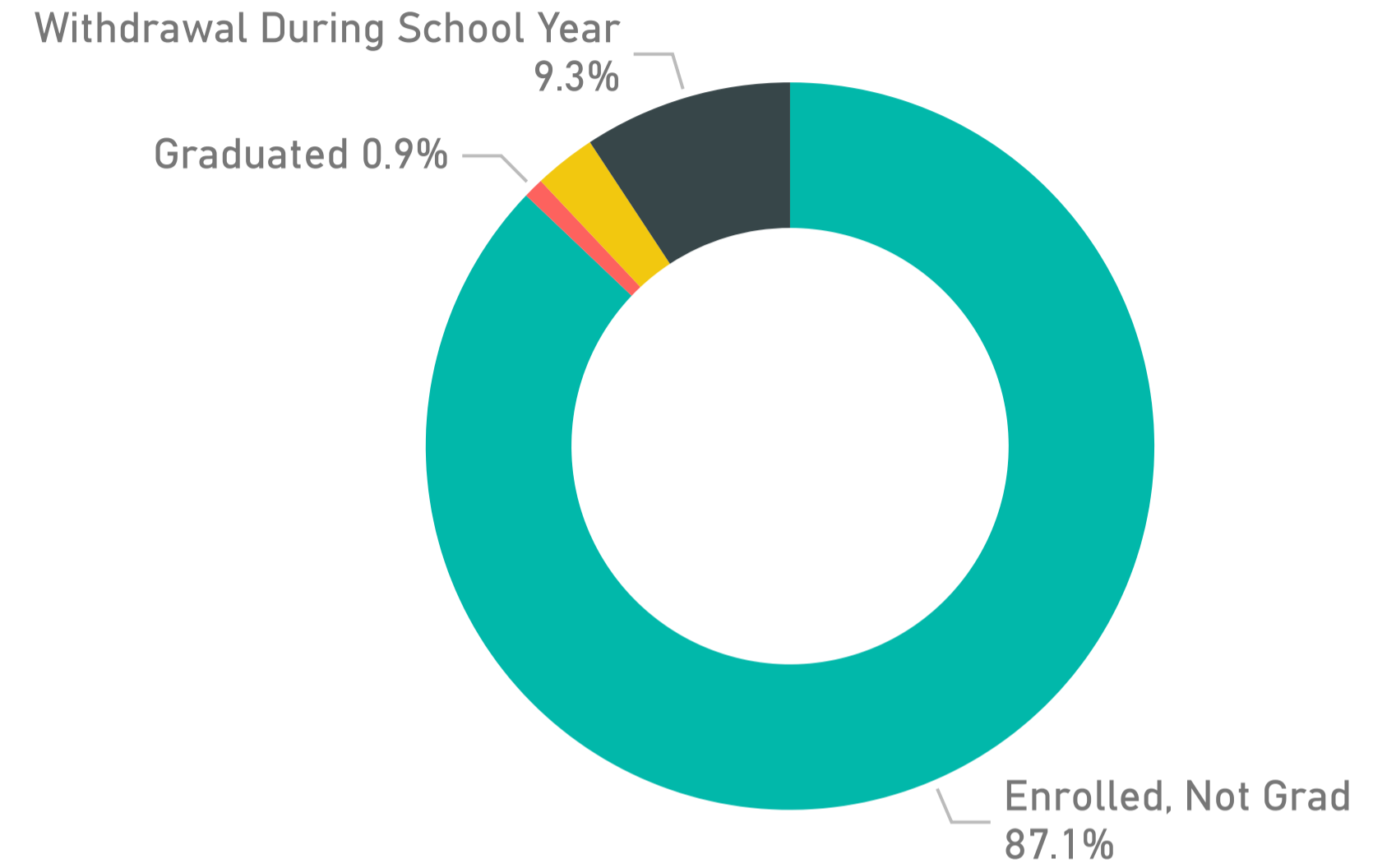
# Reach Cyber Charter School

December 31, 2022

## Total YTD Enrollment by Withdrawal Category



## Total YTD Enrollment Prior Year by Withdrawal Category



## Total YTD Enrollment

ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	7426	87%	7819	82%	7144	90%	7199	90%
Graduated	77	1%	171	2%	114	1%	114	1%
Prior To Engagement	234	3%	235	2%	109	1%	107	1%
Withdrawal During School Year	790	9%	1298	14%	531	7%	604	8%
<b>Total</b>	<b>8527</b>	<b>100%</b>	<b>9523</b>	<b>100%</b>	<b>7898</b>	<b>100%</b>	<b>8024</b>	<b>100%</b>

**Enrollment Services Complete (Stage 4)**

**8862**

# Reach Cyber Charter School

December 31, 2022

## Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	7	27	21	21
Another Reason	25	45	9	10
Deceased		4		
Different/Better Schooling Option (Not related to socialization)	377	550	207	231
Generally dissatisfied with curriculum/course options	2	5	4	4
Inactivity	104	152	40	44
No longer able to provide a Learning Coach	29	45	9	9
No Reason Given	9	13	4	8
Program not flexible enough	4	6	38	39
Program takes too much of Learning Coach's time	14	37	11	13
Program takes too much of student's time	4	6	3	3
Pursuing GED	6	23	11	20
Student wants more socialization	96	156	61	71
Technical Difficulties	2	3	4	4
The curriculum is too hard	15	23	8	8
Transition to virtual school too difficult	10	26	26	28
Unhappy with the school	1	2		1
We are moving	72	146	55	64
We have chosen to home school	13	29	20	26

My student wants to return to a traditi...

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The progra... We have ... Vi... W... E...

The transiti... My stude... N... Th...

The progr... We... T... Ge...

# Reach Cyber Charter School

December 31, 2022

## Household Data

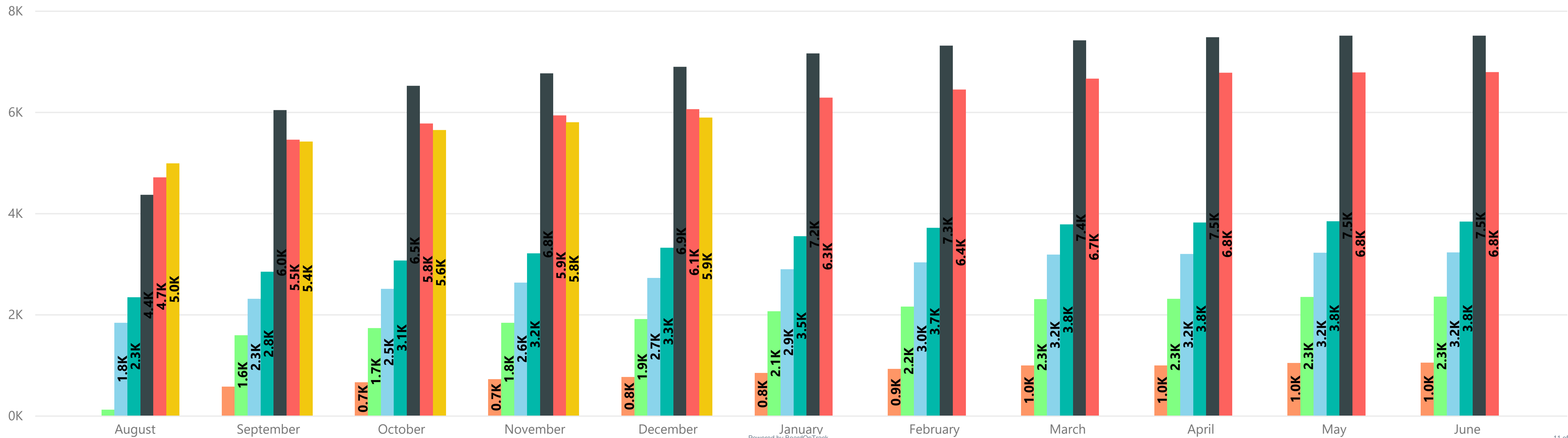
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	5279	5622	5256	5304
Graduated	77	172	112	112
Not Returning		0		
WD During School Year	635	1020	419	475
WD Prior To Engagement	196	198	96	94

## Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.41	1.39	1.36	1.36

## Monthly Total Households

schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022 ● 2022-2023



# Reach Cyber Charter School

December 31, 2022

## Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	1096	1161	1101	1122
Not Hispanic or Latino	6315	6656	6036	6069

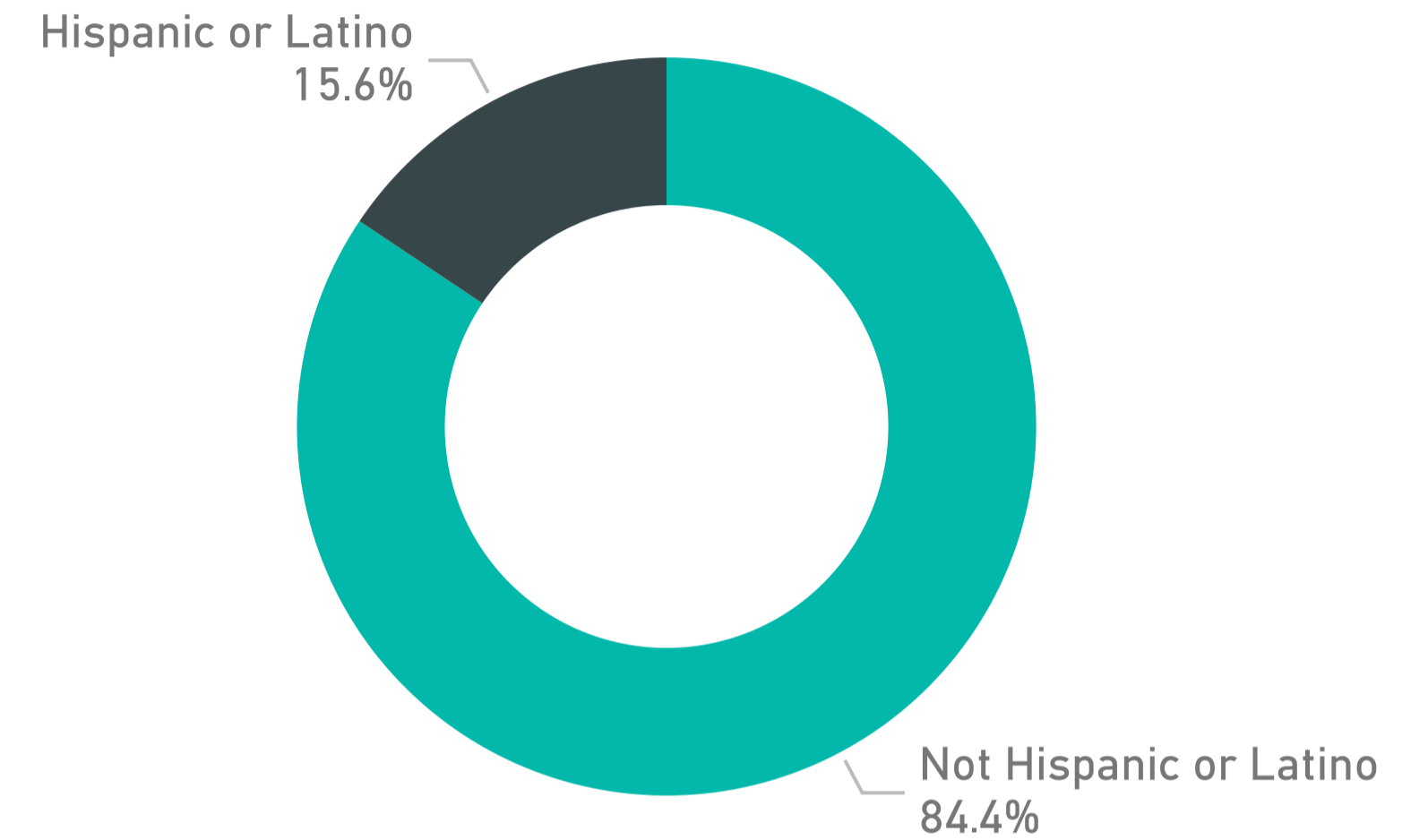
## Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	267	288	285	288
Asian	150	157	155	153
Black/African American	2459	2689	2481	2514
Native Hawaiian or Other Pacific Islander	113	125	102	105
White	5232	5395	4911	4938

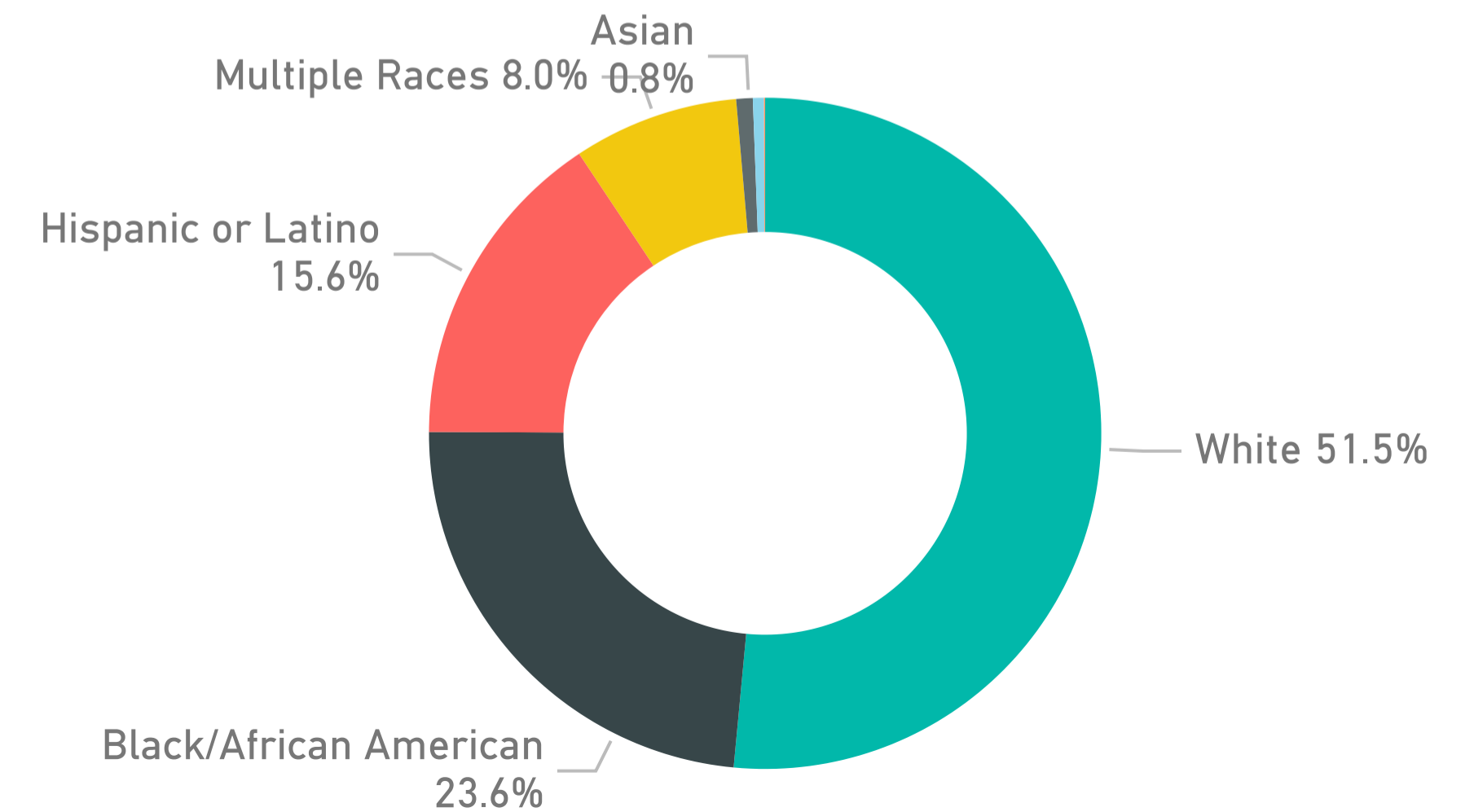
## Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	38	40	38	38
Asian	60	63	57	57
Black/African American	1625	1824	1678	1695
Hispanic or Latino	1096	1161	1101	1122
Multiple Races	569	591	568	572
Native Hawaiian or Other Pacific Islander	5	7	4	4
Not Indicated	2	2		
White	4018	4131	3691	3703

## Enrolled Students by Ethnicity



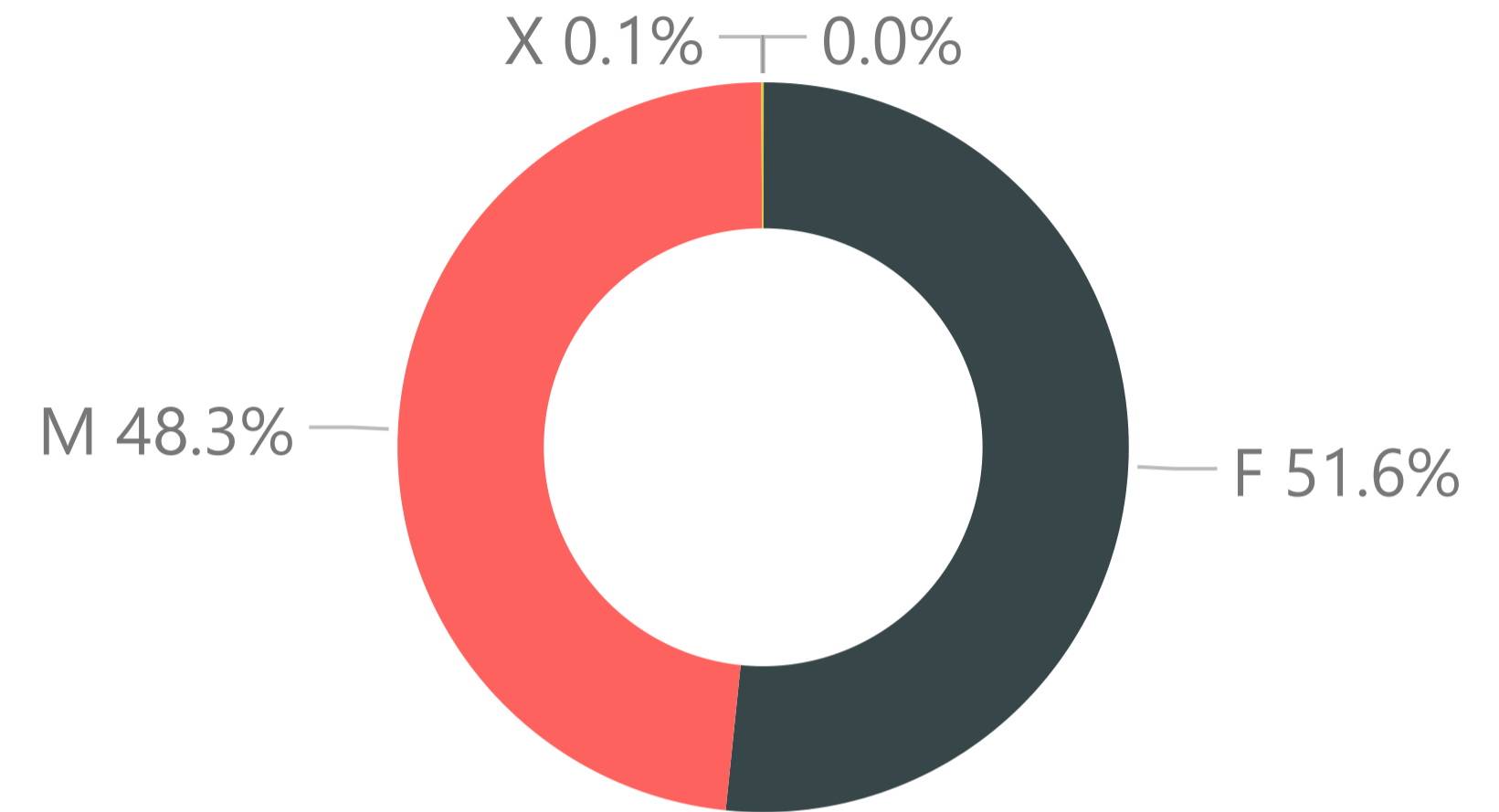
## Enrolled Students by Distinct Race/Ethnicity



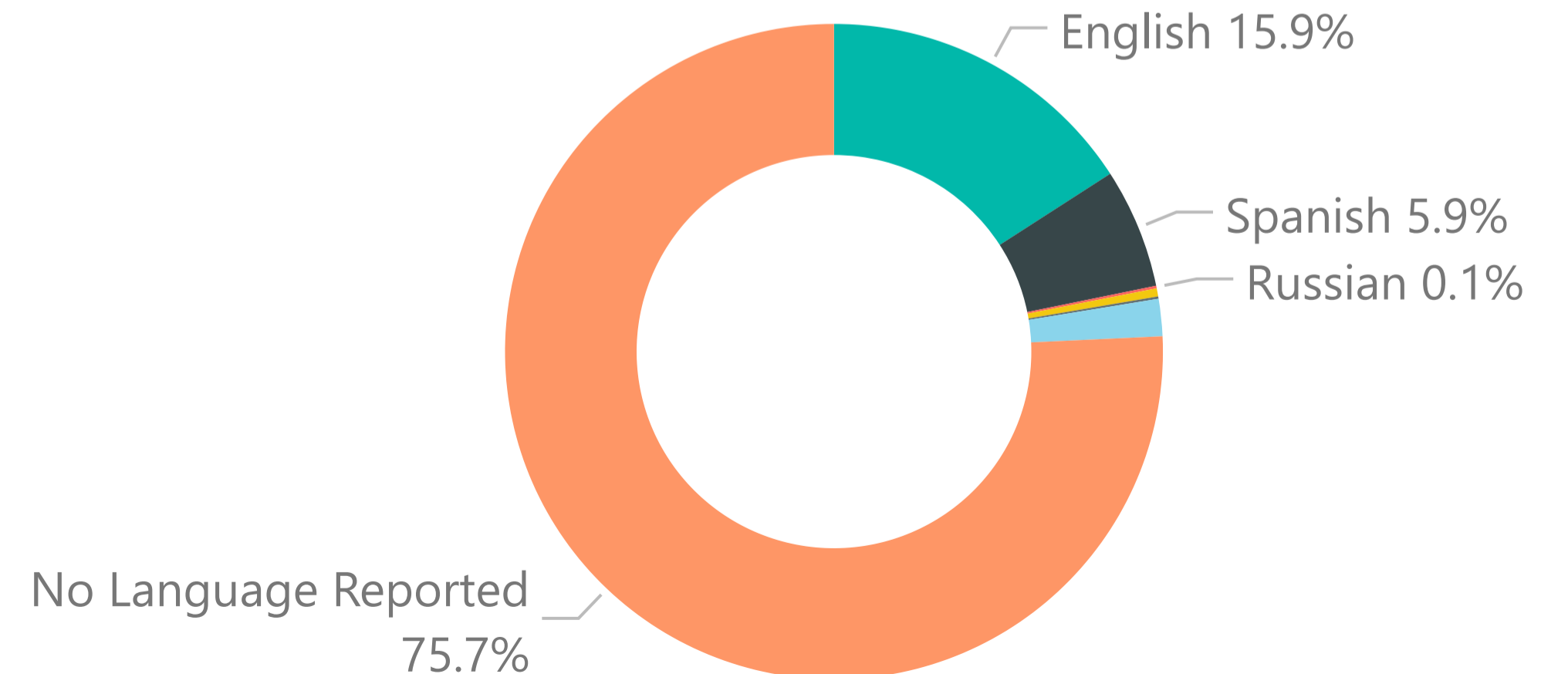
# Reach Cyber Charter School

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## Enrolled Students by Gender



## Enrolled Students by Language



## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	2	2	2	2
F	3721	3945	3672	3711
M	3687	3870	3457	3472
X	3	2	6	6

## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	1154	1223	1132	1141
Spanish	399	423	419	425
Russian	8	7	9	9
Arabic	36	38	30	29
Urdu	9	9	8	8
Another Language	165	177	129	132
No Language Reported	5642	5942	5410	5447

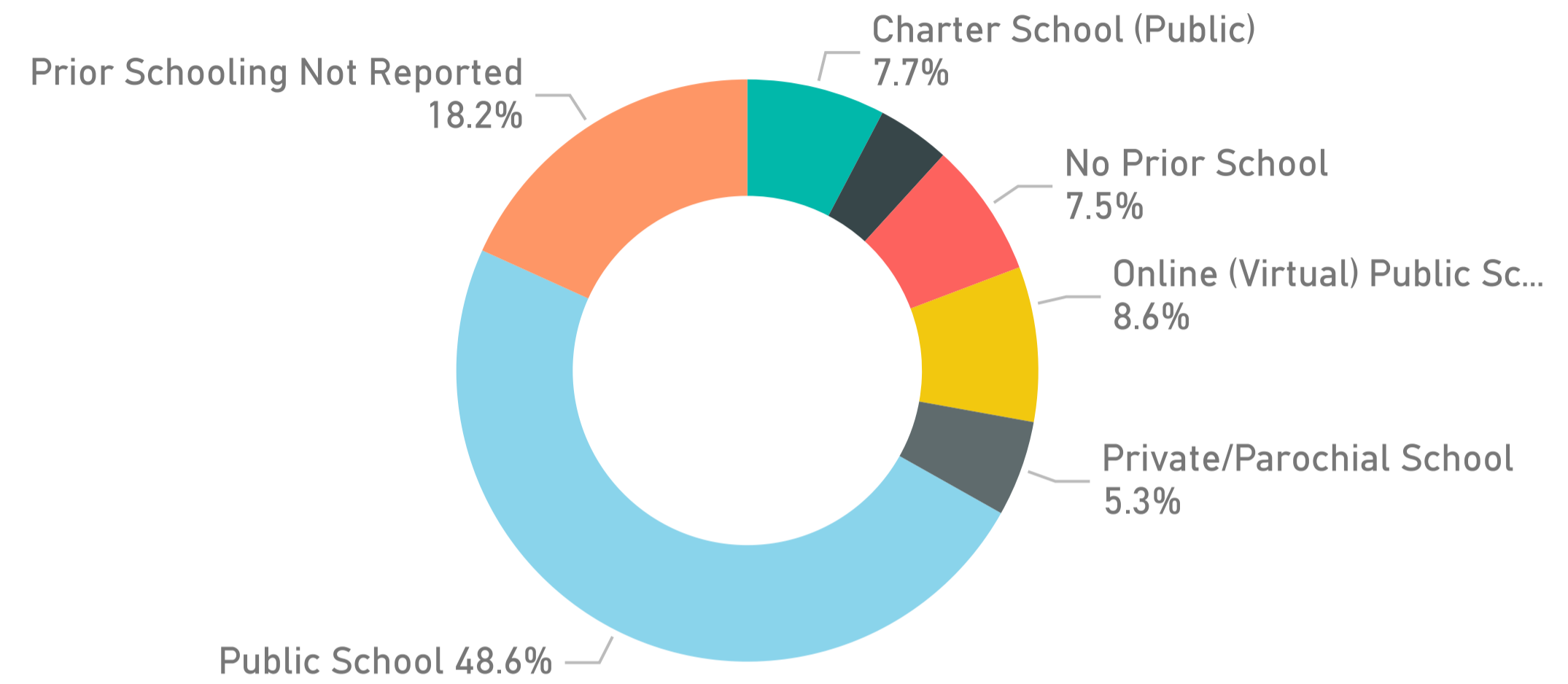
# Reach Cyber Charter School

December 31, 2022

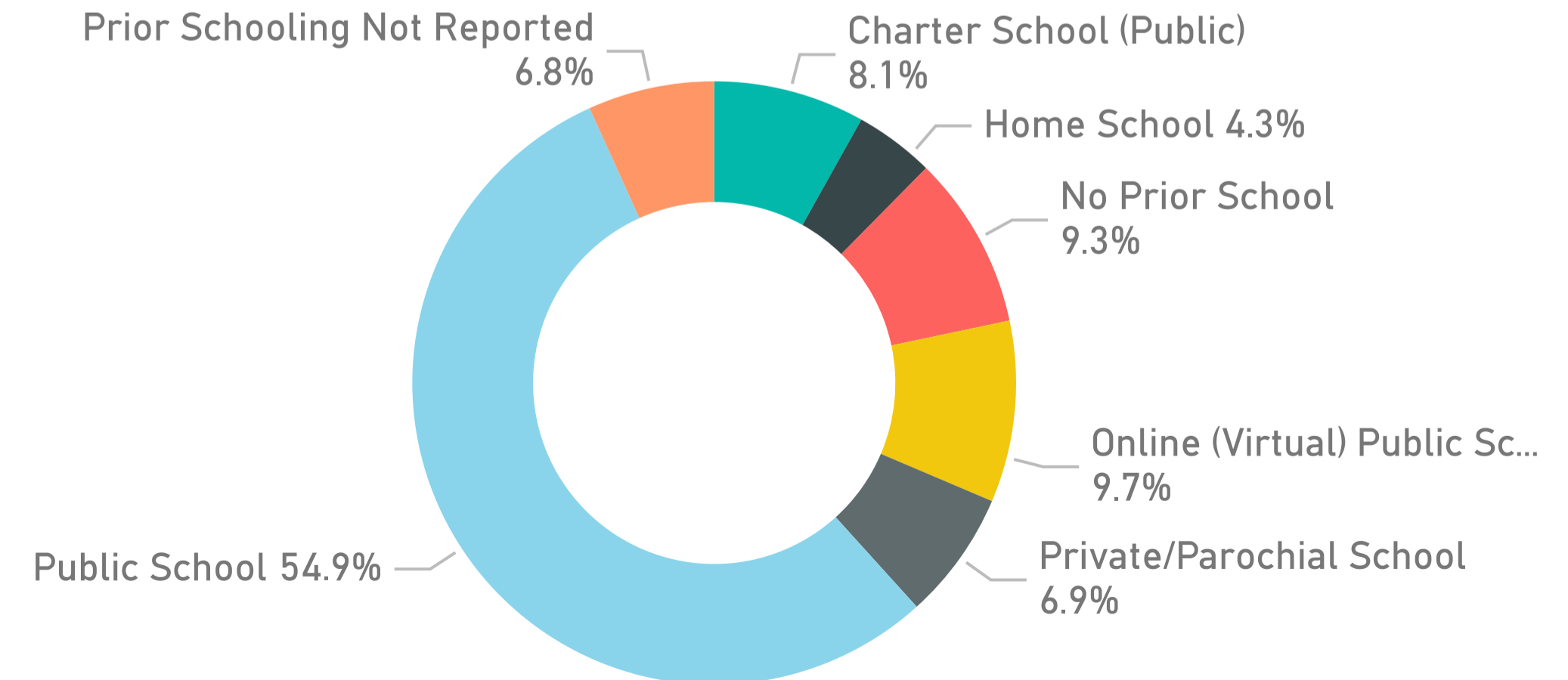
## Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	601	675	543	553
Home School	317	327	292	292
No Prior School	689	663	535	538
Online (Virtual) Public School	721	752	615	619
Private/Parochial School	511	547	377	382
Public School	4072	4367	3446	3496
Prior Schooling Not Reported	502	488	1329	1311

## Prior Schooling December 31, 2022



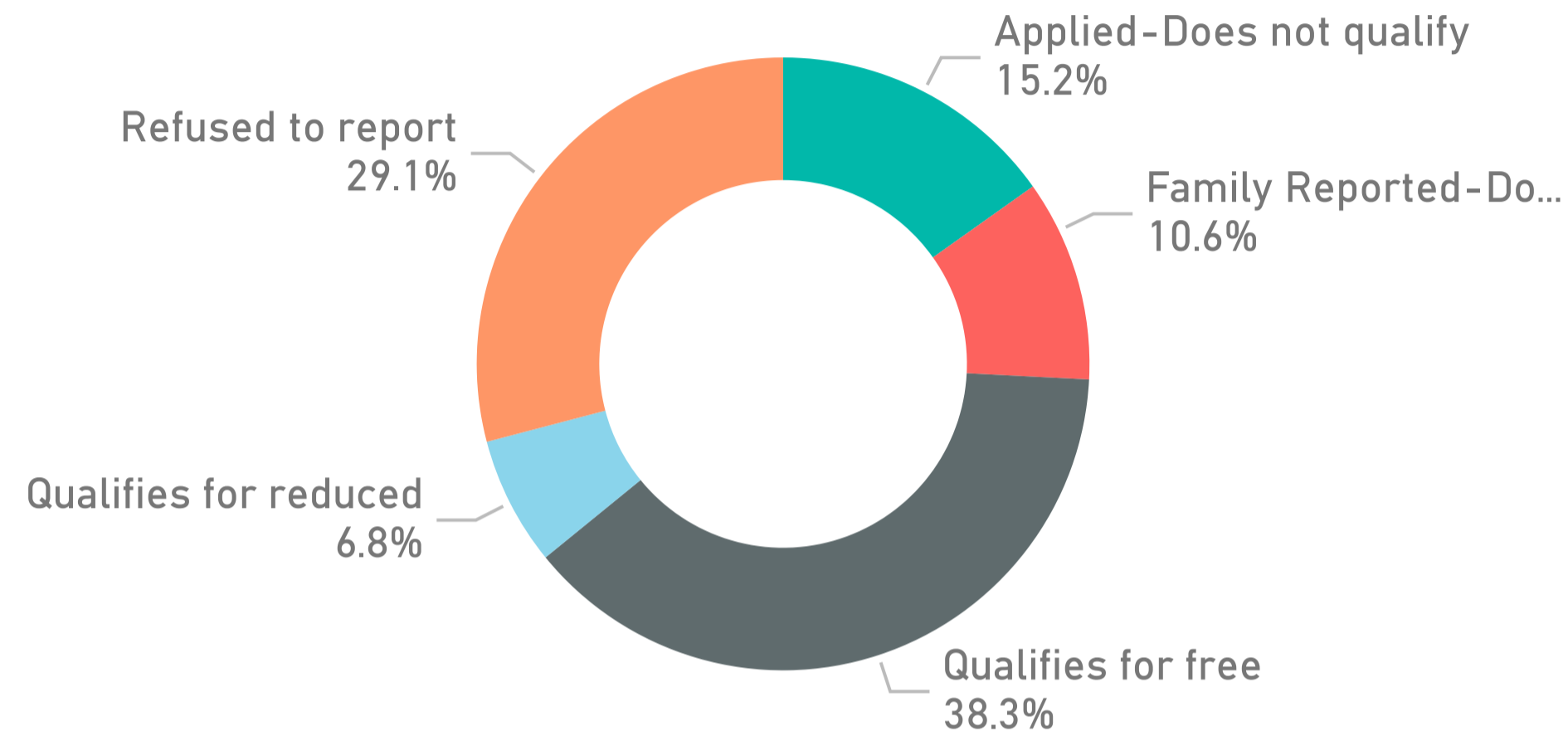
## Prior Schooling December 31, 2021



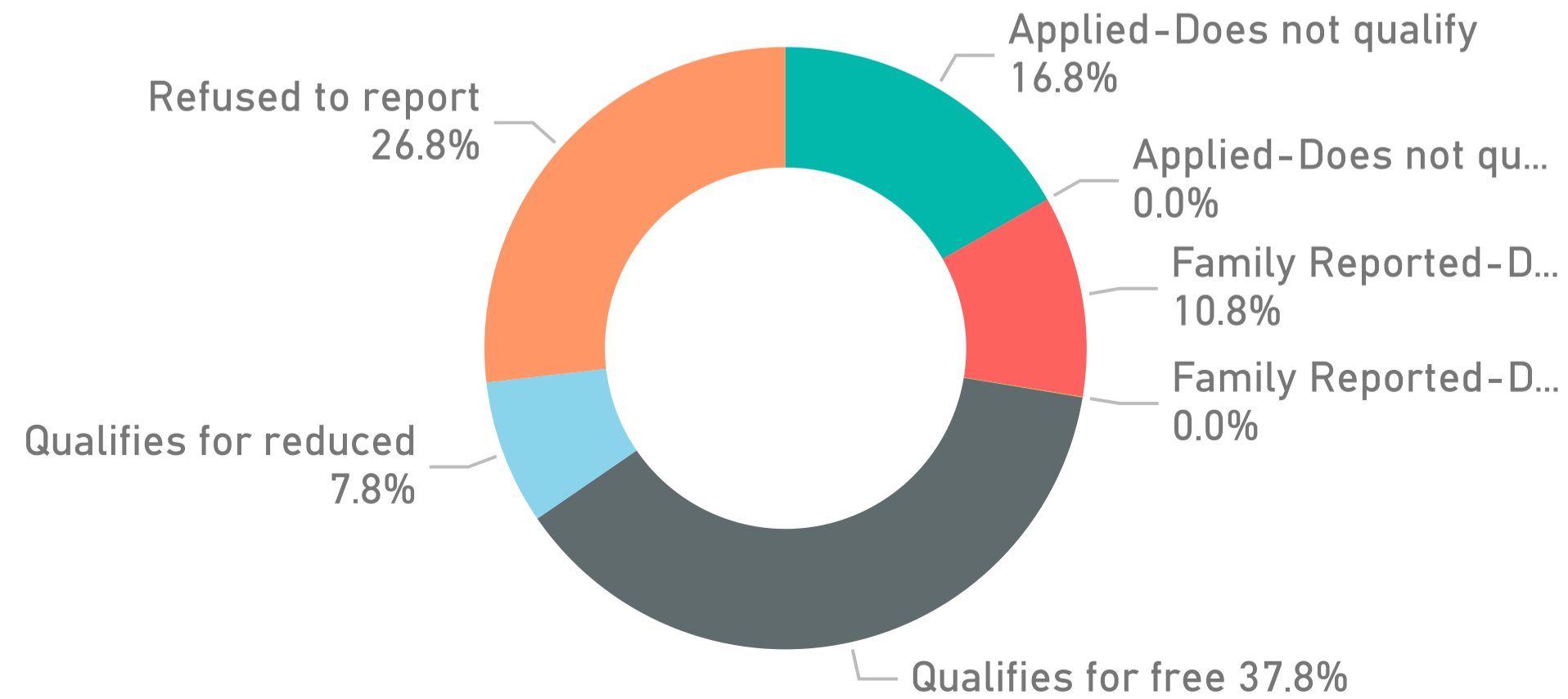
# Reach Cyber Charter School

December 31, 2022

## FARM Eligibility December 31, 2022

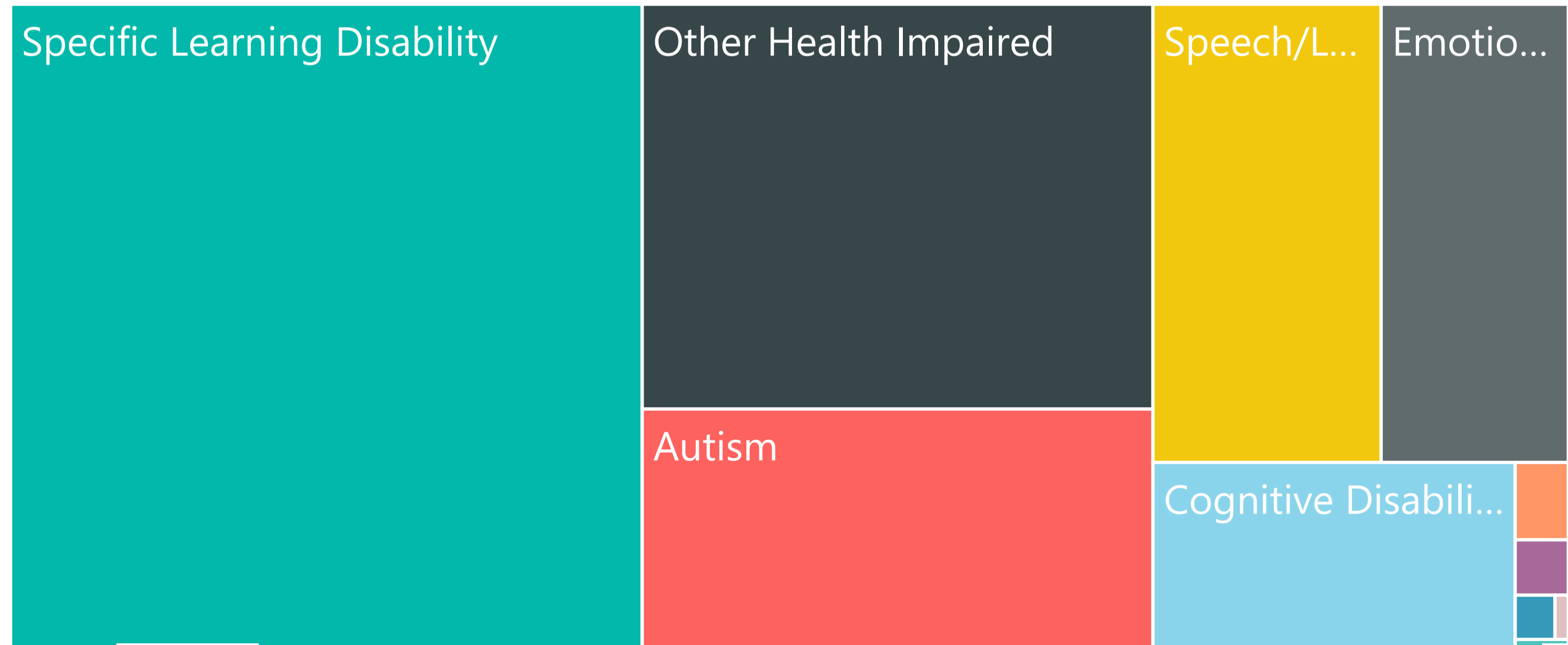


## FARM Eligibility December 31, 2021



## Disability

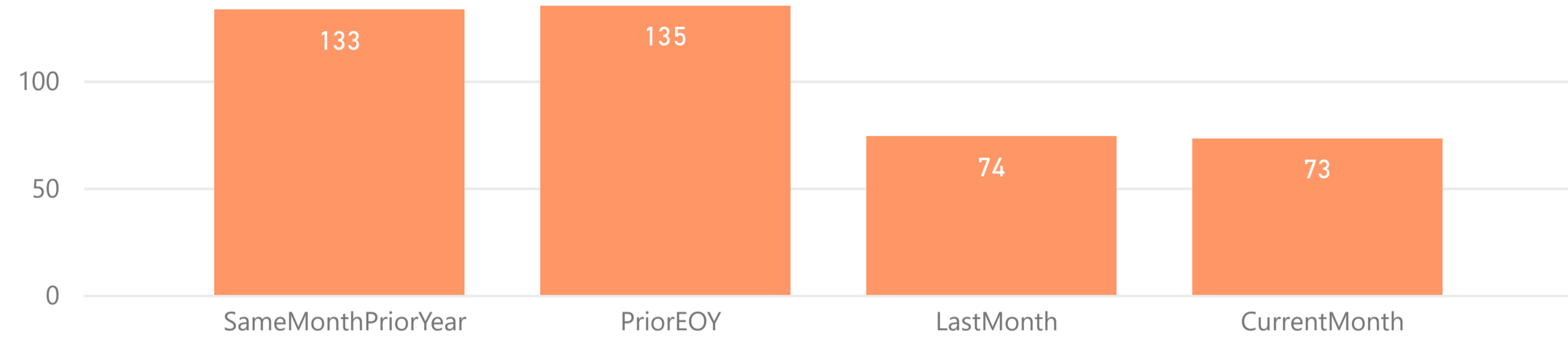
Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	193	214	206	210
Cognitive Disability	90	106	116	116
Emotionally Impaired	129	151	150	146
Hearing Impaired	7	6	7	7
Multiple Disabilities	2	2	5	5
Other	1	5		
Other Health Impaired	319	384	345	352
Physical Disability	1	1	1	1
Specific Learning Disability	651	738	682	695
Speech/Language Impaired	175	216	175	178
Traumatic Brain Injury	3	3	1	1
Visually Impaired	3	4	3	3



