



# Reach Cyber Charter School Board of Trustees

## Reach Cyber Charter School

### Board Meeting

Published on June 14, 2023 at 5:07 PM EDT

---

#### Date and Time

Wednesday June 21, 2023 at 9:00 AM EDT

#### Location

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

---

#### 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	
<b>II. Public Comment</b>			

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

	Purpose	Presenter	Time
<p>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 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**

<b>A.</b>	Approval of Agenda		David Taylor
-----------	--------------------	--	--------------

**IV. Oral Reports**

<b>A.</b>	CEO's Report		Jane Swan
-----------	--------------	--	-----------

- 1. Enrollment Update
- 2. Graduation Update

<b>B.</b>	Staffing Update	FYI	Michael Garman
-----------	-----------------	-----	----------------

- 1. Staffing Update
- 2. Professional Advancement Update

<b>C.</b>	Financial Report		Karen Yeselavage
-----------	------------------	--	------------------

<b>D.</b>	Annual Act 44 Director of Safety Report on Safety and Security at the School		Gregory McCurdy
-----------	--	--	-----------------

**V. Consent Items**

<b>A.</b>	Approval of Minutes from the May 17, 2023 Board Meeting		
-----------	---	--	--

<b>B.</b>	Approval of Staffing Report		
-----------	-----------------------------	--	--

	Purpose	Presenter	Time
<b>C.</b>	Approval of Pearson Invoice(s) for May 2023		
<b>D.</b>	Approval of Focus Invoice Focus Annual Subscription		
<b>E.</b>	Approval of IXL Contract Renewal  IXL is a personalized, standards-aligned learning program for students to work on foundational skill fluency as they progress towards the mastery of more complex concepts aligned to their course content. IXL supplements our core curriculum. This contract proposal will allow us to continue IXL at Reach as well as to expand to support our students in ELA and to further impact student achievement.		
<b>F.</b>	Approval to renew JAMF Education annual license  Jamf is an apple mobile device management solution. This quote migrates us from Pro to Education version, while increasing security functionality but not increasing cost.	Scott Shedd	
<b>G.</b>	Approval to continue agreement with Sora  Sora is Reach Cyber Charter School’s digital library. Through Sora, students in grades k-12 are able to check out eBooks and read them on their computers or personal devices whenever and wherever they want to. They can renew the books if they need more time, get on a waitlist for a book, and browse book collections that have been curated by professional librarians and Reach staff. This request is for the purchase of additional eBook licenses for novels to be used in English Language Arts classes. The attached spreadsheet outlines the book titles, number of licenses we are requesting, and the total cost for the project.	Corey Groff	

**VI. Action Items**

<b>A.</b>	Approval of Directors  David Taylor and Gail Hawkins Bush are up for re-election.	Brandie Karpew	
<b>B.</b>	Approval of Officers for the 2023-2024 School Year  The officers for the 2022-2023 school year are as follows:  Board President – David Taylor; Board Vice President – Gail Hawkins Bush; Board Treasurer – Marcella Arline; and Board Secretary – Paul Donecker	Brandie Karpew	

	Purpose	Presenter	Time
<b>C.</b>	Approval of Board Meetings Schedule for the 2023-2024 School Year	Brandie Karpew	
<b>D.</b>	Approval of Draft Budget for the 2022-2023 School Year	Karen Yeselavage	
<b>E.</b>	Approval of GDC invoice for ViewSonic Monitors /Dell Docks/Logitech Combo  This quote is to replace the in-office workstation equipment being reclaimed by Pearson and will better match our new inventory.	Scott Shedd	
<b>F.</b>	Approval of contract with GDC IT for DMZ server  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.	Scott Shedd	
<b>G.</b>	Approval of Invoice for Codi Headsets  These are to fulfill the promise of new headsets for the student body as we move into the new school.	Scott Shedd	
<b>H.</b>	Approval of Agreement with Read and Write  Read and Write is a dynamic tool that supports Universal Design for Learning or UDL. This adaptive program will be used primarily with students who have disabilities, however it can also be made available and used within the general education environment.  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.  The school-wide license covers all students within the school and the program can be pushed out easily through Reach's IT department through the Microsoft Store.  Read and Write will replace various programs that were offered by Pearson.  Link: <a href="#">Read and Write by TextHelp</a>	Gregory McCurdy	
<b>I.</b>	Approval of Agreement with Clever IDM  This solution will allow student account management integration between Focus and our Azure Active Directory.	Scott Shedd	
<b>J.</b>	Approval of Agreement with Edmentum	Corey Groff	



Purpose Presenter Time

Edmentum is an education technology company that provides courseware, assessments, and professional development services to k-12 schools. Reach administration is proposing to purchase Edmentum courseware to be used at the elementary, middle, and high school levels. The course licenses we are looking to purchase include Algebra 1, Consumer Math, Geometry, Sociology, Principals of Business and Finance, and Medical Terminology, among others. The administration is also proposing we purchase Reading Eggs licenses from Edmentum, which will provide asynchronous supplemental early literacy activities for our elementary students who would benefit from them.

- K.** Approval of K-8 Art kit proposal Corey Groff  
 To ensure that all students have the necessary supplies they need to successfully engage with our curriculum, Reach administration proposes that we expend the following funds for all k-8 students enrolled in art classes during the 2023-2024 school year.
- L.** Approval of Updates to Board Policies Brandie Karpew
- M.** Approval of Business Travel & Expense Reimbursement Guidelines Michael Garman

**VII. Information Items**

- A.** Legislative Update Brandie Karpew
- B.** School Success Partner (SSP) Update Laura Johnson
- C.** State Testing Update Kelly McConnell

**VIII. Strategic Planning**

- A.** Approval of Additional Funds to be held in Reserve Karen Yeselavage

**IX. Executive Session**

- A.** Executive Session (A)  
 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

Purpose

Presenter

Time

**X. Closing Items**

**A. Adjourn Meeting**

Adjournment and Confirmation of Next Meeting – Wednesday, July 19, 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 (4).pdf


# MONTHLY SCHOOL REPORT

## School & Date Selection

**School**

Reach Cyber Charter School 

**Report Date**

May 31, 2023 

### Currently Enrolled

**7400**

### Total YTD Enrolled

**8741**

### Enrollment Services Complete (Stage 4)

**9567**



This visual does not support exporting.

# Reach Cyber Charter School

May 31, 2023

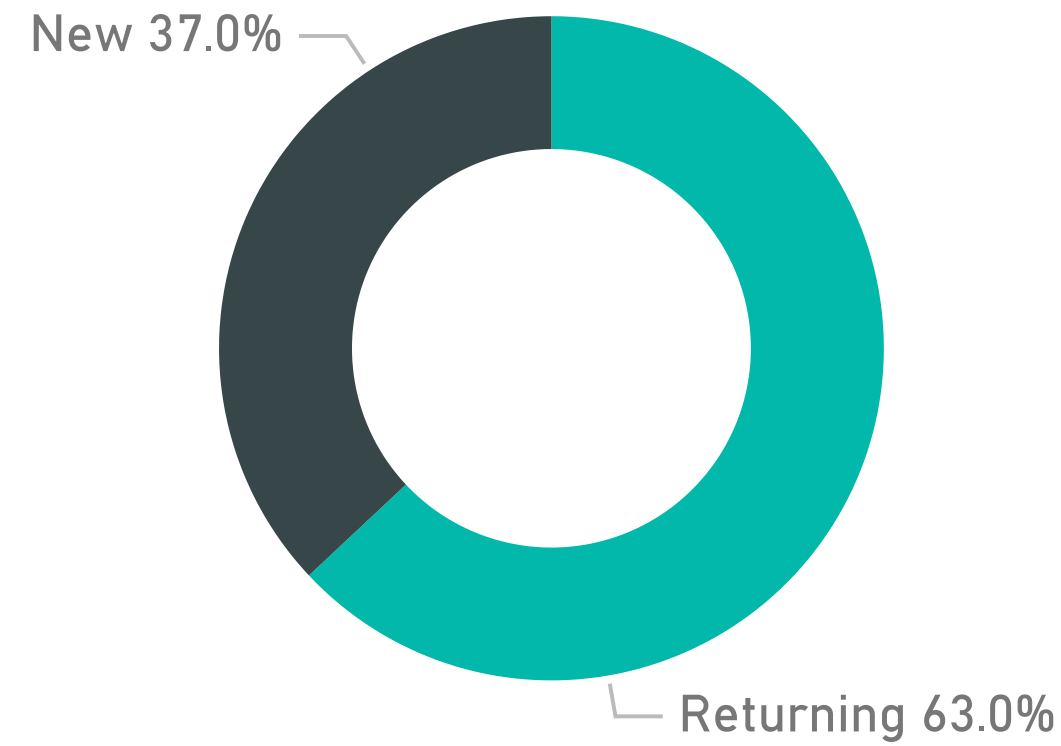
## Current Enrollment Month-Over-Month Change

**-0%**

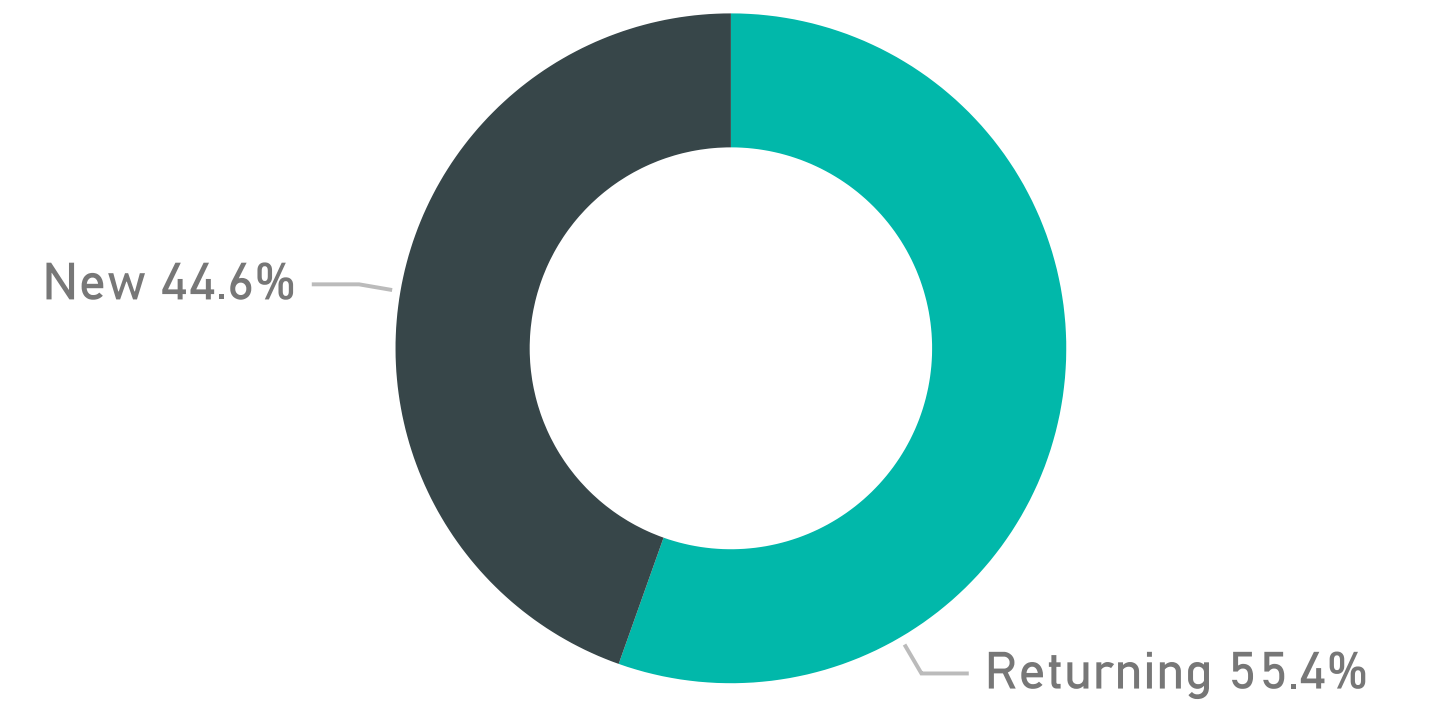
## Current Enrollment Year-Over-Year Change

**-5%**

## New and Returning

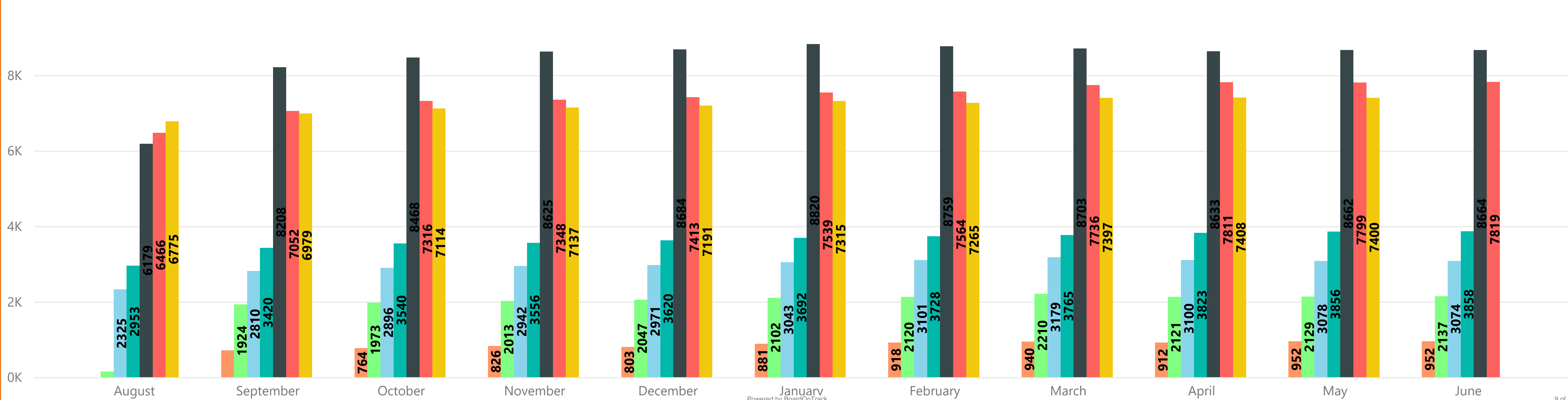


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

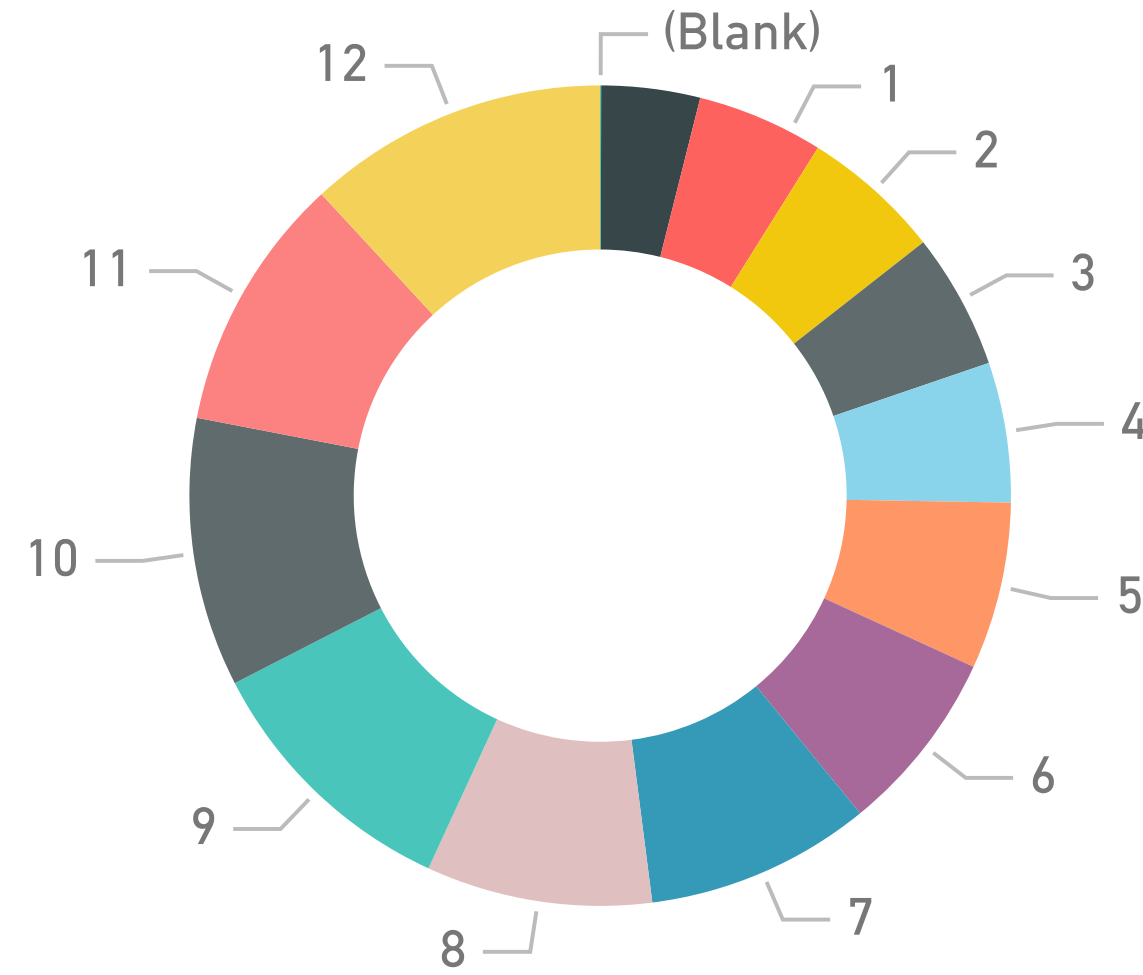
schoolYear ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022 ● 2022-2023



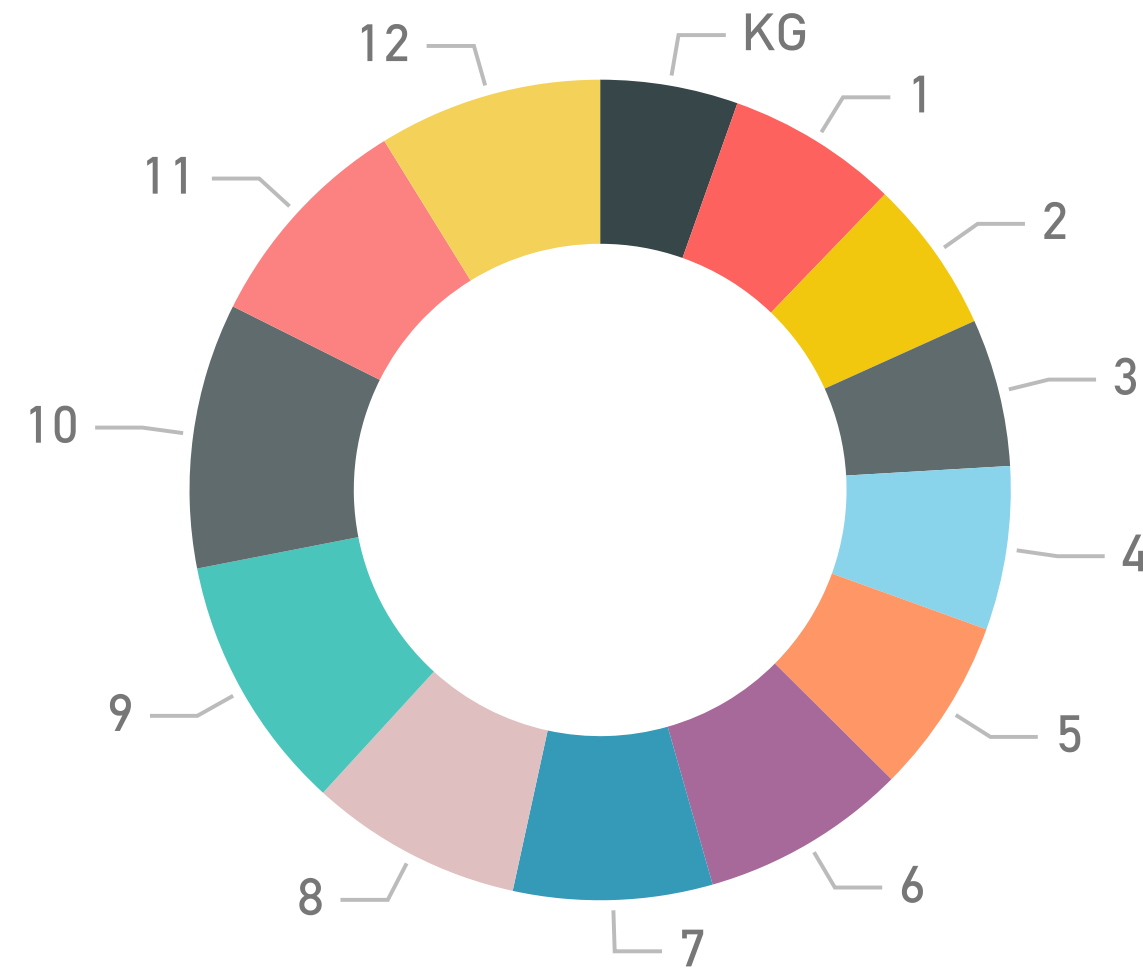
# Reach Cyber Charter School

May 31, 2023

## Enrolled Students by Final Grade



## Enrolled Students Prior Year by Final Grade



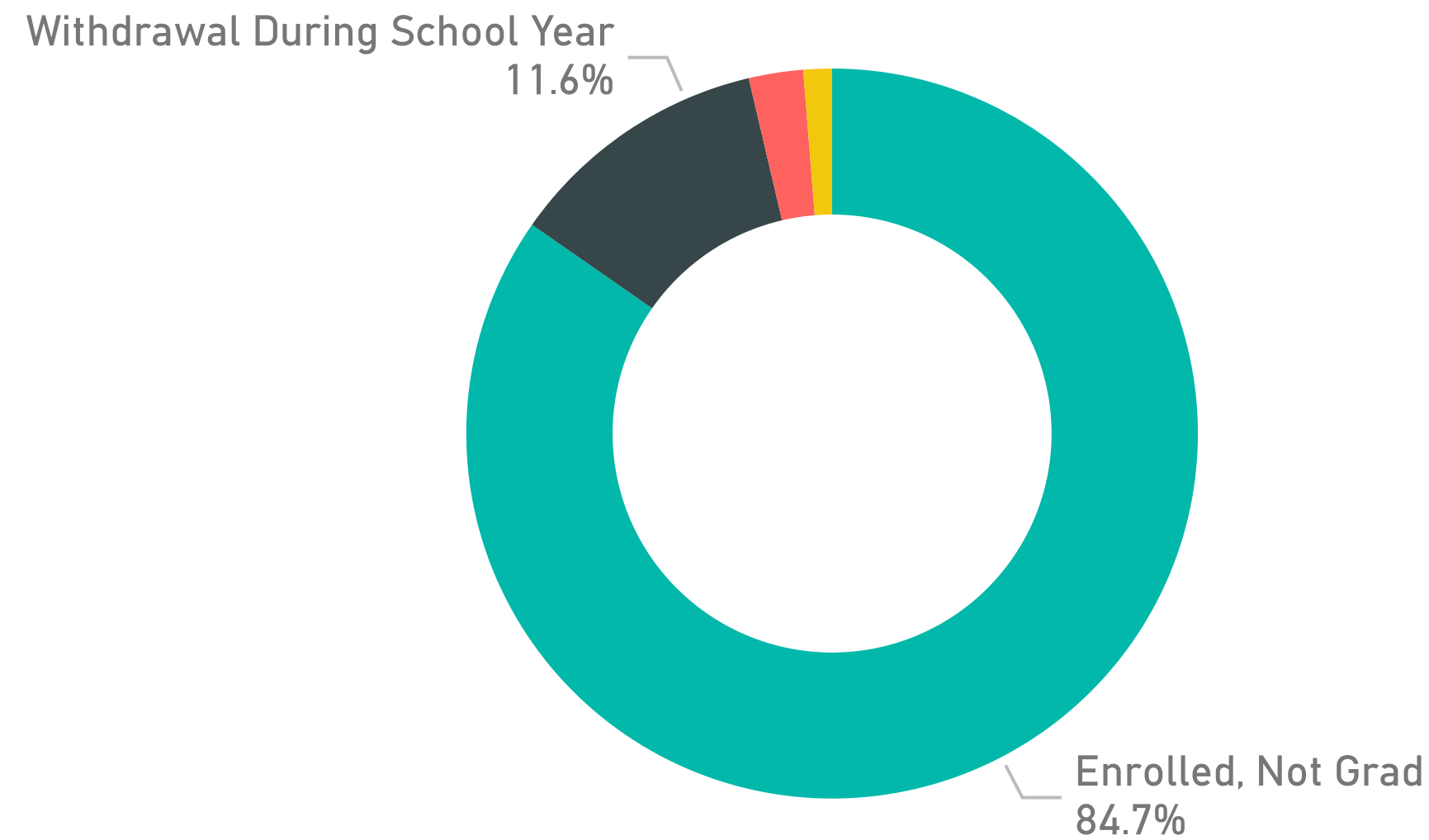
## Grade Distribution

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>1423</b>	<b>18%</b>	<b>1424</b>	<b>18%</b>	<b>1067</b>	<b>14%</b>	<b>1063</b>	<b>14%</b>
KG	423	5%	423	5%	290	4%	287	4%
1	528	7%	529	7%	369	5%	368	5%
2	472	6%	472	6%	408	6%	408	6%
<b>3-5</b>	<b>1498</b>	<b>19%</b>	<b>1499</b>	<b>19%</b>	<b>1294</b>	<b>17%</b>	<b>1291</b>	<b>17%</b>
3	454	6%	454	6%	398	5%	396	5%
4	503	6%	504	6%	409	6%	408	6%
5	541	7%	541	7%	487	7%	487	7%
<b>6-8</b>	<b>1898</b>	<b>24%</b>	<b>1899</b>	<b>24%</b>	<b>1847</b>	<b>25%</b>	<b>1851</b>	<b>25%</b>
6	634	8%	634	8%	531	7%	536	7%
7	611	8%	613	8%	658	9%	657	9%
8	653	8%	652	8%	658	9%	658	9%
<b>9-12</b>	<b>2980</b>	<b>38%</b>	<b>2997</b>	<b>38%</b>	<b>3200</b>	<b>43%</b>	<b>3192</b>	<b>43%</b>
9	791	10%	137	2%	782	11%	783	11%
10	815	10%	719	9%	789	11%	784	11%
11	687	9%	756	10%	753	10%	747	10%
12	687	9%	1385	18%	876	12%	878	12%
<b>Total</b>	<b>7799</b>	<b>100%</b>	<b>7819</b>	<b>100%</b>	<b>7408</b>	<b>100%</b>	<b>7397</b>	<b>100%</b>

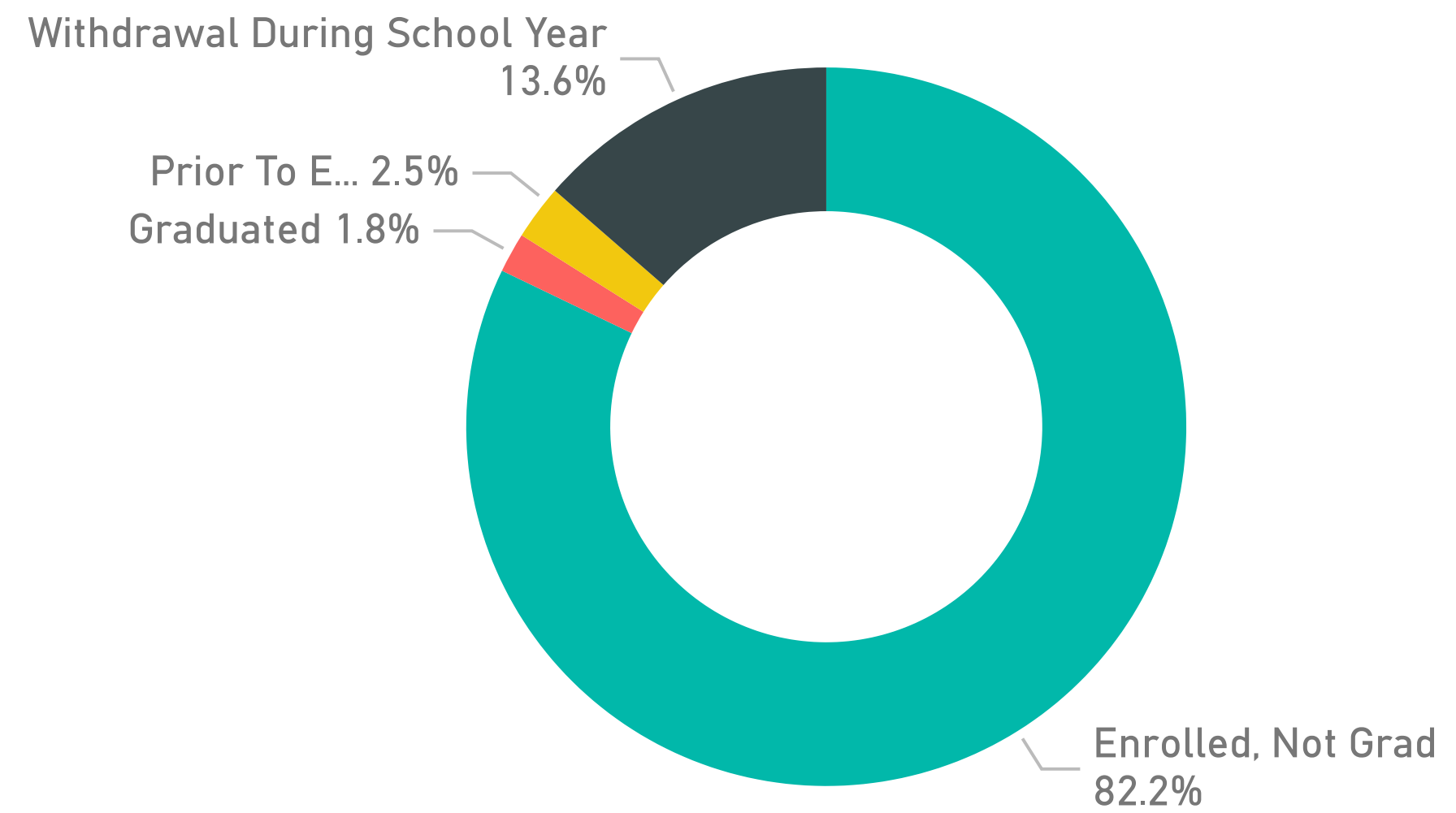
# Reach Cyber Charter School

May 31, 2023

## Total YTD Enrollment by Withdrawal Category



## Total YTD Enrollment Prior Year by Withdrawal Category



## Total YTD Enrollment

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
Withdrawal Category	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	7810	82%	7819	82%	7411	85%	7403	85%
Graduated	171	2%	171	2%	210	2%	210	2%
Prior To Engagement	235	2%	235	2%	111	1%	110	1%
Withdrawal During School Year	1293	14%	1298	14%	981	11%	1018	12%
<b>Total</b>	<b>9509</b>	<b>100%</b>	<b>9523</b>	<b>100%</b>	<b>8713</b>	<b>100%</b>	<b>8741</b>	<b>100%</b>

**Enrollment Services Complete (Stage 4)**

**9567**

# Reach Cyber Charter School

May 31, 2023

## Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	24	27	24	24
Another Reason	45	45	12	14
Deceased	3	4	1	2
Different/Better Schooling Option (Not related to socialization)	549	550	348	360
Generally dissatisfied with curriculum/course options	4	5	6	6
Inactivity	152	152	98	98
No longer able to provide a Learning Coach	45	45	16	16
No Reason Given	13	13	13	17
Program not flexible enough	6	6	47	47
Program takes too much of Learning Coach's time	37	37	19	19
Program takes too much of student's time	6	6	4	4
Pursuing GED	23	23	42	48
Student wants more socialization	156	156	104	106
Technical Difficulties	3	3	4	4
The curriculum is too hard	23	23	12	13
Transition to virtual school too difficult	26	26	39	39
Unhappy with the school	2	2	5	5
We are moving	147	146	143	152
We have chosen to home school	29	29	44	44

My student wants to retur...

We are m...

My student wants...

The pro...

We hav...

Inactivity/Lack of ...

The tra...

Th... N...

My student is pur...

The cu...

Violati...



