

DRAFT



Reach Cyber Charter School Board of Trustees

Minutes

Reach Cyber Charter School

Board Meeting

Date and Time

Wednesday June 21, 2023 at 9:00 AM

Location

Meeting Location:

750 East Park Drive, Suite 204

Harrisburg, PA 17111

Trustees Present

Anthony Alexander (remote), David Taylor (remote), Gail Hawkins Bush (remote), Leigh Kraemer-Naser (remote), Marcella Arline (remote), Matthew Ryan (remote)

Trustees Absent

Paul Donecker

Trustees who arrived after the meeting opened

Anthony Alexander

Trustees who left before the meeting adjourned

Leigh Kraemer-Naser

Guests Present

Alicia Swope, Andy Gribbin, Brandie Karpew, Cody Smith, Corey Groff, Danielle Marsicano (remote), Devin Meza-Rushanan, Gregory McCurdy, Jane Swan, Josh Hicks (remote), Karen

Yeselavage, Kelly McConnell, Laura Johnson (remote), Lisa Blickley (remote), Michael Garman (remote), Mike Hinshaw (remote), Pat Hennesey (remote), Rachel Graver, Scott Shedd, Scott Stuccio

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 Board of Trustees to order on Wednesday Jun 21, 2023 at 9:04 AM.

II. Public Comment

A. Comments from the Public

There were no items from the public at this time.

III. Routine Business

A. Approval of Agenda

David Taylor, Board President, asked the board to review the agenda distributed prior to the meeting. There were no requested changes to the agenda.

Marcella Arline made a motion to approve the agenda.

Matthew Ryan seconded the motion.

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

IV. Oral Reports

A. CEO's Report

Jane Swan, Chief Executive Officer, shared an update about the recent graduation held on June 9, in State College. Reach graduated 847 seniors. Board President, David Taylor, provided the commencement address.

Ms. Swan reviewed the current enrollment numbers for the school noting trends in enrollment. She also shared the results of the Intent to Return survey. 89% of Reach households completed the survey and 90% of those survey intend to return for the next school year.

B. Staffing Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 787 current staff members and 83% of staff who are 10-month staff.

Since the beginning of the school year, 108 employees have been hired and 60 have departed.

Mr. Garman further shared an update on professional development incentives at Reach. These incentives are for staff that obtain job-related certifications, Instructional II certifications and advanced degrees. All incentives will be paid in July.

C. Financial Report

Director of Finance, Karen Yeselavage, provided an update on the school's financial statements with the Board. She reviewed the revenue and expense statements, advising on changes since the previous month's statements. Mrs. Yeselavage further reviewed the school's balance sheet and current forecast.

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

Greg McCurdy, Director of Special Education, provided the annual ACT 44 Director of Safety Report as required by the end of June each year. He noted the traditional protocols for the school facility and for staff members.

V. Consent Items

A. Approval of Consent Items for June 2023

Mr. Taylor asked if there were any items from the Consent Items that should be moved to Action Items for discussion, or tabled. No changes were noted.

- Approval of Minutes from the May 17, 2023 Board Meeting
- Approval of Staffing Report
- Approval of Pearson Invoice(s) for May 2023
- Approval of Focus Invoice
- Approval of IXL Contract Renewal
- Approval to renew JAMF Education annula license
- Approval to continue agreement with Sora

Gail Hawkins Bush made a motion to approve the Consent Item and the minutes from Reach Cyber Charter School on 05-17-23.

Marcella Arline seconded the motion.

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

VI. Action Items

A. Approval of Directors

Brandie Karpew, Board and Legislative Liaison, advised the Board that two Board member's term was up for renewal at this meeting, David Taylor and Gail Hawkins Bush.

Both were asked if they were interested in renewing their term on the Board, which both confirmed. Brief discussion was held on the renewal of the terms, and fellow Board members indicated their support and appreciation for their continued service.

Marcella Arline made a motion to approve both David Taylor and Gail Hawkins Bush for an additional board term.

Matthew Ryan seconded the motion.

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

B. Approval of Officers for the 2023-2024 School Year

Ms. Karpew advised the Board that it was also time to elect officers for the next year.

Gail Hawkins Bush made a motion to nominate David Taylor to the position of Board President.

Marcella Arline seconded the motion.

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

Marcella Arline made a motion to nominate Gail Hawkins Bush to the position of Board Vice President.

Matthew Ryan seconded the motion.

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

David Taylor made a motion to nominate Paul Donecker to the position of Board Secretary.

Marcella Arline seconded the motion.

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

Matthew Ryan made a motion to nominate Marcella Arline as Board Treasurer.

Gail Hawkins Bush seconded the motion.

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

C. Approval of Board Meetings Schedule for the 2023-2024 School Year

Ms. Karpew shared a draft version of a meeting schedule for the Reach CCS Board of Trustees for the 2023-24 school year. It was noted that the date for the May 2024 meeting was incorrect and should be updated. The Board also decided to meet earlier in December 2023 to avoid being close to Holiday break.

Marcella Arline made a motion to approve the board meeting schedule for the 2023-24 school year with suggested updates.

Matthew Ryan seconded the motion.

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

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

Ms. Yeselavage reviewed the proposed 2023-2024 school year budget outline with the Board, noting the thorough review of a draft completed at the last meeting, as well as the necessary posting and review process for the school's budget in PA.

Marcella Arline made a motion to approve the draft budget for the 2023-24 school year.

Matthew Ryan seconded the motion.

