



# Reach Cyber Charter School Board of Trustees

## Reach Cyber Charter School

Published on February 13, 2025 at 12:13 PM EST

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### Date and Time

Wednesday February 19, 2025 at 9:00 AM EST

### Location

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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### Agenda

Presenter

#### I. Opening Items

A. Roll Call

B. Call the Meeting to Order

David Taylor

#### II. Public Comment

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must provide their name and short description of the agenda item on which they wish to comment to the Chair, along with any materials they want to have distributed to the Board. Individuals who wish to address the Board telephonically must contact the Principal or Board President by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the Principal or Board President at least twenty four (24) hours before the scheduled start of the meeting. The total time for any individual to present, either

Presenter

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

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

**III. Routine Business**

- A. Approval of Agenda David Taylor

**IV. Oral Reports**

- A. CEO's Report Jane Swan  
     Monthly Enrollment Report
- B. Human Resources Update Michael Garman  
     Staffing Report
- C. Financial Report Karen Yeselavage

**V. Consent Items**

- A. Approval of Minutes from the January 15, 2025 Board Meeting
- B. Approval of Staffing Report
- C. Approval of STEM and Hydro Kit invoices Stephanie Lane
- D. Approval to Renew Agreement with Taste Buds Kitchen JD Smith

Taste Bud Kitchen State College offers virtual culinary lessons for students. Students will attend four 90-minute sessions to learn to prepare:

Costs:

- \$35/student/session
- Ingredient kits:

Presenter

- \$45 each plus shipping

**E. Approval to Renew Agreement with Myth Partners**

JD Smith

- Six 90-minute sessions
- \$16,500 for 0-20 students
- The program will explore:
  - Creative Collaborations: How to find and nurture artistic partnerships across disciplines.
  - Sustaining Creativity When It Becomes Work: How to maintain joy in creative practice while monetizing it.
  - Creative Careers: Casting the widest net possible to define careers that bring creative fulfillment, from living as an "artist" to bringing artistic sensibilities to unexpected roles and industries
  - The Business Side of Creativity: Exploring how skills in things like branding, sales, client services, communication and more help to support a sustainable creative career.
  - Personal Narrative & Creative Identity: Helping students articulate their creative voice and shape a personal brand that is authentic to them.
  - The Through-Line of Creative Careers: Identifying commonalities in creative professions and preparing for pivots across fields.

**F. Approval to Renew LinkedIn Contract**

Michael Garman

- The previous 1-year agreement for recruitment services expired on February 12, 2025. Total cost was \$18,790
- The renewed agreement provides the following:
  - Three (3) year agreement at a total cost of \$18,450.
  - Two services were removed (Corporate Recruiter Seat and Career Pages) that are no longer needed.
  - Retained a single service for job posting (Job Dashboard Manager).
  - The new agreement expires on February 12, 2028

**VI. Action Items**

**A. Approval of Trustees**

Brandie Karpew

Marcella Arline, Anthony Alexander, and Ralph Woodard are up for re-election.

**B. Approval of Board Meetings Schedule for the 2025-2026 School Year**

Brandie Karpew

Presenter

**C. Approval of Career Kits**

JD Smith

These Career Kits provide students in grades K-8 with hands-on career exploration kits that introduce a variety of career paths, fostering curiosity, skill development, and early awareness of future opportunities at each grade level, while meeting part of the Pennsylvania Career Education Work (CEW) Standards.

**VII. Information Items**

**A. Government Affairs Update**

The Bravo Group

On February 4, Governor Josh Shapiro issued his annual budget address. Just like in 2024, the Governor proposed a statewide cyber charter school rate of \$8,000. Additionally, the governor proposed discontinuing the \$100 million cyber charter transition line item from FY 2024/2025.

**B. CSI Mid-Year Update**

Kelly McConnell

**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 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, April 16, 2025, at 9:00 a.m.

# Coversheet

## CEO's Report

**Section:** IV. Oral Reports  
**Item:** A. CEO's Report  
**Purpose:**  
**Submitted by:**  
**Related Material:** CEO's Board Report 02\_19\_2025.docx  
Monthly Board Report February 2025.pdf



**Reach Cyber Charter School**

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

To: Reach Board of Trustees

Fr: Jane Swan, CEO

Re: Reaching our Potential

Date: February 19,2025

Semester one of the 2024-2025 school year is complete! Year two of the transition away from the management company has been a busy one so far! The Reach team celebrates progress and successes! Progress reports were published for all students in February! Special congratulations to forty-four students who graduated in January!

Additionally, other important highlights include successfully meeting and exceeding our Comprehensive Support and Improvement targets for quarter two, providing UFLI literacy instruction at the Elementary level, successfully replacing laptops for all staff members led by Rachel Graver, Chief Operations Officer, Nate Laird, Interim Director of IT and the amazing IT department and meeting with many stakeholders in a variety of focus areas!

The focus areas included Brandie Karpew, Director of Outreach, meeting with the newly created Communication Committee, again, to ensure improved communication. Keely Fields, Assistant Principal for Curriculum and Careers, Eric Weidman, Director of School Counseling, and a team of wonderful staff led career and college workshops for families! Andy Gribbin, Director of Teaching and Learning, and I, led a newly formed Artificial Intelligence (AI) committee to work on policy and procedures. The Equity, Diversity, Inclusion and Belonging Committee led by JD Smith, Director of Careers and Belonging and Marcus Kelly, Manager of EDIB and Assist Principal at Middle School met in person at the office to ensure continuity with our work!

Lastly, I led two more CEO staff advisory committee meetings to ensure staff collaboration as we move through year two of the new Reach! STEM camps, and Career experiences continue to encourage innovation and curiosity for our students and families!



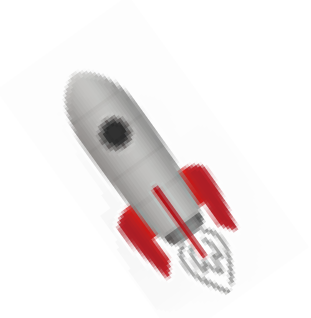
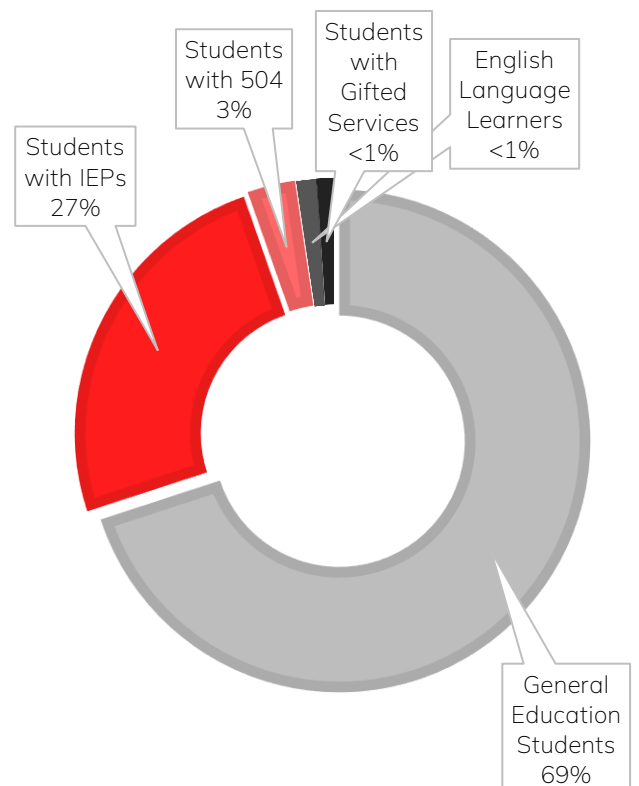
# School Data Update

