



Reach Cyber Charter School Board of Trustees

Reach Cyber Charter School

Published on January 9, 2025 at 3:47 PM EST

Date and Time

Wednesday January 15, 2025 at 9:00 AM EST

Location

750 East Park Drive, Suite 204
Harrisburg, PA 17111

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 Enrollment Report
- B. Human Resources Update Michael Garman
 - 1. Staffing Report
 - 2. Benefits Renewal Update (Lisa Blickley)
- C. Financial Report (to follow) Karen Yeselavage
- D. Total Rewards Update Michael Garman

V. Consent Items

- A. Approval of Minutes from the November 20, 2024 Board Meeting
- B. Approval of Staffing Report
- C. Approval to Renew MOU with Alaska Sealife JD Smith

This event is for students in grades K-8. Each grade band will have 1 session for 60 minutes, via Zoom. They will begin around springtime due to daylight hours and live animal activity in Alaska. Price includes kits and supplies for each experience.
- D. Approval of Invoice for TCB Promotions Kelly McConnell

Provides for our annual state testing give-away.

Presenter

- E. Approval to Purchase OT Kits Gregory McCurdy
- F. Approval of Revised Employee Handbook for School Year 2024-2025 Michael Garman
 Reach Cyber Charter School’s Human Resources department, in collaboration with the senior leadership, conducted a review of the current 2024-2025 Employee Handbook. The following provides a summary of the major changes and updates. With Board approval, School Administration will publish the revised Employee Handbook effective January 15, 2025.
- G. Approval to Renew Career Mentorship Agreement with WQED JD Smith
- H. Approval to Renew Agreement with Harrisburg University JD Smith
- I. Approval to Renew Agreement with Women in Forensics JD Smith

VI. Action Items

- A. Approval of Funding for Digital Creatives Brandie Karpew
 In previous years, new digital content has been filmed in May with a new campaign launch starting in July. The Outreach Department is requesting approval to move filming to March this school year so that the new campaign will be ready for an end of the school year campaign launch in May.

 This proposal will double the number of deliverables received for an amount less than last year by using our in-house videographer for Broll footage and only filming in the Harrisburg studio vs Harrisburg and Philadelphia.
- B. Approval of School Calendar 2025-2026 Rachel Graver

VII. Information Items

- A. National Charter School Conference Brandie Karpew
 This year's National Charter Schools conference will be held June 29-July 2, 2025, in Orlando. Tickets are currently on sale for an early bird discounted rate.
- B. Outreach Update Brandie Karpew

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, February 19, 2025, 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 January 2025.pdf

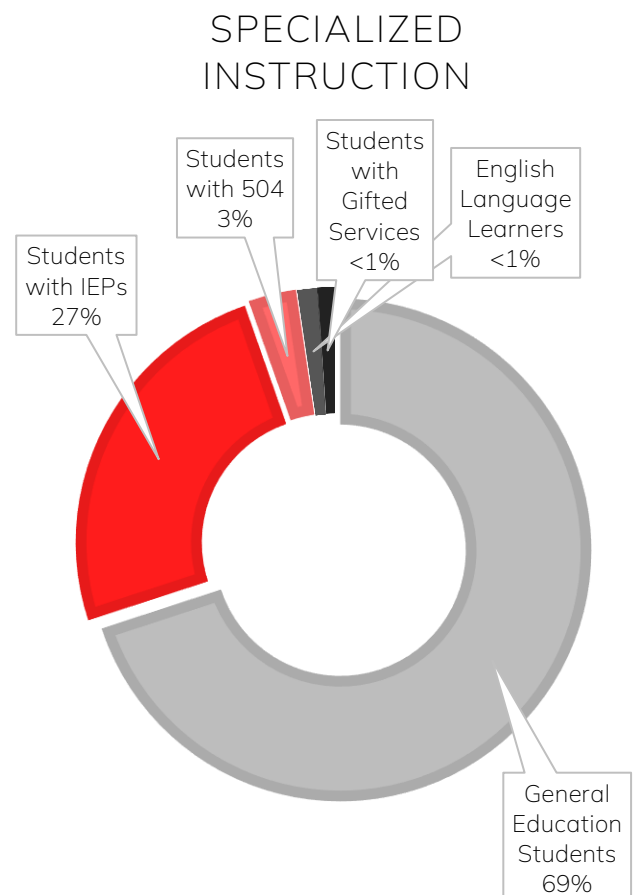


School Data Update

January 2025

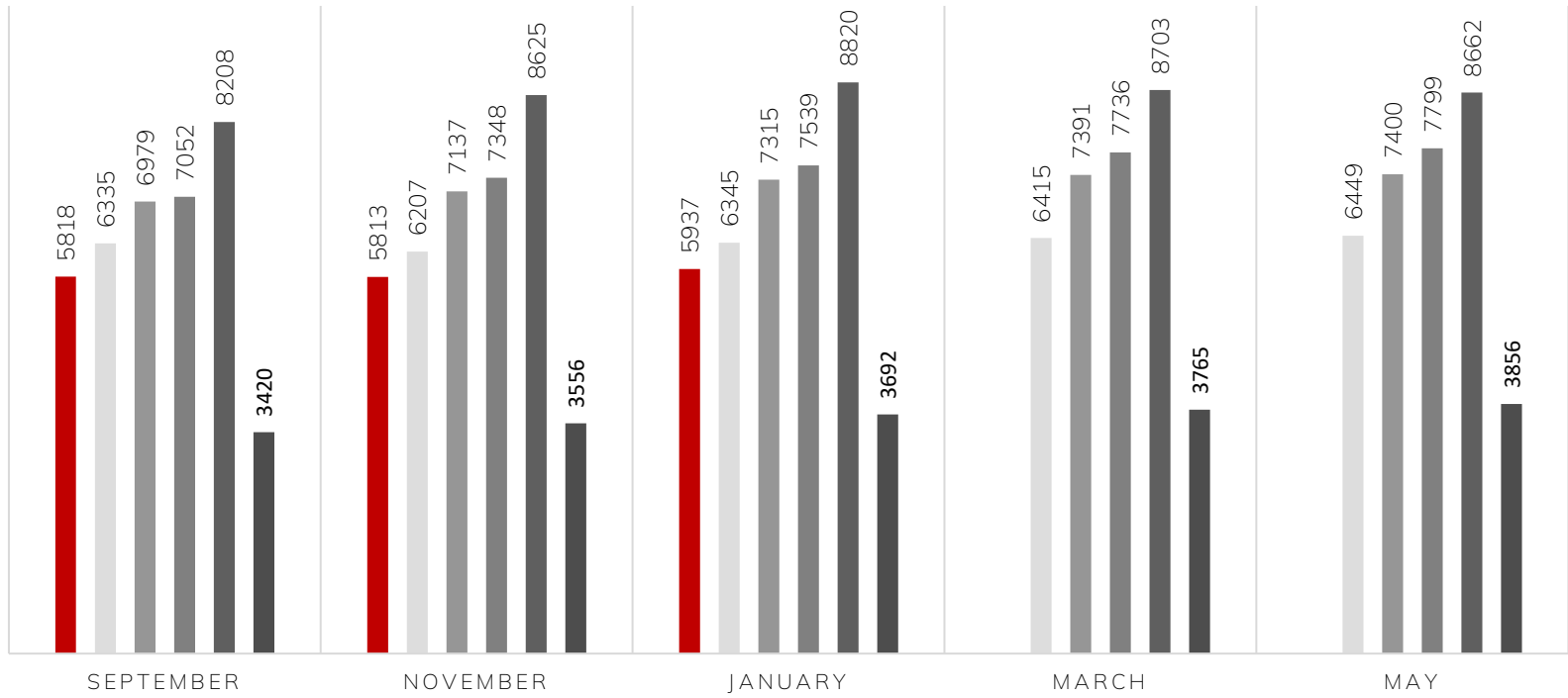
| Currently Enrolled | 60 Day Enrollment Change |
|---------------------------------------|--------------------------|
| 5937 ↑ | +124 |
| Students in the Application Process | 433 |
| Students Enrolled in the Past 30 Days | 94 |
| New Applications in the Past 30 Days | 179 |

| Student Demographics | Population |
|--------------------------------------|------------|
| White | 50% |
| Black or African American | 23% |
| Hispanic | 16% |
| Two or More Races | 9% |
| Asian | 1% |
| Am. Indian/Alaskan Native | .5% |
| Native Hawaiian/ Other Pac. Islander | .5% |



6 YEAR ENROLLMENT TRENDS

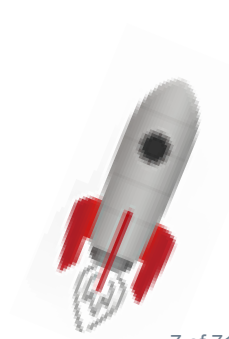
■ 24-25 ■ 23-24 ■ 22-23 ■ 21-22 ■ 20-21 ■ 19-20



Enrollment by County

10 Most Populus Counties by Student Count

| County | Student Count |
|--------------|---------------|
| Philadelphia | 1282 |
| York | 296 |
| Allegheny | 284 |
| Delaware | 236 |
| Dauphin | 231 |
| Berks | 220 |
| Monroe | 172 |
| Luzerne | 162 |
| Bucks | 160 |
| Lehigh | 146 |



Coversheet

Human Resources Update

Section: IV. Oral Reports
Item: B. Human Resources Update
Purpose:
Submitted by:
Related Material: Board Staffing Report-January 2025.pdf
2025 OE Renewal Summary.pdf

REACH Staffing Report January 2025

24-25 School Year Budgeted Staff = 903

| | Current Staff | Hires SYTD | Departures SYTD |
|-----------------------|------------------|-----------------|-----------------|
| 10-month Staff | 719 (720) | 29 (96) | 23 (31) |
| 12-month Staff | 151 (143) | 6 (13) | 3 (4) |
| Grand Total | 870 (863) | 35 (109) | 26 (35) |

New Hires

| First Name | Last Name | Job Title | Compensation | Start Date |
|------------|-----------|-----------------------|--------------|------------|
| Marc | DeHart | Middle School Teacher | \$66,030 | 01/21/2025 |
| Alexandra | Harren | Math Interventionist | \$57,030 | 2/11/2025 |

Position Changes

| First Name | Last Name | Former Position | New Position | Compensation | Start Date |
|------------|-----------|--------------------------------------|--------------------------------|--------------|------------|
| Rachel | Lavelle | Coordinator of Counseling Services | School Counselor | \$76,500 | 12/1/2024 |
| Rebekah | McGonigle | Substitute Special Education Teacher | MS Special Education Teacher | \$57,030 | 12/1/2024 |
| Breanna | Enright | Substitute Special Education Teacher | HS Special Education Teacher | \$55,030 | 12/1/2024 |
| Jamie | Sheets | School Counselor | Coordinator of Student Success | \$81,500 | 1/1/2024 |

Departing Employees

| First Name | Last Name | Job Title | Last Day Worked |
|------------|-----------|---------------------------|-----------------|
| Blakely | Bigham | Special Education Teacher | 11/27/2024 |

2025 Open Enrollment Summary

| Renewal Enrollment 9/1/24 | |
|---------------------------|--------------------|
| Current Annual Cost | \$10,758,277 |
| Est. Renewal Annual Cost | \$12,256,516 |
| <i>Difference:</i> | \$1,498,239 |

VS.

| Open Enrollment Elections | |
|---------------------------|--------------------|
| Current Annual Cost | \$10,758,277 |
| OE Elections Annual Cost | \$12,408,052 |
| <i>Difference:</i> | \$1,649,775 |
| CBC Loyalty Credit | \$50,000 |
| <i>Net Difference:</i> | \$1,599,775 |

| Workforce Benefit | Enrollment |
|-------------------|------------|
| QHDHP | 216 |
| PPO 1000 | 179 |
| PPO 500 | 226 |
| Total Medical | 621 |
| Declined Medical | 245 |
| Dental | 646 |
| Declined Dental | 220 |
| Vision | 637 |
| Declined Vision | 229 |

VS.

| Workforce Benefit | Enrollment |
|-------------------|------------|
| QHDHP | 226 |
| PPO 1000 | 177 |
| PPO 500 | 217 |
| Total Medical | 620 |
| Declined Medical | 246 |
| Dental | 653 |
| Declined Dental | 213 |
| Vision | 645 |
| Declined Vision | 221 |

Changes Experienced

| |
|-------------|
| 10 QHDHP |
| -2 PPO 1000 |
| -9 PPO 500 |
| -1 Medical |
| 1 Declined |
| 7 Dental |
| -7 Declined |
| 8 Vision |
| -8 Declined |

CBC awarded a 50k loyalty credit, which helps reduce the increase from the approved renewal and benefit changes
 Experienced a positive long term cost-effective shift to the QHDHP, these members will not hit claims until after their deductible is met
 Experienced a minor decrease in dental and vision enrollments, which save minimally

Overall, compared to the projected renewal with Reach absorbing 100% of the increase, the open enrollment elections coupled with the loyalty credit will be approximately a 1.6M increase, which is 100k over the proposal. This does not account for new hires and mid year benefit changes.

