



# Reach Cyber Charter School Board of Trustees

## Reach Cyber Charter School

Published on October 10, 2024 at 11:00 AM EDT

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### Date and Time

Wednesday October 16, 2024 at 9:00 AM EDT

### Location

800 East Park Drive  
Harrisburg, PA 17111

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### Agenda

Presenter

#### I. Opening Items

A. Roll Call

B. Call the Meeting to Order

David Taylor

#### II. Public Comment

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

Presenter

in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

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

### III. Routine Business

A. Approval of Agenda David Taylor

### IV. Oral Reports

A. CEO's Report Jane Swan  
Monthly Board Report

B. Human Resources Update Michael Garman  
Staffing Report

C. Financial Report Karen Yeselavage

### V. Consent Items

A. Approval of Minutes from the September 18, 2024, Board Meeting

B. Approval of Staffing Report

C. Approval of Renewal with ABC Keystone JD Smith

- \$2,000-\$2,500 depending on cohort
- This program prepares students with foundational knowledge applicable to any of the registered apprenticeship trades available through ABC Keystone. Classes are conducted at ABC Keystone's training facility in Manheim, PA. Upon completion of the program, graduates receive credit towards registered apprenticeship, along with an OSHA-10 card and a certificate of completion.

Presenter

**VI. Action Items**

**A. Approval of Agreement with Fabric 1-9-6-8 for Middle School** JD Smith

- Sewing Workshop of 3 weeks for up to 20 students at flat rate of \$750.00 plus supplies (Dec 4, 11, 18).
- Duration of instruction: 1 hour to 1.5 hours per week
- Students in grades 5-8 will learn the basics of sewing and complete a project with the instructor, virtually.

**B. Approval of 2025 Benefits Renewal** Lisa Blickley

**C. Approval of Agreement with Westmoreland Hospital** JD Smith

- The purpose of this partnership is to introduce STs to careers in the medical field
  - Nursing
  - Psychology
  - Radiology
  - EMT
  - Behavioral Health
  - Social Work
- 10 - \$60/ST, 15 - \$40/ST, 20 - \$30/ST, 25 - \$24/ST, 30 - \$20/ST, 40 - \$15/ST, 50 - \$12/ST

**D. Approval of Clinical Agreement with Western Governors University** LeeAnn Ritchie

Western Governors University is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). University Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). University represents that each teacher/principal Candidate assigned to District for Student Teaching/Practicum is validly enrolled in an approved University educator preparation program and meets District’s background requirements.

**VII. Strategic Planning**

**A. Strategic Planning Retreat (detailed agenda to be provided separately) – Full Board**

**VIII. 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

Presenter

or disciplining of any specific prospective public officer or employee or current public officer or employee.

**IX. Closing Items**

**A. Adjourn Meeting**

Adjournment and Confirmation of Next Meeting – Wednesday, November 20, 2024, at 9:00 a.m.

# Coversheet

## CEO's Report

**Section:** IV. Oral Reports  
**Item:** A. CEO's Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** Monthly Board Report October 2024.pdf



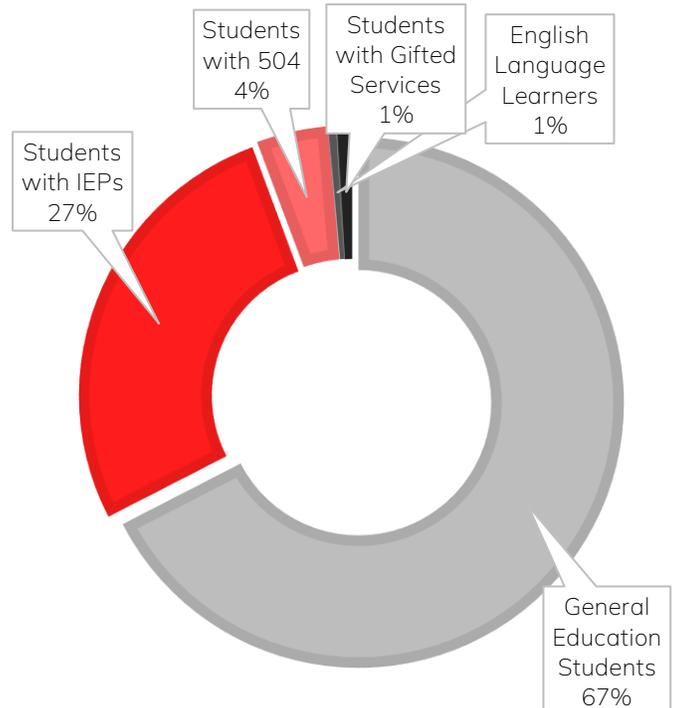
# School Data Update

October 2024

Currently Enrolled for 24-25	Enrollment Change 30 Days
<b>5773</b>	<b>-45</b>
New Enrollments Last 14 Days	106
New Applications Last 14 Days	147
Complete New Student Applications (Not included in Current Enrollment)	166
Unsubmitted Applications (Application Started but Not Complete)	160

STUDENT DEMOGRAPHICS	POPULATION
White	49%
Black or African American	24%
Hispanic	16%
Two or More Races	8%
Asian	1%
Am. Indian/Alaskan Native	<1%
Native Hawaiian/ Other Pac. Islander	<1%

## SPECIALIZED INSTRUCTION



# Coversheet

## Human Resources Update

**Section:** IV. Oral Reports  
**Item:** B. Human Resources Update  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Staffing Report-October\_2024.pdf

## REACH Staffing Report October 2024

*24-25 School Year Budgeted Staff = 903*

	Current Staff	Hires SYTD	Departures SYTD
<b>10-month Staff</b>	721 (713)	22 (77)	20 (21)
<b>12-month Staff</b>	153 (139)	5 (10)	2 (3)
<b>Grand Total</b>	<b>874 (852)</b>	<b>27 (87)</b>	<b>22 (24)</b>

### New Hires

First Name	Last Name	Job Title	Compensation	Start Date
Orlian	Reyes	Administrative Assistant I	\$44,000	10/15/2024
Cole	Novotney	Family Mentor	\$54,000	10/21/2024
Stacy	Martin	Interventionist – Reading	\$60,070	10/29/2024
Lynette	Flores	Family Mentor	\$58,000	10/29/2024
Danielle	Glatfelter	Middle School Teacher	\$59,530	11/12/2024

### Position Changes

First Name	Last Name	Former Position	New Position	Compensation	Start Date
Tyler	Murray	Elem Special Education Teacher	HS Special Education Teacher	\$61,659	9/23/2024
Jessica	Bendis	Elem Special Education Teacher	Elem Autistic Support Teacher	\$70,877	9/23/2024
Rebecca	Miller	MS Special Education Teacher	HS Special Education Teacher	\$66,997	9/30/2024
Catherine	Gallagher	Elementary Teacher	Middle School Teacher	\$68,454	10/07/2024
Jenna	Hurbanek	HS Special Education Teacher	Interventionist – Reading	\$66,223	10/07/2024

### Departing Employees

First Name	Last Name	Job Title	Last Day Worked
Michelle	Gould	Elementary Teacher	9/13/2024
Ashley	Newcomer	Elementary Teacher	9/13/2024
Tina	Marteney	Middle School Teacher	9/30/2024
Lorie	Kneller	HS Special Education Teacher	10/02/2024

# Coversheet

## Financial Report

**Section:** IV. Oral Reports  
**Item:** C. Financial Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** Sep 2024 Treas Report.pdf

### BACKGROUND:

#### Report Highlights and Key Issues:

- For the 1st Quarter of the fiscal year, we have recognized about 19% of our annual budgeted revenue, which is less than anticipated due to our enrollments being less than expected for the 24/25 school year. Approximately 36% of our federal revenues have been recognized due to the closeout of the ARP ESSER program, which ended 9/30/24.
- All year-to-date expense categories are under budget compared to the total annual

budget. Certain expenses including but not limited to purchased property services (rentals) and supplies are expended at a higher rate during September, when the current school year has commenced. This is due to venue rentals for back to school events, state testing venue deposits, and the purchase of logo items for the school year.

- Final 23/24 school year billing settlements were released during the last week of August 2024. Settlement refunds owed to approximately 170 school districts were disbursed throughout the month of September.

