



# Reach Cyber Charter School Board of Trustees

## Reach Cyber Charter School - Board Meeting

Published on August 22, 2025 at 12:49 PM EDT

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### Date and Time

Wednesday August 27, 2025 at 9:00 AM EDT

### Location

1826 Good Hope Road  
Enola, PA 17025

A zoom link will be posted on this page on the day of the board meeting for those attending virtually.

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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

Presenter

(24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the Principal or Board President at least twenty four (24) hours before the scheduled start of the meeting. The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

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 the Agenda David Taylor

### IV. Oral Reports

A. CEO's Report Jane Swan

B. Human Resources Update Michael Garman  
Staffing Report

C. Financial Report Karen Yeselavage

### V. Consent Items

A. Approval of the Minutes from the July 2025 Board meeting Brandie Karpew

B. Approval of Staffing Report

C. Approval to Renew Agreement for ABC West Pre-Apprenticeship Program JD Smith

Associated Builders & Contractors (ABC) Western PA Chapter seeks to encourage the growth of career pathway opportunities for high school students in the construction sectors through the Registered Pre-Apprenticeship – Pathway 2 Build program. The development of pre-apprenticeships provides students with career-specific skills in the construction field, advances the students' employability and work-readiness skills, and provides opportunities to connect to longer-term career opportunities in the construction industry and registered apprenticeship programs.

D. Approval to Renew the MOU for Pitt Drone Services JD Smith

Presenter

**Introduction to Drones:** This 8-week live online introductory course provides high school students with a foundational understanding of drone technology, flight principles, and safe operation. Students will explore the history and evolution of unmanned aerial systems (UAS), learn about key components of drones, and gain experience with flight simulators and drone piloting. The course emphasizes FAA safety guidelines, responsible use, and applications across industries such as photography, agriculture, and emergency response. No prior experience is required. Session recordings will be provided.

**FAA Drone Certification Prep Course:** This live online course is designed to prepare high school students to successfully pass the FAA Part 107 Remote Pilot Certification exam, a requirement for operating drones commercially in the United States. Students will learn about airspace regulations, weather conditions, flight operations, safety procedures, and FAA rules for unmanned aerial systems. Through structured lessons and practice tests, students will build the foundational knowledge needed to become responsible and certified drone pilots. The cost of the course does not include FAA examination fees. However, students who demonstrate readiness will receive an official instructor endorsement to sit for the FAA Part 107 exam. Exam fees will be covered by Reach Cyber Charter School for eligible and endorsed students. Session recordings will be provided

**E. Approval to Renew Agreement with Taste Buds Kitchen**

JD Smith

Taste Buds Kitchen specializes in educational and interactive cooking experiences for children, teens, families, and adults. Our Junior Chef Series (for Grades K-4) and our Chef Series (for Grades 5-8) are excellent fits for students in a virtual learning environment, offering connection, creativity, and practical life skills—all from the comfort of their own home kitchens. Our age-appropriate, skill-building virtual culinary experiences are both fun and educational, providing a unique blend of interactive learning. Our programs help students explore new foods, build kitchen confidence, and gain foundational life skills in a guided and safe virtual environment. Two separate Chef Series for Grades K-4 and then 5-8.

Taste Buds Kitchen specializes in educational and interactive cooking experiences for children, teens, families, and adults. Our Senior Chef Series (for ages 13-17) is an excellent fit for students in a virtual learning environment, offering connections, creativity, and practical life skills—all from their home kitchens. .

HS Renewal for Senior Chef Series grades 9-12 but added Level 2 advanced career mentoring option with pre-requisite of Level 1

Presenter

Cost is \$35 per cooking session per ST; no charge for intro; 5 sessions per series. Ingredient kit: \$40-\$50 plus shipping per ST per session and Materials: Level 1 \$87.95; Level 2 add on from Level 1 \$57.95 for kit plus shipping.

**F. Approval to Renew Agreement with Nail Academy**

JD Smith

Beauty Industry Entrepreneurship – Learning career pathways within the beauty & business and how to get started in the industry. Students will receive course curriculum, worksheets, & engaging activities. Students will learn business skills applicable to any beauty industry opportunity; Hair, Nails, Esthetician, & Barber.

Intro to Gel-x Nails & Nail Art – Students will learn beginner techniques into the art of Gel Nails. The course includes Nail Anatomy, Sanitation, Product & Supplies Knowledge, Basic Manicure, Gel-X Application, Nail Art Techniques, & More! A full kit is included for each student.

Advanced Cosmo Class – Students will build on their nail knowledge by learning acrylic foundation, application, shaping, and design techniques. This course includes beauty industry business insights, marketing tips & tricks, and live mentorship to support their journey post grab. A full kit is included for each student. This class will be held on Thursdays after school.

**G. Approval to Renew Agreement with Big Picture Alliance**

JD Smith

Big Picture Alliance's mission is to engage, educate and empower youth to define their own narrative through filmmaking & digital media arts. We provide transformative learning experiences and a supportive pathway for youth to have their voices heard, develop as young professionals and reach their full potential. We aim to uplift underrepresented stories, amplify marginalized voices and cultivate a new generation of storytellers who contribute towards a more inclusive, equitable and just society. Our pathway of school, summer, and workforce programs mentor youth (ages 12-24) from script-to-screen and from curiosity-to-careers. Since 1994, BPA has served over 10,300 youth through 175 partnerships resulting in academic achievement, 152 scholarships, 270 paid apprenticeships, to uplift underrepresented stories, amplify marginalized voices and cultivate a new generation of storytellers who contribute towards a more inclusive, equitable and just society. Our pathway of school, summer, and workforce programs mentor youth (ages 12-24) from script-to-screen and from curiosity-to-careers. Since 1994, BPA has served over 10,300 youth through 175 partnerships resulting in academic achievement, 152 scholarships, 270 paid apprenticeships, and 1050 films.

**H. Approval to Renew Agreement with Made Institute**

JD Smith

Through live virtual workshops taught by fashion designers, the students will learn beginner level sewing techniques that will be built upon to complete more advanced sewing projects through the year. They will have access to supplemental online drawing and sewing video tutorials through



Presenter

Made Institute's exclusive online portal and join designers via live video sessions to put their skills into practice. The age requirement to be enrolled is 1st grade - 12th grade.

- I. Approval to Renew Agreement with Level Up Beauty Academy JD Smith

Level Up Beauty Academy is a licensed beauty academy who wishes to implement career experiences for high school students. Students will gain basic knowledge about a variety of areas in cosmetology, which may include lashes, brows, waxing, barbering, makeup, hair braiding, esthetician, nails, and more. Students will have the option to participate in one or several career experiences that interest them.

This MOU is adding Barber Bootcamp (no kit) and Braid Boss Academy with all the same costs: \$150.00 per student and \$150.00 per kit.

- J. Approval to Renew the MOU with Moore College. JD Smith

Since 1921, Moore College of Art & Design has been a leader in art and design education for youth through its Young Artists Workshop (YAW). Young creatives enrolled in YAW grow their skills while developing as artists, thinkers and innovators. Guided by an exceptional roster of trained faculty who are working artists and experts in their fields, YAW kids and teens hone and diversify their skills, build self-confidence, make lasting friendships and develop strong foundations for creative success

- K. Approval to Renew Agreement of Evolve Virtual Trades Program JD Smith

In this internship, Evolve will provide instructional and hands-on experience for: carpentry, plumbing and electrical. This internship will help students decide if they would like to pursue a career in the trades. After this internship, students are encouraged to enroll in our pre-apprenticeship program where they will learn vocational skills in construction as well as other in-demand trades in such as, plumbing, carpentry, and electrical. All these experiences will prepare students for an apprenticeship after high school. Students will engage in Life Skills to help prepare for employment and or entrepreneurship opportunities.

Career projection: According to McKinsey and Company between 2022-2032, slated to peak around 2027-2028, there could be a need for 345,000 new entry level skilled-trades jobs.

Cost of the program: \$1,800.00 per student and \$50.0 per kit.

## VI. Action Items

- A. Approval of Parent Policy Compact Josh Hicks

Presenter

This document explains how Reach Cyber Charter School will put into operation programs, activities, and procedures for involving parents in its Title I, Part A programs, consistent with Section 1010 of the Every Student Succeeds Act (ESSA). Those programs, activities, and procedures are planned and operated with meaningful consultation with parents of participating students consistent with Section 1010 of the ESSA. This document also explains how the school provides opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children to participate.

- B.** Approval of Handbook Update Kelley McConnell

This update to the student handbook reflects the Department of Education's eyes-on "wellness check" requirements.

- C.** Approval of the Staff Bonus for the Successful Completion of Annual School Goals Kelly McConnell

- D.** Approval of School Goals for the 2025-2026 School Year Kelley McConnell

- E.** Approval of Magic School AI Agreement Andy Gribbin

An AI Tool we are looking to have for our staff and students this year. This will offer productivity tools, unique options like talking with authors/characters/Historical figures, creating reading passages, and special education tools.

- F.** Approval of DLAC Membership Andy Gribbin

This is an organization the Digital Learning Collaborative, that is advancing the digital learning space across the country. This membership would give our school access to over 400 hours of recorded webinars, blogs, Snapshot Reports, special whitepapers, reports, and more. There are monthly community webinars with other learning experiences offered throughout the year.

## **VII. Information Items**

- A.** Government Affairs Update Jessica Hickernell

## **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**

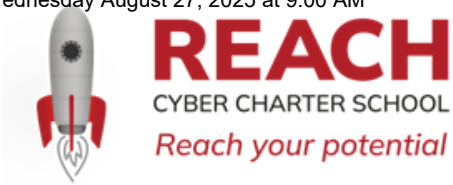
Presenter

**A.** Adjourn Meeting

# Coversheet

## CEO's Report

<b>Section:</b>	IV. Oral Reports
<b>Item:</b>	A. CEO's Report
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Monthly Board Report Aug 2025 .pdf



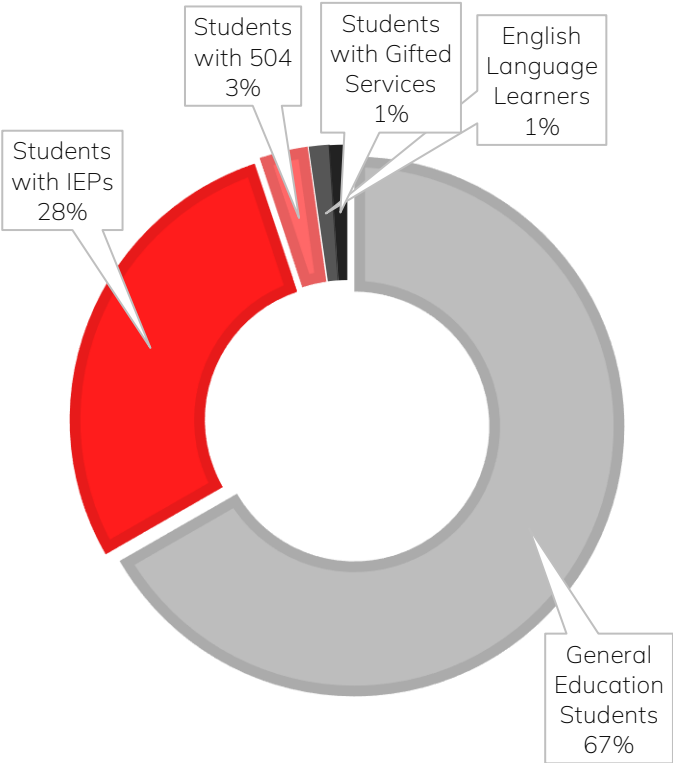
# School Data Update

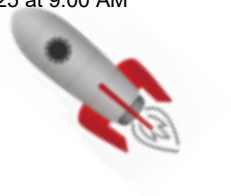
August 2025

CURRENTLY ENROLLED	Expected Summer Graduates
5627	85
Students Graduated in 2025	631
Expected Summer Graduates	85
New Student Enrollments	433
Students Enrolled in the Past 14 Days	155
Students in the Application Process	296