Coversheet

Financial Report (to follow)

Section: IV. Oral Reports
Item: C. Financial Report (to follow)
Purpose:
Submitted by:
Related Material: Dec Treas Report.pdf

BACKGROUND:

Report Highlights and Key Issues:

- Six months into the 24/25 fiscal year we have recognized about 41% of our annual budgeted revenue, which is slightly less than anticipated due to our enrollments being less than expected for the 24/25 school year. Approximately 32% of our federal revenues have been recognized year to date, with the majority of Title and IDEA funding historically taking place in the second half of the fiscal year.
- All year-to-date expense categories are under budget compared to the total annual budget for 24/25. Certain expenses including but not limited to purchased property services (rentals) and supplies are expended at a higher rate during the first months of the school year due to venue rentals for back to school events, state testing venue deposits, and the purchase of logo items for the school year.
- The second distribution of grocery vouchers to our families occurred during the month of December, in the amount of \$884,000.
- Beginning fund balance as of July 1, 2024 is subject to change, pending the completion of the independent audit for the 23/24 fiscal year. The audit is expected to be completed for review by the Board at the February 2025 meeting.

Reach Cyber Charter School
Revenue and Expense Statement- Budget to Actual
2024-2025 Year to Date as of 12/31/24

| | Nov 2024 | Dec 2024 | Fiscal YTD through 12/31/24 | 2024/2025 Approved Budget | Year to Date % of Budget Recognized/ Expended |
|--|----------------------|---------------------|--------------------------------|---------------------------------|--|
| Revenues: | | | | | |
| Function 6000- Local Sources | \$ 11,194,206 | \$ 8,526,903 | \$ 58,456,030 | \$ 142,944,187 | 40.89% |
| Function 7000- State Sources | \$ - | \$ 17,252 | \$ 17,252 | \$ 172,000 | 10.03% |
| Function 8000- Federal Sources | \$ 277,698 | \$ 250,901 | \$ 1,430,205 | \$ 4,496,731 | 31.81% |
| TOTAL REVENUES | \$ 11,471,904 | \$ 8,795,056 | \$ 59,903,487 | \$ 147,612,918 | 40.58% |
| Expenditures: | | | | | |
| Function 1000- Instructional Programs | | | | | |
| 100- Salaries | \$ 2,883,293 | \$ 3,111,253 | \$ 13,165,924 | \$ 38,684,961 | 34.03% |
| 200- Employee Benefits | \$ 829,820 | \$ 846,190 | \$ 4,496,818 | \$ 11,470,091 | 39.20% |
| 300- Purchased Professional and Tech Svcs | \$ 194,394 | \$ 210,582 | \$ 2,879,505 | \$ 7,956,000 | 36.19% |
| 400- Purchased Property Services | \$ 9,004 | \$ 1,333 | \$ 75,298 | \$ 400,000 | 18.82% |
| 500- Other Purchased Services | \$ 212,211 | \$ 313,474 | \$ 2,112,319 | \$ 4,715,750 | 44.79% |
| 600- Supplies | \$ 13,668 | \$ 13,016 | \$ 297,640 | \$ 6,730,900 | 4.42% |
| 800- Dues, Fees, Other | \$ 200 | \$ - | \$ 366 | \$ 850 | 43.06% |
| Subtotal 1000- Instructional Programs | \$ 4,142,590 | \$ 4,495,849 | \$ 23,027,871 | \$ 69,958,552 | 32.92% |
| Function 2000- Support Services | | | | | |
| 100- Salaries | \$ 1,690,575 | \$ 1,798,729 | \$ 8,844,287 | \$ 21,978,106 | 40.24% |
| 200- Employee Benefits | \$ 512,712 | \$ 582,199 | \$ 3,130,956 | \$ 6,516,508 | 48.05% |
| 300- Purchased Professional and Tech Svcs | \$ 256,424 | \$ 202,812 | \$ 1,319,304 | \$ 6,297,925 | 20.95% |
| 400- Purchased Property Services | \$ 45,240 | \$ 44,716 | \$ 440,583 | \$ 702,121 | 62.75% |
| 500- Other Purchased Services | \$ 189,931 | \$ 328,817 | \$ 2,306,371 | \$ 5,000,300 | 46.12% |
| 600- Supplies | \$ 206,732 | \$ 71,968 | \$ 995,184 | \$ 1,020,350 | 97.53% |
| 700- Fixed assets (prior to capitalization) | \$ - | \$ - | \$ - | \$ 1,000,000 | 0.00% |
| 800- Dues, Fees, Other | \$ 7,562 | \$ 9,614 | \$ 87,116 | \$ 175,600 | 49.61% |
| Subtotal 2000- Support Services | \$ 2,909,176 | \$ 3,038,856 | \$ 17,123,800 | \$ 42,690,910 | 40.11% |
| Function 2000- Non Cash Support Services | | | | | |
| 700- Depreciation (non-cash) | \$ 349,130 | \$ 354,105 | \$ 2,100,340 | \$ - | - |
| Function 3000- Non Instructional/ Community Services | | | | | |
| 100- Salaries | \$ 469,142 | \$ 506,057 | \$ 2,154,036 | \$ 5,851,988 | 36.81% |
| 200- Employee Benefits | \$ 120,361 | \$ 123,215 | \$ 652,306 | \$ 1,735,114 | 37.59% |
| 300- Purchased Professional and Tech Svcs | \$ - | \$ 16,697 | \$ 17,907 | \$ 46,500 | 38.51% |
| 400- Purchased Property Services | \$ 7,959 | \$ 12,754 | \$ 35,949 | \$ 82,000 | 43.84% |
| 500- Other Purchased Services | \$ 15,776 | \$ 19,237 | \$ 69,592 | \$ 107,500 | 64.74% |
| 600- Supplies | \$ 81,311 | \$ 888,229 | \$ 1,920,145 | \$ 4,556,500 | 42.14% |
| 800- Dues, Fees, Other | \$ 6,600 | \$ 14,232 | \$ 30,644 | \$ 192,500 | 15.92% |
| Subtotal 3000- Non Instructional/ Community Servi | \$ 701,149 | \$ 1,580,420 | \$ 4,880,578 | \$ 12,572,102 | 38.82% |
| TOTAL EXPENDITURES | \$ 8,102,045 | \$ 9,469,229 | \$ 47,132,589 | \$ 125,221,565 | 37.64% |
| NET INCREASE/ (DECREASE) | \$ 3,369,859 | \$ (674,173) | \$ 12,770,898 | \$ 22,391,353 | |
| Beginning Fund Balance (unaudited) | | | \$ 78,929,128 | | |
| ENDING FUND BALANCE | | | \$ 91,700,026 | | |

Reach Cyber Charter School
Year to Date Expenditures-12/31/24 vs. 12/31/23

| | Year to date 12/31/24 | Year to date 12/31/23 | Change from Prior Year |
|---|--------------------------|--------------------------|---------------------------|
| Revenues: | | | |
| Function 6000- Local Sources | \$ 58,456,030 | \$ 58,259,120 | \$ 196,910 |
| Function 7000- State Sources | \$ 17,252 | \$ 41,102 | \$ (23,850) |
| Function 8000- Federal Sources | \$ 1,430,205 | \$ 5,753,284 | \$ (4,323,079) (1) |
| TOTAL REVENUES | \$ 59,903,487 | \$ 64,053,506 | \$ (4,150,019) |
| Expenditures: | | | |
| Function 1000- Instructional Programs | | | |
| 100- Salaries | \$ 13,165,924 | \$ 12,752,771 | \$ 413,153 |
| 200- Employee Benefits | \$ 4,496,818 | \$ 3,956,871 | \$ 539,947 |
| 300- Purchased Professional and Tech Svcs | \$ 2,879,505 | \$ 2,683,874 | \$ 195,631 |
| 400- Purchased Property Services | \$ 75,298 | \$ 93,875 | \$ (18,577) |
| 500- Other Purchased Services | \$ 2,112,319 | \$ 1,786,071 | \$ 326,248 |
| 600- Supplies | \$ 297,640 | \$ 5,360,144 | \$ (5,062,504) (2) |
| 700- Property | \$ - | \$ - | \$ - |
| 800- Dues, Fees, Other | \$ 366 | \$ 3,079 | \$ (2,713) |
| Subtotal 1000- Instructional Programs | \$ 23,027,871 | \$ 26,636,685 | \$ (3,608,814) |
| Function 2000- Support Services | | | |
| 100- Salaries | \$ 8,844,287 | \$ 8,597,431 | \$ 246,856 |
| 200- Employee Benefits | \$ 3,130,956 | \$ 2,742,232 | \$ 388,724 |
| 300- Purchased Professional and Tech Svcs | \$ 1,319,304 | \$ 1,672,563 | \$ (353,259) |
| 400- Purchased Property Services | \$ 440,583 | \$ 220,186 | \$ 220,396 |
| 500- Other Purchased Services | \$ 2,306,371 | \$ 2,695,343 | \$ (388,972) |
| 600- Supplies | \$ 995,184 | \$ 1,026,012 | \$ (30,828) |
| 700- Property | \$ 2,100,340 | \$ 2,134,117 | \$ (33,777) |
| 800- Dues, Fees, Other | \$ 87,116 | \$ 199,706 | \$ (112,590) |
| Subtotal 2000- Support Services | \$ 19,224,140 | \$ 19,287,590 | \$ (63,450) |
| Function 3000- Non Instructional/ Community Services | | | |
| 100- Salaries | \$ 2,154,036 | \$ 993,439 | \$ 1,160,598 (3) |
| 200- Employee Benefits | \$ 652,306 | \$ 251,482 | \$ 400,824 (3) |
| 300- Purchased Professional and Tech Svcs | \$ 17,907 | \$ 18,000 | \$ (93) |
| 400- Purchased Property Services | \$ 35,949 | \$ 28,052 | \$ 7,896 |
| 500- Other Purchased Services | \$ 69,592 | \$ 43,582 | \$ 26,009 |
| 600- Supplies | \$ 1,920,145 | \$ 1,172,239 | \$ 747,906 (4) |
| 800- Dues, Fees, Other | \$ 30,644 | \$ 49,873 | \$ (19,229) |
| Subtotal 3000- Non Instructional/ Community Services | \$ 4,880,578 | \$ 2,556,667 | \$ 2,323,911 |
| TOTAL EXPENDITURES | \$ 47,132,589 | \$ 48,480,943 | \$ (1,348,354) |
| Net Increase/Decrease in Fund Balance/Equity | \$ 12,770,898 | \$ 15,572,563 | \$ (2,801,665) |

Notes:

- 1) All federal COVID relief funding has ended effective 9/30/24
- 2) During the 23/24 school year, Reach purchased 10,000 WACOM student writing peripherals including the tablet, case, stylus, and warranty, totaling \$4.1 million.
- 3) Salaries of certain positions, mostly Family Mentors, were found to be coded in the incorrect PDE account code and have been reclassified to the appropriate account code for the 24/25 school year
- 4) The second distribution of grocery vouchers for the 24/25 school year occurred in December 2024. In the prior 23/24 school year, the second distribution did not occur until January 2024.