**Reach Cyber Charter School**  
**Revenue and Expense Statement- Budget to Actual**  
**2024-2025 Year to Date as of 9/30/24**

	Sep 2024	Fiscal YTD through 9/30/24	2024/2025 Approved Budget	Year to Date % of Budget Recognized/ Expended
<b>Revenues:</b>				
Function 6000- Local Sources	\$ 24,755,095	\$ 25,900,696	\$ 142,944,187	18.12%
Function 7000- State Sources	\$ -	\$ -	\$ 172,000	0.00%
Function 8000- Federal Sources	\$ 26,616	\$ 1,626,296	\$ 4,496,731	36.17%
<b>TOTAL REVENUES</b>	<b>\$ 24,781,711</b>	<b>\$ 27,526,992</b>	<b>\$ 147,612,918</b>	<b>18.65%</b>
<b>Expenditures:</b>				
<b>Function 1000- Instructional Programs</b>				
100- Salaries	\$ 2,659,733	\$ 4,266,435	\$ 38,684,961	11.03%
200- Employee Benefits	\$ 904,848	\$ 1,970,365	\$ 11,470,091	17.18%
300- Purchased Professional and Tech Svcs	\$ 187,014	\$ 2,283,955	\$ 7,956,000	28.71%
400- Purchased Property Services	\$ 37,328	\$ 128,861	\$ 400,000	32.22%
500- Other Purchased Services	\$ 442,947	\$ 706,159	\$ 4,715,750	14.97%
600- Supplies	\$ 81,615	\$ 257,690	\$ 6,730,900	3.83%
800- Dues, Fees, Other	\$ 284	\$ 342	\$ 850	40.28%
<b>Subtotal 1000- Instructional Programs</b>	<b>\$ 4,313,768</b>	<b>\$ 9,613,806</b>	<b>\$ 69,958,552</b>	<b>13.74%</b>
<b>Function 2000- Support Services</b>				
100- Salaries	\$ 1,456,396	\$ 3,667,032	\$ 21,978,106	16.68%
200- Employee Benefits	\$ 593,967	\$ 1,473,766	\$ 6,516,508	22.62%
300- Purchased Professional and Tech Svcs	\$ 277,756	\$ 640,801	\$ 6,297,925	10.17%
400- Purchased Property Services	\$ 46,084	\$ 346,062	\$ 702,121	49.29%
500- Other Purchased Services	\$ 545,657	\$ 1,733,107	\$ 5,000,300	34.66%
600- Supplies	\$ 85,027	\$ 578,247	\$ 1,020,350	56.67%
700- Fixed assets (prior to capitalization)	\$ -	\$ -	\$ 1,000,000	0.00%
800- Dues, Fees, Other	\$ (5,729)	\$ 48,679	\$ 175,600	27.72%
<b>Subtotal 2000- Support Services</b>	<b>\$ 2,999,159</b>	<b>\$ 8,487,695</b>	<b>\$ 42,690,910</b>	<b>19.88%</b>
<b>Function 2000- Non Cash Support Services</b>				
700- Depreciation (non-cash)	\$ 349,272	\$ 1,047,943	\$ -	-
<b>Function 3000- Non Instructional/ Community Services</b>				
100- Salaries	\$ 400,202	\$ 712,741	\$ 5,851,988	12.18%
200- Employee Benefits	\$ 132,953	\$ 286,176	\$ 1,735,114	16.49%
300- Purchased Professional and Tech Svcs	\$ 560	\$ 910	\$ 46,500	1.96%
400- Purchased Property Services	\$ 5,392	\$ 6,742	\$ 82,000	8.22%
500- Other Purchased Services	\$ 1,470	\$ 11,724	\$ 107,500	10.91%
600- Supplies	\$ 4,928	\$ 11,263	\$ 4,556,500	0.25%
800- Dues, Fees, Other	\$ 5,437	\$ 15,260	\$ 192,500	7.93%
<b>Subtotal 3000- Non Instructional/ Community Services</b>	<b>\$ 550,943</b>	<b>\$ 1,044,816</b>	<b>\$ 12,572,102</b>	<b>8.31%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,863,870</b>	<b>\$ 20,194,261</b>	<b>\$ 125,221,565</b>	<b>16.13%</b>
<b>NET INCREASE/ (DECREASE)</b>	<b>\$ 16,917,841</b>	<b>\$ 7,332,731</b>	<b>\$ 22,391,353</b>	
Beginning Fund Balance (unaudited)		\$ 78,280,632		
<b>ENDING FUND BALANCE</b>		<b>\$ 85,613,364</b>		

**Reach Cyber Charter School**  
**Year to Date Expenditures-9/30/24 vs. 9/30/23**

	Year to date 9/30/24	Year to date 9/30/23	Change from Prior Year
<b>Revenues:</b>			
Function 6000- Local Sources	\$ 25,900,696	\$ 25,471,353	\$ 429,343
Function 7000- State Sources	\$ -	\$ -	\$ -
Function 8000- Federal Sources	\$ 1,626,296	\$ 1,718,327	\$ (92,031)
<b>TOTAL REVENUES</b>	<b>\$ 27,526,992</b>	<b>\$ 27,189,680</b>	<b>\$ 337,312</b>
<b>Expenditures:</b>			
<b>Function 1000- Instructional Programs</b>			
100- Salaries	\$ 4,266,435	\$ 4,478,460	\$ (212,025)
200- Employee Benefits	\$ 1,970,365	\$ 935,131	\$ 1,035,234
300- Purchased Professional and Tech Svcs	\$ 2,283,955	\$ 1,950,194	\$ 333,761
400- Purchased Property Services	\$ 128,861	\$ 88,035	\$ 40,826
500- Other Purchased Services	\$ 706,159	\$ 828,422	\$ (122,264)
600- Supplies	\$ 257,690	\$ 1,225,241	\$ (967,551)
700- Property	\$ -	\$ -	\$ -
800- Dues, Fees, Other	\$ 342	\$ 1,880	\$ (1,538)
<b>Subtotal 1000- Instructional Programs</b>	<b>\$ 9,613,806</b>	<b>\$ 9,507,363</b>	<b>\$ 106,444</b>
<b>Function 2000- Support Services</b>			
100- Salaries	\$ 3,667,032	\$ 4,922,104	\$ (1,255,072)
200- Employee Benefits	\$ 1,473,766	\$ 1,077,762	\$ 396,004
300- Purchased Professional and Tech Svcs	\$ 640,801	\$ 1,318,075	\$ (677,274)
400- Purchased Property Services	\$ 346,062	\$ 153,406	\$ 192,656
500- Other Purchased Services	\$ 1,733,107	\$ 1,698,305	\$ 34,801
600- Supplies	\$ 578,247	\$ 3,682,340	\$ (3,104,093)
700- Property	\$ 1,047,943	\$ 1,065,986	\$ (18,043)
800- Dues, Fees, Other	\$ 48,679	\$ 70,721	\$ (22,042)
<b>Subtotal 2000- Support Services</b>	<b>\$ 9,535,638</b>	<b>\$ 13,988,699</b>	<b>\$ (4,453,062)</b>
<b>Function 3000- Non Instructional/ Community Services</b>			
100- Salaries	\$ 712,741	\$ 77,917	\$ 634,824
200- Employee Benefits	\$ 286,176	\$ 18,902	\$ 267,274
300- Purchased Professional and Tech Svcs	\$ 910	\$ 1,500	\$ (590)
400- Purchased Property Services	\$ 6,742	\$ 2,748	\$ 3,994
500- Other Purchased Services	\$ 11,724	\$ 22,743	\$ (11,019)
600- Supplies	\$ 11,263	\$ 119,941	\$ (108,678)
800- Dues, Fees, Other	\$ 15,260	\$ 6,596	\$ 8,664
<b>Subtotal 3000- Non Instructional/ Community Services</b>	<b>\$ 1,044,816</b>	<b>\$ 250,347</b>	<b>\$ 794,469</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,194,261</b>	<b>\$ 23,746,409</b>	<b>\$ (3,552,148)</b>
<b>Net Increase/Decrease in Fund Balance/Equity</b>	<b>\$ 7,332,731</b>	<b>\$ 3,443,271</b>	<b>\$ 3,889,460</b>