# Reach Cyber Charter School

May 31, 2023

## Household Data

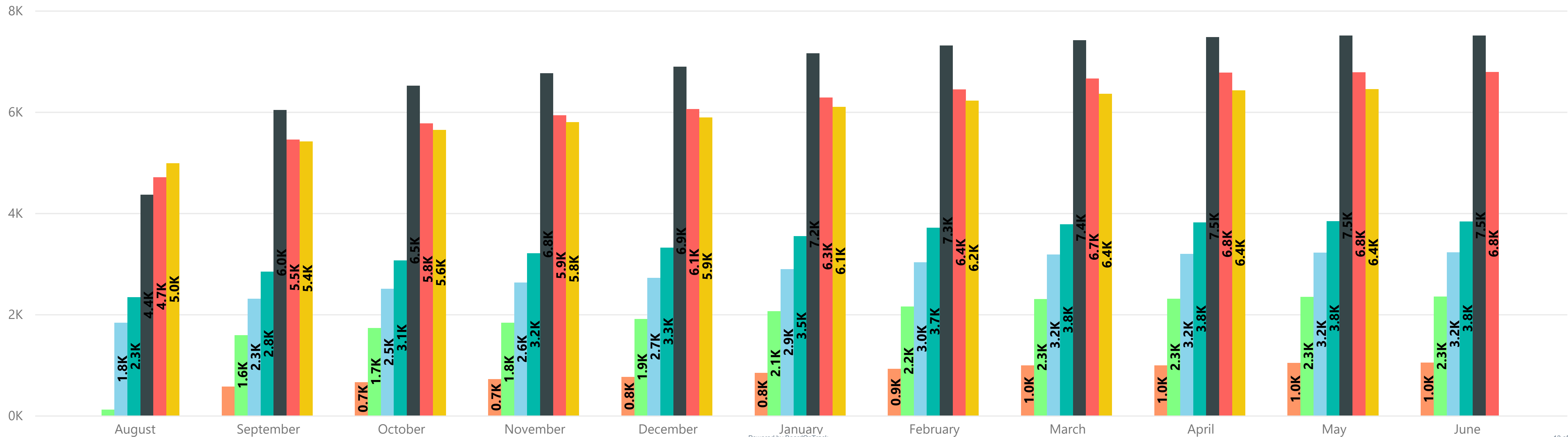
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	5624	5622	5499	5493
Graduated	172	172	206	206
Not Returning	0	0		
WD During School Year	1013	1020	785	816
WD Prior To Engagement	198	198	98	97

## Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.39	1.39	1.35	1.35

## Monthly Total Households

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



# Reach Cyber Charter School

May 31, 2023

## Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	1159	1161	1162	1166
Not Hispanic or Latino	6638	6656	6246	6234

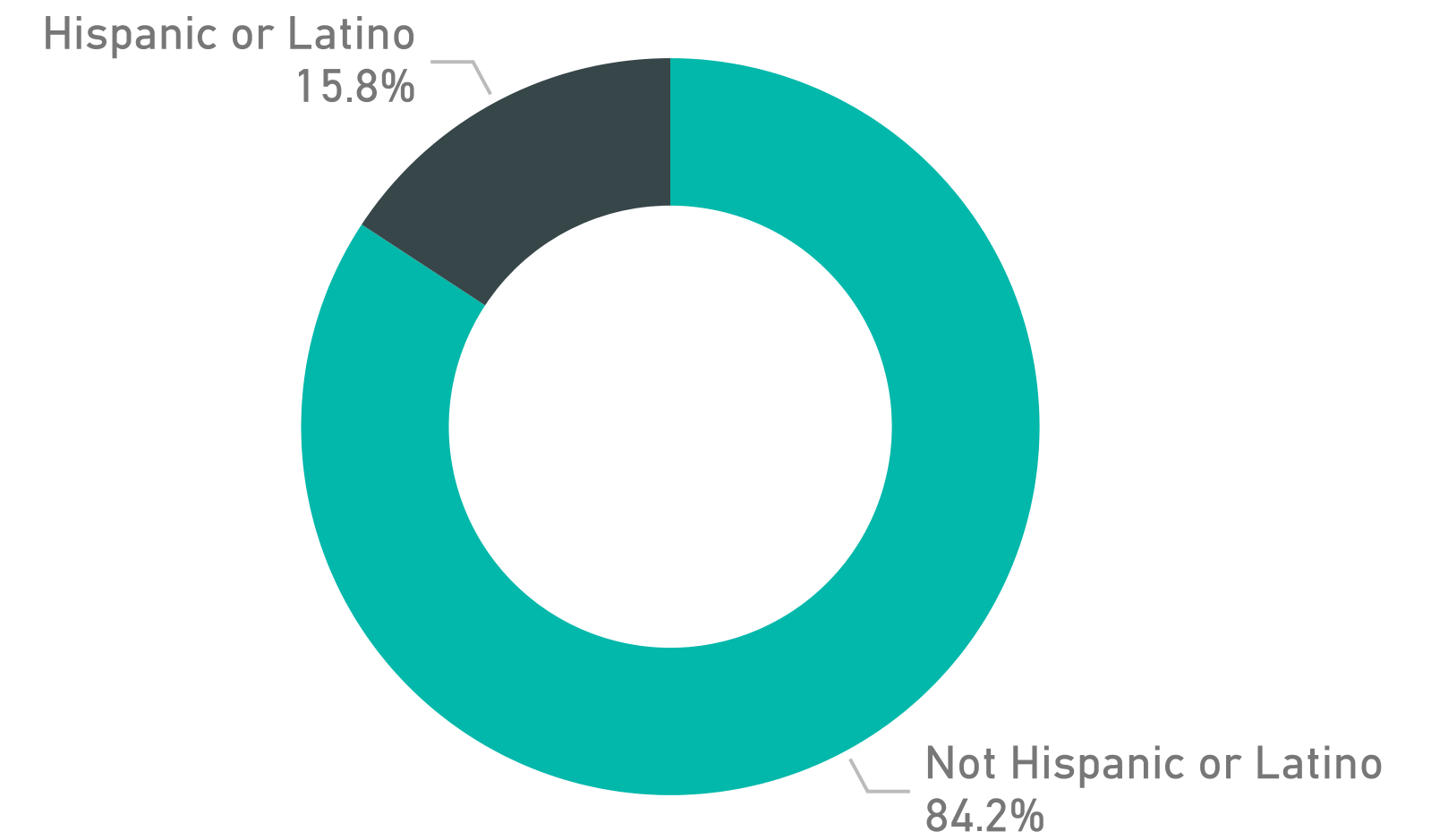
## Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	287	288	284	284
Asian	156	157	164	162
Black/African American	2681	2689	2637	2635
Native Hawaiian or Other Pacific Islander	125	125	113	115
White	5379	5395	5049	5045

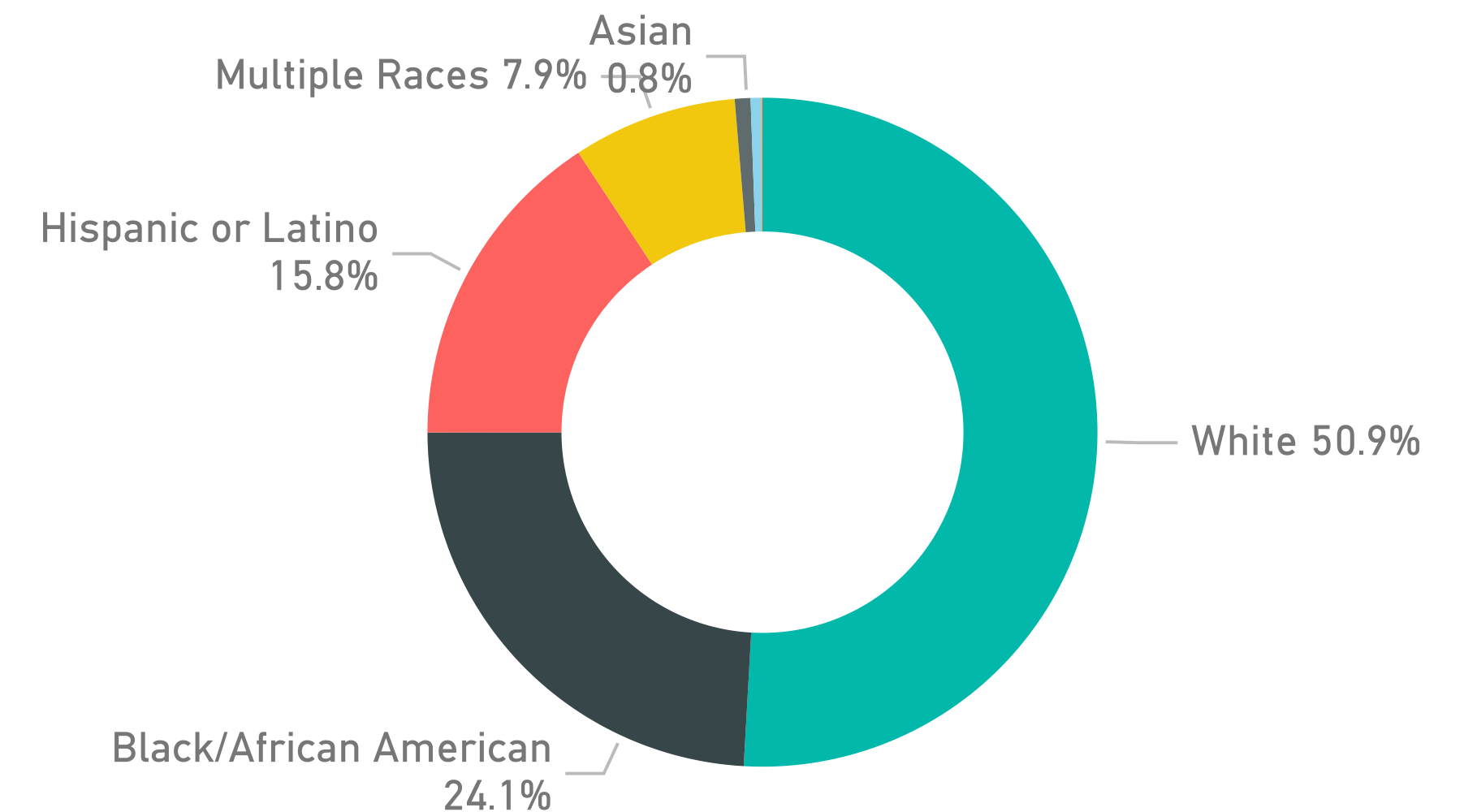
## Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	40	40	37	37
Asian	62	63	58	56
Black/African American	1822	1824	1788	1783
Hispanic or Latino	1159	1161	1162	1166
Multiple Races	585	591	585	587
Native Hawaiian or Other Pacific Islander	7	7	5	5
Not Indicated	2	2		
White	4122	4131	3773	3766

## Enrolled Students by Ethnicity



## Enrolled Students by Distinct Race/Ethnicity



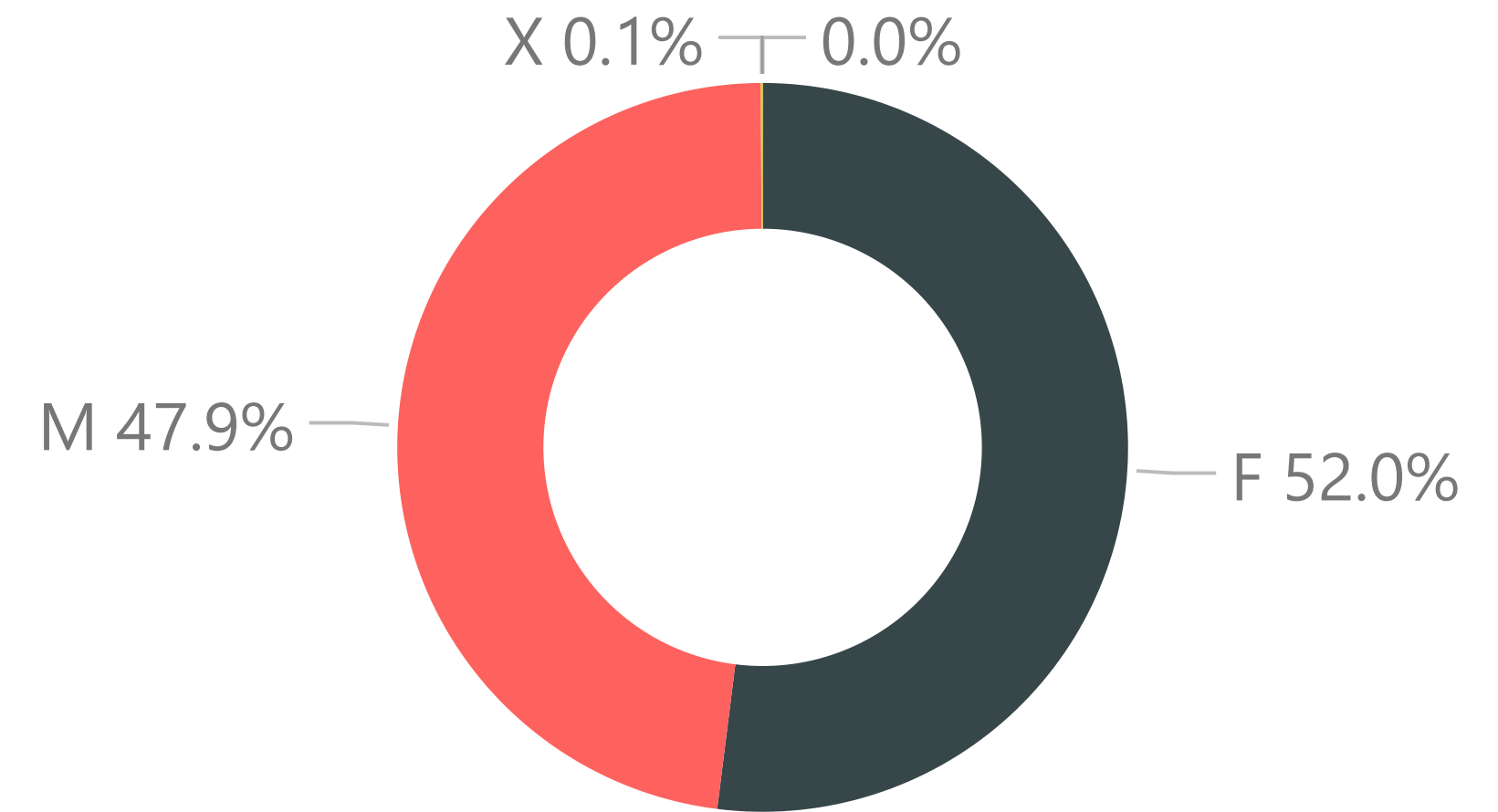
# Reach Cyber Charter School

May 31, 2023

## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	2	2	1	1
F	3930	3945	3852	3846
M	3865	3870	3549	3547
X	2	2	6	6

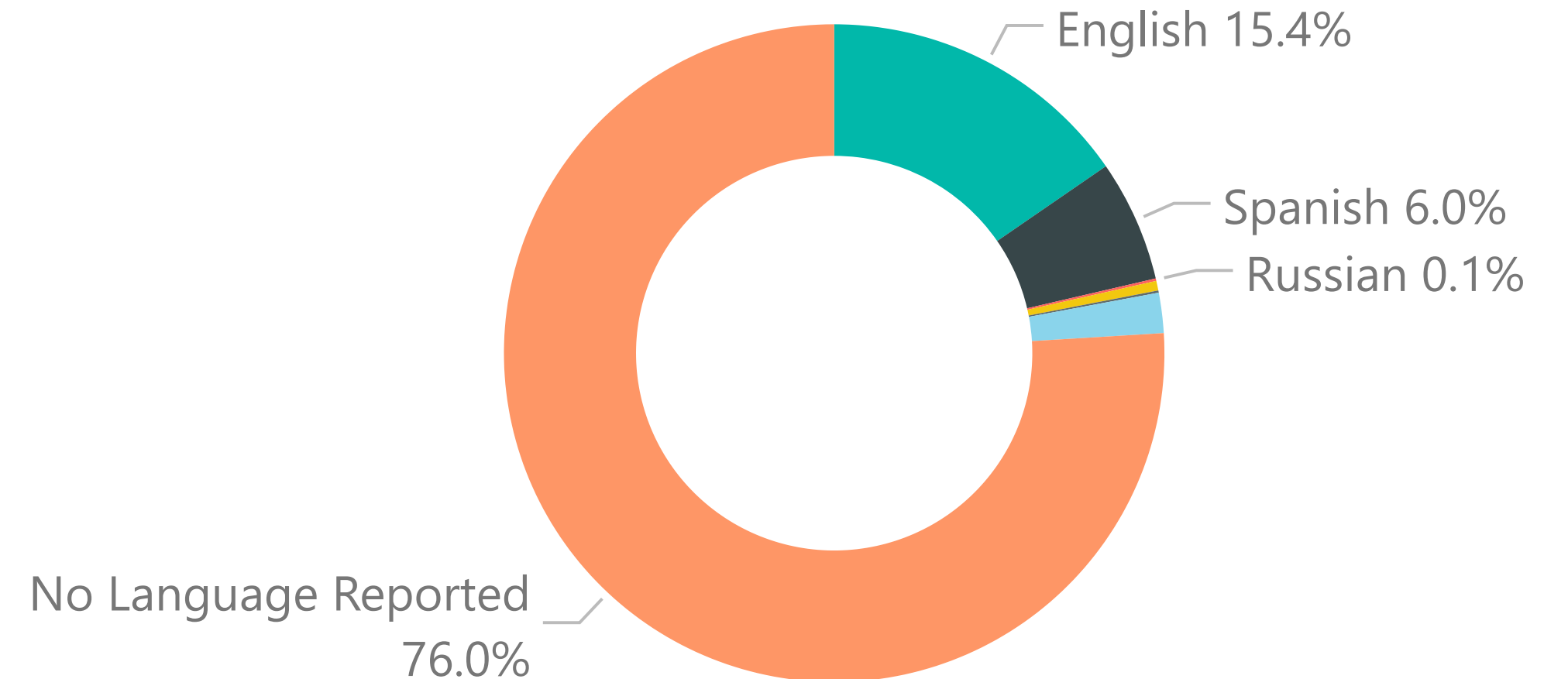
## Enrolled Students by Gender



## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	1221	1223	1142	1138
Spanish	424	423	444	442
Russian	6	7	9	9
Arabic	38	38	35	35
Urdu	8	9	8	8
Another Language	177	177	145	146
No Language Reported	5925	5942	5625	5622

## Enrolled Students by Language



# Reach Cyber Charter School

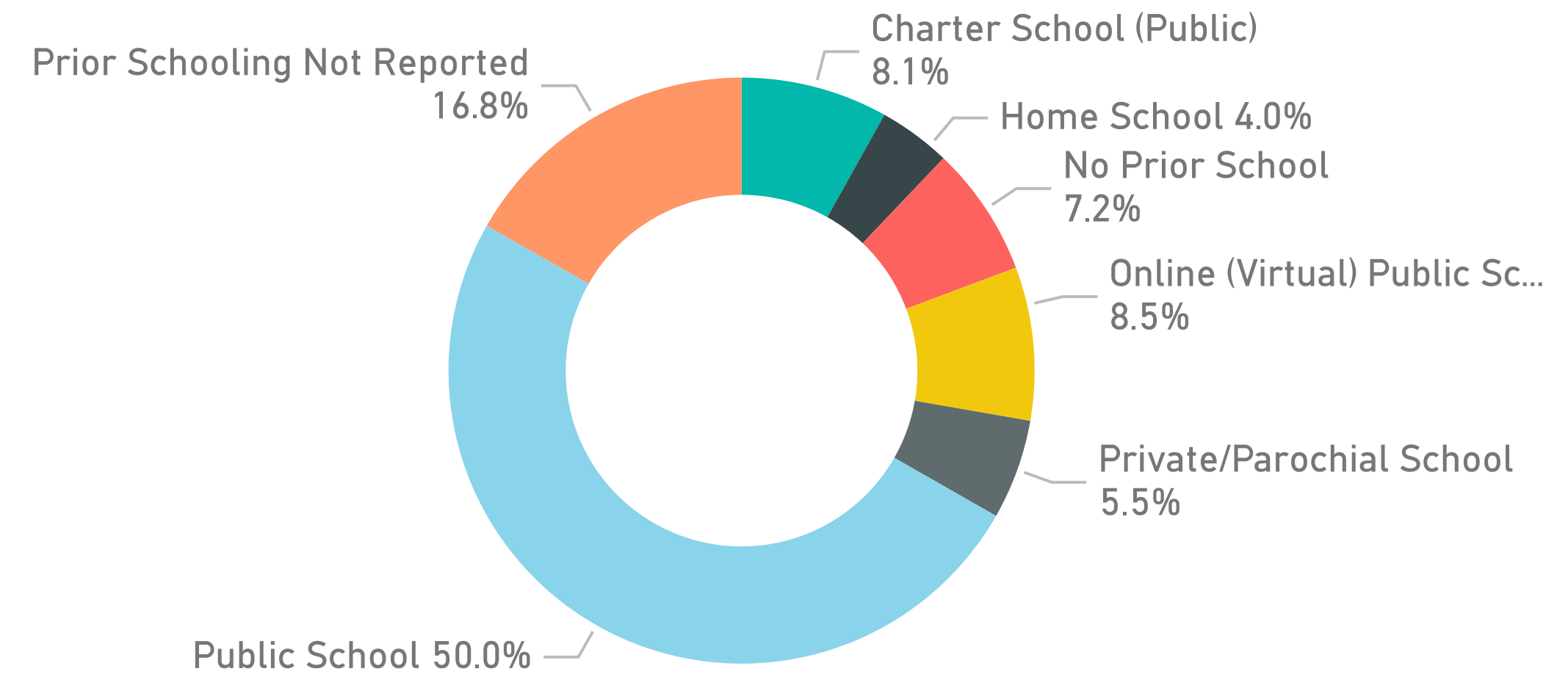
May 31, 2023

## Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	674	675	600	600
Home School	324	327	296	295
No Prior School	663	663	534	532
Online (Virtual) Public School	752	752	623	626
Private/Parochial School	543	547	406	408
Public School	4355	4367	3702	3698
Prior Schooling Not Reported	488	488	1247	1241

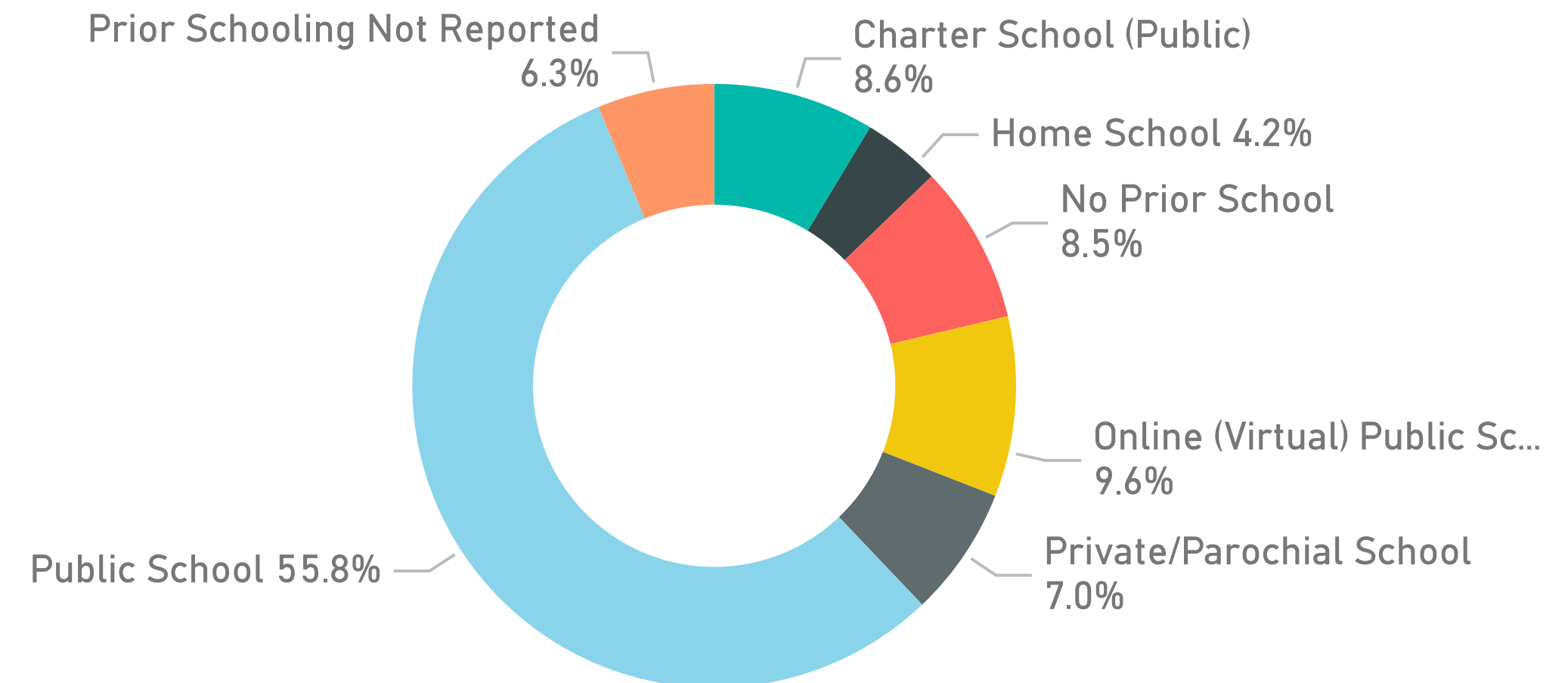
## Prior Schooling

May 31, 2023



## Prior Schooling

May 31, 2022

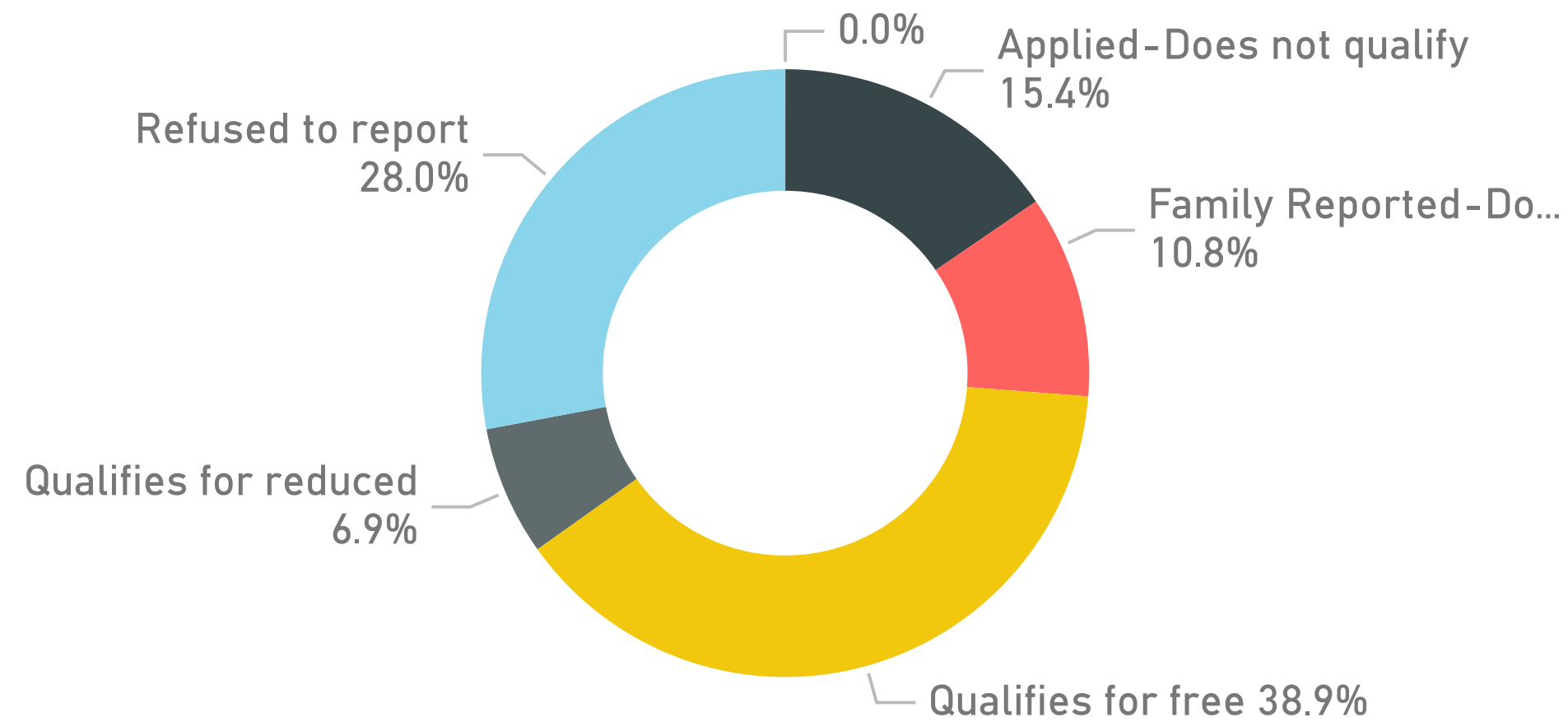


# Reach Cyber Charter School

May 31, 2023

## FARM Eligibility

May 31, 2023

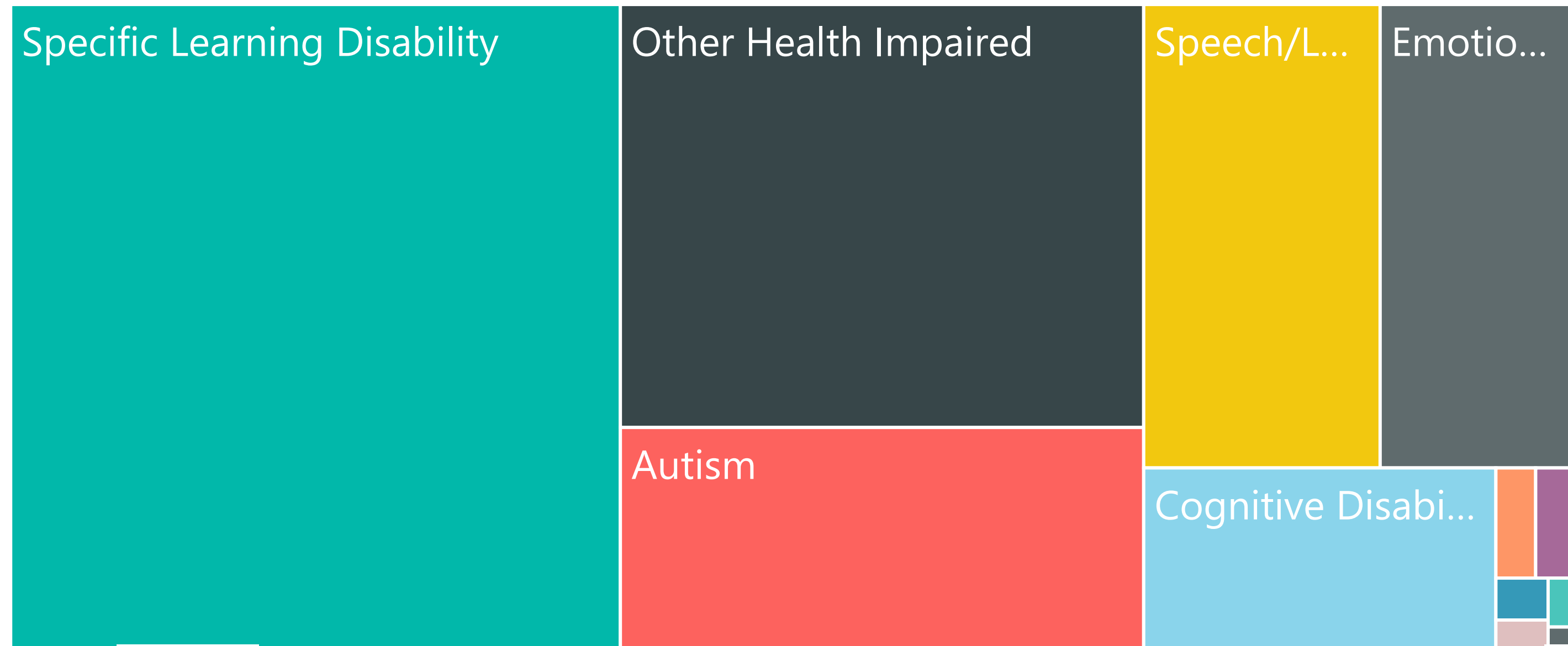
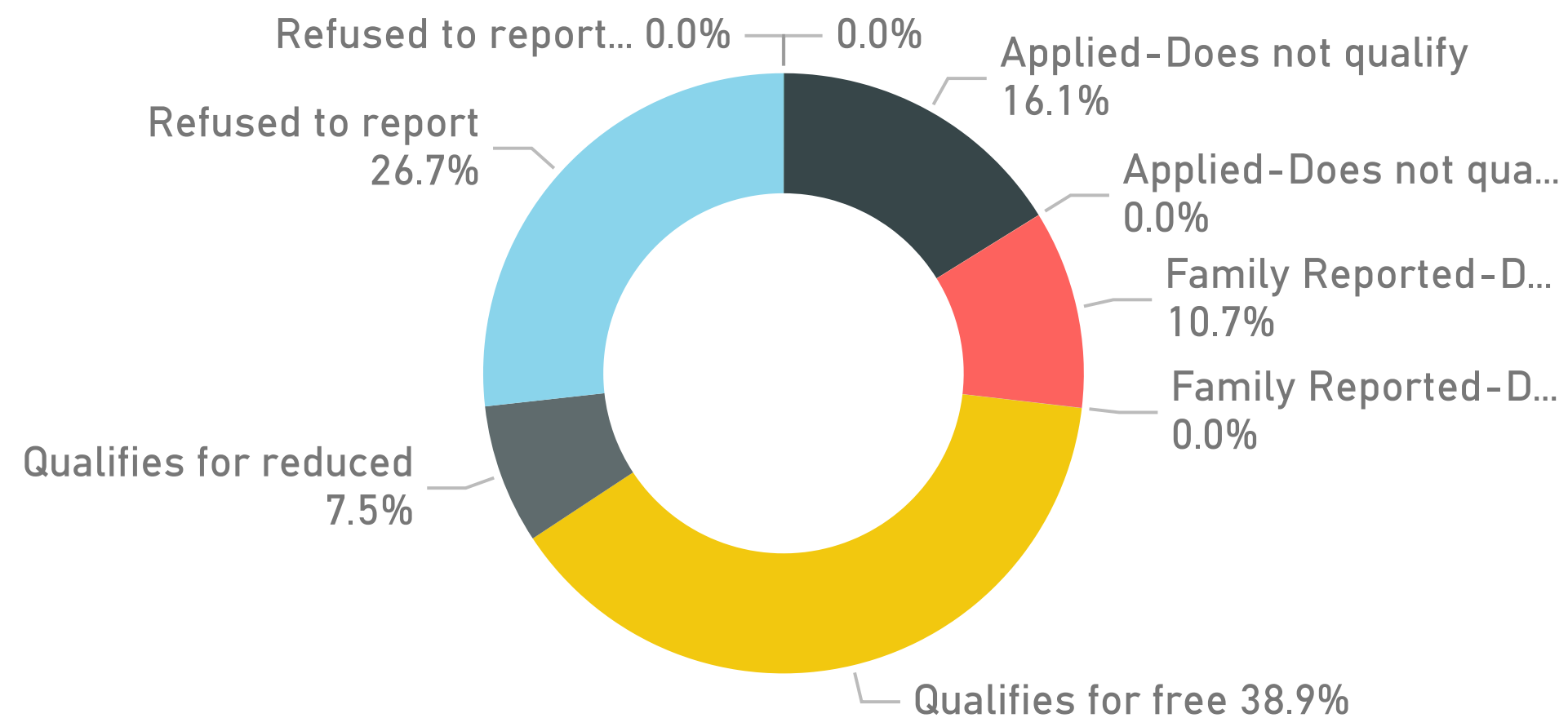


## Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	210	214	215	214
Cognitive Disability	105	106	119	118
Emotionally Impaired	149	151	161	161
Hearing Impaired	6	6	8	8
Multiple Disabilities	2	2	4	4
Other	5	5	5	7
Other Health Impaired	376	384	402	404
Physical Disability	1	1	1	2
Specific Learning Disability	728	738	716	720
Speech/Language Impaired	208	216	203	200
Traumatic Brain Injury	3	3	1	1
Visually Impaired	4	4	3	3

## FARM Eligibility

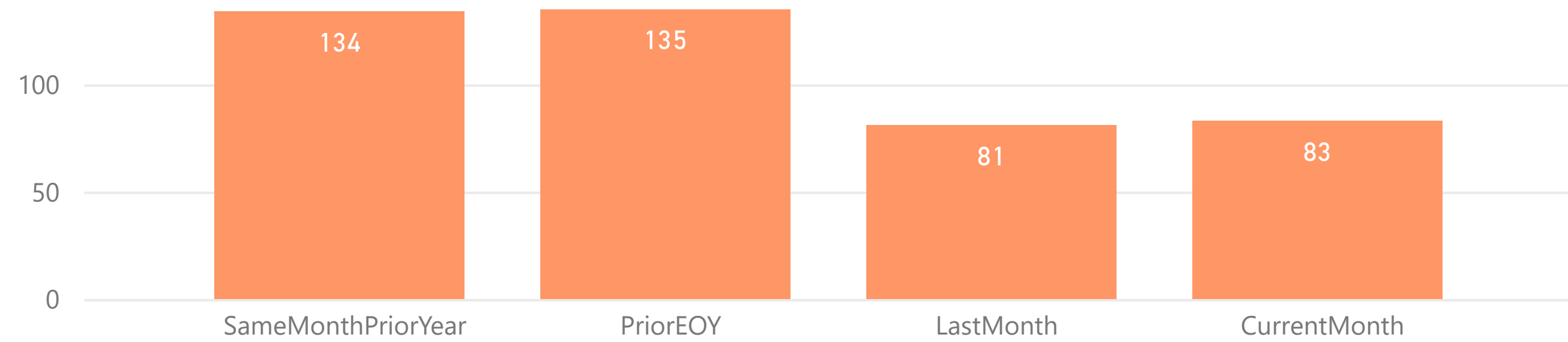
May 31, 2022



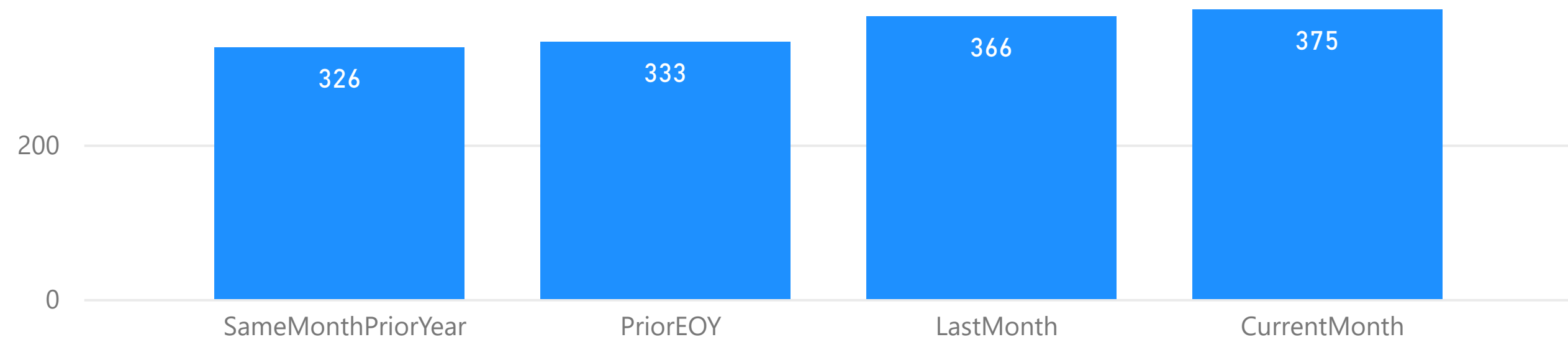
# Reach Cyber Charter School

May 31, 2023

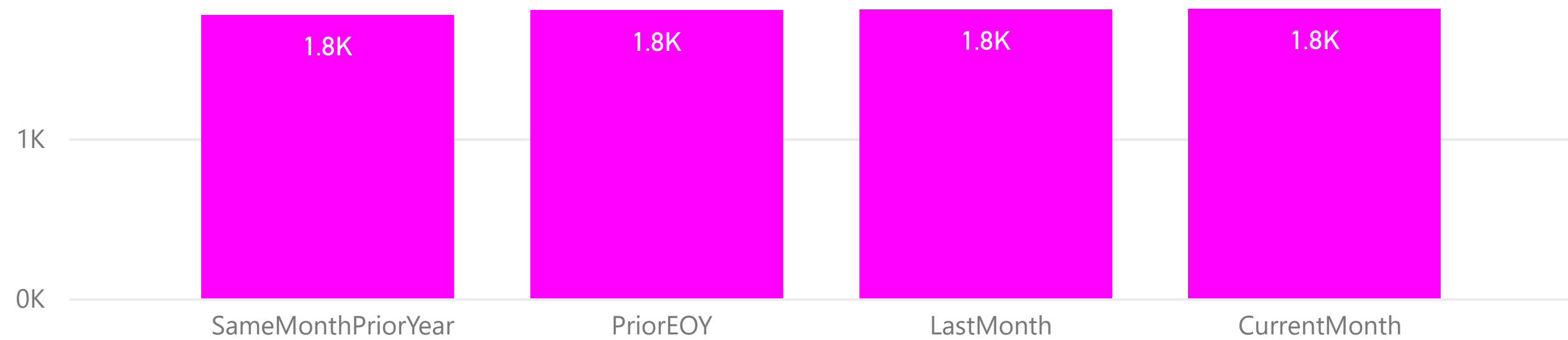
## Gifted



## Plan504



## IEP



## Currently Enrolled

**7400**

### Gifted

**1%**

### Plan504

**5%**

### IEP

**24%**

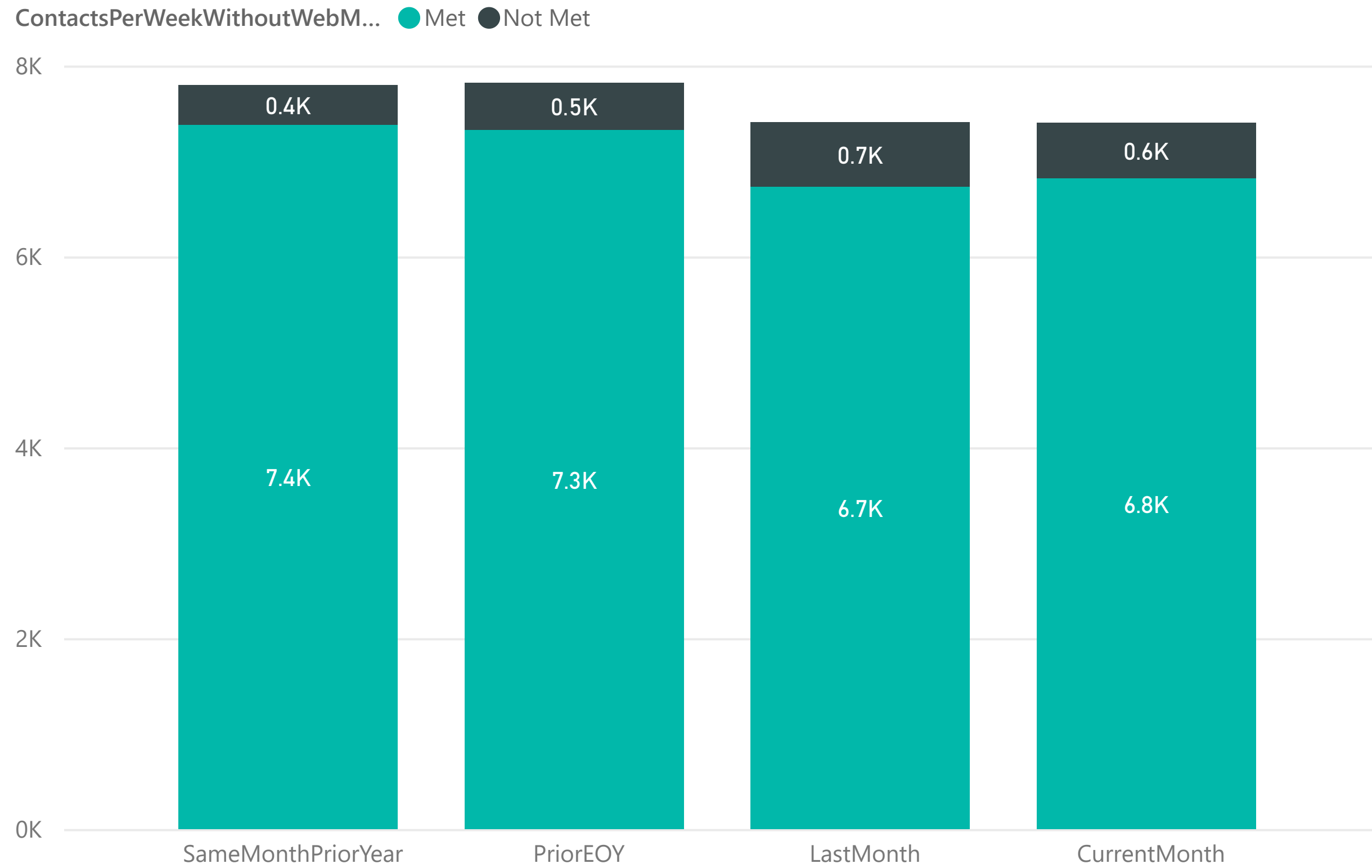
### Not in Special Population

**70%**

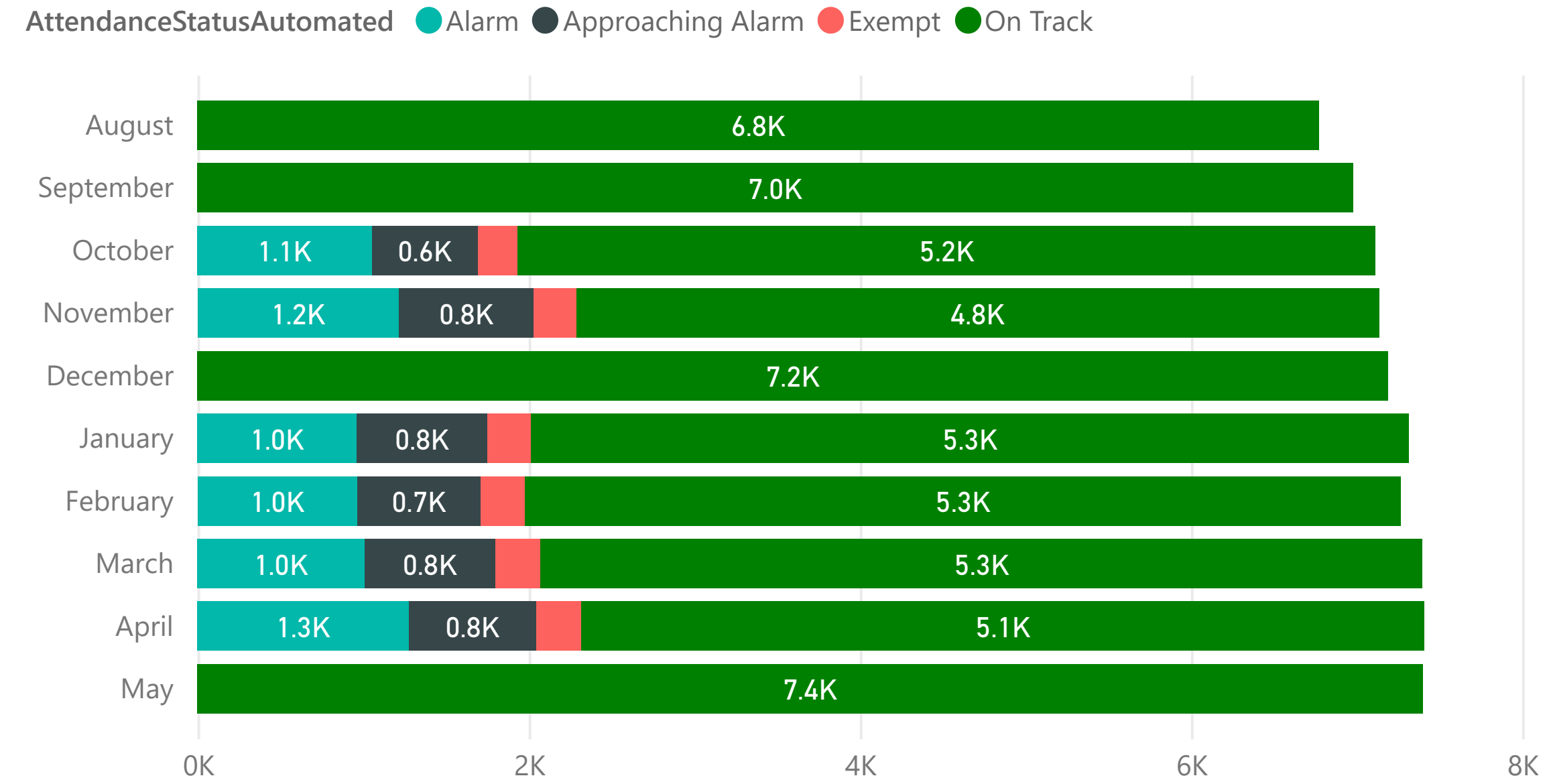
# Reach Cyber Charter School

May 31, 2023

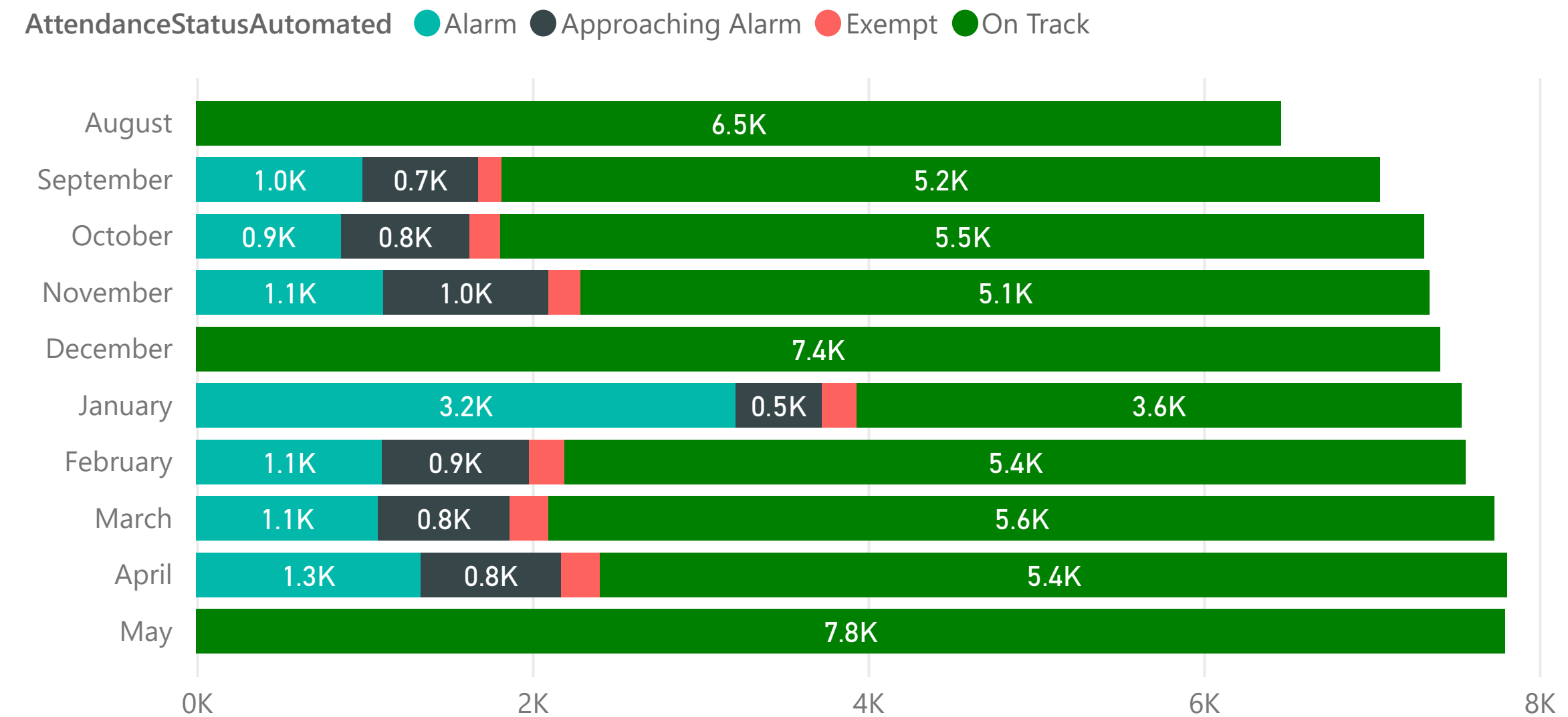
## Contacts Per Week



## School Year: 2022-2023



## School Year: 2021-2022



## Currently Enrolled

**7400**



# Reach Cyber Charter School

May 31, 2023

## Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	92%	93%	98%	91%
3-5	92%	97%	99%	93%
6-8	92%	97%	92%	89%
9-12	67%	99%	82%	76%
<b>Total</b>	<b>82%</b>	<b>97%</b>	<b>90%</b>	<b>84%</b>

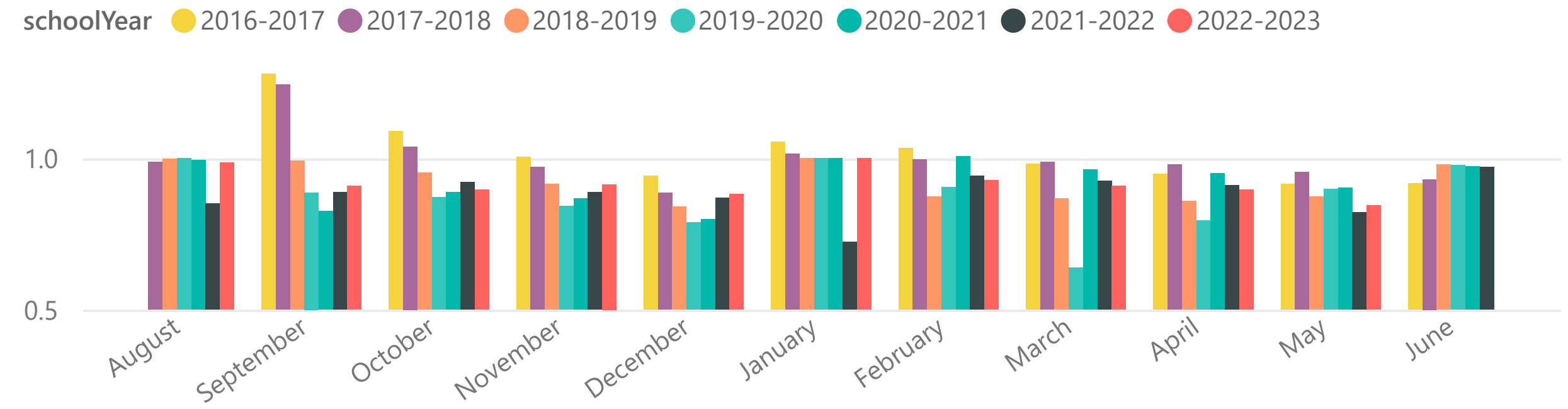
## Average Performance

GradeDistribution	SameMonthPriorYear	LastMonth	CurrentMonth
PK-2	83%	81%	82%
3-5	77%	78%	78%
6-8	72%	72%	74%
9-12	70%	66%	68%
<b>Total</b>	<b>74%</b>	<b>72%</b>	<b>73%</b>

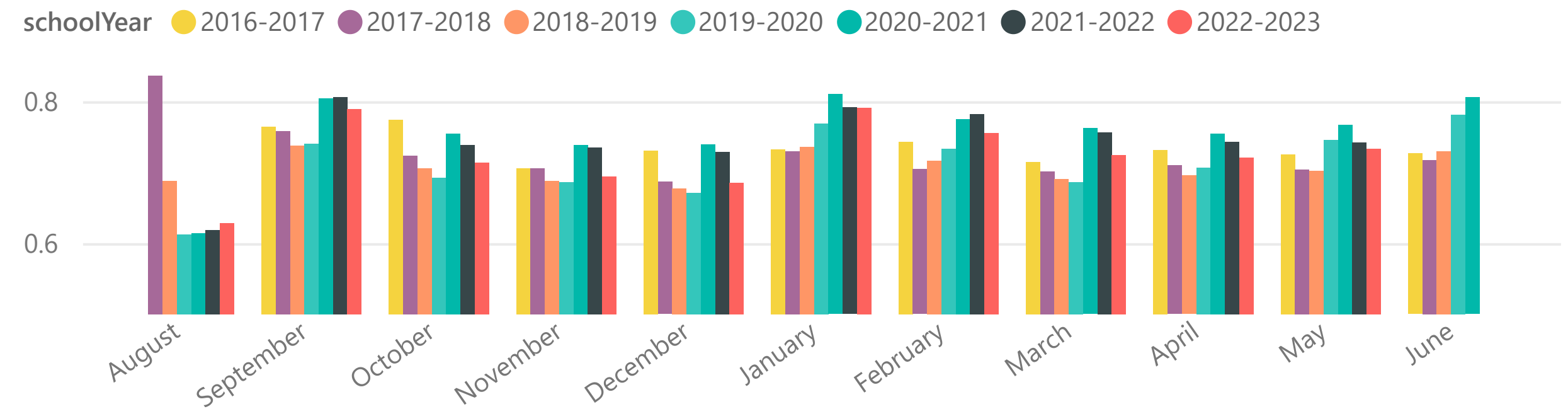
## Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	99%	101%	100%	100%
3-5	99%	101%	100%	100%
6-8	99%	101%	99%	98%
9-12	94%	96%	92%	93%
<b>Total</b>	<b>97%</b>	<b>99%</b>	<b>96%</b>	<b>96%</b>

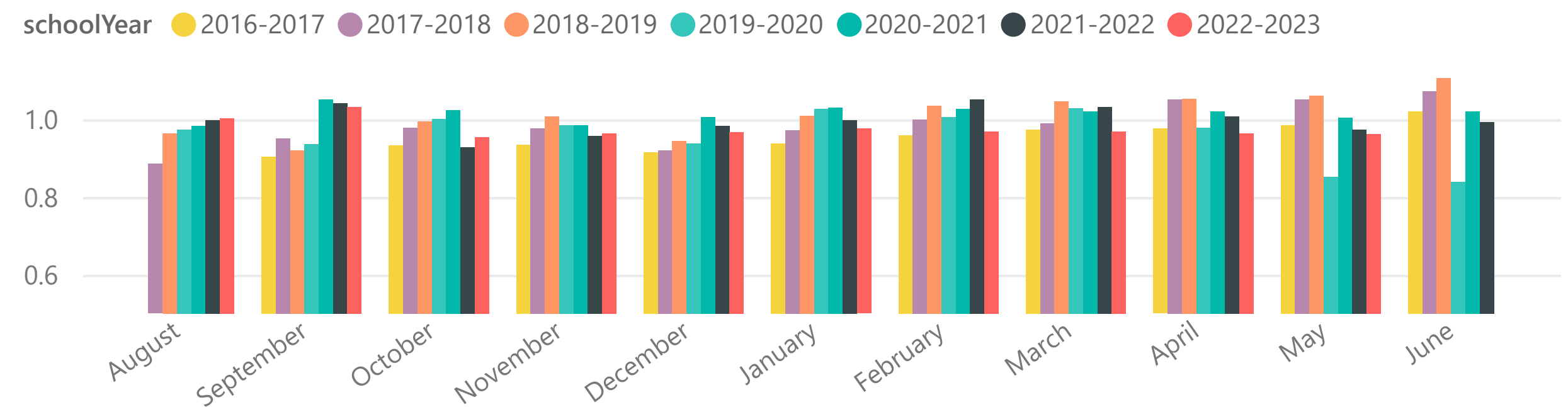
## Average Total Participation



## Average Total Performance



## Average Total Attendance

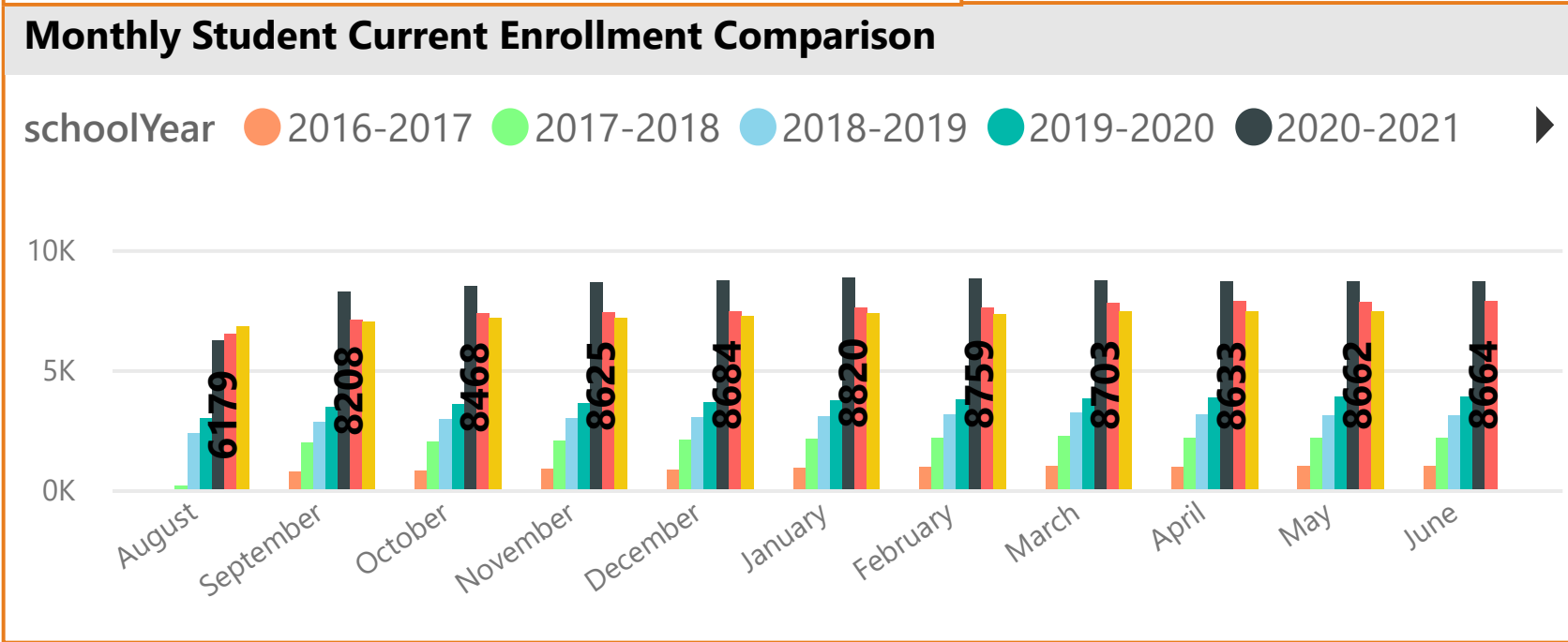




<b>Currently Enrolled</b>	<b>Total YTD Enrolled</b>
<b>7400</b>	<b>8741</b>
<b>Enrollment Services Complete (Stage 4)</b>	
<b>9567</b>	

**Reach Cyber Charter School**  
**May 31, 2023**

<b>Current Enrollment Month-Over-Month Change</b>
<b>-0%</b>
<b>Current Enrollment Year-Over-Year Change</b>
<b>-5%</b>



**Total YTD Enrollment**

ReportPeriod	SameMonthPriorYear	CurrentMonth
Withdrawal Category	Student Count %CT Student Count	Student Count %CT Student Count
Enrolled, Not Grad	7810 82%	7403 85%
Graduated	171 2%	210 2%
Prior To Engagement	235 2%	110 1%
Withdrawal During School Year	1293 14%	1018 12%
<b>Total</b>	<b>9509 100%</b>	<b>8741 100%</b>

**New & Returning**

ReportPeriod	SameMonthPriorYear	CurrentMonth
New or Returning	Students %CT Students	Students %CT Students
New	3476 44.57%	2737 36.99%
Returning	4323 55.43%	4663 63.01%

**Household Data**

Household Data	SameMonthPriorYear	CurrentMonth
Active	5624	5493
Graduated	172	206
Not Returning	0	
WD During School Year	1013	816
WD Prior To Engagement	198	97

**Students Per Active Household**

SameMonthPriorYear	CurrentMonth
1.39	1.35

**Grade Distribution**

ReportPeriod	SameMonthPriorYear	CurrentMonth
GradeDistribution	Students %CT Students	Students %CT Students
<b>PK-2</b>	<b>1423 18%</b>	<b>1063 14%</b>
KG	423 5%	287 4%
1	528 7%	368 5%
2	472 6%	408 6%
<b>3-5</b>	<b>1498 19%</b>	<b>1291 17%</b>
3	454 6%	396 5%
4	503 6%	408 6%
5	541 7%	487 7%
<b>6-8</b>	<b>1898 24%</b>	<b>1851 25%</b>
6	634 8%	536 7%
7	611 8%	657 9%
8	653 8%	658 9%
<b>9-12</b>	<b>2980 38%</b>	<b>3192 43%</b>
9	791 10%	783 11%
10	815 10%	784 11%
11	687 9%	747 10%
12	687 9%	878 12%
<b>Total</b>	<b>7799 100%</b>	<b>7397 100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMonth
Applying for next year	
Deceased	
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.	