February 2025

Currently Enrolled	30 Day Enrollment Change
5968 ↑	+31
Students in the Application Process	462
Students Enrolled in the Past 14 Days	71
New Applications in the Past 14 Days	122
January Senior Graduates	44

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%

## SPECIALIZED INSTRUCTION



# Coversheet

## Human Resources Update

**Section:** IV. Oral Reports  
**Item:** B. Human Resources Update  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Staffing Report-February 2025.pdf



## REACH Staffing Report February 2025

*24-25 School Year Budgeted Staff = 903*

	Current Staff	Hires SYTD	Departures SYTD
<b>10-month Staff</b>	719 (727)	31 (104)	26 (31)
<b>12-month Staff</b>	152 (144)	6 (14)	3 (6)
<b>Grand Total</b>	<b>871 (871)</b>	<b>37 (118)</b>	<b>29 (37)</b>

### New Hires

First Name	Last Name	Job Title	Compensation	Start Date
Emily	Spronatti	High School Special Education Teacher	\$62,030	04/29/2025
Kelsey	Sams	Reading Interventionist	\$62,030	03/11/2025

### Position Changes

First Name	Last Name	Former Position	New Position	Compensation	Start Date
Jenna	Hurbanek	Reading Interventionist	High School Special Education Teacher	\$62,030	02/1/2025

### Departing Employees

First Name	Last Name	Job Title	Last Day Worked
Sarah	Graw	High School Special Education Teacher	01/8/2025
Laurie	Carmack	Instructional Coach – STEM	01/10/2025
Michelle	Wade	High School Special Education Teacher	01/17/2025
Lauren	Vitorio	Elementary Teacher	02/28/2025

# Coversheet

## Financial Report

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

BACKGROUND:

### Report Highlights and Key Issues:

- **7 months into the 24/25 fiscal year we have recognized about 47% 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 37% 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.**
- **Monthly revenue and expense data have been included on the Revenue and Expense Statement for both December and January at the request of the Board Finance Committee. The purpose of this is to show that there is no detrimental impact to local funding sources despite the reduction in Special Education tuition rates that went into effect as of January 1, 2025.**
- **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.**

**Reach Cyber Charter School  
Revenue and Expense Statement- Budget to Actual  
2024-2025 Year to Date as of 1/31/25**

	Dec 2024	Jan 2025	Fiscal YTD through 1/31/25	2024/2025 Approved Budget	Year to Date % of Budget Recognized/ Expended
<b>Revenues:</b>					
Function 6000- Local Sources	\$ 8,526,903	\$ 9,434,939	\$ 67,890,972	\$ 142,944,187	47.49%
Function 7000- State Sources	\$ 17,252	\$ -	\$ 17,252	\$ 172,000	10.03%
Function 8000- Federal Sources	\$ 250,901	\$ 264,208	\$ 1,694,413	\$ 4,496,731	37.68%
<b>TOTAL REVENUES</b>	<b>\$ 8,795,056</b>	<b>\$ 9,699,147</b>	<b>\$ 69,602,637</b>	<b>\$ 147,612,918</b>	<b>47.15%</b>
<b>Expenditures:</b>					
Function 1000- Instructional Programs					
100- Salaries	\$ 3,111,253	\$ 2,911,173	\$ 16,077,097	\$ 38,684,961	41.56%
200- Employee Benefits	\$ 846,190	\$ 1,068,400	\$ 5,565,218	\$ 11,470,091	48.52%
300- Purchased Professional and Tech Svcs	\$ 210,582	\$ 138,593	\$ 3,018,099	\$ 7,956,000	37.93%
400- Purchased Property Services	\$ 1,333	\$ 7,672	\$ 96,767	\$ 400,000	24.19%
500- Other Purchased Services	\$ 313,474	\$ 290,237	\$ 2,385,038	\$ 4,715,750	50.58%
600- Supplies	\$ 13,016	\$ 19,720	\$ 313,006	\$ 6,730,900	4.65%
800- Dues, Fees, Other	\$ -	\$ 181	\$ 547	\$ 850	64.35%
Subtotal 1000- Instructional Programs	<b>\$ 4,495,849</b>	<b>\$ 4,435,976</b>	<b>\$ 27,455,772</b>	<b>\$ 69,958,552</b>	<b>39.25%</b>
Function 2000- Support Services					
100- Salaries	\$ 1,798,729	\$ 1,701,557	\$ 10,545,843	\$ 21,978,106	47.98%
200- Employee Benefits	\$ 582,199	\$ 413,130	\$ 3,544,086	\$ 6,516,508	54.39%
300- Purchased Professional and Tech Svcs	\$ 202,812	\$ 198,856	\$ 1,520,128	\$ 6,297,925	24.14%
400- Purchased Property Services	\$ 44,716	\$ 76,428	\$ 518,569	\$ 702,121	73.86%
500- Other Purchased Services	\$ 328,817	\$ 275,203	\$ 2,695,753	\$ 5,000,300	53.91%
600- Supplies	\$ 71,968	\$ 65,872	\$ 967,882	\$ 1,020,350	94.86%
700- Fixed assets (prior to capitalization)	\$ -	\$ -	\$ -	\$ 1,000,000	0.00%
800- Dues, Fees, Other	\$ 9,614	\$ 39,123	\$ 129,083	\$ 175,600	73.51%
Subtotal 2000- Support Services	<b>\$ 3,038,856</b>	<b>\$ 2,770,169</b>	<b>\$ 19,921,344</b>	<b>\$ 42,690,910</b>	<b>46.66%</b>
Function 2000- Non Cash Support Services					
700- Depreciation (non-cash)	\$ 354,105	\$ 377,040	\$ 2,477,380	\$ -	-
Function 3000- Non Instructional/ Community Services					
100- Salaries	\$ 506,057	\$ 466,293	\$ 2,620,330	\$ 5,851,988	44.78%
200- Employee Benefits	\$ 123,215	\$ 161,807	\$ 814,112	\$ 1,735,114	46.92%
300- Purchased Professional and Tech Svcs	\$ 16,697	\$ -	\$ 17,907	\$ 46,500	38.51%
400- Purchased Property Services	\$ 12,754	\$ 4,545	\$ 40,818	\$ 82,000	49.78%
500- Other Purchased Services	\$ 19,237	\$ 9,855	\$ 74,357	\$ 107,500	69.17%
600- Supplies	\$ 888,229	\$ 6,634	\$ 1,908,952	\$ 4,556,500	41.90%
800- Dues, Fees, Other	\$ 14,232	\$ 12,850	\$ 46,645	\$ 192,500	24.23%
Subtotal 3000- Non Instructional/ Community Servi	<b>\$ 1,580,420</b>	<b>\$ 661,984</b>	<b>\$ 5,523,120</b>	<b>\$ 12,572,102</b>	<b>43.93%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,469,229</b>	<b>\$ 8,245,169</b>	<b>\$ 55,377,617</b>	<b>\$ 125,221,565</b>	<b>44.22%</b>
<b>NET INCREASE/ (DECREASE)</b>	<b>\$ (674,173)</b>	<b>\$ 1,453,978</b>	<b>\$ 14,225,020</b>	<b>\$ 22,391,353</b>	
Beginning Fund Balance (unaudited)			\$ 78,929,128		
<b>ENDING FUND BALANCE</b>			<b>\$ 93,154,148</b>		