**Reach Cyber Charter School**  
**September 2024- Checks and ACH Disbursements greater than or equal to \$20,000**

Date	Payee	Document no.	Amount	Description
9/3/2024	V0419--Capital Blue Cross	ACH	437,577.59	Medical Claims/ Claim admin fees
9/10/2024	V0130--N2Y LLC	4896	58,276.90	Special Education Software/ Student Subscriptions
9/12/2024	V0902--Classwork Co, DBA Classkick	4907	32,098.93	Classkick Pro Annual Subscription
9/13/2024	V1316--HealthEquity, Inc.	ACH	24,455.26	Health Savings Account
9/16/2024	V1414--Kennedy International Logistics & Services	31312730001464	25,830.00	September and October Special Ed Student Transportation Services
9/16/2024	V0799--Apple Inc.	31312730001466	27,760.00	25 iPads and 3 year Apple Care Plus
9/16/2024	V1415--Duet, Inc.	31312730001463	29,750.00	Duet Display for Teams
9/16/2024	V0020--Charter Choices, Inc.	31312730001468	55,000.00	Outsourced Business Services- Estimate billing for 24/25
9/16/2024	V0419--Capital Blue Cross	ACH	144,449.18	Medical Claims/ Claim admin fees
9/17/2024	V1418--Council Rock School District	4955	21,341.91	23/24 Student Tuition Settlement Refund
9/17/2024	V1273--Central Fulton School District	4972	26,555.82	23/24 Student Tuition Settlement Refund
9/17/2024	V0207--Eastern Lancaster Co School District	4944	36,974.46	23/24 Student Tuition Settlement Refund
9/17/2024	V0130--N2Y LLC	4948	39,214.87	Special Education Software/ Student Subscriptions
9/17/2024	V0355--Wilson School District	4953	50,740.71	23/24 Student Tuition Settlement Refund
9/17/2024	V0329--Tuscarora School District	4968	57,246.95	23/24 Student Tuition Settlement Refund
9/17/2024	V0197--Crawford Central School District	4943	74,952.07	23/24 Student Tuition Settlement Refund
9/19/2024	V0186--Chambersburg Area School District	4980	21,387.76	23/24 Student Tuition Settlement Refund
9/19/2024	V0438--Yough School District	5045	24,249.31	23/24 Student Tuition Settlement Refund
9/19/2024	V0211--Erie City School District	4991	26,937.34	23/24 Student Tuition Settlement Refund
9/19/2024	V0215--Fleetwood Area School District	5001	27,822.81	23/24 Student Tuition Settlement Refund
9/19/2024	V0302--Schuylkill Haven Area School District	5011	30,900.01	23/24 Student Tuition Settlement Refund
9/19/2024	V1062--West Perry School District	5042	31,015.13	23/24 Student Tuition Settlement Refund
9/19/2024	V0897--GDC IT Solutions	5024	35,300.00	Monthly Level 1 Service Desk Support
9/19/2024	V0681--Coatesville Area School District	5018	45,108.08	23/24 Student Tuition Settlement Refund
9/19/2024	V0209--Easton Area School District	4990	64,672.12	23/24 Student Tuition Settlement Refund
9/19/2024	V0945--Farrell Area School District	5000	70,267.08	23/24 Student Tuition Settlement Refund
9/19/2024	V1122--Crane Communications, Inc.	31312730001475	288,333.00	September digital media digital SEM and Broadcast TV campaign
9/23/2024	V0419--Capital Blue Cross	ACH	485,101.35	Medical Claims/ Claim admin fees
9/24/2024	V0306--Shenandoah Valley School District	5059	20,250.49	23/24 Student Tuition Settlement Refund
9/24/2024	V0290--Port Allegany School District	5056	24,287.47	23/24 Student Tuition Settlement Refund
9/24/2024	V0609--Barton Gilman LLP	5064	25,596.50	Legal Services
9/24/2024	V0281--Penn Manor School District	5054	30,175.24	23/24 Student Tuition Settlement Refund
9/24/2024	V0840--Susquehanna Township School District	5084	30,513.63	23/24 Student Tuition Settlement Refund
9/26/2024	V1135--Class Technologies, Inc.	31312730001480	55,000.00	Class (for Zoom) Subscription License
9/30/2024	V0426--New York Life	31312730001483	23,990.37	September Employee Life Insurance
9/30/2024	V1316--HealthEquity, Inc.	ACH	24,242.76	Health Savings Account
9/30/2024	V0078--Union Deposit Corporation	31312730001485	43,248.24	Monthly Building Rent
9/30/2024	V0772--LMNG Consulting DBA Maplewoodshop	31312730001488	76,163.20	Tools and project materials for 40 students
9/30/2024	V0419--Capital Blue Cross	ACH	283,417.78	Medical Claims/ Claim admin fees

**Reach Cyber Charter School****Balance Sheet****September 30, 2024****ASSETS*****Cash and Short Term Investments:***

Cash and Money Market Funds	\$ 15,958,603
Mutual Funds	\$ 1,385,192
Other Cash Equivalents	\$ 2,891,392
Fixed Income Treasury Bonds	\$ 42,142,536

<b><i>Total Cash and Short Term Investments</i></b>	<b><u>\$ 62,377,723</u></b>
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***Other Current Assets:***

Local District Receivables	\$ 20,396,676
Federal and State Program Receivables	\$ 216,557
Allowance for Doubtful Accounts	\$ (244,557)
Prepaid Expenses	\$ 878,867
Other Current Receivables	\$ 9,619

<b><i>Total Other Current Assets</i></b>	<b><u>\$ 21,257,162</u></b>
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***Other Non-current Assets:***

Security Deposit	\$ 8,917
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<b><i>Total Other Non-current Assets</i></b>	<b><u>\$ 8,917</u></b>
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***Fixed Assets:***

Furniture	\$ 33,207
Computer Hardware	\$ 11,960,281
Leasehold Improvements	\$ 178,090
Equipment	\$ 1,105,507
Right to Use- Building Lease	\$ 1,287,352
Accum Depr: Furniture	\$ (21,764)
Accum Depr: Computer Hardware	\$ (6,667,571)
Accum Depr: Leasehold Improvements	\$ (103,262)
Accum Depr: Equipment	\$ (380,602)
Accum Depr: Right to Use Building	\$ (395,232)

<b><i>Net Fixed Assets</i></b>	<b><u>\$ 6,996,006</u></b>
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***Total Assets***

<b><u>\$ 90,639,808</u></b>
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**LIABILITIES*****Current Liabilities:***

Accounts Payable	\$ 904,865
Accrued Payroll, Taxes, Pension, Withholdings	\$ 434,162
Due to Local Districts	\$ 1,019,743
Operating Lease Liability- Short Term	\$ 400,120
Other Current Liabilities	\$ 1,862
Unearned Revenue	\$ 1,577,906

<b><i>Total Current Liabilities</i></b>	<b><u>\$ 4,338,658</u></b>
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***Non-Current Liabilities:***

Other Non-Current Liabilities	\$ 687,786
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<b><i>Total Liabilities</i></b>	<b><u>\$ 5,026,444</u></b>
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***FUND BALANCE***

Invested in Capital	\$ 6,996,006
Reserved Fund Balance	\$ 60,845,171
Undesignated Fund Balance	\$ 17,772,187

<b><i>Ending Fund Balance</i></b>	<b><u>\$ 85,613,364</u></b>
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***Total Liabilities and Fund Balance***

<b><u>\$ 90,639,808</u></b>
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# Coversheet

## Approval of Minutes from the September 18, 2024, Board Meeting

**Section:** V. Consent Items  
**Item:** A. Approval of Minutes from the September 18, 2024, Board Meeting  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2024\_09\_18\_board\_meeting\_minutes.pdf



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

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#### **Date and Time**

Wednesday September 18, 2024 at 9:00 AM

#### **Location**

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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#### **Trustees Present**

Anthony Alexander (remote), David Taylor (remote), Gail Hawkins Bush (remote), Marcella Arline (remote), Matthew Ryan (remote), Paul Donecker (remote), Ralph Woodard (remote)

#### **Trustees Absent**

Leigh Kraemer-Naser

#### **Guests Present**

Alex Lewis (remote), Alicia Swope, Andy Gribbin (remote), Brandie Karpew (remote), Cody Smith, Danielle Marsicano (remote), Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Josh Hicks (remote), Karen Yeselavage, Kelly McConnell, Kimberly Crandall, LeeAnn Ritchie, Lisa Blickley (remote), Michael Garman, Rachel Graver, Scott Shedd, Stephanie Lane

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### **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 Sep 18, 2024 at 9:04 AM.

## II. Public Comment

### A. Comments from the Public

There were no comments 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 and asked if any changes were needed.