**Reach Cyber Charter School**  
**May 31, 2023**

Gender		
Gender	SameMonthPriorYear	CurrentMonth
	2	1
F	3930	3846
M	3865	3547
X	2	6

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	1221	1138
Spanish	424	442
Russian	6	9
Arabic	38	35
Urdu	8	8
Another Language	177	146
No Language Reported	5925	5622

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	210	214
Cognitive Disability	105	118
Emotionally Impaired	149	161
Hearing Impaired	6	8
Multiple Disabilities	2	4
Other	5	7
Other Health Impaired	376	404
Physical Disability	1	2
Specific Learning Disability	728	720
Speech/Language Impaired	208	200
Traumatic Brain Injury	3	1
Visually Impaired	4	3

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	134	83

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	326	375

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	1769	1809

Gifted	Plan504
<b>1%</b>	<b>5%</b>
IEP	Not in Special Population
<b>24%</b>	<b>70%</b>

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	1159	1166
Not Hispanic or Latino	6638	6234

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	40	37
Asian	62	56
Black/African American	1822	1783
Hispanic or Latino	1159	1166
Multiple Races	585	587
Native Hawaiian or Other Pacific Islander	7	5
Not Indicated	2	
White	4122	3766

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	287	284
Asian	156	162
Black/African American	2681	2635
Native Hawaiian or Other Pacific Islander	125	115
White	5379	5045

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied-Does not qualify	981	
Applied-Does not qualify,Family Reported-Does not qualify	1	
Family Reported-Does not qualify	672	
Family Reported-Does not qualify,Applied-Does not qualify	1	
Qualifies for free	2258	
Qualifies for reduced	443	
Refused to report	1643	
Refused to report Applied Does not qualify	1	

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	674	600
Home School	324	295
No Prior School	663	532
Online (Virtual) Public School	752	626
Private/Parochial School	543	408
Public School	4355	3698
Prior Schooling Not Reported	488	1241

## Reach Cyber Charter School May 31, 2023

### Contacts Per Week

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	7382	6819
Not Met	416	580

### Attendance Status

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
On Track	7799	7400

### Average Participation

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	92%	91%
3-5	92%	93%
6-8	92%	89%
9-12	67%	76%
<b>Total</b>	<b>82%</b>	<b>84%</b>

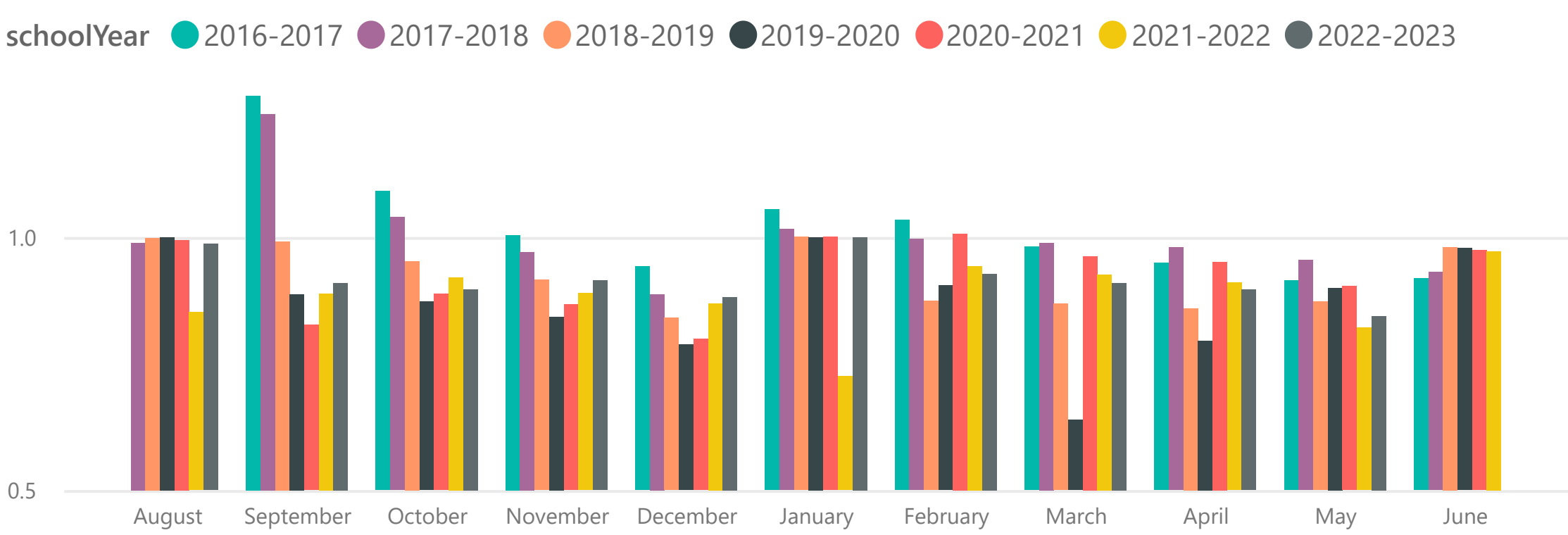
### Average Performance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	83%	82%
3-5	77%	78%
6-8	72%	74%
9-12	70%	68%
<b>Total</b>	<b>74%</b>	<b>73%</b>

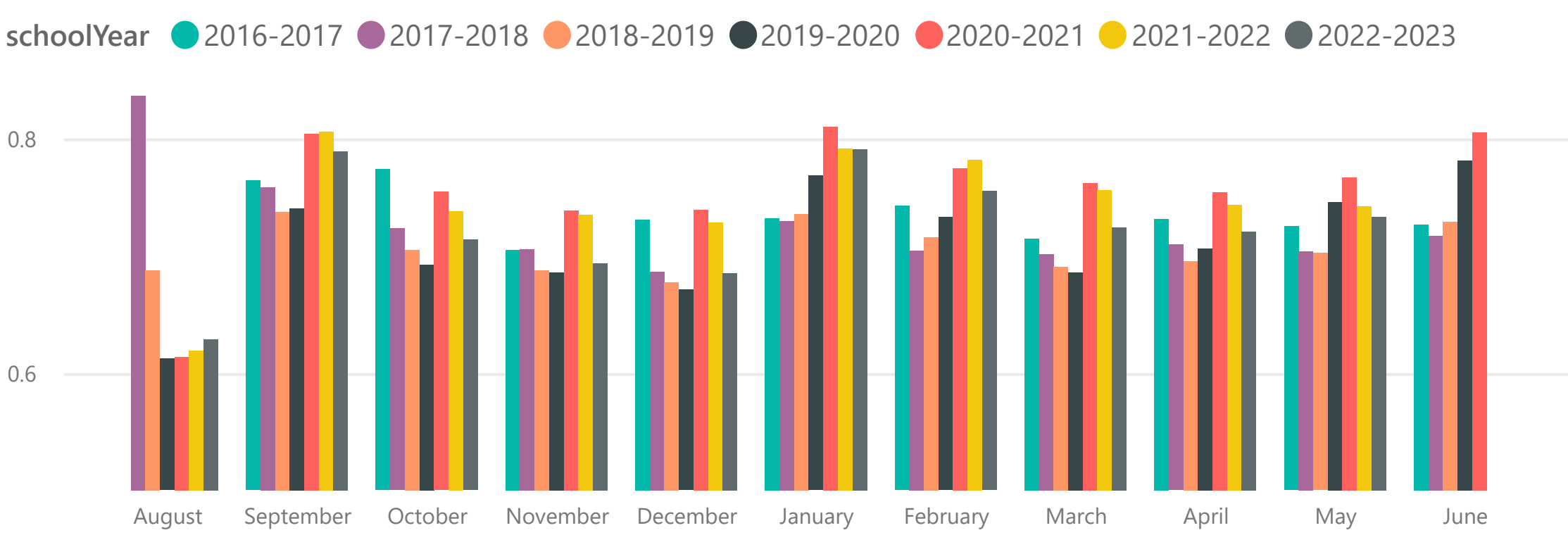
### Average Attendance

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	99%	100%
3-5	99%	100%
6-8	99%	98%
9-12	94%	93%
<b>Total</b>	<b>97%</b>	<b>96%</b>

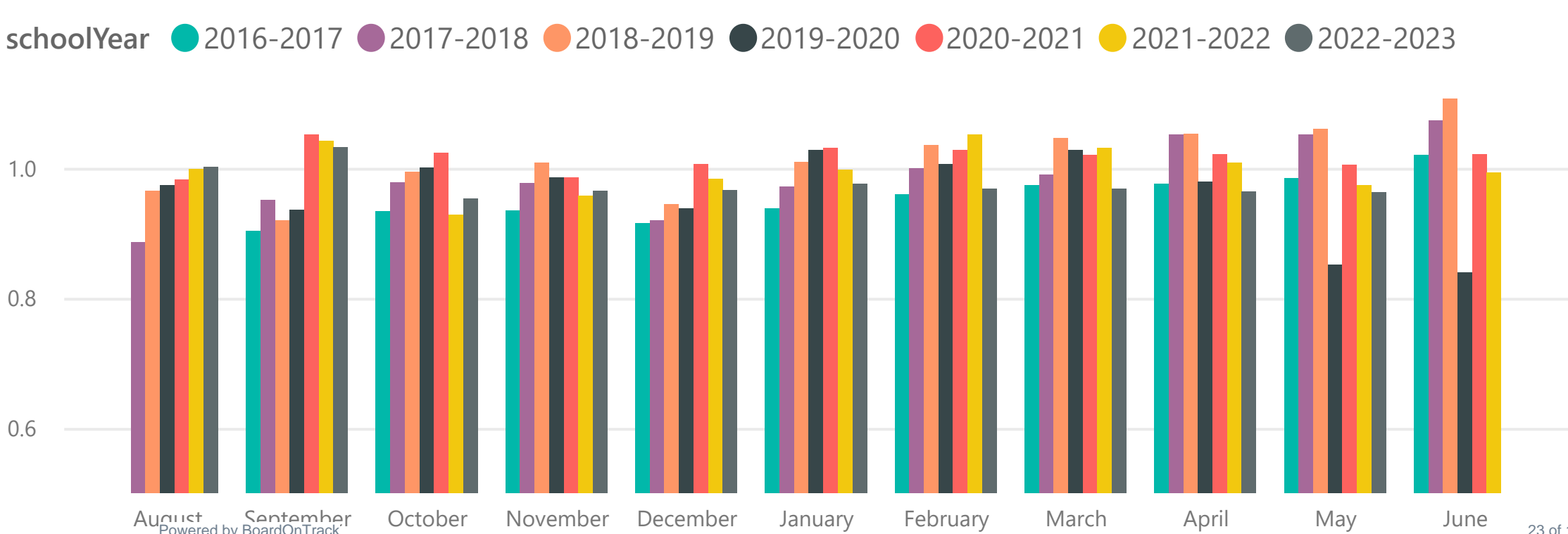
### Average Total Participation



### Average Total Performance



### Average Total Attendance



# Coversheet

## Staffing Update

**Section:** IV. Oral Reports  
**Item:** B. Staffing Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board Staffing Report-June 2023.pdf  
Professional\_Advancement\_Update-06142023.pdf

## REACH Staffing Report June 2023

	Current Staff	Hires SYTD	Departures SYTD
<b>10-month Staff</b>	657	77	50
<b>12-month Staff</b>	130	31	10
<b>Grand Total</b>	<b>787</b>	<b>108</b>	<b>60</b>

### Departing Employees (22-23 School Year)

First Name	Last Name	Job Title	Last Day Worked
Jennifer	Sayers	Teacher – High School	5/11/2023
Tiffany	Krzyzkowski	Teacher – Elementary Electives	5/11/2023
Eileen	Snover	EL Specialist	5/17/2023
Britt	Savage	Teacher - Life Skills Support	6/7/2023
Amanda	Baker	Instructional Coach - STEM	6/7/2023
Afton	Bonser	Teacher - Elementary	6/13/2023
Christina	Borger	Teacher – Special Education	6/13/2023
Holly	Boxer	Teacher - Elementary	6/13/2023
Caitlin	Clarke	School Counselor	6/13/2023
Noah	Grube	Teacher - Substitute	6/13/2023
Emma	Hamrick	Teacher – Middle School	6/13/2023
Sheree-Lee	Knorr	Teacher – Special Education	6/13/2023
Steven	Shumbres	Teacher – High School	6/13/2023

## REACH Staffing Report June 2023

### New Hires (23-24 School Year)

First Name	Last Name	Job Title	Compensation	Start Date
Colleen	Bull	Teacher – High School Electives (ASL)	\$60,750	8/23/2023
Justine	Irwin	Speech Language Pathologist	\$66,000	8/23/2023
Samantha	Toy	Speech Language Pathologist	\$65,000	8/23/2023
Kim	Szozorek	STEM Teacher	\$54,000	8/23/2023

### Position Changes (23-24 School Year)

First Name	Last Name	Former Position	New Position	Compensation	Start Date
Anna	Horton	Admin Asst II	State Testing Specialist	\$55,177	7/1/2023
Linda	Bianchi	Teacher - Substitute	Teacher – High School	\$63,000	8/16/2023
Lisa	Morgan Drake	Teacher – Elementary	STEM Teacher	\$66,781	8/16/2023
Wendy	Dischinger	Teacher – High School	EL Specialist	\$65,825	8/16/2023
Steven	Swann	Teacher – Middle School	Math Specialist	\$56,175	8/16/2023
Melinda	Daley	Teacher – Middle School	Math Specialist	\$56,180	8/16/2023
Brad	Luckenbill	Teacher – Middle School	Math Specialist	\$58,893	8/16/2023



## 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. These incentives are separated into two distinct tiers:

- Tier I stipends to be paid to eligible staff who earn an additional job-related certification.
- Tier II pay increase to be 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 for 12-month staff for the period February 1, 2023, through June 30, 2023.

Incentive Type	Incentive Amount	# of Staff	Total Amount
Tier I - Additional Certification	\$1,000 Stipend	0	\$0
Tier II - Level II Certification	\$1,000 Pay Increase	3	\$3,000
Tier II - Earned Master’s Degree	\$1,500 Pay Increase	1	\$1,500
Tier II - Earned Doctorate	\$2,500 Pay Increase	0	\$0
<b>Total</b>		<b>4</b>	<b>\$4,500</b>

June 14, 2023

# Coversheet

## Financial Report

**Section:** IV. Oral Reports  
**Item:** C. Financial Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** May23 Treas Report.pdf



**Reach Cyber Charter School****Balance Sheet****May 31, 2023****ASSETS*****Cash and Short Term Investments:***

PNC Checking	\$	5,783,092
PNC Money market Account	\$	5,035,211
PNC Investment Account	\$	43,139,739
PNC Investment Trust Account	\$	10,146,053
<b>Total Cash and Short Term Investments</b>	<b>\$</b>	<b>64,104,095</b>

***Other Current Assets:***

Local District Receivables	\$	10,611,370
Allowance for Doubtful Accounts	\$	(199,856)
Prepaid Expenses	\$	546,911
<b>Total Other Current Assets</b>	<b>\$</b>	<b>10,958,425</b>

***Other Non-current Assets:***

Security Deposit	\$	8,917
Deposit on Equipment	\$	78,967
Other Receivables	\$	2,845
<b>Total Other Non-current Assets</b>	<b>\$</b>	<b>90,729</b>

***Fixed Assets:***

Furniture	\$	105,433
Computer Hardware	\$	12,102,155
Leasehold Improvements	\$	178,090
Equipment	\$	512,318
Right to Use- Building Lease	\$	549,076
Accum Depr: Furniture	\$	(84,036)
Accum Depr: Computer Hardware	\$	(1,702,616)
Accum Depr: Leasehold Improvements	\$	(67,473)
Accum Depr: Equipment	\$	(117,230)
Accum Depr: Right to Use Building	\$	(470,637)
<b>Net Fixed Assets</b>	<b>\$</b>	<b>11,005,080</b>

***Total Assets*****\$ 86,158,329****LIABILITIES*****Current Liabilities:***

Due to Connections Academy	\$	4,174,883
Accounts Payable	\$	2,206,606
Accrued Payroll, Taxes, Pension, Withholdings	\$	54,310
Due to Local Districts	\$	111,268
Operating Lease Liability- Short Term	\$	79,922
Other Current Liabilities	\$	1,618
Unearned Revenue	\$	1,635,372
<b>Total Current Liabilities</b>	<b>\$</b>	<b>8,263,979</b>

***Non-Current Liabilities:***

Other Non-Current Liabilities	\$	156,963
<b>Total Liabilities</b>	<b>\$</b>	<b>8,420,942</b>

***FUND BALANCE***

Invested in Capital	\$	11,005,080
Reserved Fund Balance	\$	28,609,235
Undesignated Fund Balance	\$	38,123,072
<b>Ending Fund Balance</b>	<b>\$</b>	<b>77,737,387</b>

***Total Liabilities and Fund Balance*****\$ 86,158,329**

**Reach Cyber Charter School**  
**Revenue and Expense Statement- Budget to Actual**  
**2022-2023 Year to Date as of 5/31/23**

	May 2023	YTD through 5/31/23	2022/2023 Approved Budget
<b>Revenues:</b>			
Function 6000- Local Sources	\$ 10,341,699	\$ 110,915,835	\$ 124,013,036
Function 7000- State Sources	\$ 6,693	\$ 12,360	\$ 147,500
Function 8000- Federal Sources	\$ 2,083,750	\$ 11,741,251	\$ 16,813,652
<b>TOTAL REVENUES</b>	<b>\$ 12,432,142</b>	<b>\$ 122,669,446</b>	<b>\$ 140,974,188</b>
<b>Expenditures:</b>			
Function 1000- Instructional Programs			
100- Salaries	\$ 2,616,386	\$ 25,805,917	\$ 33,856,094
200- Employee Benefits	\$ 729,015	\$ 7,358,819	\$ 10,038,332
300- Purchased Professional and Tech Svcs (Note 1)	\$ 5,020,938	\$ 33,532,375	\$ 37,741,275
400- Purchased Property Services	\$ 114,230	\$ 221,510	\$ 250,000
500- Other Purchased Services	\$ 58,641	\$ 2,168,720	\$ 3,250,000
600- Supplies	\$ 533,039	\$ 5,615,703	\$ 11,492,000
700- Property	\$ -	\$ 254,394	\$ 9,489,150
800- Dues, Fees, Other	\$ 590	\$ 2,611	\$ 25,000
Subtotal 1000- Instructional Programs	<u>\$ 9,072,839</u>	<u>\$ 74,960,049</u>	<u>\$ 106,141,851</u>
Function 2000- Support Services			
100- Salaries	\$ 1,577,889	\$ 16,391,892	\$ 20,834,549
200- Employee Benefits	\$ 511,346	\$ 5,057,542	\$ 6,177,444
300- Purchased Professional and Tech Svcs (Note)	\$ 478,524	\$ 4,162,120	\$ 12,327,586
400- Purchased Property Services (Note)	\$ 70,991	\$ 738,000	\$ 636,000
500- Other Purchased Services	\$ 106,774	\$ 747,066	\$ 4,345,000
600- Supplies	\$ 92,795	\$ 973,593	\$ 390,000
700- Property	\$ 348,464	\$ 1,643,580	\$ 2,436,730
800- Dues, Fees, Other	\$ 4,538	\$ 154,741	\$ 175,000
Subtotal 2000- Support Services	<u>\$ 3,191,321</u>	<u>\$ 29,868,534</u>	<u>\$ 47,322,309</u>
Function 3000- Non Instructional/ Community Services			
300- Purchased Professional and Tech Svcs (Note)	\$ 1,322	\$ 11,245	\$ 36,000
400- Purchased Property Services	\$ 2,069	\$ 37,215	\$ 35,000
500- Other Purchased Services	\$ 4,772	\$ 51,199	\$ 222,000
600- Supplies	\$ 10,190	\$ 2,410,537	\$ 4,010,000
800- Dues, Fees, Other	\$ 4,022	\$ 144,319	\$ 120,000
Subtotal 3000- Non Instructional/ Community Services	<u>\$ 22,375</u>	<u>\$ 2,654,515</u>	<u>\$ 4,423,000</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,286,535</b>	<b>\$ 107,483,098</b>	<b>\$ 157,887,160</b>
<b>NET INCREASE/ (DECREASE)</b>	<b>\$ 145,607</b>	<b>\$ 15,186,348</b>	<b>\$ (16,912,972)</b>
Beginning Fund Balance		\$ 62,551,039	
<b>ENDING FUND BALANCE</b>		<b>\$ 77,737,387</b>	

(Note) Summary amounts Include monthly and up-front Pearson fees charged per schedule on following page of Treasurer's Report

**Reach Cyber Charter School  
Pearson Fees  
2022-2023 Year to Date as of 5/31/23**

Description	Rate	Months	Enrollment/Unit	Budgeted 22/23	YTD through		Projected 22-23
				(1)	May	5/31/23	(2)
Curriculum and Instructional Support Svcs - Upfront	\$ 425		Total Enrollment	\$ 4,364,750	\$ 334,581	\$ 3,738,823	\$ 4,246,570
Curriculum and Instructional Support Svcs - Monthly	\$ 130	9	Current Enrollment	\$ 9,243,000	\$ 963,040	\$ 7,514,781	\$ 8,992,737
Student Connexus License	\$ 70	9	Current Enrollment	\$ 4,977,000	\$ 518,560	\$ 4,046,420	\$ 4,842,243
Student Technology Assistance Services - Upfront	\$ 400		Total Enrollment	\$ 4,108,000	\$ 314,900	\$ 3,518,896	\$ 3,996,772
Student Technology Assistance Services - Monthly	\$ 63	9	Current Enrollment	\$ 4,479,300	\$ 466,704	\$ 3,641,778	\$ 4,358,019
Enrollment/Placement/Student Support Svcs - Upfront	\$ 525		Total Enrollment	\$ 5,391,750	\$ 413,306	\$ 4,618,566	\$ 5,245,763
Enrollment/Placement/Student Support Svcs - Monthly	\$ 30	9	Current Enrollment	\$ 2,133,000	\$ 222,240	\$ 1,734,180	\$ 2,075,247
School Operations Support Services	\$ 65	9	Current Enrollment	\$ 4,621,500	\$ 481,520	\$ 3,757,390	\$ 4,496,369
Professional Development Services	\$ 125	9	Current Staff	\$ 905,625	\$ 102,375	\$ 793,250	\$ 925,875
School Staff Support Services	\$ 212	9	Current Staff	\$ 1,535,940	\$ 173,628	\$ 1,345,352	\$ 1,570,284
Direct Course Instruction Service	\$ 275			\$ 270,575	\$ 18,150	\$ 176,199	\$ 234,932
Short Term Sub Teaching Services	\$ 300			\$ 29,400	\$ 1,500	\$ 12,000	\$ 16,000
Facilities Support Services	\$ 25,000			\$ 25,000	\$ 2,083	\$ 22,915	\$ 25,000
<b>Total Connections Products and Services</b>				<b>\$ 42,084,840</b>	<b>\$ 4,012,588</b>	<b>\$ 34,920,551</b>	<b>\$ 41,025,811</b>

2022-2023 Enrollment:	(1)	(2)
	Annual Budget	Annual Forecast
Forecasted Staff FTE's	805	823
Forecasted Funded Enrollment	7,900	7,686
Forecasted Total Enrollment	10,270	9,992

# Coversheet

## Approval of Minutes from the May 17, 2023 Board Meeting

**Section:** V. Consent Items  
**Item:** A. Approval of Minutes from the May 17, 2023 Board Meeting  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2023\_05\_17\_board\_meeting\_minutes.pdf

DRAFT



# Reach Cyber Charter School Board of Trustees

## Minutes

Reach Cyber Charter School

Board Meeting

---

### Date and Time

Wednesday May 17, 2023 at 9:00 AM

### Location

Meeting Location:

Harrisburg Hilton  
One North Second Street  
Harrisburg, Pennsylvania, 17101-1601, USA

---

### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

Andy Gribbin, April Kretchman (remote), Brandie Karpew, Cody Smith, Corey Groff, Danielle Marsicano (remote), Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jane Swan, Josh Hicks (remote), Karen Yeselavage, Katherine Rutkowski, Kelly McConnell, Laura Johnson

(remote), LeeAnn Ritchie, Lisa Blickley (remote), Michael Garman, Rachel Graver, Scott Shedd, Scott Stuccio, Stephanie Bost (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 Board of Trustees to order on Wednesday May 17, 2023 at 9:15 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, reviewed the current enrollment numbers for the school noting trends in enrollment.

Mrs. Swan further shared that the school's solicitor had sent questions regarding the school's charter renewal to the Pennsylvania Department of Education and the school is awaiting a response.

### **B. Staffing Update**

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 801 current staff members and 84% of staff who are 10-month staff. Since the beginning of the school year, 108 employees have been hired and 48 have departed.

### **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.

### **V. Consent Items**

#### **A. Approval of Consent Items**

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 April 19, 2023 Board Meeting
- Approval of Staffing Report
- Approval of Pearson Invoice(s) for April 2023
- Approval of Renewal of Youth Artist Workshop Summer 2023 MOU
- Approval of Renewal of agreement with Vector Solutions
- Approval of Renewal of agreement with Lexia
- Approval of Renewal agreement with Certiport
- Approval of Renewal of agreement with Code HS
- Approval of Renewal of contract with BoardOn Track
- Approval of Renewal of Security Services Agreement with Reclamere
- Approval of 2021 Tax Return

Gail Hawkins Bush made a motion to approve the Consent Item and the minutes from Reach Cyber Charter School on 04-19-23.

Marcella Arline seconded the motion.

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

### **VI. Action Items**

#### **A. Approval of Audit and Tax Services Proposal**

Mrs. Yeselavage reviewed the proposal from Barbacane Thornton and Company (BTCPA) to audit the financial statements of the governmental activities and each major fund of the Reach Cyber Charter School as of June 30, 2023, 2024, and 2025 and for the years then ended, and the related notes to the financial statements, which collectively comprise the Reach Cyber Charter School's basic financial statements.

In addition, BTCPA will audit Reach's compliance over major federal award programs for the period ended June 30, 2023 and 2024.

Marcella Arline made a motion to approve the proposal with BTCPA.

Paul Donecker seconded the motion.

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

#### **B. Approval of Draft Budget for 2023-2024 (to follow)**

Mrs. Yeselavage reviewed the draft 2023-2024 budget, including major revenue sources, projected enrollment, staffing costs and other non-personnel related expenditures. She noted that the 2023-2024 year will be the first year of the school's self-management, resulting in a savings of approximately \$40 million in fees formerly paid to Pearson.

Marcella Arline made a motion to approve the draft budget for 2023-2024.

Gail Hawkins Bush seconded the motion.

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

#### **C. 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.

Mrs. Swan requested an update to the language related to the role of the Board Treasurer, removing the reference to signing the audit engagement.

Matthew Ryan made a motion to approve the updates to the Board Policies.

Paul Donecker seconded the motion.

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

#### **D. Approval of Summer Work Hourly Rate Increase**

Michael Garman, Director of Human Resources, requested approval to increase the current summer work hourly rate from \$27.00 per hour to \$30.00 per hour.

School leadership identified a need to evaluate the current summer work hourly rate to determine how competitive the rate is to school districts throughout the state. The results of the evaluation demonstrate that the current summer work hourly rate of \$27.00 lags other school districts.

This recommendation increases the School's summer work costs by approximately \$43,213.

Paul Donecker made a motion to approve the increase to the summer hourly work rate.

Matthew Ryan seconded the motion.

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

#### **E.**



### **Approval of Class Service Agreement**

This item was a continuation of a conversation that was tabled at the March 2023 meeting of the Board of Trustees. With many of the questions about the contract now being answered, Corey Groff, Director of Teaching and Learning, brought the contract forward for approval.

Class Technologies is a virtual classroom platform built on Zoom used to spark engagement, interaction, and connection.

Gail Hawkins Bush made a motion to approve the contract with Class Technologies.

Matthew Ryan seconded the motion.

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

### **F. Approval of agreement with Improv Learning**

Mr. Groff shared information regarding a contract with Improv Learning to provide virtual Driver's Education classes.

Matthew Ryan made a motion to approve the agreement with Improv Learning.

Gail Hawkins Bush seconded the motion.

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

### **G. Approval of agreement with Accelerate Ed**

Mr. Groff shared details of an agreement with Accelerate Ed to provide online education courses.

Marcella Arline made a motion to approve the agreement with Accelerate Ed.

Paul Donecker seconded the motion.

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

### **H. Approval of agreement with Flexpoint**

Mr. Groff shared details of an agreement with Flexpoint to provide online education courses for middle school core classes.

Matthew Ryan made a motion to approve the agreement with Flexpoint.

Marcella Arline seconded the motion.

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

### **I. Approval of GoSignMeUp Canvas Integration Proposal**

Scott Stuccio, Director of Outreach, shared a proposal that would allow Reach to offer events of all types to students and families via Canvas.

Marcella Arline made a motion to approve the agreement with GoSignMeUp.

Paul Donecker seconded the motion.

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

### **J. Approval of Invoice for WeatherSTEM Pollinator Camera**

Mr. Stuccio shared an invoice for a WeatherSTEM Pollinator Camera that will be used to record activity occurring at the school's pollinator garden.

Leigh Kraemer-Naser made a motion to approve the invoice for the pollinator camera.

Marcella Arline seconded the motion.

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

#### **K. Approval of Amendment to Lease Agreement**

Mr. Stuccio shared an addendum to the current lease of the property located at 750 East Park Drive that would allow Reach to lease additional space on the first floor of the building.

Marcella Arline made a motion to approve the addendum to the lease agreement.

Anthony Alexander seconded the motion.

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

#### **L. Approval of Employee Handbook Updates**

Mr. Garman presented on proposed updates made to the Employee Handbook. Reach Cyber Charter School's Human Resources department in collaboration with the senior leadership conducted a comprehensive review of the current 2022-2023 Employee Handbook. The following changes and updates will be available for employee review and acknowledgment effective July 1, 2023.

- Clarified when payouts of reward system and salary increases occur for staff on a leave of absence.
- Revised the timeline for Tier I and Tier II incentive payouts.
- Updated office closure guidance for the Harrisburg school office.
- Expanded bereavement leave guidelines to include a person who stood in loco parentis; established a time limit for bereavement leave usage.
- Updated FMLA guidelines to include how holidays and school breaks impact FMLA entitlement.
- Clarified maternity leave, short term disability, and Family and Medical Leave Act (FMLA) leave entitlements to illustrate the interplay between these programs.
- Added miscarriage and stillbirth to qualifying reasons for Serious Illness Leave.
- Updated Parental Leave guidelines to limit entitlement to no more than three (3) events per calendar year.
- Clarified and expanded arrest and criminal conviction reporting to comply with PA School Code.
- Removed mid-year performance reviews; staff receive annual reviews only.
- Added a section on Copyright and Fair Use Doctrine.
- Clarified guidance on animals in the workplace and included a process for requesting an accommodation.

Paul Donecker made a motion to approve the updates to the Employee Handbook.

Marcella Arline seconded the motion.  
The board **VOTED** to approve the motion.

#### **M. Approval of PA-REAP Job Posting Service**

Mr. Garman requested approval of an agreement with Pennsylvania REAP. PA REAP is a job posting service that Human Resource departments can use to find educators, administrators or staff.

Matthew Ryan made a motion to approve the agreement with PA REAP.

Marcella Arline seconded the motion.  
The board **VOTED** to approve the motion.

#### **N. Approval of changes to the Dual Enrollment Policy**

Cody Smith, High School Principal, shared recommended changes to the current Dual Enrollment policy, specifically removing the portion about participating colleges monitoring attendance by a form signed monthly by the professor of the course and remitted to the school.