**Reach Cyber Charter School**  
**Year to Date Expenditures-1/31/25 vs. 1/31/24**

	Year to date 1/31/25	Year to date 1/31/24	Change from Prior Year
<b>Revenues:</b>			
Function 6000- Local Sources	\$ 67,890,972	\$ 68,198,404	\$ (307,432)
Function 7000- State Sources	\$ 17,252	\$ 61,124	\$ (43,872)
Function 8000- Federal Sources	\$ 1,694,413	\$ 6,422,633	\$ (4,728,220) (1)
<b>TOTAL REVENUES</b>	<b>\$ 69,602,637</b>	<b>\$ 74,682,161</b>	<b>\$ (5,079,524)</b>
<b>Expenditures:</b>			
<b>Function 1000- Instructional Programs</b>			
100- Salaries	\$ 16,077,097	\$ 18,270,286	\$ (2,193,189) (2)
200- Employee Benefits	\$ 5,565,218	\$ 5,011,423	\$ 553,795
300- Purchased Professional and Tech Svcs	\$ 3,018,099	\$ 3,315,165	\$ (297,066)
400- Purchased Property Services	\$ 96,767	\$ 120,148	\$ (23,381)
500- Other Purchased Services	\$ 2,385,038	\$ 2,022,328	\$ 362,710
600- Supplies	\$ 313,006	\$ 5,799,032	\$ (5,486,027) (3)
700- Property	\$ -	\$ -	\$ -
800- Dues, Fees, Other	\$ 547	\$ 3,079	\$ (2,532)
<b>Subtotal 1000- Instructional Programs</b>	<b>\$ 27,455,772</b>	<b>\$ 34,541,461</b>	<b>\$ (7,085,689)</b>
<b>Function 2000- Support Services</b>			
100- Salaries	\$ 10,545,843	\$ 11,238,920	\$ (693,077) (4)
200- Employee Benefits	\$ 3,544,086	\$ 3,265,402	\$ 278,684 (4)
300- Purchased Professional and Tech Svcs	\$ 1,520,128	\$ 1,926,831	\$ (406,703)
400- Purchased Property Services	\$ 518,569	\$ 263,521	\$ 255,048
500- Other Purchased Services	\$ 2,695,753	\$ 2,796,265	\$ (100,512)
600- Supplies	\$ 967,882	\$ 1,433,991	\$ (466,109)
700- Property	\$ 2,477,380	\$ 2,478,962	\$ (1,582)
800- Dues, Fees, Other	\$ 129,083	\$ 134,910	\$ (5,827)
<b>Subtotal 2000- Support Services</b>	<b>\$ 22,398,724</b>	<b>\$ 23,538,802</b>	<b>\$ (1,140,078)</b>
<b>Function 3000- Non Instructional/ Community Services</b>			
100- Salaries	\$ 2,620,330	\$ 1,880,645	\$ 739,685 (4)
200- Employee Benefits	\$ 814,112	\$ 405,558	\$ 408,554 (4)
300- Purchased Professional and Tech Svcs	\$ 17,907	\$ 18,135	\$ (228)
400- Purchased Property Services	\$ 40,818	\$ 33,213	\$ 7,605
500- Other Purchased Services	\$ 74,357	\$ 50,628	\$ 23,729
600- Supplies	\$ 1,908,952	\$ 2,156,415	\$ (247,463)
800- Dues, Fees, Other	\$ 46,645	\$ 49,941	\$ (3,296)
<b>Subtotal 3000- Non Instructional/ Community Services</b>	<b>\$ 5,523,120</b>	<b>\$ 4,594,535</b>	<b>\$ 928,585</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 55,377,617</b>	<b>\$ 62,674,798</b>	<b>\$ (7,297,181)</b>
<b>Net Increase/Decrease in Fund Balance/Equity</b>	<b>\$ 14,225,020</b>	<b>\$ 12,007,363</b>	<b>\$ 2,217,657</b>

**Notes:**

- 1) All federal COVID relief funding has ended effective 9/30/24
- 2) Salary decrease from prior year is due mainly to last year's mid-year bonus payment
- 3) 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.
- 4) 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

Reach Cyber Charter School

January 2025- Checks and ACH Disbursements greater than or equal to \$20,000

Date	Payee	Document no.	Amount	Description
1/6/2025	V1122--Crane Communications, Inc.	31312730001636	\$ 23,530.00	Digital Incremental Top of Funnel Campaign
1/6/2025	V1290--Granular Insurance Company	31312730001635	\$ 77,070.07	January 2025 Medical Insurance Stop Loss
1/6/2025	V0419--Capital Blue Cross	ACH	\$ 220,684.47	Medical Claims/ Claim admin fees
1/7/2025	V1519--The Advocacy Alliance	5294	\$ 21,375.00	Third party special needs trust
1/7/2025	V0048--Therapy Source, Inc	31312730001641	\$ 66,064.35	November 2024 Related Services
1/7/2025	V0773--Logistics Plus, Inc.	31312730001640	\$ 71,831.02	Nov 2024 Storage, order processing, carton pick, UPS shipping, returns, inboundng
1/9/2025	V0897--GDC IT Solutions	31312730001647	\$ 829,670.00	Dell Latitude 3550 (1,000)
1/13/2025	V0419--Capital Blue Cross	ACH	\$ 231,056.62	Medical Claims/ Claim admin fees
1/14/2025	V0985--Edmentum, Inc	31312730001651	\$ 51,800.00	Unlimited Enrollment Subscriptions (518)
1/14/2025	V0369--UKG Inc.	31312730001650	\$ 67,047.54	Ultipro Core HR/Payroll Subscription Fees Jan-March 2024
1/14/2025	V1122--Crane Communications, Inc.	31312730001652	\$ 208,603.00	December digital campaign- Search, Social Media, Display, Connected TV, Broadcast Television
1/15/2025	V1316--HealthEquity, Inc.	ACH	\$ 29,614.71	Health Savings Account
1/16/2025	V0897--GDC IT Solutions	31312730001658	\$ 45,240.40	Linewize School Manager, Monitor, Content Aware
1/16/2025	V0020--Charter Choices, Inc.	31312730001654	\$ 50,000.00	Outsourced Business Services- Estimate billing for 24/25
1/21/2025	V0419--Capital Blue Cross	ACH	\$ 199,056.74	Medical Claims/ Claim admin fees
1/23/2025	V1309--BitSight Technologies, Inc.	31312730001659	\$ 25,000.00	Security Performance Management and Peer Comparison
1/23/2025	V1232--North Lane Technologies, Inc	31312730001661	\$ 200,000.00	Prefunding of Student Technology Reimbursement Account
1/27/2025	V0772--LMNG Consulting DBA Maplewoodshop	31312730001665	\$ 32,871.25	Student Project Materials (28)
1/27/2025	V0419--Capital Blue Cross	ACH	\$ 266,497.09	Medical Claims/ Claim admin fees
1/28/2025	V0382--Allentown City School District	5323	\$ 21,281.46	23/24 Student Tuition Settlement Refund
1/28/2025	V0285--Penn-Trafford School District	5348	\$ 23,257.54	23/24 Student Tuition Settlement Refund
1/28/2025	V0749--Spring Cove School District	5337	\$ 55,855.36	23/24 Student Tuition Settlement Refund
1/30/2025	V0078--Union Deposit Corporation	31312730001669	\$ 43,248.24	Monthly Building Rent and Janitorial Services
1/30/2025	V0897--GDC IT Solutions	31312730001671	\$ 65,174.00	Equipment deployment and return services; Level 1 Service Desk Support Tier 1
1/31/2025	V0426--New York Life	31312730001674	\$ 23,751.28	January Employee Life Insurance
1/31/2025	V1316--HealthEquity, Inc.	ACH	\$ 28,932.69	Health Savings Account
1/31/2025	V0790--Instructure, Inc.	31312730001678	\$ 52,580.00	Mastery Item Bank and Mastery Connect Subscriptions, Online PD
1/31/2025	V0430--Zoom Video Communications, Inc.	31312730001675	\$ 214,967.21	Zoom Phone and Zoom Workplace for Education 1/1/25-12/31/25

**Reach Cyber Charter School**

**Balance Sheet  
January 31, 2025**

**ASSETS**

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

Cash and Money Market Funds	\$ 22,552,911
Mutual Funds	\$ 12,989,066
Other Cash Equivalents	\$ 1,247,189
Fixed Income Treasury Bonds	\$ 42,351,920