Ralph Woodard made a motion to approve the agenda.

Paul Donecker seconded the motion.

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

## IV. Oral Reports

### A. CEO's Report

Jane Swan, CEO, reviewed the current enrollment numbers for the school noting trends in enrollment. Current enrollment for the 2024-25 school year stands at 5,818 students, with 239 of those being new enrollments in the previous 14 days.

Attendance at BTS events was the highest ever. Each location set a new record for attendance.

Philadelphia 400

Erie 64

Scranton 100

Pittsburgh 200

State College 52

### B. Staffing Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 872 current staff members and 83% of staff who are 10-month staff. There are currently 31 unfilled positions, 9 of which are posted and/or pending, and 22 on hold.

There have been 24 new hires this school year and 15 departures.

### C.

## Financial Report

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

## V. Consent Items

### A. Approval Consent Items

Mr. Taylor asked board members to consider the items from the Consent Items. No questions or concerns were noted.

- Approval of Minutes from the August 18, 2024 Board Meeting
- Approval of Staffing Report
- Approval to Purchase iPads

Gail Hawkins Bush made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School on 08-28-24.

Marcella Arline seconded the motion.

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

## VI. Action Items

### A. Approval of the 2024-2025 School Handbook

Rachel Graver, Chief Operating Officer, shared information regarding updates made to the 2024-25 School Handbook, including minor language updates, the updated the School Calendar, updated PSSA and Keystone section to reflect recent updates from PDE as well as other items included in the board packet.

Ralph Woodard made a motion to approve the updates to the 2024-2025 School Handbook.

Paul Donecker seconded the motion.

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

## VII. Strategic Planning

### A. Confirmation of Strategic Planning Retreat

Brandie Karpew confirmed that the October 2024 board meeting will be held in conjunction with a board retreat on Wednesday, October 16, 2024, at 9:00 AM at the Best Western Premier Conference Center located at 800 East Park Drive, Harrisburg, PA.

## VIII. Executive Session

## **A. Executive Session**

### Executive Session

The Board entered into an Executive Session at 9:35 a.m.

The Board entered into an Executive Session 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, Marcella Arline, Matt Ryan, Gail Hawkins Bush, Ralph Woodard, and Anthony Alexander. Guests present at the request of the Board were: Jane Swan, Lee Ann Ritchie, Michael Garman, and Pat Hennessy. All others left the meeting at this time.

No action was taken during Executive Session.

The Board resumed open Session at 9:47 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 9:47 AM.

Respectfully Submitted,  
Brandie Karpew

# Coversheet

## Approval of Renewal with ABC Keystone

**Section:** V. Consent Items  
**Item:** C. Approval of Renewal with ABC Keystone  
**Purpose:**  
**Submitted by:**  
**Related Material:** ABC Keystone MOU.pdf

## ARTICULATION AGREEMENT

### Parties

Associated Builders and Contractors, Keystone Chapter  
Reach Cyber Charter School

### Trades

Assembler, Metal Buildings  
Carpentry  
Construction Craft Labor  
Electrical

Heavy Equipment Operator  
HVAC  
Masonry  
Pipefitting

Plumbing  
Sheet Metal  
Roofing  
Other trades may be added

### Terminology

OJT – On-the-job training hours. Earned only while doing actual work outside of the classroom.

### Program Oversight

- Reach Cyber Charter School shall have one designated liaison responsible for facilitating this agreement with ABC Keystone.

### Record Keeping/Other

- Students will be required to complete and submit a Pre-Apprenticeship Agreement as required by the PA Department of Labor & Industry.

### Cost

The cost per student to attend the pre-apprenticeship is between \$2,000 and \$2,500, depending on cohort.

### Advancement in Keystone ABC Apprenticeship Program

Criteria for Reach Cyber Charter School graduates and pre-apprenticeship participants to come into the ABC Keystone registered apprenticeship program at a different level than the beginning will be dependent on the following:

- A. Requirements to Articulate into Level I of the ABC Keystone registered apprenticeship program
  - A transcript will be submitted by Reach Cyber Charter School to ABC Keystone.
  - Students applying for the ABC Keystone registered apprentice program will be asked to submit a letter of reference from their program instructor.
  - Students must take all module written tests, with score of 70% or higher.
  - Students must pass all module performance tests.
  - Equivalent instruction and testing from multiple curricula are acceptable, conditioned on covering the same knowledge and skill proficiencies/competencies.
  - Any student desiring to advance beyond level one will be afforded the opportunity to test out utilizing ABC Keystone's standard test-out procedure.
  - To qualify for advancement to a higher level of the Keystone ABC academic program, the student must maintain a 95% attendance record during his/her attendance at Reach Cyber Charter School. (Exceptions will be made for extenuating circumstances)
- B. OJT Hours

- Students may earn OJT hours while working on projects outside the classroom and while on co-op jobs, if applicable.

Cindy DeWine  
Cindy DeWine, Director of Apprenticeship  
ABC Keystone Apprenticeship and Training Trust

Date: 8/26/24

JD Smith  
Reach Cyber Charter School

Date: 10 . 1 . 2024

# Coversheet

## Approval of Agreement with Fabric 1-9-6-8 for Middle School

**Section:** VI. Action Items

**Item:** A. Approval of Agreement with Fabric 1-9-6-8 for Middle School

**Purpose:**

**Submitted by:**

**Related Material:**

Memorandum of Understanding\_ Reach Cyber Charter School\_ FABRIC 1-9-6-8 Sewing Workshop 2024.pdf

# Memorandum of Understanding

Reach Cyber Charter School/FABRIC 1-9-6-8

**Prepared for:**

Jane Swan, CEO  
Reach Cyber Charter School

**Created by:**

Michelle Carter, Fashion Director/Owner  
FABRIC 1-9-6-8

This Memorandum of Understanding (MOU) is entered on the 4th day of October in 2024 (herein referred to as the "Effective Date") into by and between:

Jane Swan of Reach Cyber Charter School of 750 East Park Dr. # 204 Harrisburg, Pennsylvania 17111 (herein referred to as "Partner A") and

Michelle Carter of FABRIC 1-9-6-8 of 3400 Richmond Parkway, #3204 Richmond, California 94806 (herein referred to as "Partner B"). Parties may be referenced individually as "Party" and collectively as "Parties".

Recitals:

**WHEREAS**, Partner A is in the business of providing online education as a charter school.

**WHEREAS**, Partner B is in the business of providing fashion education and apparel manufacturing services.

**WHEREAS**, Partner A desires to engage with a strategic partner to educate students regarding careers in the fashion industry and basic sewing techniques.

**WHEREAS**, Partner B desires to educate students regarding careers in the fashion industry and basic sewing techniques.

**WHEREAS**, Parties collectively desire to enter into this MOU to memorialize the terms and conditions of their anticipated collaboration.

**NOW, THEREFORE**, the Parties agree to the following terms and conditions:

- 1) Sewing Workshop of 3 weeks for up to 20 students at flat rate of \$750.00 plus supplies
- 2) Duration of instruction: 1 hour to 1.5 hours per week

## A. Purpose

The purpose of this MOU is to establish a good-faith foundation between the Parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual desires and the collective desires of the partnership.

This MOU is designed to detail the specifics of the working relationship between the Parties to vet the success of the potential business collaboration. This MOU does not obligate the Parties to provide funds or payment. This MOU does not bind Parties to any legal obligations.

## B. Roles and responsibilities

To achieve Parties' mutual desires, each party agrees to the following roles and responsibilities.

Partner A Roles and Responsibilities shall include: presenting students prepared for instruction with a computer and appropriate internet connection.

Partner B Roles and Responsibilities shall include: providing instruction and mentoring for the course, as outlined above, and the required sewing supplies.

Parties agree to uphold their roles and responsibilities in a committed, good-faith manner.

## C. Resources

To further the business relationship between the Parties, the Parties agree to provide the following resources.

Party A shall provide: fashion design toolkits from price list provided by Party B.

Party B shall provide: *online materials, such as handouts, available for printing, to correspond with online instruction.*

Planned course outline:

**Sewing Workshop - Reach Cyber Charter School**

workshop dates: December 4, December 11 and December 18, 2024

Week 1: Introduction to Sewing Tools & Safety/Begin hand stitch project

Week 2: Hand Sewing Continued – Sew together

Week 3: Finishing Project – Sharing – Q &A

Parties agree to provide the resources above at a minimum. The Parties may agree to provide additional resources in future agreements.