Reach Cyber Charter School

November and December 2024- Checks and ACH Disbursements greater than or equal to \$20,000

| Date | Payee | Document no. | Amount | Description |
|------------|--|----------------|---------------|---|
| 11/4/2024 | V0419--Capital Blue Cross | ACH | \$ 172,218.98 | Medical Claims/ Claim admin fees |
| 11/4/2024 | V1290--Granular Insurance Company | 31312730001545 | \$ 79,293.15 | November 2024 Medical Insurance Stop Loss |
| 11/5/2024 | V0773--Logistics Plus, Inc. | 31312730001548 | \$ 110,209.97 | Sep 2024 Storage, order processing, carton pick, UPS shipping, returns, inbounding |
| 11/5/2024 | V1273--Central Fulton School District | 5199 | \$ 67,157.41 | 22/23 Student Tuition Settlement Refund |
| 11/8/2024 | V0897--GDC IT Solutions | 31312730001552 | \$ 123,224.00 | Dell Optiplex All in One (50), Dell Docks , Monitors, Wireless Mouse Combos (150), Printers (500) |
| 11/8/2024 | V0048--Therapy Source, Inc | 31312730001553 | \$ 41,359.11 | September 2024 Related Services |
| 11/12/2024 | V0419--Capital Blue Cross | ACH | \$ 46,268.05 | Medical Claims/ Claim admin fees |
| 11/14/2024 | V0897--GDC IT Solutions | 31312730001558 | \$ 32,970.00 | Dell USB-C AC Adapter (1,000) |
| 11/15/2024 | V1257--Target Store B2B | 31312730001559 | \$ 72,030.00 | Reach Reindeer |
| 11/15/2024 | V0020--Charter Choices, Inc. | 31312730001560 | \$ 55,000.00 | Outsourced Business Services- Estimate billing for 24/25 |
| 11/15/2024 | V1316--HealthEquity, Inc. | ACH | \$ 24,903.09 | Health Savings Account |
| 11/18/2024 | V0419--Capital Blue Cross | ACH | \$ 187,772.67 | Medical Claims/ Claim admin fees |
| 11/20/2024 | V1232--North Lane Technologies, Inc | 31312730001565 | \$ 100,000.00 | Prefunding of Student Technology Reimbursement Account |
| 11/22/2024 | V0897--GDC IT Solutions | 31312730001568 | \$ 112,000.00 | Noise cancelling headsets (8,000) |
| 11/25/2024 | V0419--Capital Blue Cross | ACH | \$ 308,946.38 | Medical Claims/ Claim admin fees |
| 11/26/2024 | V1491--PLS 3rd Learning | 5234 | \$ 35,706.00 | Professional Learning for Teacher Effectiveness, Instructional Coaching Online (11 Teachers) |
| 11/27/2024 | V1122--Crane Communications, Inc. | 31312730001575 | \$ 122,725.00 | November digital campaign- Search, Social Media, Display, Connected TV |
| 11/27/2024 | V0078--Union Deposit Corporation | 31312730001572 | \$ 43,248.24 | Monthly Building Rent |
| 11/27/2024 | V0897--GDC IT Solutions | 31312730001576 | \$ 35,300.00 | Level 1 Service Desk Support Tier 1 |
| 11/27/2024 | V0889--Reclamere | 31312730001581 | \$ 28,095.00 | Security Risk Analysis, Endpoint Detection and Response, Security Services Agreement |
| 11/29/2024 | V1316--HealthEquity, Inc. | ACH | \$ 24,726.00 | Health Savings Account |
| 12/2/2024 | V0419--Capital Blue Cross | ACH | \$ 197,574.14 | Medical Claims/ Claim admin fees |
| 12/3/2024 | V1290--Granular Insurance Company | 31312730001588 | \$ 80,389.35 | December 2024 Medical Insurance Stop Loss |
| 12/5/2024 | V0897--GDC IT Solutions | 31312730001592 | \$ 195,761.00 | Equipment deployment and return services; Dell Optiplex All in One (200) |
| 12/5/2024 | V0773--Logistics Plus, Inc. | 31312730001598 | \$ 83,810.64 | Oct 2024 Storage, order processing, carton pick, UPS shipping, returns, inbounding |
| 12/5/2024 | V0048--Therapy Source, Inc | 31312730001603 | \$ 66,552.26 | October 2024 Related Services |
| 12/5/2024 | V0104--Carnegie Museums of Pittsburgh | 5244 | \$ 40,000.00 | 9/1/24-8/31/25 Sponsorship Miniature Railroad/Village at Carnegie Science Center |
| 12/5/2024 | V0426--New York Life | 31312730001591 | \$ 23,854.46 | November Employee Life Insurance |
| 12/9/2024 | V0419--Capital Blue Cross | ACH | \$ 215,294.68 | Medical Claims/ Claim admin fees |
| 12/10/2024 | V1050--Jersey Shore Area School District | 5261 | \$ 89,459.97 | 22/23 and 23/24 Student Tuition Settlement Refund |
| 12/13/2024 | V1316--HealthEquity, Inc. | ACH | \$ 24,871.62 | Health Savings Account |
| 12/16/2024 | V0419--Capital Blue Cross | ACH | \$ 143,733.21 | Medical Claims/ Claim admin fees |
| 12/16/2024 | V0020--Charter Choices, Inc. | 31312730001614 | \$ 55,000.00 | Outsourced Business Services- Estimate billing for 24/25 |
| 12/16/2024 | V0913--eDynamic LP | 31312730001612 | \$ 25,725.00 | Single Course Enrollment (343) |
| 12/17/2024 | V1232--North Lane Technologies, Inc | 31312730001615 | \$ 200,000.00 | Prefunding of Student Technology Reimbursement Account |
| 12/20/2024 | V0439--gThankYou, LLC | 31312730001620 | \$ 883,628.00 | Grocery Vouchers |
| 12/20/2024 | V0897--GDC IT Solutions | 31312730001625 | \$ 57,215.00 | Equipment deployment and return services; Level 1 Service Desk Support Tier 1 |
| 12/20/2024 | V0078--Union Deposit Corporation | 31312730001618 | \$ 43,248.24 | Monthly Building Rent |
| 12/20/2024 | V0426--New York Life | 31312730001619 | \$ 23,868.89 | December Employee Life Insurance |
| 12/20/2024 | V1075--Procure Therapy | 31312730001621 | \$ 22,339.32 | Contracted Special Education Instruction |
| 12/23/2024 | V0419--Capital Blue Cross | ACH | \$ 517,810.45 | Medical Claims/ Claim admin fees |
| 12/24/2024 | V1316--HealthEquity, Inc. | ACH | \$ 22,409.45 | Health Savings Account |
| 12/27/2024 | V1316--HealthEquity, Inc. | ACH | \$ 32,398.00 | Health Savings Account |
| 12/30/2024 | V0419--Capital Blue Cross | ACH | \$ 226,755.59 | Medical Claims/ Claim admin fees |

Reach Cyber Charter School

Balance Sheet

December 31, 2024

ASSETS

Cash and Short Term Investments:

| | |
|-----------------------------|---------------|
| Cash and Money Market Funds | \$ 17,531,425 |
| Mutual Funds | \$ 11,615,206 |
| Other Cash Equivalents | \$ 1,697,092 |
| Fixed Income Treasury Bonds | \$ 43,049,911 |

Total Cash and Short Term Investments \$ 73,893,634

Other Current Assets:

| | |
|---------------------------------------|---------------|
| Local District Receivables | \$ 14,435,497 |
| Federal and State Program Receivables | \$ 216,557 |
| Allowance for Doubtful Accounts | \$ (341,809) |
| Prepaid Expenses | \$ 759,600 |
| Other Current Receivables | \$ 25,235 |

Total Other Current Assets \$ 15,095,080

Other Non-current Assets:

| | |
|------------------|----------|
| Security Deposit | \$ 8,917 |
|------------------|----------|

Total Other Non-current Assets \$ 8,917

Fixed Assets:

| | |
|------------------------------------|----------------|
| Furniture | \$ 33,207 |
| Computer Hardware | \$ 12,789,278 |
| Leasehold Improvements | \$ 178,090 |
| Equipment | \$ 1,105,506 |
| Right to Use- Building Lease | \$ 1,287,352 |
| Accum Depr: Furniture | \$ (22,621) |
| Accum Depr: Computer Hardware | \$ (7,496,146) |
| Accum Depr: Leasehold Improvements | \$ (109,973) |
| Accum Depr: Equipment | \$ (435,877) |
| Accum Depr: Right to Use Building | \$ (395,232) |

Net Fixed Assets \$ 6,933,584

Total Assets \$ 95,931,215

LIABILITIES

Current Liabilities:

| | |
|---|--------------|
| Accounts Payable | \$ 1,425,080 |
| Accrued Payroll, Taxes, Pension, Withholdings | \$ 45,715 |
| Due to Local Districts | \$ 1,079,142 |
| Operating Lease Liability- Short Term | \$ 400,120 |
| Other Current Liabilities | \$ 1,723 |
| Unearned Revenue | \$ 215,744 |

Total Current Liabilities \$ 3,167,524

Non-Current Liabilities:

| | |
|-------------------------------|--------------|
| Other Non-Current Liabilities | \$ 1,063,665 |
|-------------------------------|--------------|

Total Liabilities \$ 4,231,189

FUND BALANCE

| | |
|---------------------------|---------------|
| Invested in Capital | \$ 6,933,584 |
| Reserved Fund Balance | \$ 60,184,479 |
| Undesignated Fund Balance | \$ 24,581,963 |

Ending Fund Balance \$ 91,700,026

Total Liabilities and Fund Balance \$ 95,931,215

Coversheet

Total Rewards Update

Section: IV. Oral Reports
Item: D. Total Rewards Update
Purpose: FYI
Submitted by:
Related Material: Board_Update-Total_Rewards-01152025.pdf



Total Rewards Update

Professional Enhancement Update - Tier I and Tier II Payments

As part of the school’s Board-approved Compensation System, staff are incentivized within the Professional Enhancement program to obtain job-related certifications, Instructional II certifications and advanced degrees. The incentives are separated into two distinct tiers:

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

The following table summarizes the Professional Enhancement Tier I and Tier II incentives paid in CY 2024 with calendar CY 2023 provided for comparison.

| Incentive Type | Incentive Amount | CY 2023 | | CY 2024 | |
|---------------------------------------|----------------------|------------|------------------|------------|------------------|
| | | # of Staff | Total Amount | # of Staff | Total Amount |
| Tier I - Additional Certification | \$1,000 Stipend | 26 | \$26,000 | 13 | \$13,000 |
| Tier I – STEM Endorsement | \$1,500 Pay Increase | 3 | \$4,500 | 4 | \$6,000 |
| Tier I – National Board Certification | \$1,000 Stipend | 2 | \$2000 | 0 | \$0 |
| Tier II - Level II Certification | \$1,000 Pay Increase | 72 | \$72,000 | 55 | \$55,000 |
| Tier II - Earned Bachelor's Degree | \$1,000 Increase | 0 | \$0 | 1 | \$1,000 |
| Tier II - Earned Master’s Degree | \$1,500 Pay Increase | 30 | \$45,000 | 26 | \$29,000 |
| Tier II - Earned Doctorate | \$2,500 Pay Increase | 2 | \$5,000 | 3 | \$7,500 |
| Total | | 135 | \$154,500 | 102 | \$111,500 |



Total Rewards Update (Continued)

Tuition Reimbursement Program Payment Update

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

The following table provides a summary of the Tuition Reimbursement Program showing the total amount of reimbursements provided to staff during CY 2024 with calendar CY 2023 provided for comparison.

| Calendar Year 2023 | | | Calendar Year 2024 | | |
|--------------------|-----------------------|-------------------|--------------------|-----------------------|-------------------|
| Staff Role | # of Staff Reimbursed | Total of Payments | Staff Role | # of Staff Reimbursed | Total of Payments |
| Instructional | 107 | \$358,566 | Instructional | 101 | \$324,004 |
| Non-instructional | 5 | \$10,081 | Non-instructional | 7 | \$28,422 |
| Administrators | 3 | \$8,395 | Administrators | 11 | \$42,416 |
| Total | 115 | \$377,042 | Total | 119 | \$394,842 |

Coversheet

Approval of Minutes from the November 20, 2024 Board Meeting

Section: V. Consent Items
Item: A. Approval of Minutes from the November 20, 2024 Board Meeting
Purpose:
Submitted by:
Related Material: 2024_11_20_board_meeting_minutes.pdf



Reach Cyber Charter School Board of Trustees

Minutes

Reach Cyber Charter School

Date and Time

Wednesday November 20, 2024 at 9:00 AM

Location

750 East Park Drive, Suite 204
Harrisburg, PA 17111

Trustees Present

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

Trustees Absent

Gail Hawkins Bush, Leigh Kraemer-Naser

Guests Present

Alicia Swope, Andy Gribbin, Brandie Karpew, Cody Smith, Danielle Leibig (remote), Danielle Marsicano (remote), Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Josh Hicks (remote), Karen Yeselavage, Kelly McConnell, Kim Crandall, LeeAnn Ritchie, Lisa Blickley (remote), Michael Garman, Nate Laird, Patricia Hennessy (remote), Stephanie Lane

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 Nov 20, 2024 at 9:07 AM.

II. 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. New items were added to the agenda...Building Security Update presented by Rachel Graver, Action Items: Approval of new laptops presented by Rachel Graver and Nate Laird and Linewize Lower Cost.