***Total Cash and Short Term Investments*** \$ 79,141,086

***Other Current Assets:***

Local District Receivables	\$ 10,336,929
Federal and State Program Receivables	\$ 216,557
Allowance for Doubtful Accounts	\$ (341,809)
Prepaid Expenses	\$ 964,657
Other Current Receivables	\$ 23,090

***Total Other Current Assets*** \$ 11,199,424

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

Security Deposit	\$ 8,917
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***Total Other Non-current Assets*** \$ 8,917

***Fixed Assets:***

Furniture	\$ 24,010
Computer Hardware	\$ 12,789,279
Leasehold Improvements	\$ 178,090
Equipment	\$ 1,105,506
Right to Use- Building Lease	\$ 1,287,352
Accum Depr: Furniture	\$ (13,710)
Accum Depr: Computer Hardware	\$ (7,852,238)
Accum Depr: Leasehold Improvements	\$ (112,210)
Accum Depr: Equipment	\$ (454,302)
Accum Depr: Right to Use Building	\$ (395,232)

***Net Fixed Assets*** \$ 6,556,545

***Total Assets*** \$ 96,905,972

**LIABILITIES**

***Current Liabilities:***

Accounts Payable	\$ 603,617
Accrued Payroll, Taxes, Pension, Withholdings	\$ 184,243
Due to Local Districts	\$ 922,316
Operating Lease Liability- Short Term	\$ 400,120
Other Current Liabilities	\$ 1,723
Unearned Revenue	\$ 576,140

***Total Current Liabilities*** \$ 2,688,159

***Non-Current Liabilities:***

Other Non-Current Liabilities	\$ 1,063,665
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***Total Liabilities*** \$ 3,751,824

***FUND BALANCE***

Invested in Capital	\$ 6,556,545
Reserved Fund Balance	\$ 59,926,755
Undesignated Fund Balance	\$ 26,670,848

***Ending Fund Balance*** \$ 93,154,148

***Total Liabilities and Fund Balance*** \$ 96,905,972

# Coversheet

## Approval of Minutes from the January 15, 2025 Board Meeting

**Section:** V. Consent Items  
**Item:** A. Approval of Minutes from the January 15, 2025 Board Meeting  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2025\_01\_15\_board\_meeting\_minutes.pdf



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

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#### **Date and Time**

Wednesday January 15, 2025 at 9:00 AM

#### **Location**

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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#### **Trustees Present**

Anthony Alexander (remote), Leigh Kraemer-Naser (remote), Marcella Arline (remote), Matthew Ryan (remote), Paul Donecker (remote)

#### **Trustees Absent**

David Taylor, Gail Hawkins Bush

#### **Guests Present**

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

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### **I. Opening Items**

#### **A. Roll Call**

#### **B. Call the Meeting to Order**



Marcella Arline called a meeting of the board of trustees of Reach Cyber Charter School Board of Trustees to order on Wednesday Jan 15, 2025 at 9:00 AM.

## **II. Routine Business**

### **A. Approval of Agenda**

Marcella Arline, Board Treasurer, asked the board to review the agenda distributed prior to the meeting and asked if any changes were needed. No items were added to the agenda.

Anthony Alexander made a motion to approve.

Paul Donecker seconded the motion.

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

## **III. Oral Reports**

### **A. CEO's Report**

Jane Swan, Chief Executive Officer, reviewed the current enrollment numbers for the school noting trends in enrollment. Current enrollment stands at 5,967 students, with Philadelphia having the highest enrollment.

Stephanie Lane, Director of STEM, gave an update on the E-Sports teams. Two teams from Reach won the state championship.

### **B. Human Resources Update**

Michael Garman, Director of Human Resources, review current staffing levels. There are currently 870 employees of which 80% are 10-month staff. There were two new hires, four position changes, and 1 departure since last board meeting.

Lisa Blickley provided a summary for 2025 Open Enrollment.

### **C. Financial Report**

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

### **D. Total Rewards Update**

Michael Garman shared a summary of the number of staff that participated in the Tuition Reimbursement program and the total amount of reimbursement provided to those staff.

Within this program, eligible staff receive reimbursement for one hundred percent (100%) of tuition costs for up to a maximum of \$5,250 per calendar year for qualified educational expenses and successful completion of eligible undergraduate, graduate, and post-graduate courses in accredited colleges or universities.

Mr. Garman shared a summary of the number of staff that participated in the Professional Enhancement program. This program incentivizes staff to obtain job-related certifications, Instructional II certifications, and advanced degrees.

#### **IV. Consent Items**

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

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

- Approval of Minutes from the November 20, 2024, Board Meeting
- Approval of Staffing Report
- Approval to Renew MOU with Alaska Sealife
- Approval of Invoice for TCB Promotions
- Approval to Purchase OT Kits
- Approval of Revised Employee Handbook for School Year 2024-2025
- Approval to Renew Career Mentorship Agreement with WQED
- Approval to Renew Agreement with Harrisburg University
- Approval to Renew Agreement with Women in Forensics

Matthew Ryan made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School on 11-20-24.

Anthony Alexander seconded the motion.

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

#### **V. Action Items**

##### **A. Approval of Funding for Digital Creatives**

Brandie Karpew, Director of Outreach, shared details regarding moving digital content filming to March of this school year. This will allow the new campaign to be ready for an end of the school year campaign to launch in May.

Anthony Alexander made a motion to approval Funding for Digital Creatives.

Matthew Ryan seconded the motion.

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

##### **B. Approval of School Calendar 2025-2026**

Rachel Graver, Chief Operating Officer, shared a copy of the proposed student calendar for the 2025-2026 school year. The calendar includes a first day of school on September 2, 2025, along with 180 days of learning.

Paul Donecker made a motion to approval the 2025-2026 School Calendar.

Anthony Alexander seconded the motion.

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

## **VI. Information Items**

### **A. National Charter School Conference**

Brandie Karpew, Director of Outreach, shared information about the upcoming National Charter School Conference that will be held June 20-July 2, 2025 in Orlando and invited the board members to advise if they were interested in attending.

### **B. Outreach Update**

Brandie Karpew, Director of Outreach, along with the Outreach Department Managers provided an update on Social Media, External Marketing, and Social Outreach.

## **VII. Executive Session**

### **A. Executive Session**

The Board entered into a Executive Session at 9:40 a.m. upon a motion being made, seconded and confirmed via roll call vote.

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: Paul Donecker, Marcella Arline, Matt Ryan, Leigh Ann Naser and Anthony Alexander. Guests present at the request of the Board were: Jane Swan, Rachel Graver, LeeAnn Ritchie and Mike Garman.

No action was taken at Executive Session. The Board returned to open session at 9:49 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 9:49 AM.