Gail Hawkins Bush made a motion to approve the changes to the Dual Enrollment policy.

Marcella Arline seconded the motion.  
The board **VOTED** to approve the motion.

### **VII. Information Items**

#### **A. Legislative Update**

Mrs. Karpew shared an update on recent government affairs. She specifically highlighted the recent efforts of both pro charter and anti-charter organizations to influence what may happen this legislative session.

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

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

#### **C. State Testing Update**

Dr. Kelly McConnell, Director of Data and Assessments, shared that state testing for students began Monday, April 24, 2023. Reach has currently tested 3,300 students at 40 locations across Pennsylvania.

At this time, PSSA testing has been completed and the Keystone high school exams are underway. Testing is scheduled to be concluded on May 26, 2023, and scores should be received in early July.

### **VIII. Executive Session**

## **A. Executive Session (A)**

The Board entered into an Executive Session at 10:24 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, Paul Donecker, Gail Hawkins Bush, Marcella Arline, and Matt Ryan, Anthony Alexander, and Leigh Anne Kramer (remote).

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

Personnel issues were discussed, along with related special education issues. There were no motions made.

There being no further discussion and upon a motion being made, seconded and confirmed via roll call vote of all Board members present, the Board resumed Open Session at 11:00 a.m.

## **IX. 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 11:02 AM.

Respectfully Submitted,  
Brandie Karpew

# Coversheet

## Approval of Pearson Invoice(s) for May 2023

**Section:** V. Consent Items  
**Item:** C. Approval of Pearson Invoice(s) for May 2023  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach May 2023 Invoice Support.pdf  
Reach May 2023 Invoice.pdf



# Pearson

**Charges for the Following Period:**

**May 2023**

**Enrollment/Unit Based Charges**

<b>Direct Course Instruction Support</b>	<b>18,150.00</b>
<b>Facility Support Services</b>	<b>2,083.34</b>
<b>Monthly Fee per School Staff Member</b>	<b>276,003.00</b>
<b>Monthly Fee per Student</b>	<b>2,652,064.00</b>
<b>Short Term Substitute Teaching Services</b>	<b>1,500.00</b>
<b>Upfront Fee per Student</b>	<b>1,062,787.50</b>
	<b>4,012,587.84</b>

**Pass Through Expenses**

<b>Miscellaneous</b>	<b>162,295.27</b>
	<b>162,295.27</b>

***Total Amount Due***

**4,174,883.11**



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 :** 91000013554  
**Date :** 12-JUN-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> <tr> <td><b>Total Ordered Quantity (No. Of Items) :</b></td> <td></td> <td></td> <td style="text-align: right;">2</td> </tr> <tr> <td><b>Net Amount :</b></td> <td>USD</td> <td style="text-align: right;">\$4,174,883.11</td> <td></td> </tr> <tr> <td><b>Tax Total :</b></td> <td>USD</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td><b>Invoice Total :</b></td> <td>USD</td> <td style="text-align: right;">\$4,174,883.11</td> <td></td> </tr> <tr> <td><b>Amount Due :</b></td> <td>USD</td> <td style="text-align: right;">\$4,174,883.11</td> <td></td> </tr> </table>	<b>Total Ordered Quantity (No. Of Items) :</b>			2	<b>Net Amount :</b>	USD	\$4,174,883.11		<b>Tax Total :</b>	USD	\$0.00		<b>Invoice Total :</b>	USD	\$4,174,883.11		<b>Amount Due :</b>	USD	\$4,174,883.11		<table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;">REMITTANCE INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="border: none;"><b>Make Checks Payable to:</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><b>Bank Wire to:</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><b>Bank Name</b></td> <td style="border: none;">: Bank of America N A</td> </tr> <tr> <td style="border: none;"><b>Bank Address</b></td> <td style="border: none;">:</td> </tr> <tr> <td style="border: none;"><b>ABA ACH No</b></td> <td style="border: none;">: 071000039</td> </tr> <tr> <td style="border: none;"><b>ABA Wire No</b></td> <td style="border: none;">: 026009593</td> </tr> <tr> <td style="border: none;"><b>SWIFT Code</b></td> <td style="border: none;">: BOFAUS3N</td> </tr> <tr> <td style="border: none;"><b>A/C No</b></td> <td style="border: none;">: 8188290225</td> </tr> <tr> <td style="border: none;"><b>Bank Account Name</b></td> <td style="border: none;">: Connections Education LLC dba Pearson Virtual Schools USA</td> </tr> </tbody> </table>	REMITTANCE INFORMATION		<b>Make Checks Payable to:</b>		Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323		<b>Bank Wire to:</b>		<b>Bank Name</b>	: Bank of America N A	<b>Bank Address</b>	:	<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
<b>Total Ordered Quantity (No. Of Items) :</b>			2																																								
<b>Net Amount :</b>	USD	\$4,174,883.11																																									
<b>Tax Total :</b>	USD	\$0.00																																									
<b>Invoice Total :</b>	USD	\$4,174,883.11																																									
<b>Amount Due :</b>	USD	\$4,174,883.11																																									
REMITTANCE INFORMATION																																											
<b>Make Checks Payable to:</b>																																											
Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323																																											
<b>Bank Wire to:</b>																																											
<b>Bank Name</b>	: Bank of America N A																																										
<b>Bank Address</b>	:																																										
<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																																										



Invoice Number: 91000013554							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067707	REACH	Direct Charges	6		4,012,587.84	0.00	4,012,587.84
82067707	REACH	Pass Through	5		162,295.27	0.00	162,295.27

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
	11	\$4,174,883.11	\$	\$	\$	\$0.00	\$4,174,883.11

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$4,174,883.11	\$0.00	\$4,174,883.11



# Coversheet

## Approval of Focus Invoice

**Section:** V. Consent Items  
**Item:** D. Approval of Focus Invoice  
**Purpose:**  
**Submitted by:**  
**Related Material:** Invoice\_20231952\_SIS\_from\_Focus\_School\_Software.pdf

**Focus School Software**

P.O. Box 2194  
 St. Petersburg, FL 33731-2194  
 +1 7273882005  
 accounting@focusschoolsoftware.com



# INVOICE

**BILL TO**

Jane Swan  
 Reach Cyber Charter School  
 750 East Park Drive  
 Suite 204  
 Harrisburg, PA 17111 USA

**SHIP TO**

Jane Swan  
 Reach Cyber Charter School  
 750 East Park Drive  
 Suite 204  
 Harrisburg, PA 17111 USA

**INVOICE #** 2023-1952 SIS

**DATE** 06/02/2023

**DUE DATE** 07/02/2023

**TERMS** Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Focus/SIS Annual Subscription	10,100	6.25	63,125.00
K-12 Shopping Cart (Module Annual)	10,100	0.00	0.00

Thank you for your business!

**BALANCE DUE**

**\$63,125.00**

# Coversheet

## Approval of IXL Contract Renewal

**Section:** V. Consent Items  
**Item:** E. Approval of IXL Contract Renewal  
**Purpose:**  
**Submitted by:**  
**Related Material:** IXL Quote 3553187-2023-003-3 [Reach Cyber Charter School].pdf



# RENEWAL QUOTE

IXL Learning  
 777 Mariners Island Blvd., Suite 600  
 San Mateo, CA 94404

QUOTE # 3553187-2023-003-3  
 DATE: MAY 12, 2023

**TO:**  
 Katherine Rutkowski  
 Reach Cyber Charter School  
 750 E Park Dr Ste 204  
 Harrisburg, PA 17111

**COMMENTS OR SPECIAL INSTRUCTIONS**

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Evan Finch	A22-3553187	July 1, 2023 – July 1, 2024	July 1, 2023

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license (Grades 3-12: 6,000 students) Subjects: Math and ELA  <i>K-8 math licenses include complimentary access to IXL's universal screener</i>  <i>Unlimited instructor accounts included</i>	\$93,000.00	\$93,000.00
SUBTOTAL			\$93,000.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$93,000.00

**Ordering instructions**

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, [click here](#) or go to <http://www.ixl.com/po-upload> and enter quote # 3553187-2023-003-3. For international accounts, we can accept wire transfers for an additional fee.

# Coversheet

## Approval to renew JAMF Education annual license

**Section:** V. Consent Items  
**Item:** F. Approval to renew JAMF Education annual license  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach Cyber Charter School - 1 Year Quote.pdf

Quote # Q-700413  
 Created Date 5/25/2023  
 Expiration Date 6/7/2023



Prepared By Luke Scott Account Name Reach Cyber Charter School  
 Quote Contact Luke Scott  
 Owner Email luke.scott@jamf.com  
 Phone +17633580570

Bill To Name Reach Cyber Charter School Ship To Name Reach Cyber Charter School  
 Bill To 750 E Park Dr #204 Ship To 750 E Park Dr #204  
 Harrisburg, PA 17111 Harrisburg, PA 17111  
 United States United States

Manufacturer SKU	Product	Quantity	MSRP	Total Price	Line Item Description
2002020200	EDU-RC Jamf Pro iOS - 100-9999	5.00	USD 5.12	USD 25.60	Jamf Cloud seat of Jamf Pro for iOS Valid from (2023-06-07 - 2023-12-31)
2002020100	EDU-RC Jamf Pro macOS - 100-9999	5.00	USD 10.23	USD 51.15	Jamf Cloud seat of Jamf Pro for macOS Valid from (2023-06-07 - 2023-12-31)
	Jamf School Cloud Hosting	1.00	USD 0.00	USD 0.00	Asset Only
EDU-ENHANCED	Jamf Education Enhanced	815.00	USD 9.00	USD 7,335.00	A new annual license of Jamf Education Enhanced includes Jamf School and Jamf Safe Internet for iOS, tvOS, or macOS Valid from (2023-06-07 - 2024-06-06)

Total Price USD 7,411.75

Terms & Conditions

<p><b>Sales Tax</b></p> <p>This price quote does not include applicable sales tax. The appropriate tax for your location will be added to your invoice. If your purchase qualifies for a tax-exempt status, please send us a copy of your Tax-Exempt Certificate. If no certificate is received at the time of order, JAMF Software, LLC ("Jamf") will charge the appropriate sales tax for your location.</p>	<p><b>License Agreement</b></p> <p>Jamf's standard Software License and Services Agreement or other applicable license agreement between the Ship-to Name entity/Customer and Jamf (either, the "License Agreement") and this Quote govern Customer's licensing of Jamf Software and Jamf's provision of Services indicated in this Quote. If there is a conflict between any terms on Customer's purchase order, schedule or other ordering document and the License Agreement, the License Agreement will control.</p>
<p><b>Submit POs To</b></p> <p>Purchasing@jamf.com - Fax: 612-332-9054</p>	<p><b>JumpStarts</b></p> <p>JumpStart and Onboarding services must be scheduled and completed within 12 months of purchase. Specifications can be found on Jamf's website.</p>
<p><b>Requirements</b></p> <p>The following information must be provided before an order can be</p>	<p><b>Payment Terms</b></p> <p>Net 30</p>

Quote # Q-700413  
Created Date 5/25/2023  
Expiration Date 6/7/2023



fulfilled: PO #, Quote #, complete Bill To address, Billing contact email address, complete Ship To address, Ship To contact email address, date, product description, currency, line items, quantity and payment terms as shown on the Jamf Quote, total purchase amount, and a copy of a tax exemption certificate (if applicable). Kindly submit POs to JAMF Software, LLC at the Corporate Address listed below. Should you have any queries or require further clarification, contact your Jamf contact.

Corporate Address Jamf  
100 S Washington Ave #1100  
Minneapolis, MN 55401 USA

# Coversheet

## Approval to continue agreement with Sora

**Section:** V. Consent Items  
**Item:** G. Approval to continue agreement with Sora  
**Purpose:**  
**Submitted by:**  
**Related Material:** Sora Cost Proposal.xlsx



## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Sora Cost Proposal.xlsx

# Coversheet

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

**Section:** VI. Action Items  
**Item:** C. Approval of Board Meetings Schedule for the 2023-2024 School Year  
**Purpose:**  
**Submitted by:**  
**Related Material:** Proposed\_Schedule\_2023-24.docx



## Reach Cyber Charter School 2023 – 2024 Meeting Schedule for Board of Directors

School Website: <http://www.reachcyber.org>

DATE	TIME	LOCATION*
Wednesday, July 19, 2023	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, August 16, 2023	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, September 20, 2023	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, October 18, 2023 <i>(In Person Retreat)</i>	9:00 a.m. – 11:00 a.m.	Best Western Premier The Central Hotel & Conference Center 800 East Park Drive Harrisburg, PA 17111
Wednesday, November 15, 2023	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, December 20, 2023 <i>Would the 13<sup>th</sup> be a better idea?</i>	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, January 17, 2024	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, February 21, 2024	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, March 15, 2024	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, April 17, 2024	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
Wednesday, May 15, 2024	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Annual Meeting</b> Wednesday, June 19, 2024	9:00 a.m. – 11:00 a.m.	750 East Park Drive, Suite 204 Harrisburg, PA 17111

All meetings are open to members of the public. For information about meetings or for members of the public who require special accommodations to attend, contact the School CEO at least 24 hours prior to the meeting.

Jane Swan, School CEO [jswan@reachcyber.org](mailto:jswan@reachcyber.org)  
(717) 704-8437

\* Subject to all federal and state mandates regarding public health and safety

# Coversheet

## Approval of Draft Budget for the 2022-2023 School Year

**Section:** VI. Action Items  
**Item:** D. Approval of Draft Budget for the 2022-2023 School Year  
**Purpose:**  
**Submitted by:**  
**Related Material:** Budget Narrative\_Changes from 1st draft for 6.21 Meeting.pdf  
Second Draft Budget 23-24.pdf

**REACH CYBER CHARTER SCHOOL  
2023-2024 Second Budget Draft  
Presented for Board Adoption June 21, 2023**

**Summary of changes from first draft budget:**

- **Adjusted budgeted Title I, II and IV funding per most recently announced preliminary allocations (net budget effect = \$200K)**
- **Adjusted staffing model for 48 additional positions as follows:**

<b>Existing Positions</b>	<b>1<sup>st</sup> Draft Budget # Staff</b>	<b>2<sup>nd</sup> Draft Budget # Staff</b>	<b>Net Change</b>
Elementary Teacher	132	127	-5
Middle School Teacher	69	73	4
High School/ Cr Recovery Teacher	93	102	9
High School Electives Teacher	21	23	2
Substitute Teacher	6	8	2
Special Education Teacher	87	103	16
Social Worker	7	8	1
School Psychologist	6	8	2
Speech Pathologist	21	25	4
Occupational Therapist	8	11	3
Applications Analyst	2	3	1
<b>NET CHANGE</b>			<b>39</b>

<b>New Positions</b>	<b>1<sup>st</sup> Draft Budget # Staff</b>	<b>2<sup>nd</sup> Draft Budget # Staff</b>	<b>Net Change</b>
Robotics Coordinator	0	1	1
Hydroponics Coordinator	0	1	1
Asst Principal Curriculum/ Careers	0	1	1
Administrative Asst II- Executive Office	0	2	2
Driver	0	2	2
Administrative Asst I- Technology	0	1	1
HR Assistant	0	1	1
<b>NET CHANGE</b>			<b>9</b>

**REACH CYBER CHARTER SCHOOL  
2023-2024 Second Budget Draft  
Presented for Board Adoption June 21, 2023**

- **Reclassified positions to align with PDE recommended budget functions:**

<b>Position</b>	<b>1<sup>st</sup> Draft Budget Function</b>	<b>2<sup>nd</sup> Draft Budget Function</b>
Child Find Specialist	Instructional	Support Services
Related Services Coordinator	Instructional	Support Services
Related Services Specialist	Instructional	Support Services
Director of Teaching and Learning	Support Svcs- Admin	Support Svcs- Instruction
Director of Family Services	Support Svcs- Admin	Community Services
Manager of Family Services	Support Svcs- Admin	Community Services
Family Mentor	Support Svcs- Admin	Community Services
Family Mentor Department Chair	Support Svcs- Admin	Community Services

- **Added \$100K for future salary adjustments/ alignment of compensation to duties**
- **Added \$3.4M for curriculum purchases not accounted for in 1<sup>st</sup> draft budget**
- **Added \$3.5M for purchase of writing peripherals for all students**

REACH CYBER CHARTER SCHOOL  
 2023-2024 SECOND BUDGET DRAFT  
 Presented for Board adoption June 21, 2023

	Fiscal Year Ending 6/30/23 YTD Actual through 5/31/2023	Fiscal Year Ending 6/30/23 Forecast as of 5/31/2023	2023/2024 Draft Budget
<b>Revenues:</b>			
Function 6000- Local Sources	\$ 110,915,835	\$ 121,781,028	\$ 140,426,615
Function 7000- State Sources	\$ 12,360	\$ 157,360	\$ 147,500
Function 8000- Federal Sources	\$ 11,741,251	\$ 14,556,591	\$ 15,404,455
<b>TOTAL REVENUES</b>	<b>\$ 122,669,446</b>	<b>\$ 136,494,979</b>	<b>\$ 155,978,570</b>
<b>Expenditures:</b>			
<b>Function 1000- Regular Instructional Programs</b>			
100- Salaries	\$ 25,805,917	\$ 34,396,948	\$ 40,705,453
200- Employee Benefits	\$ 7,358,819	\$ 10,198,695	\$ 12,069,167
300- Purchased Professional and Tech Svcs (Note)	\$ 33,532,375	\$ 37,032,632	\$ 7,536,000
400- Purchased Property Services	\$ 221,510	\$ 302,829	\$ 315,000
500- Other Purchased Services	\$ 2,168,720	\$ 2,908,712	\$ 6,233,000
600- Supplies (Note)	\$ 5,615,703	\$ 11,179,481	\$ 10,359,000
700- Property	\$ 254,394	\$ 254,394	\$ 55,000
800- Dues, Fees and Other	\$ 2,611	\$ 1,321	\$ 1,500
<b>Subtotal 1000- Regular Instructional Programs</b>	<b>\$ 74,960,049</b>	<b>\$ 96,275,013</b>	<b>\$ 77,274,120</b>
<b>Function 2000- Support Services</b>			
100- Salaries	\$ 16,391,892	\$ 19,232,064	\$ 22,030,119
200- Employee Benefits	\$ 5,057,542	\$ 5,702,307	\$ 6,531,930
300- Purchased Professional and Tech Svcs (Note)	\$ 4,162,120	\$ 3,260,344	\$ 1,876,375
400- Purchased Property Services (Note)	\$ 738,000	\$ 852,627	\$ 867,994
500- Other Purchased Services	\$ 747,066	\$ 972,202	\$ 2,924,614
600- Supplies	\$ 973,593	\$ 2,170,359	\$ 2,900,250
700- Property	\$ 1,643,580	\$ -	\$ -
800- Dues, Fees and Other	\$ 154,741	\$ 143,919	\$ 143,125
<b>Subtotal 2000- Support Services</b>	<b>\$ 29,868,534</b>	<b>\$ 32,333,823</b>	<b>\$ 37,274,407</b>
<b>Function 3000- Noninstructional Student/Community Svcs</b>			
100- Salaries	\$ -	\$ -	\$ 5,907,466
200- Employee Benefits	\$ -	\$ -	\$ 1,751,564
300- Purchased Professional and Tech Svcs	\$ 11,245	\$ 25,400	\$ 45,000
400- Purchased Property Services	\$ 37,215	\$ 106,483	\$ 186,000
500- Other Purchased Services	\$ 51,199	\$ 27,913	\$ 42,500
600- Supplies	\$ 2,410,537	\$ 2,623,129	\$ 4,699,000
800- Dues, Fees and Other	\$ 144,319	\$ 207,762	\$ 265,000
<b>Subtotal 3000- Noninstructional Services</b>	<b>\$ 2,654,515</b>	<b>\$ 2,990,687</b>	<b>\$ 12,896,530</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 107,483,098</b>	<b>\$ 131,599,522</b>	<b>\$ 127,445,057</b>
<b>PROJECTED 22-23 NET INCOME</b>		<b>\$ 4,895,457</b>	
<b>PROJECTED 23-24 NET INCOME</b>			<b>\$ 28,533,513</b>

Note: 22/23 YTD actual amounts and projections include over \$40 million in fees paid to Pearson Education. The education management partnership between Reach and Pearson will end 6/30/23, therefore the 23/24 budget does not include

**REACH CYBER CHARTER SCHOOL 2022-2023 SECOND DRAFT BUDGET**

**PROJECTED ENROLLMENT AND REVENUE**

Presented for Board adoption June 21, 2023

	Fiscal Year Ending 6/30/23 YTD Actual through 5/31/2023	Fiscal Year Ending 6/30/23 Forecast as of 5/31/2023	2023/2024 Draft Budget
<b>REVENUE:</b>			
<b>Local Sources:</b>			
6500- Interest Income/ Unrealized Gain or Loss on Investments	\$ 663,922	\$ 724,279	\$ 800,000
6832- Pass-through Federal Funding IDEA-B	\$ 705,403	\$ 1,551,723	\$ 1,551,723
6834- Pass-through Federal Funding IDEA Preschool	\$ 2,827	\$ 2,827	\$ 2,827
6944- Regular Education Tuition	\$ 62,364,886	\$ 68,034,421	\$ 78,847,615
6943- Special Education Tuition	\$ 47,168,652	\$ 51,456,711	\$ 59,216,950
6999- Miscellaneous Income	\$ 10,145	\$ 11,067	\$ 7,500
<b>Total Local Sources</b>	<b>\$ 110,915,835</b>	<b>\$ 121,781,028</b>	<b>\$ 140,426,615</b>
<b>State Sources:</b>			
7330- State Health Reimbursement	\$ -	\$ 145,000	\$ 145,000
7599- Other State Revenue	\$ 3,750	\$ 3,750	\$ -
7990- E-Rate and Other Technology Grants	\$ 8,610	\$ 8,610	\$ 2,500
<b>Total State Sources</b>	<b>\$ 12,360</b>	<b>\$ 157,360</b>	<b>\$ 147,500</b>
<b>Federal &amp; Other Program Funding (1):</b>			
8514- CSI	\$ 82,716	\$ 89,079	\$ 89,079
8514- Title I	\$ 2,778,251	\$ 2,969,812	\$ 3,204,131
8515- Title II	\$ 231,044	\$ 265,710	\$ 263,118
8516- Title III	\$ -	\$ 7,288	\$ 7,288
8517- Title IV	\$ 225,166	\$ 236,230	\$ 232,494
8743- ESSER II	\$ 1,585,679	\$ 1,585,679	\$ -
8744- ESSER III	\$ 6,392,324	\$ 8,672,909	\$ 11,177,560
8751- ARP ESSER Learning Loss	\$ 311,946	\$ 414,285	\$ 430,785
8752- ARP ESSER Summer Programs	\$ 62,389	\$ 121,953	\$ 34,879
8753- ARP ESSER After School Programs	\$ 62,390	\$ 139,514	\$ 104,464
8754- ARP ESSER Homeless C&Y	\$ 9,346	\$ 54,132	\$ -
<b>Total Federal Sources</b>	<b>\$ 11,741,251</b>	<b>\$ 14,556,591</b>	<b>\$ 15,404,455</b>
<b>TOTAL REVENUE ALL SOURCES</b>	<b>\$ 122,669,446</b>	<b>\$ 136,494,979</b>	<b>\$ 155,978,570</b>

<b>Enrollment and Tuition Rate Assumptions</b>			
	22/23 ADMs (2)	Percentage of population	Projected 2023/2024
Elementary	2,183	32%	2,686
Middle School	1,704	25%	2,096
High School	3,022	44%	3,718
	6,909	100%	8,500
	<b>23/24 Enrollment Projection</b>		<b>8,500</b>
Special Education Population		23%	1,955

Revenue Source	Annual Base Rate (3)	Enrollment	Budgeted Revenue
Regular Ed Funding	\$12,047	6,545	78,847,615
Special Ed Funding	\$30,290	1,955	59,216,950
			138,064,565

**Notes:**

- (1) 23/24 allocations not yet available for Title III and IDEA funds; Projections based on 22/23 final allocations
- (2) Current enrollment levels based on 5/5/23 metrics
- (3) Weighted average tuition rates based on weighted average rates as of 5/5/23



**REACH CYBER CHARTER SCHOOL 2023-2024 STAFFING MODEL  
INSTRUCTIONAL STAFF (1000 FUNCTION)**

Presented for Board adoption June 21, 2023

	Current Authorized Positions 22-23	23-24 Budgeted Positions	New Positions	Avg 23-24 Salary	Total 23-24 Salaries
<b><u>Instructional Staff Base Compensation</u></b>					
<i>Regular Programs (1100 Function):</i>					
Elementary Teachers (K-5)	132.0	127.0	(5.00)	\$ 63,374	\$ 8,048,452
Middle School Teachers (6-8)	71.0	73.0	2.00	\$ 63,330	\$ 4,623,113
High School/ Cr Recovery Teachers (9-12)	92.0	102.0	10.00	\$ 65,824	\$ 6,714,099
Elective Teachers (K-5)	22.0	22.0	0.00	\$ 65,982	\$ 1,451,598
Elective Teachers (6-8)	9.0	10.0	1.00	\$ 65,982	\$ 659,817
Elective Teachers (9-12)	21.0	23.0	2.00	\$ 65,982	\$ 1,517,580
Substitute Teachers	6.0	8.0	2.00	\$ 53,000	\$ 424,000
ELL Teachers	4.0	5.0	1.00	\$ 63,691	\$ 318,455
Math/Reading/Intervention Specialists	30.0	36.0	6.00	\$ 66,651	\$ 2,399,420
Veterinary Technician	1.0	1.0	0.00	\$ 72,541	\$ 72,541
Carpentry Program Coordinator	1.0	1.0	0.00	\$ 55,618	\$ 55,618
Cosmetology Coordinator	1.0	1.0	0.00	\$ 68,900	\$ 68,900
Career Readiness Teachers	3.0	4.0	1.00	\$ 63,070	\$ 252,280
Robotics Coordinator	0.0	1.0	1.00	\$ 65,686	\$ 65,686
Hydroponics Coordinator	0.0	1.0	1.00	\$ 65,686	\$ 65,686
STEM Teachers	4.0	6.0	2.00	\$ 64,596	\$ 387,578
	397.0	421.0	24.00		\$ 27,124,824
<i>Special Programs (1200 Function):</i>					
Special Education Teachers K-5	21.0	21.0	0.00	\$ 65,671	\$ 1,379,081
Special Education Teachers 6-8	27.0	27.0	0.00	\$ 65,671	\$ 1,773,104
Special Education Teachers 9-12	38.0	59.0	21.00	\$ 65,671	\$ 3,874,560
Permanent Special Education Subs	2.0	9.0	7.00	\$ 53,000	\$ 477,000
Work Experience Facilitator	2.0	2.0	0.00	\$ 65,750	\$ 131,499
Paraprofessional Special Education	4.0	8.0	4.00	\$ 46,832	\$ 374,657
Gifted Teacher	3.0	3.0	0.00	\$ 67,724	\$ 203,171
	97.0	129.0	32.00		\$ 8,213,072
<i>Other Instructional Programs (1400 Function):</i>					
State Testing Specialist	1.0	1.0	0.00	\$ 55,177	\$ 55,177
School Assessment Coordinator	1.0	1.0	0.00	\$ 66,780	\$ 66,780
	2.0	2.0	0.00		\$ 121,957
<b>Subtotal Instructional Staff Regular Compensation</b>	<b>496.0</b>	<b>552.0</b>	<b>56.0</b>		<b>\$ 35,459,853</b>
<b><u>Other Instructional Compensation</u></b>					
Bonuses for returning staff					\$ 4,247,000
Bonuses for new positions					\$ 84,000
Professional Advancements-18 Captains (\$2,700 each)					\$ 48,600
Professional Advancements- 27 Department Chairs (\$6,000 each)					\$ 162,000
Additional Certification/ STEM Endorsement Stipends					\$ 40,000
Teacher Mentor Stipends (30@\$1,000 each)					\$ 30,000
Club Advisor Stipends					\$ 23,000
Other Extra Duty Stipends (Interim Duties, State Testing, STEM Camp, etc.)					\$ 246,000
Summer Instruction and Support					\$ 365,000
<b>Subtotal Instructional Staff Other Compensation</b>					<b>\$ 5,245,600</b>
<b>TOTAL INSTRUCTIONAL SALARIES (100 OBJECT)</b>					<b>\$ 40,705,453</b>
Taxes					\$ 3,113,967
Retirement					\$ 2,035,273
Tuition Reimbursement					\$ 407,055
Group Insurance and Other Benefits					\$ 6,512,873
<b>TOTAL INSTRUCTIONAL BENEFITS (200 OBJECT)</b>					<b>\$ 12,069,167</b>

**REACH CYBER CHARTER SCHOOL 2023-2024 STAFFING MODEL  
SUPPORT/ADMINISTRATIVE STAFF (2000 FUNCTION)**

Presented for Board adoption June 21, 2023

70313.33333

	Current Authorized Positions 22-23	23-24 Budgeted Positions	New Positions	Avg 23-24 Salary	Total 23-24 Salaries
<b>Support/Administrative Staff Base Compensation</b>					
<u>Support Services Students (2100 Function):</u>					
Director of Counseling	1.0	1.0	0.0	\$ 103,966	\$ 103,966
Manager of Counseling	1.0	1.0	0.0	\$ 80,850	\$ 80,850
Coordinator of Counseling	1.0	1.0	0.0	\$ 79,178	\$ 79,178
School Counselors k-5	8.0	8.0	0.0	\$ 64,468	\$ 515,740
School Counselors 6-8	9.0	9.0	0.0	\$ 64,468	\$ 580,208
School Counselors 9-12	13.0	13.0	0.0	\$ 64,468	\$ 838,078
Manager of Social Work	1.0	1.0	0.0	\$ 79,296	\$ 79,296
School Social Workers	7.0	8.0	1.0	\$ 65,385	\$ 523,077
Administrative Assistant II- Counseling	3.0	3.0	0.0	\$ 54,876	\$ 164,629
School Psychologist	6.0	8.0	2.0	\$ 74,466	\$ 595,728
Speech Pathologist	16.0	25.0	9.0	\$ 67,928	\$ 1,698,194
Board Certified Behavior Analyst	0.0	2.0	2.0	\$ 64,000	\$ 128,000
Mental Health Counselors	0.0	2.0	2.0	\$ 60,000	\$ 120,000
Child Find Specialist	1.0	1.0	0.00	\$ 75,790	\$ 75,790
Related Services Specialist	1.0	1.0	0.00	\$ 66,020	\$ 66,020
Related Services Coordinator	1.0	1.0	0.00	\$ 78,509	\$ 78,509
Director of Career Readiness	1.0	1.0	0.0	\$ 111,267	\$ 111,267
Assistant Principal Curriculum/Careers	0.0	1.0	1.0	\$ 94,288	\$ 94,288
Mgr Career Readiness	2.0	2.0	0.0	\$ 79,181	\$ 158,362
Coordinator Career Experience	7.0	7.0	0.0	\$ 69,831	\$ 488,820
Coordinator Career Exploration	1.0	2.0	1.0	\$ 63,600	\$ 127,200
Director of MTSS	1.0	1.0	0.0	\$ 105,924	\$ 105,924
Manager RTI	2.0	2.0	0.0	\$ 92,619	\$ 185,238
Director of Enrollment	1.0	1.0	0.0	\$ 84,105	\$ 84,105
Enrollment Specialist	14.0	14.0	0.0	\$ 49,046	\$ 686,639
Manager of State Attendance	1.0	1.0	0.0	\$ 71,224	\$ 71,224
Manager of State Reporting	1.0	1.0	0.0	\$ 80,192	\$ 80,192
Attendance Coordinator	1.0	1.0	0.0	\$ 59,453	\$ 59,453
Truancy Officer	5.0	5.0	0.0	\$ 63,839	\$ 319,193
Administrative Assistant II- Attendance	4.0	4.0	0.0	\$ 53,171	\$ 212,684
<b>Subtotal Support Services Students (2100 Function)</b>	<b>110.0</b>	<b>128.0</b>	<b>18.0</b>		<b>\$ 8,511,854</b>
<u>Support Services Instructional Staff (2200 Function):</u>					
Director of Teaching and Learning	1.0	1.0	0.0	\$ 126,473	\$ 126,473
Curriculum Coordinator	4.0	4.0	0.0	\$ 75,433	\$ 301,733
Director of Special Education	1.0	1.0	0.0	\$ 126,187	\$ 126,187
Assistant Director of Special Education	2.0	2.0	0.0	\$ 110,354	\$ 220,707
Supervisor of Special Education	5.0	5.0	0.0	\$ 87,514	\$ 437,570
Administrative Assistant II- Special Education	4.0	4.0	0.0	\$ 58,708	\$ 234,831
Instructional Coaches (K-12)	9.0	9.0	0.0	\$ 71,665	\$ 644,986
Instructional Coach- STEM	13.0	13.0	0.0	\$ 71,057	\$ 923,737
Professional Development Coordinator	1.0	1.0	0.0	\$ 78,509	\$ 78,509
Professional Development Manager	1.0	1.0	0.0	\$ 80,640	\$ 80,640
<b>Subtotal Support Services Instructional Staff (2200 Function)</b>	<b>41.0</b>	<b>41.0</b>	<b>0.0</b>		<b>\$ 3,175,373</b>
<u>Support Services Administration (2300 Function):</u>					
Chief Executive Officer	1.0	1.0	0.0	\$ 216,300	\$ 216,300
Chief Academic Officer	1.0	1.0	0.0	\$ 131,880	\$ 131,880
Chief Operations Officer	1.0	1.0	0.0	\$ 132,825	\$ 132,825
Manager of School Office	1.0	1.0	0.0	\$ 84,077	\$ 84,077
Manager of Fulfillment	0.0	1.0	1.0	\$ 77,000	\$ 77,000
Executive Administrative Assistant	0.0	2.0	2.0	\$ 54,975	\$ 109,950
Administrative Assistant I- School Office	10.0	10.0	0.0	\$ 47,799	\$ 477,987
Administrative Assistant II- School Office	3.0	3.0	0.0	\$ 54,975	\$ 164,925
Clerical Office Assistant	0.0	1.0	1.0	\$ 6,240	\$ 6,240
Board and Legislative Liaison	1.0	1.0	0.0	\$ 78,750	\$ 78,750
<i>continued on next page</i>					