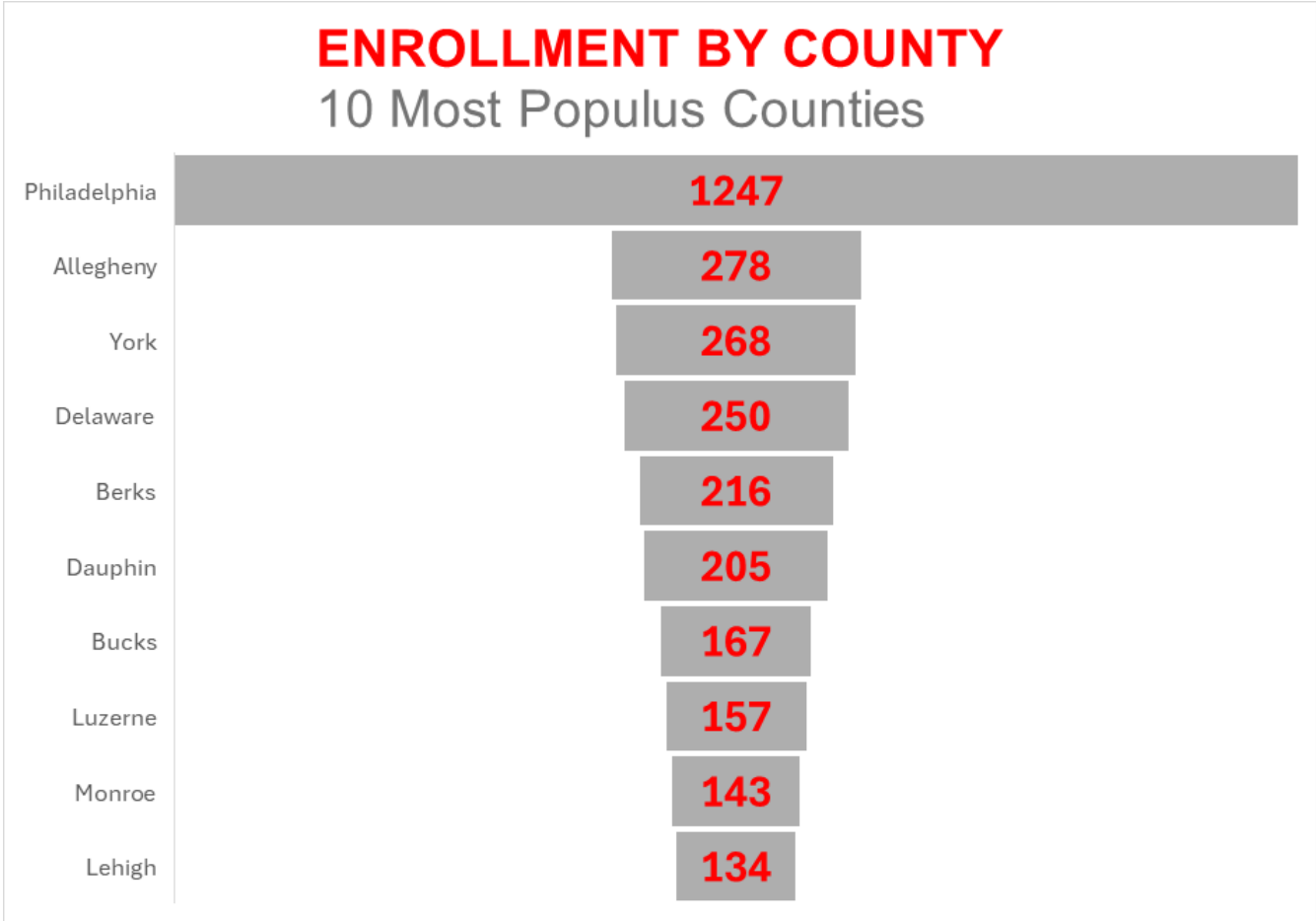
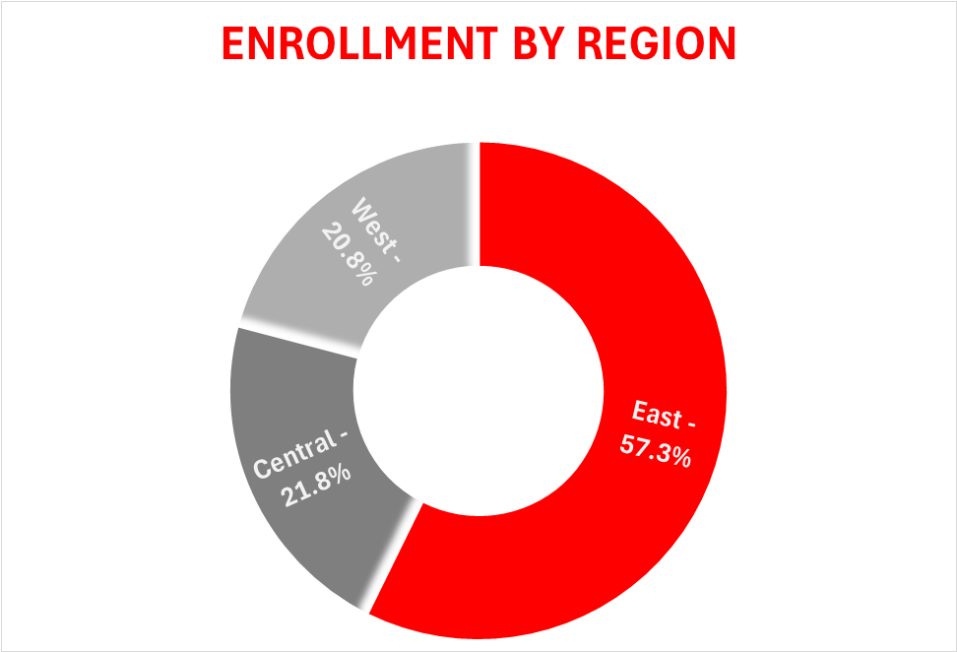
## SPECIALIZED INSTRUCTION

STUDENT DEMOGRAPHICS	POPULATION
White	51%
Black or African American	23%
Hispanic	16%
Two or More Races	8%
Asian	1%
Am. Indian/Alaskan Native	.5%
Native Hawaiian/ Other Pac. Islander	.5%





STUDENT ENROLLMENT BY GRADE	
K	113
1st	216
2nd	202
3rd	275
4th	312
5th	367
6th	369
7th	437
8th	523
9th	528
10th	850
11th	675
12th	675
SUMMER GRADUATES	85



# Coversheet

## Human Resources Update

<b>Section:</b>	IV. Oral Reports
<b>Item:</b>	B. Human Resources Update
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Staffing Report-August 2025.pdf

# REACH Staffing Report August 2025

25-26 School Year Budgeted Staff = 886

	Current Staff	Hires SYTD	Departures SYTD
<b>10-month Staff</b>	706 (727)	12 (20)	13 (10)
<b>12-month Staff</b>	146 (151)	0 (4)	1 (0)
<b>Grand Total</b>	<b>852 (878)</b>	<b>12 (24)</b>	<b>14 (10)</b>

## New Hires

First Name	Last Name	Job Title	Compensation	Start Date
Paul	Pagoda	Middle School Teacher	\$63,030	08/19/2025
Jessie	Hartman	High School Substitute Teacher	\$51,500	08/19/2025
Nicholena	Vranicar	EL Specialist	\$58,530	08/19/2025
Andrea	Grous	Elementary Special Education Teacher	\$61,530	08/19/2025
Kari	Rawlings	Occupational Therapist	\$70,000	08/19/2025
Rebecca	Baldwin	Occupational Therapist	\$70,710	08/19/2025
Joseph	Manduke	Middle School Teacher	\$56,030	08/19/2025
Emily	Peffer	School Counselor	\$60,120	08/19/2025
Jessie	Rieger	High School Substitute Teacher	\$51,500	08/19/2025
Paige	Grimm	Paraprofessional	\$43,921	08/26/2025
Sydney	Ziviello	Paraprofessional	\$43,921	08/26/2025
Maria	Marcum	Occupational Therapist	\$80,000	09/02/2025
Victoria	Vesceglia	Middle School Teacher	\$59,030	10/07/2025
Claudia	Gaskill	Career Experience Coordinator	\$74,000	10/14/2025

## Departing Employees

First Name	Last Name	Job Title	Last Day Worked
Danielle	Blass	Occupational Therapist	07/15/2025
Steven	Slawinski	IT Project Coordinator	07/25/2025
Samantha	DiMauro	Middle School Teacher	07/31/2025
Jessica	Pearson	Occupational Therapist	08/08/2025
Emily	Clemens	High School Teacher	08/08/2025
Brandy	Lair	High School Life Skills Teacher	08/14/2025
Kelly	Pursel	Elementary Special Education Teacher	08/15/2025
Diane	Desmond	Work Experience Facilitator	08/15/2025
Bryann	Hilty	Elementary Teacher	08/15/2025
Mary	Resides	Paraprofessional	08/15/2025
Kelly	Thompson	Middle School Teacher	08/15/2025



**REACH Staffing Report August 2025**  
*25-26 School Year Budgeted Staff = 886*

**Position Changes**

First Name	Last Name	Former Position	New Position	Compensation	Start Date
Stephanie	Lane	Director of STEM Education	Elementary Principal	\$117,000	07/01/2025
Clara	Keeperts	School Office Manager	Facilities & School Office Manager	\$100,000	08/01/2025
Corey	Groff	Curriculum Coordinator	Assistant Principal – Teaching & Learning	\$110,000	08/16/2025
Kristy	Strishock	Elementary Teacher	Math Improvement Facilitator	\$88,000	08/16/2025
Dani	Leibig	STEM Programming Manager	Director of STEM Education	\$115,000	09/01/2025

# Coversheet

## Financial Report

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

### BACKGROUND:

- During the month of July, the only revenue that has been recognized is investment income and a nominal amount of miscellaneous income. Note that our largest revenue source, school district tuition revenue, is not recognized until billing commences for the new school year in September. Therefore any 25/26 tuition that is received prior to September is deferred until 8/31/25.
- Since the purchase of the new building at 1826 Good Hope Road in June, we have capitalized \$4,465,996 in Building costs and \$100,541 in Building Improvement costs. These assets will be depreciated beginning in August 2025, when the building was put into use. During the month of July we expended nearly \$50,000 in other services related to the new building, including signage, moving services, and project management services. We made our last lease payment for the month of August 2025 to Union Deposit Corporation on 7/28/25.
- Beginning fund balance is unaudited and will not be finalized until the 24/25 fiscal year audit is issued. The audit will commence in October of 2025, and the final audit report is expected to be completed by January 2026.

**Reach Cyber Charter School**  
**Revenue and Expense Statement- Budget to Actual**  
**2025-2026 Year to Date as of 7/31/25**

	July 2025	Fiscal YTD through 7/31/25	2025/2026 Approved Budget
<b>Revenues:</b>			
Function 6000- Local Sources	\$ 62,041	\$ 62,041	\$ 131,527,071
Function 7000- State Sources	\$ -	\$ -	\$ 160,000
Function 8000- Federal Sources	\$ -	\$ -	\$ 3,652,778
<b>TOTAL REVENUES</b>	<b>\$ 62,041</b>	<b>\$ 62,041</b>	<b>\$ 135,339,849</b>
<b>Expenditures:</b>			
Function 1000- Instructional Programs			
100- Salaries	\$ 158,440	\$ 158,440	\$ 39,237,294
200- Employee Benefits	\$ 53,315	\$ 53,315	\$ 13,203,350
300- Purchased Professional and Tech Svcs	\$ 286,976	\$ 286,976	\$ 6,604,600
400- Purchased Property Services	\$ -	\$ -	\$ 657,000
500- Other Purchased Services	\$ 97,479	\$ 97,479	\$ 5,243,250
600- Supplies	\$ 58,612	\$ 58,612	\$ 4,979,443
800- Dues, Fees, Other	\$ -	\$ -	\$ 5,350
Subtotal 1000- Instructional Programs	\$ 654,822	\$ 654,822	\$ 69,930,287
Function 2000- Support Services			
100- Salaries	\$ 1,020,748	\$ 1,020,748	\$ 24,127,953
200- Employee Benefits	\$ 343,482	\$ 343,482	\$ 8,119,056
300- Purchased Professional and Tech Svcs	\$ 189,058	\$ 189,058	\$ 2,371,174
400- Purchased Property Services	\$ 94,274	\$ 94,274	\$ 695,862
500- Other Purchased Services	\$ 169,245	\$ 169,245	\$ 5,024,217
600- Supplies	\$ 88,946	\$ 88,946	\$ 1,814,036
700- Fixed assets (prior to capitalization)	\$ -	\$ -	\$ 1,120,000
800- Dues, Fees, Other	\$ 37,886	\$ 37,886	\$ 182,150
Subtotal 2000- Support Services	\$ 1,943,639	\$ 1,943,639	\$ 43,454,448
Function 2000- Non Cash Support Services			
700- Depreciation (non-cash)	\$ 376,924	\$ 376,924	\$ -
Function 3000- Non Instructional/ Community Services			
100- Salaries	\$ 29,664	\$ 29,664	\$ 6,093,659
200- Employee Benefits	\$ 9,982	\$ 9,982	\$ 2,050,516
300- Purchased Professional and Tech Svcs	\$ 220	\$ 220	\$ 40,000
400- Purchased Property Services	\$ 3,003	\$ 3,003	\$ 117,000
500- Other Purchased Services	\$ 80,871	\$ 80,871	\$ 133,000
600- Supplies	\$ 10,225	\$ 10,225	\$ 4,197,000
800- Dues, Fees, Other	\$ -	\$ -	\$ 117,500
Subtotal 3000- Non Instructional/ Community Service	\$ 133,965	\$ 133,965	\$ 12,748,675
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,109,350</b>	<b>\$ 3,109,350</b>	<b>\$ 126,133,410</b>
<b>NET INCREASE/ (DECREASE)</b>	<b>\$ (3,047,309)</b>	<b>\$ (3,047,309)</b>	<b>\$ 9,206,439</b>
Beginning Fund Balance (unaudited)		\$ 92,250,448	
<b>ENDING FUND BALANCE</b>		<b>\$ 89,203,139</b>	