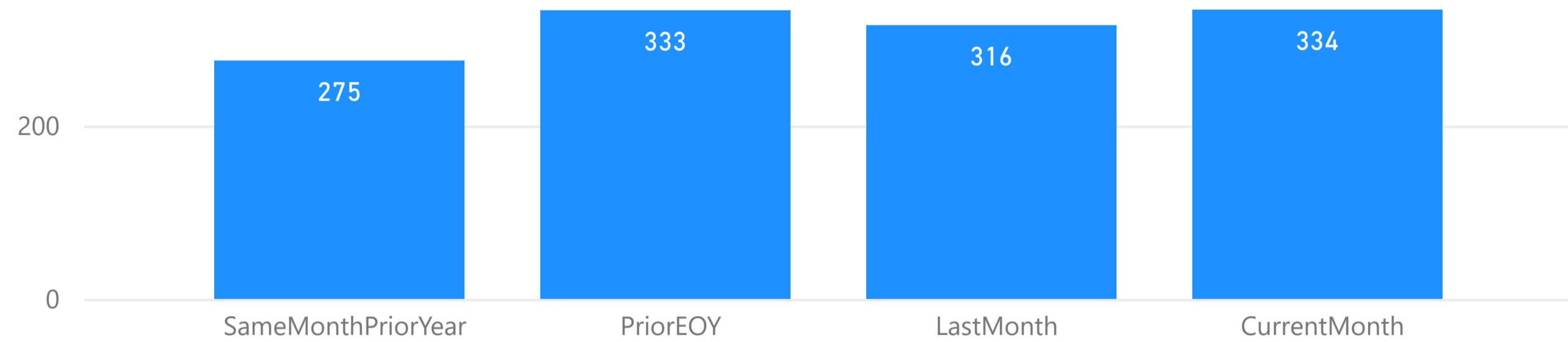
# Reach Cyber Charter School

## December 31, 2022

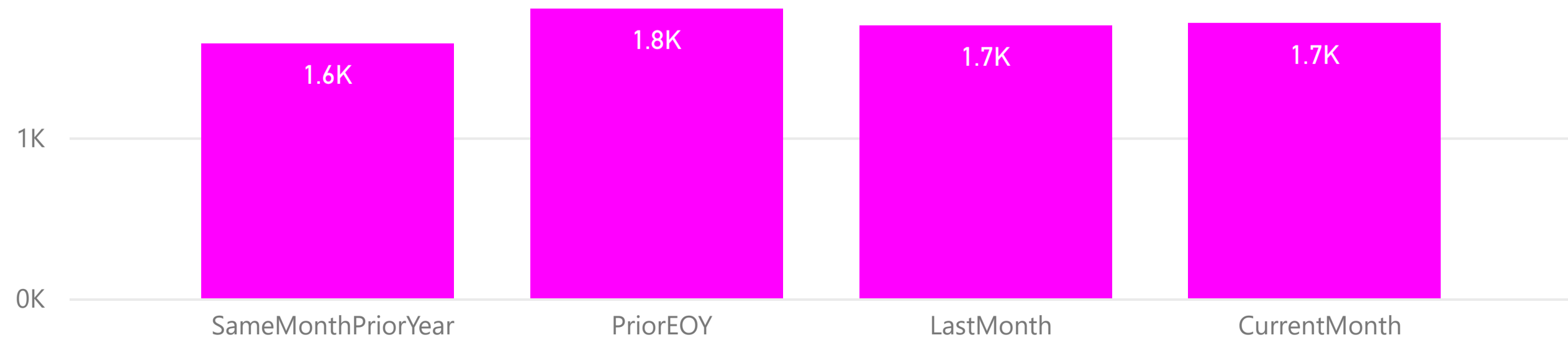
### Gifted



### Plan504



### IEP



### Currently Enrolled

# 7191

### Gifted

## 1%

### Plan504

## 5%

### IEP

## 24%

### Not in Special Population

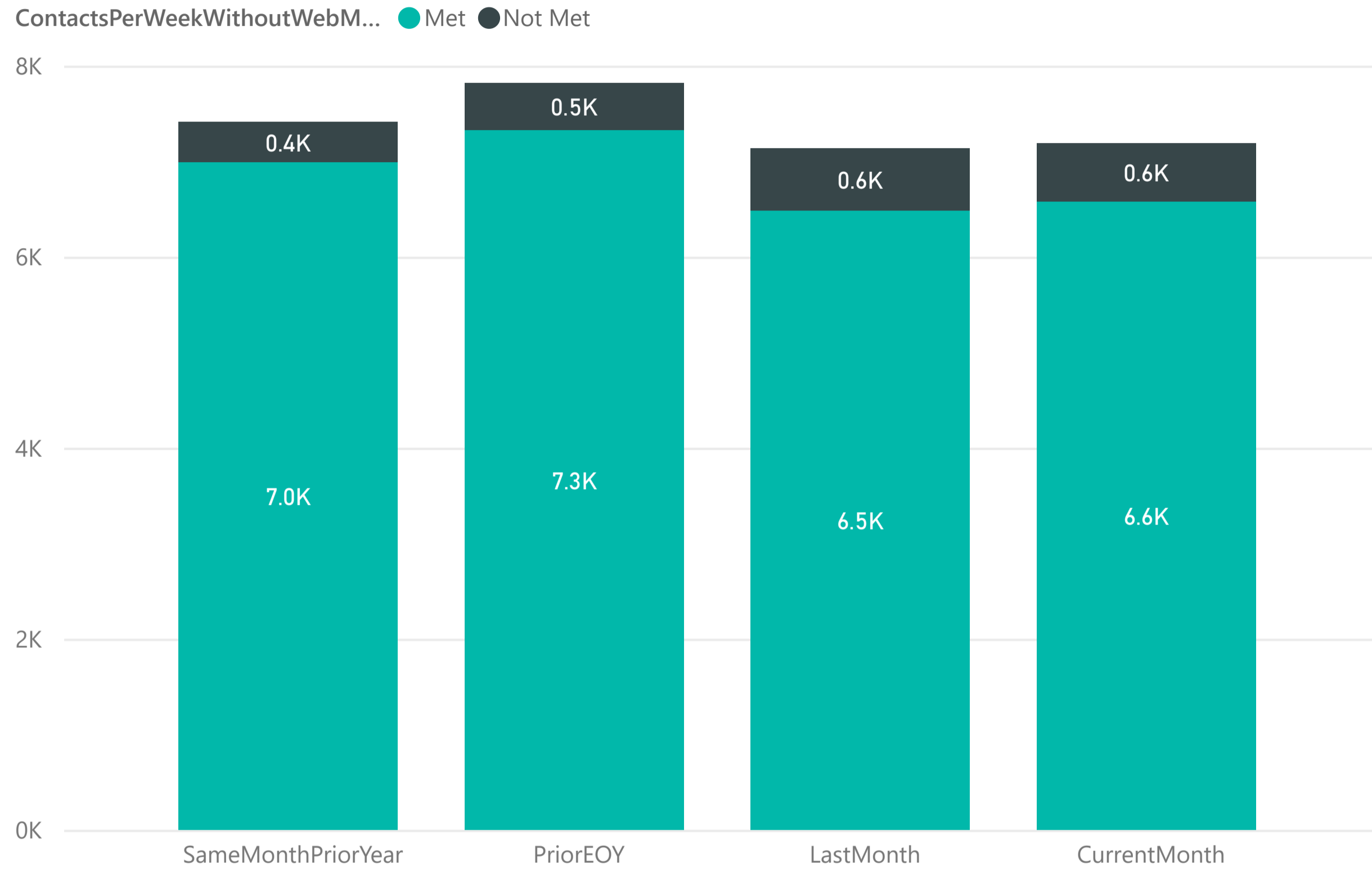
## 71%



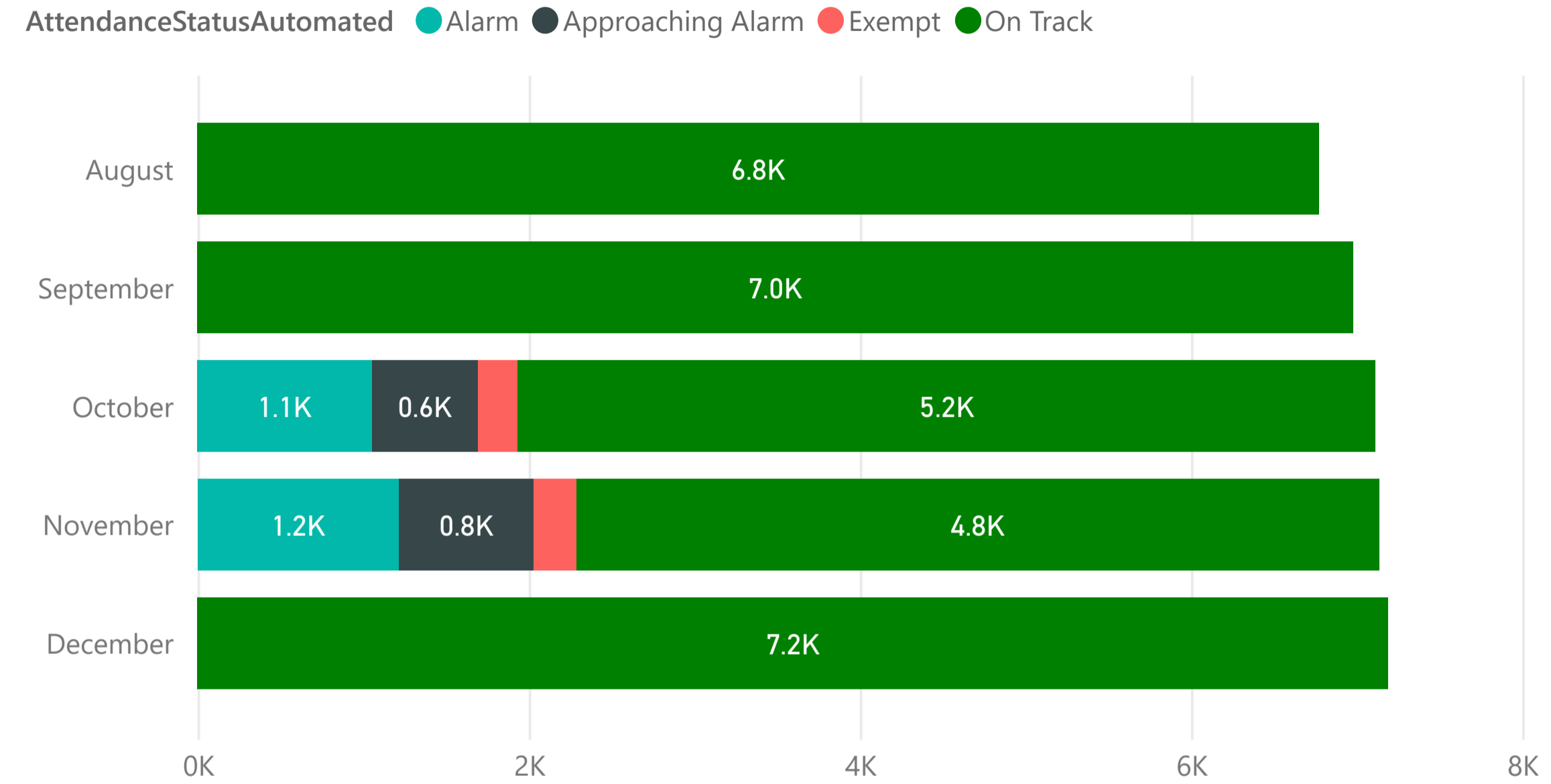
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December 31, 2022

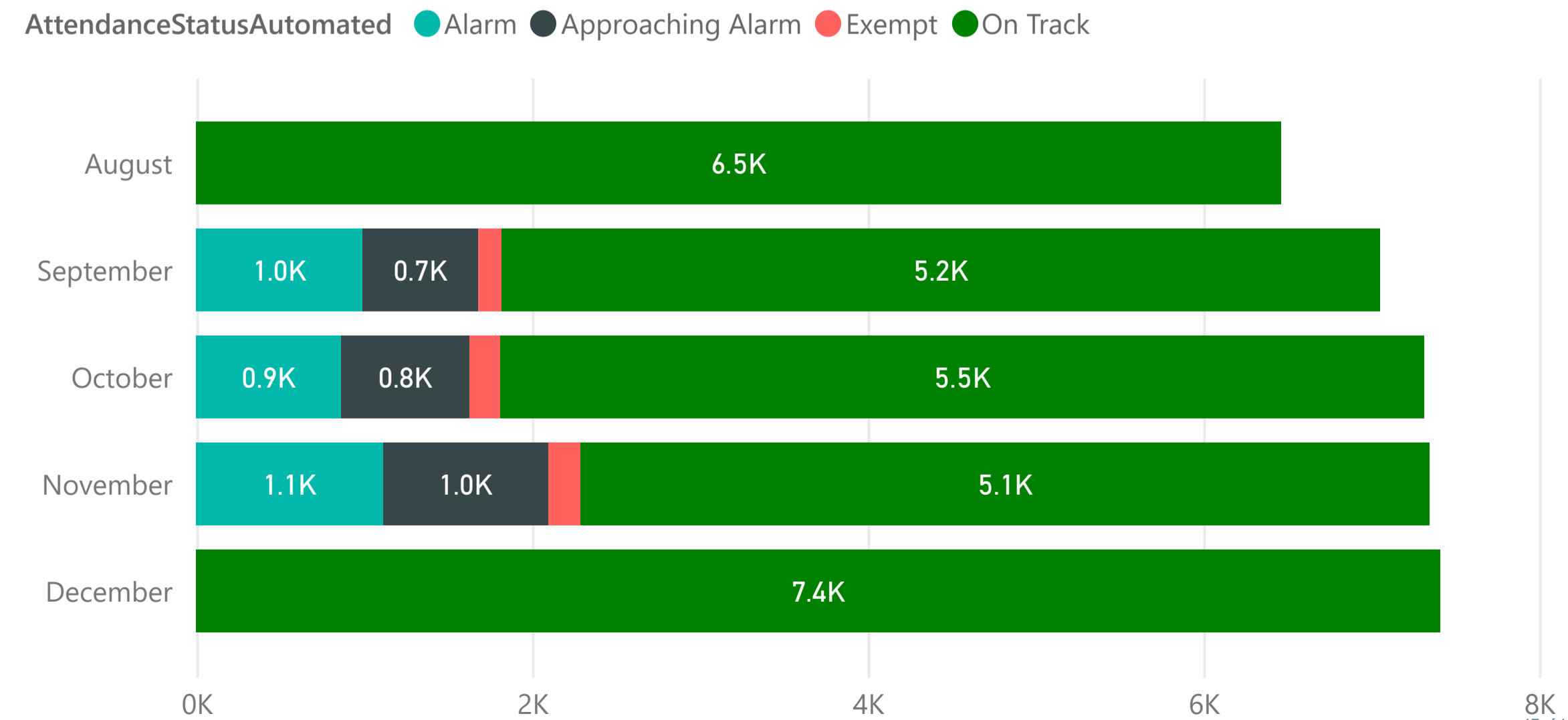
## Contacts Per Week



## School Year: 2022-2023



## School Year: 2021-2022



## Currently Enrolled

**7191**

# Reach Cyber Charter School

December 31, 2022

## Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	92%	93%	99%	94%
3-5	89%	97%	98%	94%
6-8	90%	97%	94%	92%
9-12	81%	99%	85%	82%
<b>Total</b>	<b>87%</b>	<b>97%</b>	<b>91%</b>	<b>88%</b>

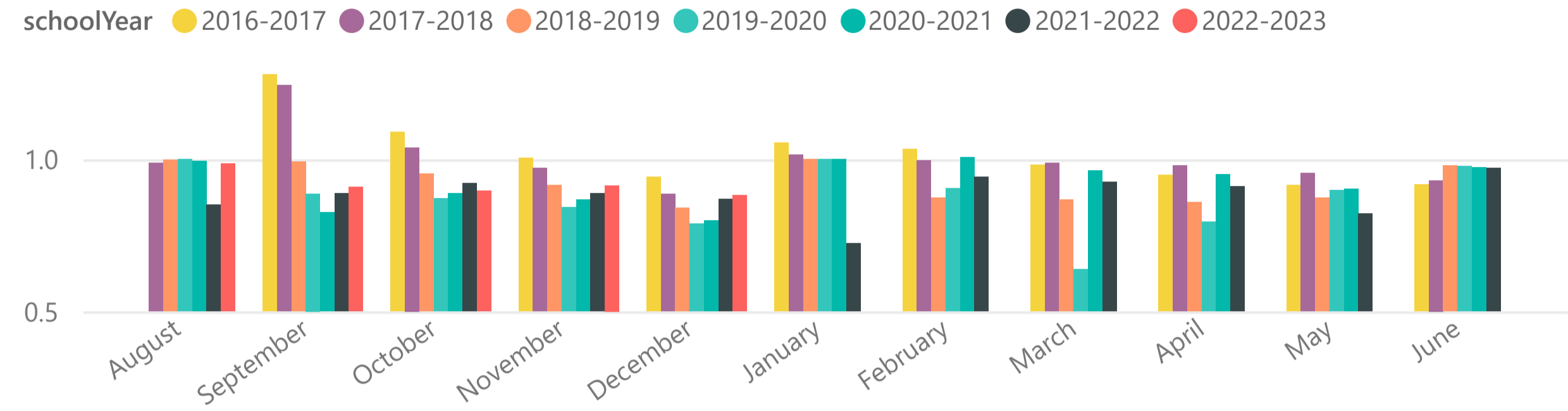
## Average Performance

GradeDistribution	SameMonthPriorYear	LastMonth	CurrentMonth
PK-2	83%	80%	79%
3-5	77%	76%	76%
6-8	70%	68%	68%
9-12	68%	64%	62%
<b>Total</b>	<b>73%</b>	<b>69%</b>	<b>69%</b>

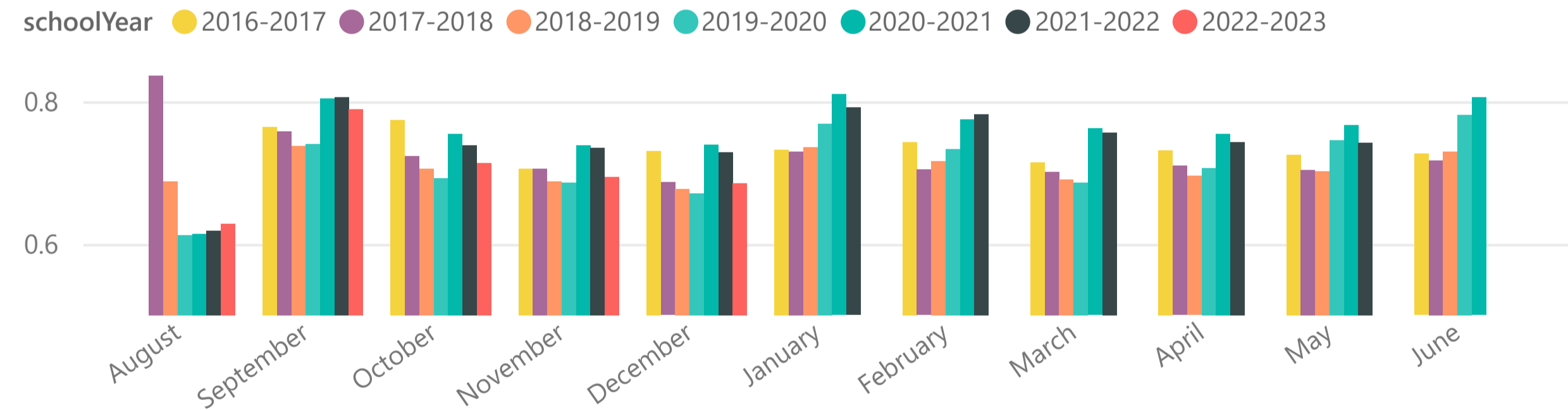
## Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	101%	99%	99%
3-5	99%	101%	98%	97%
6-8	100%	101%	98%	99%
9-12	96%	96%	94%	94%
<b>Total</b>	<b>98%</b>	<b>99%</b>	<b>96%</b>	<b>97%</b>

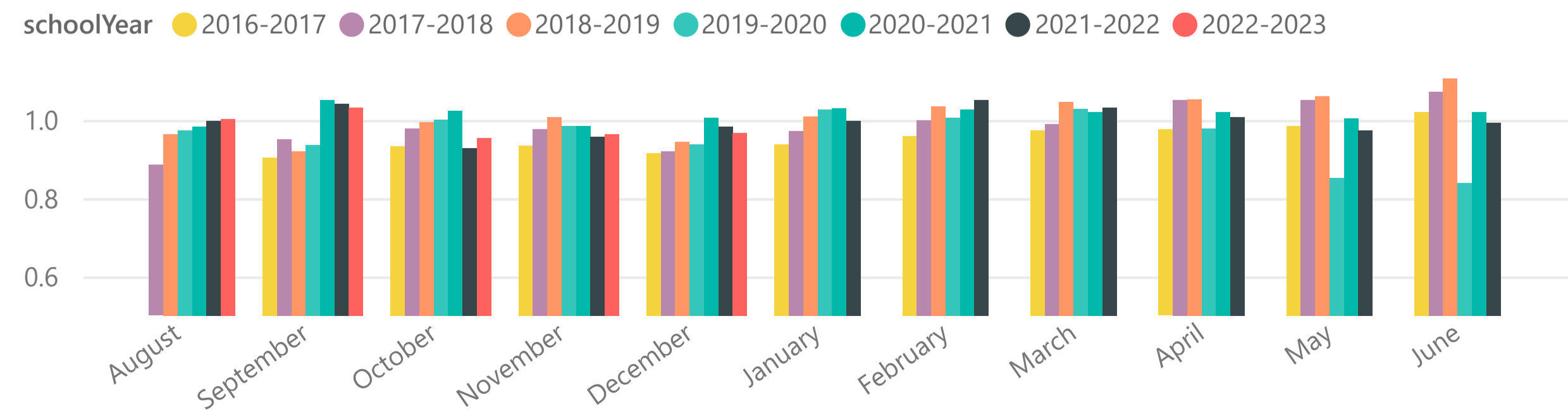
## Average Total Participation



## Average Total Performance



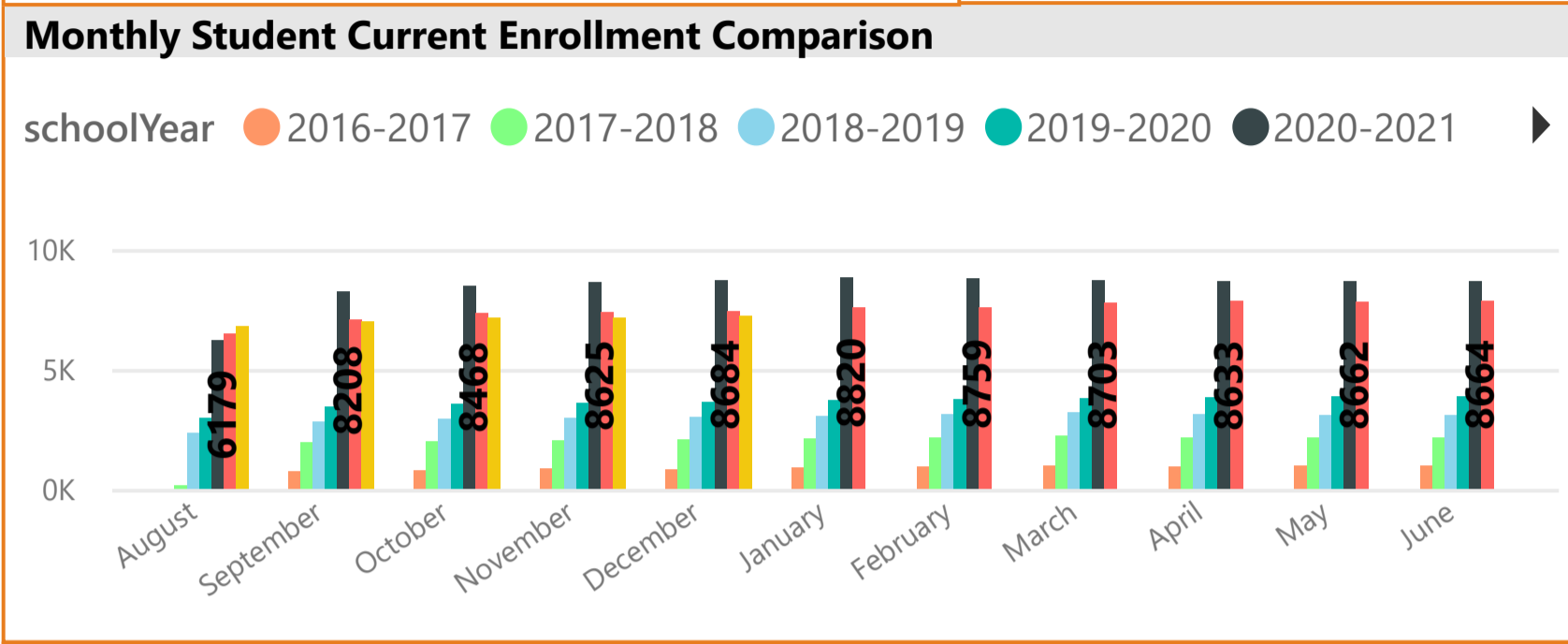
## Average Total Attendance



<b>Currently Enrolled</b> <b>7191</b>	<b>Total YTD Enrolled</b> <b>8024</b>
<b>Enrollment Services Complete (Stage 4)</b> <b>8862</b>	

**Reach Cyber Charter School**  
**December 31, 2022**

<b>Current Enrollment Month-Over-Month Change</b> <b>1%</b>
<b>Current Enrollment Year-Over-Year Change</b> <b>-3%</b>



**Total YTD Enrollment**

ReportPeriod	SameMonthPriorYear	CurrentMonth
Withdrawal Category	Student Count %CT Student Count	Student Count %CT Student Count
Enrolled, Not Grad	7426 87%	7199 90%
Graduated	77 1%	114 1%
Prior To Engagement	234 3%	107 1%
Withdrawal During School Year	790 9%	604 8%
<b>Total</b>	<b>8527 100%</b>	<b>8024 100%</b>

**New & Returning**

ReportPeriod	SameMonthPriorYear	CurrentMonth
New or Returning	Students %CT Students	Students %CT Students
New	2802 37.80%	2268 31.54%
Returning	4611 62.20%	4923 68.46%

**Household Data**

Household Data	SameMonthPriorYear	CurrentMonth
Active	5279	5304
Graduated	77	112
WD During School Year	635	475
WD Prior To Engagement	196	94

**Students Per Active Household**

SameMonthPriorYear	CurrentMonth
1.41	1.36

**Grade Distribution**

ReportPeriod	SameMonthPriorYear	CurrentMonth
GradeDistribution	Students %CT Students	Students %CT Students
<b>PK-2</b>	<b>1393 19%</b>	<b>1053 15%</b>
KG	409 6%	286 4%
1	530 7%	359 5%
2	454 6%	408 6%
<b>3-5</b>	<b>1436 19%</b>	<b>1238 17%</b>
3	435 6%	389 5%
4	486 7%	399 6%
5	515 7%	450 6%
<b>6-8</b>	<b>1765 24%</b>	<b>1746 24%</b>
6	588 8%	523 7%
7	573 8%	609 8%
8	604 8%	614 9%
<b>9-12</b>	<b>2819 38%</b>	<b>3154 44%</b>
9	742 10%	741 10%
10	720 10%	743 10%
11	618 8%	730 10%
12	739 10%	940 13%
<b>Total</b>	<b>7413 100%</b>	<b>7191 100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMonth
Applying for next year	
Enrollment was intended to be short term and is no longer needed for my student.	
Generally dissatisfied with curriculum/course options	
Inactivity/Lack of Attendance	
My student is pursuing GED	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
Other Completer	
Technical Difficulties	
The curriculum is too easy.	
The curriculum is too hard.	
The program takes too much of the Learning Coach's time.	
The program takes too much of the student's time.	
The program/schedule is not flexible enough.	
The transition to virtual school was too difficult.	