**Support/ Administrative Staff continued on next page**

**REACH CYBER CHARTER SCHOOL 2023-2024 STAFFING MODEL  
SUPPORT/ADMINISTRATIVE STAFF (2000 FUNCTION Continued)**

Presented for Board adoption June 21, 2023

	Current Authorized Positions 22-23	23-24 Budgeted Positions	New Positions	Avg 23-24 Salary	Total 23-24 Salaries
<b>Support/Administrative Staff Base Compensation continued</b>					
<i>Support Services Administration (2300 Function) continued:</i>					
Director of School Outreach	1.0	1.0	0.0	\$ 98,462	\$ 98,462
Manager of School Outreach	1.0	1.0	0.0	\$ 79,637	\$ 79,637
Manager of External Outreach	1.0	1.0	0.0	\$ 88,000	\$ 88,000
Regional Community Coordinator	5.0	6.0	1.0	\$ 55,634	\$ 333,805
Supervisor of Social Media	1.0	1.0	0.0	\$ 76,041	\$ 76,041
Social Media Coordinator	1.0	3.0	2.0	\$ 62,400	\$ 187,200
Administrative Assistant- Outreach	1.0	1.0	0.0	\$ 53,430	\$ 53,430
Principal (one per grade level)	3.0	3.0	0.0	\$ 106,698	\$ 320,094
Assistant Principal (K-5)	7.0	7.0	0.0	\$ 94,288	\$ 660,017
Assistant Principal (6-8)	3.0	3.0	0.0	\$ 94,288	\$ 282,864
Assistant Principal (9-12)	5.0	5.0	0.0	\$ 94,288	\$ 471,440
Math Improvement Facilitator	2.0	2.0	0.0	\$ 83,685	\$ 167,370
Director of STEM Education	1.0	1.0	0.0	\$ 111,100	\$ 111,100
Manager of STEM Education	1.0	1.0	0.0	\$ 87,384	\$ 87,384
STEM Camp Coordinator	1.0	1.0	0.0	\$ 77,848	\$ 77,848
Driver	0.0	2.0	2.0	\$ 50,000	\$ 100,000
Administrative Assistant II- STEM	1.0	1.0	0.0	\$ 58,961	\$ 58,961
<b>Subtotal Support Services Administration (2300 Function)</b>	<b>53.0</b>	<b>62.0</b>	<b>9.0</b>		<b>\$ 4,733,588</b>
<i>Support Services Pupil Health (2400 Function):</i>					
Occupational Therapist	7.0	11.0	4.0	\$ 69,862	\$ 768,484
Occupational Therapist- COTA	0.0	2.0	2.0	\$ 51,000	\$ 102,000
Manager of School Nursing	1.0	1.0	0.0	\$ 75,556	\$ 75,556
School Nurse	6.0	6.0	0.0	\$ 61,881	\$ 371,284
<b>Subtotal Support Services Pupil Health (2400 Function)</b>	<b>14.0</b>	<b>20.0</b>	<b>6.0</b>		<b>\$ 1,317,324</b>
<i>Support Services Business (2500 Function):</i>					
Director of Finance	1.0	1.0	0.0	\$ 110,250	\$ 110,250
Coordinator of Payroll	1.0	1.0	0.0	\$ 72,000	\$ 72,000
Billing Associate	1.0	1.0	0.0	\$ 56,099	\$ 56,099
Accounting Specialist	2.0	2.0	0.0	\$ 69,390	\$ 138,780
Staff Accountant	2.0	2.0	0.0	\$ 63,600	\$ 127,200
Federal Programs Manager	1.0	1.0	0.0	\$ 84,000	\$ 84,000
<b>Subtotal Support Services Business (2500 Function)</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>		<b>\$ 588,329</b>
<i>Support Services Central (2800 Function):</i>					
Director of Technology	1.0	1.0	0.0	\$ 119,333	\$ 119,333
Server Engineer	1.0	1.0	0.0	\$ 90,100	\$ 90,100
Associate Information Security Engineer	1.0	1.0	0.0	\$ 66,250	\$ 66,250
Associate Inventory and Project Coordinator	1.0	1.0	0.0	\$ 68,900	\$ 68,900
Webmaster	1.0	1.0	0.0	\$ 90,100	\$ 90,100
Desktop Technician	3.0	5.0	2.0	\$ 79,500	\$ 397,500
Desktop Support Manager	1.0	1.0	0.0	\$ 92,500	\$ 92,500
Applications Analyst	2.0	3.0	1.0	\$ 79,500	\$ 238,500
Admin Assistant- Technology	0.0	1.0	1.0	\$ 47,799	\$ 47,799
Director of Human Resources	1.0	1.0	0.0	\$ 104,843	\$ 104,843
Manager of Organizational Effectiveness and Belonging	1.0	1.0	0.0	\$ 86,625	\$ 86,625
Manager of Employee Benefits	1.0	1.0	0.0	\$ 76,605	\$ 76,605
HR Coordinator	1.0	1.0	0.0	\$ 53,170	\$ 53,170
Talent Acquisition Specialist	1.0	1.0	0.0	\$ 65,720	\$ 65,720
HR Specialist	2.0	2.0	0.0	\$ 67,114	\$ 134,228
HR Assistant	0.0	1.0	1.0	\$ 40,000	\$ 40,000
Dir of Data/ Student ASMT	1.0	1.0	0.0	\$ 110,164	\$ 110,164
Data Coordinator	1.0	1.0	0.0	\$ 81,564	\$ 81,564
Educational Tech Splst	1.0	1.0	0.0	\$ 75,075	\$ 75,075
<b>Subtotal Support Services Central (2800 Function)</b>	<b>21.0</b>	<b>26.0</b>	<b>5.0</b>		<b>\$ 827,993</b>
<b>Subtotal Support/Administrative Staff Regular Compensation</b>	<b>247.0</b>	<b>285.0</b>	<b>38.0</b>		<b>\$ 19,154,459</b>
<b>Other Support/Administrative Staff Compensation</b>					
Bonuses for returning staff					\$ 2,592,960
Bonuses for new positions					\$ 57,000
Salary Adjustments					\$ 100,000
Professional Advancements-6 Captains (\$2,700 each)					\$ 16,200
Additional Certification/ STEM Endorsement Stipends					\$ 10,000
Mentor Stipends (5@\$1,000 each)					\$ 5,000
Homelessness Liaison Stipend					\$ 2,500
NHS/ NJHS Advisor Stipends (\$2,000 each)					\$ 4,000
Other Extra Duty Stipends (State Testing, STEM Camp, etc.)					\$ 36,000
Summer Support					\$ 52,000
<b>Subtotal Instructional Staff Other Compensation</b>					<b>\$ 2,875,660</b>
<b>TOTAL SUPPORT/ADMINISTRATIVE SALARIES (100 OBJECT)</b>					<b>\$ 22,030,119</b>
Taxes					\$ 1,685,304
Retirement					\$ 1,101,506
Tuition Reimbursement					\$ 220,301
Benefits					\$ 3,524,819
<b>TOTAL SUPPORT/ADMINISTRATIVE BENEFITS (200 OBJECT)</b>					<b>\$ 6,531,930</b>

**REACH CYBER CHARTER SCHOOL 2023-2024 STAFFING MODEL  
OPERATION OF NON-INSTRUCTIONAL SERVICES (3000 FUNCTION)**

Presented for Board adoption June 21, 2023

	<b>Current Authorized Positions 22-23</b>	<b>23-24 Budgeted Positions</b>	<b>New Positions</b>	<b>Avg 23-24 Salary</b>	<b>Total 23-24 Salaries</b>
<b><u>Community Services (3300 Function):</u></b>					
Director of Family Services	2.0	2.0	0.0	\$ 89,406	\$ 178,813
Manager of Family Services	2.0	2.0	0.0	\$ 76,732	\$ 153,464
Family Mentor	78.0	78.0	0.0	\$ 62,455	\$ 4,871,521
<b>Total Operation of Non-instructional Services</b>	<b>82.0</b>	<b>82.0</b>	<b>0.00</b>		<b>\$ 5,203,798</b>
<b><u>Other Non-Instructional Services Compensation</u></b>					
Bonuses for returning staff					\$ 665,168
Professional Advancements- 5 Captains (\$2,700 each)					\$ 13,500
Other Extra Duty Stipends (Interim Duties, State Testing, STEM Camp, etc.)					\$ 10,000
Summer Instruction and Support					\$ 15,000
<b>Subtotal Instructional Staff Other Compensation</b>					<b>\$ 703,668</b>
<b>TOTAL NON-INSTRUCTIONAL SERVICES SALARIES (100 OBJECT)</b>					<b>\$ 5,907,466</b>
Taxes					\$ 451,921
Retirement					\$ 295,373
Tuition Reimbursement					\$ 59,075
Group Insurance and Other Benefits					\$ 945,195
<b>TOTAL NON-INSTRUCTIONAL SERVICES BENEFITS (200 OBJECT)</b>					<b>\$ 1,751,564</b>

**REACH CYBER CHARTER SCHOOL  
2023-2024 SECOND DRAFT BUDGET  
Non-Personnel Related School Expenditures  
Instructional Services (1000 FUNCTION)  
Presented for Board adoption June 21, 2023**

	FY 22/23 forecast as of 5/31/2023 (excluding Pearson fees)	<b>2023-2024 Draft Budget</b>
Purchased Professional and Technical Services:		
9323 - Professional Educational Services	\$ 31,702	\$ <b>3,600,000</b>
9329 - Other Purchased Professional Educational Services	\$ 458,271	\$ <b>875,000</b>
9330 - Other Purchased Professional Services	\$ 2,554,023	\$ <b>2,761,000</b>
9330 - Other Purchased Professional and Technical Services	\$ 212,889	\$ <b>300,000</b>
Subtotal- Purchased Professional and Technical Services	\$ 3,256,885	\$ <b>7,536,000</b>
Purchased Property Services:		
9440 - Facility Rentals	\$ 302,829	\$ <b>315,000</b>
Subtotal- Purchased Property Services	\$ 302,829	\$ <b>315,000</b>
Other Purchased Services:		
9530 - Communications	\$ 1,351,178	\$ <b>3,050,250</b>
9550 - Printing and Binding	\$ 9,655	\$ <b>10,000</b>
9569 - Tuition to Other Educational Agencies	\$ 252,062	\$ <b>1,600,000</b>
9580 - Travel	\$ 57,242	\$ <b>72,750</b>
9599 - Other Miscellaneous Purchased Services	\$ 1,238,575	\$ <b>1,500,000</b>
Subtotal- Other Purchased Services	\$ 2,908,712	\$ <b>6,233,000</b>
Supplies:		
9610 - General Supplies	\$ 1,522,006	\$ <b>4,720,000</b>
9635 - Meals and Refreshments	\$ 4,855	\$ <b>5,000</b>
9640 - Books and Periodicals	\$ 96,733	\$ <b>109,000</b>
9650 - Other Technology Related Supplies and Fees	\$ 4,693,420	\$ <b>5,525,000</b>
Subtotal- Supplies	\$ 6,317,015	\$ <b>10,359,000</b>
Property:		
9750 - Acquisition of New Fixed Assets and Equipment	\$ 254,394	\$ <b>55,000</b>
Subtotal- Property	\$ 254,394	\$ <b>55,000</b>
Other Objects:		
9810 - Dues and Fees	\$ 1,321	\$ <b>1,500</b>
Subtotal- Other	\$ 1,321	\$ <b>1,500</b>
Total Support Services Expenditures- Non personnel related	\$ 13,041,157	\$ <b>24,499,500</b>

**Instructional Services include all activities relating to direct interaction between instructors and students. Specific departmental budgets include the following:**

- a) Special Education Instruction \$4.8 million- Related services required by student IEPs, assistive technology, instructional software subscriptions**
- b) STEM instruction \$5.7 million- Materials, warehousing and shipment of STEM kits, other STEM initiatives such as technology subscriptions, camps, and other supplies**
- c) Career Readiness Instruction \$1.9 million- Tuition/fees for student participation in career programs, badging software, career program supplies, elementary student career kits**
- d) All other regular instruction and state testing venue rental/ supplies \$12.1 million, including \$2.5 million for student technology stipend payments to households, \$4.5 million for curriculum and instructional**

**REACH CYBER CHARTER SCHOOL  
2023-2024 SECOND DRAFT BUDGET  
Non-Personnel Related School Expenditures  
Support Services (2000 FUNCTION)  
Presented for Board adoption June 21, 2023**

	FY 22/23 forecast as of 5/31/2023 (excluding Pearson fees)	<b>2023-2024 Draft Budget</b>
Purchased Professional and Technical Services:		
9329 - Other Purchased Professional Educational Services	\$ 3,694	\$ 3,750
9330 - Other Purchased Professional Services	\$ 227,016	\$ 320,000
9340 - Other Purchased Technical Services	\$ 298,889	\$ 1,220,500
9350 -Purchased Security/ Safety Services	\$ 11,914	\$ 17,500
9360 - Other Employee Training and Development Services	\$ 183,926	\$ 214,625
9390 - Other Purchased Professional and Technical Services	\$ 38,746	\$ 100,000
Subtotal- Purchased Professional and Technical Services	<u>\$ 764,185</u>	<u>\$ 1,876,375</u>
Purchased Property Services:		
9410 - Cleaning Services	\$ 60,309	\$ 60,000
9420 - Utility Services	\$ 1,644	\$ 2,000
9430 - Repairs and Maintenance	\$ 13,898	\$ 15,750
9440 - Rentals	\$ 745,416	\$ 782,494
9490 - Other Purchased Property Services	\$ 6,360	\$ 7,750
Subtotal- Purchased Property Services	<u>\$ 827,627</u>	<u>\$ 867,994</u>
Other Purchased Services:		
9510 - Student Transportation Services	\$ 120,777	\$ 135,000
9523 - General Property and Liability Insurance	\$ 86,620	\$ 100,000
9530 - Communications	\$ 125,360	\$ 285,614
9549 - Other Advertising/ Public Relations	\$ 199,573	\$ 1,670,500
9550 - Printing and Binding	\$ 29,156	\$ 45,000
9580 - Travel	\$ 355,593	\$ 375,000
9599 - Other Miscellaneous Purchased Services	\$ 55,125	\$ 313,500
Subtotal- Other Purchased Services	<u>\$ 972,202</u>	<u>\$ 2,924,614</u>
Supplies:		
9610 - General Supplies	\$ 198,451	\$ 543,900
9635 - Meals and Refreshments	\$ 21,620	\$ 26,250
9640 - Books and Periodicals	\$ 3,820	\$ 4,200
9650 - Other Technology Related Supplies and Fees	\$ 1,946,470	\$ 2,325,900
Subtotal- Supplies	<u>\$ 2,170,359</u>	<u>\$ 2,900,250</u>
Property:		
9740 - Depreciation of Existing Fixed Assets	\$ -	\$ -
9750 - Acquisition of New Fixed Assets and Equipment	\$ -	\$ -
Subtotal- Property	<u>\$ -</u>	<u>\$ -</u>
Other Objects:		
9810 - Dues and Fees	\$ 143,919	\$ 143,125
Subtotal- Other	<u>\$ 143,919</u>	<u>\$ 143,125</u>
Total Support Services Expenditures- Non personnel related	<u>\$ 4,878,293</u>	<u>\$ 8,712,358</u>

**Support Services include all activities relating to administrative and technical support to enhance and assist instruction and the school's mission. Specific departmental budgets include the following:**

- a) Instructional Technology Support \$900,000- Student technology, communications and subscriptions**
- b) Central Staffwide Technology Support \$1.4 million- Infrastructure, Environment, Technical Support**
- c) Community Relations Services \$2.3 million- External outreach partnerships, services, and supplies**
- d) All other support services \$4.1 million- Includes School Administrative and Executive offices, Counseling, Social Work, Attendance, Health Services, Business, Professional Development, and Human Resources**

**REACH CYBER CHARTER SCHOOL**  
**2023-2024 SECOND DRAFT BUDGET**  
**Non-Personnel Related School Expenditures**  
**Non-Instructional Services (3000 FUNCTION)**  
**Presented for Board adoption June 21, 2023**

	FY 22/23 forecast as of 5/31/2023	<b>2023-2024 Draft Budget</b>
Purchased Professional and Technical Services:		
9390 - Other Purchased Professional and Technical Services	\$ 25,400	\$ 45,000
Subtotal- Purchased Professional and Technical Services	\$ 25,400	\$ 45,000
Purchased Property Services:		
9420 - Utility Services	\$ 1,910	\$ 5,000
9440 - Rentals	\$ 103,993	\$ 180,000
9490 - Other Purchased Property Services	\$ 579	\$ 1,000
Subtotal- Purchased Property Services	\$ 106,483	\$ 186,000
Other Purchased Services:		
9530 - Communications	\$ 2,033	\$ 2,500
9580 - Travel	\$ 14,413	\$ 15,000
9599 - Other Miscellaneous Purchased Services	\$ 11,467	\$ 25,000
Subtotal- Other Purchased Services	\$ 27,913	\$ 42,500
Supplies:		
9610 - General Supplies	\$ 2,618,558	\$ 4,680,000
9622 - Electricity	\$ -	\$ 7,500
9635 - Meals and Refreshments	\$ 4,000	\$ 10,000
9640 - Books and Periodicals	\$ -	\$ 1,000
9650 - Other Technology Related Supplies and Fees	\$ 570	\$ 500
Subtotal- Supplies	\$ 2,623,129	\$ 4,699,000
Other Objects:		
9894 - Fees for Instruction Related Events	\$ 122,044	\$ 150,000
9895 - Fees for district athletic and activity participation	\$ 12,552	\$ 25,000
9896 - Fees for Social Outreach Events	\$ 73,166	\$ 90,000
Subtotal- Other	\$ 207,762	\$ 265,000
Total Non-Instructional Services Expenditures- Non personnel related	\$ 2,990,687	\$ 5,237,500

**Non-Instructional Services include school-sponsored student activities such as Back to School events, school clubs, prom, and student participation in district athletics and extracurricular activities. These services also include community outreach administered by parent Community Coordinators, and benevolent giving initiatives such as "Sunshine Funds" that benefit families in need. Our largest benevolent giving initiative involves providing grocery certificates to all Reach households on a periodic basis in order to help provide food stability to our students for their overall success and well being.**

## Coversheet

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

**Section:** VI. Action Items  
**Item:** E. Approval of GDC invoice for ViewSonic Monitors /Dell Docks/Logitech  
Combo  
**Purpose:**  
**Submitted by:**  
**Related Material:** Global\_Data\_Consultants\_LLC.021886.v1.3.pdf





## **ViewSonic Monitors /Dell Docks/Logitech Combo**

Quote # 021886

Version 1

Prepared for:

### **Reach Cyber Charter School**

Rachael Graver

[rgraver@reachcyber.org](mailto:rgraver@reachcyber.org)

750 East Park Dr suite 204

Harrisburg, PA 17111



Global Data Consultants LLC  
 4530 Lena Drive  
 Mechanicsburg, PA 17055  
 717-262-2080

## Hardware

Selected	Description	Price	Qty	Ext. Price
<input checked="" type="checkbox"/>	Dell Docking Station - 90 W 	\$218.18	100	\$21,818.00
<input checked="" type="checkbox"/>	Logitech MK270 Wrls Combo	\$20.33	50	\$1,016.50
<input checked="" type="checkbox"/>	ViewSonic 24 Inch Full HD 1080p Monitor with Ultra-Thin Bezel, AMDFreeSync, 75Hz, Eye Care, and HDMI, VGA Inputs for Home and Office - 24" Monitor - MVA technology - Full HD 1920 x 1080p - 16.7 Million Colors - AMD FreeSync - 250 Nit - 5ms - 75H 	\$130.96	180	\$23,572.80

**Subtotal: \$46,407.30**



Global Data Consultants LLC  
 4530 Lena Drive  
 Mechanicsburg, PA 17055  
 717-262-2080

## ViewSonic Monitors /Dell Docks/Logitech Combo

**Prepared by:**

**MEC - Lena Drive**

Brett Miller  
 Ph (717) 737-7020  
 Fax 717-262-2082  
 brettmiller@gdcit.com

**Prepared for:**

**Reach Cyber Charter School**

Rachael Graver  
 Ph (717) 704-8437  
 rgraver@reachcyber.org

**Quote Information:**

**Quote #: 021886**

Version: 1  
 Delivery Date: 06/07/2023  
 Expiration Date: 06/30/2023

## Quote Summary

Description	Amount
Hardware	\$46,407.30
<b>Total: \$46,407.30</b>	

## Payment Options

Selected	Description	Periods	Payments	Amount
<b>Term Options</b>				
<input checked="" type="checkbox"/>	Hardware Terms	One-Time Payments	One-Time	1
				\$46,407.30

## Summary of Selected Payment Options

Description	Amount
<b>Term Options: Hardware Terms</b>	
<b>Total of One-Time Payments</b>	<b>\$46,407.30</b>

Applicable sales tax and shipping & handling charges are not included with this quote unless otherwise noted. However, PEPPM and COSTARS orders do include shipping & handling in the sell price. We reserve the right to cancel orders arising from pricing or other errors or due to drastic market pricing fluctuations.

This quote is valid for 30 days barring changes in pricing and/or availability of products from our vendors. In the case of vendor pricing/availability changes, we will provide a new quote for your approval. Components and products will carry a manufacturer's warranty, direct with the stated manufacturer.

Payments may be sent to GDC IT Solutions, 1144 Kennebec Dr, Chambersburg, PA 17201.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

# Coversheet

## Approval of contract with GDC IT for DMZ server

**Section:** VI. Action Items  
**Item:** F. Approval of contract with GDC IT for DMZ server  
**Purpose:**  
**Submitted by:**  
**Related Material:** Global\_Data\_Consultants\_DMZ server.pdf



## Server for DMZ

Quote # 021944

Version 1

Prepared for:

### Reach Cyber Charter School

Scott Shedd  
SShedd@ReachCyber.org  
750 East Park Dr suite 204  
Harrisburg, PA 17111



Global Data Consultants LLC  
 4530 Lena Drive  
 Mechanicsburg, PA 17055  
 717-262-2080

COSTARS: 199069  
 • HW #: 003-E22-596

**Hardware**

Selected	Description	Price	Qty	Ext. Price
<input checked="" type="checkbox"/>	<p><b>Dell PowerEdge R750 Server</b>                      2.5 Chassis                      SAS/SATA Backplane                      No Rear Storage                      No GPU Enablement                      Trusted Platform Module 2.0 V3                      2.5" Chassis with up to 16 SAS/SATA Drives                      Intel Xeon Silver 4310 2.1G, 12C/24T, 10.4GT/s, 18M Cache, Turbo, HT (120W) DDR4-2666                      Intel Xeon Silver 4310 2.1G, 12C/24T, 10.4GT/s, 18M Cache, Turbo, HT (120W) DDR4-2666                      Heatsink for 2 CPU configuration (CPU less than 165W)                      Performance Optimized                      3200MT/s RDIMMs                      Unconfigured RAID                      PERC H755 SAS Front                      Front PERC Mechanical Parts, rear load                      Power Saving Dell Active Power Controller                      UEFI BIOS Boot Mode with GPT Partition                      Standard Fan x6                      Dual, Hot-Plug, Power Supply Redundant (1+1), 1400W, Mixed Mode                      Riser Config 2, Half Length, 4x16, 2x8 slots, SW GPU Capable                      R750 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM                      iDRAC9, Enterprise 15G                      Broadcom 57412 Dual Port 10GbE SFP+, OCP NIC 3.0                      PowerEdge 2U Standard Bezel                      Assembly BOSS Blank                      No Quick Sync                      iDRAC, Factory Generated Password                      iDRAC Group Manager, Disabled                      No Operating System                      No Media Required                      ReadyRails Sliding Rails                      Cable Management Arm, 2U                      No Systems Documentation, No OpenManage DVD Kit                      Dell/EMC label (BIS) for 2.5" Chassis                      Custom Configuration                      Dell Hardware Limited Warranty Plus Onsite Service                      ProSupport Next Business Day Onsite Service After Problem                      Diagnosis 5 Years                      ProSupport 7x24 Technical Support and Assistance 5 Years                      On-Site Installation Declined</p>	\$11,960.24	1	\$11,960.24



Global Data Consultants LLC  
 4530 Lena Drive  
 Mechanicsburg, PA 17055  
 717-262-2080

## Hardware

Selected	Description	Price	Qty	Ext. Price
	32GB RDIMM, 3200MT/s, Dual Rank 16Gb BASE x8 480GB SSD SATA Mixed Use 6Gbps 512e 2.5in Hot-Plug, S4620 960GB SSD SATA Mix Use 6Gbps 512 2.5in Hot-plug AG Drive, 3 DWPD Power Cord - C13, 3M, 125V, 15A Broadcom 57412 Dual Port 10GbE SFP+ Adapter, PCIe Low Profile			

**Subtotal: \$11,960.24**



Global Data Consultants LLC  
 4530 Lena Drive  
 Mechanicsburg, PA 17055  
 717-262-2080

## Server for DMZ

**Prepared by:**

**SLED Drop Ship**

Brett Miller  
 Ph (717) 737-7020  
 Fax 717-262-2082  
 brettmiller@gdcit.com

**Prepared for:**

**Reach Cyber Charter School**

Scott Shedd  
 Ph (717) 745-7571  
 SShedd@ReachCyber.org

**Quote Information:**

**Quote #: 021944**

Version: 1  
 Delivery Date: 05/22/2023  
 Expiration Date: 05/31/2023

## Quote Summary

Description	Amount
Hardware	\$11,960.24

**Total: \$11,960.24**

## Payment Options

Selected	Description	Periods	Payments	Amount	
<b>Term Options</b>					
<input checked="" type="checkbox"/>	Hardware Terms	One-Time Payments	One-Time	1	\$11,960.24

## Summary of Selected Payment Options

Description	Amount
<b>Term Options: Hardware Terms</b>	
<b>Total of One-Time Payments</b>	<b>\$11,960.24</b>

Applicable sales tax and shipping & handling charges are not included with this quote unless otherwise noted. However, PEPPM and COSTARS orders do include shipping & handling in the sell price. We reserve the right to cancel orders arising from pricing or other errors or due to drastic market pricing fluctuations.

This quote is valid for 30 days barring changes in pricing and/or availability of products from our vendors. In the case of vendor pricing/availability changes, we will provide a new quote for your approval. Components and products will carry a manufacturer's warranty, direct with the stated manufacturer.

Payments may be sent to GDC IT Solutions, 1144 Kennebec Dr, Chambersburg, PA 17201.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



# Coversheet

## Approval of Invoice for Codi Headsets

**Section:** VI. Action Items  
**Item:** G. Approval of Invoice for Codi Headsets  
**Purpose:**  
**Submitted by:**  
**Related Material:** Global\_Data\_Consultants\_LLC.022103.v1.1.pdf



## **Codi Headsets**

Quote # 022103

Version 1

Prepared for:

### **Reach Cyber Charter School**

Rachael Graver

[rgraver@reachcyber.org](mailto:rgraver@reachcyber.org)

750 East Park Dr suite 204

Harrisburg, PA 17111



Global Data Consultants LLC  
 4530 Lena Drive  
 Mechanicsburg, PA 17055  
 717-262-2080

COSTARS: 199069


• HW #: 003-E22-596

• SW #: 006-E22-234

ITQ: 4400026253

• Security & Surveillance HW/SW: 040-E23-198

### Hardware

Selected	Description	Price	Qty	Ext. Price
<input checked="" type="checkbox"/>	<b>CODi Noise-Cancelling USB-A Headset w/ Boom Microphone - Stereo - USB Type A - Wired - Over-the-head - Binaural - Ear-cup - 5 ft Cable - Noise Cancelling - Black</b> 	\$14.00	8000	\$112,000.00

**Subtotal: \$112,000.00**



Global Data Consultants LLC  
 4530 Lena Drive  
 Mechanicsburg, PA 17055  
 717-262-2080

## Codi Headsets

**Prepared by:**

**MEC - Lena Drive**

Brett Miller  
 Ph (717) 737-7020  
 Fax 717-262-2082  
 brettmiller@gdcit.com

**Prepared for:**

**Reach Cyber Charter School**

Rachael Graver  
 Ph (717) 704-8437  
 rgraver@reachcyber.org

**Quote Information:**

**Quote #: 022103**

Version: 1  
 Delivery Date: 06/12/2023  
 Expiration Date: 06/30/2023

## Quote Summary

Description	Amount
Hardware	\$112,000.00
<b>Total: \$112,000.00</b>	

## Payment Options

Selected	Description	Periods	Payments	Amount	
<b>Term Options</b>					
<input checked="" type="checkbox"/>	Hardware Terms	One-Time Payments	One-Time	1	\$112,000.00

## Summary of Selected Payment Options

Description	Amount
<b>Term Options: Hardware Terms</b>	
<b>Total of One-Time Payments</b>	<b>\$112,000.00</b>

Applicable sales tax and shipping & handling charges are not included with this quote unless otherwise noted. However, PEPPM and COSTARS orders do include shipping & handling in the sell price. We reserve the right to cancel orders arising from pricing or other errors or due to drastic market pricing fluctuations.

This quote is valid for 30 days barring changes in pricing and/or availability of products from our vendors. In the case of vendor pricing/availability changes, we will provide a new quote for your approval. Components and products will carry a manufacturer's warranty, direct with the stated manufacturer.

Payments may be sent to GDC IT Solutions, 1144 Kennebec Dr, Chambersburg, PA 17201.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Coversheet

## Approval of Agreement with Read and Write

**Section:** VI. Action Items  
**Item:** H. Approval of Agreement with Read and Write  
**Purpose:**  
**Submitted by:**  
**Related Material:** Quote PDF - Reach Cyber Charter School (July 2023) (1).pdf



# Quote

#TH39887

Quote must be attached to Purchase Order

**TO:** Reach Cyber Charter School  
**ADDRESS:** 750 East Park Drive  
 Suite 204  
 Harrisburg, PA 17111  
**ATTN:** Gregory McCurdy  
**DATE:** May 23, 2023  
**VALID UNTIL:** June 30, 2023

**ADDRESS:** **Texthelp Inc**  
 500 Unicorn Park Drive  
 Woburn, MA 01801  
 USA  
**PHONE:** 888-248-0652  
**FAX:** 866-248-0652  
**EMAIL:** u.s.info@texthelp.com  
**FED TAX ID:** 06-1622277

**TEXTHELP CONTACTS**

Vanessa Farraye  
 v.farraye@texthelp.com

Qty	Item	Type	License Description	Unit Price	Extended Price
7490	Read&Write	Unlimited	12 month renewable premium Unlimited (Domain-wide) Read&Write subscription for use by all students and staff within the school/district/specified domain, with take home access. Includes access to all supported platforms including Windows, Mac, Google Chrome, Edge, iPad and Android provided all technical requirements are met and provides supports within Canvas, Schoology, and D2L Brightspace. Read&Write subscription also includes access to a subset of features in OrbitNote which were formerly included with Texthelp PDF Reader.	\$2.25	\$16,852.50
<b>Sub Total</b>					\$16,852.50
<b>Tax (0%)</b>					\$0.00
<b>Total</b>					\$16,852.50

**Subscription includes:** Technical support (support@texthelp.com/888-248-2479), online training and implementation resources, product updates and enhancements.