**Reach Cyber Charter School**  
**Year to Date Expenditures-7/31/25 vs. 7/31/24**

	Year to date 7/31/25	Year to date 7/31/24	Change from Prior Year
<b>Revenues:</b>			
Function 6000- Local Sources	\$ 62,041	\$ 665,038	\$ (602,997) (1)
Function 7000- State Sources	\$ -	\$ -	\$ -
Function 8000- Federal Sources	\$ -	\$ 401,120	\$ (401,120) (2)
<b>TOTAL REVENUES</b>	<b>\$ 62,041</b>	<b>\$ 1,066,158</b>	<b>\$ (1,004,117)</b>
<b>Expenditures:</b>			
<b>Function 1000- Instructional Programs</b>			
100- Salaries	\$ 158,440	\$ 155,563	\$ 2,877
200- Employee Benefits	\$ 53,315	\$ 44,569	\$ 8,746
300- Purchased Professional and Tech Svcs	\$ 286,976	\$ 1,657,961	\$ (1,370,985) (3)
400- Purchased Property Services	\$ -	\$ 55,982	\$ (55,982)
500- Other Purchased Services	\$ 97,479	\$ 234,357	\$ (136,878)
600- Supplies	\$ 58,612	\$ 105,446	\$ (46,834)
700- Property	\$ -	\$ -	\$ -
800- Dues, Fees, Other	\$ -	\$ 58	\$ (58)
<b>Subtotal 1000- Instructional Programs</b>	<b>\$ 654,822</b>	<b>\$ 2,253,934</b>	<b>\$ (1,599,112)</b>
<b>Function 2000- Support Services</b>			
100- Salaries	\$ 1,020,748	\$ 945,732	\$ 75,016
200- Employee Benefits	\$ 343,482	\$ 270,952	\$ 72,530
300- Purchased Professional and Tech Svcs	\$ 189,058	\$ 280,077	\$ (91,019)
400- Purchased Property Services	\$ 94,274	\$ 105,499	\$ (11,225)
500- Other Purchased Services	\$ 169,245	\$ 646,428	\$ (477,183) (3)
600- Supplies	\$ 88,946	\$ 97,935	\$ (8,989)
700- Property	\$ 376,924	\$ 349,314	\$ 27,610
800- Dues, Fees, Other	\$ 37,886	\$ 53,020	\$ (15,134)
<b>Subtotal 2000- Support Services</b>	<b>\$ 2,320,563</b>	<b>\$ 2,748,957</b>	<b>\$ (428,394)</b>
<b>Function 3000- Non Instructional/ Community Services</b>			
100- Salaries	\$ 29,664	\$ 28,251	\$ 1,413
200- Employee Benefits	\$ 9,982	\$ 8,094	\$ 1,888
300- Purchased Professional and Tech Svcs	\$ 220	\$ -	\$ 220
400- Purchased Property Services	\$ 3,003	\$ -	\$ 3,003
500- Other Purchased Services	\$ 80,871	\$ 3,318	\$ 77,553
600- Supplies	\$ 10,225	\$ 5,667	\$ 4,558
800- Dues, Fees, Other	\$ -	\$ 5,550	\$ (5,550)
<b>Subtotal 3000- Non Instructional/ Community Services</b>	<b>\$ 133,965</b>	<b>\$ 50,880</b>	<b>\$ 83,085</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,109,350</b>	<b>\$ 5,053,772</b>	<b>\$ (1,944,422)</b>
<b>Net Increase/Decrease in Fund Balance/Equity</b>	<b>\$ (3,047,309)</b>	<b>\$ (3,987,614)</b>	<b>\$ 940,305</b>

**Notes:**

- 1) Prior year July receipts included final 23/24 IDEA payment; the CAIU did not make final payment on 24/25 IDEA until August 2025
- 2) All federal COVID relief funding has ended effective 9/30/24
- 3) Difference in timing of vendor contract renewal payments; year end accrual and prepaid adjustments typically not calculated and adjusted until August/September in preparation of independent audit

## Reach Cyber Charter School

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

Date	Payee	Document no.	Amount	Description
7/1/2025	V1616--Laurel Land Transfer LLC	EFT	\$ 4,025,995.97	Settlement payment for purchase of 1826 Good Hope Road (6/23 same day wire)
7/1/2025	V0078--Union Deposit Corporation	31312730001933	\$ 40,856.47	July Rent 750 East Park Drive
7/2/2025	V0048--Therapy Source, Inc	31312730001939	\$ 66,276.21	Special Education Related Services for June 2025
7/2/2025	V0135--PowerSchool Group, LLC	31312730001934	\$ 50,989.15	Special Programs System 25/26 renewal
7/9/2025	V0419--Capital Blue Cross		\$ 156,125.11	Medical Claims/ Claim admin fees
7/9/2025	V0773--Logistics Plus, Inc.	31312730001944	\$ 97,250.18	May 2025 Storage, order processing, carton pick, UPS shipping, returns, inbounding
7/11/2025	V1519--The Advocacy Alliance	5629	\$ 57,213.00	Third party special education settlement trust installment
7/14/2025	V0151--The Pennsylvania State University	31312730001947	\$ 151,939.87	Graduation and end of year professional development facility rental, banquet charges
7/15/2025	V0419--Capital Blue Cross		\$ 196,290.93	Medical Claims/ Claim admin fees
7/15/2025	V1019--Carahsoft Technology Corp	31312730001952	\$ 29,268.96	Solarwinds annual subscription renewal
7/15/2025	V1608--Overnight Office LLC	31312730001949	\$ 25,902.50	50% deposit- Office move from 750 East Park Drive to 1826 Good Hope Road
7/16/2025	V1587--Edmentum Inc	5639	\$ 495,000.00	Apex learning courses unlimited enrollment subscription 7/1/25-6/30/26
7/16/2025	V0822--Lancaster-Lebanon IU 13	5641	\$ 125,159.05	Defender Endpoint subscription, support, server platform
7/17/2025	V0960--ESE Solutions, LLC	31312730001953	\$ 34,860.00	Annual subscription 25/26 special education software
7/17/2025	V0426--New York Life	31312730001954	\$ 24,586.74	July Employee Life Insurance
7/18/2025	V1316--HealthEquity, Inc.		\$ 28,647.79	Health Savings Account
7/22/2025	V1627--S. D. Murphy	31312730001958	\$ 80,275.00	Building improvements 1826 Good Hope Road
7/24/2025	V0419--Capital Blue Cross		\$ 469,246.19	Medical Claims/ Claim admin fees
7/24/2025	V1122--Crane Communications, Inc.	31312730001962	\$ 306,040.00	July Broadcast Television, Digital Media Campaign
7/24/2025	V1290--Granular Insurance Company	31312730001960	\$ 68,083.35	August 2025 Medical Insurance Stop Loss
7/28/2025	V0078--Union Deposit Corporation	31312730001964	\$ 40,856.47	August Rent 750 East Park Drive
7/29/2025	V0897--GDC IT Solutions	31312730001968	\$ 63,589.00	Dell 65W USB-C Adapter (1,000); Level 1 Service Desk Support Tier 1
7/29/2025	V1576--CertifiKID Holdings, LLC	31312730001971	\$ 25,000.00	4 months E-Newsletter, Website Digital Display Ads- Macaroni Kid
7/29/2025	V0434--CodeHS Inc.	31312730001967	\$ 21,225.00	Annual subscription 25/26 pro teacher licenses and virtual PD
7/31/2025	V0160--Marsh & McLennan Agency LLC	31312730001972	\$ 583,930.00	25/26 Renewal- Commercial Liability (CL) package, CL Umbrella, Workers' Compensation
7/31/2025	V0419--Capital Blue Cross		\$ 193,875.37	Medical Claims/ Claim admin fees
7/31/2025	V0419--Capital Blue Cross		\$ 171,922.58	Medical Claims/ Claim admin fees
7/31/2025	V0828--IXL Learning	31312730001974	\$ 113,400.00	25/26 IXL Site Licenses Math and ELA
7/31/2025	V1485--LinkIt (Advanced Assessment Systems, Inc.)	31312730001977	\$ 48,000.00	Data and Assessment dashboard, benchmark and reading assessment navigator analytics
7/31/2025	V1316--HealthEquity, Inc.		\$ 28,409.04	Health Savings Account
7/31/2025	V1629--Eastern PCM LLC	31312730001979	\$ 20,265.32	Project management services 1826 Good Hope Road

**Reach Cyber Charter School**

**Balance Sheet**

**July 31, 2025**

**ASSETS**

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

Cash and Money Market Funds	\$ 20,376,487
Mutual Funds	\$ 13,143,114
Other Cash Equivalents	\$ 2,449,414
Fixed Income Treasury Bonds	\$ 42,417,683
<b>Total Cash and Short Term Investments</b>	<b>\$ 78,386,698</b>

***Other Current Assets:***

Local District Receivables	\$ 5,884,649
Federal and State Program Receivables	\$ 639,020
Allowance for Doubtful Accounts	\$ (341,809)
Prepaid Expenses	\$ 2,202,126
Other Current Receivables	\$ 183,975
<b>Total Other Current Assets</b>	<b>\$ 8,567,961</b>

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

Security Deposit on Leased Building	\$ 8,917
<b>Total Other Non-current Assets</b>	<b>\$ 8,917</b>

***Fixed Assets:***

Furniture	\$ 14,197
Computer Hardware	\$ 12,785,279
Leasehold Improvements	\$ 178,090
Equipment	\$ 1,109,856
Right to Use- Building Lease	\$ 1,287,352
Software Subscription Assets	\$ 1,047,775
Building	\$ 4,465,996
Building Improvements	\$ 100,541
Accum Depr: Furniture	\$ (5,028)
Accum Depr: Computer Hardware	\$ (9,984,906)
Accum Depr: Leasehold Improvements	\$ (125,631)
Accum Depr: Equipment	\$ (564,853)
Accum Amortization: Right to Use Building	\$ (796,699)
Accum Amortization: Software Subscriptions	\$ (225,167)
<b>Net Fixed Assets</b>	<b>\$ 9,286,802</b>

<b>Total Assets</b>	<b>\$ 96,250,378</b>
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**LIABILITIES**

***Current Liabilities:***

Accounts Payable	\$ 547,221
Accrued Payroll, Taxes, Pension, Withholdings	\$ 480,720
Due to Local Districts	\$ 1,526,154
Operating Lease Liability- Short Term	\$ 431,653
Software Subscription Liability- Short Term	\$ 253,316
Other Current Liabilities	\$ 1,870
Unearned Revenue	\$ 2,701,212
<b>Total Current Liabilities</b>	<b>\$ 5,942,146</b>

***Non-Current Liabilities:***

Operating Lease Liability- Long Term	\$ 99,170
Software Subscription Liability- Long Term	\$ 473,081
Other Non-Current Liabilities	\$ 532,842
<b>Total Non-Current Liabilities</b>	<b>\$ 1,105,093</b>

<b>Total Liabilities</b>	<b>\$ 7,047,239</b>
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***FUND BALANCE***

Invested in Capital	\$ 9,286,802
Reserved Fund Balance	\$ 65,513,588
Undesignated Fund Balance	\$ 14,402,749
<b>Ending Fund Balance</b>	<b>\$ 89,203,139</b>

<b>Total Liabilities and Fund Balance</b>	<b>\$ 96,250,378</b>
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# Coversheet

## Approval of the Minutes from the July 2025 Board meeting

<b>Section:</b>	V. Consent Items
<b>Item:</b>	A. Approval of the Minutes from the July 2025 Board meeting
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025_07_16_board_meeting_minutes.pdf



# Reach Cyber Charter School Board of Trustees

## Minutes

### Board Meeting

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#### Date and Time

Wednesday July 16, 2025 at 9:00 AM

#### Location

750 East Park Drive, Suite 204,  
Harrisburg, PA 17111

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#### Trustees Present

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

#### Trustees Absent

None

#### Guests Present

Alicia Swope, Andy Gribbin, Brandie Karpew, Cody Smith, Danielle Marsicano (remote), Denise Ross (remote), Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Jessica Hickernell (remote), Karen Yeselavage, Kelly McConnell, Kim Crandall, Lisa Blickley (remote), Michael Garman, Patricia Hennessy (remote), Rachel Graver, Sarah Raptosh (remote), Stephanie Lane, Zachary Pinkosky (remote)

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### I. Opening Items

#### A. Roll Call

#### B. Call the Meeting to Order



David Taylor called the meeting of the Reach Cyber Charter School Board of Trustees to order on Wednesday July 16, 2025, at 9:00 AM.

## II. Public Comment

### A. Comments from the Public

There were no comments from the public at this time.