## D. Confidentiality

Parties agree that they each use confidential, sensitive information to achieve their individual business goals. Due to the nature of the Parties' businesses and intent to establish a working relationship together, confidential information may be shared between the Parties.

The Parties agree to keep all confidential information and trade secrets in the strictest of confidence during the working relationship. Parties may not share any disclosed confidential information with unauthorized third parties. Parties may, at their discretion, enter into a Non-Disclosure Agreement to ensure sensitive information and trade secrets are kept confidential.

For the duration of this non-disclosure agreement, any information the Recipient may come into contact with that is not public knowledge and is made only available through contact with the Owner shall be deemed as confidential information.

This includes any information in regard to vendors, pricing, product, technology, software, or product.

The Recipient should use common judgment when deciding if information is confidential and above all else shall request approval from the Owner prior to the release of any questionable information.

### Confidentiality Protection

The Recipient understands that the information deemed confidential is of value to the Owner and shall hold all information at the same level of confidentiality as personal information is held.

The Recipient agrees to hold all confidential information made available to standard non-disclosure terms and will not make said information available or disclose said information to third party vendors or individuals without the Owner's prior written consent.

The Recipient shall under no circumstances modify or copy confidential information that is made available to them.

## Unauthorized disclosure

In the event any information is found to be disclosed by the Recipient without prior written approval from the Owner, the Owner will be permitted to seek remedies including, but not limited to legal assistance and termination of this agreement.

## Non-Circumvention

Upon entering into this non-disclosure agreement and for a period of 1 year after the conclusion or termination of this agreement the Recipient shall not partake in business with or solicit business that was made available from the Owner to the Recipient for the purpose of circumvention.

In the event such circumvention occurs the Owner shall be entitled to any and all compensation regarding any transactions that may take place from such events occurrence.

## Return of Information

Upon the conclusion or termination of this agreement the Recipient agrees to return any information deemed confidential and in relation to this non-disclosure agreement.

Any information that is unable to be returned must be destroyed immediately following the termination or conclusion of this non-disclosure agreement.

## Relationship

This non-disclosure agreement shall not serve in any instance as an agreement between the Parties for employment.

The Recipient shall remain as an individual contractor unless otherwise contracted by the Owner directly and shall as so pay all federal and local taxes due for monies received.

## License to Use

The Recipient shall be permitted to use any and all information or products provided by the Owner strictly in the form such property is permitted.

Furthermore, all property provided to the Recipient shall remain the Owner's property and shall be treated as such.

The Recipient agrees to hold the Owner harmless in the instance of any loss, damage, theft, or injury for any reason.

This is inclusive of any attorney fees, court costs, hospital fees, and loss of funds that may occur from such negligence.

## Entirety

This non-disclosure agreement shall serve as the entire agreement between the Parties and shall prevail over any prior agreements conducted in written or oral form by the Parties.

## Term

The obligations of this non-disclosure agreement shall survive indefinitely including through termination or conclusion of this agreement.

## Assignment

The Parties agree to abstain from the sale, transferring, or delegating of any provisions of this agreement to third party individuals without the prior written consent of the responding party.

Any third-party individuals entered into this agreement shall be bound by all the terms and conditions contained within this agreement as so.

## E. Entire agreement

The Parties agree this MOU represents the most current agreement between the Parties and supersedes all other written or oral agreements. If Parties wish to update the terms or otherwise adjust provisions of this MOU, Parties shall do so by the drafting and signing of a new MOU or partnership contract.

## F. Term and termination

This agreement shall be effective from the Effective Date of this MOU until 10/4/25.

Both Parties may terminate this MOU by means of signing a termination addendum.

The undersigned Parties acknowledge and agree to this MOU:

Reach Cyber Charter School  
J.D. Smith, Director of Career Pathways

FABRIC 1-9-6-8  
Fashion Director, Owner  
Michelle Carter

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# Coversheet

## Approval of 2025 Benefits Renewal

**Section:** VI. Action Items  
**Item:** B. Approval of 2025 Benefits Renewal  
**Purpose:**  
**Submitted by:**  
**Related Material:** Renewal\_Board.pptx

# 2025 Medical Renewal Projections

## Historical

2021: 358 Enrolled Implemented CBC Benefits (FI\*)  
2022: 388 Enrolled ~ \$442K Increase Absorbed (FI\*)  
2023: 530 Enrolled ~ 190K Increase Absorbed (SF^)  
2024: 597 Enrolled ~ 1.4M Increase Absorbed (SF^)

\*Fully Insured  
^Self Funded

### Reach is tracking 104% Medical Loss Ratio (MLR) vs Ideal 80%

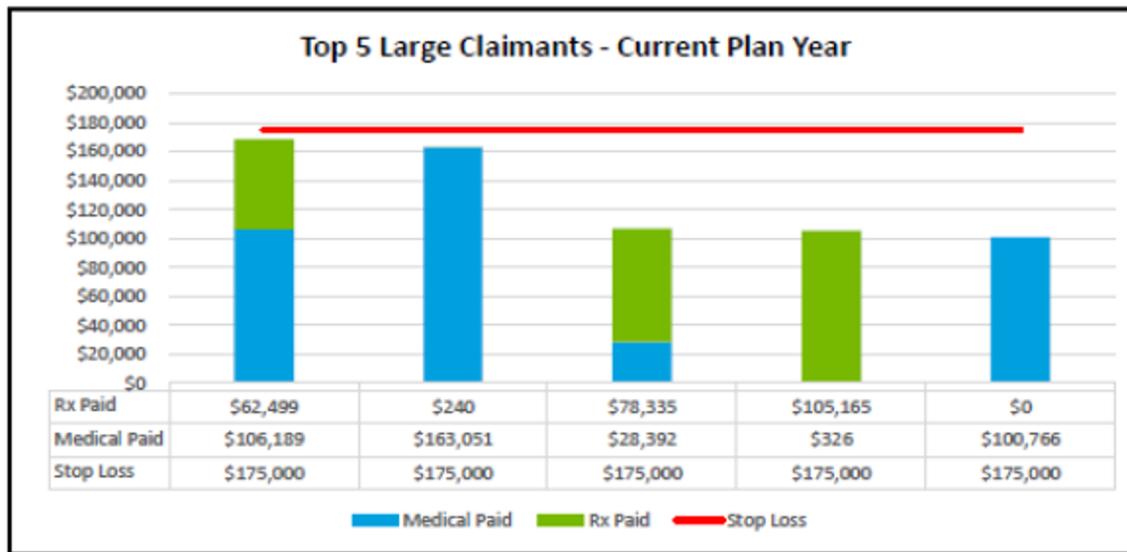
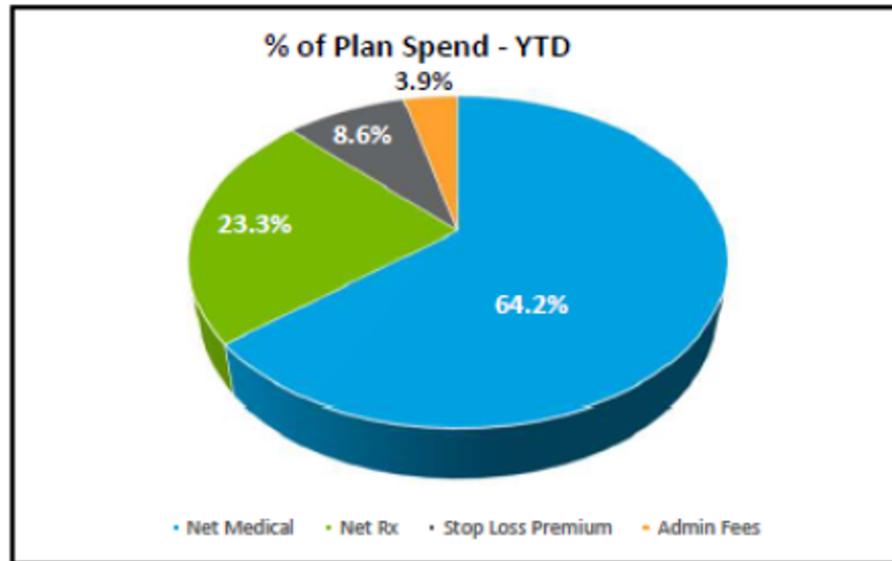
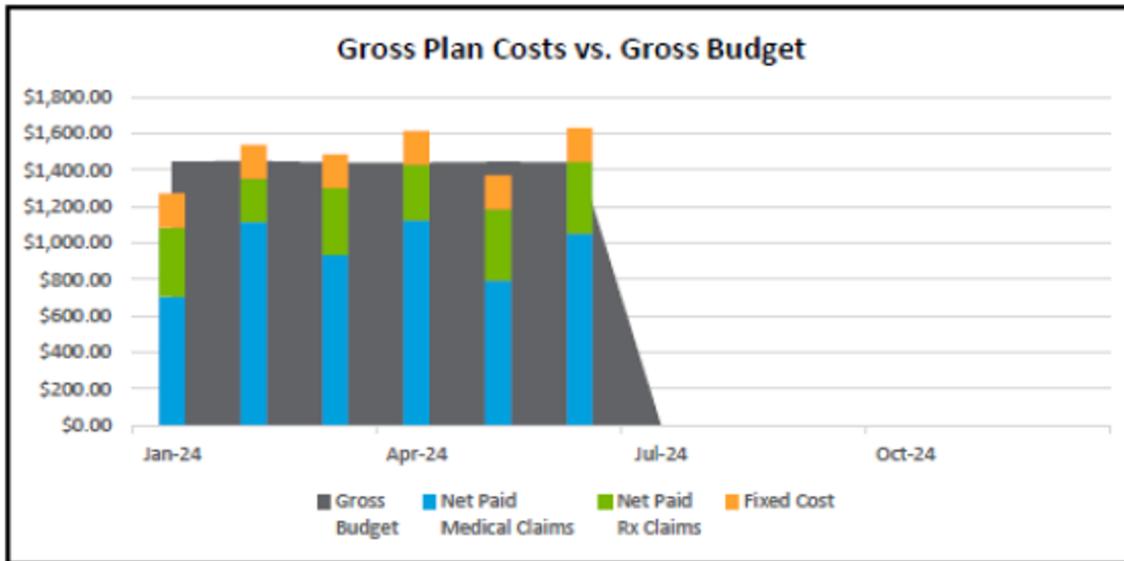
- Increased Utilization
- GLP1's (Glucagon-Like Peptide) Utilization
  - Weight Loss Drugs
- Re-negotiated Provider Contracts post COVID