III. Oral Reports

A. CEO's Report

Jane Swan, Chief Executive Officer, shared an update about recent events that have occurred during the first quarter. She highlighted Comprehensive Support and Improvement targets, UFLI literacy instruction at the Elementary level and all grade levels participating in the Math Network Improvement Community, and CEO Staff Advisory Committee meetings.

Current enrollment is 5,863 students with 93 of those being new enrollments within the last 14 days.

B. Human Resources Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 874 current staff members and 83% of staff who are 10-month staff. There are currently 29 unfilled positions, 7 of which are posted and/or pending, and 22 on hold.

There have been 27 new hires this school year and 24 departures.

C. Financial Report

Karen Yeselavage, Chief Financial Officer, 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.

D. Holiday Outreach Update

Rachel Graver, Chief Operating Officer, shared that the Holiday Reindeer program will be sending out \$35.00 gift cards from Target to every student that qualifies for Free and Reduced Meals. Staff will also be able to nominate students.

The first round of grocery coupons were sent out in October and the next round will go out after Fall Break. All families will receive \$200.00 in coupons.

IV. Consent Items

A. Approval of 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 October 16, 2024, Board Meeting
- Approval of Staffing Report
- Approval to Renew Agreement with Solarwinds.
- Approval to Renew Agreement with GDC IT
- Approval to Renew LineWize Agreement

Matthew Ryan made a motion to to approve the Consent Items and the minutes from Reach Cyber Charter School on 10-16-2024.

Marcella Arline seconded the motion.

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

V. Action Items

A. Approval of Affiliation Agreement with Indiana University of Pennsylvania

LeeAnn Ritchie, Chief Academic Officer, shared details of an affiliation agreement with Indiana University of Pennsylvania (IUP). This agreement establishes a relationship between IUP and Reach Cyber Charter School for educator field experiences.

Matthew Ryan made a motion to approve the agreement with Indiana University of Pennsylvania.

Marcella Arline seconded the motion.

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

B. Approval of Partnership with Paradigm Cyber Ventures

JD Smith, Director of Career Readiness and EDIB, shared details of a partnership with Paradigm Cyber Ventures, offering a cutting-edge cybersecurity program for our students.

Matthew Ryan made a motion to approve the partnership with Paradigm Cyber Ventures.

Marcella Arline seconded the motion.

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

C. Approval to Purchase MaxCase hard cover for Wacoms

Nate Laird, Interim Director of Technology, shared details on purchasing MaxCase hard cover for Wacoms. The cases will protect devices and increase ruggedness.

Paul Donecker made a motion to purchase MaxCase hard covers for Wacom.
Anthony Alexander seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Agreement with Taste Buds Kitchen for Elementary and Middle School

JD Smith, Director of Career Readiness and EDIB, provided details on agreement with Taste Buds Kitchen for elementary and middle school students. Mr. Smith is asking for school funding to cover the cost of each student along with the cost of materials and supplies.

Anthony Alexander made a motion to to approve the agreement with Taste Buds Kitchen.
Marcella Arline seconded the motion.
The board **VOTED** to approve the motion.

E. Approval of Additional Laptops

Rachel Graver, Chief Operating Officer, and Nate Laird, Interim Technology Director, shared the need for additional laptops. Matt Ryan and David Taylor were nominated as designees to approve the purchase when ready.

Anthony Alexander made a motion to approve additional laptops.
Marcella Arline seconded the motion.
The board **VOTED** to approve the motion.

VI. Information Items

A. Quarterly CSI Update

Kelly McConnell, Director of Data/Student Assessment, provided the quarterly CSI update. All 6 targets have been met.

B. Library Partnership Program

Brandie Karpew, Director of Outreach, provided information on a partnership with libraries throughout the state, providing enhanced educational resources and opportunities for students.

C. Government Affairs Update

Brandie Karpew, Director of Outreach, provided an update to the state legislature after the general election.

D. Civil Air Patrol Cadet Program

JD Smith, Director of Career Readiness and EDIB, provided information on a partnership with Civil Air Patrol. The program, which is the civilian auxiliary to the U.S. Air Force, will allow student's to participate in a year-round program where they fly, learn to lead, hike, camp, get in shape and push themselves to new limits. The program will focus on four elements: leadership, aerospace, fitness, and character.

Reach students, ages 12-18 year of age are eligible to become CAP cadets.

VII. Executive Session

A. Executive Session

The Board entered into an Executive Session at 9:50 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 protect by law.

Board members present were: David Taylor, Paul Donecker, Marcella Arline, Matt Ryan, and Anthony Alexander. Guests present at the request of the Board were: Jane Swan, Lee Ann Ritchie, Rachel Graver, Michael Garman, Karen Yeselavage, Greg McCurdy, and Patricia Hennessay. All others left the meeting at this time.

No action was taken at Executive Session. The Board returned to open session at 10:17 AM.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:17 AM.

Respectfully Submitted,
Brandie Karpew

Coversheet

Approval to Renew MOU with Alaska Sealife

Section: V. Consent Items
Item: C. Approval to Renew MOU with Alaska Sealife
Purpose:
Submitted by:
Related Material: ASLC_Reach MOU 12-2024.pdf

MEMORANDUM OF UNDERSTANDING

PARTIES

- This Memorandum of Understanding (hereinafter referred to as the “**Agreement**”) is entered into on 12/13/2024 (the “**Effective Date**”), by Reach Cyber Charter School and between the Alaska SeaLife Center, with an address of PO Box 1329, Seward, AK, 99664, and Reach Cyber Charter School, with an address of 750 E Park Dr. Harrisburg, PA 17111.

PURPOSE

- This Agreement is entered into for the following reasons:
 1. To deliver a marine mammal education program (“Marine Mammal Adaptations”) via Zoom to up to 40 students enrolled in grades K-4 through Reach Cyber Charter School
 2. To deliver a dissection demonstration education program (“Cephalopods”) via Zoom to up to 40 students enrolled in grades 5-8 through Reach Cyber Charter School

RESPONSIBILITIES OF THE PARTIES

1. The Alaska SeaLife Center will deliver 2 hours total of live/interactive virtual programming to groups of students enrolled in Reach Cyber Charter School. The 2 hours of content will be delivered as two separate 60-minute sessions (see topics/grade levels listed above).
2. The Alaska SeaLife Center will ship hands-on education materials to individual students for use during the live programs.
3. The Alaska SeaLife Center will host the 2 sessions via Zoom and will provide the connection information for each meeting at least 1 month before the meeting occurs.
4. Reach Cyber Charter School will register between 1 and 40 students for each of the two programs.
5. Reach Cyber Charter School will provide the Alaska SeaLife Center with the name, mailing address, parent phone number, and parent email address for each registered student; this information will be provided to the Alaska SeaLife Center at least one month before each scheduled event.
6. Reach Cyber Charter School will provide a facilitator to attend each live Zoom meeting.
7. Reach Cyber Charter School will pay the Alaska SeaLife Center as follows:
 - a. “Marine Mammal Adaptations” program: \$190 for the first student plus \$25 for each additional student

- b. “Cephalopods” program: \$190 for the first student plus \$20 for each additional student
- c. The total fee for each program will be payable upon completion of each program.

GOVERNING LAW

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

ALTERNATIVE DISPUTE RESOLUTION

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

AMENDMENTS

- The Parties agree that any amendments made to this Agreement must be in writing and they must be signed by both Parties to this Agreement.
- 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.

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:

Name: JD Smith - Director of Career
Readiness

Signature: _____

Date: _____

Name: Darin Trobaugh – Education Specialist

Signature: 

Date: 12/13/2024

Coversheet

Approval of Invoice for TCB Promotions

Section: V. Consent Items
Item: D. Approval of Invoice for TCB Promotions
Purpose:
Submitted by:
Related Material: Quote 11962-4.pdf



TCB Promotions
 106 Shawnee Square Dr
 Suite 201
 Shawnee on Delaware, PA 18356
 Melissa@tcbpromo.com

| | |
|---------|--------------------|
| NEW | |
| Quote # | 11962 |
| Total | \$21,360.00 |

| | | | |
|---------------------------------------|---------------------------------|--------------------------------|------------------------------------|
| Sales Person Melissa Kontir | Quote Date 01/06/2025 | Ship Date 02/10/2025 | In-Hands Date 02/17/2025 |
|---------------------------------------|---------------------------------|--------------------------------|------------------------------------|

Reach Cyber Charter School
 750 East Park Drive
 Suite 204
 Harrisburg, PA 17111
 United States
 dmiedel@reachcyber.org
 (717) 745-5588

Ship To
 Reach Cyber Charter School
 750 East Park Drive
 Suite 204
 Harrisburg, PA 17111
 United States
 dmiedel@reachcyber.org
 (717) 745-5588

| | | |
|-------------------------|---------------------------|----------------------------------|
| Terms: Net 30 | Pay With: Check | Ship Via: FedEx Ground |
|-------------------------|---------------------------|----------------------------------|



Adult Socks with woven in jacquard design. Up to 3 PMS Matched Colors. Six Colors Total. Same Design on Left and Right Sock. Bulk Packaged with Each Pair Swift Tacked

| | Quantity | Price | Total Price |
|---|-------------|--------|--------------------|
| Adult Socks with woven in jacquard design | 3700 | \$4.45 | \$16,465.00 |
| Total Units | 3700 | | |
| Product Total (USD) | | | \$16,465.00 |

Decoration Details

Proof Required: Email



Youth Socks with woven in jacquard design. Up to 3 PMS Matched Colors. Six Colors Total. Same Design on Left and Right Sock. Bulk Packaged with Each Pair Swift Tacked

| | Quantity | Price | Total Price |
|---|-------------|--------|-------------------|
| Youth Socks with woven in jacquard design | 1100 | \$4.45 | \$4,895.00 |
| Total Units | 1100 | | |
| Product Total (USD) | | | \$4,895.00 |

Decoration Details

Proof Required: Email

| | |
|-------------------|--------------------|
| Subtotal: | \$21,360.00 |
| Sales Tax: | \$0.00 |
| Total: | \$21,360.00 |

Approved By

Date

- Please note shipping costs are not included in pricing unless stated explicitly.
- Please note that the delivery date is contingent upon placing the order on the same day the quote is received.
- A 3% credit card processing fee will be applied where applicable.
- Kindly remember that the Terms and Conditions previously acknowledged remain in effect for this and all future orders.

Thank you for choosing TCB Promotions, where promotional products are done right!

Coversheet

Approval to Purchase OT Kits

Section: V. Consent Items
Item: E. Approval to Purchase OT Kits
Purpose:
Submitted by:
Related Material: 2025-26 OT Kits Estimate.pdf