## III. Routine Business

### A. Approval of the Agenda

David Taylor, Board President, asked the board to review the agenda distributed prior to the meeting and asked if any changes were needed.

Jane Swan, CEO, asked for the renewal agreement with Myth Partners be moved from Consent Items to the Action Items, and to add Building Security quote to Action Items.

Paul Donecker made a motion to approve the revised agenda.

Marcella Arline seconded the motion.

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

## IV. Oral Reports

### A. CEO's Report

Jane Swan, CEO, reviewed the current enrollment numbers for the school noting trends in enrollment. Current enrollment stands at 5,500 students with higher than usual enrollments for kindergarten

In addition, Ms. Swan shared the news that Stephanie Lane had recently been selected as the new Elementary Principal.

### B. Human Resources Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board, highlighting the authorized complement of 903. There are currently 861 current employees

of which 83% are 10-month staff. There have been seven new hires and three departures since the beginning of the school year, which started in July.

### C. Financial Report

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

## V. Consent Items

### A. Approval of Consent Items

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

- A. Approval of the Minutes from the June 2025 Board Meeting
- B. Approval of Staffing Report
- C. Approval of Invoice from Brolly
- D. Approval of Classkick Renewal
- E. Approval to Renew Agreement with Read and Write
- F. Approval to Renew IEC Pre-apprenticeship
- G. Approval to Renew Geology Career Mentoring
- H. Approval to Renew Agreement with Elmwood Zoo
- I. Approval to Renew Agreement with the Jason Phillips Team
- J. Approval to Renew Agreement with Weary Arts Group
- K. Approval to Renew Agreement with IU13
- L. Approval of AIO Repurchase
- M. Updates to Maximum Salary Range Amount

Gail Hawkins Bush made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School on 06-18-25.

Marcella Arline seconded the motion.

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

## VI. Action Items

### A. Approval of CSI Plan for 2025-26

Kelley McConnell, Chief Academic Officer, presented details of the plan as seen in the Board packet. She reviewed the focus areas and their effect on success for all students. She also discussed benchmark assessments as well as areas of focus in math and ELA instruction.

Paul Donecker made a motion to approve the CSI plan for 25-26.

Gail Hawkins Bush seconded the motion.

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

### B. Approval of MOU with Montgomery County Community College

Cody Smith, High School Principal, requested approval of a Dual Enrollment Accelerated Program with Montgomery County Community College.

Marcella Arline made a motion to approved the approve the MOU with Montgomery County Community College.

Gail Hawkins Bush seconded the motion.

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

### **C. Approval of Outstanding Check Policy**

Karen Yeselavage, Chief Financial Officer, requested approval of a new Outstanding Check Policy. This policy is to be established to properly account for overdue checks.

Paul Donecker made a motion to approval the Outstanding Check Policy.

Anthony Alexander seconded the motion.

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

### **D. Approval of Statement of Work with GDC**

Rachel Graver, Chief Operating Officer, requested approval of the Statement of Work (SOW) with GDC. Mrs. Graver collected three quotes from other providers, one of which declined the job. GDC is an existing vendor that we are comfortable working with. The GDC SOW agreement provides for services and hardware to be performed/installed at the new building.

Marcella Arline made a motion to approved the Statement of Work with GDC.

Anthony Alexander seconded the motion.

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

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

JD Smith, Director of Career Readiness, requested to continue the agreement with Myth Partners with minor changes for the new school year. The change will update the minimum number of students allowed to participate.

Gail Hawkins Bush made a motion to approval the renewal with Myth Partners.

Marcella Arline seconded the motion.

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

### **F. Approval of Building Security Quote**

Mrs. Graver, requested the approval of an agreement with Clepper to provide security at our new office location.

Gail Hawkins Bush made a motion to approve the Building Security Quote.

Anthony Alexander seconded the motion.

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

## **VII. Information Items**

### **A. Government Affairs Update**

Brandie Karpew, Director of Outreach, introduced Jessica Hickernell from Hickernell Consulting who provided a government affairs update which included information related to the 25-26 state budget negotiations.

## **VIII. Strategic Planning**

### **A.**

## **Approval of 2025-2026 Outreach Agreements**

Brandie Karpew, Director of Outreach, requested approval of a series of Outreach Agreements for the 2025-2026 school year.

Marcella Arline made a motion to approve the 2025-2026 Outreach Agreements.

Ralph Woodard seconded the motion.

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

## **IX. Executive Session**

### **A. The Board entered into an Executive Session at 10:12 AM.**

The Board entered into an Executive Session at 10:12 AM upon a motion being made, seconded and confirmed via roll call vote of all Board members present. The Board cited the following

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

(1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee and 65 Pa. C.S. §§ 708(a)(5) – To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

Board members present were: David Taylor, Gail Hawkins Bush, Paul Donecker, Marcella Arline, Matt Ryan, Anthony Alexander, Leigh Anne Nasar, and Ralph Woodard. Guests present at the request of the Board were: Jane Swan, Greg McCurdy, LeeAnn Ritchie, Rachel Graver, and Pat Hennessy. All others left the meeting at this time.

During Exec Session the following items were discussed:

Approved Insurance payments

Reviewed existing CEO contract and approved extension.

## **X. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:42 AM.

Respectfully Submitted,  
Brandie Karpew

# Coversheet

## Approval to Renew Agreement for ABC West Pre-Apprenticeship Program

<b>Section:</b>	V. Consent Items
<b>Item:</b>	C. Approval to Renew Agreement for ABC West Pre-Apprenticeship Program
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	ABC WPA Reach MOU 2025-26.pdf



## Memorandum of Understanding

### **Purpose**

Associated Builders & Contractors (ABC) Western PA Chapter seeks to encourage the growth of career pathway opportunities for high school students in the construction sectors through the Registered Pre-Apprenticeship – Pathway 2 Build program. The development of pre-apprenticeships provides students with career-specific skills in the construction field, advances the students' employability and work-readiness skills, and provides opportunities to connect to longer-term career opportunities in the construction industry and registered apprenticeship programs.

### **ABC Western PA Approved Registered Pre-Apprenticeship:**

#### Pathway 2 Build

- Pre-Apprenticeship provides students with the foundational knowledge and skills to enter 2- and 4-year apprenticeship programs.
- Focus on Safety, Math, Hands Tools, Power Tools, Communications, and Employability.
- Students earn OSHA-10, Adult CPR/First Aid/AED, NCCER Construction Site Safety, NCCER CORE Certifications, and the PA Pre-Apprenticeship Completion Certificate.
- In-class instruction combined with in-person testing and hands-on learning.

### **ABC Western PA Approved Registered Apprenticeships:**

Electrical (4-year)

Carpentry (4-year)

HVAC (4-year)

Sprinkler Fitter (4-year)

Sheet Metal Worker (4-year)

Construction Craft Laborer (2-year)

*Additional trades may be added*

### **Terminology**

**NCCER:** National Center for Construction Education and Research (NCCER) developed a training curriculum for more than 70 different craft areas. NCCER curriculum is taught by accredited contractors, associations, and construction users worldwide. The “Core Curriculum” is taught by ABC Western PA NCCER Certified Instructors.

**Curriculum:** NCCER CORE curriculum developed by NCCER and published by Pearson

<u>Length of Pre-apprenticeship:</u>	75 Hours
<u>Cost per student:</u>	\$2,500
<u>Location:</u>	Virtually via ZOOM
<u>In-Person Location:</u>	ABC Western PA Chapter, 2360 Venture Dr, Gibsonia, PA
<u>Class Size:</u>	Minimum: 5 students; Maximum: 20 students
<u>Class Start/End:</u>	September 23, 2025, to December 18, 2025 January 13, 2026, to April 9, 2026
<u>Class Days/Times:</u>	Tuesday & Thursday/10:30 am to 12:00 pm & 1:00 pm to 2:30 pm each day
<u>Duration:</u>	25 days/3 hours per day
<u>Who:</u>	Students in the 11 <sup>th</sup> and 12 <sup>th</sup> grades preferred
<u>Instructor:</u>	Matt Waltman <a href="mailto:mwaltman@abcwpa.org">mwaltman@abcwpa.org</a>

The major benefits provided by ABC Western PA is registration with the PA Apprenticeship & Training Office (ATO) – Pre-Apprenticeship and the NCCER National Registry. Successful completion of the Pathway 2 Build Pre-Apprenticeship results in a completion certificate issued by the PA ATO. The National Registry is maintained and updated by NCCER and is a secure database which tracks the credentials of all the students who participate in the Pathway 2 Build pre-apprenticeship training and assessment program. All NCCER credentials are nationally recognized in the construction industry.

**NCCER Registration and Invoicing**

Invoices will be generated once the student’s NCCER Account is created. Invoices must be paid in-full for all participating students prior to the start of each Cohort. If a student drops the class prior to the start date a refund will be issued; however, no refund will be issued if a student attends at least (1) class. No refunds will be issued if the enrollment drops below the minimum class size of (5) students.

**NCCER National Registry**

Participating students are required to create an NCCER Account and issued an NCCER Card Number, which will be shared with the ABC Western PA NCCER Program Director and Instructor. All module exams must be completed in-person at ABC Western PA. Tests are electronically scored and are maintained in the NCCER National Registry.

Tests results will be shared via Excel Spreadsheet with the participating school’s program contact. A student must achieve a minimum score of 70% to pass the module exam. If a passing score is not achieved, then a retest will be coordinated but may not be schedule sooner than 2 days from the original test date.

All Performance Testing must be completed in -person at ABC Western PA. Performance testing is conducted under the supervision of the CORE instructor. ABC Western PA will provide all PPE and Testing Materials. Performance testing is graded as Pass or Fail. Students who attempt the performance test but are unsuccessful may retest at the discretion of the instructor, which could be the same day.

**Program Oversight**

ABC Western PA and its instructor will provide the first level of program oversight. The school must designate a minimum of one program contact responsible for acting as the school’s point-of contact, coordinating student NCCER account registrations, ensuring invoices are paid prior to the class start date, supporting students with Registered Pre-Apprenticeship Registration, addressing performance/behavior concerns brought up by the ABC instructor, and receiving grades/attendance records. The school’s designated program contact is encouraged to visit the virtual and live classrooms.

**Agreement:**

By signing below, all parties agree to provide the aforementioned services.

---

Matthew Waltman, Director of Education & Workforce Development  
ABC Western PA Chapter

Date

---

JD Smith, Director of Careers & Belonging  
Reach Cyber Charter School

Date



# Coversheet

## Approval to Renew the MOU for Pitt Drone Services

**Section:** V. Consent Items  
**Item:** D. Approval to Renew the MOU for Pitt Drone Services  
**Purpose:**  
**Submitted by:**  
**Related Material:** MOUPittDrone2526.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 07-14-25 (date), by Reach Cyber Charter School and between Pittsburgh Drone Services, LLC with an address of 301 Grant Street, Suite 270, Pittsburgh, PA 15219, 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:** Pittsburgh Drone Services is a solutions-driven company specializing in AI-powered business intelligence and critical infrastructure inspections. Our mission is to enhance operational safety, efficiency, and decision-making through the strategic application of unmanned aircraft systems (UAS).

We offer a comprehensive suite of services, including:

1. Advanced Aerial Inspections for buildings, energy assets, and other critical infrastructure.
2. UAS Repair and Maintenance Services, ensuring airworthiness and minimizing operational downtime.
3. Workforce Education and Training, equipping professionals with FAA-compliant skills in drone operations and data analysis.
4. Strategic Consulting in UAS deployment, airspace integration, regulatory compliance, and AI-driven asset monitoring.

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

### **Introduction to Drones.**

This 8-week live online introductory course provides high school students with a foundational understanding of drone technology, flight principles, and safe operation. Students will explore the history and evolution of unmanned aerial systems (UAS), learn about key components of drones, and gain experience with flight simulators and drone piloting. The course emphasizes FAA safety guidelines, responsible use, and applications across industries such as photography, agriculture, and emergency response. No prior experience is required. Session recordings will be provided.

### **FAA Drone Certification Prep Course.**

This live online course is designed to prepare high school students to successfully pass the FAA Part 107 Remote Pilot Certification exam, a requirement for operating drones commercially in the United States. Students will learn about airspace regulations, weather conditions, flight operations, safety procedures, and FAA rules for unmanned aerial systems. Through structured lessons and practice tests, students will build the foundational knowledge needed to become responsible and certified drone pilots. The cost of the course does not include FAA examination fees. However, students who demonstrate readiness will receive an official instructor endorsement to sit for the FAA Part 107 exam. Exam fees will be covered by Reach Cyber Charter School for eligible and endorsed students. Session recordings will be provided.

**DURATION:**

**Introduction to Drones.** 8-Weeks. Fall Semester: Monday/Wednesdays from 3:30pm-5:00pm

**FAA Drone Certification Course:** 16 weeks. Winter Semester: Mondays/Wednesdays from 3:30pm-5:00pm

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

Introduction to Drones: \$1,400 per semester.