**Reach Cyber Charter School  
December 31, 2022**

Gender		
Gender	SameMonthPriorYear	CurrentMonth
	2	2
F	3721	3711
M	3687	3472
X	3	6

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	1154	1141
Spanish	399	425
Russian	8	9
Arabic	36	29
Urdu	9	8
Another Language	165	132
No Language Reported	5642	5447

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	193	210
Cognitive Disability	90	116
Emotionally Impaired	129	146
Hearing Impaired	7	7
Multiple Disabilities	2	5
Other	1	
Other Health Impaired	319	352
Physical Disability	1	1
Specific Learning Disability	651	695
Speech/Language Impaired	175	178
Traumatic Brain Injury	3	1
Visually Impaired	3	3

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	133	73

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	275	334

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	1581	1708

Gifted	Plan504
<b>1%</b>	<b>5%</b>
IEP	Not in Special Population
<b>24%</b>	<b>71%</b>

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	1096	1122
Not Hispanic or Latino	6315	6069

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	38	38
Asian	60	57
Black/African American	1625	1695
Hispanic or Latino	1096	1122
Multiple Races	569	572
Native Hawaiian or Other Pacific Islander	5	4
Not Indicated	2	
White	4018	3703

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	267	288
Asian	150	153
Black/African American	2459	2514
Native Hawaiian or Other Pacific Islander	113	105
White	5232	4938

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied-Does not qualify	985	8
Applied-Does not qualify,Refused to report	1	
Family Reported-Does not qualify	662	6
Family Reported-Does not qualify,Applied-Does not qualify	2	
Qualifies for free	2135	20
Qualifies for reduced	451	3
Refused to report	1603	16

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	601	553
Home School	317	292
No Prior School	689	538
Online (Virtual) Public School	721	619
Private/Parochial School	511	382
Public School	4072	3496
Prior Schooling Not Reported	502	1311

## Reach Cyber Charter School December 31, 2022

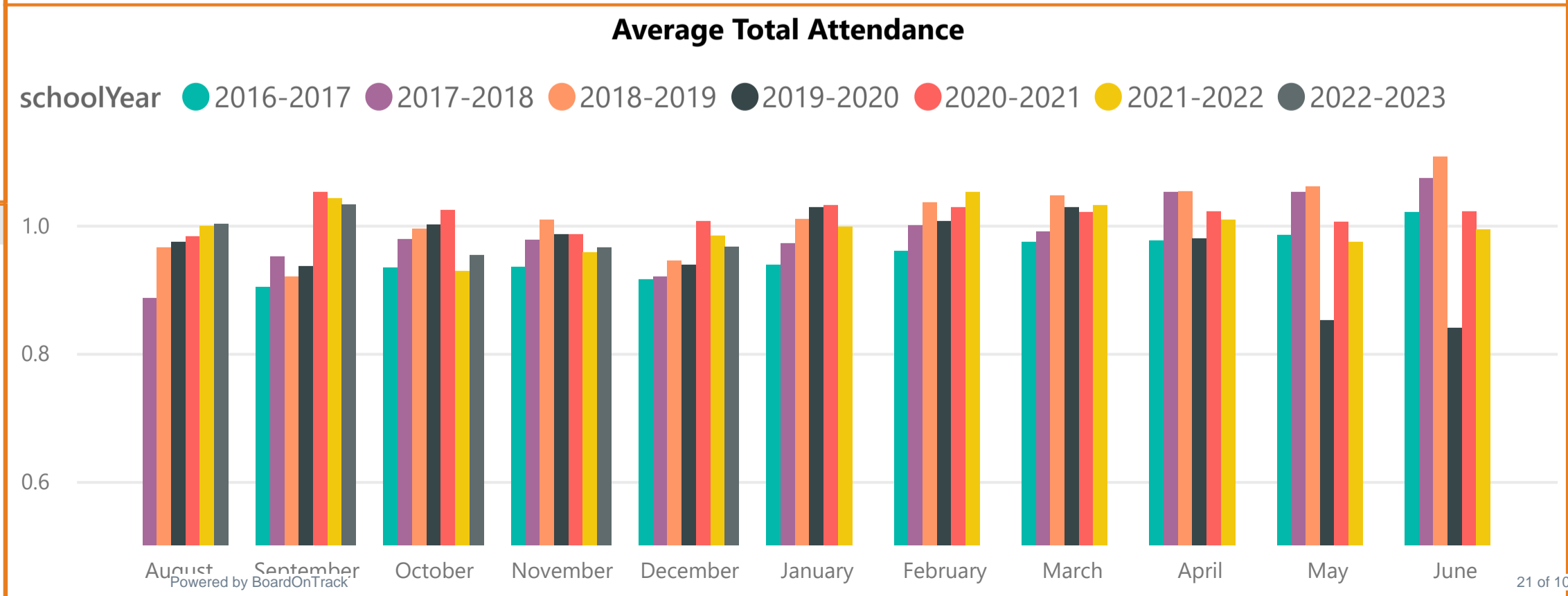
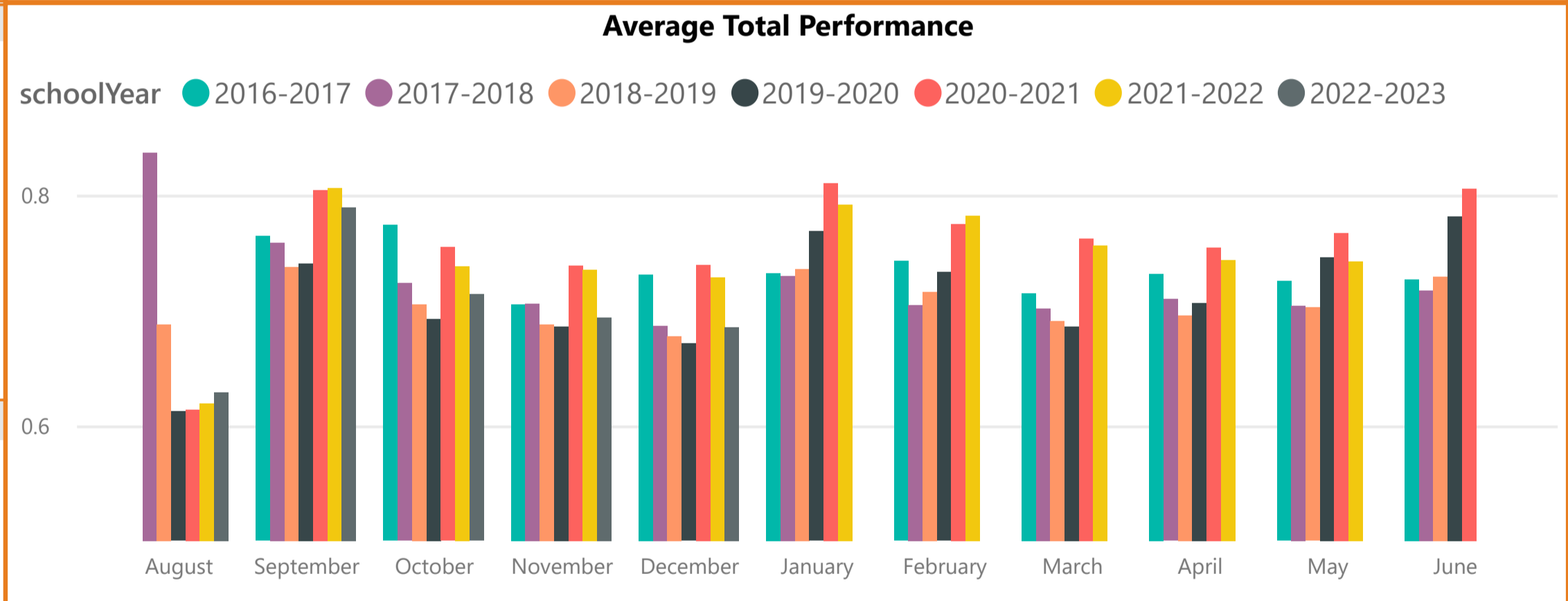
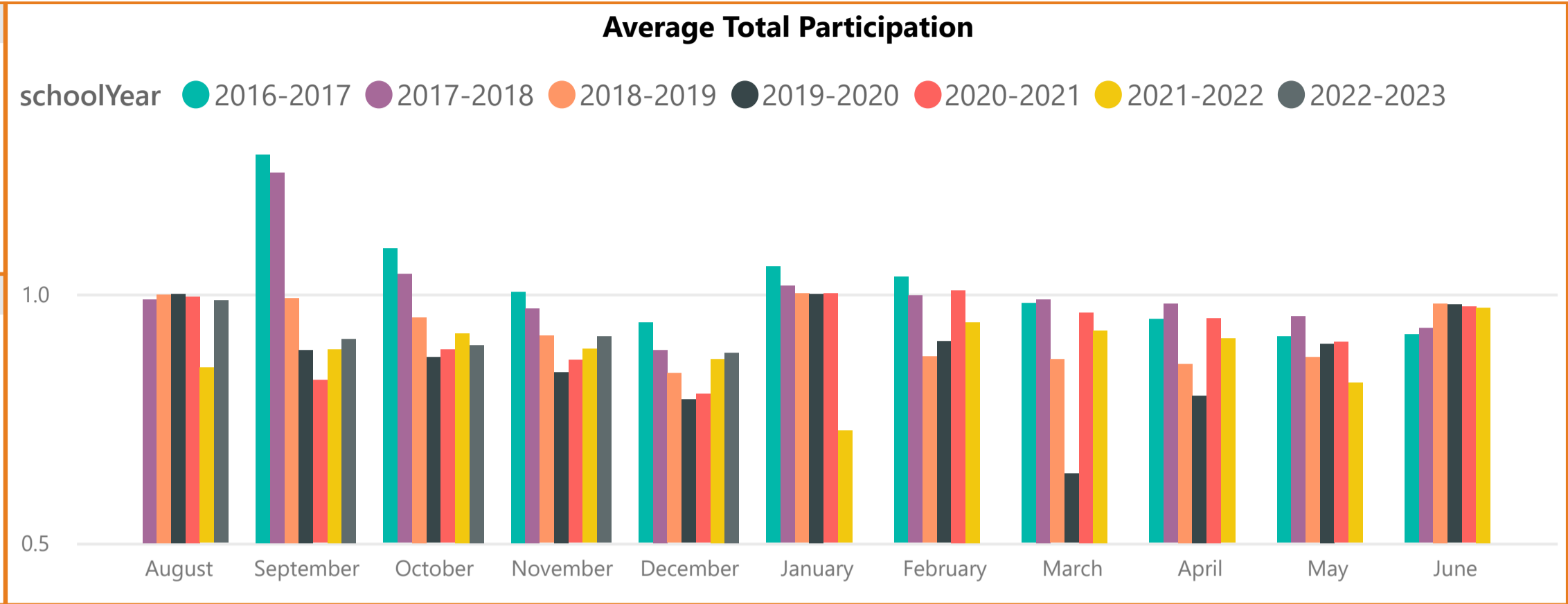
Contacts Per Week		
ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	6990	6578
Not Met	423	612

Attendance Status		
AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
On Track	7413	7191

Average Participation		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	92%	94%
3-5	89%	94%
6-8	90%	92%
9-12	81%	82%
<b>Total</b>	<b>87%</b>	<b>88%</b>

Average Performance		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	83%	79%
3-5	77%	76%
6-8	70%	68%
9-12	68%	62%
<b>Total</b>	<b>73%</b>	<b>69%</b>

Average Attendance		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	99%
3-5	99%	97%
6-8	100%	99%
9-12	96%	94%
<b>Total</b>	<b>98%</b>	<b>97%</b>



# Coversheet

## Staffing Update

**Section:** IV. Oral Reports  
**Item:** B. Staffing Update  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Staffing Report-January 2023.docx.pdf  
2023 Benefit OE Summary Highlight.pdf  
Board\_Update-Tuition&Enhancement.pdf

## REACH Staffing Report January 2023

	Current Staff	Hires SYTD	Departures SYTD
<b>10-month Staff</b>	667	65	25
<b>12-month Staff</b>	126	21	3
<b>Grand Total</b>	<b>793</b>	<b>72</b>	<b>28</b>

### New Hires

First Name	Last Name	Job Title	Compensation	Start Date
Laura	Boyer	Teacher - Special Education	\$56,500	11/29/2022
Leslie	Wiest	Reading Specialist	\$59,000	12/13/2022
Shelia	Parker	Teacher - High School	\$64,500	12/13/2022
Timothy	Booth	Teacher - High School	\$59,500	1/3/2023
Marcidanielle	Mazenko	Teacher - Special Education	\$61,500	1/3/2023
Kristian	Reid	Administrative Assistant II - Attendance	\$50,160	1/3/2023
Eboni	Perry	Paraprofessional	\$43,680	1/10/2023
Kayla	Mills	Teacher - Special Education	\$53,500	1/17/2023
Kathy	Puentes	Reading Specialist	\$64,500	1/17/2023
Lee	Duquette	Teacher - Special Education	\$60,000	1/17/2023
Latoya	Battle	Career Experience Coordinator	\$63,000	1/31/2023
Brandon	Debow	Enrollment Specialist	\$46,000	2/21/2023
Brittany	Diamond	Enrollment Specialist	\$46,000	2/21/2023
Celines	Diaz-Guzman	Enrollment Specialist	\$50,000	2/21/2023
Jodianne	Killmeyer	Enrollment Specialist	\$46,000	2/21/2023
Taira	Talley	Enrollment Specialist	\$44,500	2/21/2023
Juliann	Brennan	Enrollment Specialist	\$44,500	2/21/2023

## REACH Staffing Report January 2023

### Position Changes

First Name	Last Name	Former Position	New Position	Compensation	Start Date
Arielle	Williamson	HR Assistant	HR Coordinator	\$50,160	12/1/2022
Lisa	Blickley	Benefits Specialist	Manager of Employee Benefits	\$72,957	12/1/2022
Danielle	Marsicano	Admin Assistant I	Admin Assistant II - STEM	\$55,623	1/16/2023
Stacey	Baker	Teacher - Special Education	Supervisor of Special Education	\$80,000	1/16/2023
Lexi	Loeb	Enrollment Specialist	Career Exploration Coordinator	\$60,000	2/1/2023
Alyssa	Thompson	Enrollment Specialist	Career Experience Coordinator	\$63,000	2/1/2023
Greta	Ledyard	Family Mentor	Career Experience Coordinator	\$60,000	2/1/2023

### Departing Employees

First Name	Last Name	Job Title	Last Day Worked
Allison	Bullock	Teacher - Middle School	11/23/2022
Sandra	White	Teacher- Middle School	12/14/2022
Cynthia	Ziegler	Teacher Middle School	12/14/2022
Kayla	Foltz	School Administrative Assistant II	12/22/2022
Sarah	Brubaker	Teacher - Middle School	1/3/2023
Thomas	Romanchick	Teacher - Middle School	1/4/2022
Sarah	Malis	Teacher - Special Education	1/6/2023
Erin	Stonebraker	Teacher - High School	1/27/2022



## 2023 Benefit Open Enrollment Summary

2022 vs. Self Funded Approval	
Current Annual Cost	\$8,162,155
Est. Renewal Annual Cost	\$8,162,868
<i>Difference:</i>	<b>\$713</b>

0.0%

2022 vs. Open Enrollment	
Current Annual Cost	\$8,162,155
Est. Renewal Annual Cost	\$8,352,480
<i>Difference:</i>	<b>\$190,324</b>

2.3%

Workforce	778	
Benefit	Enrollment	
QHDHP	133	25%
PPO 1000	118	22%
PPO 500	279	53%
<b>Total Medical</b>	<b>530</b>	<b>68.1%</b>
Declined Medical	248	31.9%
<b>Dental</b>	<b>565</b>	<b>72.6%</b>
Declined Dental	213	27.4%
<b>Vision</b>	<b>555</b>	<b>71.3%</b>
Declined Vision	223	28.7%

Workforce	783	
Benefit	Enrollment	
QHDHP	172	31%
PPO 1000	130	24%
PPO 500	248	45%
<b>Total Medical</b>	<b>550</b>	<b>70.2%</b>
Declined Medical	233	29.8%
<b>Dental</b>	<b>575</b>	<b>73.4%</b>
Declined Dental	208	26.6%
<b>Vision</b>	<b>563</b>	<b>71.9%</b>
Declined Vision	220	28.1%

### Changes Experienced

#### 5 Workforce

39 QHDHP  
12 PPO 1000  
-31 PPO 500

#### 20 Medical

#### 10 Dental

#### 8 Vision

- \* \$190k annual increase to proposal vs a potential \$941k if we would have stayed Fully Insured
- \* The \$190k increase is a result from an additional 20 medical enrollments, 10 dental, and 8 vision, which include 5 new workforce.
- \* Experienced a positive cost-effective shift to the QHDHP, these members will not hit claims until after their deductible resulting in savings.



## Tuition Reimbursement Program Payment Update

Reach is committed to providing tuition reimbursement for staff who desire to continue their education for their professional and personal development by providing a Tuition Reimbursement Program. Within this program, eligible staff receive reimbursement for one hundred percent (100%) of tuition costs for up to a maximum of \$5,250 per calendar year for qualified educational expenses and successful completion of eligible undergraduate, graduate, and post-graduate courses in accredited colleges or universities.

The following table provides a summary of the number of staff that took advantage of the program and the total amount of reimbursements provided to those staff during calendar years 2021 and 2022.

Calendar Year 2021			Calendar Year 2022		
Staff Role	# of Staff Reimbursed	Total of Payments	Staff Role	# of Staff Reimbursed	Total of Payments
Instructional	81	\$293,347	Instructional	107	\$399,248
Non-instructional	8	\$37,128	Non-instructional	6	\$22,631
Administrators	9	\$30,482	Administrators	6	\$24,420
<b>Total</b>	<b>98</b>	<b>\$360,958</b>	<b>Total</b>	<b>119</b>	<b>\$446,299</b>

## Professional Enhancement Update Tier I and Tier II Payments

As part of the school’s revised Compensation System approved by the Board last year, Reach implemented a Professional Enhancement program to incentivize staff to obtain job-related certifications, Instructional II certifications and advanced degrees. The incentives are separated into two distinct tiers:

- Tier I stipends are paid to eligible staff who earn an additional job-related certification.
- Tier II pay increase is paid to eligible staff who earn an additional or advanced job-related degree.

The following table provides a summary of the Tier I and Tier II incentives under Professional Enhancement.

Incentive Type	Incentive Amount	# of Staff	Total Amount
Tier I - Additional Certification	\$1,000 Stipend	9	\$9,000
Tier II - Level II Certification	\$1,000 Pay Increase	21	\$21,000
Tier II - Earned Master’s Degree	\$1,500 Pay Increase	10	\$15,000
Tier II - Earned Doctorate	\$2,500 Pay Increase	0	\$0
<b>Total</b>		<b>25</b>	<b>\$45,500</b>

# Coversheet

## Financial Report

**Section:** IV. Oral Reports  
**Item:** C. Financial Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** Treasurers Report Jan2023.pdf

**Reach Cyber Charter School**  
**Balance Sheet**  
**12/31/22**

**ASSETS:****Cash and Short Term Investments:**

PNC Checking	\$ 7,602,501
PNC Money market Account	\$ 13,457,675
PNC Investment Account	\$ 42,435,903
<b>Total Cash and Short Term Investments</b>	<b><u>\$ 63,496,079</u></b>

**Other Current Assets:**

Local District Receivables- Prior Year	\$ 1,099,406
Local District Receivables- Current Year	\$ 9,494,965
Federal and State Program Receivables	\$ 135,470
Allowance for Doubtful Accounts	\$ (304,347)
Prepaid Expenses	\$ 689,184
<b>Total Other Current Assets</b>	<b><u>\$ 11,114,678</u></b>

**Other Current Assets:**

Security Deposit	\$ 8,917
Deposits on Equipment	\$ 78,966
Other Receivables	\$ 4,004
<b>Total other Assets</b>	<b><u>\$ 91,887</u></b>

**Fixed Assets:**

Computer Hardware	\$ 1,763,171
Equipment	\$ 512,318
Leasehold Improvements	\$ 178,090
Furniture	\$ 103,706
Accum Depr:Computer Hardware	\$ (347,735)
Accum Depr:Equipment	\$ (66,692)
Accum Depr:Leasehold Improvements	\$ (56,289)
Accum Depr: Furniture	\$ (77,760)
<b>Net Fixed Assets</b>	<b><u>\$ 2,008,809</u></b>

**TOTAL ASSETS** **\$ 76,711,453**

**LIABILITIES:****Current Liabilities:**

Due to Connections Academy	\$ 8,175,438
Accrued payroll, taxes, pension and withholdings payable	\$ 660,541
Accounts Payable	\$ 624,118
Due to Local Districts	\$ 561,320
Unearned Revenue	\$ 1,635,372
<b>Total Current Liabilities</b>	<b><u>\$ 11,656,789</u></b>

**TOTAL LIABILITIES** **\$ 11,656,789**

**FUND BALANCE:**

Invested in Capital	\$ 2,008,809
Reserved Fund Balance	\$ 32,943,977
Undesignated Fund Balance	\$ 30,101,878
<b>Total Fund Balance</b>	<b><u>\$ 65,054,664</u></b>