### Capital Blue Cross – Plan Design Changes

- CBC will be Implementing a GLP-1 Type 2 Diabetes eligibility clause
- CBC will be excluding weight loss medications

### Recommendation – Conservative Trend Projection 13.9%

- Stay with CBC as Self-Funded Pay As You Go
  - Granular current Stop Loss carrier
  - Waiting for other proposal to come in
- Keep Rx Carved In with CBC – Loyalty Credit of 50K
- Add Rx 'n Go program (no cost, potential savings, value added)
- Benefits terminate date of separation vs end of month
- Increase shared contributions for both employee and employer
  - Implement a flat rate tier for employer contributions



# Plan Performance Budget Summary

# Rx 'n Go Summary

## Standard Program

- **Easy add on** - Complementary maintenance medication program for disease management \$0 copay!
- ~1,300 plus generic maintenance meds on FULL program list available
- ~800 generic medications on HSA/QHDHP Preventive care list
- Fixed price tiers of \$25 / \$50 / \$75 / \$100 generics for a true 90-day supply mailed to the employees' home at \$0 cost

**53 major maintenance medication categories for chronic conditions**

- *Asthma, cholesterol, diabetes, emotional health & hypertension*

## Beyond Program

- Rx 'n Go Beyond is an international mail-order program for brand-name and specialty medications
- ~200 expensive branded medications available for major plan savings!
- Complementary to both the existing pharmacy benefit program & the Rx 'n Go generic program
- Medications are personally imported by members and shipped from fulfillment pharmacy in Winnipeg, Canada
- **~41% plan savings for Reach Cyber Charter School**
- No monthly fees

Enrolled	Rates		Monthly Contributions				Annual Estimates		
		Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
216	QHDHP	Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
85	Single	\$724.14	\$82.74	\$641.40	11.43%	88.57%	\$84,398	\$654,225	\$738,623
32	EE/Child(ren)	\$1,346.96	\$154.96	\$1,192.00	11.50%	88.50%	\$59,504	\$457,729	\$517,233
19	EE/Spouse	\$1,623.76	\$187.05	\$1,436.71	11.52%	88.48%	\$42,648	\$327,570	\$370,217
80	Family	\$2,108.16	\$243.22	\$1,864.94	11.54%	88.46%	\$233,487	\$1,790,346	\$2,023,834
179	PPO 1000	Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
71	Single	\$790.41	\$122.56	\$667.85	15.51%	84.49%	\$104,424	\$569,005	\$673,429
33	EE/Child(ren)	\$1,470.22	\$230.48	\$1,239.74	15.68%	84.32%	\$91,270	\$490,937	\$582,207
20	EE/Spouse	\$1,772.36	\$311.20	\$1,461.16	17.56%	82.44%	\$74,687	\$350,679	\$425,366
55	Family	\$2,301.09	\$405.00	\$1,896.09	17.60%	82.40%	\$267,303	\$1,251,417	\$1,518,719
226	PPO 500	Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
101	Single	\$817.78	\$151.57	\$666.21	18.53%	81.47%	\$183,703	\$807,447	\$991,149
50	EE/Child(ren)	\$1,521.12	\$285.21	\$1,235.91	18.75%	81.25%	\$171,127	\$741,545	\$912,672
21	EE/Spouse	\$1,833.71	\$396.30	\$1,437.41	21.61%	78.39%	\$99,867	\$362,228	\$462,095
54	Family	\$2,380.76	\$515.83	\$1,864.93	21.67%	78.33%	\$334,258	\$1,208,475	\$1,542,732
245	No Plan								
866			<b>Total Annual Premium</b>				<b>\$1,746,675</b>	<b>\$9,011,602</b>	<b>\$10,758,277</b>

<b>2025 Renewal Trend Projection with Employer Flat Rate Tiers</b>									
Enrolled	Rates		Monthly Contributions				Annual Estimates		
		Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
216	QHDHP	Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
85	Single	\$824.99	\$119.99	\$705.00	14.54%	85.46%	\$122,390	\$719,100	\$841,490
32	EE/Child(ren)	\$1,534.54	\$222.54	\$1,312.00	14.50%	85.50%	\$85,455	\$503,808	\$589,263
19	EE/Spouse	\$1,849.89	\$265.89	\$1,584.00	14.37%	85.63%	\$60,623	\$361,152	\$421,775
80	Family	\$2,401.75	\$345.75	\$2,056.00	14.40%	85.60%	\$331,920	\$1,973,760	\$2,305,680
179	PPO 1000	Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
71	Single	\$900.48	\$195.48	\$705.00	21.71%	78.29%	\$166,549	\$600,660	\$767,209
33	EE/Child(ren)	\$1,674.97	\$362.97	\$1,312.00	21.67%	78.33%	\$143,736	\$519,552	\$663,288
20	EE/Spouse	\$2,019.18	\$435.18	\$1,584.00	21.55%	78.45%	\$104,443	\$380,160	\$484,603
55	Family	\$2,621.55	\$565.55	\$2,056.00	21.57%	78.43%	\$373,263	\$1,356,960	\$1,730,223
226	PPO 500	Monthly	Employee	Employer	EE%	ER %	Employee	Employer	Total
101	Single	\$931.67	\$226.67	\$705.00	24.33%	75.67%	\$274,724	\$854,460	\$1,129,184
50	EE/Child(ren)	\$1,732.96	\$420.96	\$1,312.00	24.29%	75.71%	\$252,576	\$787,200	\$1,039,776
21	EE/Spouse	\$2,089.08	\$505.08	\$1,584.00	24.18%	75.82%	\$127,280	\$399,168	\$526,448
54	Family	\$2,712.31	\$656.31	\$2,056.00	24.20%	75.80%	\$425,289	\$1,332,288	\$1,757,577
245	No Plan								
866			<b>Total Annual Premium</b>				<b>\$2,468,248</b>	<b>\$9,788,268</b>	<b>\$12,256,516</b>