FAA Drone Certification Course: \$2,500 per semester

Minimum number of students: 2 . Maximum number of students: 40

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

Lift off FPV Drone Racing Simulator

[https://store.steampowered.com/app/410340/Liftoff\\_FPV\\_Drone\\_Racing/](https://store.steampowered.com/app/410340/Liftoff_FPV_Drone_Racing/)

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

Lift off FPV Drone Racing Simulator: \$20.00 per student. Must be purchased and installed on student computers through STEAM store platform.



**Reach Cyber Charter School**

750 East Park Drive

Suite 204

Harrisburg, PA 17111

(717) 704-8437

reachcyber.org

**RESPONSIBILITIES OF THE PARTIES:**

**1. Partners/Supervisors:**

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

**2. Students:**

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



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

### **GOVERNING LAW (if applicable)**

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

### **ALTERNATIVE DISPUTE RESOLUTION**

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

### **AMENDMENTS**

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

### **ASSIGNMENT**

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

### **ENTIRE AGREEMENT**

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

### **REPRESENTATION AND WARRANTIES**

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

### **LIMITATION OF LIABILITY**

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



**Reach Cyber Charter School**

750 East Park Drive  
Suite 204  
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reachcyber.org

**SEVERABILITY**

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

**SIGNATURE AND DATE**

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

**Reach Cyber Charter School**

750 East Park Dr., Ste 204

Harrisburg, PA 17111

**Phone:** 866-732-2416

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

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

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

**Business:**

**Name:** Dr. Lori Paluti

**Email:**

[drloripaluti@pittsburghdroneservices.net](mailto:drloripaluti@pittsburghdroneservices.net)

**Phone Number:** 412-278-7591

**Signature:** *Lori Paluti*

# Coversheet

## Approval to Renew Agreement with Taste Buds Kitchen

<b>Section:</b>	V. Consent Items
<b>Item:</b>	E. Approval to Renew Agreement with Taste Buds Kitchen
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Taste Buds hs mou for 25 26.pdf MOU TBK Elem & MS 2526 SY.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 July 10, 2025 (date), by Reach Cyber Charter School and TasteBudsKitchen, 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:**

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

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

- see attached

### **DURATION:**

-

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

-

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

-

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

-





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

## **RESPONSIBILITIES OF THE PARTIES:**

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

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

### **2. Students:**

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



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

#### **GOVERNING LAW (if applicable)**

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

#### **ALTERNATIVE DISPUTE RESOLUTION**

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

#### **AMENDMENTS**

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

#### **ASSIGNMENT**

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

#### **ENTIRE AGREEMENT**

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

#### **REPRESENTATION AND WARRANTIES**

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

#### **LIMITATION OF LIABILITY**

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



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### **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**

331 Benner Pike

State College PA 16801

Name: Susan Passante

Email: statecollege@tastebudskitchen.com

Phone Number: 814-238-1212

Signature: Susan Passante

Date: July 10, 2025





## **Virtual Culinary Career Mentorship Proposal**

### **About Taste Buds Kitchen**

Taste Buds Kitchen specializes in educational and interactive cooking experiences for children, teens, families, and adults. Our Senior Chef Series (for ages 13–17) is an excellent fit for students in a virtual learning environment, offering connection, creativity, and practical life skills—all from their home kitchens.

### **Program Overview: Senior Chef Series**

Each session is a 90-minute live, chef-instructor-led Zoom class.

- Instruction will be provided by a trained chef who advanced her culinary career after receiving a degree from the Culinary School of the Rockies in Boulder, Colorado.
- The introduction session will highlight different career paths within the culinary industry.
- The five cooking lessons will ensure that the students.
  - Learn culinary skills and food preparation techniques
  - Practice independence, creativity, and teamwork
  - Complete each session with a finished dish
- Throughout the five cooking sessions, our chef instructor will provide valuable culinary career tips and answer any questions the students may have.

## Sr. Chef Series: Level 1 & 2

### Designed for the Reach High School Culinary Career Mentor Program

Aspect	Level 1 (A & B)	Level 2
Target Audience	Beginner to intermediate students (ages 13–17) interested in learning more about culinary careers.	Returning students who completed Level 1A or 1B (either in Fall '24, Spring '25, Fall '25, or Spring '26)
Focus	<ul style="list-style-type: none"> <li>- Career exploration within the culinary field.</li> <li>- Foundational cooking skills and kitchen confidence</li> </ul>	<ul style="list-style-type: none"> <li>- Career exploration within the culinary field.</li> <li>- Advanced techniques, recipe creativity, and baking precision</li> </ul>
Skills Taught	<ul style="list-style-type: none"> <li>- Basic knife skills</li> <li>- Measuring &amp; mixing</li> <li>- Dough preparation (e.g., bagels, pizza)</li> <li>- Intro to baking</li> </ul>	<ul style="list-style-type: none"> <li>- Pie pastry techniques</li> <li>- Dough shaping</li> <li>- Multi-step baking (e.g., pies, quiche)</li> <li>- Plating &amp; presentation</li> </ul>
Recipe Complexity	Simple to moderate (familiar, approachable ingredients)	Moderate to advanced (multi-component dishes and more intricate prep)
Sample Recipes	<ul style="list-style-type: none"> <li>- Pizza/Calzones</li> <li>- Bagels</li> <li>- Gnocchi</li> <li>- Cookies and bars</li> <li>- Sticky Buns</li> <li>- Scones</li> <li>- Noodle Salad</li> </ul>	<ul style="list-style-type: none"> <li>- Apple Pie</li> <li>- Breads / Babka</li> <li>- Quiche Fromage</li> <li>- Cupcakes and buttercream with decorating techniques</li> <li>- Cinn. Roll Wreathes</li> </ul>
Equipment Needs	Standard beginner tools (measuring cups, mixing bowls, sheet pans)	Additional specialty tools (pastry cutter, baking dishes, hand mixer)

Instructional Approach	Step-by-step guidance with room for creativity	Independent skill application, critical thinking, and self-expression encouraged
Student Outcome	Understanding of the culinary field. Solid foundation in kitchen safety, basic prep, and successful execution of core recipes	Understanding of the culinary field. Readiness to tackle more complex recipes and apply learned techniques creatively

### Pricing & Materials

- \* Cooking Sessions (90 minutes): The price is \$35.00 per student per session (for each of the five cooking sessions). No charge for the Culinary Career presentation session.
- \* Ingredient Kits: These kits cost \$45.00 - \$50.00 per student per session, plus shipping.
- \* Supply Kit used for Levels 1 A & B \$87.95, plus shipping. One time
- \* Supply Kit used for Level 2 \$57.95, plus shipping. One time

### The ingredient kits:

Each week, an ingredient kit is mailed before the cooking session. The kit includes the non-perishable and non-liquid ingredients that will be used during the cooking session. A list is provided to the students of the few perishable ingredients that they will need to provide, for example: 1 egg, ½ cup of water, and/or ½ cup of cheese. Tracking is included for each package to ensure receipt before class time.

### The supply kits:

- \* The Level 1 supply kit is a one-time charge of \$87.95 for all Level 1 classes (A and B).

Supply kit includes:

- Plastic Dowel Rolling Pin
- 9X13 cookie sheet
- Parchment paper
- 1 small bowl, one qt
- 1 large bowl, four qt
- Rubber Spoonula
- Paring knife with sheath
- Small serrated knife
- 1 Cup liquid measuring cup



- Dry measuring cup set
- Jar for mixing salad dressing
- Cutting Board
- Measuring spoons set
- Cutting Safety Gloves
- Towel
- Oven Mitt
- Storage Container
- Apron (complimentary)

\* The Level 2 supply kit is a one-time charge of \$57.95, which adds to the Level 1 kit.

- Offset spatula
- Pastry Cutter
- Electric Hand Mixer
- Pie Dish
- Cupcake Tray

This means that if a student progresses to Level 2, the total one-time cost for all supply kits (including Level 1 and Level 2 add-ons) would be \$145.90.

### Technology

- Classes are conducted live via Zoom
- Recordings provided after each session
- Moderated with tech support and waiting room management

### Proposed Schedule & Menus

#### Fall 2025 – Level 1A (Draft Menu)

**Class Dates (Wednesdays, 3:30–5:00 PM):**

- Oct 15: Intro to Culinary Careers Presentation
- Oct 22: Pizza
- Oct 29: Bagels
- Nov 5: Gnocchi
- Nov 12: Cinnamon Sticky Buns
- Nov 19: TBD

### **Spring 2026 – Level 1B (Draft Menu)**

Class Dates (Wednesdays, 3:30–5:00 PM):

- Feb 18: Intro Culinary Careers Presentation
- Feb 25: Calzones
- Mar 4: Berry Crumb Bars
- Mar 18: Long Life Noodle Salad
- Mar 25: Cheesy Carrot Biscuits
- Apr 1: Cookie Decorating or Drop Cookies

### **Spring 2026 – Level 2 (Advanced; Prerequisite Required) (Draft Menu)**

Class Dates (Wednesdays, 3:30–5:00 PM):

- Apr 8: Apple Pie
- Apr 15: Chocolate Babka
- Apr 22: Quiche Fromage
- Apr 29: Cake/Cupcake Decorating
- May 6: TBD





Reach Cyber Charter School  
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(717) 704-8437  
reachcyber.org

## Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is entered into on July 28, 2025 (date), by Reach Cyber Charter School and between TasteBudsKitchen, 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:**

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

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

- see attached

Jr Chef Series (Grades K-4)  
and  
Chef Series (Grades 5-8)

### **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:*

-



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## **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.



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#### **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.





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### **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

331 Benner Pike

State College PA 16801

**Name:** Susan Passante

**Email:** statecollege@tastebudskitchen.com

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

**Signature:** Susan Passante

**Date:** July 28, 2025



## **Virtual Culinary Enrichment Proposal**

### **About Taste Buds Kitchen**

Taste Buds Kitchen specializes in educational and interactive cooking experiences for children, teens, families, and adults. Our Junior Chef Series (for Grades K-4) and our Chef Series (for Grades 5-8) are excellent fits for students in a virtual learning environment, offering connection, creativity, and practical life skills—all from the comfort of their own home kitchens. Our age-appropriate, skill-building virtual culinary experiences are both fun and educational, providing a unique blend of interactive learning. Our programs help students explore new foods, build kitchen confidence, and gain foundational life skills in a guided and safe virtual environment.

### **Jr. Chef Series (Grades K-4)**

Each session is a 60-minute live, chef-instructor-led Zoom class.

- This skill-based program is designed for younger students to explore the kitchen by chopping, mixing, swirling, and cooking their way to a new creation each week.
- Classes offer a fun, interactive environment with an emphasis on essential kitchen skills and confidence-building.
- Parent participation and supervision are required.

**Class Dates:** February 5, 12, 19, 26 (Wednesdays)

**Time:** 3:30 – 4:30 PM

**Format:** Live via Zoom

**Duration:** 60 minutes per session

**4 cooking sessions in total**

Sample Recipes that we will select from with the Reach Coordinators' input:

- Apple Pie Bites
- Banana Muffins
- Berry Crumb Bars
- Iced Lemon Cookies
- Soft Pretzels
- Whole Wheat Pizza

### Pricing & Materials

\* Cooking Sessions (60 minutes): The price is \$25.00 per student per session (for each of the four cooking sessions).

\* Minimum – 10 children / Maximum – 25 children / session.

\* Ingredient Kits: These kits cost \$45.00 per student per session, plus shipping.

\* Optional: Supply Kit \$86.70, plus shipping. One-time fee / per student or household (TBD) (We could develop a mini kit if all of the supplies are not necessary.)

- We will provide a list of the perishable items that the family needs to have for class time (e.g., an egg, ½ cup cheese, etc.).

### Chef Series (Grades 5–8)

- This program helps older middle school students build cooking skills through hands-on recipe preparation and kitchen practice.
- Each class culminates in a completed dish, incorporating the exploration of new ingredients and techniques.
- Parent supervision is recommended. Assistance with the oven is required.

Class Dates: January 8, 15, 22, 29 (Wednesdays)

Time: 3:30 – 5:00 PM

Format: Live via Zoom

Duration: 90 minutes per session

4 cooking sessions in total



Sample Recipes that we will select from with the Reach Coordinators' input:

- Pizza/Calzones
- Bagels
- Gnocchi with rustic tomato sauce
- Berry Crumb Bars
- Cinnamon Sticky Buns
- Long Life Noodle Salad
- Kitchen Sink Cookies

### **Pricing & Materials**

\* Cooking Sessions (90 minutes): The price is \$35.00 per student per session (for each of the four cooking sessions).

\* Minimum – 10 children / Maximum – 25 children / session.

\* Ingredient Kits: These kits cost \$45.00 - \$50.00 per student per session, plus shipping.

\* Optional: Supply Kit \$86.70, plus shipping. One-time fee / per student or household (TBD). (We could develop a mini kit if all of the supplies are not necessary.)

- We will provide a list of the perishable items that the family needs to have for class time (e.g., an egg, ½ cup cheese, etc.).