**TOTAL LIABILITIES AND FUND BALANCE** **\$ 76,711,453**

**REACH CYBER CHARTER SCHOOL  
REVENUE AND EXPENSE STATEMENT- BUDGET TO ACTUAL  
2022-2023 YEAR TO DATE AS OF 12/31/22**

	November 2022	December 2022	YTD Through 12/31/2022	2022/2023 Approved Budget
<b>Revenues:</b>				
Function 6000- Local Sources	\$ 11,693,695	\$ 9,683,763	\$ 57,280,829	\$ 124,013,036
Function 7000- State Sources	\$ 1,918	\$ -	\$ 5,668	\$ 147,500
Function 8000- Federal Sources	\$ 2,531,345	\$ 928,302	\$ 4,501,346	\$ 16,813,652
<b>TOTAL REVENUES</b>	<b><u>\$ 14,226,958</u></b>	<b><u>\$ 10,612,065</u></b>	<b><u>\$ 61,787,843</u></b>	<b><u>\$ 140,974,188</u></b>
<b>Expenditures:</b>				
Function 1000- Regular Instructional Programs				
100- Salaries	\$ 2,636,235	\$ 2,627,407	\$ 11,533,955	\$ 33,856,094
200- Employee Benefits	\$ 671,146	\$ 710,617	\$ 3,679,734	\$ 10,038,332
300- Purchased Professional and Tech Svcs (Note 1)	\$ 3,609,898	\$ 3,432,504	\$ 14,824,243	\$ 37,741,275
400- Purchased Property Services	\$ 12,550	\$ -	\$ 54,188	\$ 250,000
500- Other Purchased Services	\$ 37,218	\$ 136,726	\$ 725,022	\$ 3,250,000
600- Supplies	\$ 546,083	\$ 517,547	\$ 1,872,307	\$ 11,492,000
700- Property	\$ -	\$ -	\$ 254,394	\$ 9,489,150
800- Dues, Fees and Other	\$ -	\$ -	\$ 2,021	\$ 25,000
Subtotal 1000- Regular Instructional Programs	<u>\$ 7,513,130</u>	<u>\$ 7,424,801</u>	<u>\$ 32,945,862</u>	<u>\$ 106,141,851</u>
Function 2000- Support Services				
100- Salaries	\$ 1,520,855	\$ 1,534,340	\$ 7,803,133	\$ 20,834,549
200- Employee Benefits	\$ 414,480	\$ 514,308	\$ 2,584,000	\$ 6,177,444
300- Purchased Professional and Tech Svcs	\$ 512,078	\$ 580,424	\$ 1,881,197	\$ 12,327,586
400- Purchased Property Services (Note 2)	\$ 72,585	\$ 70,059	\$ 524,439	\$ 636,000
500- Other Purchased Services	\$ 67,854	\$ 31,456	\$ 392,026	\$ 4,345,000
600- Supplies	\$ 12,411	\$ 138,918	\$ 828,895	\$ 390,000
700- Property	\$ 30,309	\$ 31,712	\$ 10,309,671	\$ 2,436,730
800- Dues, Fees and Other	\$ 8,032	\$ 5,816	\$ 89,367	\$ 175,000
Subtotal 2000- Support Services	<u>\$ 2,638,604</u>	<u>\$ 2,907,033</u>	<u>\$ 24,412,727</u>	<u>\$ 47,322,308</u>
Function 3000- Noninstructional Student/Community Svcs				
300- Purchased Professional and Tech Svcs	\$ -	\$ 15,200	\$ 15,433	\$ 36,000
400- Purchased Property Services	\$ 3,051	\$ 1,820	\$ 10,713	\$ 35,000
500- Other Purchased Services	\$ 1,732	\$ 1,642	\$ 14,056	\$ 222,000
600- Supplies	\$ 1,106,991	\$ 115,246	\$ 1,226,404	\$ 4,010,000
800- Dues, Fees and Other	\$ 15,305	\$ 9,168	\$ 80,874	\$ 120,000
Subtotal 3000- Noninstructional Services	<u>\$ 1,127,079</u>	<u>\$ 143,076</u>	<u>\$ 1,347,481</u>	<u>\$ 4,423,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 11,278,813</u></b>	<b><u>\$ 10,474,910</u></b>	<b><u>\$ 58,706,070</u></b>	<b><u>\$ 157,887,159</u></b>
<b>NET INCREASE/ (DECREASE)</b>	<b><u>\$ 2,948,145</u></b>	<b><u>\$ 137,155</u></b>	<b><u>\$ 3,081,773</u></b>	<b><u>\$ (16,912,971)</u></b>
Adjustment for capitalized assets and depreciation			\$ (1,181,390)	
Beginning Fund Balance not invested in capital			\$ 61,145,472	
Ending Fund Balance Not Invested in Capital			\$ 63,045,855	
Fund Balance Invested in Capital			<u>\$ 2,008,809</u>	
<b>TOTAL ENDING FUND BALANCE</b>			<b><u>\$ 65,054,664</u></b>	

(Note 1) Includes monthly Pearson fees charged per student; See page 3 of Treasurer's Report for detail

(Note 2) Includes \$2083.33 of monthly Pearson facilities support services fee

**REACH CYBER CHARTER SCHOOL  
PEARSON FEES  
2022-2023 YEAR TO DATE AS OF 12/31/22**

Description	Rate	Months	Enrollment/Unit	Budgeted 22-23 (1)	November	December	YTD Through 12/31/22	Projected 22-23 (2)
Curriculum and Instructional Support Services - Upfront	\$425		Total Enrollment	4,364,750	\$ 358,806	\$ 358,806	\$ 2,171,104	\$ 4,837,138
Curriculum and Instructional Support Services - Monthly	\$130	9	Current Enrollment	9,243,000	\$ 927,810	\$ 927,810	\$ 2,762,890	\$ 10,243,350
Student Connexus License	\$70	9	Current Enrollment	4,977,000	\$ 499,590	\$ 499,590	\$ 1,487,710	\$ 5,515,650
Student Technology Assistance Services - Upfront	\$400		Total Enrollment	4,108,000	\$ 337,700	\$ 337,700	\$ 2,043,396	\$ 4,552,600
Student Technology Assistance Services - Monthly	\$63	9	Current Enrollment	4,479,300	\$ 449,631	\$ 449,631	\$ 1,338,939	\$ 4,964,085
Enrollment/Placement/Student Support Services - Upfront	\$525		Total Enrollment	5,391,750	\$ 443,231	\$ 443,231	\$ 2,681,973	\$ 5,975,288
Enrollment/Placement/Student Support Services - Monthly	\$30	9	Current Enrollment	2,133,000	\$ 214,110	\$ 214,110	\$ 637,590	\$ 2,363,850
School Operations Support Services	\$65	9	Current Enrollment	4,621,500	\$ 463,905	\$ 463,905	\$ 1,381,445	\$ 5,121,675
Professional Development Services	\$125	9	Current Staff	905,625	\$ 97,875	\$ 97,875	\$ 292,000	\$ 921,375
School Staff Support Services	\$212	9	Current Staff	1,535,940	\$ 165,996	\$ 165,996	\$ 495,232	\$ 1,562,652
Direct Course Instruction Service	\$2.75		0	270,575	\$ 24,008	\$ 17,812	\$ 78,976	\$ 270,575
Short Term Sub Teaching Services	\$300		0	29,400			\$ -	\$ 29,400
Facilities Support Services	\$25,000		1	25,000	\$ 2,083	\$ 2,083	\$ 12,499	\$ 25,000
<b>Total Connections Products and Services</b>				<b>42,084,840</b>	<b>3,984,746</b>	<b>3,978,550</b>	<b>\$ 15,383,754</b>	<b>\$ 46,382,637</b>

2022-2023 Enrollment:			
	(1)	(2)	
	Annual	Annual	
	Budget	Forecast	
Forecasted Staff FTE's	805	819	
Forecasted Funded Enrollment	7,900	8,755	
Forecasted Total Enrollment	10,270	11,382	

# Coversheet

## Professional Development Reimbursement Program Update

**Section:** IV. Oral Reports  
**Item:** D. Professional Development Reimbursement Program Update  
**Purpose:**  
**Submitted by:**  
**Related Material:** Professional Development Reimbursement Policy.pdf



## **Professional Development Reimbursement Policy**

### **Objective**

The purpose of this policy is to outline the professional development reimbursement guidelines for Reach staff. Reach is committed to supporting staff that desire to pursue professional development opportunities to increase their skills and enhance their contributions to the school. Providing professional development, both career-related and job-related activities, for staff is an investment in their careers and the school's future. It is expected that employees and supervisors mutually agree to discuss professional development issues and opportunities.

### **Eligibility**

Full-time, permanent staff are eligible for reimbursement for professional development activity costs that are approved by the school. Employees on a leave of absence will not be eligible for this benefit until they return to active status. Contractors, Term of Project (TOP), temporary, and part-time staff are not eligible for this benefit.

### **Eligible Activities**

Reimbursements for professional development activities are an allowable expense that may be paid from funds budgeted by the school specifically for professional development activities. Seminars, webinars, workshops, conferences, in-person training events, training and education courses, and participation in professional associations are the most common activities that incur costs. Under certain circumstances, college level or similar course fees may qualify for reimbursement. On a case by case basis, membership fees to professional organizations and professional certifications related to the employee's position or profession may qualify for reimbursement.

When the school requires an employee to attend a professional development activity, the time spent in attending will count as time worked, and the full fees and related costs shall be paid by the school.

Continuing education courses for the maintenance of state licenses that are a requirement of the employee's position are not automatically considered professional development and do not necessarily qualify for fee reimbursement.

Professional development activities that occur outside of state are not eligible for reimbursement unless specifically authorized by the Chief Executive Officer.





## Professional Development Reimbursement Policy

### Eligible Expenses

Eligible expenses may include conference and registration fees, travel expenses, meals and other reasonable costs associated with the professional development activity.

Expenses that are not eligible for reimbursement include the following:

- Per diem
- Praxis Examination fees
- PDE fees required to obtain certifications

### Procedure

Staff must request and receive supervisor approval to attend and to receive reimbursement for a professional development activity. To qualify for reimbursement from school budgeted funds, professional development requests must be submitted two (2) weeks prior to the event and include the following:

- The requested date(s) of the activity.
- A description of the professional development activity.
- A description that clearly identifies a job-related benefit to the employee's current or future role
- A description that clearly explains the relationship to the school's mission and objectives and identifies a defined benefit to the same.
- A statement of the quality of the training activity and/or an assessment of the reliability of the institution, organization, or other sponsor providing the activity.
- A breakdown of the costs associated with attending the professional development activity for which reimbursement is requested.
- The length of continued service required, if any, upon receiving reimbursement.

For those activities that may require the employee's absence from work, the following additional information is required in the request:

- The impact, if any, on the employee's workload and the workload of colleagues.
- Whether the employee's time off will be unpaid, approved PTO, or considered time worked.
- Supervisor approval of the absence confirming no adverse impact exists on scheduling and staffing.



## **Professional Development Reimbursement Policy**

### **Application Process**

Staff must complete the Professional Development Reimbursement Request Form and submit the form to their supervisor for approval.

The supervisor/manager will submit the request to Human Resources.

Human Resources will review the request and consult the Professional Development team for review and comment. After receiving the Professional Development team's review, Human Resources will review the request with the Chief Academic Officer, Chief Operations Office, and the Chief Executive Officer for approval, the amount to be reimbursed, and continued service obligation, if any.

HR will notify the employee in writing of the decision.

### **Time Off**

Employees may attend approved professional development activities during their regular work hours. If participation in an activity requires being away from work, the employee and their supervisor must plan to assure ongoing work assignments are met. Additionally, the time away from work may consist of approved PTO, approved unpaid leave, time worked, or any combination of these options. Approval is at the sole discretion of the school.

Employees that desire to attend a professional development activity that is not job related, or does not identify as a direct benefit to the school must use accrued PTO, or unpaid leave if no PTO is available, to attend the activity provided the supervisor approves the time away from work.

On a case by case basis, school leadership may approve a flexible work schedule to support an employee's request to participate in a professional development activity.

### **Reimbursement**

Upon satisfactory completion of a professional development activity or attendance at an event, employees must provide supporting documentation to receive reimbursement. Supporting documentation includes valid, original receipts, certificates, or proof of attendance/completion. Staff must submit all supporting documentation within thirty (30) days of the completion of the professional development activity.



## **Professional Development Reimbursement Policy**

Employees must be employed by Reach upon completion of the professional development activity to receive reimbursement.

Employees may be required to pay all costs of the professional development activity prior to being reimbursed.

Reach, in its sole discretion, has the authority to determine the amount of reimbursement, if any, for a professional development activity.

Employees may submit a request for reimbursement for a professional development activity twice per calendar year.

### **Act 48 Reporting**

For any professional development activity covered under this policy, the employee is responsible to ensure the appropriate institution is reporting and uploading Act 48 hours, if applicable. For any Reach-sponsored professional development activities, the Professional Development team will report and upload Act 48 hours for staff provided the employee has completed the school's Act 48 form.

### **Continued Service Obligation**

Staff accepting the terms of this policy to receive reimbursement may be required to sign a written agreement to remain with the school for up to one (1) year from the date of the professional development reimbursement depending on the amount of reimbursement.

Staff who receive a cumulative benefit of less than \$2000 in a calendar year are not subject to this provision.

Staff who receive a cumulative benefit of more than \$2000 but less than \$5000 in a calendar year will be required to sign a written agreement to remain with the school for six months from the most recent date of the professional development reimbursement.

Staff who receive a cumulative benefit of more than \$5000 in a calendar year will be required to sign a written agreement to remain with the school for one (1) year from the most recent date of the professional development reimbursement.



## **Professional Development Reimbursement Policy**

Staff who separate from the school prior to completing the continued service obligation period will be required to pay back to the school a monthly prorated amount of the cumulative reimbursement.

### **Exceptions:**

Any exception to this policy requires the review and approval of the Chief Executive Officer.

# Coversheet

## Approval of Minutes from the November 16, 2022 Board Meeting

**Section:** V. Consent Items  
**Item:** A. Approval of Minutes from the November 16, 2022 Board Meeting  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2022\_11\_16\_board\_meeting\_minutes (7).pdf

DRAFT



# Reach Cyber Charter School

## Minutes

Reach Cyber Charter School

November 2022

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### Date and Time

Wednesday November 16, 2022 at 9:00 AM

### Location

Hotel West and Main  
46 Fayette St  
Conshohocken, PA 19428

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### Trustees Present

Anthony Alexander (remote), Dave Biondo (remote), David Taylor, Gail Hawkins Bush, Marcella Arline (remote), Paul Donecker

### Trustees Absent

*None*

### Guests Present

Alicia Swope (remote), Andy Gribbin, April Kretchman (remote), Brandie Karpew, Clara Keeports (remote), Cody Smith, Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jane Swan, Karen Yeselavage, Katherine Rutkowski, Kelly McConnell, Laura Johnson (remote), LeeAnn Ritchie, Maurine Hockenberry (remote), Michael Garman, Micheal Hinshaw (remote), Rachel Graver, Scott Shedd, Scott Stuccio, Stephanie Bost (remote), Theresa Ferry (remote)

---

## I. Opening Items

### A. Roll Call

### B. Call the Meeting to Order

David Taylor called a meeting of the board of trustees of Reach Cyber Charter School to order on Wednesday Nov 16, 2022 at 9:00 AM.

## II. Routine Business

### A. Approval of Agenda

David Taylor asked the Board to review the agenda distributed prior to the meeting.

Paul Donecker made a motion to Approve the Agenda.

Gail Hawkins Bush seconded the motion.

The board **VOTED** to approve the motion.

## III. Oral Reports

### A. CEO's Report

i. Enrollment Update: Jane Swan, CEO, reviewed the current enrollment numbers for the school, noting trends in enrollment.

ii. Holiday Outreach Update: Rachel Graver, COO, presented this item to the Board. Mrs. Graver shared the the plans for the school community outreach for this upcoming holiday season.

iii. State of the School Report: Ms. Swan presented this item to the Board, providing an overview of the report as included in the Board materials. Ms. Swan highlighted key aspects of State of the School report, including student demographics, back to school events and metrics of the parent satisfaction survey.

iv. Staffing Update: Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 786 current staff members and 85% of staff who are 10-month staff.

### B. Financial Report

Karen Yeselavage, Director of Finance, 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.

## IV. Consent Items

### A. Approval of Items for the month of November 2022

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. No changes were noted.

- Approval of the minutes from the October 26, 2022 Board Meeting.
- Approval of Staffing Report
- Approval of Pearson Invoice

Marcella Arline made a motion to approve all Consent Items.

Paul Donecker seconded the motion.

The board **VOTED** to approve the motion.

Marcella Arline made a motion to approve the minutes from Reach Cyber Charter School on 10-26-22.

Paul Donecker seconded the motion.

The board **VOTED** to approve the motion.

## **V. Action Items**

### **A. Approval of School Calendar for the 2022-23 School Year**

Rachel Graver, COO, presented this item to the Board, providing an overview of the 2022-23 school calendar as included in the Board materials.

Gail Hawkins Bush made a motion to Approve the calendar.

Paul Donecker seconded the motion.

The board **VOTED** to approve the motion.

## **VI. Information Items**

### **A. School Success Partner (SSP) Update**

Sharon Johnson of Pearson Virtual Schools presented on behalf of the School Success Partner (SSP) team. Ms. Johnson updated the Board regarding the recent Pennsylvania election cycle.

### **B. Academic Success Partner (ASP) Update**

Sharon Johnson presented on behalf of the Academic Success Partner (ASP) team.

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:37 AM.

Respectfully Submitted,  
Brandie Karpew



# Coversheet

## Approval of Pearson Invoice(s) for September

**Section:** V. Consent Items  
**Item:** C. Approval of Pearson Invoice(s) for September  
**Purpose:**  
**Submitted by:**  
**Related Material:** REACH December 2022 Invoice Support.pdf  
REACH December 2022 Invoice.pdf  
REACH November 2022 Invoice Support.pdf  
REACH November 2022 Invoice (1).pdf



# Pearson

**Charges for the Following Period:**

**December 2022**

**Enrollment/Unit Based Charges**

<b>Direct Course Instruction Support</b>	<b>17,811.75</b>
<b>Facility Support Services</b>	<b>2,083.33</b>
<b>Monthly Fee per School Staff Member</b>	<b>263,871.00</b>
<b>Monthly Fee per Student</b>	<b>2,555,046.00</b>
<b>Upfront Fee per Student</b>	<b>1,139,737.50</b>
	<b>3,978,549.58</b>

**Pass Through Expenses**

<b>REACH Referral Reward</b>	<b>(5,200.00)</b>
<b>Miscellaneous</b>	<b>187,152.03</b>
	<b>181,952.03</b>

***Total Amount Due***

**4,160,501.61**



Pearson

**INVOICE**

**Customer Bill-to:**  
 REACH CYBER CHARTER SCHOOL  
 750 East Park Drive  
 Suite 204  
 Harrisburg, PA 17111

**Attention:**  
 Accounts Payable

**Customer Ship-to:**  
 REACH CYBER CHARTER  
 SCHOOL  
 750 East Park Drive  
 Suite 204  
 Harrisburg, PA 17111

**Connections Education LLC dba  
 Pearson Virtual Schools USA**  
 509 S Exeter Street, Suite 202  
 Baltimore, MD 21202  
**Tel:** 1-800-843-0019  
**Email:** pobsalesops@pearson.com  
**Tax ID No:**  
 68-0519943

**Invoice Number :** 91000012342  
**Date :** 11-JAN-2023  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3924545  
**Project Number :** 82067707  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** REACH  
**Number of Pages :** Page 1 of 2

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Total Ordered Quantity (No. Of Items)</b></td> <td style="width: 5%;">:</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">2</td> </tr> <tr> <td><b>Net Amount</b></td> <td>:</td> <td>USD</td> <td style="text-align: right;">\$4,160,501.61</td> </tr> <tr> <td><b>Tax Total</b></td> <td>:</td> <td>USD</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Invoice Total</b></td> <td>:</td> <td>USD</td> <td style="text-align: right;">\$4,160,501.61</td> </tr> <tr> <td><b>Amount Due</b></td> <td>:</td> <td>USD</td> <td style="text-align: right;">\$4,160,501.61</td> </tr> </table>	<b>Total Ordered Quantity (No. Of Items)</b>	:		2	<b>Net Amount</b>	:	USD	\$4,160,501.61	<b>Tax Total</b>	:	USD	\$0.00	<b>Invoice Total</b>	:	USD	\$4,160,501.61	<b>Amount Due</b>	:	USD	\$4,160,501.61	<p style="text-align: center;"><b>REMITTANCE INFORMATION</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Make Checks Payable to:</b></td> <td style="width: 40%;"><b>Bank Wire to:</b></td> </tr> <tr> <td>Pearson Virtual Schools USA</td> <td><b>Bank Name</b> : Bank of America N A</td> </tr> <tr> <td>32369 Collection Center Drive</td> <td><b>Bank Address</b> :</td> </tr> <tr> <td>Chicago, IL 60693-0323</td> <td><b>ABA ACH No</b> : 071000039</td> </tr> <tr> <td></td> <td><b>ABA Wire No</b> : 026009593</td> </tr> <tr> <td></td> <td><b>SWIFT Code</b> : BOFAUS3N</td> </tr> <tr> <td></td> <td><b>A/C No</b> : 8188290225</td> </tr> <tr> <td></td> <td><b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA</td> </tr> </table>	<b>Make Checks Payable to:</b>	<b>Bank Wire to:</b>	Pearson Virtual Schools USA	<b>Bank Name</b> : Bank of America N A	32369 Collection Center Drive	<b>Bank Address</b> :	Chicago, IL 60693-0323	<b>ABA ACH No</b> : 071000039		<b>ABA Wire No</b> : 026009593		<b>SWIFT Code</b> : BOFAUS3N		<b>A/C No</b> : 8188290225		<b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA
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<b>Invoice Number:</b> 91000012342							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067707	REACH	Direct Charges	5		3,978,549.58	0.00	3,978,549.58
82067707	REACH	Pass Through	10		181,952.03	0.00	181,952.03

To pay your invoice online: Visit <https://ipay2.bizsys.pearson.com/register> to register.  
 Already registered? Access your online account by visiting <https://ipay2.bizsys.pearson.com>

Invoice Total	Total Quantity	Subtotal	CGST	SGST	IGST	Total Tax	Invoice Total
		USD	USD	USD	USD	USD	USD
	15	\$4,160,501.61	\$	\$	\$	\$0.00	\$4,160,501.61

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$4,160,501.61	\$0.00	\$4,160,501.61



# Pearson

**Charges for the Following Period:**

**November 2022**

**Enrollment/Unit Based Charges**

<b>Direct Course Instruction Support</b>	<b>24,007.50</b>
<b>Facility Support Services</b>	<b>2,083.34</b>
<b>Monthly Fee per School Staff Member</b>	<b>262,523.00</b>
<b>Monthly Fee per Student</b>	<b>2,546,812.00</b>
<b>Upfront Fee per Student</b>	<b>1,081,687.50</b>
	<b>3,917,113.34</b>

**Pass Through Expenses**

<b>E-Rate Credit</b>	<b>(1,917.52)</b>
<b>Miscellaneous</b>	<b>99,740.75</b>
	<b>97,823.23</b>

***Total Amount Due***

**4,014,936.57**



Pearson

**INVOICE**

**Customer Bill-to:**  
 REACH CYBER CHARTER SCHOOL  
 750 East Park Drive  
 Suite 204  
 Harrisburg, PA 17111

**Attention:**  
 Accounts Payable

**Customer Ship-to:**  
 REACH CYBER CHARTER  
 SCHOOL  
 750 East Park Drive  
 Suite 204  
 Harrisburg, PA 17111

**Connections Education LLC dba  
 Pearson Virtual Schools USA**  
 509 S Exeter Street, Suite 202  
 Baltimore, MD 21202  
**Tel:** 1-800-843-0019  
**Email:** pobsalesops@pearson.com  
**Tax ID No:**  
 68-0519943

**Invoice Number :** 91000012097  
**Date :** 14-DEC-2022  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3924545  
**Project Number :** 82067707  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** REACH  
**Number of Pages :** Page 1 of 2

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Pearson

Invoice Number: 91000012097							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067707	REACH	Direct Charges	5		3,917,113.34	0.00	3,917,113.34
82067707	REACH	Pass Through	4		97,823.23	0.00	97,823.23

To pay your invoice online: Visit <https://ipay2.bizsys.pearson.com/register> to register.  
 Already registered? Access your online account by visiting <https://ipay2.bizsys.pearson.com>

Invoice Total	Total Quantity	Subtotal	CGST	SGST	IGST	Total Tax	Invoice Total
		USD	USD	USD	USD	USD	USD
	9	\$4,014,936.57	\$	\$	\$	\$0.00	\$4,014,936.57

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$4,014,936.57	\$0.00	\$4,014,936.57

# Coversheet

## Approval of MOU with the Foundation for Free Enterprise Education (PFEW)

**Section:** V. Consent Items  
**Item:** D. Approval of MOU with the Foundation for Free Enterprise Education (PFEW)  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach MOU.docx



*proud presenter of*

**Pennsylvania Free Enterprise Week  
The Stock Market Game™  
Speaker Series**

3076 West 12th Street • Erie, Pennsylvania 16505-3857

Phone 814/833-9576 Fax 814/833-9850 Email info@pfew.org Web www.pfew.org



**Agreement Between The Foundation for Free Enterprise Education (the Foundation)  
and Reach Cyber Charter School (Reach)**

TERM

This agreement is between the Foundation for Free Enterprise Education (herein after the Foundation) and Reach Cyber Charter School (herein after Reach). This agreement is effective from the date of signing, until the 31<sup>st</sup> of October 2023, and is binding upon the parties with respect to the responsibilities of each regarding the submission and payment of registration fees for Reach students who want to attend the Foundation’s Pennsylvania Free Enterprise Week program.