Respectfully Submitted,  
Brandie Karpew

# Coversheet

## Approval of STEM and Hydro Kit invoices

**Section:** V. Consent Items  
**Item:** C. Approval of STEM and Hydro Kit invoices  
**Purpose:**  
**Submitted by:**  
**Related Material:** 2025.01.31 Reach Cyber Charter School - Sales Order (1).pdf  
MATS\_INVOICE - 01969066 - REACYBMDT (10-Feb-25).PDF  
STEM\_INVOICE - 01969063 - REACYBMDT (10-Feb-25).PDF



Rise Innovations, LLC  
 540 N Dearborn St  
 PO Box 10123  
 Chicago IL 60610  
 United States

# Sales Order

#SO254

01/31/2025

**Bill To**  
 Stephanie Lane  
 Reach Charter School  
 750 E Park Dr.  
 #204  
 Harrisburg PA 17111  
 United States

**Ship To**

**TOTAL**  
\$265,499.00

Payment Method	PO #	Shipping Method	Ship Date
			07/31/2025

Quantity	Item	Rate	Amount
1,200	<b>RG100100 Personal Rise Garden</b> Personal Rise Garden Discount from \$349 to \$220	\$220.00	\$264,000.00
1,200	<b>RG100056 Butter Crunch Lettuce-4 Pack</b> Butter Crunch Lettuce-4 Pack	\$0.00	\$0.00
100	<b>RG100439 East Asian Variety Pack-4 Pack</b> East Asian Variety Pack-4 Pack	\$14.99	\$1,499.00

<b>Subtotal</b>	\$265,499.00
<b>Tax Total (6%)</b>	\$0.00
<b>Total</b>	\$265,499.00



SO254



**Logistics Plus Inc.**

Global Headquarters  
 Erie Union Station  
 1406 Peach Street  
 Erie, PA 16501 USA  
 1.814.461.7600 Phone  
 1.814.461.7635 Fax

1.866.LOG.PLUS (1.866.564.7587)  
 www.logisticsplus.com  
 www.eworldplus.com  
 www.eshipplus.com

<b>INVOICE 01969066</b>	<b>Page 1 of 1</b>
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REACH CYBER CHARTER SCHOOL  
 ATTENTION: JEN DECKER  
 750 EAST PARK DRIVE  
 SUITE 204  
 HARRISBURG PA 17111

<b>INVOICE DATE</b>	10-Feb-25
<b>CUSTOMER ID</b>	REACYBMDT
<b>JOB DESCRIPTION</b>	AR INVOICE - Reach Academ
<b>DUE DATE</b>	12-Mar-25
<b>TERMS</b>	30 days from Inv. Date

<b>CHARGES</b>	
<b>DESCRIPTION</b>	<b>CHARGES IN USD</b>
Kit Build Materials	6,000.00

<b>TOTAL CHARGES</b>	
Please contact us within 7 days should there be any discrepancies.	<b>SUBTOTAL</b> 6,000.00
Payment must be received by due date or a 1.5% per month penalty will apply with a minimum of US\$20.00.	
You have the right to pay duties, taxes, and fees directly to US Customs and Border Protection (CBP). For more information please visit <a href="http://www.cbp.gov/trade/automated/ach">http://www.cbp.gov/trade/automated/ach</a> .	<b>TOTAL USD</b> 6,000.00

<b>CUSTOMER ID</b> REACYBMDT	<b>Invoiced</b>	USD 6,000.00	<b>BALANCE DUE</b>	<b>USD 6,000.00</b>
			<b>DUE DATE</b>	12-Mar-25

<b>Transfer Funds To:</b>	<b>Address:</b>								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>ABA</b> 022000046</td> <td style="width:50%;"><b>SWIFT</b> MANTUS33</td> </tr> <tr> <td colspan="2"><b>Account</b> 9851783317</td> </tr> <tr> <td colspan="2">M&amp;T BANK JAMESTOWN, NY 14701</td> </tr> <tr> <td colspan="2"><b>Pay Ref</b> REACYBMDT 01969066</td> </tr> </table>	<b>ABA</b> 022000046	<b>SWIFT</b> MANTUS33	<b>Account</b> 9851783317		M&T BANK JAMESTOWN, NY 14701		<b>Pay Ref</b> REACYBMDT 01969066		LOGISTICS PLUS INC. 1406 PEACH STREET TAX NUMBER US16157018800 ERIE PA 16501 UNITED STATES
<b>ABA</b> 022000046	<b>SWIFT</b> MANTUS33								
<b>Account</b> 9851783317									
M&T BANK JAMESTOWN, NY 14701									
<b>Pay Ref</b> REACYBMDT 01969066									

Make a payment online by visiting, [www.logisticsplus.net/contact-us/make-online-payment](http://www.logisticsplus.net/contact-us/make-online-payment)

**Issued by: CRP Jessie Duong**



**Logistics Plus Inc.**

Global Headquarters  
 Erie Union Station  
 1406 Peach Street  
 Erie, PA 16501 USA  
 1.814.461.7600 Phone  
 1.814.461.7635 Fax

1.866.LOG.PLUS (1.866.564.7587)  
 www.logisticsplus.com  
 www.eworldplus.com  
 www.eshiplus.com

# INVOICE 01969063

Page 1 of 1

REACH CYBER CHARTER SCHOOL  
 ATTENTION: JEN DECKER  
 750 EAST PARK DRIVE  
 SUITE 204  
 HARRISBURG PA 17111

<b>INVOICE DATE</b>	10-Feb-25
<b>CUSTOMER ID</b>	REACYBMDT
<b>JOB DESCRIPTION</b>	AR INVOICE - Reach Academ
<b>DUE DATE</b>	12-Mar-25
<b>TERMS</b>	30 days from Inv. Date

**CHARGES**

DESCRIPTION	CHARGES IN USD
Product Procurement - STEM Kits	18,000.00

**TOTAL CHARGES**

Please contact us within 7 days should there be any discrepancies.	<b>SUBTOTAL</b>	18,000.00
Payment must be received by due date or a 1.5% per month penalty will apply with a minimum of US\$20.00.		
You have the right to pay duties, taxes, and fees directly to US Customs and Border Protection (CBP). For more information please visit <a href="http://www.cbp.gov/trade/automated/ach">http://www.cbp.gov/trade/automated/ach</a> .	<b>TOTAL USD</b>	18,000.00

**CUSTOMER ID** REACYBMDT      **Invoiced**      USD 18,000.00      **BALANCE DUE**      **USD 18,000.00**  
**DUE DATE**      12-Mar-25

<b>Transfer Funds To:</b>	<b>Address:</b>
ABA 022000046      SWIFT MANTUS33	LOGISTICS PLUS INC. 1406 PEACH STREET TAX NUMBER US16157018800 ERIE PA 16501 UNITED STATES
Account 9851783317 M&T BANK JAMESTOWN, NY 14701	
Pay Ref REACYBMDT 01969063	

Make a payment online by visiting, [www.logisticsplus.net/contact-us/make-online-payment](http://www.logisticsplus.net/contact-us/make-online-payment)

**Issued by:** CRP Jessie Duong



# Coversheet

## Approval to Renew Agreement with Taste Buds Kitchen

**Section:** V. Consent Items  
**Item:** D. Approval to Renew Agreement with Taste Buds Kitchen  
**Purpose:**  
**Submitted by:**  
**Related Material:** reach high school winter 2025.pdf



**REACH**  
CYBER CHARTER SCHOOL  
Reach your potential

**Reach Cyber Charter School**  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111  
(717) 704-8437  
reachcyber.org

## Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is entered into on 2/11/25 (date), by Reach Cyber Charter School and between Taste Buds Kitchen, with an address of 331 Benner Pike State College PA, 16801 and Reach Cyber Charter School, with an address of 750 East Park Drive, Suite 204, Harrisburg, PA 17111 (collectively referred to as the "Parties").

**ORGANIZATION BACKGROUND:**      *See attached*

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

**DURATION:**

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

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

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

**Organization Background:**

Taste Buds Kitchen State College offers cooking classes and events for children, families, and adults

**Purpose and Overview:**

Taste Buds Kitchen is the perfect partner for schools and groups looking to give children an educational and engaging outlet for creativity in the kitchen. Our virtual classes are interactive Zoom sessions. You choose the menu, order ingredient kits, and join us as we cook delicious recipes right in your own kitchens.