<b>Current vs. ER Flat Rate Tiers</b>		
Current Annual Cost	\$10,758,277	
Est. Renewal Annual Cost	\$12,256,516	13.9%
<i>Difference:</i>	<b>\$1,498,239</b>	
Current ER Annual Cost	\$9,011,602	
Est. ER Renewal Annual Cost	\$9,788,268	8.6%
<i>Difference:</i>	<b>\$776,666</b>	
Current EE Annual Cost	\$1,746,675	
Est. EE Renewal Annual Cost	\$2,468,248	41.3%
<i>Difference:</i>	<b>\$721,573</b>	

# 2025 Dental & Vision Summary

- **CBC Dental Fully-Insured Rate Hold through 2025 (0%)**
  - Re-quote for 2026
- **CBC Vision Fully-Insured Rate Hold through 2025 (0%)**
  - Re-quote for 2026

## Variables to Consider for 2026

- Anticipate a 4% - 10% rate increase coming off a 2-year rate hold
- Contribution structure

## Rate Hold Est.

Dental ~ 247.4K  
Vision ~ 41.6K

## **New York Life – Life/ADD and Disability**

- Entering our 3<sup>rd</sup> year of a 3-year rate hold
- NYL granted waiver of EOI\* for Voluntary – 3<sup>rd</sup> year
- Re-quote for 2026

## **Health Equity – HSA & FSA**

- Health Equity has become our new vendor
- Contract runs 1/1/25 - 12/31/27; no change in fees
- FSA moving to 30-day runout vs 90-day for ease of reconciliation
- Recommend a Funding Alignment on the HSA Employer Contributions
  - Estimated 46.7K increase

## **BHS – Employee Assistance Program (EAP)**

- Program continues to grow visibility and usage
- All current administrative fees remain the same

## **PenServ – 403(b) Retirement**

- No reported changes

*\*Evidence of Insurability*

# 2025 Other Benefits

## **Annual Estimates**

New York Life ~ \$176.2K

HSA ~ \$217.4K

FSA ~4.5K

EAP ~ \$20.6K

PenServ ~ 3.5M

# 2025 Benefit Renewal Summary

## Total

Current vs. Recommendation	
Current Annual Cost	\$11,676,694
Est. Renewal Annual Cost	\$13,397,601
<i>Difference:</i>	\$1,720,906 14.7%
ER Current Annual Cost	\$9,719,654
ER Est. Renewal Annual Cost	\$10,542,797
<i>Difference:</i>	\$823,142 8.5%
EE Current Annual Cost	\$1,957,040
EE Est. Renewal Annual Cost	\$2,678,613
<i>Difference:</i>	\$721,573 36.9%

## Medical

Current vs. Flat Rate Employer Tiers	
Current Annual Cost	\$10,758,277
Est. Renewal Annual Cost	\$12,256,516
<i>Difference:</i>	\$1,498,239 13.9%
ER Current Annual Cost	\$9,011,602
ER Est. Renewal Annual Cost	\$9,788,268
<i>Difference:</i>	\$776,666 8.6%
EE Current Annual Cost	\$1,746,675
EE Est. Renewal Annual Cost	\$2,468,248
<i>Difference:</i>	\$721,573 41.3%

## Dental

Current with Rate Hold	
Current Annual Cost	\$421,470
Rate Hold	\$421,470
<i>Difference:</i>	\$0 0.0%
ER Current Annual Cost	\$247,320
Rate Hold	\$247,320
<i>Difference:</i>	\$0 0.0%
EE Current Annual Cost	\$174,151
Rate Hold	\$174,151
<i>Difference:</i>	\$0 0.0%

## Vision

Current with Rate Hold	
Current Annual Cost	\$77,899
Rate Hold	\$77,899
<i>Difference:</i>	\$0 0.0%
ER Current Annual Cost	\$41,685
Rate Hold	\$41,685
<i>Difference:</i>	\$0 0.0%
EE Current Annual Cost	\$36,214
Rate Hold	\$36,214
<i>Difference:</i>	\$0 0.0%

## New York Life

Current with Rate Hold	
Current Annual Cost	\$176,191
Rate Hold	\$176,191
<i>Difference:</i>	\$0 0%

## Health Savings Accounts

Current vs. Recommendation	
Current Annual Cost	\$217,388
Recommended Changes	\$264,138
<i>Difference:</i>	\$46,750 21.5%

## Other Benefits

Estimated Admin Fees	
24 FSA Admin Fees	\$4,788
24 EAP Admin Fees	\$20,680
25 FSA Admin Fees	\$4,514
25 EAP Admin Fees	\$20,680
<i>Difference:</i>	-\$274 -1.1%

# Coversheet

## Approval of Agreement with Westmoreland Hospital

**Section:** VI. Action Items  
**Item:** C. Approval of Agreement with Westmoreland Hospital  
**Purpose:**  
**Submitted by:**  
**Related Material:** REACH Cyber MOU healthcare.pdf



**Reach Cyber Charter School**

750 East Park Drive  
Suite 204  
Harrisburg, PA 17111  
(717) 704-8437  
reachcyber.org

# Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the “Agreement”) is entered into on \_\_\_\_\_ (date), by Reach Cyber Charter School and between \_\_\_\_\_, with an address of \_\_\_\_\_, and Reach Cyber Charter School, with an address of 750 East Park Drive, Suite 204, Harrisburg, PA 17111 (collectively referred to as the “Parties”).

**ORGANIZATION BACKGROUND:**

-

**PURPOSE & OVERVIEW** - *If organizing a virtual experience, please include if you will be providing recordings:*

-

**DURATION:**

-

**COST** (if applicable) *Please include minimum & maximum number of students who can participate:*

-

**TECHNOLOGY NEEDED** (if applicable) - *Please list items below including any software needed:*

-

**MATERIALS/SUPPLIES/KITS for students** (if applicable) - *Please list items and cost with estimated shipping:*

-



**Reach Cyber Charter School**

750 East Park Drive  
Suite 204  
Harrisburg, PA 17111  
(717) 704-8437  
reachcyber.org

**RESPONSIBILITIES OF THE PARTIES:**

**1. Partners/Supervisors:**

- a. Serve as a resource for the student by sharing insight and providing encouragement and guidance about the workplace, work ethics, careers, and educational requirements
- b. Provide a learning environment for students with time to ask questions and give feedback
- c. Communicate regularly with Career Experience team and maintain confidentiality
- d. Provide regular scheduled meeting time(s) and opportunities for students to ask questions
- e. Provide attendance when applicable
- f. For Internships:
  - i. Assist students to complete Learning Plan Contract and sign
  - ii. Determine learning objectives with students based on the job duties and skills required per semester for Learning Plan Contract
  - iii. Sign off on hours that students complete in the internship to meet a minimum requirement of 60 hours and/or 6 weeks per semester
  - iv. Set up regular scheduled meeting times with students to discuss progress of learning objectives

**2. Students:**

- a. Listen and observe supervisor and other employees in the workplace.
- b. Stay engaged and ask appropriate questions.
- c. Complete assigned documentation.
- d. Participate in full length of experience and track hours as appropriate.
  - i. Internship: Minimum of 60 hours and/or 6 weeks
  - ii. Career Mentorship: Minimum of 6 hours
  - iii. Job Shadowing: 3 hours per job shadow
- e. Be on time and present for all required meetings and hours assigned.
- f. If participating in a virtual experience, have camera on, unless otherwise discussed with coordinator.
- g. Communicate with supervisor and coordinator if anything will prevent you from attending this experience.
- h. Complete Reflection Quiz in Canvas My Field Experience course for school credit.



**Reach Cyber Charter School**

750 East Park Drive  
Suite 204  
Harrisburg, PA 17111  
(717) 704-8437  
reachcyber.org

**GOVERNING LAW (if applicable)**

- This Agreement shall be governed by and construed in accordance with the laws of Pennsylvania.

**ALTERNATIVE DISPUTE RESOLUTION**

- Any dispute or difference whatsoever arising out of or in connection with this Agreement shall be submitted to \_\_\_\_\_ (Arbitration/mediation/negotiation) (**select one**) in accordance with, and subject to the laws of Pennsylvania.

**AMENDMENTS**

- The Parties agree that any amendments made to this Agreement must be in writing and signed by both Parties.
- As such, any amendments made by the Parties will be applied to this Agreement.

**ASSIGNMENT**

- The Parties hereby agree not to assign any of the responsibilities in this Agreement to a third party unless consented to by both Parties in writing.