| Item | Links | List Price | Purchase UOM | # of purchases | Quantity per kit | GRADES | | | | ITEM Total | Estimated Price | Tax (if Applicable) | Estimated Price + Fee |
|------------------------------------|---|------------|--------------|----------------|------------------|--------|-----|-----|-----|------------|-----------------|---------------------|-----------------------|
| | | | | | | OTE | OTH | OTL | OTM | | | | |
| Bead kits | Bead kit | \$19.98 | 48 | 6 | 1 | 160 | | 100 | | 260 | \$119.88 | \$8.39 | \$146.25 |
| Bingo Daubers | Bingo Daubers | \$25.98 | 36 | 12 | 2 | 160 | | 100 | 150 | 410 | \$311.76 | \$21.82 | \$380.35 |
| Block paper | Block paper | \$35.50 | 500 | 1 | 3 | | | 150 | | 300 | \$35.50 | \$2.49 | \$43.31 |
| Block paper | Block paper | \$35.50 | 500 | 1 | 5 | 160 | | 100 | | 260 | \$35.50 | \$2.49 | \$43.31 |
| Brads | Brads | \$10.19 | 100 | 5 | 1 | 160 | 150 | | 150 | 460 | \$50.95 | \$3.57 | \$62.16 |
| Bubble scissors | Bubble scissors | \$19.29 | 12 | 22 | 1 | 160 | | 100 | | 260 | \$424.38 | \$29.71 | \$517.74 |
| Clothespins | Clothespins | \$8.12 | 100 | 6 | 1 | 160 | 150 | 100 | 150 | 560 | \$48.72 | \$3.41 | \$59.44 |
| College lined paper | College ruled | \$61.38 | 100 | 1 | 5 | | | 100 | | 100 | \$61.38 | \$4.30 | \$74.88 |
| College lined paper | College ruled | \$61.38 | 100 | 5 | 10 | 160 | 150 | | 150 | 460 | \$306.90 | \$21.48 | \$374.42 |
| Connecting cubes | Connecting cubes | \$23.00 | 10 | 26 | 10 | 160 | | 100 | | 260 | \$598.00 | \$41.86 | \$729.56 |
| Dry erase board | Dry erase board | \$49.98 | 32 | 9 | 1 | 160 | | 100 | | 260 | \$449.82 | \$31.49 | \$548.78 |
| Dry erase board college ruled | Dry erase board | \$8.95 | 10 | 30 | 1 | | 150 | | 150 | 300 | \$268.50 | \$18.80 | \$327.57 |
| Dry erase markers chisel | markers chisel | \$19.59 | 108 | 3 | 2 | 160 | | 100 | | 260 | \$58.77 | \$4.11 | \$71.70 |
| Dry erase markers- fine tip | Fine tip markers | \$8.49 | 12 | 39 | 2 | 160 | 150 | | 150 | 460 | \$331.11 | \$23.18 | \$403.95 |
| erasable pen | Pen | \$9.99 | 30 | 10 | 1 | | 150 | | 150 | 300 | \$99.90 | \$6.99 | \$121.88 |
| Fidget animal | Fidget animal | \$23.39 | 130 | 5 | 1 | 160 | 150 | 100 | 150 | 560 | \$116.95 | \$8.19 | \$142.68 |
| Fidget toys | Pop-it | \$26.96 | 360 | 2 | 1 | 160 | 150 | 100 | 150 | 560 | \$53.92 | \$3.77 | \$65.78 |
| Flip crayons | Crayons | \$54.98 | 500 | 1 | 2 | 160 | | 100 | | 260 | \$54.98 | \$3.85 | \$67.08 |
| glue sticks | Glue sticks | \$28.00 | 100 | 5 | 2 | 160 | | 100 | 150 | 410 | \$140.00 | \$9.80 | \$170.80 |
| Highlighted paper level 2 | level two | \$17.77 | 100 | 6 | 5 | 160 | 150 | 100 | 150 | 560 | \$106.62 | \$7.46 | \$130.08 |
| Highlighted line paper - level one | highlight paper level one | \$19.99 | 200 | 3 | 5 | 160 | 150 | 100 | 150 | 560 | \$59.97 | \$4.20 | \$73.16 |
| Hole punch | Hole punch | \$85.00 | 100 | 5 | 1 | 160 | 150 | | 150 | 460 | \$425.00 | \$29.75 | \$518.50 |
| Jumbo Tweezers | Tweezers | \$12.99 | 20 | 21 | 1 | 160 | | 100 | 150 | 410 | \$272.79 | \$19.10 | \$332.80 |
| Keyboard Stickers | Keyboard Stickers | \$4.98 | 2 | 155 | 1 | 160 | | | 150 | 310 | \$771.90 | \$54.03 | \$941.72 |
| Lacing kit | Lacing kit | \$11.87 | 26 | 10 | 1 | 160 | | 100 | | 260 | \$118.70 | \$8.31 | \$144.81 |
| loop scissors | Loops Scissors | \$9.69 | 14 | 8 | 1 | | | | 100 | 100 | \$77.52 | \$5.43 | \$94.57 |
| Mechanical pencils | Mechanical pencils | \$39.99 | 360 | 2 | 2 | 160 | 150 | | 150 | 460 | \$79.98 | \$5.60 | \$97.58 |
| Pencil grip tweezers | grip tweezer | \$14.39 | 6 | 17 | 1 | | | 100 | | 100 | \$244.63 | \$17.12 | \$298.45 |
| Pencil grips | pencil grips | \$16.73 | 50 | 12 | 1 | 160 | 150 | 100 | 150 | 560 | \$200.76 | \$14.05 | \$244.93 |
| Raised line paper | Raised line paper | \$35.99 | 240 | 3 | 5 | 160 | 150 | 100 | 150 | 560 | \$107.97 | \$7.56 | \$131.72 |
| Scissors | scissors | \$20.49 | 24 | 24 | 1 | 160 | 150 | 100 | 150 | 560 | \$491.76 | \$34.42 | \$599.95 |
| Shaving cream | Shaving Cream | \$120.96 | 144 | 2 | 1 | 160 | | 100 | | 260 | \$241.92 | \$16.93 | \$295.14 |
| Sheet protector | Sheet protectors | \$29.99 | 900 | 1 | 3 | 160 | 150 | 100 | 150 | 560 | \$29.99 | \$2.10 | \$36.59 |
| short pencils | Short pencils | \$38.98 | 864 | 1 | 3 | 160 | 150 | 100 | 150 | 560 | \$38.98 | \$2.73 | \$47.56 |
| stickers | Stickers | \$9.89 | 64 | 5 | 1 | 160 | | 100 | | 260 | \$49.45 | \$3.46 | \$60.33 |
| Tactile breath tape | tactile tape | \$8.99 | 100 | 6 | 1 | 160 | 150 | 100 | 150 | 560 | \$53.94 | \$3.78 | \$65.81 |
| Tennis Ball | Tennis ball | \$124.99 | 200 | 3 | 1 | 160 | | 100 | 150 | 410 | \$374.97 | \$26.25 | \$457.46 |
| Theraputty 2oz -red | theraputty | \$101.50 | 40 | 14 | 1 | 160 | 150 | 100 | 150 | 560 | \$1,421.00 | \$99.47 | \$1,733.62 |
| tissue paper | Tissue paper | \$0.98 | 1 | 260 | 1 | 160 | | 100 | | 260 | \$254.80 | \$17.84 | \$310.86 |
| Transparent rulers | Rulers | \$42.95 | 620 | 1 | 1 | 160 | 150 | | 150 | 460 | \$42.95 | \$3.01 | \$52.40 |
| Tri-lined paper 1/2" ruled | tri-lined 1/2" | \$10.42 | 500 | 2 | 10 | 160 | 150 | 100 | 150 | 560 | \$20.84 | \$1.46 | \$25.42 |
| White board erasers | White board erasers | \$20.69 | 108 | 6 | 1 | 160 | 150 | 100 | 150 | 560 | \$124.14 | \$8.69 | \$151.45 |
| Wide ruled Tri-lined paper | tri-lined | \$10.42 | 500 | 2 | 10 | 160 | 150 | 100 | 150 | 560 | \$20.84 | \$1.46 | \$25.42 |
| Wikistix sticks | sticks | \$60.00 | 250 | 2 | 1 | 160 | | 100 | 150 | 410 | \$120.00 | \$8.40 | \$146.40 |

| | |
|-------------|-----------------------|
| \$11,368.37 | Estimate Item Cost |
| \$12,505.21 | Estimate + Buffer |
| \$14,000.00 | ROM/ Proposed Invoice |

Coversheet

Approval of Revised Employee Handbook for School Year 2024-2025

Section: V. Consent Items
Item: F. Approval of Revised Employee Handbook for School Year 2024-2025
Purpose:
Submitted by:
Related Material: 2024-2025 Employee_Handbook-Board_Update-12022024.pdf



2024-2025 Employee Handbook Updates / Changes

Reach Cyber Charter School's Human Resources department in collaboration with the senior leadership conducted a review of the current 2024-2025 Employee Handbook. The following provides a summary of the major changes and updates. With Board approval, Administration will publish the revised Employee Handbook effective January 15, 2025.

- Added a new section and policy language for Pregnant Workers Fairness Act (PWFA) accommodations.
- Added a new section to outline Resignations/Separations policy.
- Added a new section to outline Security Awareness Training Policy and provide link to policy on SharePoint.
- Added a new section to outline Preferred Name and Pronouns policy and provide link to policy on SharePoint.
- Added updated Social Media policy.
- Revised EDIB Statement of Principle
- Clarified that Parental Leave must be a continuous leave and used in full day increments.
- Expanded Serious Illness Leave (SIL)
 - Serious health condition of self is now eligible.
 - Requires a 5-day PTO elimination period.
 - Clarified staff must use SIL in full day increments.
 - Clarified that SIL for miscarriage/childbirth situations does not need to be FMLA eligible.
- Updated Arrest and Conviction section
 - Added requirements for employees to report any arrest or conviction not just a reportable crime under the Educator Misconduct Act.
 - Clarified that arrests/convictions are not an automatic terminable or disciplinary offense.
- Added language to require direct deposit of pay and travel reimbursements.
- Added language outlining tuition reimbursement repayment debt options for separating staff.

Coversheet

Approval to Renew Career Mentorship Agreement with WQED

Section: V. Consent Items
Item: G. Approval to Renew Career Mentorship Agreement with WQED
Purpose:
Submitted by:
Related Material:
WQED Spring Reach 2025 Career Mentorship Educational Services Agreement (1).pdf

EDUCATIONAL SERVICES AGREEMENT

| | |
|---|---|
| Name and Address of Service Provider | WQED Multimedia 4802 Fifth Avenue Pittsburgh, PA 15213 (“ <u>WQED</u> ”) |
| Name and Address of Client (“<u>Client</u>”) | |
| Description of Services | See Statement of Work attached hereto as <u>Attachment A</u> |
| Term of Services | Beginning on the date first written below (“ <u>Effective Date</u> ”), and continuing for such time as set forth in any Statement of Work unless terminated as described herein (the “ <u>Term</u> ”) |
| Fee and Payment Schedule | See Statement of Work attached hereto as <u>Attachment A</u> |

WQED and Client, collectively referred to as the “Parties” or individually as a “Party,” pursuant to this Educational Services Agreement (the “Agreement,”) hereby agree as follows:

1. **Services.** Client hereby engages WQED, and WQED agrees, to perform the services identified in one or more statements of work (“Statement(s) of Work”), the terms of which are fully incorporated herein (the “Services”). The initial Statement of Work, which details current Services and those selected by the Client, is attached to this Agreement as Attachment A. The Services may be updated, from time to time, upon written agreement, or by execution of a subsequent Statement of Work, signed by both Parties.

2. **Payment.**

- a. **Fees Generally.** As sole compensation for the Services, WQED will be paid as set forth in each Statement of Work.
- b. **Enrollment Fees.** Fees set forth in each Statement of Work will be deemed forfeited for services that are not canceled or rescheduled with at least seven (7) days’ notice to WQED. Fees will be deemed forfeited for withdrawal(s) from admission program services with less than twenty-one (21) days’ notice to WQED. No refunds of any fees will be provided for participants who are removed by WQED from participating in the Services. For those Services which are offered to a specified cohort of participants (i.e. 12 students per program) no partial or pro-rata enrollment in such Services shall be allowed, and no proration of fees shall be offered.

3. **Expenses.** Travel to and from Client locations more than fifty (50) miles from WQED shall be charged to Client at the federal standard mileage rate then in effect, which as of the Effective Date is \$0.67/mile in 2024. Any expenses incurred by WQED in performing the Services, including but not limited to workshop preparation equipment use, and the use of consumable supplies, shall be the sole responsibility of WQED unless approved in writing in advance by Client.

4. **Warranties.** Each Party warrants and represents to the other that: (a) it is duly organized and is currently in good standing under the laws of the Commonwealth of Pennsylvania; (b) the execution and

delivery of this Agreement does not, and will not, violate any provisions of its articles of incorporation or organization, its by-laws or operating agreement, or any contract or other agreement to which it is a party; and (c) it has the full right and authority to enter into this Agreement and perform hereunder. WQED further warrants that it shall perform the Services using personnel of industry standard skill, experience, and qualifications; and that personnel performing the Services will have successfully completed the Pennsylvania Department of Human Services Child Abuse History Clearance, the Pennsylvania State Police Request for Criminal Records Check, the National Sex Offender Registry Check, the Federal Criminal History Record Information, and any similar clearances or background checks required by Pennsylvania law. WQED MAKES NO WARRANTIES EXCEPT FOR THOSE SET OUT ABOVE AND DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED.

5. **Indemnification.** The Parties will each protect, indemnify, and hold harmless the other and its parent and subsidiary companies, and any successors and assigns, and its and their officers, managers, directors, employees, agents and representatives from and against any and all claims, judgements, liabilities, cross-claims, counter-claims, third-party claims, actions, demands, obligations, losses, damages, costs and expenses (including liabilities for penalties and reasonable attorneys' fees and court costs) which any of them may sustain or suffer by reason of a breach of any of the covenants, agreements, representations or warranties of such Party contained in this Agreement. The Parties agree to notify the other promptly of any claim to which these indemnification provisions may apply. Client knowingly and voluntarily releases and indemnifies Producer and Producer's officers, directors, employees, agents, licensees, successors, and assigns from any claim, demand, suit, or cause of action of any kind, including, but not limited to, any third-Party claims as well as any claims for death, disability, worker's compensation, health or related benefits, or insurance arising from, attributable to, or related to the Services. The provisions of this section 4 shall survive the expiration or termination of this Agreement.