2/13: 12:30 - info session

Draft Menu selection ~

- Wed Feb 26th: 3:30 pm - 5:00 pm - Introduction and discussion about Culinary Career Exploration (no ingredient kit) (supply/material kits will be mailed)
- Wed March 5th: 3:30 pm - 5:00 pm - Pizza/Calzones (ingredient kits will need to be mailed by 2/28)
- Wed March 19th: 3:30 pm - 5:00 pm - Berry Crumb Bars (ingredient kits will need to be mailed by 3/11)
- Wed March 26th: 3:30 pm - 5:00 pm - Cinnamon Sticky Buns (ingredient kits will need to be mailed by 3/21)
- Wed April 2nd: 3:30 pm - 5:00 pm - Long Life Noodle Salad (ingredient kits will need to be mailed by 3/28)
- Wed April 9th: 3:30 pm - 5:00 pm - Drop Cookies (ingredient kits will need to be mailed by 4/4)

**Duration:**

90 minute sessions

**Cost:**

Field Trip Pricing: \$35.00 / student (min: 10 students/max: 30 students. Includes an instructor and moderator for the waiting room and chat.

**Technology Needed:**

Classes are held via Zoom

**Materials/supplies/kits for students:**

Supply/materials kits: \$75.00 each + shipping

Ingredient kits: \$45.00 each + shipping



**REACH**  
CYBER CHARTER SCHOOL  
*Reach your potential*

**Reach Cyber Charter School**

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reachcyber.org

**RESPONSIBILITIES OF THE PARTIES:**

**1. Partners/Supervisors:**

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

**2. Students:**

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





**Reach Cyber Charter School**  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111  
(717) 704-8437  
reachcyber.org

**GOVERNING LAW (if applicable)**

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

**ALTERNATIVE DISPUTE RESOLUTION**

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

**AMENDMENTS**

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

**ASSIGNMENT**

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

**ENTIRE AGREEMENT**

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

**REPRESENTATION AND WARRANTIES**

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

**LIMITATION OF LIABILITY**

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



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

**SEVERABILITY**

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

**SIGNATURE AND DATE**

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

**Reach Cyber Charter School**  
750 East Park Dr., Ste 204  
Harrisburg, PA 17111  
**Phone:** 866-732-2416

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

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

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

**Business:**

Taste Buds Kitchen

**Name:** Susan Passante

**Email:** State College 2 taste buds kitchen.com

**Phone Number:** 814-238-1212

**Signature:** Susan Passante

**Date:** 2/1/25

# Coversheet

## Approval to Renew Agreement with Myth Partners

**Section:** V. Consent Items  
**Item:** E. Approval to Renew Agreement with Myth Partners  
**Purpose:**  
**Submitted by:**  
**Related Material:** Myth Reach MOU Feb 2025.pdf



**Reach Cyber Charter School**

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

## Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the “Agreement”) is entered into on 2/5/25, by Reach Cyber Charter School and between Myth, with an address of 300 W Cuthbert Blvd Haddon Twp NJ 08108, and Reach Cyber Charter School, with an address of 750 East Park Drive, Suite 204, Harrisburg, PA 17111 (collectively referred to as the “Parties”).

### **ORGANIZATION BACKGROUND:**

- Myth is a creative strategy firm that specializes in storytelling, community engagement, and innovative program design. Co-founded by Kristen Angelucci and Matt Goold, Myth brings together a deep understanding of narrative, collaboration, and human-centered design to create impactful experiences that bridge creativity and practicality. Myth’s approach prioritizes participatory engagement, dynamic facilitation, and an emphasis on how creativity and business best practices can harmoniously co-exist.

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

*recordings: -*

This program focuses on the business of creativity—helping students understand how creative fields function as careers, how to sustain personal artistic practice, and how to translate creativity into viable professional paths. The program will consist of six 90-minute interactive sessions delivered via Zoom (with recordings provided), where students will engage primarily via chat and interactive discussion boards.

---

### **The program will explore:**

- **Creative Collaborations:** How to find and nurture artistic partnerships across disciplines.
- **Sustaining Creativity When It Becomes Work:** How to maintain joy in creative practice while monetizing it.
- **Creative Careers:** Casting the widest net possible to define careers that bring creative fulfillment, from living as an "artist" to bringing artistic sensibilities to unexpected roles and industries



- **The Business Side of Creativity:** Exploring how skills in things like branding, sales, client services, communication and more help to support a sustainable creative career.
- **Personal Narrative & Creative Identity:** Helping students articulate their creative voice and shape a personal brand that is authentic to them.
- **The Through-Line of Creative Careers:** Identifying commonalities in creative professions and preparing for pivots across fields.

**PROGRAM CONTEXT:**

The program is designed to complement existing arts education initiatives, particularly those partnered with Moore College of Art & Design, by focusing on the intersection of creative practice and business sustainability rather than technical artistic instruction. Though students will be given ample room to respond to prompts and be creative, they will not be taught a specific creative discipline (such as drawing, poetry, etc.). Rather, they will bring their existing skills and interests, to be applied to this program's larger framework.

**DURATION:** 6 90-minute sessions

-

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

- \$16,500

-Above price is for no minimum of students, but a maximum of 20. Price for additional students available upon request.

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

- Students must be able to access Zoom (Myth will provide the host Zoom)

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

- N/A



**Reach Cyber Charter School**  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111

(717) 704-8437  
reachcyber.org

## **RESPONSIBILITIES OF THE PARTIES:**

### **1. Partners/Supervisors:**

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

### **2. Students:**

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



**Reach Cyber Charter School** 750 East Park Drive  
Suite 204  
Harrisburg, PA 17111  
(717) 704-8437

**GOVERNING LAW** reachcyber.org

**(if applicable)**

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

Pennsylvania. **ALTERNATIVE DISPUTE RESOLUTION**

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

**AMENDMENTS**

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

- As such, any amendments made by the Parties will be applied to this Agreement.

**ASSIGNMENT**

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

**ENTIRE AGREEMENT**

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

**REPRESENTATION AND WARRANTIES**

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

**LIMITATION OF LIABILITY**

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



**Reach Cyber Charter School**

750 East Park Drive

Suite 204

Harrisburg, PA 17111

(717) 704-8437

**SEVERABILITY**

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

**SIGNATURE AND DATE**

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

**Reach Cyber Charter School**

750 East Park Dr., Ste 204

Harrisburg, PA 17111

**Phone:** 866-732-2416

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

**Signature:**

**Date:**

**Business:** Myth

**Name:** Kristen Angelucci

**Email:** [kristen@withmyth.com](mailto:kristen@withmyth.com)

**Phone Number:** 609 576 2015

**Signature:** *Kristen Angelucci*

**Date:** 2/5/2025

# Coversheet

## Approval to Renew LinkedIN Contract

**Section:** V. Consent Items  
**Item:** F. Approval to Renew LinkedIN Contract  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach\_Cyber\_Charter\_School-LNKD\_ORDER\_10137503173.pdf



LinkedIn Corporation  
 1000 W. Maude Avenue, Sunnyvale, CA 94085 USA  
 Federal Tax ID: 47-0912023

Your LinkedIn Representative  
 Megan Egan  
 mconte@linkedin.com  
 +1 212-615-9250

## Order Form For Reach Cyber Charter School

[Go to Online Checkout](#)

**Complete this order using our online checkout (fastest option)**

### or sign and return to LinkedIn

Complete the Authorized Signatures section at the end of the order form and return the signed document using:

**Secure upload (fastest option)**

[Go to Online Checkout](#)

**Email**

mconte@linkedin.com

Please do not send by postal mail

**Primary Contact**

Alison Altland  
 aaltland@reachcyber.org  
 717-910-1193

**Billing Contact**

Michael Garman  
 mgarman@reachcyber.org  
 717-704-8437

**Bill to**

Reach Cyber Charter School  
 750 E Park Dr  
 Harrisburg PA 17111-2758  
 United States

**Ship to**

Reach Cyber Charter School  
 750 E Park Dr  
 Harrisburg PA 17111-2758  
 United States

### Order Information

**Order Number:** FLD10137503173

**Requested start date:** February 13, 2025

**Term:** 36 months

**PO Number:** (None)

**Billing Frequency:** ANNUAL

**Billing Method:** Pay Upfront

**Payment Method:** Invoice

**Payment term:** NET30

**Currency:** USD

**Order Notes:**

**About Requested Start Date for Renewal Order Forms:** If Customer's access to the Services is deactivated due to Customer's failure to timely execute this Order Form, and Customer then executes this Order Form after the deactivation, then the Start Date will be the date of execution.