Payments and Fees

All registration fees for students attending PFEW 2023 are \$295. This is the only cost per student to attend that must be submitted to the Foundation. The only other cost a student is responsible for which is associated with the student is having to provide their own transportation to and from the PFEW program.

Any payment made by Reach to the Foundation for students to attend PFEW must be made within two weeks of the student being accepted into the PFEW program for the student’s spot to be held. If the fee is not received by that time, the student’s space for the program may be forfeited. If Reach needs additional time to send payment, they must contact the Foundation to discuss a timeline for when the payment will be received.

Any registration fee or payment made towards a registration fee submitted by Reach to the Foundation for a student to attend PFEW becomes non-refundable after submission. If a student does not attend or complete their week at PFEW, Reach will forfeit the funds submitted for the registration fee.

Should Reach be unable to provide funds for all interested applicants from Reach, students will be responsible for their own PFEW registration fee. If the fee is a hardship for the Reach student, they may contact the Foundation to apply for the Foundation’s version of financial aid and/or payment plan.

Miscellaneous

Besides the registration fee, students from Reach will also need to submit registration information complete with guardian and student signatures to secure their space for PFEW. This information will be required to be submitted within one week of students being accepted into the PFEW program and will be emailed directly to the student and/or their family.

for the Foundation:



Michelle L. Warotka  
VP of Educational Relations

Date: 11/02/2022

for Reach:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Coversheet

## Approval of MOU with the Center for Aquatic Sciences

**Section:** V. Consent Items  
**Item:** E. Approval of MOU with the Center for Aquatic Sciences  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach Cyber Charter MOU 2023 UPDATED.pdf

## MEMORANDUM OF UNDERSTANDING

### BETWEEN

### THE CENTER FOR AQUATIC SCIENCES AND REACH CYBER CHARTER SCHOOL School Year 2022-2023

**Whereas** The Center and RCCS are institutions with many common interests and activities; and

**Whereas** The Center has established programs in environmental education, informal STEM learning, and internship and volunteer opportunities; and

**Whereas** both institutions seek to expand existing student programs, particularly in STEM career exploration;

**Now therefore,** The Center and RCCS seek to establish a formal relationship to implement education programs as described herein.

1. High School Career Mentoring/Job Shadow Program Requirement – the following are options for full or partial fulfillment of Reach Cyber Charter’s job-shadowing experience:

- 1.1 Shadow Program

- a. In-person Option

- i. Students who enroll in the Shadow Program at The Center will engage in a 3 hour, in-person experience, fulfilling 1/3 of their high school requirements.
- ii. The Shadow Program cost per person is \$75.00.
- iii. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

- b. Virtual Option

- i. Students who enroll in the Virtual Shadow Program at The Center will engage in a 1.5 hour, in-person experience, fulfilling 1/3 of their high school requirements.
- ii. The Virtual Shadow Program cost per person is \$40.00.
- iii. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

- 1.2 Shadow Program plus Teen Marine Science Institute

- a. In-Person Option

- i. Students will be required to enroll in the Shadow Program (3 hrs.) and 1-2 Teen Marine Science Institute workshops (4 hrs. per session). This allows students to meet full hour requirements.
- ii. The Teen Marine Science Institute cost per person is \$125.00 per workshop. Teen Marine Science Institutes that are trip oriented, if booked, are \$150.00.
- iii. The Shadow Program cost per person is \$75.00.
- iv. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

- b. Virtual Option

- i. Students will be required to enroll in the Virtual Shadow Program (1.5 hrs.) and 2 Virtual Teen Marine Science Institute workshops (1.5 hrs.)

- per session). This allows students to meet full hour requirements.
- ii. Virtual Teen Marine Science Institute cost per person is \$50.00.
- iii. The Virtual Shadow Program cost per person is \$40.00.
- iv. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

1.3 Summer Sea Camp: Junior Marine Biologist (In-Person only)

- a. Students who enroll in Summer Sea Camp at The Center will engage in a full-day, full week, in-person experience.
- b. The cost of one week of camp per person is \$415.00.
- c. Registrations made before March 21, 2023 will receive the Early Bird Discount per week.
- d. The Early Bird Discount is \$25.
- e. The cost of one week of camp per person with the discount is \$390.00.
- f. Costs associated with student participation will be the responsibility of Reach Cyber Charter School.

1.4 All activities and programs envisioned under this MOU are contingent on sufficient funding and other resources. Under no circumstances does this MOU oblige either party to take on any financial obligations for which ready funding is not available.

1.5 Payment Process –

- a. Students will register on their own using a code which will be provided. The code will be **RCCS2023**
- b. Reach Cyber Charter will be invoiced monthly, for programs registered. Payment is expected within 30 days of invoice receipt. Student information will be provided for verification process.
- c. No refunds will be issued if a student does not attend their registered session.

**IN WITNESS WHEREOF**, the parties hereto have offered their signatures:


---

Reach Cyber Charter School  
JD Smith




---

Center for Aquatic Sciences  
Nicole Gillespie




---

Date

# Coversheet

## Approval of MOU with Pennsylvania College of Technology

**Section:** V. Consent Items  
**Item:** F. Approval of MOU with Pennsylvania College of Technology  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2023 AMP MOA\_Reach Cyber Charter School.pdf



# Reach Cyber Charter School

## Advanced Manufacturing Pre-Apprenticeship

### Agreement for Training Services

**Proposal Date:**  
**11-11-2022**

**Submitted to:**

Jane Swan  
Chief Executive Officer  
570-218-8475  
jswan@reach.connectionsacademy.org

**Submitted by:**

Ross Berger  
MIDAS Grant Manager  
570-327-4775  
rab33@pct.edu



**Pennsylvania  
College of Technology**

A Penn State Affiliate

One College Avenue  
Williamsport, PA 17701  
570-327-4775  
wdce.pct.edu

*Pennsylvania College of Technology has a long history of addressing skills gaps through customized contract and consortia-based training solutions, and public workshops.*

*Workforce Development extends the resources of Pennsylvania College of Technology to organizations and individuals across Pennsylvania, nationally, and internationally.*

*Specialties include Apprenticeships, Business and Leadership, Industrial and Plastics, Healthcare, Computer, and Energy.*

Agreement for Manufacturing Pre-Apprenticeship – Reach Cyber Charter School  
11-11-2022

**Introduction**

Workforce Development at Pennsylvania College of Technology (hereafter referred to as College) agrees to provide services as outlined in this Agreement for Reach Cyber Charter School (hereafter referred to as Client).

<b>Advanced Manufacturing Pre-Apprenticeship</b>	
<b>Training Description</b>	Using a combination of self-guided online modules and instructor-led labs augmented when possible by a curriculum delivered by the Client, College will provide training aligned to standards developed by the Society of Manufacturing Engineers and approved by the State of Pennsylvania for the College’s Advanced Manufacturing Pre-Apprenticeship Program.
<b>Objectives</b>	This program is designed to introduce the foundational concepts of advanced manufacturing. Pre-Apprentices will receive instruction in the competencies required to attain a Certified Manufacturing Associate (CMfgA) certification. Pre-Apprentices will also be provided networking opportunities with companies engaged in apprenticeship programs.
<b>Program Outline</b>	Certified Manufacturing Associate Body of Knowledge - See Exhibit A Instructional and Lab Days: 1 Day – Program Orientation (Virtual) 3 Days – Lab days reinforcing key concepts (In Person) 2 Days per Month - Instructional Sessions (Virtual) 1 Day – CMfgA Review and final assessment (Virtual) 1 Day – “Industry Day” Career Fair (In Person)
<b>Client Responsibilities</b>	<ul style="list-style-type: none"> <li>• Identify a single point of contact</li> <li>• Recruit and register student participants</li> <li>• Assure adherence to the recommended schedule of learning and activities</li> <li>• Provide transportation to/from Penn College for on-campus days</li> <li>• Provide an adult chaperone for on-campus days</li> <li>• Additional program responsibilities see Exhibit C – AMP Guidelines for Engagement</li> </ul>

<b>Date(s)</b>	<b>Schedule</b>	<b>Registration</b>
Start Date – 1/27/2023 End Date – 5/12/2023	Program Length: approx 4 months Lab and Instructional Class Schedule - TBD	Registration closes: 1/20/2022 Schools may register any number of students up to 20.
<b>Location</b>		
<b>Location for on-site activities</b> Pennsylvania College of Technology Center for Business and Workforce Development 1127 W. Fourth Street, Williamsport, PA 17701		Additional sites for lab sessions may be identified depending on the size of the participant cohort.

Agreement for Manufacturing Pre-Apprenticeship – Reach Cyber Charter School  
11-11-2022

**Program Cost**

Grant funds provided by the PA Department of Community and Economic Development (DCED) have been awarded to Pennsylvania College of Technology Workforce Development for the development, marketing, materials, delivery, and general administration of the Advanced Manufacturing Pre-apprenticeship Program.

While these funds are available, there is no cost to the partner school for students to participate in the AMP program for the 2022-23 program year. The cohort size is limited to 30 pre-apprentices.

Travel: Grant funds are available to reimburse schools for transportation to onsite activities such as lab sessions and Industry Day.

Invoices should be mailed to:

Pennsylvania College of Technology  
Workforce Development, Department #29  
One College Avenue  
Williamsport, PA 17701  
Attention: Sue Manzitti

**Guidelines for Participation** - See Attachment A



Agreement for Manufacturing Pre-Apprenticeship – Reach Cyber Charter School  
11-11-2022

**Terms**

**Responsibility**

The College will provide the Client with a quality instructor and educational services designed to match the requirements of the activity. Overall coordination of the service outlined will be the joint responsibility of the Client and the College. Client agrees that all accessibility needs will be disclosed to College for consideration upon registration of students.

**Cancellation Policy**

Client may cancel a reservation of a seat up to the start of the program: 1/27/2022. Client may withdraw a student from the program after the start of the program at no financial penalty to the Client.

**Intellectual Property Rights**

Copyright and intellectual property rights in materials produced or developed by the College in the performance of this Agreement shall be owned by the College. The Client shall be deemed to possess an implied license for use of these rights solely for the purposes of this Agreement.

**Indemnification**

Each Party agrees to indemnify and hold harmless the other Party and its officers, directors, and employees from and against any and all damages, liabilities, obligations, losses, deficiency actions, costs (including reasonable attorney’s fees and costs), demands, suits, judgments, or assessments arising out of the performance of this Agreement.

**Entire Agreement, Amendment, and Acceptance**

This document constitutes the entire Agreement between the parties and supersedes any prior oral or written discussions, negotiations, or agreements pertaining to the services described herein. Any changes or modifications to this Agreement must be in writing and executed by authorized agents of the College and Client to ensure they are addressed by the College.

**Signatures:**

Signatures, as provided below, constitute acceptance of all terms and conditions as stated herein.

**PENNSYLVANIA COLLEGE OF TECHNOLOGY**

**REACH CYBER CHARTER SCHOOL**

Signed By \_\_\_\_\_

Signed By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Christopher Ray  
Executive Director, Workforce Development  
570-327-4775  
cray@pct.edu

Jane Swan  
Chief Executive Officer  
570-218-8475  
jswan@reach.connectionsacademy.org

*Please sign and return. A fully executed Agreement will be sent to you for your records.*

## Attachment A

### Guidelines for Engagement

**Point of Contact:** Partner school will identify a single point of contact (POC) who will manage any administrative processes and procedures at the partner site and communicate with parents and students on behalf the Penn College Advanced Manufacturing Pre-apprenticeship Program.

Should the point of contact leave his/her position (either temporarily or permanently), the partner school will identify a new point of contact and notify Penn College Workforce Development.

**Student Accommodations:** Students with documented educational needs will be provided reasonable accommodations during assessment and online learning. Partner schools may provide those accommodations in compliance with a student I.E.P. Accommodations needed while the student participates in program activities on campus may be arranged through the Penn College Office of Disability Services.

#### **On-Campus Visits:**

**Transportation:** Partner school will arrange, provide and absorb the cost of transportation for students attending Penn College - or other designated facilities - for on-campus days throughout the program.

**Chaperones:** Partner school will provide an adult chaperone to accompany students to on-campus activities connected with this program. Chaperones are expected to stay with students at all times throughout the visit to campus- or other designated facilities.

**Student Behavior:** Pre-apprenticeship participants are expected to maintain a code of conduct in alignment with both their home school policy, as well as that of Pennsylvania College of Technology while participating in program activities on-campus or at other designated facilities.

**Program Promotion:** Partner school will include the program description for the Advanced Manufacturing Pre-apprenticeship Program in student scheduling materials and identify the Program as being provided through Pennsylvania College of Technology.

#### **Program Orientation:**

**Student Onboarding and Orientation:** Penn College Workforce Development will provide onboarding materials, including appropriate release forms to students officially registered in the AMP Program. Students will be required to participate in an orientation session on the first day of the program that includes program overview, expectations, and training on online learning tool (Tooling U).

**Point of Contact/Teacher Orientation:** Penn College Workforce Development will provide an orientation session to partner schools' point of contact and/or teacher of record for the AMP Program including program overview, expectations, and training on the online learning management system (Tooling U).

Agreement for Manufacturing Pre-Apprenticeship – Reach Cyber Charter School  
11-11-2022

**Student Assessment:** Student pre-apprentices in the AMP program will be eligible take the credential assessment for the Certified Manufacturing Associate under the following conditions:

- 1) the pre-apprentice has completed all Tooling U modules with evidence of sufficient competency, and
- 2) the pre-apprentice has participated in at least one in-person lab session.

**Student Withdrawal from AMP Program:** A student may withdraw from the AMP program without penalty to the partner school. Efforts should be made to counsel the student on his/her reason for withdrawal. The partner school point of contact should notify Penn College Workforce Development of any student withdrawals.

Partner schools may not substitute a student in the AMP program without notifying Penn College Workforce Development.

**Student Eligibility:** Due to the technical nature of the coursework, it is recommended that selected students have completed Algebra I and attained at least a 9<sup>th</sup>-grade reading level. Partner schools may add eligibility requirements for the pre-apprenticeship program separate from these recommended qualifications.

**Program Attendance:** Pre-apprenticeship participants (students) are strongly encouraged to attend ALL on-campus – or other designated location - activities, as these are planned to enhance the student’s exploration of the manufacturing industry and increase their success in earning the industry credential. Partner school’s point of contact should report any excused absence of a pre-apprenticeship participant to Penn College Workforce Development staff on the day of the absence.

**FERPA**

As part of the pre-apprenticeship partnership, Penn College Workforce Development and partner schools may share education records of students enrolled in the Program to fulfill the underlying purposes of this program and in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA).

Such FERPA compliance shall include, but not be limited to

- Appropriate notifications to the students and/or their parents that education records are being shared in compliance with 34 C.F. R. § 99.34; and
- Penn College and partner schools are not disclosing any education records either receives from each other to a third party without complying with 35 C.F.R. § 99.33.

# Coversheet

## Approval of Proposal for State Testing Giveaway Items

**Section:** V. Consent Items  
**Item:** G. Approval of Proposal for State Testing Giveaway Items  
**Purpose:**  
**Submitted by:**  
**Related Material:** Domino's Pizza Gift Card Proposal.pdf

## **Domino's Pizza Gift Card Proposal 2023**

In the 21-22 school year, Reach purchased 4,100 Domino's gift cards to give out to families at State Testing as an incentive and token of appreciation for their attendance and participation at state testing. The Domino's gift cards were valued at \$20 each and were well received by families. Domino's was chosen because of the various locations of restaurants that are easily accessible to Reach families across the Commonwealth.

Reach would like to continue to provide families with this resource. Reach State Testing Team is asking for \$60,000 to purchase 3,000 Domino's gift cards (\$20 each) to provide to families during the 2023 State Testing window. Details are listed below:

Estimate of Enrolled Families who will Participate in State Testing: 4,000

Remaining Gift Cards from 2022: 1,000

Additional Gift Cards to Purchase for 2023: 3,000

Cost at \$20 per Gift Card = \$60,000

# Coversheet

## Approval of Proposal from R.L. Snyder Electrical Inc.

**Section:** V. Consent Items

**Item:** H. Approval of Proposal from R.L. Snyder Electrical Inc.

**Purpose:**

**Submitted by:**

**Related Material:**

Cyber Reach Charter Computer Room Receptacles Est# 1789 Dec. 15, 2022 (1).doc

R.L. Snyder Electrical Inc - Proposal (1).docx

**R. L. Snyder Electric Inc.**  
**4015 Jonestown Road**  
**Harrisburg PA 17109**  
**Phone (717) 564-3640**  
**Fax (717) 564-3077**  
**PA 016670**

**Estimate**

**To:** Cyber Reach Charter School  
750 East Park Drive  
Suite 204  
Harrisburg PA 17111  
Attn: Steven Hillard

Date: 12/15/22

# 1789

**RE: Computer Receptacles & Circuits**

Steven,

This estimate is for the following scope of work.

**Second Floor**

1. Supply and install a new L5-30 circuit and receptacle.
2. This circuit will have to come out of the front panel PP-2B in the front electrical room as the back panel by the IT Room is full and already has numerous tandem breakers installed in it.
3. We will run a new MC cable and then run down the surface on the wall in the IT Room and mount with the existing receptacles.

**Third Floor**

1. Supply and install a new L5-30 circuit and receptacle.
2. Replace the existing 20-amp breaker with a new 30-amp breaker.
3. This circuit will be able to come from the existing panel in the IT Room.
4. This circuit and receptacle will also run down the wall and mount with the existing receptacles.

**Estimated Price \$1,540.00**

Thank you for the opportunity to quote on this project. If you have any questions, please call me at 564-3640.

Sincerely,

Fred R. Fortino  
R. L. Snyder Electric Inc.





**PURPOSE**



Contract R.L. Snyder to install two (2) L5-30 receptacles for 750 E. Park Dr

Table of Contents

Purpose.....1

Rationale.....2

Abstract .....2

Constraints.....2

Strategies.....2

Sources..... 2

Approval..... 2

**RATIONALE**

For both server room UPS battery backup power supplies to function they require an L5-30 receptacle. Currently there is an L5-60 receptacle in both server rooms, which has too high voltage (245 volts) and a reversed polarity that causes an incongruity that is irreconcilable without installing the proper outlet.

**ABSTRACT**

Reach has worked with this trusted vendor multiple times, and their work has proven reliable. R.L Snyder Electrical Inc. will install two L5-30 outlet receptacles in the 2<sup>nd</sup> and 3<sup>rd</sup> floor server rooms (one in each). Quoted price for installation is \$1, 540.00.

**CONSTRAINTS**

Panels that house the breakers for each floor are the limiting factor, specifically the 2<sup>nd</sup> floor. A longer run of cable is needed due to lack of space in the closest breaker box to the server room, leaving only the front (first suite on the left) panel with the necessary free space. The 3<sup>rd</sup> floor server room has the needed panel located within it leaving very little cable to run.

**STRATEGIES**

Adding two L5-30 receptacles for 2<sup>nd</sup> and 3<sup>rd</sup> floor server rooms of 750 E. Park Dr.

Changes to be Made

- 01 Contract R.L Snyder Electrical Inc. to supply and install two (2) L5-30 receptacles, one each for the 2<sup>nd</sup> and 3<sup>rd</sup> floor server rooms

**SOURCES**

See attached quote and details from POC Fortino below:

Key points regarding installation –

Second Floor

- 1. Supply and install a new L5-30 circuit and receptacle.
- 2. This circuit will have to come out of the front panel PP-2B in the front electrical room as the back panel by the IT Room is full and already has numerous tandem breakers installed in it.
- 3. We will run a new MC cable and then run down the surface on the wall in the IT Room and mount with the existing receptacles.

Third Floor

- 1. Supply and install a new L5-30 circuit and receptacle.
- 2. Replace the existing 20-amp breaker with a new 30-amp breaker.
- 3. This circuit will be able to come from the existing panel in the IT Room.
- 4. This circuit and receptacle will also run down the wall and mount with the existing receptacles.

**APPROVAL**

**Approve**

**Deny**

Approved by: \_\_\_\_\_

Denied by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Coversheet

## Approval of Proposal with HB McClure

**Section:** V. Consent Items  
**Item:** I. Approval of Proposal with HB McClure  
**Purpose:**  
**Submitted by:**  
**Related Material:** HB McClure - Proposal.docx

**PURPOSE**



Contract HB McClure to ventilate 2<sup>nd</sup> floor server room of 750 E. Park Dr.

Table of Contents

Purpose.....1

Rationale.....2

Abstract .....2

Constraints.....2

Strategies.....2

Sources..... 2

Approval..... 2

## RATIONALE

For proper ventilation of the server room and in consideration of the other suites on the floor, the 2<sup>nd</sup> floor server room cabinet cooling system is to be vented outside the building.

## ABSTRACT

Reach has worked with this trusted vendor multiple times, and their work has proven reliable. HB McClure will ventilate the server cabinet on the 2<sup>nd</sup> floor outside the building. There are multiple options available to accomplish this.

## CONSTRAINTS

Property management does not permit venting out the side of the building, all ventilation must vent to the roof either from existing ducting or new installation. Budget is also a consideration as there are multiple options with varying price points.

## STRATEGIES

There are multiple options for venting the server cabinet cooling unit on the 2<sup>nd</sup> floor server room of 750 E. Park Dr.

1. Duct it between the drop ceiling. If this ends up causing issues, we could proceed with one of the options below later. After reviewing the specs on this unit, it is below 200 cfm, HB McClure cannot see that creating much if any of an issue – budget: \$0 as we already have the parts to accomplish this without HB McClure. Contracting HB McClure for installation would cost \$250.00.
2. Duct it to the roof. On this option we would want to put in a small booster fan to make sure we have enough static pressure to push it all the way to the roof. This would also require drilling a hole between floors – Cost: \$4,671
3. Duct it to the exhaust stack. On this option we would want a small booster fan to make sure we have enough static pressure to get it there as well as a back draft damper – Budget: \$2,661

## Changes to be Made

- 01 Depending upon the options above, this installation involves either installing new ventilation ducts or using existing runs, installing an auxiliary fan within the run to ensure adequate pressure as well as a back draft damper.

## SOURCES

See attached quote and details from POC Feaser below:

Key points regarding installation –

I talked with UD Properties and they do not want us making a penetration into the exterior of the building for this vent. That being said, here are the options I believe we have and some budget pricing to consider. Please let me know which option you would like to proceed with. Thanks

1. Just duct it above the ceiling and let the hot air go above the ceiling. If this ends up causing issues, we could proceed with one of the options below later. I looked at the specs on this unit and it is below 200 cfm, I cannot see that creating much if any of an issue – budget: \$0 as I believe you already have the parts to do this and could do it (if you wanted us to do it - \$250)
2. Duct it to the roof. On this option we would want to put in a small booster fan to make sure we have enough static pressure to push it all the way to the roof. This would also require drilling a hole between floors – Budget: \$4,671
3. Duct it to the exhaust stack. On this option we would want a small booster fan to make sure we have enough static pressure to get it there as well as a back draft damper – Budget: \$2,661

**APPROVAL**

**Approve**

**Deny**

Approved by: \_\_\_\_\_

Denied by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Coversheet

## Approval of Updates to the Reach Health and Safety Plan

**Section:** VI. Action Items  
**Item:** A. Approval of Updates to the Reach Health and Safety Plan  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach 2223 ARP Health and Safety Plan\_1.18.23.pdf

## Health and Safety Plan Summary: Reach Cyber Charter School

**Initial Effective Date: August 16, 2021**

**Date of Last Review: January 18, 2023**

**Date of Last Revision: January 18, 2023**

### Overview

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

**1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

Reach Cyber Charter School is a fulltime virtual charter school and therefore students are not attending in-person learning. For in-person events, parents and guardians will be required to screen their children for COVID-19 symptoms, including a temperature check, prior to sending them to in-person events. If the student presents any of the symptoms associated with COVID-19, they should not come to the event. Upon arrival at the event, personnel may take each student's temperature as well. Students with a temperature reading higher than 100.2 degrees will be required to put on a mask and will be immediately taken to a separate designated area. Parents or guardians will be required to promptly pick up any student with a temperature of 100.2 degrees or other COVID-19 symptoms.