6. **Force Majeure.** Neither Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations of Client to make payments to WQED hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)"): fire, flood, epidemic, pandemic, earthquake, explosion, accident, labor dispute or strike, act of God or public enemy, riot or civil disturbance, war (declared or undeclared) or armed conflict, national or regional emergency, foreign or domestic governmental law, order, regulation, or other action, order of any court of competent jurisdiction, failure of common carriers or telecommunication breakdowns, power outages or shortages, inability or delay in obtaining supplies of adequate or suitable materials, or any other cause not reasonably in control of the Impacted Party.

7. **Independent Contractor.** It is the Parties' express intent that the WQED shall work as an independent contractor, and not as Client's employee, agent, joint venturer, or partner. WQED and its officers, managers, directors, employees, agents, and representatives will not be entitled to receive any vacation, illness payments, or to participate in any bonus, stock option, profit sharing, insurance plans, arrangements, or distributions of funds or other benefits of or made available by the Client to its employees. Except as expressly stated herein, neither Party has any right, power or authority to create any obligation, express or implied, on behalf of the other in connection with the performance of its obligations under this Agreement.

8. **Intellectual Property.** Client understands and agrees that WQED’s logo, trademarks or other intellectual property (“Intellectual Property”) are the sole and exclusive property of WQED, and Client shall not use such Intellectual Property without first obtaining WQED’s written consent.

9. **Successors and Assigns.** Client may not assign this Agreement without WQED’s prior written consent. Any attempted assignment without such prior written consent will be null and void and without legal effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their representatives, successors and permitted assigns. References to each of the Parties in this Agreement shall be deemed to include such persons or entities.

10. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without reference to conflicts of law principles. Any action or proceeding, whether legal, equitable, administrative or otherwise, arising out of or relating to this Agreement shall proceed in the Court of Common Pleas of Allegheny County, Pennsylvania or the United States District Court for the Western District of Pennsylvania, unless the parties to this Agreement otherwise agree in writing to an alternative method of dispute resolution. Client waives any and all objections to venue and to the personal jurisdiction of such courts over Client. EACH PARTY TO THIS AGREEMENT WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHTS THAT IT MAY HAVE TO A TRIAL BY JURY WITH RESPECT TO ANY DISPUTE ARISING FROM OR RELATED TO THE SERVICES OR THIS AGREEMENT, INCLUDING EACH STATEMENT OF WORK ATTACHED HERETO.

11. **Entire Agreement.** This Agreement, together with the provisions contained in each Statement of Work, constitute the complete agreement between the Parties and supersedes all previous agreements or representations, whether written or oral, with respect to the subject matter described herein. This Agreement may not be modified except in writing signed by a duly authorized representative of each Party.

12. **Notice.** All notices, consents, requests, demands and other communications required or permitted hereunder will be deemed to have been duly given when given in writing by (i) personal delivery, (ii) certified or registered U.S. Mail or (iii) reputable overnight courier to the parties at the addresses set forth in the Preamble, above.

13. **Severability.** The Parties agree that if any provision of this Agreement is under any circumstances deemed invalid or inoperative, the Agreement will be construed with the invalid or inoperative provision deleted, and the rights and obligations of the Parties will be construed and enforced accordingly.

14. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and each of which may be executed by facsimile or electronic mail, including electronic signature, such signature being deemed an original signature, but all of which together shall constitute one and the same complete legal instrument.

[Remainder of page intentionally blank. Signature page follows.]

Signature Page to Educational Services Agreement

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused this Agreement to be executed as of the Effective Date by their respective officers thereunto duly authorized.

Client

WQED Multimedia

By: _____

By: Jason Jedlinski

Its: _____

Its: President & CEO

Date: _____

Date: _____

**ATTACHMENT A to Educational Services Agreement
WQED’s Film Academy offerings effective as of June 1, 2024**

WQED’s Film Academy offers a variety of media education programs for students of various ages and offers professional development programs for educators and administrators, as described below.

| Program | Eligibility | Location | Fees |
|----------------------|---|----------------------|--|
| WFA Lite | Middle School Students | At WQED | \$200.00 per participant for either: (a) six hours of instruction (offered at two hours/week for three consecutive weeks) or (b) one single, seven-hour “Make a Movie in a Day” experience, offered every August |
| WFA Learning Level | High School Students | At WQED | \$2,100.00 per participant, per Semester |
| | | Virtual/Remote | \$2,500.00 per participant, per Semester; which includes one ‘at-home’ filmmaking kit per participant to keep, valued at approximately \$600.00 each |
| WFA Intern Level | High School Students who successfully completed the WFA Learning Level, including basic-level equipment and skills testing, and participate in a staff-led interview | At WQED | No fee |
| | | Virtual/Remote | \$1,000.00 per participant, per Semester; which includes a twelve (12) month subscription to Adobe Creative Cloud |
| Teen Film Crew Level | High School Students who successfully complete 100 hours at the WFA Intern Level, pass advanced-level equipment and skills testing, participate in a staff-led interview, and participate in peer mentorship training | Varies by assignment | No fee; participants are paid \$10.00 per hour by WQED as seasonal employees |
| WFA On Location | Elementary school through high school students, or professional development for educators | At Client | \$350.00 per 1-2 hour workshop, per 12 participants |
| | | At Client | \$650.00 per 3-5 hour (“half day”) workshop, per 12 participants |
| | | At Client | \$1,200.00 per 6-8 hour (“full day”) workshop, per 12 participants |
| | | At Client | \$65.00 per hour, per additional teaching artist (required for participant 13 and every additional 12) |
| | | At Client | \$65.00 per hour, per 12 participants, with a required curriculum commitment of at least three (3) hours/week for at least twelve (12) consecutive weeks |

Initial Statement of Work and Order Form

This Order Form (the “Order Form”) is entered into by and between _____ (“Client”) and WQED Multimedia (“WQED”), pursuant to and in accordance with the terms of the Educational Services Agreement by and between Client and WQED (the “Agreement”), dated _____.

Capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. To the extent that there is any inconsistency between this Order Form and the terms of the Agreement, the language within this Order Form shall control.

The Client has selected to enroll the following students in the Services specified:

Program: _____ Grade(s): _____
Date(s): _____ # of Participants: _____
Location: _____ Fee: _____

Program: _____ Grade(s): _____
Date(s): _____ # of Participants: _____
Location: _____ Fee: _____

Program: _____ Grade(s): _____
Date(s): _____ # of Participants: _____
Location: _____ Fee: _____

Program: _____ Grade(s): _____
Date(s): _____ # of Participants: _____
Location: _____ Fee: _____

Additional Notes or Terms: _____

Client’s Designated Contact:

Name: _____
Email: _____
Phone: _____

Client expressly acknowledges that the enrollments selected above are subject to and consistent with the following eligibility and participation guidelines:

Eligibility: “Middle School Students” are defined as fifth grade graduates (rising sixth graders) through eighth grade students at a public, private, or charter school or an approved home education program and “High School Students” are defined as eighth grade graduates (rising ninth graders) through students enrolled in ninth through twelfth grade at a public, private, or charter school or approved home education program, plus recent graduates who received their high school diploma within the last four months.

Client may select participants for WFA On Location (the “Client Programs”). However, students must apply to, interview for, and be accepted by WQED to participate in the WFA Lite, WFA Learning Level, WFA Intern Level, and Teen Film Crew Level (the “Admission Programs”). Client may pay students’ fees for the Admission Programs, but acceptance is determined by WQED in its sole discretion.

Scheduling: Client should specify desired date(s) for the Client Programs. WQED will review and accept or propose alternate dates, as needed to achieve mutual agreement. WQED determines the dates for the Admission Programs in its sole discretion. “Semester(s)” are defined as spring, summer, and fall: typically January through April (spring), June through August (summer), and September through December (fall).

Right of Removal: WQED has a zero-tolerance policy for bullying and harassment. WQED reserves the right to remove any participant from any program and to decline performance of the Services to any participant who WQED deems to be disruptive or dangerous, in its sole discretion.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused this Order Form to be executed as of the last date written below.

Client

WQED Multimedia

By: _____

By: Jason Jedlinski

Its: _____

Its: President & CEO

Date: _____

Date: _____

Attached Scope of Work:

This Scope of Work details the partnership between WQED Film Academy and REACH Cyber Charter Schools for a Career Mentorship Program for digital content creation.

Program Goal

The goal of the Career Mentorship Program is to provide students with opportunities and exposure to various facets of the digital content industry via engagement with industry professionals.

Program Description

- The Career Mentorship program requires students attend at least six different meetings that would take place once a week, with the first meeting on March 5th, 2025 and the last meeting on April 16th.
- The dates would be as follow: 3/5, 3/12, 3/19, 3/26, 4/2, 4/9, 4/16
- Each session will run 60 minutes, with sessions starting at 3pm and ending at 4pm.
- For each session, students would learn about different careers within the industry of digital content creation, with subjects including:
 - o Foundations of Filmmaking: Preproduction, Production, Post-Production
 - o Narrative Filmmaking
 - o News/Documentary Filmmaking
 - o Client/Commercial/Non-profit filmmaking
 - o Events/Concerts/Live Recording
 - o Graphic Design Basics
 - o Animation Basics
- WQED will provide students with supplemental learning materials and activities after each mentoring session to further and reinforce learning.
- Students will learn the hard and soft skills they will need to hone to put themselves in a position to succeed in digital content creation.

Coversheet

Approval to Renew Agreement with Harrisburg University

Section: V. Consent Items
Item: H. Approval to Renew Agreement with Harrisburg University
Purpose:
Submitted by:
Related Material: Reach Cyber Charter Service Agreement 12~17~24 HU.pdf

Harrisburg University Service Contract

This agreement entered into this **1** day of January **2025**, by and between the Harrisburg University, 326 Market Street, Harrisburg, Pennsylvania 17101, hereinafter referred to as "HU" and Reach Cyber Charter School, 750 East Park Drive, Suite 204, Harrisburg, PA 17111 hereinafter referred to as the "REACH".

Witnesseth:

HU agrees to provide implementation and delivery of Enrichment and Industry Certification programming to REACH students and HU does hereby agree to perform services upon the following terms and conditions:

1. HU will provide updated programs/courses as they become available. A detailed listing of this information is in Addendum A
2. HU programs/courses are subject to change based on enrollment.
3. The term of the agreement shall be for a period commencing on January 1, 2025, and terminating August 31, 2025. The service agreement shall not automatically renew.
4. This agreement may be terminated and not renewed for any reason by either party, provided that 30 days written notice is provided.
5. During the term of the Agreement, HU will bill REACH at the rate indicated in Addendum based on the number of students enrolled. Invoicing will occur upon program completion.
6. HU will provide programs available for the Winter/Spring/Summer – 2025.

The following representatives have approved this agreement:



John W. Friend, VP Admissions & Secondary Schools



Date

Jane Swan, CEO Reacher Cyber Charter School

Date

Appendix A Revised

| Spring 2025 Program Costs | | | |
|------------------------------|---|--|------|
| Certification or Exploration | Program Name | Cost | Fees |
| Certification | NuPaths 110: Foundations in Information Technology Certification: CompTIA IT Fundamentals Credits: 2 | 5-6 students \$1740 each 7-9 students \$1380 each 10+ students \$1110 each | N/A |
| Certification | NuPaths 120: Fundamentals of Productivity Software Certification: MOS Excel, MOS Outlook Credits: 3 | 5-6 students \$2250 each 7-9 students \$1860 each 10+ students \$1550 each | N/A |
| Certification | NuPaths 215: Web Design and Development Certification: Adobe Photoshop Pro, Certiport HTML, CSS Credits: 3 | 5-6 students \$4800 each 7-9 students \$4000 each 10+ students \$3500 each | N/A |
| Pre-Requisite Course | ENTE 101: Audio Engineering Pro Tools 1 Credits: 3 | \$1,140.00 | N/A |
| Pre-Requisite Course | ENTE 102: Video Editing: Media Composer 1 Credits: 3 | \$1,140.00 | N/A |
| Certification Course | ENTE 230: Pro Tools for Game Audio Certification: Avid Pro Tools Game Audio Prerequisite: ENTE 101 and 201 Credits 3 | \$1,140.00 | N/A |
| Certification Course | ENTE 211 – Currently under development – Replaces ENTE 201 & ENTE 202 | N/A | N/A |
| | | | |
| | | | |

Coversheet

Approval to Renew Agreement with Women in Forensics

Section: V. Consent Items
Item: I. Approval to Renew Agreement with Women in Forensics
Purpose:
Submitted by:
Related Material: Forensics RCC_MOU_spring 2024_pdf.pdf

Memorandum of Understanding

*This memorandum of understanding (the "**MOU**") is executed as of October 29, 2023 ("**Execution Date**") by and between:*

***The Women in Forensics, LLC**, a company incorporated/established under the US laws having its registered office at Pennsylvania (hereinafter referred to as "**Service Provider**" (which expression shall, unless repugnant to the context or meaning hereof, mean and include his heirs, executors, administrators, and assigns) of the **First Part**.*

And

*Reach Cyber Charter School, an organization incorporated/established under the US laws having its registered office at Pennsylvania (hereinafter referred to as "**Charter**" (which expression shall, unless repugnant to the context or meaning hereof, mean and include his heirs, executors, administrators, and assigns) of the **Second Part**.*

*And individually referred to as "**Party**" and collectively as "**Parties**".*

WHEREAS

This MOU constitutes and expresses the entire MOU and understanding between the Parties in reference to all matters herein referred to, all previous discussions, promises, representations and understandings relative thereto, if any, had between the parties hereto, being herein merged.