Description	Unit price	Quantity	Total
<b>Job Slot</b> Reserved job posting with ability to change, update, and remove on demand. Includes the ability to request Job Wrapping (a self-serve feature), which ports jobs from an external source and posts to LinkedIn.			\$18,450.00
February 13, 2025 - February 12, 2026	\$1,025.00	6	\$6,150.00
February 13, 2026 - February 12, 2027	\$1,025.00	6	\$6,150.00
February 13, 2027 - February 12, 2028	\$1,025.00	6	\$6,150.00



## Order Form For Reach Cyber Charter School (continued)

Description	Unit price	Quantity	Total
<b>Jobs Dashboard Manager</b> 36 months Free seat to manage jobs in LinkedIn Recruiter without the people search functionality of the standard Recruiter seat.	\$0.00	2	\$0.00

This order includes a one-time additional discount of \$18,450.00. This discount will not apply to future orders.

Subtotal: \$18,450.00  
 Estimated Tax: \$0.00  
**Estimated Order Total (USD): \$18,450.00**

### Subtotals by year (excluding tax)

Year 1 .....	\$6,150.00
Year 2 .....	\$6,150.00
Year 3 .....	\$6,150.00

Please attach any/all exemption certifications or email documentation to [taxinquiry@linkedin.com](mailto:taxinquiry@linkedin.com). LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form. Any applicable sales tax charges will appear separately on your final invoice. If no tax is charged, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.

By completing this order, you agree to the terms of this order available at <https://www.linkedin.com/legal/l/order-terms/sub-public> ("Order Terms").

### Authorized Signatures

I hereby represent that: (i) I am an authorized signatory; (ii) I agree to the terms of this order available at <https://www.linkedin.com/legal/l/order-terms/sub-public> ("Order Terms") and (iii) I understand that I am entering into a legally binding contract.

Customer Signature  
 Michael Garman  
 Name  
 Director of Human Resources  
 Title  
 January 28, 2025  
 Date

LinkedIn Signature

Katie Lock, Revenue on behalf of  
 LinkedIn Corporation  
 January 24, 2025

# Coversheet

## Approval of Board Meetings Schedule for the 2025-2026 School Year

**Section:** VI. Action Items  
**Item:** B. Approval of Board Meetings Schedule for the 2025-2026 School Year  
**Purpose:**  
**Submitted by:**  
**Related Material:** Proposed 2025-2026 Board Schedule (1).pdf.docx



# Reach Cyber Charter School

## 2025 – 2026 Meeting Schedule for Board of Directors

School Website: [www.reachcyber.org](http://www.reachcyber.org)

DATE	TIME	LOCATION*
<b>Wednesday, July 16, 2025</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Wednesday, August 27, 2025</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Wednesday, September 17, 2025</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Wednesday, October 15, 2025 (In-Person Retreat)</b>	<b>9:00 a.m. – 11:00 a.m.</b>	TBD
<b>Wednesday, November 19, 2025</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Wednesday, January 21, 2026</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Wednesday, February 18, 2026</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Wednesday, April 15, 2026</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Wednesday, May 20, 2026</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111
<b>Annual Meeting Wednesday, June 17, 2026</b>	<b>9:00 a.m. – 11:00 a.m.</b>	750 East Park Drive, Suite 204 Harrisburg, PA 17111

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

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

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

# Coversheet

## Approval of Career Kits

**Section:** VI. Action Items  
**Item:** C. Approval of Career Kits  
**Purpose:**  
**Submitted by:**  
**Related Material:** Reach Career Kits Estimate.pdf



**REACH**  
CYBER CHARTER SCHOOL  
*Reach your potential*

# Inspiring Future Careers

K-8 Career Exploration Kit Initiative

Objective	Success Metrics
To provide students in grades K-8 with hands-on career exploration kits that introduce a variety of career paths, fostering curiosity, skill development, and early awareness of future opportunities at each grade level, while meeting part of the Pennsylvania Career Education Work(CEW) Standards.	Career Interest Growth
	Caretaker/Learning Coach Involvement
	Staff Feedback

## Cost Estimate

Partner: Logistics+

Target Date: Sep 1, 2025

Grade	Profession	Price
Kindergarten	Veterinarian	\$16,463.90
1st Grade	Mail Carrier	\$11,704.68
2nd Grade	Paleontologist	\$15,059.07
3rd Grade	Chef	\$24,757.46
4th Grade	Fashion Designer	\$12,801.46
5th Grade	Carpenter	\$35,127.22
6th Grade	City Engineer	\$9,477.46
7th Grade	Game Designer	\$26,050.78
8th Grade	Carpenter II	\$3,192.51
KIT SUM-RELATIVE TO DEMAND PER GRADE		\$154,634.54
PRICE + BUFFER		\$177,829.72
MATERIALS ESTIMATE		\$16,000.00
<b>ESTIMATE TOTAL</b>		<b>\$193,829.72</b>



# Coversheet

## CSI Mid-Year Update

**Section:** VII. Information Items  
**Item:** B. CSI Mid-Year Update  
**Purpose:**  
**Submitted by:**  
**Related Material:** CSI Update Jan 2025.pdf

## CSI Quarterly Updates January 2025



Career Artifacts Quarterly Target: 40% of students will have completed 1 artifact in grades 5, 8, & 11.



Reach Progress: Reach students are meeting artifact completion goals, with 96% of 5<sup>th</sup> graders having completed at least one artifact, 96% of 8<sup>th</sup> graders having completed at least one artifact, and 56% of 11<sup>th</sup> graders having completed at least one artifact.

### Career Readiness Courses

Students in grades 9-12 are placed in a Career Readiness course where they learn useful skills like preparing for a job interview, building a resume, financial planning, and exploring careers tied to their unique interests and skills. Our Career Readiness courses provide students with the tools they need to set a successful path for their future.

LEARN MORE



### Career Exploration & Experiences

Reach high school students can earn School Credit for engaging in industry-based learning, including job-shadowing, career mentoring, internships, and pre-apprenticeships! Reach also offers our elementary and middle school students the chance to explore what they want to do when they grow up through various events and hands-on STEM-based career kits.

LEARN MORE



### Career Pathways

Reach students can discover their career interests and strategically chart a path to success with our Career Pathways structure. Our course catalog is aligned to 6 different Career Pathways offering students the flexibility to explore and move between pathways such as health science, STEM, business, and more, all tailored to align with career goals. Students can earn credentials within pathways that recognize their accomplishments and skills.

LEARN MORE



### Career Course Programs

Our Career Programs include Carpentry, Cosmetology, and Veterinary Science. These programs equip students with the foundational skills and knowledge desired by employers in the industry. Students earn industry recognized certifications, enhancing future employability and standing out as promising candidates in a competitive job market. By participating in these programs, students create connections with future employers, build their resume, grow their skill set, and chart their path for a bright future.

LEARN MORE



# CSI Quarterly Updates January 2025



**ELA Growth Quarterly Target:** In Grades 3-8 ELA and English 10/11, 20% of students will demonstrate proficiency on grade level benchmark assessments.