**ENTIRE AGREEMENT**

- This Agreement contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

**REPRESENTATION AND WARRANTIES**

- The Parties agree and disclose that they are authorized fully for entering this Agreement. Both Parties' performances and obligations are not to violate the rights of any third party or else violate other, if any, agreements made between them and/or any other organization, person, business or law/governmental regulation.

**LIMITATION OF LIABILITY**

- Under no circumstances will either party be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) in case such is not related to the direct result of one Party's negligence or breach.



**Reach Cyber Charter School**

750 East Park Drive  
Suite 204  
Harrisburg, PA 17111  
(717) 704-8437  
reachcyber.org

**SEVERABILITY**

- In an event where any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain to be enforced in accordance with the Parties' intention.

**SIGNATURE AND DATE**

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signatures below:

**Reach Cyber Charter School**

750 East Park Dr., Ste 204

Harrisburg, PA 17111

**Phone:** 866-732-2416

**Name:** JD Smith, Director of EDIB & Careers

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

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

**Business:**

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

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Signature:** *Brittany Shinsky*

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

Instruction Cost: \$600	
Minimum Students: 10	
Max: No Max	
Cost Breakdown per student:	
10 Students	\$60
15 Students	\$40
20 Students	\$30
25 Students	\$24
30 Students	\$20
40 Students	\$15
50 Students	\$12

# Coversheet

## Approval of Clinical Agreement with Western Governors University

**Section:** VI. Action Items  
**Item:** D. Approval of Clinical Agreement with Western Governors University  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
Reach Cyber Charter School - Harrisburg, PA - WGU Clinical Experience Agreement 2024.pdf



# Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

## CLINICAL EXPERIENCE AGREEMENT

This Clinical Experience Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (University or WGU), and Reach Cyber Charter School (District), and is effective as of the date of District's signature below (Effective Date).

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). University Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). University represents that each teacher/principal Candidate assigned to District for Student Teaching/Practicum is validly enrolled in an approved University educator preparation program and meets District's background requirements.

**A. Definitions.** For the purposes of this Agreement, capitalized terms\* will have the following meanings:

1. Candidate refers to a student enrolled in a University program leading to an education degree.
2. Mentor Teacher refers to a District employee who is the contracted teacher in the classroom to which the Candidate is assigned.
3. Clinical Supervisor refers to a qualified individual who will supervise and complete observations and evaluations.
4. Advanced Programs refers to University programs that are designed for licensed teachers to earn an endorsement or certification.
5. Preclinical Experience refers to the active participation by a Candidate in a wide range of in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching.
6. Student Teaching refers to the active participation by a teacher Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and/or Clinical Supervisor.
7. Practicum refers to the University Clinical Experience requirements for licensed teachers in an advanced endorsement program. Practicum length can range from 10 days to 12 months, depending on program and state requirements.
8. Clinical Experience refers collectively to the Preclinical Experience and Student Teaching and/or Practicum.

\*References to "District" shall include the school.

**B. Mutual Expectations.** A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers/principals, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. The school administrator and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

**C. Mutually Beneficial Activities.** The parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. Provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's [Employer Recruiting & Guidelines](#).
  - o As possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District staff will co-select Mentor Teachers and Clinical Supervisors based on University requirements.

4. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
  5. University may invite District staff to participate in a focus group to:
    - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors; criteria for selection of Mentor Teachers and Clinical Supervisors; and curriculum development;
    - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
    - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to student outcomes and Candidate performance.
- D. Recordings.** District recognizes that University requires its Candidates to video record in the classroom for evaluation purposes and agrees to permit video recording consistent with the conditions set forth in **Exhibit A** (Video Recordings).
- E. Mentor Teacher Standards.** District, with the input of University, will provide the teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:
1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
  2. Has: (i) a minimum of three (3) years of content area teaching experience (five (5) years preferred), with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) strong evaluations.
  3. Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
  4. Successfully and with positive impact mentored student teachers, colleagues, and/or other adults.
  5. Competently uses technology for communicating via email and completing online evaluation forms.
  6. Will demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
    - All individuals can learn
    - Belonging
    - Empathy
    - Growth Mindset
    - Communication
    - Integrity
    - Professionalism
    - Intellectual courage
  7. Complete University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
  8. *For California Districts Only:* As required by the California Commission on Teacher Credentialing (CTC) Program Sponsor Alert (PSA) 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
- F. Clinical Supervisor Standards.** A University Clinical Supervisor provides guidance, support, on-site assistance, assessment and feedback to a teacher Candidate throughout the Clinical Experience. To act in this role, a Clinical Supervisor must have:
1. A minimum of three (3) years teaching experience in K-12.
  2. A master's degree in education or related field.
  3. A current teaching license in the content area of supervision.
  4. Experience teaching in the content area of supervision.
  5. Ability to successfully complete a background clearance, if requested.
  6. District and principal approval (if a District employee).

7. Ability to consistently demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
  - o All individuals can learn
  - o Belonging
  - o Empathy
  - o Growth Mindset
  - o Communication
  - o Integrity
  - o Professionalism
  - o Intellectual courage

**G. University Responsibilities.** University will:

1. Select qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Provide Mentor Teacher with compensation for participation in Clinical Experience as described in this Agreement. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required Mentor Teacher training.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a fully cleared background check acceptable to District prior to participating in Clinical Experience activities.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis (TB) risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers.
9. Facilitate a cohort seminar in which teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

**H. District Responsibilities.** District, or school administrator, will:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Field Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Teacher Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Student Teaching.
4. University utilizes video recordings for both observations and teacher performance assessments. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs. (See **Exhibit A** for details regarding video recordings.)
5. Notify University about any changes to District policies (e.g., COVID and other healthcare policies).
6. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
7. Through the involvement of the Mentor Teacher and/or school administrator, participate with the Clinical Supervisor and teacher Candidates in two evaluations: one mid-way through Student Teaching, and a final evaluation at the end of Student Teaching. University shall be responsible for the format of evaluations.
  - o See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership, English Language Learning, and Master of Special Education.

8. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
9. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
10. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
11. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
12. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
13. Adhere to any then-applicable state requirements related to training/professional development.
14. *For California Districts Only:* Require Cooperating Teachers to complete and document training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to the program curriculum, and eight (8) hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices (as required by the CTC).

**I. Advanced Programs Practicum.** The following additional requirements apply to Advanced Programs Practicum:

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own classroom using a qualified individual within their school as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate will:
  - have a relationship with the school and arrange placement by obtaining District approval.
  - secure his/her own Clinical Supervisor, subject to approval of University's Field Experience team to ensure the Clinical Supervisor meets program requirements.
  - provide a valid background clearance, liability insurance, and teaching license.
  - comply with any other applicable District requirements.
3. Evaluations of Candidates are as follows:
  - Educational Leadership - 4 total (2 evaluations during the first Practicum course, and 2 during the second Practicum course)
  - English Language Learning - 3 total (2 observations and 1 final evaluation)

**J. Confidentiality & Education Records**

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

**K. Additional Terms**

1. Term. This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.

3. Right to Accept or Terminate a Placement. District may refuse to accept for placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University in writing and state the reasons for such decision.
4. Insurance.
  - o University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District’s request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers’ compensation insurance as required by law.
  - o Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
5. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner. No Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.
6. Non-Discrimination. Each party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. Entire Agreement. This Agreement represents the entire understanding between the parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both parties.

The parties have executed this Agreement as of the Effective Date.

**UNIVERSITY**

**DISTRICT**

By: Jennifer K. Doshier

By: \_\_\_\_\_

Title: Director, Field Experience, School of Education

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

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

**Point of Contact:**

Field Experience Outreach  
Email: [tc\\_outreach@wgu.edu](mailto:tc_outreach@wgu.edu)

**Point of Contact:**

Email:  
Phone:

For notice purposes:

Attn: General Counsel  
Western Governors University  
4001 South 700 East, Suite 700  
Salt Lake City, UT 84107-2533  
Email: [legal@wgu.edu](mailto:legal@wgu.edu)

For notice purposes:

Email:

## **Exhibit A**

### **Video Recording**

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of video recordings of themselves teaching in the classroom and of real artifacts (such as lesson plans, video, and student work samples). Recordings provide an avenue to evaluate performance and determine competency.
2. Clinical observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

#### *Teacher Candidate Guidelines for Video Recordings*

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording and/or live-stream.
- To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
- You must follow appropriate protocol to submit recordings to University.
- You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
- You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
- You must destroy all video recordings once the evaluation is complete.