Quotation Prepared by:  
 Vanessa Farraye

Texthelp Ltd

**Confidential & Proprietary**

**NOTE:**  
 Credit card payments will only be accepted for purchases of \$1000 or less, no credit card fees will be assessed.  
 A copy of the Tax Exempt ID Certificate must accompany order if applicable, otherwise sales tax may be charged.  
 Our prices increase by 5% each year on October 1st.

# Coversheet

## Approval of Agreement with Clever IDM

**Section:** VI. Action Items  
**Item:** I. Approval of Agreement with Clever IDM  
**Purpose:**  
**Submitted by:**  
**Related Material:** Clever IDM Quote #135844382.pdf

# Quote # 135844382

Clever IDM  
75 Remittance Drive, Dept 6598  
Chicago, IL 60675

accounts-receivable@clever.com  
Phone 877-578-5572  
Tax ID: 45-5221668  
[W-9 form](#)

## Clever IDM Buy through Clever

Quote date: Jun 13, 2023  
License length: Jun 13, 2023 - Jun 13, 2024

Summary	Qty.	Price
Clever IDM (\$1.50/user/year)		
Users	8000	\$12,000.00
Subtotal	8000	\$12,000.00
Sales tax		\$0.00

**Total: \$12,000.00**



# Coversheet

## Approval of Agreement with Edmentum

**Section:** VI. Action Items  
**Item:** J. Approval of Agreement with Edmentum  
**Purpose:**  
**Submitted by:**  
**Related Material:** Edmentum Supplemental Program.pdf  
Edmentum Terms.pdf  
Edmentum Courses.pdf



Date: 05/09/2023  
 Order Number: Q-536213  
 Revision: 1  
 Order Form Expiration Date: 07/08/2023

ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)

Customer and Billing Address

Customer No.: 489821  
 Customer Name: Reach Cyber Charter School  
 Billing Address: 750 E Park Dr Ste 204  
 Harrisburg, PA 17111-2758

Products and Services

Reach Cyber Charter School

Products	Qty	License Start Date	License End Date	License Term (Months)
Reading Eggs - Program License	400	07/01/2023	06/30/2024	12

Reach Cyber Charter School Subtotal: \$3,200.00

Total US Funds: \$3,200.00

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section.

Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)





## STANDARD SERVICE PURCHASE AND SOFTWARE LICENSE TERMS

The Terms and Conditions contained in this document (the “**Standard Terms**”) apply to any transaction whereby we (sometimes referred to in this document as “**we**” “**us**” or “**our**”) provide to you our customer (referred to as “**you**” or “**your**” as identified in more detail on the applicable Order Form (“**Order Form**”)) (1) license rights to use our Software for a fixed term, (2) Materials for use with the Software, or (3) Professional Services. These Standard Terms are an integral part of an agreement (the “**Agreement**”) that consists of (in order of precedence) an Order Form, these Standard Terms, and any documents incorporated by reference into either the Order Form or Standard Terms (including those incorporated by hyperlink reference). You acknowledge that the Order Form and the Standard Terms constitute the entire agreement between the parties and will supersede and replace any provisions in your purchase order or other contracting or purchasing documents that do not exactly mirror these terms. The Agreement will be effective as of the Order Date specified on the Order Form and will be binding when the Order Form has been executed by you. We reserve the right to require your submission of one or more purchase orders in accordance with the terms outlined in your Order Form. Capitalized terms used throughout the Agreement are defined in the Order Form, in section 5.0 (below), and elsewhere in these Standard Terms. These Standard Terms may only be superseded or amended by other terms and conditions you and we have specifically documented in a signed Order Form.

**1.0 SOFTWARE:** The following terms and conditions will apply to your transaction with us as described in more detail on the Order Form:

**1.1 General License Terms.** All Software license rights that we grant you are specifically subject to the following general terms and conditions:

**1.1.1** All licenses are non-exclusive, non-transferable and non-assignable.

**1.1.2** We either own or have licensed from third parties all rights necessary to grant the licenses being granted you in the Software. We or our licensors own and retain all rights, title and interest in and to the Software and all ideas, concepts, methodologies, formats, specifications, and other know-how furnished by us or our licensors in connection with this Agreement, as well as all related intellectual property rights.

**1.1.3** All access and use of Software under this Agreement will be subject to our Privacy Policy, which can be found at <http://www.edmentum.com/Privacy> which is expressly made a part of this Agreement.

**1.1.4** Licenses granted under this Agreement will be automatically revoked if this Agreement is terminated and automatically terminate on the license expiration date as identified on the Order Form. We reserve the right to suspend or revoke any license granted under this Agreement if you breach this Agreement.

**1.1.5** We reserve the right to terminate access to any Software to the extent we end of life or similar the Software. If we exercise this right we will transition you to an appropriate alternative Software product that we own or license.

**1.2 Restrictions.** You and your Users will use the Software solely for the purposes stated in the applicable license grants and will not: (i) modify, copy or create derivative works based on the Software; (ii) frame or mirror any content forming part of the Software, other than for your own internal educational or training purposes during the license term and not in violation of any use or User restrictions; (iii) reverse engineer, decompile or disassemble the Software; (iv) access or allow others to access the Software in order to build, market or offer a competitive product or service, or copy any ideas, features, functions, answers, questions, contents or graphics of the Software; (v) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share or otherwise commercially exploit or make the Software available to any third party, other than to Users as contemplated by this Agreement; (vi) send spam or otherwise unsolicited messages in violation of applicable laws; (vii) send or store infringing, obscene, threatening, libelous, or otherwise unlawful or tortious material, including material that is harmful to children or violates third party privacy rights; (viii) intentionally send or store any viruses, worms, time bombs, Trojan horses or other harmful or malicious code, files, scripts, agents or programs; (ix) interfere with or disrupt the integrity or performance of the Software or the data contained therein; (x) attempt to gain unauthorized access to the Software or its related systems or networks; or (xi) publicly display or publicly perform the Software without our prior written permission.

**1.3 Software Operability:**

**1.3.1 Maintenance and Access.** During the Subscription Period, we will use commercially reasonable efforts to make the Software available (subject to routine maintenance windows and unavailability not caused by us) to you and your Users via the Internet 24 hours a day, 7 days a week. All access rights for you and your Users will be via the worldwide web using a browser and Internet connection compliant with the System Requirements (described in section 1.4).

**1.3.2 Outage Periods.** The term “**Outage Period**” means a period of more than 48 consecutive hours in which your Users are prevented from accessing the Software due to factors completely within our control during a period that you are not in breach of this Agreement. Outage Periods exclude (a) planned downtime and (b) any Force Majeure event. If you experience an Outage Period, then upon your written request we will issue you a credit for the pro-rated share of fees you have paid for usage during the month during which the Outage Period occurs. Your request for this credit must be made within 30 days after the end of the Outage Period. Your sole and exclusive remedy for an Outage Period will be the above credit.

**1.4 System Requirements.** Our System Requirements document (found at <http://www.edmentum.com/support>) (“**System Requirements**”) details the necessary hardware, software, system configuration, network infrastructure, bandwidth and other operational requirements necessary for you to successfully operate and use the Software. The System Requirements are subject to periodic change. You acknowledge that you are responsible for the cost, operation and availability of, and you and your Users compliance with, all elements of the System Requirements.

**1.5 Responsibility for User Activity.** You are responsible for all activities that occur in User accounts and for compliance by your Users with these Standard Terms. You will: (i) have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Customer Data; (ii) use commercially reasonable efforts to prevent unauthorized access to, disclosure of or use of the Software, and notify us promptly of any such unauthorized access or use; and (iii) in connection with this Agreement, comply (and ensure compliance by your Users) with all applicable local, state and federal laws, rules and regulations.

## 1.6 Intellectual Property

**1.6.1 Reservation of Rights.** The Software we are providing is licensed to you, not sold. Subject to the limited rights expressly granted to you and your Users herein, we reserve all rights, title and interest in and to the Software and any Materials we provide, including all related intellectual property rights (except for those owned by our third-party vendors and licensors, which are reserved to them). No other rights are granted to you or your Users.

**1.6.2 Rights to Customer Data.** As between you and us, you own all rights, title and interest in and to all Customer Data. You hereby grant us a non-exclusive, royalty free license to perpetually use, modify, distribute and work with the Customer Data to the extent that we do so in compliance with applicable law and our Online Learning Programs Privacy Policy.

**1.6.3 Suggestions.** We will have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the Software any suggestions, enhancement requests, recommendations or other feedback provided by you or your Users relating to the Software.

### 1.6.4 Custom Learning Paths

**a. Rights to Custom Learning Paths.** Certain Software allows you to customize the instructional content of the Software to suit your instructional needs. “**Your Learning Paths**” refers to the custom learning paths you create using this feature of the Software. We make no warranties or commitments related to your ability to access or use Your Learning Paths during the term of your licenses or at the expiration or termination of your licenses.

**b. Our Use of Your Learning Paths.** We may use or modify Your Learning Paths and may provide them to our other customers.

**c. Customer Created, Modified or Stored Content.** Certain Software enables you to create, customize or store content, documentation or otherwise. If you do, you accept, agree and acknowledge that (i) we can use and disseminate such items, (ii) at the expiration or termination of your licenses, we will not be returning these items to you and you have no rights in such items and (iii) you are responsible for ensuring that all laws, regulations and judicial precedence is followed in such creation, customization, disclosure or storage, including but not limited to intellectual property laws and you will indemnify us and our affiliates, successors and assigns in the event you fail to do so.

**1.7 Limited Warranty for Software.** Subject to the terms of Section 4.6, we warrant that the Software will perform in substantial accordance with the applicable Documentation during the Subscription Period. This warranty is contingent on your use of the Software in accordance with this Agreement and the applicable Documentation. If we breach this express warranty, and you promptly inform us of such in writing, we will at our option and expense: (a) modify the affected Software to generally conform with the applicable Documentation, or (b) provide a replacement for the affected Software which generally conforms with that Documentation, or (c) refund you the portion of your license price related to the applicable Software that is attributable to the remaining Subscription Period. This will be our sole obligation, and your sole remedy, with respect to any breach of this warranty. EXCEPT FOR THE EXPRESS WARRANTY PROVIDED IN THIS SECTION, THE SOFTWARE IS PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS, WITHOUT ANY ADDITIONAL WARRANTIES OF ANY KIND. WE DO NOT WARRANT THAT THE SOFTWARE WILL PERFORM UNINTERRUPTED OR BE ERROR-FREE OR THAT THE SOFTWARE WILL MEET YOUR PARTICULAR REQUIREMENTS.

**2.0 THIRD PARTY SOFTWARE AND SERVICES.** The following terms and conditions will apply to all Third-Party Software and Third Party Services.

**2.1 Subject to Third Party’s Warranties and Terms.** Third Party Software and Third Party Services are distributed by us as a licensor, distributor or reseller. These products and services are provided subject to the separate license and sale terms, conditions and restrictions required by the third party. WE DO NOT PROVIDE, AND WE EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, ON ANY THIRD-PARTY SOFTWARE AND SERVICES WE SUPPLY OR MAKE AVAILABLE TO YOU. IN ADDITION, WE DO NOT GUARANTEE THE AVAILABILITY OF SUCH THIRD-PARTY SOFTWARE OR SERVICES AND SUCH SOFTWARE OR SERVICES MAY BE MODIFIED OR REMOVED AT ANY TIME.

**2.2 Warranty Claims.** We will use reasonable commercial endeavors to facilitate warranty claims you may make against the third party supplying such products or services. **This is our sole obligation relative to these products or services.**

**3.0 PROFESSIONAL SERVICES.** Professional Services listed on the Order Form will be provided subject to the following terms and conditions:

**3.1 Mutual Cooperation.** You and we mutually agree to cooperate with each other in a professional and courteous manner in the performance of our respective duties in the delivery of Professional Services.

**3.2 Scheduling Changes Caused by You.** You agree to notify us at least 5 business days in advance of your intention to reschedule previously confirmed on-site Professional Services sessions. If you do not provide such notice, and we are unable to re-assign the resources scheduled to provide your Professional Services, we reserve the right to charge you a cancellation fee of up to \$750 for each day cancelled without such notice.

**3.3 Scheduling Changes Caused by Us.** If we are required to reschedule (except for reasons caused in whole or in part by you or that are outside our reasonable control) a previously confirmed on-site Professional Services delivery session, we will use all reasonable efforts to provide you at least 5 business days’ notice. If we do not provide such notice, and you incur reasonable direct, non-refundable expenses which you have made good faith efforts to avoid, we will upon your written request (which must include documentation of these expenses) provide you a credit for such expenses. In no case, however, will the amount of credit exceed \$750.

### 3.4 Acceptance of Services and Warranty.

**3.4.1 Warranty and Acceptance.** We warrant that the Professional Services we provide will be performed in a workmanlike manner. If you reasonably determine that the Professional Services have not met this standard, you must provide us written notice specifying any deficiencies in detail within 10 business days after the service delivery. We will then use reasonable commercial efforts to cure any such deficiencies promptly which may include our providing additional Professional Services at our expense. If you do not provide notice of any deficiencies to us within the 10-day period, your acceptance of the Professional Services will be considered final.

**3.4.2 Failure to Cure.** If you give us notice under subsection 3.4.1 and we are unable to cure the deficiency within 60 days after your notice, you may terminate the directly affected portions of service and obtain a refund of amounts you have paid for the terminated Professional Services.

**3.4.3 Sole remedies.** The remedies specified in this section 3.4 are your only Professional Services related remedies.

**3.5 Compliance with Workplace Rules.** We will have the person or persons we assign to perform the Professional Services comply with those of your lawful workplace rules you have provided to us and them in writing in advance.

**3.6 Subcontractors.** We may, in our reasonable discretion, use third parties, including, but not limited to agents, to perform any of our obligations regarding delivery of the Professional Services.

## 4.0 GENERAL TERMS

### 4.1 Fees and Payment

**4.1.1 Fees.** You agree to timely pay all amounts due to us as shown on the Order Form and acknowledge that by submitting a signed Order Form, you are representing to us that the employee or agent signing on your behalf has the requisite authority to bind you to the terms and conditions of the Agreement, including the payment obligations identified on the Order Form. Except if specified in the Order Form or in section 1.3.2 (re Outages) all such amounts are non- cancellable and non-refundable. To the extent that you fail to timely pay all amounts due as identified on the applicable Order Form, you accept that we can institute any and all collection efforts and legal claims that we deem appropriate and that you shall pay us for all costs and expenses (including attorney's fees) we incur in connection with such collection efforts and claims.

**4.1.2 Taxes.** Except to the extent you provide us with a valid tax exemption certificate authorized by the appropriate taxing authority covering all applicable taxes otherwise due and payable, we will invoice you for and you will pay any applicable direct or indirect local, state, federal or foreign taxes, levies, duties or similar governmental assessments of any nature, including, but not limited to, value-added, gross receipts, sales, use or withholding taxes associated with your license or purchases under this Agreement, except for taxes based on our net income or real property.

**4.1.3 Acceptance.** All Software will be deemed accepted upon our making it available to you online and will thereafter be subject to the limited warranty provision of this Agreement.

### 4.2 Confidentiality

**4.2.1 Definition of Confidential Information.** "**Confidential Information**" means all confidential and proprietary information disclosed by one party (the "**Discloser**") to the other (the "**Receiver**") and that is either designated as confidential or of a type that should be reasonably expected to be confidential. Confidential Information includes the Customer Data, our Software, business and marketing plans, technology and technical information, product designs, and business processes, but does not include any information that, without breach of obligation owed to Discloser: (a) is or becomes generally known to the public; (b) was known to the Receiver prior to its disclosure by the Discloser; (c) was independently developed by the Receiver; or (d) is received from a third party.

**4.2.2 Protection.** The Receiver will not disclose or use any Confidential Information of the Discloser for any purpose outside the scope of this Agreement, except with the Discloser's prior written permission. The Receiver will protect the Confidential Information of the Discloser as if it were the Receiver's own Confidential Information, and at a minimum, with reasonable care. This obligation will survive termination of this Agreement for a period of 3 years. You accept and acknowledge that you input the information and data into our Software, including any Student personal information that you deem necessary and that we have no control over such input, that certain third parties may have access to such information and data to assist in enhancing the Software and in facilitating your Users use and access of the Software and that we may retain the data and information that you provide in accordance with our normal retention and destruction practices on certain of our servers, SAN and/or cloud backups.

**4.2.3 Compelled Disclosure.** If by court order, legal requirement or regulatory authority the Receiver is forced to disclose Confidential Information of the Discloser, the Receiver will (to the extent legally permitted) give the Discloser prompt notice of the order and will provide, at the Discloser's request and cost, reasonable assistance to contest the disclosure.

**4.2.4 Remedies.** If the Receiver discloses or uses (or threatens to disclose or use) any Confidential Information of the Discloser in breach of this section, the Discloser will have the right, in addition to any other available remedies, to seek injunctive relief to prevent further (or the threatened) disclosure.

### 4.3 Indemnities

**4.3.1 Our Indemnification of You.** Subject to the conditions described below and the provisions of section 4.6, we will defend, indemnify and hold you harmless against any loss, damage or costs (including reasonable attorneys' fees) incurred in connection with claims, demands, suits, or proceedings (collectively called "Claims") made or brought against you by a third party, as follows:

**a. For Personal Injury or Property Damage.** Our indemnity covers Claims alleging personal injury or property damage to the extent caused by the willful misconduct or gross negligence of our personnel while on your premises.

**b. For Infringement.** Our indemnity covers Claims alleging that your Users use of the Software in accordance with the terms of this Agreement, or any Materials furnished by us in connection with this Agreement infringes the intellectual property rights of a third party. We will have no indemnification obligations or other liability for any claim of infringement or misappropriation to the extent (a) based on specifications or directions you provided, (b) your use of a superseded or altered version of some or all of the Software or Materials if infringement would have been avoided by the use of a subsequent or unaltered release of the Software or Materials provided to you or (iii) your use occurs in a jurisdiction other than the United States. If the Software becomes, or in our opinion is likely to become, the subject of an infringement claim, we may, at our option and expense, either procure for you the right to continue using the Software; replace or modify the Software so that it becomes non-infringing and remains functionally equivalent; or require the return of the affected Software and refund you the portion of your purchase price attributable to the returned product for the remaining Subscription Period.



**4.3.2 Your Indemnification of Us.** Subject to the conditions described below and section 4.6, and to the extent not prohibited by applicable law, you will defend, indemnify and hold us harmless against any loss, damage or costs (including reasonable attorneys' fees) incurred in connection with Claims made or brought against us by (i) a third party alleging that the Customer Data, your use of the Software in violation of this Agreement, or any materials, data or information provided by you or your representatives either: (a) infringes the intellectual property rights of a third party, or (b) has otherwise harmed a third party, or (ii) anyone who has suffered personal injury or property damage based upon you or your employees, agents or Students or Users negligence or intentional misconduct.

**4.3.3 Conditions.** These indemnities will be conditioned on the party seeking indemnity: (a) promptly providing the other with a written notice of the Claim; (b) giving the other party sole control of the defense and settlement of the Claim, provided that the other party may not settle any Claim unless the party seeking indemnity is unconditionally released from liability; and (c) at no charge, providing the other party with all reasonable assistance relative to the defense of the Claim.

**4.3.4 Exclusive Remedies.** Our and your exclusive indemnification responsibilities are stated in this section 4.3.

**4.4 Care of Customer Data.** We will make periodic backups of Customer Data you enter into our Software and will otherwise use reasonable commercial care, consistent with general industry practice, to protect such Customer Data against loss. We are not responsible for lost Customer Data. You will be responsible for the maintenance of Customer Data held in our Software or learning management systems and for replacing it if it is lost or destroyed for any reason.

**4.5 Force Majeure.** The term "Force Majeure" means circumstances beyond the reasonable control of a party (such as acts of God, government restrictions, wars, insurrections, labor strife, or failure of suppliers, communication or data systems, subcontractors, or carriers) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. In the event the Force Majeure persists for more than 90 days, the other party may terminate the affected portions of this Agreement upon written notice.

#### **4.6 Disclaimers, Limitations and Exclusions.**

**4.6.1 Warranty Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED IN SECTIONS 1.7 OR 3.4 OF THIS AGREEMENT, WE MAKE NO WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND WE SPECIFICALLY DISCLAIM ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

**4.6.2 Limitation of Liability.** EXCEPT FOR BREACHES OF CONFIDENTIALITY OBLIGATIONS (WHICH ARE LIMITED TO \$50,000 IN THE AGGREGATE FOR ALL CLAIMS AGAINST EITHER PARTY IN ANY CALENDAR YEAR), IN NO EVENT WILL EITHER PARTY'S MAXIMUM AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT, TORT, INDEMNIFICATION OR UNDER ANY OTHER THEORY OF LIABILITY, EXCEED THE AMOUNTS ACTUALLY PAID BY YOU TO US UNDER THE APPLICABLE ORDER FORM DURING THE PRIOR TWELVE MONTHS. THE ABOVE LIMITATION WILL NOT APPLY TO EITHER PARTY IN THE EVENT YOUR STATE STATUTES ARE FOUND TO GOVERN THIS AGREEMENT AND THEY SPECIFICALLY PROHIBIT A LIMITATION OF LIABILITY PROVISION.

**4.6.3 Exclusion of Consequential and Related Damages.** IN NO EVENT WILL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER FOR ANY LOST PROFITS OR FOR ANY INDIRECT, SPECIAL, LIQUIDATED, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES HOWEVER CAUSED AND, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**4.7 U.S. Governmental Users.** The Software and Documentation are "Commercial Items," as defined at 48 C.F.R. §2.101, and are licensed subject to Restricted Rights applicable to Commercial Items and only with those rights expressly granted under this Agreement. The U.S. Government will not be entitled to technical information that is not customarily provided to the public or to use, modify, reproduce, release, perform, display, or disclose the Software or Documentation except as allowed under this Agreement.

#### **4.8 Term and Termination**

**4.8.1 Term of this Agreement.** This Agreement will begin on the Order Form Date and will, unless earlier terminated in accordance with this section, continue in effect until the end of the last Subscription Period identified in the applicable Order Form.

**4.8.2 Termination for Cause.** A party may terminate this Agreement for cause: (i) 30 days after written notice of a material breach to the other party if such breach remains uncured at the expiration of such period; or (ii) if the other party ceases to conduct business in the ordinary course, files a petition for liquidation bankruptcy, fails to have an involuntary petition for bankruptcy dismissed or converted to a non-liquidation bankruptcy within 60 days after filing, or makes an assignment of essentially all assets for the benefit of creditors.

**4.8.3 Outstanding Fees.** Termination will not relieve you of the obligation to pay any fees payable to us prior to the effective date of termination.

**4.9 Surviving Provisions.** The following provisions will survive any termination or expiration of this Agreement: 1.6, 1.7, 2.1, 4.2, 4.3.1, 4.3.2, 4.3.4, 4.6, 4.9 and 5.0.

**4.10 Assignment.** Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld). Notwithstanding the foregoing, we may assign this Agreement in its entirety without your consent, in connection with a transaction involving a sale of all or substantially all of our assets or equity through merger or otherwise. Any attempt by a party to assign its rights or obligations under this Agreement in breach of this section will be void and of no effect. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

**4.11 Student/Parent Consents and Communication.** You are responsible for obtaining any necessary or legally required consents from students, parents and/or guardians related to your Users access and use of the Software. To the extent that your license includes our providing a virtual instructor associated with the licensed content, you accept and acknowledge that such virtual instructor may periodically be communicating with students and their parents and/or guardians.

- 4.12 Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and supersedes all prior agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by both parties. To the extent of any conflict or inconsistency between the provisions in these Standard Terms and an Order Form, the terms of the Order Form will prevail.
- 4.13 Governing Law.** This Agreement will be governed by the internal laws of the State of Minnesota, without regard to its conflicts of laws rules unless the statutes or applicable rules governing your activities where your situated require that the laws of the State where your situated apply, in which case they will, without regard to the conflict or laws rules.
- 4.14 Third Parties.** There are no third-party beneficiaries to this Agreement.
- 4.15 Notices.** All notices under this Agreement will be in writing and will be deemed given upon: (a) personal delivery; (b) the second business day after mailing; (c) the second business day after sending by confirmed facsimile; or (d) the second business day after sending by confirmed email. Notices to us will be addressed to the attention of Director of Customer Finance. Notices to you will be addressed to the attention of the person signing the Order Form for you.
- 4.16 Relationship of the Parties.** The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.
- 4.17 Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be subject to modification by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect.
- 4.18 Waiver.** No failure or delay by either party to exercise a right under this Agreement will be a waiver of that right.

## 5.0 DEFINITIONS

- **“Concurrent License”** means a Software license that may be accessed during the Subscription Period by any User, but may only be accessed by one individual User at a time.
- **“Course Enrollment”** shall mean a Consumable License plus the non-exclusive services of a virtual instructor qualified to provide online teaching services associated with the Consumable License.
- **“Consumable License”** means a Software license to a single course assigned to a single, Named User. Within thirty days of the date in which a Consumable License is made available to a Named User, you may remove that Named User and reassign the Consumable License to a different Named User for future use although such reassignment shall not extend the original Subscription Period. The Subscription Period for a Consumable License begins upon the earlier of (i) when the course content is first accessed by any Named User or (ii) sixty days following the date that access is first made available to a Named User, and ends one year later.
- **“Customer Data”** means all electronic data, materials and other information you and/or your Users have entered or stored in the Software, including, but not limited to data and records relating to student information, performance or use, your teacher data and supplemental instructional materials.
- **“Documentation”** means the technical specifications and/or functionality particulars regarding the Software that we provide you with the Order Form, if any.
- **“Materials”** means those materials that we provide you, if any, in connection with your Software license and/or Professional Services purchases that your Users can use solely for their internal educational purposes during the applicable Subscription Period.
- **“Named User”** means a specific Student User identified by name and designated as the sole Student User of the specific license.
- **“Order Form”** means the Order Form prepared and offered by us and returned to us by you indicating your acceptance of the terms and conditions of this Agreement. To the extent that you fail to execute and return the applicable Order Form to us, you accept and acknowledge that by using the Software (or any of your Users using the Software), you agree to the terms and conditions of this Agreement.
- **“Reusable License”** means a Software license whereby only one Named User is designated to use the license at a time, but may be reassigned to another Named User during the Subscription Period. While a Reusable License is assigned to a specific Named User, it may not be used by any other Student User at any time until reassigned to another Named User.
- **“Software”** means the online educational software that is identified on the Order Form that we make available to your Users via our Internet-based learning management system. The term “Software” includes both our Software and Third Party Software.
- **“Professional Services”** means the services identified on the Order Form that we agree to provide to you to assist in your implementation and/or on-going use of the Software.
- **“Students”** means those of your students that are provided access to the Software.
- **“Site License”** means a Software License that may be accessed during the Subscription Term by all authorized Users located in the specific physical site identified on the Order Form.
- **“Program License”** means a Software License that may be accessed during the Subscription Term by the authorized number of Users identified on the Order Form.
- **“Subscription Period”** means the period of time during which you will have access to the Software you license under the Agreement. This period will begin with the start date identified in the applicable Order Form or upon processing of your PO in the event that dates are not identified upon the Order Form, and (unless earlier terminated, suspended or revoked in accordance with the Agreement) will last for the duration of your Software license access identified on the Order Form.
- **“Third Party Software”** means software or content that we license from a third party for license to our customers under licensing terms and conditions specified by the producer.
- **“Third Party Services”** means the services that you purchase from us that are identified on the Order Form and that are performed by an entity or individual other than our employees and independent contractors.
- **“Users”** means those Students that you supply (or authorize us to supply) user identifications and passwords to and for which you’ve purchased an adequate quantity of the applicable Software licenses for. Users may include one or more Students.
- **“We”, “Us” or “Our”**, whether or not capitalized, refer to the entity or entities identified on the first page of the Order Form (Edmentum, Inc., or Education City, Inc.).



Date: 01/18/2023  
 Order Number: Q-498707  
 Revision: 1  
 Order Form Expiration Date: 01/31/2023

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
 Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 489821  
 Customer Name: Reach Cyber Charter School  
 Billing Address: 750 E Park Dr Ste 204  
 Harrisburg, PA 17111-2758

Products and Services

Products	Qty	License Start Date	License End Date	License Term (Months)
Customer Success Services	1	07/01/2023	06/30/2024	12
Apex Learning Courses: Unlimited enrollment subscription	3250	07/01/2023	06/30/2024	12
Courseware: College and Career Readiness Library - Program License	100	07/01/2023	06/30/2024	12
Credit APEX Pilot: -\$18,000.00	1	N/A	N/A	12

**Subtotal:** \$355,750.00

<b>Subtotal:</b>	\$355,750.00
<b>Estimated Tax:</b>	\$18,423.30
<b>Total US Funds:</b>	\$374,173.30

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

\*\*\* Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Invoicing and Payment Terms

Payment Due Date	Amount
7/26/2023	USD 374,173.30
<b>Total</b>	<b>USD 374,173.30</b>

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





# Coversheet

## Approval of K-8 Art kit proposal

**Section:** VI. Action Items  
**Item:** K. Approval of K-8 Art kit proposal  
**Purpose:**  
**Submitted by:**  
**Related Material:** K-8 Art Kit Proposal.docx



# Coversheet

## Approval of Updates to Board Policies

**Section:** VI. Action Items  
**Item:** L. Approval of Updates to Board Policies  
**Purpose:**  
**Submitted by:**  
**Related Material:** Expense\_Reimbursement\_and\_Compensation\_Policy\_updated.pdf  
Conflict\_of\_Interest\_Policy\_updated.pdf



**REACH CYBER CHARTER SCHOOL  
(SCHOOL)  
Board of Trustees**  
Expense Reimbursement and Compensation Policy

**Purpose**

This policy establishes procedures for reimbursement of expenses incurred by Board members on behalf of the School. These procedures will ensure that expenses are appropriately approved and Board members are reimbursed fairly for all reasonable expenses they incur.

**Policy**

The School will reimburse its Board members for any reasonable and authorized expenses incurred on behalf of the School or in the course of conducting School business. This policy covers expenses for travel to and from Board meetings, as well as lodging, meal, and other miscellaneous expenses incurred while conducting Board or School business. This reimbursement is for approved costs incurred by the Board member and is not considered a gift.

All Board expenses other than those specifically mentioned and permitted above, and for amounts over one hundred (\$100) dollars will require Board approval.

Alcohol is not a reimbursable expense.

Other than reimbursement of expenses under this policy and permissible acceptance of gifts under the Gift Acceptance Policy, Board members may not receive any reimbursement or other compensation as a result of their position on the Board.

**Procedure**

1. Expense reports should be used to detail expenses. Expense reports should be submitted no later than one month after the expenses are incurred. A School designee will review and approve the expense report prior to submission for payment.
2. Expense reports must be completed with the following guidelines in mind:
  - Forms can be completed in ink or electronically.
  - Incorrect information must be crossed off and changes written clearly and initialed. Reports with "white out" will not be accepted
  - For mileage - list date, destination, and mileage. Use of a Board member's automobile will be reimbursed at the current applicable Internal Revenue Service mileage rate.
  - For Parking costs - substantiate by receipts, or indicate if parking meters are utilized.
  - For hotel expenses - provide a paid, itemized hotel receipt. Only the room charges and any taxes paid should be indicated under the "hotel" expense.

- heading. All other expenses listed on the hotel bill must be allocated to the appropriate expense heading.
- For meal expenses - attach meal receipts to the expense report, in the order of occurrence, and total meal charges for each day.
- Indicate if the expense is for a program (for example Board Training).
- Attach all receipts.
- Signature of member requesting reimbursement (must contain signatures rather than initials to confirm authenticity).

Sufficient documentation, including receipts, is required for all expenses. Receipts must be attached to an 8 1/2 x 11" sheet of paper and numbered in the order of occurrence. If a tear-off check stub is used as a receipt, the stub must reflect the date, name of the business, and the amount charged. If no receipt is available, you must indicate "NR" on the expense report. If you use a personal check, a copy of the canceled check will serve as proof of payment.