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

E. Approval of GDC invoice for ViewSonic Monitors /Dell Docks/Logitech Combo

Scott Shedd, Director of Technology, shared information about this quote. This quote will facilitate the replacement of the in office workstation equipment being reclaimed by Pearson and will better match our new inventory.

Marcella Arline made a motion to Approve the quote for ViewSonic Monitors, Dell Docks and Logitech Combo.

Gail Hawkins Bush seconded the motion.

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

F. Approval of contract with GDC IT for DMZ server

Mr. Shedd spoke about this contract with GDC IT. This server adheres to our initial architecture choices and will be used to house and support DMZ services and functionality, with attention to future use and requirements.

Matthew Ryan made a motion to approve the contract with GDC IT for DMZ server.

Marcella Arline seconded the motion.

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

G. Approval of Invoice for Codi Headsets

Mr. Shedd shared that new headsets are needed for the 2023-23 school year. These headsets will fulfill the promise of new headsets for the student body as we move into the new school.

Marcella Arline made a motion to approve the purchase of Codi headsets.

Matthew Ryan seconded the motion.

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

H. Approval of Agreement with Read and Write

Greg McCurdy, Director of Special Education, shared information about a tool that supports Universal Design for Learning which will be used primarily for students with disabilities. The program provides Text-to-Speech, Text and Picture Dictionaries, a Check-It feature for writing, Audio Maker, which converts text into an audio file, creates vocabulary lists and much more.

Marcella Arline made a motion to approve the agreement with Read and Write.

Gail Hawkins Bush seconded the motion.

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

Leigh Kraemer-Naser left at 9:45 AM.

I. Approval of Agreement with Clever IDM

Mr. Shedd presented the board with an agreement with Clever IDM which will allow student account management integration between Focus and Reach's Azure Active Directory.

Matthew Ryan made a motion to approve the agreement with Clever IDM.

Marcella Arline seconded the motion.
The board **VOTED** to approve the motion.
Anthony Alexander arrived at 9:50 AM.

J. Approval of Agreement with Edmentum

Corey Groff, Director of Teaching and Learning, presented a proposal to purchase Edmentum courseware to be used at the elementary, middle, and high school levels. Gail Hawkins Bush made a motion to approve the agreement with Edmentum. Matthew Ryan seconded the motion. The board **VOTED** to approve the motion.

K. Approval of K-8 Art kit proposal

Mr. Groff asked the Board to approve a proposal that would ensure that all students have the necessary supplies they need to successfully engage with our curriculum, by providing all k-8 students enrolled in art classes during the 2023-2024 school year with art supplies. Gail Hawkins Bush made a motion to approve the purchase of art kits for students. Matthew Ryan seconded the motion. The board **VOTED** to approve the motion.

L. Approval of Updates to Board Policies

Brandie Karpew, Board and Legislative Liaison, requested approval of updates made to current board policies. The changes to the policies included no substantial changes, simply reformatting and removing references to Connections Academy. Gail Hawkins Bush made a motion to approve the updates to board policies. Marcella Arline seconded the motion. The board **VOTED** to approve the motion.

M. Approval of Business Travel & Expense Reimbursement Guidelines

Mr. Garman requested the Board's approval to update the Business Travel and Expense Reimbursement guidelines as included in the board packet effective July 1, 2023. Marcella Arline made a motion to approve the updated business travel and expense reimbursement guidelines. Gail Hawkins Bush seconded the motion. The board **VOTED** to approve the motion.

VII. Information Items

A. Legislative Update

Ms. Karpew shared an update on recent government affairs. She specifically highlighted the upcoming state budget process deadline of June 30, 2023.

B. School Success Partner (SSP) Update

Laura Johnson presented on behalf of the School Success Partner team. She reviewed PVS' support of transition efforts.

Ms. Johnson shared this would be her final board meeting with Reach and shared appreciation for the time spent with the school and staff.

C. State Testing Update

Dr. Kelly McConnell, Director of Data and Assessments, shared that state testing is now complete for the 2022-23 school year. The school is now awaiting our official scores.

VIII. Strategic Planning

A. Approval of Additional Funds to be held in Reserve

Ms. Yeselavage presented this item to the board. She detailed the proposed use of additional funds, and the benefits to the school, students and staff. Ms. Swan indicated that school leadership was requesting a total proposed reservation of \$12 Million, to be aligned with the following Strategic plan Smart Goals:

1. SMART Goal 2/ Goal Target Area: Grow and Strengthen STEM Program
 - \$2 million for hydroponics kits for all students
2. SMART Goal 3/ Goal Target Area: Prepare for Responsible School Growth
 - \$10 million for new building purchase

Marcella Arline made a motion to approve the additional funds to be held in reserve. Matthew Ryan seconded the motion. The board **VOTED** to approve the motion.

IX. Executive Session

A. Executive Session (A)

The Board entered into an Executive Session at 10:05 a.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present.

The Board cited the following for entering into the Executive Session: Pursuant to 65 Pa. C.S. §§ 708(a)

(1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee and 65 Pa. C.S. §§ 708(a)(5) – To

review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

Board members present were: David Taylor, Gail Hawkins Bush, Marcella Arline, Matt Ryan, and Anthony Alexander.

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

No action was taken during Executive Session.

There being no further discussion and upon a motion being made, seconded and confirmed via roll call vote of all Board members present, the Board resumed Open Session at 10:36 a.m.

The public meeting ended with a motion by Matt, second by Marcella and all in favor. No new approvals etc to add.

Matthew Ryan made a motion to close the meeting of the Reach CCS Board of Trustees. Marcella Arline seconded the motion.

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

X. 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 10:36 AM.

Respectfully Submitted,
Brandie Karpew