All faculty and staff will complete self-screening for COVID-19 symptoms each day before entering the school facility. The school may require further screening of employees at any time based on current state and federal guidelines. Employees exhibiting symptoms will be separated from others and sent home.

**2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

Instruction/Academic Needs

The school will prioritize social emotional learning for all students in addition to academic recovery and acceleration. Strategies include high quality professional development for staff,



increased use of assessment data to guide instruction, research-based core instruction, and tiered systems of support for interventions.

**School Meals**

As a virtual charter school, the school does not serve meals.

**Transportation**

Since the school is a fulltime virtual charter school, students are not required to attend in-person and therefore transportation needs are limited. Should transportation be necessary (e.g., to required state testing, field trips, etc.) the school will work with the families and communities, following appropriate federal and state guidance to provide safe, economic, and efficient transportation.

**Sanitation**

The school will continue safety and sanitation protocols throughout the school office building(s) for 2021-2022 and will follow appropriate federal and state guidance regarding school sanitation.

**Support Staff**

The school will continue to work with appropriate community agencies and organizations to improve services and support for families and students. Counselors, social workers, mental health and other specialized staff will be available to support our students. Evidence-based interventions will be implemented to ensure equitable access to high quality instruction and social emotional services for all students to maximize recovery from COVID related isolation.

**Technology**

Families enrolled at the school are provided with one laptop computer per student with appropriate hardware and software for accessing the educational program. Any computer equipment supplied by the school is on loan during the enrollment and must be returned upon withdrawal or graduation. Families are also provided one printer per household. Please refer to the school handbook for additional details.

Households will arrange for internet service for their students to attend school. The school will issue subsidies to assist with the cost of internet service and printer ink. The subsidy will be equal to \$40.00 a month but will be paid out three times during the year. If the disbursement schedule would create a family hardship, the family can request an alternative disbursement schedule to remove the hardship. If a family lives in an area that receives limited or poor internet connections or needs assistance in arranging internet service, they should contact the school. Please refer to the school handbook for additional details.

The school offers comprehensive technical support and usage information for systems provided.

3. **Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.**

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <a href="#">masks</a> ;	The school will take into consideration the guidance provided by the county and state and will follow any executive orders for use of masks at in-person events and/or the office building.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>b. Modifying facilities to allow for <a href="#">physical distancing</a> (e.g., use of cohorts/podding);</p>	<p>As a virtual school, students are not required to attend in-person classes. When there are events with students and families, the school will take into consideration social distancing guidelines provided by the county and state and will follow any executive orders, including spacing and/or attendance caps.</p>
<p>c. <a href="#">Handwashing and respiratory etiquette</a>;</p>	<p>Employees should still practice proper hand hygiene and maintain and clean their workspace regularly. The school will ensure adequate supplies are available to support healthy hygiene behaviors, including soap, a way to dry hands, tissues, hand sanitizer, face masks (as feasible), and no-touch/foot-pedal trash cans.</p>
<p>d. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a>;</p>	<p>The school will maintain a regular schedule for cleaning and sanitizing the school office building and will ensure proper ventilation per appropriate guidelines.</p> <p>The school will regularly clean high touch surfaces and objects (e.g., door handles, sink handles, toilets, drinking fountains) within the school at least daily or between use as much as possible.</p> <p>The school will improve ventilation to the extent possible to increase circulation of outdoor air, increase delivery of clean air, and dilute potential contaminants, including ensuring HVAC settings are maximizing ventilation and improving the level of filtration in the office building.</p>
<p>e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a>, in collaboration with the State and local health departments;</p>	<p>Since students enrolled at the school are not attending in a school building, students do NOT need to report that they are positive or have been exposed to COVID-19. In the case of Student/Family events:</p> <p>If a student or family member is sick and/or has COVID like symptoms, please stay home/do not attend events and contact the school for further guidance.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>Students participating in in-person events will report a positive COVID-19 case OR exposure to a positive person by contacting the school.</p> <p>Employees who work at the school building should report a positive COVID-19 test or exposure to your principal and/or your school’s contact tracer.</p> <p>If someone in your household has COVID like symptoms and/or has received a positive COVID-19 test, please DO NOT report to work. Likewise, do not report to work if you or someone in your household is waiting for COVID test results.</p> <p>If an attendee at a school event or a staff person in the office tests positive for COVID-19, that person should alert the contract tracer who will obtain a list of close contacts and inform all staff, parents/guardians/caregivers of close contacts of possible exposure. The contract tracer will work with local health officials to assess spread and support follow up with students, staff, parents and guardians of those who had contact. Those close contacts are advised to remain at home (quarantine for 14 days or current CDC recommendation) and to consult with a healthcare provider for evaluation and possible COVID-19 test.</p> <p>The school will follow CDC guidelines when determining when staff can report back to the office building following an exposure or positive test result.</p>
<p>f. <a href="#">Diagnostic</a> and screening testing;</p>	<p>The school will offer referrals to diagnostic testing to any student, teacher, or staff member who is exhibiting symptoms of COVID-19. If an employee or student is sick or exhibiting COVID like symptom, they should stay home and talk to a healthcare provider about getting a COVID-19 test. If an attendee at a school event or a staff person in the office receives a positive test result, that person should alert the contract tracer who will obtain a list of close contacts and inform all staff,</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>parents/guardians/caregivers of close contacts of possible exposure. The contract tracer will work with local health officials to assess spread and support follow up with students, staff, parents and guardians of those who had contact.</p>
<p>g. Efforts to provide <a href="#">vaccinations to school communities</a>;</p>	<p>The school will work with local health departments to support messaging and outreach about vaccinations for members of the school community. Outreach will be made available in a language that all family members of students can understand and in alternate formats as needed to facilitate effective communication for individuals with disabilities.</p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>The school will work closely with related services providers to consider prioritizing in-person services for students with disabilities.</p>
<p>i. Coordination with state and local health officials.</p>	<p>When feasible, the school will coordinate with state and local health officials to ensure staff, student, and family access to testing, vaccines, and other resources to prevent and mitigate the spread of COVID-19.</p>

**For Questions Please Contact:**

Jane Swan  
 School Leader  
 717-704-8437  
[jswan@reach.connectionsacademy.org](mailto:jswan@reach.connectionsacademy.org)



# Coversheet

## Approval of Proposal with Mastery Connect and Elevate

**Section:** VI. Action Items  
**Item:** C. Approval of Proposal with Mastery Connect and Elevate  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach Cyber Charter School Order Form (2).pdf



## Services Order Form

Order #: Q-294073-2  
 Date: 2023-01-05  
 Offer Valid Through: 2023-01-31

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

### Order Form For Reach Cyber Charter School

Address: 750 East Park Drive  
 City: Harrisburg  
 State/Province: Pennsylvania  
 Zip/Postal Code: 17111  
 Country: United States

**Order Information**  
 Billing Frequency: Annual Upfront  
 Payment Terms: Net 30

#### Billing Contact

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

#### Primary Contact

Name: Kelley McConnell  
 Email: kelmccconnell@reach.connectionsacademy.org  
 Phone: +1 570 510 5544

#### Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Elevate K-12 Analytics - Standard Edition - Up to 2 Data Areas	2023-02-01	2024-01-31	User	9,000	USD 3.00	USD 27,000.00
Mastery Connect Subscription	2023-02-01	2024-01-31	User	9,000	USD 3.19	USD 28,710.00
Mastery Item Bank Subscription	2023-02-01	2024-01-31	User	9,000	USD 2.20	USD 19,800.00
Mastery Connect Online PD Subscription	2023-02-01	2024-01-31	Per Each	1	USD 2,000.00	USD 2,000.00
Recurring Sub-Total						USD 77,510.00
Elevate K-12 Analytics - Premium Implementation Bundle			Per Implementation	1	USD 30,068.75	USD 30,068.75
Mastery Connect Implementation			Per Each	1	USD 2,980.00	USD 2,980.00
Mastery Connect Professional Development Virtual Session			Per Each	10	USD 500.00	USD 5,000.00
Non-Recurring Sub-Total						USD 38,048.75
Year 1 Total						USD 115,558.75

Year 2						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Elevate K-12 Analytics - Standard Edition - Up to 2 Data Areas	2024-02-01	2025-01-31	User	9,000	USD 3.15	USD 28,350.00
Mastery Connect Subscription	2024-02-01	2025-01-31	User	9,000	USD 3.19	USD 28,710.00
Mastery Item Bank Subscription	2024-02-01	2025-01-31	User	9,000	USD 2.31	USD 20,790.00
Mastery Connect Online PD Subscription	2024-02-01	2025-01-31	Per Each	1	USD 2,000.00	USD 2,000.00
Recurring Sub-Total						USD 79,850.00
Year 2 Total						USD 79,850.00

Year 3						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Elevate K-12 Analytics - Standard Edition - Up to 2 Data Areas	2025-02-01	2026-01-31	User	9,000	USD 3.31	USD 29,790.00
Mastery Connect Subscription	2025-02-01	2026-01-31	User	9,000	USD 3.19	USD 28,710.00
Mastery Item Bank Subscription	2025-02-01	2026-01-31	User	9,000	USD 2.43	USD 21,870.00
Mastery Connect Online PD Subscription	2025-02-01	2026-01-31	Per Each	1	USD 2,000.00	USD 2,000.00
Recurring Sub-Total						USD 82,370.00
Year 3 Total						USD 82,370.00
<b>Grand Total:</b>						USD 277,778.75

Deliverable	Description	Expiration
Mastery Item Bank Subscription	Mastery Item Bank subscription for ELA, Math, Science and Social Studies featuring learning standards alignments for all 50 States, D.C., Common Core and Next Generation Science Standards.	N/A
Mastery Connect Online PD Subscription	Unlimited access for faculty and staff users to online training video library.	
Elevate K-12 Analytics - Setup	Configuration of Elevate Analytics instance and ODS	12 Months
Elevate K-12 Analytics - Project Management	Project Manager to oversee implementation against a structured project plan, including tasks to be performed by Instructure and customer. The implementation plan is based on a 12-week schedule and will require weekly customer engagement. Note: ED-Fi configuration is a pre-requisite to begin the implementation plan; see Data Provisioning for details.	12 Months



Deliverable	Description	Expiration
<p>Elevate K-12 Analytics - Premium Data Provisioning</p>	<p>Implementation consultants will guide the customer through the process of syncing and validating up to three (3) years (current school year + 2 prior school years) of SIS data to the Elevate Analytics Ed-Fi ODS.</p> <p>If applicable based on subscription at time of implementation, implementation consultants will take a lead role in configuration, data mapping, syncing, and validating the following:                      * Three (3) years (current school year + 2 prior school years) Canvas Assessment data and/or                      * Three (3) years (current school year + 2 prior school years) Mastery Connect Assessment data</p> <p>Currently no connection to Canvas Data is available.</p> <p>Customers must contact their SIS provider or other vendors to ensure Ed-Fi configuration is enabled and available before implementation can begin. Some vendors may require an additional SOW and/or lead time to accomplish Ed-Fi configuration.</p> <p>Customers should plan to allocate 2-3 hours each week to review mapping and updates during the implementation.</p> <p>In order for Instructure to manage the data mapping and configuration the following access will need to be provided:                      --Administrative user in the Customers SIS                      --Contact and ability to file support tickets on behalf of the customer</p> <p>With respect to Instructure's performance of Elevate Analytics Premium Data Provisioning, such Service is provided "AS IS" and Instructure makes no warranties, either express or implied, with respect to its performance of Elevate Analytics Premium Data Provisioning. Further, Instructure disclaims any liability arising from any damage caused by Instructure in the course of performing its obligations with respect to Elevate Analytics Premium Data Provisioning.</p>	<p>12 Months</p>
<p>Elevate K-12 Analytics - Assessment Data Source Configuration</p>	<p>Configuration of up to four (4) assessment data sources. Data sources will be limited to current and prior 2 years of historical data for import into Elevate Analytics. Configuration will be via API or Elevate Analytics File Loader2.</p> <p>Currently-supported data sources can be found at the Community page (<a href="https://community.canvaslms.com/t5/Elevate-Analytics-Resource-Documents/Elevate-Analytics-Integration-Availability/ta-p/460009">https://community.canvaslms.com/t5/Elevate-Analytics-Resource-Documents/Elevate-Analytics-Integration-Availability/ta-p/460009</a>). If a data source defined during implementation is not currently available, it will be created by Instructure and configured once it becomes available.</p> <p>Assessment sources must be defined during implementation and built into the project plan. Any assessment sources not defined at implementation will be forfeit. Implementation of assessment data sources must be configured and completed within 12 months of execution of contract.</p>	<p>12 Months</p>
<p>Success Package Virtual</p>	<p>10 hours of remote strategic learning analytics consulting for adoption planning and data-informed change strategy with leadership - Time spent will be tracked and reported to the client and may include contact time via phone or web conference or time spent preparing requested materials or deliverables. Strategic services will provide a recommended plan focused around successful adoption for the consultation time, and customizations can be made based on client specific needs with the exceptions of visualization creation.</p> <p>8 Sessions of one and half hours of remote professional development from the sessions below. For initial implementation of Elevate K-12 Analytics, it is recommended that one of each session be held with each stakeholder group.</p> <p>Virtual PD - Designing, Leading, and Developing a Data Team                      Virtual PD - Creating Conditions for a Data-Informed Culture                      Virtual PD - Leading with Data-Informed Decision Making                      Virtual PD - Evaluating the Impact of Data Use                      Virtual PD - Scaling Effective Data-Informed Approaches                      Virtual Training - Managing Your Account                      Virtual Training - Fundamentals for Leaders                      Virtual Training - Fundamentals for the Classroom</p> <p>1 Asynchronous Training - Data Literacy Course</p>	<p>12 Months</p>

Deliverable	Description	Expiration
<p>Mastery Connect Implementation</p>	<p>Project Management:</p> <ul style="list-style-type: none"> <li>* Instructure consultants will be assigned to give you targeted, one-on-one guidance to ensure your success when implementing Mastery Connect for use with your existing Canvas instance or another LMS.</li> <li>* All project management will be performed remotely.</li> </ul> <p>Configuration:</p> <ul style="list-style-type: none"> <li>* Configuration of one Mastery Connect instance, including administrators, authentication, rostering, etc.</li> <li>* Additional data provisioning support to get your user and/or standard data into Mastery Connect, through one of the following methods: manual creation, CSV import, or SIS integration. Access to API documentation and Community guides will be provided. Excludes API-related coding/development.</li> <li>* The following SIS integrations are supported. Any SIS not listed below will need to be provisioned by manual entry or CSV import.</li> </ul> <ul style="list-style-type: none"> <li>** Aeries</li> <li>** Aspen</li> <li>** Aspire</li> <li>** Classlink</li> <li>** Clever</li> <li>** Focus</li> <li>** Infinite Campus (v1.2)</li> <li>** PowerSchool (See note below)</li> <li>** ProgressBook (DASL)</li> <li>** Q (Aequitas)</li> <li>** Qmlativ (Skyward)</li> <li>** Sapphire</li> <li>** SchoolTool</li> <li>** Skyward (SMS 2.0)</li> <li>** Synergy</li> </ul> <p>PowerSchool requires a OneRoster licensing agreement for Instructure customers utilizing PS version 21.4.1 or greater. Customers provisioning Canvas via this OneRoster integration can use the same credentials for the MasteryConnect integration. Customers who are not on the minimum PowerSchool version will need to use Clever, Classlink, or SFTP w/ CSV files to provision data to MasteryConnect.</p> <ul style="list-style-type: none"> <li>* Manual provisioning and CSV imports are configured and tested by you with basic guidance from your consultants; your consultants and you will both perform tasks to establish SFTP access (if desired) or perform SIS integration.</li> <li>* Authentication integration support for your LDAP and SAML as configured by you (available to Teachers and Admins only). Access to guides and troubleshooting assistance.</li> </ul>	<p>12 Months</p>
<p>Mastery Connect Professional Development Virtual Session</p>	<p>One and half hours of remote customized Mastery Connect professional development.</p>	<p>12 Months</p>

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

**Metrics and Descriptions:**

**User:** User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Product	Description
Elevate K-12 Analytics - Standard Edition - Up to 2 Data Areas	Annual subscription for Elevate K-12 Analytics including: * Data Areas to be visualized are (i) all non-assessment student data, and (ii) assessment student data * Subscription includes real-time data integration for all Ed-Fi API-enabled source applications, including but not limited to district Student Information System * Subscription also includes data loading (via Ed-Fi API-enabled file loaders) for assessment and non-assessment data from applications that are not currently Ed-Fi API-enabled, until such time as they become Ed-Fi API-enabled. A list of Ed-Fi API-enabled source applications and Ed-Fi API-enabled file loaders provided by Instructure with Elevate K-12 Analytics is provided on page 2 of the accompanying document, entitled "Customer Options for Data Integration." For applications not listed on this page (including district-developed applications), Ed-Fi API-enabled file loaders for such applications can be created by the Customer using Ed-Fi tools provided by Instructure with Elevate K-12 Analytics, or by Instructure on behalf of the district for a modest one-time services fee.

**Duration:** The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

**Miscellaneous:** Instructure's support terms are available as follows:  
 Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>  
 Portfolium: <https://portfolium.com/support-terms>  
 MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

**Terms and Conditions**

This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/master-terms-and-conditions>

The provision of any Item Bank Services shall also be governed by the Addendum which can be found here: <https://www.instructure.com/item-bank-addendum>.

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

Any requests to change service deliverables as defined on the order form may incur a fee of ten percent (10%) of the remaining fees for the service.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No): _____ If yes, please enter PO Number: _____	Check here if your company is exempt from US state sales tax : _____  <i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

By executing this Order Form, each party agrees to be legally bound by this Order Form.

**Reach Cyber Charter School**

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

**Instructure, Inc.**

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



# Coversheet

## Approval of Physical Security Contract with PremiSys

**Section:** VI. Action Items  
**Item:** D. Approval of Physical Security Contract with PremiSys  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach Cyber Charter School - PremiSys Access Control - REVISED.docx

# KLEPPERS SECURITY SOURCE

117 E. KING STREET, YORK, PA 17401-2035  
SECURITY SPECIALISTS  
(717) 848-1754

10/31/22

Scott Shedd  
Reach Cyber Charter School  
750 E. Park Dr.  
Harrisburg, PA 17111

We will supply and install PremiSys access control equipment to secure two IT room doors.

This installation will consist of the following:

- 1 ea. PremiSys two reader board
- 2 ea. HID keypad-card readers
- 2 ea. HES electric strikes
- 1 ea. Arrow storeroom lever
- 1 ea. Norton door closer
- 1 ea. Dorma door closer arm
- 3 ea. PremiSys mobile apps
- Wire, Misc. hardware
- Labor

The total cost of this installation will be \$4,675.00.

We will update and transfer the PremiSys access control software.

The total cost is \$900.00.

Prices for the above materials and labor will remain firm for thirty (30) days, provided that additional parts and labor do not become necessary due to unforeseen circumstances.

Thank you for considering Kleppers Security Source as a solution to your security needs. If you have any questions, or require additional information, please do not hesitate to call.

Kleppers Security Source

**John E. Trone, Jr.**

Acceptance: Please sign below & return to proceed with the above installation. You are acknowledging our Invoice terms which are Net 30. Thank you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**“Professional Service and Quality Workmanship Since 1920”**

# Coversheet

## Approval of Contract with LinkedIn for Talent Solution

**Section:** VI. Action Items  
**Item:** E. Approval of Contract with LinkedIn for Talent Solution  
**Purpose:**  
**Submitted by:**  
**Related Material:** LinkedIn\_Proposal-Board\_Update.pdf



## LinkedIn Recruiter Contract Proposal

Reach Cyber Charter School's Human Resources department is seeking Board approval to contract with LinkedIn Corporation to purchase talent acquisition products known as LinkedIn Recruiter. This package is an all-encompassing hiring platform that will assist the school in finding, connecting with, and managing/tracking candidates as part of the school's recruitment strategy. The following provides a summary of specific services and costs associated with implementing LinkedIn Recruiter:

### LinkedIn Recruiter Products

- Career Page - A designated page on the school's LinkedIn page with features to build and showcase our brand. This page is designed to attract candidates for open roles by spotlighting what it's like to work at our school, raise awareness and interest in our school, and drive highly qualified applicants to our jobs. The product also provides the ability to target specific demographics with more relevant content to job seekers.
- Recruiter Seat - The recruiter seat provides unlimited access to LinkedIn's entire network of professionals, advanced search features, recommended Matches, up to 150 InMails per month, collaboration and analytics tools for your whole team, integrations with applicant tracking systems. The LinkedIn Recruiter seat provides full access to the LinkedIn community to search active and passive job seekers using keywords and qualifications. Also provides the school's Talent Acquisition Specialist up to 150 LinkedIn platform emails (InMails) per month to communicate directly with candidates.
- Job Slots - Job slots are purchased to provide the school the ability to post manage jobs. Job slots/postings are managed by the Recruiter seat and provide the ability for candidates to apply directly on the LinkedIn job posting. The number of jobs we can post simultaneously is determined by the number of job slots we purchase. For our purposes, we recommend purchasing eleven (11) job slots.

### Cost

The annual cost for LinkedIn Recruiter is \$23,392, which includes a fifty percent (50%) discount offered by LinkedIn to educational institutions. The following table provides the cost detail of the package.

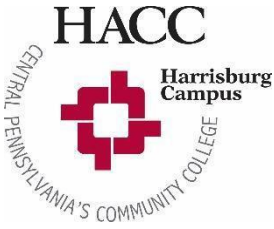
LinkedIn Recruiter Product	Quantity	Annual Cost
Career Page	1	\$7,500
Recruiter Seat	1	\$5,800
Job Slots	11	\$10,092
Dashboard Manager	2	Free
<b>Total Cost</b>		<b>\$23,392</b>



# Coversheet

## Approval of Agreement with HACC to provide EMT training

**Section:** VIII. Strategic Planning  
**Item:** A. Approval of Agreement with HACC to provide EMT training  
**Purpose:**  
**Submitted by:**  
**Related Material:** HACC EMT & Cyber Reach Charter School (1).pdf



## Workforce Development & Continuing Education Client Training Proposal/Agreement

**Date:** 10/20/22

**Client Company:** Reach Cyber Charter School

**Client Company Address:** 750 East Park Drive Suite 204 Harrisburg, PA 17111

**Prepared for Client Contact Person:** Rachell Toomey

**Prepared by HACC Employee:** Danielle Bottiglieri EMS Coordinator

**HACC Organization:** Workforce Development & Continuing Education Division

**Introduction**

Harrisburg Area Community College (HACC) is pleased to provide you with the following training proposal for your organization. Once duly executed, this document will serve as the agreement between **Reach Cyber Charter School** referred to as the “Client” and HACC to offer the training for your students as outlined below.

**Course/Class Information**

- **Course/class title:** Emergency Medical Technician
- **Prerequisites:** Current Reach Cyber Charter School student
- **Applicable standards:** American Heart Association (AHA) and PA Department of Health (DOH) standards
- **Course/class location:** **PSC One HACC Dr Harrisburg PA 17110**
- **Length of program:** length varies with different course deliveries
- **Course/class schedule:**

Sessions	Training Dates & times	Course	Program Hours
Varies	Varies	<ul style="list-style-type: none"> <li>• EMT</li> <li>• American Heart Association – Basic Life Support</li> </ul>	220

One HACC Drive, Harrisburg, PA 17110 • 800-ABC-HACC • hacc.edu

YOURS.