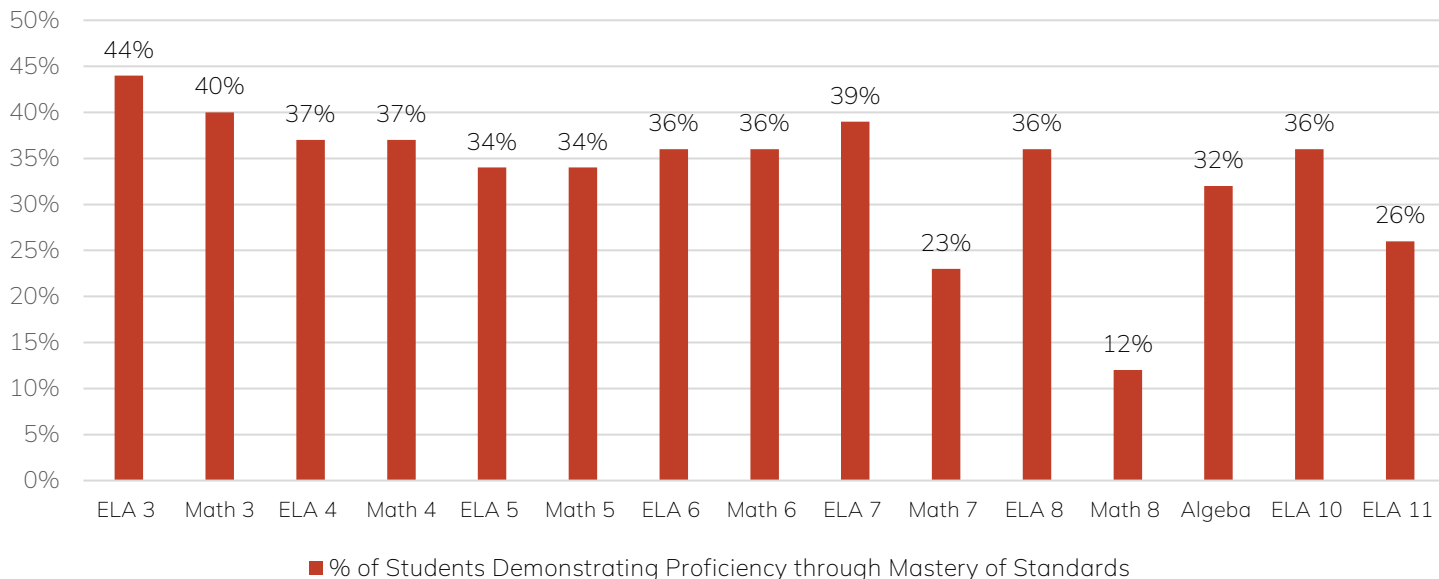
**Reach Progress:** On average, 36% of students in tested grades are proficient in ELA on mid-year benchmarks.

**Math Growth Quarterly Target:** In Grades 3-8 and Algebra I Math, 9% of students will demonstrate proficiency on grade level benchmark assessments.

**Reach Progress:** On average, 31% of students in tested grades are proficient in Math on mid-year benchmarks.

Assessment	Participation	Average Score	Proficient Students
ELA 3 Winter Benchmark Assessment	79%	62%	44%
Math 3 Winter Benchmark Assessment	82%	58%	40%
ELA 4 Winter Benchmark Assessment	67%	61%	37%
Math 4 Winter Benchmark Assessment	81%	60%	37%
ELA 5 Winter Benchmark Assessment	81%	59%	34%
Math 5 Winter Benchmark Assessment	83%	45%	34%
ELA 6 Winter Benchmark Assessment	67%	60%	36%
Math 6 Winter Benchmark Assessment	70%	54%	36%
ELA 7 Winter Benchmark Assessment	61%	64%	39%
Math 7 Winter Benchmark Assessment	73%	48%	23%
ELA 8 Winter Benchmark Assessment	58%	64%	36%
Math 8 Winter Benchmark Assessment	59%	44%	12%
Algebra Winter Benchmark Assessment	30%	56%	32%
ELA 10 Winter Benchmark Assessment	21%	59%	36%
ELA 11 Winter Benchmark Assessment	50%	51%	26%

## Mastery Connect Mid-Year Benchmark Proficiency Snapshot



# CSI Quarterly Updates January 2025

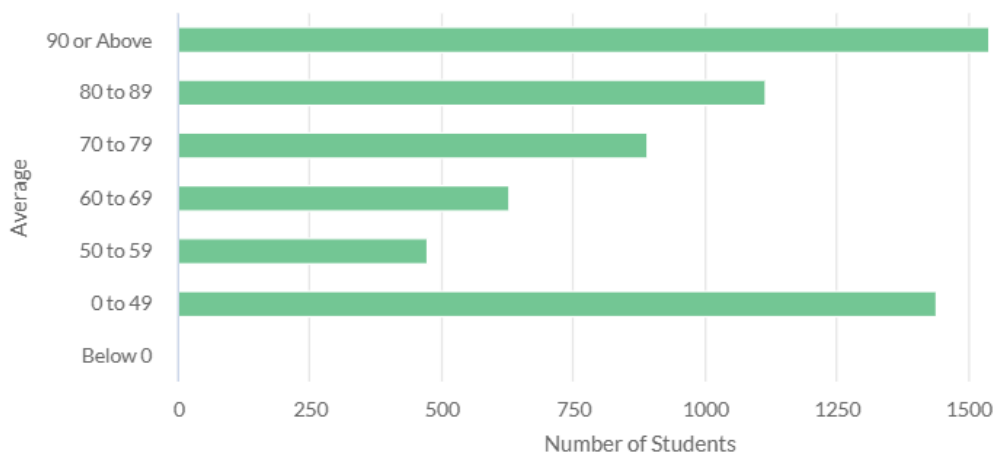


Effective Instruction Quarterly Target: At least 60% of students are meeting T1 targets for curriculum-based assessments.



Reach Progress: 69% of students are meeting T1 targets for curriculum-based assessments.

## Student Overall Averages ⓘ



Graduation Quarterly Target: 40% of graduating students will be on track to complete statewide high school graduation requirements at the end of Semester 1.



Reach Progress: 46% of seniors have already completed or are near completion of statewide high school graduation requirements.

## Act 158

### What is Act 158?

Act 158 from the Pennsylvania Department of Education is all about helping teenagers like you have a smoother transition from high school to the real world. It helps you to set goals, get real-world experience, and build the skills you need to be successful in your career and life.

Typically, a student will accomplish all components necessary under Act 158 by the time they reach their senior year in high school. However, there may be instances in which a student reaches 12th grade but still needs to meet specific Act 158 components in order to graduate. This Service Learning Course is designed to help 12th grade students who have not met all Act 158 requirements. Through the successful completion of this Service Learning course you will be on your way to graduation!

**You are participating in this Service Learning Course because you have not met all requirements of Act 158.**

**If you believe you have completed all requirements of Act 158, please reach out to your school counselor for an Act 158 consultation.**

### Pathways to Graduation

Students at Reach Cyber Charter School have four pathways to choose from in order to meet Act 158 requirements for graduation.

#### Pathway #1: Keystone Proficiency Pathway

- You must take all 3 Keystone exams and must achieve a proficient or advanced score on each exam. If you meet this, you have met all requirements for Act 158!





## CSI Quarterly Updates January 2025



Student Engagement Quarterly Target: 80% of Full Academic Year students will demonstrate active engagement in their schoolwork through lesson completion and monthly contacts.



### Reach Progress:

- Regular Contact:
  - 92% of students had a successful contact in January
  - 82% of students had a successful "eyes-on" contact in January
- Attendance (Lesson Completion):
  - 69% of students are on track overall for attendance (*3 or less unexcused days and 10 or less excused days*)

## Student's Terrific Attendance Rewards!

### Congratulations on earning S.T.A.R. Points!

S.T.A.R. points are rewarded to student's for **weekly perfect attendance** and **participation in Attendance activities and contests.**

Other ways to get S.T.A.R points include:

- \* Answering the Question of the Day
- \* Attending State Testing
- \* Attending weekly Live Lesson