1. Objective & Purpose

1.1. In furtherance of public interest and with the aim of improving the standards of forensic education to the middle/high school students, the Service Provider is broadly engaged to adopt and implement this MOU by appointing professionals having forensic backgrounds to provide a facilitative framework.

1.2. The purpose of this program is to increase middle and high school age adolescents' knowledge of forensic science, including CS/ Effect and to broaden their interest in forensics and its impact on modern society.

*For the purposes of this MOU, the term "**CS/ Effect**" means Crime Scene Investigation, also known as CS/ Syndrome, is the dramatization of the role forensics plays in societal demands, specifically crime, through the popularity of television dramas such as CSI, The First 48 etc. The advancement of forensics has increased*

society's interest and have also raised real world expectations of forensic science. This MOU is limited in scope only to the extent of imparting the curriculum-based knowledge to help students where they can gain theory-based understanding of this fascinating field with the intent to dispel some of the myths about it.

1.3 Highest degree of respect and discipline is required owing to the language and content while teaching the subject and case studies.

2. Term and Termination

- 2.1 This MOU shall be subsisting till it is terminated by either of the Party. This MOU may be terminated by giving a prior written notice of 30 (thirty) days to the other Party pursuant to which this MOU shall stand terminated. The obligations contained herein are sufficient consideration for each Party to execute this MOU which is acknowledged and agreed by each of the Party.*
- 2.2 The scheduled date for program/course starts **TBD***
- 2.3 Termination of this MOU shall not affect the liabilities of the either Party under the MOU or any other obligation towards the other Party that have accrued before the effective date of termination of this MOU.*

3. Salary, Benefits and Emoluments

- 3.1 The Service Provider shall be paid **\$27,000** for eight online classes (date/time will be confirmed) which is inclusive of:*
- online workshop instruction of 1.5-hour with a virtual and/or hands-on activity*
 - class will be recorded and will be available until the end of the eight- week program to students accessed by a password.*
 - post-class survey will be provided to the point of contact at the conclusion of the program.*
 - Guest speakers- forensic science professionals*
 - Class syllabus*

Estimated Women in Forensics programming costs:

- \$275.00/hour x 64 hours Program Supplies - instructional videos, handouts, supporting materials for distribution*
- \$1,000.00 (shipping costs and forensic science kits) Lab Materials- materials necessary for replication of forensic lab activities*
- \$6,750 Administrative Costs - program delivery*

- *\$1,650.00 Guest Speaker fees*

\$27,000.00 total

Program Delivery contingent upon:

- ▶ *Acceptance of programming fee*
- ▶ *Parental Consent forms signed for those participating in the Women in Forensics program.*

3.2 *The Service Provider shall be paid the advance payment mentioned above by the Charter 30 (thirty) days prior to the starting date of the program (as given in Clause 2.2 of this MOU).*

3.3 *In case of late or delayed payment, this MOU shall be deemed postponed, wherein the Service Provider is not bound to undertake by any clauses till the amount is paid in whole by the Charter.*

4. Framework of this MOU

4.1 *The Parties hereby agree that this MOU establishes a binding framework for the implementation of the Project between the Parties for educating the middle/high school students.*

4.2 *The duration of the workshop shall be not more than eight weeks/one and a half hours per class (one workshop per week).*

4.3 *The programs/course/workshop shall be conducted in virtual form. The forensics science kits (with no chemicals or biological evidence) will be shipped to the students by the program coordinator of Women in Forensics, LLC. The addresses of students participating in the program must be provided.*

5. Responsibilities of the Service Provider

In view of the role of the Service Provider, the responsibilities are given below:

- a. *To provide the Charter with coordination and instruction of programming as outlined during the subsistence of this MOU.*

- b. Be present at all classes for this program,*
- c. The Charter will be notified in advance if rescheduling needs to occur due to any unforeseen circumstances.*
- d. Meet the goals and objectives as agreed upon by the Charter and shall be in consonance with program guidelines.*
- e. Ensure that all students shall attend the full program/course along with all directions.*
- f. Ensure that the Charter will be made aware of any problems, if any, which occur during program implementation.*

6. Responsibilities of the Charter

The responsibilities of the Charter are given below:

- a. Be ultimately responsible for the training program, inclusive of liability and financial responsibilities.*
- b. Providing the name and relevant details of the Point of Contact person to serve as the primary representative for the administration of this MOU on behalf of Charter.*
- c. Pay the Service Provider a total advance payment of amount of \$27,000.*
- d. Provide the addresses of the students participating in the forensic science program for the shipment of the forensic science kits.*
- e. Provide the Service Provider with all relevant information for proper and full implementation of the program during the subsistence of this MOU.*
- f. Agree that any education program offered under the terms of this agreement and/or offered using the program name shall have the prior approval of the Service Provider.*
- g. All marketing of the program shall have the approval of the Service Provider.*
- h. The Charter agree and acknowledge the fact that the presentations, activities, and discussions may contain sensitive content relating to crime, drugs, and aspect covering criminal acts which may be offensive or aggressive in nature.*
- i. The Service provider shall not incur any adverse impact if the student agrees not to enroll or decides to leave the program/course due to any reason.*
- j. Provision of safe and appropriate environment for the Service Provider for program implementation.*

7. Obligations and responsibilities of the students

Following are the binding principles to be followed by the students for the purposes of the implementation of this MOU are as follows:

- a. Application of concepts in the proper, reasonable and directed ways;*
- b. Gain realistic understanding of forensics by combining interactive instruction, experimentation, and media applications.*
- c. Recognize new technological ways which can be used to solve crimes.*
- d. Try to understand the significance and role of science in solving societal related problems (example- crime);*
- e. Documentation of forensic findings to improvise critical thinking among students.*
- f. Read the subject of history and science together for best results.*
- g. Improved ability to work independently as well as in a team environment.*
- h. Active participation in workshops, discussions about career paths in forensic science, volunteering, networking, and mentorship.*

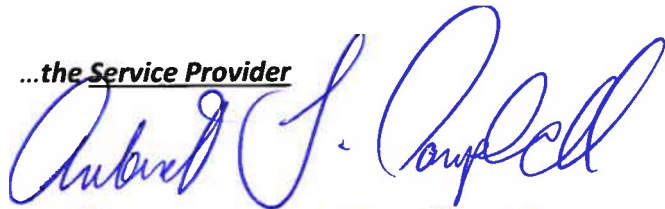
8. Mutual Representations, Warranties and Covenants

- 8.1 The Service Provider is an independent contractor and not an employee of the Charter.*
- 8.2 The Charter and Service Provider agree and acknowledge that this is not an exclusive MOU. The Parties may enter into additional MOU/agreements or amend the terms for similar services, if needed.*
- 8.3 Neither party may assign this MOU to a third-party, without express*
- 8.4 written consent.*
- 8.5 The Charter agrees to indemnify and hold Service Provider harmless from and against all claims, damages, losses, and expenses (including, but not limited to, attorney fees) arising out of the performance of this MOU.*
- 8.6 This MOU shall be governed by and construed in accordance with the laws of USA and the courts of Pennsylvania shall have exclusive jurisdiction.*

IN WITNESS WHEREOF the parties hereto have executed these presents the day and year first hereinabove written.

SIGNED AND DELIVERED by

...the Service Provider

A handwritten signature in blue ink, appearing to read "Andrew J. Campbell".

SIGNED AND DELIVERED by

.....the Charter

A handwritten signature in black ink, appearing to read "JD Smith".

07/02/24

Coversheet

Approval of Funding for Digital Creatives

Section: VI. Action Items
Item: A. Approval of Funding for Digital Creatives
Purpose:
Submitted by:
Related Material: Spring 2025 Creative Approach- Crane Recommendation.pdf



Reach Cyber Charter School 2025 Creative Recommendation

Spring Campaign Launch Date: 5/1

2-Day Video Shoot:

Talent will rotate between Crane production team and in-house videographer for broll opportunities and raw footage collection.

- **Tentative Dates: March 4-6**
- Day 1: Half Day in Studio/ Half Day on STEM Bus
 - o Studio shoot to include staged scenes of students learning from “home.”
- Day 2: On-Location
 - o STEM Activity (Whitaker Center/Innovation Zone), eSports Gaming, etc. – Reach to advise on opportunities.

Creative Deliverables:

Spots will utilize a mix of existing (current students only) and new content. Messaging will be strategically split across spots for Spring (general enrollment) and Fall (second semester transfer) timing.

- Video Deliverables:
 - o (4+) 30 second TV spots- refresh design and revisit QR code end card
 - o (4+) 15 second TV spots- refresh design and revisit QR code end card
 - o (10+) Social Media spots
 - Record and produce in correct aspect ratio
 - o Still photography
 - o Broll from in-house videographer
- Ad Updates with new Photography (revisit when updating contract in Spring)
 - o Social/Digital Graphics
 - o Billboards

- **Investment: \$107,086**

| | Previous Year | Proposal |
|---------------------|---------------------------------------|--|
| Launch | 1-Jul | 1-May |
| Production | 3 day shoot | 2 half day shoots |
| | 2 Days Harrisburg, 1 day Philadelphia | 1/2 day Harrisburg, 1/2 day onsite event |
| Deliverables | | |
| 30 seconds | 2 | 4 |
| 15 seconds | 2 | 4 |
| Social Media Spots | 5 | 10 |
| | | |
| | \$115,000 | \$107,086 |



| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Coversheet

Approval of School Calendar 2025-2026

Section: VI. Action Items
Item: B. Approval of School Calendar 2025-2026
Purpose:
Submitted by:
Related Material: School Calendar 2526 (Student).pdf

| REACH School Calendar | | 2025-2026 |
|--|-----------------------------------|-----------------------------------|
| Event | School Status | Date |
| Independence Day | School and Office Closed | July 3-4, 2025 |
| First Day of Summer/ESY Session | School and Office Open | July 7, 2025 |
| Last Day of ESY Session | School and Office Open | July 31, 2025 |
| Last Day of Summer Session | School and Office Open | August 15, 2025 |
| Labor Day | School and Office Closed | September 1, 2025 |
| First Day of School (Students) | School and Office Open | September 2, 2025 |
| Columbus Day | School and Office Closed | October 13, 2025 |
| Veterans' Day (observed) | School and Office Closed | November 11, 2025 |
| Fall Break | School and Office Closed | November 27-28, 2025 |
| Winter Break | School and Office Closed | December 24, 2025–January 2, 2026 |
| Martin Luther King, Jr. Day | School and Office Closed | January 19, 2026 |
| <i>First Semester End Date</i> | NA | January 22, 2026 |
| Teacher Work Day | Staff Work Day | January 23, 2026 |
| <i>Second Semester Start Date</i> | NA | January 26, 2026 |
| President's Day | School and Office Closed | February 16, 2026 |
| Spring Break | School and Office Closed | April 3-6, 2026 |
| <i>PSSA Testing Window</i> | NA | April 20–May 8, 2026 |
| <i>Keystone Testing Window</i> | NA | May 11-22, 2026 |
| Memorial Day | School and Office Closed | May 25, 2026 |
| Last Day of School (Students) | School and Office Open (half day) | June 4, 2026 (half day) |
| Graduation | NA | June 4, 2026 |
| School Status Legend: | | |
| School and Office Closed = No one is in school | | |
| School and Office Open = Everyone is in school | | |
| Staff Work Day = Students are not in school but Admin and Teachers are on duty | | |

Coversheet

Outreach Update

Section: VII. Information Items
Item: B. Outreach Update
Purpose:
Submitted by:
Related Material: Jan 25 Board Meeting.pdf

Outreach Department Board Meeting January 2025



Outreach Department

As a department, our goal is to create a vibrant and connected community by fostering inclusive communication, ensuring clear and timely information, celebrating achievements, and enhancing engagement through various events.