- **Course materials/manuals:** Course Textbook will be purchased by the students/school
- **Enrollment per class/section:** Dependent on course location as per student policy manual
- **Attendance requirements:** Students must complete the entire session to receive a certificate of completion
- **Successful completion criteria:** As per AHA and DOH requirements, as outlined in the student policy manual
- **Certificates of Completion:** Will be issued by HACC after course completion
- **Certification testing/retesting:** As per AHA and DOH requirements, as outlined in the student policy manual
- **Continuing Education Credit:** N/A
- **Lead instructor/instructional staff:** Program Co-coordinator Danielle Bottiglieri  
Lead Instructors: HACC adjunct instructors

#### **HACC Responsibilities**

- Provide approved instructional staff/instructor to deliver training.
- Keep attendance records for all courses and class sessions.
- Inform Client management as to specific problems or concerns which may arise while conducting the training.
- Provide copies or a summary of student evaluations of instructor and course content for review upon request.
- Provide an invoice for training price in accordance with college procedure.
- Provide appropriate course materials as outlined above.

#### **Client Responsibilities**

- Complete approved Permission to Bill form and submit to HACC enrollment team at least 2 weeks prior to the start of chosen course.

#### **Pricing Information**

- Course/class price: \$925.00 per student
- Prices quoted above are in US dollars.
- Prices quoted are considered good for thirty days.
- If changes are made which deviate from this proposal, it may require a review and adjustment to the training price.
- Tuition includes AHA BLS textbook, AHA BLS card, student kits, uniform t-shirts and all co-requisites.

#### **Emergencies/Inclement Weather**

- If a class is held at a Client's location, any changes to the class schedule that arise as a result of inclement weather or an emergency will be agreed upon by HACC, the Client and the Instructor.

#### **Media/Photo/Video**

- The Client should email [newsroom@hacc.edu](mailto:newsroom@hacc.edu) and the Client's HACC contact with the information. All media interviews and filming require prior approval from HACC.

#### **Hold Harmless Clause**

In executing this Agreement, client does hereby release and hold harmless HACC, its officers, directors, employees, training consultants and agents from and against any and all claims arising from or in any way related to the above-mentioned course(s).

#### **Cancellation Clause**

If student does not successfully complete the course or decides to withdraw less than 14 days from the start of class the client will be responsible for the tuition.

#### **Contact Information**

**Client**

Contact Person: Rachell Toomey  
Phone #: 717-745-5092  
Email: rtoomey@reach.connectionsacademy.org  
Fax #: 717-409-8356

**HACC**

Contact Person: Danielle Bottiglieri  
Phone #: 717-221-1757  
Email: dmbottig@hacc.edu  
Fax #: 717-780-2643

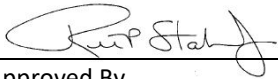
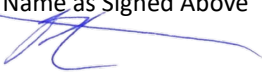
**Client Acceptance**

If your company or organization agrees to the terms of this proposal, please have an authorized agent sign below where indicated. Once signed by both parties, this document becomes a binding agreement outlining the terms and conditions under which this training will be conducted. Please indicate a purchase order number if required and return the original signed copy to the HACC Contact as identified above by one of the following three options: USPS mail/courier service, or as a fax transmission, or as a scanned PDF file attached to an email. Please keep a copy of the document for your records and call to verify receipt of signed agreement by HACC contact person.

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Signature (Authorized Agent of Client)	Position/Title
Print Name as Signed Above	Date

**HACC Approval**

	<b>Executive Director, PSC</b>
Approved By	Position/Title
<b>Robert Stakem</b>	<b>11/10/2022</b>
Print Name as Signed Above	Date
	<b>AVP, Finance</b>
Approved By	Position/Title
<b>Brian LaForme</b>	<b>11/09/2022</b>
Print Name as Signed Above	Date

*EEO Statement:* HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

# Coversheet

## Approval of Agreement with Metro Sports Entertainment Group, LLC

**Section:** VIII. Strategic Planning  
**Item:** B. Approval of Agreement with Metro Sports Entertainment Group, LLC  
**Purpose:**  
**Submitted by:**  
**Related Material:** Metro MOU REACH HS SMT- Connections Academy.pdf

**MEMORANDUM OF UNDERSTANDING (MOU)**

Between

**The Metro Sports & Entertainment Group LLC**

And

**Reach Cyber School – A Pennsylvania Connections Academy**

**Overview**

This Memorandum of Understanding is between, Reach Cyber School – A Pennsylvania Connections Academy and Metro Sports Entertainment Group, LLC d.b.a. Metro Esports (“MSEG”). This Memorandum of Understanding will outline the agreement between the Reach Cyber School – A Pennsylvania Connections Academy and MSEG and identify the responsibilities of each on this date **January 16, 2023**.

**Background**

Metro is a multicultural digital sports & entertainment production agency, and tech-based education facility headquartered in Warminster Pennsylvania.

**Reach Cyber School – A Pennsylvania Connections Academy**

Reach Cyber Charter school (Reach Cyber) is an education program supported by Connections Academy, a leader in virtual education that has brought success to many students in Pennsylvania.

**Purpose**

Reach Cyber School (HS) and MSEG agree to partner in offering Metro’s esports education program to students from 9<sup>th</sup> through 12<sup>th</sup> grade, from **February 16th through April 12<sup>th</sup>, 2023 (12 Weeks). TBD**

**Course Curriculum:** Esports Education – SMT/Content Creating

**Course Description:**

In this course, students will experience the foundations of social media and content creation, with projects involving strategy, creative brainstorming, and distribution. Students will experience real-life, hands-on SMT projects aimed at preparing them for developing strategic business methods for turning content into proprietary, monetized work. Additionally, this course will highlight content creation integration into the gaming and esports industry. Students will learn about the foundational aspects of gaming content creation, all the tools and skills needed, and how it all connects to a greater social media strategy.

Date	Project	Duration
Week 1:	Welcome / Introduction to SMT (Social Media and Technology)	90 minutes

Week 2:	Influencer Project - Who is listening?	90 minutes
Week 3:	Who's Talking - Developing a Brand	90 minutes
Week 4:	SMT and Content Strategy	90 minutes
Week 5:	Differentiation and Engagement	90 minutes
Week 6:	Responsibility - Ownership	90 minutes
Week 7:	Promoting Change, Connection, and Purpose	90 minutes
Week 8:	Foundational Creation Tools	90 minutes
Week 9:	Streaming Platforms & Streaming Methods	90 minutes
Week 10:	What is Sponsorship?	90 minutes
Week 11:	Presentation Development	90 minutes
Week 12:	Launch Party Presentations	90 minutes
Week 13:	Meet Industry Professional	60 minutes

**Reach – Connections Academy** students will complete Metro Esports' Esports Education – Career Pathway focusing on four major careers, using **Metro Esports GamePlan** training program for learning and completing projects, as well as grading purpose.

The instructor will invite students into the classroom program and require email and user ID to log in. Students can access the full curriculum **Discord - Metro Tech/Esports Education server**.

**Class (once per week) – TBA**

**Time (1.5 hours) – TBA**

**Guest Speakers (Once a month) – TBA**



**Rates**

<b>Bulk Rate Enrollment (20 students)</b>	<b>Bulk Rate Enrollment (40 students)</b>	<b>Bulk Rate Enrollment (50 – 55 students)</b>
12 weeks	12 weeks	12 weeks
\$120 per week	\$ 110 per week	\$ 105 per week
\$1,440 per student	\$1,320 per student	\$1,260 per student
\$28,800.00 for 20 students	\$52,800.00 for 40 students	\$63,000.00 for 50 students
\$1,400 per additional student (less than 40)	\$1,280 per additional student (less than 50)	<b>+5 Free enrollment with total 55 students</b>
<b>\$40 off per enrollment</b>	<b>\$40 off per enrollment</b>	

**\*The rate above includes students’ job shadowing program with Metro Esports employees.**

**A minimum payment of \$28,800.00 for the enrollment of 20 students must be made this date, **January 16, 2023**. Upon starting the Fall program, Reach-Cyber Academy will be invoiced for the remaining balance of any additional enrollment in the Metro Esports – SMT/Content Creating course.**

All checks made payable to:  
**Metro Sports**  
**1388 Street Road Warminster, PA 18974**

**Commitments**

Reach Cyber Charter School will provide the following number of students to provide above to receive Metro Esports’ Esports Education – Career Pathway program using. Upon completing the training program, the students will choose their desired job shadowing with members of Metro Esports related to the career pathway.

**Terms of Agreement:**

This MOU establishes a business relationship and strategic partnership between both parties for a term of a 12-week costume learning program with dates that can be modified with the mutual consent of the authorized academic program coordinator at Reach Cyber Charter school (Reach Cyber), and MSEG. Reach Cyber Charter school (Reach Cyber) and MSEG to review event success after the term for future year considerations.

### **Confidentiality**

The terms of this Agreement and any confidential information concerning the business or affairs of the other Party shall be confidential to the Parties and, save as required by any law or regulatory authority, neither Party shall disclose any such terms or information to any third party at any time during or after the Term (except to those parties from whom it has licensed the relevant rights and to whom it is bound to report or to the extent

necessary to ensure compliance with this Agreement) without the prior written consent of the other Party. Confidential information excludes (i) information in the public domain through no fault of the receiving Party, (ii) information independently developed by the receiving Party without reliance on the disclosing Party's confidential information, (iii) information previously known to the receiving Party, and (iv) information disclosed to the receiving Party by a third party, not under a duty of confidentiality to the disclosing Party.

The terms of this section shall survive for one (1) year from disclosure or expiration date (whichever is earlier), except with respect to trade secrets, which shall remain, protected for as long as such are protected by law. Any request or direction of any legal or regulatory authority to disclose any such confidential information shall be notified promptly before compliance to the other Party, who shall (where possible), be given a reasonable opportunity to resist. Neither Party shall use any such confidential information except for the performance of this Agreement.

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### Contact Information

Reach Cyber School – A Pennsylvania Connections Academy	Metro Sports & Entertainment Group Contact Name: Shaon Berry – CEO Email: <a href="mailto:sberry@metrospport.us">sberry@metrospport.us</a> Contact Name: Nadira Aker – Director of Education Email: <a href="mailto:nakter@metroesports.gg">nakter@metroesports.gg</a>
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**The signatures below indicate the acceptance of this Memorandum of Understanding.**

_____ Reach Cyber School – A Pennsylvania Connections Academy	_____ Metro Sports & Entertainment Group, LLC Name: Nadira Akter Date: November 23rd, 2022
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## Coversheet

### Approval of MOU with Young Artists Workshop (YAW) at Moore College of Art & Design

**Section:** VIII. Strategic Planning  
**Item:** C. Approval of MOU with Young Artists Workshop (YAW) at Moore College of Art & Design  
**Purpose:**  
**Submitted by:**  
**Related Material:** YAW Spring 2023 MOU for Reach Cyber Charter School.pdf



## Young Artists Workshop (YAW) Spring 2023 Course Menu/MOU

This Memorandum of Understanding is between the Young Artists Workshop (YAW) at Moore College of Art & Design and the Reach Cyber Charter School.

The Spring session of YAW will run on Saturdays from February 4 – April 8, 2023 (10 classes total). Students attend class from 9 am – 12 pm or 1 pm – 4 pm depending on their course schedule. Each 10-week course costs \$540. Students are expected to provide their own art supplies, with itemized supply lists distributed closer to the first day of class.

Courses are arranged based on students' grade level, with offerings for grades 3-5, 6-8, and 9-12. The following information can also be referenced on the upcoming courses page of our website, <https://moore.edu/academics/youth-education/young-artists-workshop/upcoming-youth-courses/>.

**For questions**, please contact the Continuing Education (CE) team via email at [ce@moore.edu](mailto:ce@moore.edu), or call (215) 965-4030. Thank you.

### Courses for Students in Grades 9-12

**Acrylic Painting:** 9:00 am - 12:00 pm, in-person

Did you know that acrylic paint is one of the most accessible mediums for developing artists to learn the core concepts of painting? In Acrylic Painting Studio, you will create expressive artworks that harness the versatility of this convenient and colorful medium. You will explore your artistic voice while learning how to depict and organize forms, colors and textures of both observed subjects and ideas from your imagination. Projects will delve into the formal elements of art, such as line, space, scale, color and texture. Beginners, intermediate and advanced painters welcome; no previous experience required!

**Advanced Drawing:** 9:00am - 12:00 pm, in-person

Explore your voice as an artist while experimenting with light and shadow, abstract composition, still-life drawing, life drawing, portraiture and landscape drawing. You will come away from this class with a body of work that shows key skill development, an enhanced awareness of art history, and inspiration drawn from the contemporary art world. Using both wet and dry media and a variety of approaches, this course will encourage you to discover your personal style. Whether you are a returning student or just beginning your artistic journey, practicing foundational skills will enhance your voice as an artist for years to come!



**Anatomy for Artists I:** 9:00 am - 12:00 pm, in-person

Understanding human anatomy is an essential part of learning how to draw accurate body proportions. If you love drawing human bodies and forms realistically and want to further develop your skills, this is the class for you! Focus on 2D mediums and learn how to draw the human form through structures of skeletons, muscles and varying body types to create detailed masterpieces. This class is sure to take your figure drawing skills to the next level.

**Anatomy for Artists II:** 1:00 pm - 4:00 pm, in-person

Deepen your understanding of the figure and round out your portfolio in this essential multidisciplinary course. Illustrators, animators and fine artists are encouraged to take this class to practice large-scale figurative works and learn a 3D approach to the human form. Students will get an in-depth overview of how to depict the human form based on bone and muscular structure. This course is the perfect next step for a student who has completed or is currently enrolled in Anatomy I or students advanced in figurative drawing.

**Architecture & Interior Design:** 9:00 am - 12:00 pm, in-person

Do you dream of designing buildings and interior spaces that are both unique and functional? Do you love decorating your personal space to evoke a certain vibe? Dip your toes into the fascinating fields of architecture and interior design in this fun, exploration-based mixed media course. Through the key principles of architectural design such as geometry, structure and function, you will learn how to translate your ideas into three-dimensional forms. You will also learn about the importance of sustainable materials, all while designing interior spaces that are distinctively your own.

**Career Lab: Animation & Illustration:** 1:00 pm - 4:00 pm, in-person

Deepen your understanding of the professional field of animation and game arts in our capstone Animation & Game Arts course for youth. This course is focused on concept, character development, storyboards and strengthening college application portfolio submissions. If you are interested in applying for Moore's [Animation & Game Arts BFA program](#), this course will prepare you and your portfolio for application season. This course is also a great fit for those of you looking to take the next step in building your animation, illustration and game design skills. Participants will have the unique opportunity to utilize Moore's Cintiq labs to create animations with ease using approachable state-of-the-art tools.

**Career Lab: Drawing & Painting Portfolio Prep:** 1:00 pm - 4:00 pm, in-person

If you're ready to wow colleges with your portfolio, this is the class for you! This class focuses on what colleges are looking for: 2D foundations, portfolio readiness and personal presentation. Flesh out your creative passion with concrete skill-building, exercises in still life, landscape and the human figure. This class is the perfect fit for all you future art students looking to develop a personal vision as you embark on your college experience. PLUS as a



part of this course you will have the exclusive opportunity to participate in a mock interview with Moore's Admissions team!

**Ceramics & Wheelthrowing:** 1:00 pm - 4:00 pm, in person

*Please note class size is limited to 6 students.*

Craving some hands-on creativity? Working with clay is a mesmerizing, meditative and challenging form of self-expression. This 10-week course introduces students to the basics of throwing clay on the potter's wheel to create vessels like vases, bowls, plates and more! Create a mix of elegant and interesting works of your own while learning technique, trimming and glazing application using resources available in Moore's industry-standard clay studio and kiln room—located in our brand-new VAULT!

**Character Design:** 9:00 am - 12:00 pm, in-person

Find your unique place in the universe of your favorite anime, manga, movie or book series! In one of our most popular classes, learn how to bring a cast of your own original characters (OCs) to life for a variety of digital media, including film, animation, comics and games. Discover the process of character development and secrets to bringing a character to life. This course covers foundational skills such as staging, silhouette, posture, costume, color and shapes to create characters with human traits and emotions.

**Fashion Design: Illustration & Simple Sewing:** 9:00 am - 12:00 pm, in-person

Are you devoted to your outfit of the day? Do you find yourself styling your friends and introducing them to new trends? Aspiring fashion designers: look no further because this is the class for you! In this course, you will learn how to stay on top of the most exciting fashion trends while exploring how designers set the tone for the world with contemporary fashion. After learning fashion essentials, you will envision upcoming trends through versatile "street style" assignments. Find inspiration daily in our professional fashion studio equipped with all the tools and textures you need to "make it work!"

**Fashion Design: Sewing & Construction:** 1:00 pm - 4:00 pm, in person

Ready to take your fashion design skills to the next level? In this class you will develop advanced construction skills while creating your unique projects with an emphasis on garment draping and embellishment. You will visit a local design studio and show your finished garments on the runway during Friends & Family Day. Class size is limited.

*Prerequisites: Fashion I: Illustration & Simple Sewing (Basic Sewing) or equivalent knowledge.*

**Game Design ONLINE:** 9:00 am - 12:00 pm, online

Explore digital and analog game-making as an inventive artist, storyteller and creator of fun. By designing and building original games, you will gain a thorough understanding of game structure, play experience and community gaming culture. In this class, you will explore





various game genres, perspectives, characters, movements and tactics to create simple game prototypes that illustrate a range of topics. Projects will be designed to encourage creative visual problem solving by allowing you the opportunity to experiment with a variety of media.

**Graphic Design:** 9:00 am - 12:00 pm, in-person

Are you an excellent visual communicator who loves problem solving? You might be a graphic designer in the making! Learn how to communicate ideas that inspire, inform and captivate consumers through visual concepts! In this class, you will expand your creativity and generate out-of-the-box ideas by exploring digital design and physical creations with found objects. Create your own typeface, symbols and logos in this interactive and engaging class!

**Intro to Animation:** 1:00 pm - 4:00 pm, in person

Bring your characters to life by transitioning from traditional hand-drawn character design techniques to industry-standard digital programs! A continued emphasis on concept and character development will strengthen your skills as you build and model your creative visions. Perfect for beginners or as a next step for students with hand-drawn character design skills and an interest in animation!

**Intro to Filmmaking 101:** 1:00 pm - 4:00 pm, in-person

Go beyond TikTok and learn to share your visual story as the world's next big filmmaker! The moving image is a part of everyday life, consumed on televisions, computers, tablets, phones, billboards and in cinemas. This course will introduce you to everything that goes into the images and sounds you take in on a regular basis, giving you the tools you need to start analyzing them and creating your own stories.

**Storyboarding:** 9:00 am - 12:00 pm, in-person

This course is highly recommended for any student interested in the Illustration or Animation & Game Arts undergraduate programs at Moore! We'll explore the fundamentals of telling a story through movement and narrative visuals. Tell the stories of all of your favorite characters while learning the basics of timing, point of view and designing a sequence that can be translated into motion or graphic storytelling. Participants will have the unique opportunity to utilize Moore's Cintiq labs to create animations with ease using approachable state-of-the-art tools.

**Philadelphia Canvas: Mural Painting:** 1:00 pm - 4:00 pm, in person

As the public art capital of the country, Philadelphia is bursting at the seams with gorgeous murals, powerful wheat-pasted prints and street art with expressive social commentary. In this multidisciplinary course, students will learn about the powerful leadership tools used by public artists and work on large-scale art with meaning. In addition to building skills in



community-based art processes (i.e. communication, planning, collaboration, mentorship and leadership), you'll get exposure to the national and local landscape of compelling community-based art through field trips throughout Philadelphia. You'll further develop your awareness of cultural, economic, environmental, political and social issues common to community-based art education and discover the power of art as a vehicle for change.

This course is perfect for aspiring community leaders and socially engaged youth with a big message to share with their community and the world.

### **Courses for Students in Grades 6-8**

**Animator's Studio:** 1:00 pm - 4:00 pm, in-person

Do you love Disney? Can't get enough anime? Learn what it takes to create your very own animated characters and bring them to life! You will explore traditional methods and industry-standard programs to create a story in an animated sequence. This course is a perfect introduction for all you aspiring animators, game designers, digital artists and illustrators!

**Architecture & Interior Design:** 1:00 pm - 4:00 pm, in-person

Calling all aspiring space-makers: if you reorganized your bedroom more than once during quarantine, this class is for you! Dip your toes into the fascinating fields of architecture and interior design in this fun exploration-based mixed media course. Through the key principles of architectural design such as geometry, structure and function, you will learn how to translate your ideas into three-dimensional forms. You will also learn about the importance of unique and sustainable materials, all while designing interior spaces that are distinctively your own.

**Drawing & Painting Philadelphia:** 9:00 am - 12:00 pm, in-person

Discover your creativity as you learn the fundamental skills of drawing and painting in Moore's spacious and well-lit studios! Get ready to experiment with pencils, charcoal, watercolor and more as you take ideas from inside your head to paper and canvas. Each week you will advance from sketches to formal drawings and paintings!

**Dynamic Figure Drawing:** 1:00 pm - 4:00 pm, in-person

Explore dynamic poses with attention to proportion, form, composition and value while developing your observational drawing skills. If you are interested in pursuing fashion, fine arts, illustration, sculpture or other art fields, this is an essential course. You will draw from a live clothed model and experiment with different materials such as graphite, charcoal and Conte crayons.



**Fashion Design:** 9:00 am - 12:00 pm, in-person

This class is perfect for beginners looking to build their fashion portfolio. You will have fun exploring different approaches to fashion design along with developing skills in styling, fabric selection, inspiration boards and draping techniques. You will learn how garments communicate ideas and concepts, and you'll gain an understanding of style, color, form and proportion in contemporary fashion.

**Illustrator's Studio:** 9:00 am - 12:00 pm, in-person

Do you spend all day doodling your own majestic and magnificent characters? Inspired by one of our most popular high school classes, this course is a perfect introduction for aspiring Illustrators, Animators, Cartoonists, Game Designers, and more! Explore creating your own cast of characters and worlds in this fun and engaging course.

### **Courses for Students in Grades 3-5**

**Morning Arts Exploration: 2D:** 9:00 am - 12:00 pm, in-person

Do you love to draw, paint and experiment with 2D mediums? Morning Arts Exploration will explore a range of two-dimensional media and engage students in exciting projects that foster creative thinking and encourage self-expression. Young artists will work on a diverse array of projects and develop the skills to draw, paint, illustrate, collage, explore printmaking and graphic design, and make beautiful mixed-media works of art.

Students are encouraged to explore their ideas through personal expression, creative problem solving and inventive use of color, tools and materials. Projects will delve into the basic elements of art such as line, space, scale and texture to help develop the foundational skills necessary to build your child's voice as an artist. The goal of each session is to inspire the cultivation of your child's unique gifts.

**Afternoon Arts Exploration: 3D:** 1:00 pm - 4:00 pm, in person

Art comes in all shapes, sizes and forms! In this exciting, multi-sensory experience, you will explore a variety of media and materials designed to bring your ideas to life. You'll learn the basics of sculpture and hand-building with different materials in creative ways to help develop confidence in your own voices and abilities. Students will explore clay and air-dry ceramics, sustainable sculpture, fashion design, basic architecture and interior design, and create beautiful mixed-media pieces.

This course will explore a range of hands-on 3D media and engage students in exciting projects that foster creative thinking and encourage self-expression. Young artists will work on diverse projects and develop critical thinking skills to transform creative vision into three dimensions. The goal of each session is to inspire the cultivation of your child's unique gifts.