### **The ingredient kits:**

Each week, an ingredient kit is mailed before the cooking session. The kit includes the non-perishable and non-liquid ingredients that will be used during the cooking session. A list is provided to the students of the few perishable ingredients that they will need to provide, for example: 1 egg, ½ cup of water, and/or ½ cup of cheese. Tracking is included for each package to ensure receipt before class time.

### **The supply kits (draft list for elementary and middle school):**

Supply kit includes:

- Plastic Dowel Rolling Pin
- 9X13 cookie sheet
- Parchment paper

- 1 small bowl, one qt
- 1 large bowl, four qt
- Rubber Spoonula
- Plastic cutting knife
- Bench scraper
- 1 Cup liquid measuring cup
- Dry measuring cup set
- Cutting Board
- Measuring spoons set
- Towel
- Oven Mitt
- Storage Container
- Apron (complimentary)

### Technology

- Classes are conducted live via Zoom
- Recordings provided after each session
- Moderated with tech support and waiting room management



# Coversheet

## Approval to Renew Agreement with Nail Academy

**Section:** V. Consent Items  
**Item:** F. Approval to Renew Agreement with Nail Academy  
**Purpose:**  
**Submitted by:**  
**Related Material:** TNAXREACH\_ MOU 25-26 revised.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 July 31, 2025 (**date**), by Reach Cyber Charter School and between The Nail Academy, with an address of 222 Center Road, Monroeville, PA 15146, 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:**

-The Nail Academy is an education center that offers a variety of hands on & virtual beauty industry classes. Established in 2020, class subjects include nails, esthetics, marketing, customer service, financial literacy, salon consulting, mentorship, & more! The Nail Academy has helped hundreds of students & beauty industry professionals advance within their careers.

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

*recordings: -*

-TNA provides beauty industry education & mentorship.

-TNA will provide a series of virtual classes including 3 variety of courses. Course 1: Beauty Industry Entrepreneurship, Course 2: Intro to Gel-x Nails & Nail Art, & Course 3: Advanced Cosmo Class.

-Two after school sessions allotted per day/ per course = 4:00pm & 6:30pm

-Course 1: Beauty Industry Entrepreneurship – Learning career pathways within the beauty & business and how to get started in the industry. Students will receive course curriculum, worksheets, & engaging activities. Student will learn business skills applicable to any beauty industry opportunity; Hair, Nails, Esthetician, & Barber. This class will be held on Tuesdays after school.

-Fall: 10/14, 10/21, 10/28 (Make-up Day) 11/4 | Spring: 3/24, 3/31, 4/7 (Make-up Day) 4/14

-Course 2: Intro to Gel-x Nails & Nail Art – Students will learn beginner techniques into the art of Gel Nails. The course includes: Nail Anatomy, Sanitation, Product & Supplies Knowledge, Basic Manicure, Gel-X Application, Nail Art Techniques, & More! A full kit is included for each student. This class will be held on Wednesdays after school.

-Fall: 10/15, 10/22, 10/29, 11/5 (Make-up Day) 11/12 | Spring: 3/25, 4/1, 4/8, 4/15 (Make-up Day) 4/22

-Course 3: Advanced Cosmo Class – Students will build on their nail knowledge by learning acrylic foundation, application, shaping, and design techniques. This course includes beauty industry business insights, marketing tips & tricks, and live mentorship to support their journey post grab. A full kit is included for each student. This class will be held on Thursdays after school.

-Fall: 10/16, 10/23, 10/30, 11/6 (Make-up Day) 11/13 | Spring: 3/26, 4/2, 4/9, 4/16 (Make-up Day) 4/23

**DURATION:**

-Course 1: A total of 6 hours divided into three 2 hr sessions + 1 makeup session

-Course 2: A total of 8 hrs divided into four 2 hr sessions + 1 makeup session

-Course 3: A total of 8 hrs divided into four 2 hr sessions + 1 makeup session

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

-Course 1: \$650 per student + shipping & handling || 10 minimum - 50 maximum = Per Class

-Course 2: \$900 per student + shipping & handling || 10 minimum - 25 maximum = Per Class

-Course 3: \$888 per student + shipping & handling || 10 minimum - 25 maximum = Per Class

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

- Computer & Zoom

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

-Course 1: Course curriculum, worksheets, templates, presentations, & engaging activities.

-Course 2: Full Nail Starter Kit including: nail files, buffers, cuticle pusher, manicure e-file, manicure

bits, nail tips, nail stands, variety of gel nail polishes, nail adhesive, nail art brushes, nail art kit, chrome

powders, rhinestones, nail charms, 3D art gel, UV gel lamp, cuticle oil, nail polish remover, nail brush

cleaner, alcohol pads, tote bag, and more! Shipping & handling costs estimated at \$50 per kit.

-Course 3: Advanced Nail Kit Includes: Acrylic powder (clear, nude, white, & color), acrylic liquid, acrylic nail brush, electric nail file, e-file bits, practice finger w/ removable tips, nail glue, primer, cuticle oil, various gel polish colors, UV gel lamp, acetone, nail files, buffer, nail duster, nail scissors, and more! Shipping & handling costs estimated at \$50 per kit.



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**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.



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### **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**

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### **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**

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### **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:** \_\_\_\_\_

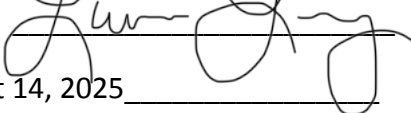
**Date:** \_\_\_\_\_

**Business:** The Nail Academy

**Name:** Lauren Long \_\_\_\_\_

**Email:** lalassalonspa@gmail.com \_\_\_\_\_

**Phone Number:** 412-628-6092 \_\_\_\_\_

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

**Date:** \_August 14, 2025\_ \_\_\_\_\_

# Coversheet

## Approval to Renew Agreement with Big Picture Alliance

<b>Section:</b>	V. Consent Items
<b>Item:</b>	G. Approval to Renew Agreement with Big Picture Alliance
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Memorandum-of-Understanding_PCCS+BPA 2025_SIGNED v3.pdf





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

## Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the “Agreement”) is entered into on July 28th 2025 (date), by Reach Cyber Charter School and between Big Picture Alliance, with an address of 1315 Walnut St. Ste 131, Philadelphia PA 19107 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:**

- Big Picture Alliance’s mission is to engage, educate and empower youth to define their own narrative through filmmaking & digital media arts. We provide transformative learning experiences and a supportive pathway for youth to have their voices heard, develop as young professionals and reach their full potential. We aim to uplift underrepresented stories, amplify marginalized voices and cultivate a new generation of storytellers who contribute towards a more inclusive, equitable and just society. Our pathway of school, summer, and workforce programs mentor youth (ages 12-24) from script-to-screen and from curiosity-to-careers. Since 1994, BPA has served over 10,300 youth through 175 partnerships resulting in academic achievement, 152 scholarships, 270 paid apprenticeships, and 1050 films.

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

- Big Picture Alliance (BPA) will partner with Reach Cyber Charter School (Partner) to provide a virtual after school Youth Filmmaking Program. Students will learn about media career paths through watching and analyzing films, meeting professionals, learning filmmaking fundamentals through hands-on activities, and creating their own short film. BPA teaching artists will mentor youth participants through a hands-on project based curriculum. Students will learn the fundamentals of screenwriting, pre-production planning, audio/video production, and editing through producing original short films from script-to-screen. Youth will also develop 21st Century skills of creativity, communication, collaboration, problem solving, and critical thinking. Youth will produce films exploring their own stories and perspectives on a theme of their choice which they will present at a culminating virtual screening. All students who complete the program will be eligible to apply for additional BPA programs, fellowships and paid apprenticeships. Their films will also be eligible for BPA’s Annual Big Picture Film Festival.

<b><u>DURATION:</u></b>	Fall Term (Cohort 1)	Spring Term (Cohort 2)	-Sessions will be recorded and shared -Students are expected to be on camera -Attendance rate of over 85% is expected (missing 2 classes max) -Trial period to add or drop is within the first 2 sessions
	Tuesdays 4-6pm Sept 16 - Dec 16, 2025 13 weekly 2-hour sessions	Tuesdays 4-6pm Feb 10 - April 28, 2025 13 weekly 2-hour sessions	

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

- 10 students per term      Per Term: \$10,000      (10 students minimum per term, 10 students maximum per term high school youth ages 14-18)
- 20 students total      Total Program Cost: \$20,000

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

- Laptops (provided by RCCS)
- Smartphones (provided by students)
- Smart Rig Tripod Kits (provided by BPA)
- Celtx Screenwriting Software (provided by BPA)
- WeVideo Editing Software (provided by)

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

- SmallRig All-in-One Video Kit for Smartphone Creators (Quick Pro Edition)  
 \$190 + \$10 shipping (per student)



**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.



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**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:**

Big Picture Alliance  
1315 Walnut Street  
Suite 131  
Philadelphia PA 19107

**Name:** Aleks Martray, Executive Director

**Email:** aleks@bigpicturealliance.org

**Phone Number:** 443-414-9919

**Signature:** Aleks Martray

**Date:** July 28th 2025

# Coversheet

## Approval to Renew Agreement with Made Institute

<b>Section:</b>	V. Consent Items
<b>Item:</b>	H. Approval to Renew Agreement with Made Institute
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Made Jr Fashion Club (Online) Sewing MOU - 2025-26.pdf



## **Made Jr Fashion Club (Online) Sewing MOU - 2025-26**

Between Made Institute and Reach Cyber Charter School (K-12)

This Memorandum of Understanding sets for the terms and understanding between the Made Institute and the Reach Cyber Charter School (K-12) to enroll students in the Made Jr Fashion Club online program.

### **Background**

Made Institute is an independent fashion school based in Philadelphia, Pennsylvania. Our core values focus on the belief that fashion and high-level sewing should be attainable and affordable, while giving students full access to the growing Philadelphia fashion community. Made Institute is a one-stop resource offering a full circle ecosystem of education, product development, co-working memberships and connections to small batch manufacturing.

### **Purpose**

Through live virtual workshops taught by fashion designers, the students will learn beginner level sewing techniques that will be built upon to complete more advanced sewing projects through the year. They will have access to supplemental online drawing and sewing video tutorials through Made Institute's exclusive online portal and join designers via live video sessions to put their skills into practice. The age requirement to be enrolled is 1st grade - 12th grade. The above goals will be accomplished by undertaking the following activities:

1. Weekly online sessions (*excluding US Holidays and school closures*)

High School FALL Sewing 1 - **Mondays 6:30pm-8pm**

High School FALL Trend & Style - **Wednesdays 6:30pm-8pm**

High School FALL Sewing 2 - **Thursdays 6:30pm-8pm**

High School WINTER Sewing 1 - **Mondays 6:30pm-8pm**

High School WINTER Trend & Style - **Wednesdays 6:30pm-8pm**

High School WINTER Sewing 2 - **Thursdays 6:30pm-8pm**

High School SPRING Sewing 1 - **Mondays 6:30pm-8pm**

High School SPRING Trend & Style - **Wednesdays 6:30pm-8pm**

High School SPRING Sewing 2 - **Thursdays 6:30pm-8pm**

Elementary (1st-2nd grade) SPRING Beg. Sewing/Crafting - **Tuesdays 6pm-7pm**

Elementary (3rd-5th grade) SPRING Beg. Sewing/Crafting - **Tuesdays 7pm-8pm**

Middle School (6th-8th grade) SPRING Beginner Sewing - **Wednesdays 4pm-5pm**

2. Weekly sewing prompts
3. Group discussions and critiques
4. Individual presentation practice
5. Online video demonstrations of key home sewing techniques
6. An instructor will provide feedback and guidance on all of the above in addition to portfolio and career guidance
7. Projects include:

High School FALL Sewing 1 - **handbags**

High School FALL Trend & Style - **fashion designing from sketch to 3D**

High School FALL Sewing 2 - **wrap skirt**

High School WINTER Sewing 1 - **drawstring makeup bag**

High School WINTER Trend & Style - **fashion designing from sketch to 3D**

High School WINTER Sewing 2 - **lounge set**

High School SPRING Sewing 1 - **drawstring backpack**

High School SPRING Trend & Style - **fashion designing from sketch to 3D**

High School SPRING Sewing 2 - **reversible tank and matching mini skirt**

Elementary (1st-2nd grade) SPRING Beg. Sewing/Crafting - **paper dolls & elsa hair band braids**

Elementary (3rd-5th grade) SPRING Beg. Sewing/Crafting - **machine sewing basics + stuffies**

Middle School (6th-8th grade) SPRING Beginner Sewing - **scrunchies & headbands**

## **Reporting**

The Made Institute management team will monitor attendance and participation.

## **Funding**

This MOU is not a commitment of funds.

The Made Jr Fashion club functions as a program. An upfront full payment of \$700 per student will cover the entire course of online workshops and access to the online learning portal. Failure to provide timely payment prior to the registration deadline will result in the student not being enrolled in the Made Jr Fashion Club.