Jessica Rice: Manager of Social Media

Doug Miedel: Manager of External Outreach

Christin Capuano: Manager of School Community Outreach

New communication practices at Reach!

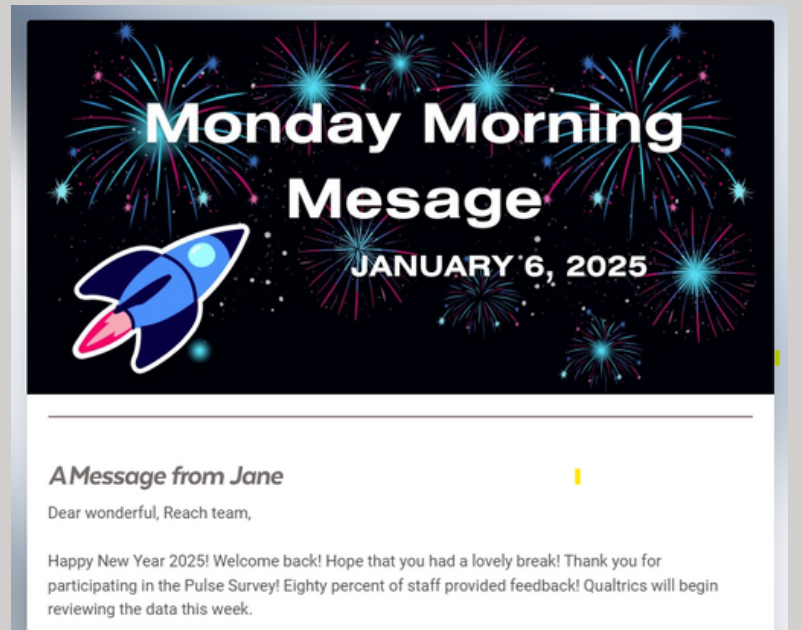
External to enrolled households:

- The monthly newsletter is distributed to 5,587 email addresses of Reach caretakers and learning coaches! In December, it was viewed more than 4,800 times. The newsletter includes a message from Jane and information for all of the wonderful initiatives happening! We are excited to continue to grow this publication to meet the needs of our learners and their caretakers!



Internal to Reach staff:

- Monday Morning Message is a weekly publication sent to all 870 reachcyber.org email addresses. It highlights a weekly message from Jane and other necessary information for the week ahead. This has been a wonderful way to communicate important information and links!
- Wellness Committee Monthly Newsletters are sent monthly to Reach staff with health related articles, tips, and activities! The Social Media Team recently worked with the committee to create a new logo!



Media and PR Mentions and Articles!

Computer Science Week: Philadelphia Market

This news coverage highlighted the activities happening with students and STEM coaches in person for Computer Science Week!

Chalkbeat Philadelphia:

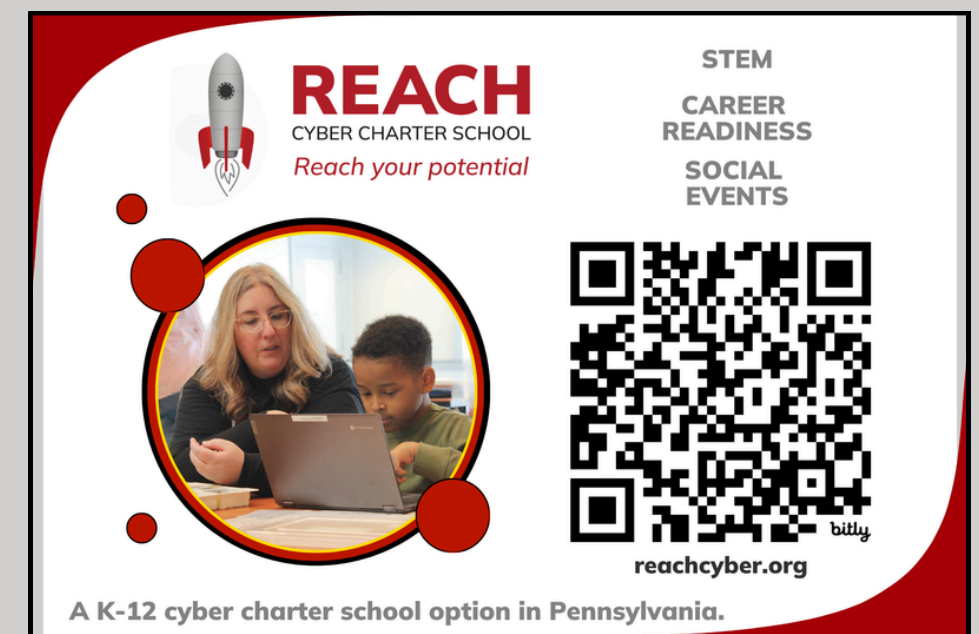
This article highlighted the reasons that many families in Philadelphia are opting for a cyber education for their students!

Thankful For letters:

These letters to the editor were picked up in the Titusville, Hummelstown, Pottstown, and Shippensburg Markets!

Upcoming coverage opportunities:

- County Lines February Educational Guide
- National School Choice Week letters to the editor
- Student Highlights
- National Honors Society and National Junior Honors Society Induction
- Pearl Harbor card display



Social Media Update: October 1- January 1

Facebook

- Followers: 1985 Publish posts: 98 Engagements: 3,464 Impressions: 3,232,696 Engagement Rate: .1%
- Facebook continues to be the platform that has the highest rate of impressions, engagement, and messaging. We speak with enrolled and prospective caretakers to answer questions and provide information.

Instagram

- Followers: 853 Publish posts and stories: 482 Engagements: 549 Impressions: 716,601 Engagement Rate: .1%
- On Instagram, our audience is more students than caretakers. The stories are a great place to reach our followers with planned slides as well as organic posts at events!

Paid social media

- In November, we started a campaign targeting the Reading area. We know they are having some issues with their local brick and mortar district. We have seen increased interest and enrollment in this area.
- Currently running a second semester campaign for new enrollments from December 15- January 15th on Facebook and Instagram. These ads are targeted to individuals in Pennsylvania with students in grades K-12. These ads have been live on stories and ads within the feed.

LinkedIn

- Followers: 1395 Publish posts: 95 Engagements: 825 Engagement Rate: 9%
- On LinkedIn, we are connected with many of the Reach staff and education industry leaders! We often celebrate our staff and students on the platform whether it is on their post or ours! We also do a weekly job posting in collaboration with HR.

External Outreach Report

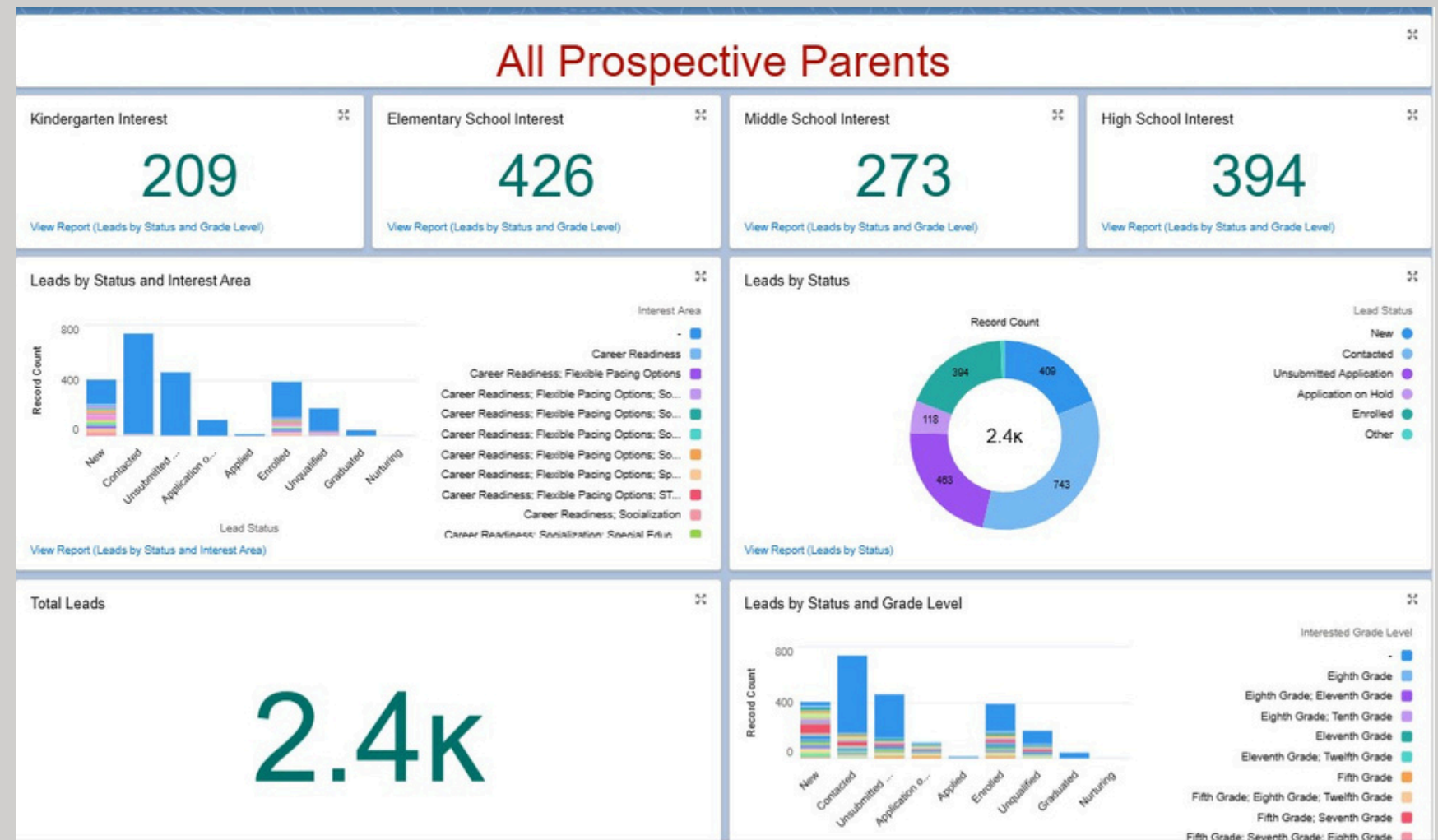


- External Outreach continues to host weekly virtual information sessions, attend tabling events, and work with the Ambassador Program to create enrollments for Reach Cyber Charter School.
- Salesforce, our Customer Relationship Manager, has processed over 2.4K Leads since its inception.

Total # of Virtual Sessions Held (Since 7/1/24):
53

Total # of Registrations Collected (Since 7/1/24):
255

Total # of Enrolled Students From Sessions (Since 7/1/24):
119



External Outreach Updates:

- 2nd Semester Push Updates:** Reach worked with Crane Communications to target the Reading area as well as a statewide Second Semester Push, which is running from 12/15-1/31. We are seeing registrations and email sign-ups for these campaigns.
- Ambassador Program Updates:** We continue to host monthly Ambassador meetings and mail out Ambassador kits. We currently have 147 Parent Ambassadors in our Ambassador Program. At least 5 enrollments have come from our Ambassador Program so far.
- Tabling Events:** We are actively scheduling our Spring Tabling events but have recently been at the Farm Show and will participate in the National School Choice Week Fair in Harrisburg at the end of January.
- Reach Alumni Program:** Starting July 2025, Reach will be launching its Reach Student Alumni Program, with networking and in-person events and opportunities for Reach student alumni to interact with each other and current students. Initial meetings have already been started.
- On-Demand Views:** Reach created an On-Demand Information Session where prospective families can enter their information and receive a 10-minute video about Reach. Since 7/1/24, we have had 28 registrations for On-Demand views. 4 Have enrolled from this.



Social Events

- 61 events in December, 479 guests, and 71% attendance
- fleece blanket making (Franklin), game hour (Monroe), colonial music (Cumberland), goat yoga (Bucks)



Partnerships

All partnership agreements are currently being executed for the 2024-2025 school year. We are actively working with our partners to explore more opportunities for the 25/26 school year to support our STEM programs, Outreach programs, and literacy programs.



Investigation of New Partnerships

In order to provide more opportunities for our staff and students to connect we are currently researching new partnership opportunities for the 25/26 school year.

- **Libraries**
 - monthly FM meet & greets
 - STEM bus
 - STEM camps
 - quarterly social events
- **STEM focused**
 - STEM camps
 - STEM bus
- **Community Centers**
 - STEM camps
 - STEM bus
 - monthly social events
 - marketing events quarterly