### **Related Documents**

Gift Acceptance Policy  
Conflict of Interest Policy  
Expense Reimbursement  
Form Bylaws

**DATE ORIGINALLY APPROVED: September 4, 2015**

**DATE REVISED:**

NAME:

## BOARD EXPENSE REPORT

DEPARTMENT NAME: \_\_\_\_\_

DATE OF TRAVEL: \_\_\_\_\_ thru \_\_\_\_\_

Employee Expenses														
Date	Description, Purpose, and Destination of Business	# Mi.	Mileage @ \$ 0.550 per mile	Air, Rail Auto Rental	Parking, Toll Taxi Fare	Lodging	Meals and Entertain.	Dues and Subscription	Shipping & Postage	Telephone FAX	Office Supplies	Catering	OTHER Misc.	Total Daily Expenses
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
			0.00											\$0.00
<b>Total Disbursed:</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENSES</b>														<b>\$0.00</b>

Explanations:	
(Date)	(Entertainment/Meals/Other)

Pay to Employee		\$0.00
Employee:	Date:	
Manager:	Date:	
Audited by:	Date:	



**REACH CYBER CHARTER SCHOOL  
(SCHOOL)  
Board of Trustees  
Conflict of Interest Policy**

**Purpose**

The Board is committed to high standards of ethical conduct. The purpose of the policy is to protect the School when it is contemplating entering into a transaction or arrangement that might impermissibly benefit the private Financial Interest of an Officer or Director of the Board, and to provide the Board with a procedure which, if observed, will allow a transaction or arrangement to be treated as valid and binding even though Board Director has, or may have, a Conflict of Interest with respect to the transaction.

**Policy**

The Board places great importance on making clear any existing or potential Conflicts of Interest. All such Conflicts of Interest shall be declared by the member concerned and noted in the minutes.

**Definitions**

**Board** means the members of the Board of Trustees of the School or any Board committee with Board-delegated powers that is considering the proposed transaction or arrangement.

**Compensation** means direct and indirect remuneration as well as gifts or favors that are substantial in nature.

**Conflict of Interest** means an interest that is likely to impermissibly benefit the private interest of a Board Director. Examples of a conflict of interest include (but are not limited to):

- When a Board member or his/her Immediate Family or business interests stands to gain financially from any business dealings, programs, or services of the organization.
- When a Board member offers to perform a professional service for the organization.
- When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- When a Board member has a role on the governing body of another organization, and the activities of the other body might directly conflict or compete with the activities of the School.

**Financial Interest** is an interest held by a person, either directly or indirectly, through business, investment, or family, that falls into one or more of the following categories:

- an ownership or investment interest in any entity with which the School has a transaction or arrangement, or
- a compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement, or
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.

A Financial Interest is not necessarily a Conflict of Interest. In general, a person with a Financial Interest has a Conflict of Interest only if the Board decides that a Conflict of Interest exists. However, under no circumstances may the School purchase anything from a Board Trustee or lease a facility from a Board Trustee.

**Immediate Family** means spouse, children, parents, grandparents and grandchildren of Board member.

**Interested Person** means any Trustee, Officer, or member of the Board who has a direct or indirect Financial Interest.

## **Procedure**

### ***Duty to Disclose***

In connection with any transaction or arrangement that might give rise to a Conflict of Interest, an Interested Person must disclose the existence of his or her Financial Interest and must be given the opportunity to disclose all material facts to the Board. The Interested Person must make this disclosure at the start of the regularly scheduled Board meeting following discovery of the Financial Interest; provided, however, that no action can be taken on such disclosure unless the issue was identified in the posted agenda for the meeting where required by the Open Meetings Law.

### ***Determining Whether a Conflict of Interest Exists***

After disclosure of the Financial Interest and all material facts, and after any discussion with the Board, the interested Board member shall not participate in the discussions or vote on the matter. The remaining Board members shall determine whether a Conflict of Interest exists.

## **Procedures for Addressing the Conflict of Interest**

1. If the Board determines that a Financial Interest of a Board member constitutes a Conflict of Interest, the Board Chair (or acting Board Chair if the sitting chair is the Interested Person) shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement giving rise to the conflict of interest.
2. After exercising due diligence, the Board shall determine whether it can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a Conflict of Interest.



3. If a more advantageous transaction or arrangement is not reasonably attainable, and the State's Ethics Laws do not prohibit or invalidate the proposed transaction, the Board or committee shall determine by a majority vote whether the proposed transaction or arrangement is in the School's best interest, for its own benefit, and whether the transaction is fair and reasonable to the School. Based on this determination, the Board shall decide whether to enter the proposed transaction or arrangement.
4. The Board shall make its determination using the Rebuttable Presumption Checklist (Property) as a guide.

### **Violations of the Conflict-of-Interest Policy**

1. If the Board or committee has reasonable cause to believe that a member has failed to disclose an actual or possible Conflict of Interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the response of the member and making such further investigation as the Board deems warranted under the circumstances, the Board determines that the member has in fact failed to disclose an actual or possible Conflict of Interest, the Board shall take appropriate corrective action.

### **Records of Proceedings**

The minutes of the Board shall document the Conflict of Interest and contain:

- the names of the persons who disclosed or otherwise were found to have a Financial Interest giving rise to an actual or possible Conflict of Interest, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest was present, and the Board's decision as to whether a Conflict of Interest in fact existed.
- the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken on the subject.

### **Compensation**

1. A voting member of the Board who receives direct or indirect compensation from the School for services that are necessary for carrying out the School's purposes (other than serving as a Board Director), where this is permitted by law or not otherwise prohibited, is precluded from participating in discussions or votes pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives direct or indirect compensation from the School for services is precluded from participating in discussions or votes pertaining to that member's compensation.
3. When setting compensation for any individual, the Board committee with jurisdiction over compensation matters shall set such compensation using the Rebuttable Presumption Checklist (Compensation).

4. No Board member is precluded from providing information to the Board of Directors or any committee of the Board regarding member compensation.

### **Annual Statements**

Each Director and member of the Board shall annually sign the Conflict-of-Interest Disclosure Statement, which affirms that the Board member:

- has received a copy of the Conflict of Interest Policy,
- has read and understands the Policy,
- has agreed to comply with the Policy, and
- understands that the School is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

### **Periodic Review**

The Board shall conduct periodic reviews to ensure that the School operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its status as an organization exempt from federal income tax.

The periodic reviews shall, at a minimum, address the following subjects:

- Whether compensation arrangements and benefits are reasonable and the result of arm's-length bargaining and do not result in inurement or impermissible private benefit.
- Whether partnership and joint venture arrangements and third-party transactions conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the School's charitable purposes, and do not result in inurement or impermissible private benefit.
- Whether agreements with employees and third-party payers further the School's charitable purposes and do not result in inurement or impermissible private benefit.

In conducting the periodic reviews provided for above, the School may use outside advisors. The use of outside advisors does not relieve the Board of its responsibility for ensuring that periodic reviews are conducted.

### **Related Documents**

Rebuttable Presumption Checklist (Property) Rebuttable  
Presumption Checklist (Compensation) Conflict of Interest  
Disclosure Statement  
Bylaws

**DATE ORIGINALLY APPROVED: September 4, 2015**

**DATE REVISED:**

**Rebuttable Presumption Checklist (Compensation)**

1. *Interested Person:*

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

Title / Position Description: \_\_\_\_\_

2. Terms of compensation arrangement:

Salary: \_\_\_\_\_

Bonus: \_\_\_\_\_

Deferred compensation: \_\_\_\_\_

Fringe benefits (excluding IRC 132 fringes and expense reimbursements under an accountable plan):

\_\_\_\_\_  
\_\_\_\_\_

Liability insurance premiums: \_\_\_\_\_

Foregone interest on loans: \_\_\_\_\_

Other: \_\_\_\_\_

3. Name of *authorized body*: \_\_\_\_\_

4. Date *authorized body* approved compensation arrangement: \_\_\_\_\_

5. Members of *authorized body* on date of approval:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

6. Titles / Positions:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

- D. \_\_\_\_\_
- E. \_\_\_\_\_

7. Background (education, experience, etc.):

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_

8. Conflict of interest as to compensation arrangement:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_

9. Comparable Data:

- A. Compensation paid by similar organizations for functionally comparable positions: \_\_\_\_\_
- B. Availability of similar services in geographic area: \_\_\_\_\_  
\_\_\_\_\_
- C. Current compensation surveys compiled by independent firms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Actual written offers from similar institutions: \_\_\_\_\_  
\_\_\_\_\_
- E. Compensation data paid by three comparable organizations in similar communities for similar services:
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_

10. Documentation:

Description of records: \_\_\_\_\_

Date records were prepared: \_\_\_\_\_

Date records were approved by *authorized body*: \_\_\_\_\_

Per records:

A. Terms of transaction approved: \_\_\_\_\_  
\_\_\_\_\_

B. Date reviewed and approved by *authorized body* as reasonable, accurate and complete: \_\_\_\_\_

C. Members of *authorized body* present during debate:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

D. Members of *authorized body* who voted on transaction:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

E. Description of comparability data obtained and relied on by *authorized body*: \_\_\_\_\_  
\_\_\_\_\_

F. Description of how comparability data was obtained: \_\_\_\_\_  
\_\_\_\_\_

G. Description of any actions taken as to consideration of transaction by member of *authorized body* who had a conflict of interest: \_\_\_\_\_  
\_\_\_\_\_

H. If value determined differs from comparability data, basis for determination: \_\_\_\_\_  
\_\_\_\_\_

11. For a non-fixed payment subject to a cap:

A. Date *authorized body* obtained comparability data that a fixed payment would be reasonable compensation: \_\_\_\_\_

B. Amount of such fixed payment: \_\_\_\_\_

C. Maximum amount payable under contract (both fixed and non-fixed payments): \_\_\_\_\_  
\_\_\_\_\_

**Rebuttable Presumption Checklist (Property)**

1. Interested Person:

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

Title / Position Description: \_\_\_\_\_

2. Property to be transferred or used:

Description: \_\_\_\_\_

Location: \_\_\_\_\_

3. Name of *authorized body*: \_\_\_\_\_

4. Date *authorized body* approved property transfer: \_\_\_\_\_

5. Members of *authorized body* on date of approval:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

6. Conflict of interest as to property transfer:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

7. Comparable Data – Appraisals:

A. Appraiser(s) name and address \_\_\_\_\_  
\_\_\_\_\_

B. Appraiser(s) qualifications: \_\_\_\_\_  
\_\_\_\_\_

C. Date(s) of appraisal(s): \_\_\_\_\_  
\_\_\_\_\_

D. Fair market value per appraisal(s): \_\_\_\_\_  
\_\_\_\_\_

E. Appraisal method(s) used (e.g., sales comparison, income analysis, replacement costs, etc.): \_\_\_\_\_  
\_\_\_\_\_

8. Comparable Data – Offers received from open and competitive bidding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Documentation:  
Description of records: \_\_\_\_\_  
Date records were prepared: \_\_\_\_\_  
Date records were approved by *authorized body*: \_\_\_\_\_  
Per records:

A. Terms of transaction approved: \_\_\_\_\_  
\_\_\_\_\_

B. Date reviewed and approved by *authorized body* as reasonable, accurate and complete: \_\_\_\_\_

C. Members of *authorized body* present during debate:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

D. Members of *authorized body* who voted on transaction:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

E. Description of any actions taken as to consideration of transaction by member of *authorized body* who had a conflict of interest: \_\_\_\_\_  
\_\_\_\_\_

F. If value determined differs from comparability data, basis for determination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONFLICTS OF INTEREST DISCLOSURE STATEMENT

The School requires that members of the Governing Body ("Board"), officers, and members of any Board committee, disclose Financial Interest that could lead to an actual or apparent conflict of interest. This disclosure form is intended to implement the Conflicts of Interest Policy's annual disclosure requirement.

### I. Disclosure.

A. Name Of Responsible Person: \_\_\_\_\_

B. Capacity: \_\_\_\_\_ Member of Board

\_\_\_\_\_ Member of Board Committee

\_\_\_\_\_ Officer

C. Have you, any of your Family Members, any entity in which you or a Family Member has a Financial Interest engaged in any of the following transactions with the School in the past year:

(i) provided services or property to the School in exchange for consideration;

\_\_\_\_ YES \_\_\_\_\_ NO

(ii) had any direct or indirect interest in any transaction to which the School was or is a party;

\_\_\_\_ YES \_\_\_\_\_ NO

(iii) been or become indebted to pay money to the School (other than travel advances or the like);

\_\_\_\_ YES \_\_\_\_\_ NO

(iv) received, or become entitled to receive, directly or indirectly, any personal benefits from the School or as a result of your relationship with the School, that in the aggregate could be valued in excess of \$50.00, that were not or will not be compensation directly related to your duties to the School;

\_\_\_\_ YES \_\_\_\_\_ NO



If yes, please describe the proceeding(s) and if a Family Member or entity is involved, the identity of the Family Member or entity and your relationship with that person or entity:

---

---

---

---

---

---

D. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the School in accordance with the terms and intent of the School’s conflict of interest policy?

\_\_\_YES \_\_\_\_\_NO

If yes, please describe the situation(s) and if a Family Member or entity is involved, the identity of the Family Member or related entity and your relationship with that person or entity:

---

---

---

I HERBY CONFIRM that I received a copy of the Conflicts of Interest Policy, read and understand the policy, agree to comply with the policy, and understand that the School is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes. I confirm that my responses to the above questions are complete and accurate to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I did not comply with the policy, I will notify the President of the Board or the Treasurer immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Coversheet

## Approval of Business Travel & Expense Reimbursement Guidelines

**Section:** VI. Action Items  
**Item:** M. Approval of Business Travel & Expense Reimbursement Guidelines  
**Purpose:**  
**Submitted by:**  
**Related Material:** Business Travel & Expense Reimbursement Guidelines - Final.pdf  
Travel&Expense\_Guidelines-Board\_Update-06132023.pdf

## Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines

**PURPOSE:** This policy establishes the guidelines and responsibilities for business travel and submitting expenses related to travel and school operations for reimbursement. This policy ensures (a) adequate cost controls are in place, (b) travel and other related expenditures are appropriate, and (c) a uniform and consistent approach for the timely reimbursement of authorized expenses.

**SCOPE:** This policy applies to all full-time, part-time, and temporary staff of Reach Cyber Charter School.

### TERMS AND DEFINITIONS:

- Business Travel - Business travel is travel performed by school staff to one or more locations to perform work related to school operations.
  - Business travel does not include travel for personal, non-business purposes, or ordinary commuting to an office.
  - Business travel will normally start or end at the employee's residence.
  - Business travel may include single day and/or overnight travel in the state.
  - Out-of-state travel requires Chief Executive Officer (CEO) approval.
- Commute - The trip an employee performs when traveling to and from their residence to their Primary Work Location.
- Primary Work Location - The location where an employee regularly performs work.
  - Full time work from home (WFH) staff - The Primary Work Location for WFH staff is the employee's residence.
  - In-office and hybrid staff - The Primary Work Location for in-office and hybrid staff is the school office.
- Alternative Work Location -The location where an employee temporarily performs work, such as a state testing site.
- Mileage Allowance - A rate per mile reimbursed to staff in lieu of reimbursing actual expenses of operating a privately owned vehicle.
- Local travel – Business travel in and around an employee's Primary or Alternative Work Location.

**GUIDELINES:** Reach Cyber Charter School established the following guidelines to clarify eligible staff should arrange, perform, and request reimbursement for business travel and expenses.

- All travel must occur within these guidelines to qualify for reimbursement.
- The School will assign a Primary Work Location for each employee.
- The School will reimburse eligible employees for only ordinary, necessary, and reasonable business travel expenses when directly connected with school business.
- Employees shall exercise sound judgement regarding expenses covered by these guidelines.
- The School expects employees to be cost conscious and spend money as carefully and judiciously as the individual would spend their own funds.
- When submitting expense reimbursement claims, employees shall neither gain nor lose financially when receiving reimbursement for travel and expenses.
- No employee is authorized to approve their own, a peer's or a manager's travel and expense claim.

## **Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines**

- The School will not reimburse the costs associated with ordinary commuting between the employee's residence and their Primary Work Location.
- The school will not provide staff travel advances.
- Reimbursements for expenses not in compliance with the guidelines require CEO approval.
- Family member/personal travel combined with approved business travel shall not interfere with school business and the responsibilities of staff and requires CEO approval prior to incurring costs.
- Travel expenses for family members of staff are not reimbursable as business travel expenses.

### **Out of State Travel**

- Approval for out of state travel is at the sole discretion of School Leadership and requires CEO approval.
- Staff may travel out of state for professional development or training when there are no comparable state-level conferences or local training courses available, or conferences solely at the national level. (See the School's Professional Development Reimbursement Policy for further information.)
- Out of state travel using federal funds:
  - Out-of-state travel using Federal funds is discouraged in most cases and requires direct Department of Federal Programs (DFP) pre-approval prior to obligating funds.
  - To attend workshops and/or conferences out of state an LEA must include a breakdown of costs including the number of staff, cost incurred per person for travel and lodging, meals, registration, and any incidentals.
  - The LEA must also document how it has determined out-of-state travel as the most cost-effective way to provide the training. If applicable, the DFP encourages LEAs to contract with a speaker to present on site and train more teachers using less funds.

### **ROLES AND RESPONSIBILITIES:**

All staff are responsible and accountable for:

- Being fiscally responsible.
- Complying with all aspects of these guidelines.
- Obtaining school administration approval before commencing travel.
- Submitting expense reimbursement claims with supporting documentation via the school's expense system no later than sixty (60) days after incurring the expense.
- Taking personal responsibility for their own safety and security when traveling.
- Maintaining a copy of their expense report and receipts until reimbursement occurs.

Managers and Supervisors are responsible and accountable for:

- Knowing the current travel and expense policy and ensuring their staff comply with travel policy and procedures.
- Verifying and approving authorized expenses in accordance with school policy via the school's expense tracking system.
- When approving an expense report, managers and supervisors are confirming that:
  - The expenses are for a valid business purpose.

## **Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines**

- The amount of expenses is reasonable and complies with travel policy.
- Proper documentation supports the expenses with dates and amounts that match the expense reimbursement claim.

The Finance Department is responsible and accountable for:

- Ensuring expense reimbursement claims are properly authorized, accurately recorded, and reimbursed to employees promptly.
- Monitoring travel policy and procedures compliance.
- Performing audits on expense reimbursement claims.
- Updating travel and expense policies and procedures as required.
- Review all expense reimbursement claims prior to payment processing.

### **GROUND TRANSPORTATION**

#### **Personal Vehicle**

- Staff may utilize personal vehicles for business travel when such use is less expensive and granted approval.
- The School will reimburse staff for authorized business use of a personal vehicle. The reimbursement rate is a per mile rate equal to the current standard mileage rate per mile established by the Internal Revenue Service (IRS).
- The standard mileage rate covers all expenses (gasoline, oil, repairs, insurance, etc.).
- The School will not reimburse certain expenses such as parking tickets, fines, accidents, tows, theft and wear and tear. These expenses are the employee's responsibility.
- Staff using their personal vehicle for school business shall have the minimum Bodily Injury and Property Damage insurance protection as required by law. The school will not reimburse staff for personal property damage or injury, including deductible amounts, incurred while using a personal vehicle. The employee's personal auto insurance policy should cover third party injury/property damage incurred while an employee is using their personal vehicle.
- Costs associated with an employee's normal commute are not eligible for reimbursement.
- When two or more employees travel to the same location, staff shall ride share, when possible.

#### **Rental Vehicle**

- Staff may use rental vehicles when such use is less expensive and granted approval.
- When traveling alone or with one companion, staff should use a compact sized car. Staff may book a rental class of service one level higher when one or more of the following situations exist:
  - An upgrade occurs at no extra cost.
  - Three or more school employees are traveling together.
  - Vehicles in the authorized category are not available.
  - Traveling with excess baggage
- Staff are responsible for coordinating their own rental vehicle arrangements, obtaining confirmation numbers, and ensuring proper payment occurs. Reservations made before obtaining trip approval may not be reimbursable.
- The School prohibits the personal use of rental vehicles and will not reimburse personal use.

## **Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines**

- Fuel for rental vehicles is reimbursable with proper documentation unless the rental agreement specifically includes the fuel cost.
- The School's insurance policy covers staff while traveling on official business. Therefore, staff should decline optional theft and collision insurance coverage for rental vehicles. Staff who choose to add optional insurance coverage will do so at their own expense. The School will not reimburse the cost of the optional coverage.
- Staff shall not reserve a rental vehicle until obtaining all necessary approvals.

### **Taxi/Uber-type Rides**

- Staff shall use complimentary shuttle services for travel to and from airports, downtown areas, and between hotel and event site, in connection with business activities, when available.
- When shuttle service is not available, staff may use and receive reimbursement for taxi and Uber-type ride expenses.
- Staff must submit receipts for all taxi and Uber-type transportation expenses to receive reimbursement.

### **Rail**

- The School will authorize rail travel when the travel is necessary and advantageous to conduct school district business.
- Staff approved for rail travel shall utilize the most economical scheduling including excursion and government discounts, whenever applicable.
- All rail travel must be economy class unless a free upgrade exists.
- Staff should make rail travel plans as far in advance as possible to obtain discounted rates.
- Staff are responsible for coordinating their own travel arrangements, obtaining confirmation numbers, and ensuring proper payment occurs. Reservations made before obtaining trip approval may not be reimbursable.
- Staff shall not book rail tickets until obtaining all necessary approvals.

### **AIR TRANSPORTATION**

- The School will authorize air travel when the travel is necessary and advantageous to conduct school district business.
- Staff approved for air travel shall utilize the most economical scheduling including the use of discounted and special rates.
- Staff should make air travel plans as far in advance as possible to obtain discounted rates.
- Staff approved for air travel should book flights through a reputable online travel source such as Orbitz, Expedia, or Travelocity.
- Staff are responsible for coordinating their own travel arrangements, obtaining confirmation numbers, and ensuring proper payment occurs. Reservations made before obtaining trip approval may not be reimbursable.
- All air travel must be economy class unless a free upgrade exists.
- Staff must book airline tickets at the lowest available airfare as determined by an approved online

## **Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines**

travel site. Staff should use the following criteria to determine lowest available airfare:

- The flight's departure or arrival time is within two hours before or after the requested departure or arrival time.
- Staff should only consider one-stop or connecting flights when they achieve a savings of \$100 or more.
- Employees may not specify a preferred carrier.
- The School will not reimburse the use of charter or private aircraft.
- Staff shall not book airline tickets until obtaining all necessary approvals.

### **LODGING**

- Staff on approved business travel to an alternative work location are eligible for lodging expenses where an overnight stay is required, and the alternative work location is more than sixty (60) miles from the Primary Work Location.
- Overnight stays and lodging expenses require supervisor approval.
- A standard room in a moderately priced hotel or motel is the school's standard.
- The School will not reimburse lodging expenses for suites or luxury accommodations unless specifically approved by the CEO.
- Staff must cancel room reservations by the required deadline to avoid a "no-show" charge when they no longer require lodging. The School will not reimburse 'no show' charges. Staff should request and retain a confirmation/cancellation number as documentation of the transaction.

### **MEALS**

- Staff on approved business travel are only eligible for meal reimbursement if the business travel includes an overnight stay.
- The amount of meal reimbursement is limited to the actual cost of meals up to the maximum meal allowance when an employee is traveling on official school business and includes an overnight stay.
- On school-related business travel days, only those meals required after travel begins and/or before travel ends will be eligible for reimbursement.
- Meals eligible for reimbursement include the meals incurred during the travel to the alternative work location where the overnight stay occurs as well as the meals incurred when traveling from the alternative location to their residence.
- Staff must submit itemized receipts (plus any credit card receipts) for reimbursement. The itemized receipt should include the meal details and the tip provided.
- Alcohol is not reimbursable. Staff shall not charge alcohol to a School credit card and if purchased, staff must request a separate receipt.
- Meals provided by the School or included in the registration fee, cost of lodging, and/or transportation charge, are not eligible for reimbursement.
- Allowable meal reimbursement shall be actual costs plus gratuity, not to exceed the following maximum meal rates, which reflect the current GSA meal rate based for Pennsylvania cities.
  - Breakfast: \$19.00
  - Lunch: \$22.00
  - Dinner: \$38.00

## **Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines**

### **BUSINESS MEALS**

- Business meals are approved meals during which school business occurs. Business meal expenses require advance approval.
- Staff must submit an itemized receipt of charges along with any credit card receipts to receive reimbursement for business meal expenses.
- Staff must include the following specific information in the expense reimbursement claim as support for all business meal expenses to be compliant with IRS tax regulations.
  - Name, title, and company of all attendees
  - Name and location of the establishment where the event took place.
  - Amount and date of expense

### **OTHER REIMBURSABLE EXPENSES**

The following incidental expenses, when related to school operations and business travel are reimbursable and require receipts:

- Tips
- Laundry (for approved travel that is four consecutive days or more)
- Parking
- Tolls
- Hotel Internet Access (Typically, hotel rates include internet access; however, if not included, staff may submit for reimbursement of internet access charges.)

### **NON-REIMBURSABLE EXPENSES**

- The School reserves the right to determine whether expenses submitted by staff are reimbursable.
- In addition to other non-reimbursable expenses already mentioned, the following expenses are not eligible for reimbursement:
  - Expenses without proper documentation
  - Traffic and parking violations, or other vehicle tickets and penalties
  - Political or charitable contributions
  - Subscriptions and membership fees, even if used for business purposes, for health clubs, country clubs, or other social clubs.
  - Airline membership clubs
  - Adult entertainment expenses
  - Spa treatments
  - Childcare
  - Lost luggage, money, or personal items
  - Travel insurance
  - Pet care / Kennel charges
  - Personal gifts
  - Personal articles (i.e., toiletries, magazines, etc.)
  - Barber/Hairstylist
  - Hotel movies, games, and other discretionary charges



## Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines

- Luggage

### RECEIPTS

- The School requires detailed receipts for all expenses submitted for reimbursement.
- Credit card statements or the credit card charge slip are not acceptable substitutes. Receipts for meals must include line-item detail, as well as the receipt that includes the tip and must match the requested amount. Food delivery service receipts must include the full date including the year.
- Certain items eligible for expense reimbursement such as supplies, postage, materials, and services unrelated to travel also require a receipt to be eligible for reimbursement.
- When a receipt or other proof of payment is not available, the employee must complete a Lost or Destroyed Receipt form and include details about the payee, date, location, business purpose and amount of the expense on the form. The employee and their supervisor must sign the form.
- Employees must provide documentation for expenses as follows:

Expense Item	Required Documentation
Lodging	Itemized Receipt showing Zero Balance
Meals	Itemized Receipt
Rental Vehicle	Rental Agreement
Personal Vehicle	Mileage Calculator
Parking/Tolls	Receipt
Taxi/Uber	Receipt
Bus Fare	Bus ticket
Rail Fare	Rail Ticket
Air Fare	Airline Ticket
Miscellaneous Expenses	Detailed Itemized Receipt

### MILEAGE REIMBURSEMENT GUIDELINES

- Staff on approved business travel shall be eligible for mileage reimbursement for the authorized business use of a personal vehicle. The reimbursement rate is equal to the per mile IRS standard mileage rate. This rate covers all expenses (gasoline, oil, repairs, insurance, etc.), except for parking and tolls.
- When using a personal vehicle for business travel, only the owner/operator of the personal vehicle is eligible for mileage reimbursement; carpoolers are not eligible for mileage reimbursement.
- Commute mileage from the employee’s residence to their Primary Work Location is not eligible for reimbursement.
- The School requires staff to apply a standard mileage deduction of fifteen (15) miles for each segment of the trip when submitting for reimbursement. This deduction represents an employee’s usual commuting distance. Accordingly, round trip travel requires two fifteen-mile deductions for a total deduction of thirty (30) miles.
- The following situations related to student/family focused visits are the only authorized exceptions to the standard mileage deduction of fifteen (15) miles each segment (30-mile roundtrip). Only the staff

## **Reach Cyber Charter School Business Travel & Expense Reimbursement Guidelines**

listed below performing the identified actions are eligible for reimbursement of the total mileage they incur while performing these specific actions. The School does not require a standard mileage deduction for these specific situations.

- Family Mentors traveling to and from in-home visits with students and families.
- Outreach staff traveling to and from approved school-sponsored events and activities.
- Truancy Officers traveling to and from in-home visits with students and families and school-related court proceedings.
- Technology staff traveling to and from authorized trips to provide technical support to staff, students, and families.
- Hybrid and in-office staff are eligible for supervisor-approved local business mileage reimbursement at the IRS established rate.
- To receive reimbursement for mileage, staff must specify the purpose of the trip, trip origin and destination- using the mileage calculator in Concur. The calculator will compute the number of miles travelled. Staff must then deduct fifteen (15) miles from this calculation for each segment of the trip.
- Any exceptions to the mileage reimbursement guidelines requires supervisor approval and is subject to the Finance Department final review.

### **RENTAL VEHICLE/AIRLINE/HOTEL LOYALTY PROGRAMS**

- Staff may participate in, and retain benefits from, loyalty programs. However, the cost of program membership is not eligible for reimbursement.
- Staff may use points to upgrade the class of travel for a business trip, but all additional fees and expenses are not eligible for reimbursement.
- Staff are responsible for any tax implications that may arise from using school-paid rewards for personal use.

### **REIMBURSEMENT FOR FEDERAL PROGRAMS TRAVEL**

Unless specifically noted elsewhere in this document, all federal program travel and reimbursements will adhere to the School's travel and reimbursement policy and guidelines. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who travel on official school business of a grant recipient. Such costs may be charged on an actual cost basis, per diem or mileage bases in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the School's non-federally funded activities and in accordance with the School's written travel reimbursement policies. 2 C.F.R §200.474(a)

The school will investigate any suspected abuse of these guidelines. Substantiated cases of abuse may result in disciplinary action up to and including termination.

Staff with questions or concerns should contact their supervisor, Human Resources, and/or the Finance Department.



## **Business Travel & Expense Reimbursement Guidelines**

Reach Cyber Charter School's HR and Finance departments, in collaboration with the senior leadership, developed the School's Business Travel and Expense Reimbursement Guidelines. In preparation for the School's departure from Pearson Education effective June 30, 2023, these guidelines will replace the previous set of guidelines developed by Pearson. The following provides a summary of the major provisions of the Business Travel & Expense Reimbursement Guidelines. Upon the Board's approval, the School will publish the document with an effective date July 1, 2023.

- The guidelines ensure adequate cost controls are in place, travel and other related expenditures are appropriate, and a uniform and consistent approach for the timely reimbursement of authorized expenses.
- Applies to all full-time, part-time, and temporary staff.
- Establishes school policy for ground transportation, lodging, meals, and incidental expenses.
- Requires supervisor approval, Finance Department review, and valid receipts for all reimbursements.
- Out of state travel is at the sole discretion of School Leadership and requires CEO approval.
- Establishes maximum meal rates based on the current GSA meal rate for Pennsylvania.
  - Breakfast: \$19.00
  - Lunch: \$22.00
  - Dinner: \$38.00
- Authorizes the use of a personal vehicle or rental vehicle for business travel, whichever is less expensive. For personal vehicle use:
  - The per mile reimbursement rate is equal to the standard mileage rate per mile established by the Internal Revenue Service (IRS). Currently the rate is 65.5 cents per mile.
  - Staff shall have minimum Bodily Injury and Property Damage insurance protection as required by law.
  - Normal commute costs not reimbursable
- Mileage reimbursement requires a 15-mile per segment (30-mile roundtrip) deduction from total mileage. The School does not require a standard mileage deduction for these specific situations.
  - Family Mentors traveling to and from in-home visits with students and families.
  - Outreach staff traveling to and from approved school-sponsored events and activities.
  - Truancy Officers traveling to and from in-home visits with students and families and school-related court proceedings.
  - Technology staff traveling to and from authorized trips to provide technical support to staff, students, and families.
- The School's travel and reimbursement guidelines also comply with all federal program travel and reimbursement regulations.

# Coversheet

## Approval of Additional Funds to be held in Reserve

**Section:** VIII. Strategic Planning  
**Item:** A. Approval of Additional Funds to be held in Reserve  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Strategic Plan Updates.docx



## **Recommended Reservation of Fund Balance**

**Presented for Board approval 6/21/23**

**Total Proposed Reservation of Fund Balance = \$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