Refunds will not be accepted after the registration deadline. If a student decides to withdraw from the club for any reason after the registration deadline, refunds will not be provided. The minimum enrollment requirement is 10 students for the club to begin. The club can accommodate a maximum of 20 participants per cohort at any time. Consequently it is at the discretion of Made Institute to limit the number of participants from Reach Cyber Charter School (K-12) at any time. Reach Cyber Charter School (K-12) will provide a list of participating students by the registration deadline.

### Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Made Institute or Reach Cyber Charter School (K-12). This MOU shall become effective upon signature by the authorized officials from Made Institute or Reach Cyber Charter School (K-12) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from Made Institute or Reach Cyber Charter School (K-12) this MOU shall end on June 31, 2026.

Cycles	Registration Deadline	Dates
<u>FALL</u> High School <b>Sewing 1</b> Oct - Dec '25	September 15, 2025	Sept. 29, Oct. 6, 20, 27, Nov. 3, 10, 17, 24
<u>FALL</u> High School <b>Sewing 2</b> Oct - Dec '25	September 18, 2025	Oct. 2, 9, 16, 23, 30, Nov. 6, 13, 20
<u>FALL</u> High School <b>Trend &amp; Style</b> Oct - Dec '25	September 17, 2025	Oct. 1, 8, 15, 22, 29, Nov. 5, 12, 19
<u>WINTER</u> High School <b>Sewing 1</b> Oct - Dec '25	December 22, 2025	Jan. 5, 12, 26, Feb. 2, 9, 23, Mar. 2, 9
<u>WINTER</u> High School <b>Sewing 2</b> Oct - Dec '25	December 25, 2025	Jan. 8, 15, 22, 29, Feb. 5, 12, 19, 26
<u>WINTER</u> High School <b>Trend &amp; Style</b> Oct - Dec '25	December 24, 2025	Jan. 7, 14, 21, 28, Feb. 4, 11, 18, 25
<u>SPRING</u> High School <b>Sewing 1</b> Oct - Dec '25	March 9, 2026	Mar. 23, 30, Apr. 6, 13, 20, 27, May. 4, 11
<u>SPRING</u> High School <b>Sewing 2</b> Oct - Dec '25	February 26, 2026	Mar. 12, 19, 26, Apr. 2, 9, 16, 23, 30
<u>SPRING</u> High School <b>Trend &amp; Style</b> Oct - Dec '25	February 25, 2026	Mar. 11, 18, 25, Apr. 1, 8, 15, 22, 29



<u>SPRING</u> Elementary (1st-2nd) <b>Beg. Sew/Craft</b> Oct - Dec '25	March 3, 2026	Mar. 17, 24, 31, Apr. 7, 14, 21, 28, May 5
<u>SPRING</u> Elementary (3rd-5th) <b>Machine Sewing Basics</b> Oct - Dec '25	March 3, 2026	Mar. 17, 24, 31, Apr. 7, 14, 21, 28, May 5
<u>SPRING</u> Middle (6th-8th) <b>Machine Sewing</b> Oct - Dec '25	March 4, 2026	Mar. 18, 25, Apr. 1, 8, 15, 22, 29, May 6

**Contact Information**

**Melissa DeLorenzo**  
Reach/Made Coordinator  
(609) 635-4411  
38 Robbinsville Edinburg Rd.  
Robbinsville, NJ 08691  
oodelooo@gmail.com

**Rachel Ford**  
Program Director of Made Institute  
(855) 623-3745  
448 N10th Street, Suite 501  
Philadelphia, PA 19123  
rachel@made-institute.com

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**JD Smith**  
Reach Charter School  
(717) 745-7212  
(727) 409-8356  
750 East park Drive, Suite 204  
Harrisburg, PA 17711  
josmith@reach.connectionsacademy.org

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Coversheet

## Approval to Renew Agreement with Level Up Beauty Academy

<b>Section:</b>	V. Consent Items
<b>Item:</b>	I. Approval to Renew Agreement with Level Up Beauty Academy
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	MOU level up revised 25.26-Reach.pdf

## Memorandum of Understanding

This **Memorandum of Understanding** (MOU) is entered into as of July 3, 2025, by and between:

Level Up Beauty Academy is a company incorporated/established under the laws of the US having its registered office in Pennsylvania

and

Reach Cyber Charter School, an organization incorporated/established under the laws of the US having its registered office in Pennsylvania.

Individually referred to as "Party" and collectively as "Parties".

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.

### I. Purpose & Objective

- A. The purpose of this program is to increase the knowledge and skill set of high school students interested in pursuing a career in Cosmetology.
- B. In furtherance of public interest and with the aim of improving the knowledge of a professional career in Cosmetology, Level Up Beauty Academy, which is a professional beauty academy, will develop, implement, and may involve other licensed experts, to participate in sessions for high school students at Reach Cyber Charter School.
- C. Reach Cyber Charter School will assist with the marketing distribution of the program, will identify students for the program, and will provide a list of students, parents' names, addresses, and phone numbers of all students enrolled in the program.
- D. The start date for the fall career mentoring will tentatively be October 20 & 21, 2025. The start date for the spring career mentoring will tentatively be March 9 & 10, 2026. Programs are offered in either spring or fall depending on student interest.
- E. Each experience will run for 6-weeks and will meet virtually on Mondays & Tuesday from 3:15 PM – 4:30 PM.
- F. F2F sessions may be available but are not mandatory and will be announced.

### II. Program Overview:

- A. Level Up Beauty Academy is a licensed beauty academy who wishes to implement career experiences for high school students. Students will gain basic knowledge about a variety of areas in cosmetology, which may include lashes, brows, waxing, barbering, makeup, hair braiding, esthetician, nails, and more. Students will have the option to participate in one or several career experiences that interest them.

### III. Program Goals

- A. Students will be able to work within a team.

- B. Students will be equipped with a specialized cosmetology skill that may provide immediate job opportunities.
- C. Students will gain knowledge on turning their new skill into a business, offering flexibility and independence.
- D. Students will develop confidence by mastering a professional skill.
- E. Level up Beauty Academy will create an enjoyable experience that is engaging and stimulates student creativity, problem solving skills, and contributes to student overall well-being.

#### **IV: Overview of Session: Designer Brows**

Welcome to our comprehensive 6-week Designer Brow Program. This program is perfect for younger students who are eager to step into the beauty industry and start their journey towards becoming professional brow technicians. Students will gain in-depth knowledge, hands-on experience, and professional skills in Designer Brows and maintenance.

**Kit:** The student kit will include Wax Pot, Soft Wax, Wax Strips, Wax Sticks, Cleaning Skin Products, Brow Tint (Brown Color), Brow, Lamination Kit, Lip Brushes, Spoolies, Seran Wrap, Cotton Rounds, Brow Pencil, & Tweezers.

**Cost:** Designer Brow Kit Fee = \$150 Student Training Fee = \$150 Total Fee = \$300

#### **V: Overview of Session: Lashes**

Welcome to our comprehensive 8-week Lash Program. This program is perfect for younger students who are eager to step into the beauty industry and start their journey towards becoming professional lash technicians. Students will gain in-depth knowledge, hands-on experience, and professional skills in lash application and maintenance.

**Kit:** The Student Kit will be upgrade this year and will include: Isolation Tweezer, Pick Up Tweezers, Glue Rings, Gel Pads, Practice lash face, Primer, lash brush, disposable lip brush, Professional lash glue, Spoolies, micro pore brush, lash tape, Lash soap, lash fan and a digital Manual that will be emailed to students.

**Cost:** Lash Kit Fee = \$150 Student Training Fee = \$150 Total Fee = \$300

#### **VI. Overview of Session : Braid Boss Academy**

Welcome to Learn essential braiding techniques with a bonus lesson on lash clusters. This course will include starting a business and marketing.

Kit Includes:

- • Textured Mannequin Head• Additional Mannequin Hair• Tripod Clamp
- • Pre-Stretched Hair• Combs• Brushes• Clips• Bands• Styling Products• Sanitation Tools, clusters, glue, tweezers, bonding
- • Digital Braiding Guidebook

- Braid Boss Kit Fee: \$150 Student Training Fee: \$150 Total Cost: \$300

## **VII. Overview of Session: BARBER BOOTCAMP**

In this program students gain foundational skills in barbering, focusing on practical, look and learn training and theory. This course is great for introductory barber training for students who would love to pursue a career in barbering.

**Barber kit fee \$150 student training fee**

## **VIII. Term & Structure**

1. For each Career Mentoring, Level Up will offer 6 (1.15 hour) virtual sessions which may include guest speakers and audio/video presentations.
2. Virtual structure: Each student will log in via the Zoom link provided and prepare to listen, dialogue, and engage. Level Up Beauty Academy will use informative slides, short videos, and potential guest speakers to guide the session. Students will take notes, ask questions, practice, and engage.
3. Virtual sessions exact meeting dates will still need to be determined upon approval of the program; however, the sessions will meet weekly on Mondays & Tuesday from 3:15 – 4:30 PM

## **IX: TUITION, ABSENTEEISM, AND CREDITS**

1. 6 virtual sessions with the potential for F2F (F2F will occur as they connect to current business opportunities and are not mandatory)
2. \$300 per student
3. Students may miss up to three sessions and still successfully complete the program.
4. If a student misses more than two sessions for an acceptable reason, they may be given the opportunity to make up some of those hours, by viewing a recording and writing a summary about the session. Students must attend at least 6 hours to earn the certificate.

## **X: INSURANCE**

1. At all times during the term of this MOU, Level Up Beauty Academy will maintain at its own expense liability insurance in an amount adequate to protect against any liability arising from the services to be provided by, Level Up Beauty Academy under this MOU.
2. Level Up Beauty Academy is not liable for any or all claims, actions, liabilities, losses, expenses, damages, and costs including, but not limited to attorney fees, and settlement expenses, that may at any time be incurred by reason of any claim, suit, action or other proceedings that are based on, or arising from, the partner/memorandum of agreement.

## **IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

This MOU is executed as of the effective start date listed above and is in effect until either party, in writing, with a 30-day notice decides to terminate this agreement.

\_\_\_\_\_  
JD Smith  
Career Readiness Director

\_\_\_\_\_  
Date

~~JAXI FIGUEROA~~\_\_\_\_\_  
Jaxi Figueroa, Owner  
Level Up Beauty Academy

\_\_\_\_\_  
8/14//2025  
Date

# Coversheet

## Approval to Renew the MOU with Moore College.

<b>Section:</b>	V. Consent Items
<b>Item:</b>	J. Approval to Renew the MOU with Moore College.
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	YAW FY26 MOU for Reach Cyber Charter School.pdf



## Young Artists Workshop (YAW) Summer 2025 Course Menu/MOU

This Memorandum of Understanding is between the Young Artists Workshop (YAW) at Moore College of Art & Design and the Reach Cyber Charter School.

The Summer session of YAW will run July 7 – August 8, 2025 (5 weeks total) with 1-week classes that meet Monday – Friday from 9:00am – 4:00pm EST. Each 1-week course costs \$675. Students are expected to provide their own art supplies, with itemized supply lists distributed closer to the first day of class. Reach will be responsible for any students who may need to purchase course-related materials, and this process will be facilitated through Reach staff members.

Courses are arranged based on students' grade level, with offerings for grades 6-8 and 9-12. The following information can also be referenced on the upcoming courses page of our website, [YAW Summer 2025 Youth Courses](#).

**For questions**, please contact the Continuing Education (CE) team via email at [ce@moore.edu](mailto:ce@moore.edu), or call (215) 965-4030. Thank you.

### Courses for Students in Grades 9-12

**Animation Bootcamp:** July 7 – July 11, in-person

**Drawing Foundation:** July 7 – July 11, in-person

**Character Design:** July 14 – July 18, in-person OR online ; August 4 – August 8, in-person

**Illustration: Plants & Flowers:** July 14 – July 18, in-person

**Intro to Graphic Design:** July 14 – July 18, in-person

**Anatomy for Artists I:** July 14 – July 18 OR August 4 – August 8, in-person

**Fashion I: Illustration & Simple Sewing:** July 14 – July 18, in-person

**Art for Video Games:** July 21 – July 25, in-person OR online

**Acrylic Painting:** July 21 – July 25, in-person

**Filmmaking 101:** July 21 – July 25, in-person





**Product Design Studio:** July 21 – July 25, in-person

**Fashion II: Sewing & Construction:** July 21 – July 25, in-person

**Photography: Smartphone to Darkroom:** July 28 – August 1, in-person

**Creative Writing :** July 28 – August 1, in-person

**Ceramics & Wheelthrowing:** July 28 – August 1, in-person

**Architecture & Interior Design:** July 28 – August 1, in-person

**Advanced Drawing:** July 28 – August 1, in-person

**Comics & Graphic Novels:** July 28– August 1, in-person OR online

**Anatomy for Artists II:** July 28 – August 1, in-person

**Entertainment Design:** July 28 – August 1, in-person

**Career Lab: Animation & Illustration:** August 4 – August 8, in-person OR online!

**College Portfolio: Drawing & Painting Portfolio Prep:** August 4 – August 8, in-person

### **Courses for Students in Grades 6-8**

**Illustrator's Studio:** July 7 – July 11, in-person

**Drawing & Painting Studio:** July 7 – July 11, in-person

**Character Design:** July 14 – July 18, in-person

**Acrylic Painting:** July 14 – July 18, in-person

**Animator's Studio:** July 21 – July 25, in-person

**Anatomy for Artists:** July 21 – July 25, in-person

**Architecture & Interior Design:** July 28 – August 1, in-person



**Comics & Graphic Novels:** July 28 – August 1, in-person

**Art for Video Games:** August 4 – August 8, in-person

**Fashion: Illustration & Simple Sewing:** August 4 – August 8, in-person



## Young Artists Workshop (YAW) Fall 2025 Course Menu/MOU

This Memorandum of Understanding is between the Young Artists Workshop (YAW) at Moore College of Art & Design and the Reach Cyber Charter School.

The Fall session of YAW will run on Saturdays from September 27 – December 6, 2025 (10 classes total). Students attend class from 9:00 am – 12:00 pm or 1:00 pm – 4:00 pm depending on their course schedule. Each 10-week course costs \$600. Students are expected to provide their own art supplies, with itemized supply lists distributed closer to the first day of class. Reach will be responsible for any students who may need to purchase course-related materials, and this process will be facilitated through Reach staff members.

Courses are arranged based on students' grade level, with offerings for grades 6-8 and 9-12. The following information can also be referenced on the upcoming courses page of our website (closer to the program start date) [Young Artists Workshop](#).

**For questions**, please contact the Continuing Education (CE) team via email at [ce@moore.edu](mailto:ce@moore.edu), or call (215) 965-4030. Thank you.

### Courses for Students in Grades 9-12

**Acrylic Painting:** 9:00am – 12:00pm, in-person

**Advanced Drawing:** 9:00 am – 12:00 pm, in-person

**Anatomy for Artists I:** 9:00 am – 12:00 pm, in person

**Anatomy for Artists II:** 1:00 pm – 4:00 pm, in-person

**Architecture & Interior Design:** 1:00 pm – 4:00 pm, in person

**Art for Video Games:** 1:00 pm – 4:00 pm, in-person OR online

**Career Lab: Animation & Illustration:** 1:00pm – 4:00 pm, in-person OR online

**College Portfolio: Drawing & Painting Portfolio Prep:** 1:00pm – 4:00 pm, in-person

**Ceramics & Wheelthrowing:** 9:00 am – 12:00 pm, in-person



**Character Design:** 9:00 am – 12:00 pm, in-person OR online

**Comics & Graphic Novels:** 9:00 am – 12:00 pm, in-person

**Fashion I: Illustration & Simple Sewing:** 9:00 am – 12:00 pm, in-person

**Fashion II: Sewing & Construction:** 1:00 pm – 4:00 pm, in-person

**Filmmaking 101:** 1:00 pm – 4:00 pm, in-person

**Intro to Graphic Design:** 1:00 pm – 4:00 pm, in person

**Photography: Smartphone to Darkroom:** 9:00 am – 12:00 pm, in-person

#### **Courses for Students in Grades 6-8**

**Anatomy for Artists:** 1:00 pm – 4:00 pm, in person

**Animator's Studio:** 9:00 am – 12:00 pm, in-person

**Architecture & Interior Design:** 9:00 am – 12:00 pm, in-person

**Character Design:** 1:00 pm – 4:00 pm, in-person

**Drawing & Painting Studio:** 9:00 am – 12:00pm, in-person

**Fashion: Illustration & Simple Sewing:** 1:00 pm – 4:00 pm, in person



## Young Artists Workshop (YAW) Spring 2026 Course Menu/MOU

This Memorandum of Understanding is between the Young Artists Workshop (YAW) at Moore College of Art & Design and the Reach Cyber Charter School.

The Spring session of YAW will run on Saturdays from February 7 – April 11, 2026 (10 classes total). Students attend class from 9:00 am – 12:00 pm or 1:00 pm – 4:00 pm depending on their course schedule. Each 10-week course costs \$600. Students are expected to provide their own art supplies, with itemized supply lists distributed closer to the first day of class. Reach will be responsible for any students who may need to purchase course-related materials, and this process will be facilitated through Reach staff members.

Courses are arranged based on students' grade level, with offerings for grades 6-8 and 9-12. The following information can also be referenced on the upcoming courses page of our website (closer to the program start date) [Young Artists Workshop](#).

**For questions**, please contact the Continuing Education (CE) team via email at [ce@moore.edu](mailto:ce@moore.edu), or call (215) 965-4030. Thank you.

### Courses for Students in Grades 9-12

**Acrylic Painting:** 1:00 pm – 4:00 pm, in-person

**Anatomy for Artists I:** 9:00 am – 12:00 pm, in person

**Anatomy for Artists II:** 1:00 pm – 4:00 pm, in-person

**Architecture & Interior Design:** 9:00 am – 12:00 pm, in person

**Art for Video Games:** 1:00 pm – 4:00 pm, in-person OR online

**Career Lab: Animation & Illustration:** 9:00 am – 12:00 pm, in-person

**College Portfolio: Drawing & Painting Portfolio Prep:** 9:00 am – 12:00 pm, in-person

**Ceramics & Wheelthrowing:** 1:00 pm – 4:00 pm, in-person



**Character Design:** 9:00 am – 12:00 pm, in-person or online

**Comics & Graphic Novels:** 9:00 am – 12:00 pm, in-person

**Fashion I: Illustration & Simple Sewing:** 9:00 am – 12:00 pm, in-person

**Fashion II: Sewing & Construction:** 1:00 pm – 4:00 pm, in-person

**Filmmaking 101:** 9:00 am – 12:00 pm, in-person

**Intro to Graphic Design:** 1:00 pm – 4:00 pm, in person

**Photography: Smartphone to Darkroom:** 1:00 pm – 4:00 pm, in-person

**Product Design Studio:** 9:00 am – 12:00 pm, in-person

### **Courses for Students in Grades 6-8**

**Anatomy for Artists:** 1:00 pm – 4:00 pm, in-person

**Acrylic Painting:** 9:00 am – 12:00 pm, in-person

**Ceramics:** 1:00 pm – 4:00 pm, in-person

**Character Design:** 9:00 am – 12:00 pm, in-person

**Fashion: Illustration & Simple Sewing:** 1:00 pm – 4:00 pm, in person

### **Signatures**

*Meg Wolensky*

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Meg Wolensky, Managing Director of Continuing Education, Moore College of Art & Design

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Reach Cyber Charter School Partner

# Coversheet

## Approval of Parent Policy Compact

**Section:** VI. Action Items

**Item:** A. Approval of Parent Policy Compact

**Purpose:**

**Submitted by:**

**Related Material:**

Updated For Board Approval--Reach 2526 Parent Policy and Compact\_08.01.2025 Draft.docx

Parent and Family Engagement Policy: Reach Cyber Charter School  
2025-26 School Year

GENERAL EXPECTATIONS

**Introduction**

Parent and family involvement and engagement are critical to the success of Reach Cyber Charter School and integral to improving student academic achievement. Parents serve as learning coaches and play an active role in the learning process, providing input and communicating regularly with teachers. Parents have access to their student's Grade Book at any time by logging into the school's learning management system (Canvas). This provides parents with transparency into their student's academic performance on a day-to-day basis.

This document explains how Reach Cyber Charter School will put into operation programs, activities, and procedures for involving parents in its Title I, Part A programs, consistent with Section 1010 of the Every Student Succeeds Act (ESSA). Those programs, activities, and procedures are planned and operated with meaningful consultation with parents of participating students consistent with Section 1010 of the ESSA. This document also explains how the school provides opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children to participate. The school provides information and school reports required under the ESSA in an understandable and uniform format (including alternative formats upon request) and, to the extent practicable, in a language parents understand. The school involves parents of students served by the Title I, Part A program in decisions about how Title I, Part A funds reserved for parent involvement are spent, and parents have regular opportunities to provide feedback and contribute to the plan throughout the year at planning meetings and the annual parent meeting.

If the plan for Title I, Part A, developed under Section 1006 of the ESSA, is not satisfactory to the parents of participating students, the school will submit any parent comments with the plan when the school submits the plan to the Pennsylvania Department of Education.

Accompanying this Parent and Family Engagement Policy is Reach Cyber Charter School's *School-Parent Compact*.

**A Description of How Reach Cyber Charter School Will Implement Required  
Parent and Family Engagement Policy Components**

Reach Cyber Charter School builds the school's and parent's capacity for strong parent involvement by implementing planning and parent meetings throughout the year. Throughout the planning process, every effort is made to coordinate Title I strategies with



other relevant Federal, State, and local laws and programs. The school also employs multiple family mentors and community coordinators to strengthen partnerships and collaboration with families. This ensures effective involvement of parents and supports a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described herein.

**1. Reach Cyber Charter School assists parents in understanding topics such as Pennsylvania's academic content and academic achievement standards, state and local academic assessments including alternate assessments, monitoring their child's progress, and working with educators. The school provides materials and training to help parents work with their student to improve their student's academic achievement and using technology, as appropriate, to foster parent involvement.**

- During the school year, teachers and parents communicate regularly via email, telephone, and live teaching sessions. Teachers formally conference with parents regularly. In addition, parents are directly involved in reviewing daily student work and may view student grades and other progress indicators in real time.
- Parents have the opportunity to monitor their students' progress on a day-to-day basis. The Canvas learning management platform ensures that all parents have 24/7 access to complete data about their children's learning. In Canvas, Caretakers and Learning Coaches use their observer accounts to monitor whether a student is on track and making adequate progress. Additionally, Teachers, Family Mentors, School Counselors, and the Attendance Team work collaboratively to monitor student progress in Canvas and communicate with Caretakers and Learning Coaches regularly. If needed, engagement meetings, including school staff and CTs/LCs, are held to discuss issues that may be impeding the student's progress and to discuss strategies for getting the student back on track. Quarterly progress reports are also published and shared with Caretakers and Learning Coaches through our student information system (Focus). Parents are also provided with frequent reports on their student's progress. For students who are struggling, school staff meet weekly at staff meetings to develop an intervention plan that directly involves the student's parent.
- Materials to encourage parent involvement and remove any potential barriers to the learning process are provided at no cost to families, including online training and the student handbook. Additionally, daily lesson plans are accessible 24/7 and enable parents to review and understand the objectives of each lesson so that they can support their student's learning effectively. The teaching and administrative staff, curriculum, and technical support staff are also available via email or telephone to provide required assistance and advising support.
- Reach Cyber Charter School provides ongoing training and support to help parents carry out their important role while making optimum use of the available technology tools and professional teacher support. The school's specific training and support

**Commented [RG1]:** Parents aren't having to confirm lessons as complete in the new system, so maybe we change this to: "reviewing daily student work and may ..."

efforts include orientation sessions to familiarize parents with the features and components of the Canvas and Focus systems.

- Reach Cyber Charter School holds parent-teacher welcome calls during which the School-Parent Compact is discussed as it relates to the individual child's achievement. If there are performance concerns, or if students are falling behind, the student's teacher contacts parents via phone and/or email and includes other teaching or administrative staff as needed. The call focuses on the student's performance and what actions need to occur to get the student back on-track. Teachers may also set up an in-person meeting to discuss any student or parent concerns and to work collaboratively to set goals and identify a timeline for improvement.
- Parents have multiple opportunities to shape the overall school experience. They can volunteer to chaperone student field trips, serve as community coordinators, assist with student activities, serve on the school's Board of Trustees and/or Parent Advisory Committee as well as participate in Title I planning meetings. Parents, Caretakers, and families may volunteer at the school; however, volunteering is not required.

**2. Reach Cyber Charter School involves the entire school staff, parents, and students in the joint development of its Parent and Family Engagement Policy and School-Parent Compact for improved student academic achievement under Section 1006 of the ESSA and to build and develop a partnership with parents in the process of school review and improvement to help children achieve Pennsylvania's high standards under Section 1010 of the ESSA.**

At least one meeting is held annually, with the option to participate via telephone or video session, to discuss the Parent and Family Engagement Policy and School-Parent Compact. Reach solicits feedback through multiple avenues, including phone, email, field trips and back-to-school activities, and other parent-oriented activities. The Board intends to maintain at least one parent representative among its members. The school also conducts a Title I annual parent survey each year to evaluate the school on several criteria, including student progress, teacher support, and program quality.

**3. Evaluation of the Parent and Family Engagement Policy and School-Parent Compact**

Reach Cyber Charter School conducts an annual evaluation of the content and effectiveness of this Parent and Family Engagement Policy in improving the quality of its Title I, Part A plan. The evaluation includes identifying barriers to greater participation by parents in parent involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school uses findings of the evaluation of its Parent and Family Engagement Policy and activities to design evidence-based strategies for more effective parent involvement, and to revise, if necessary (and with the involvement of parents) its

**Commented [RG2]:** This survey was administered by Pearson - I would assume that we still intend to do something similar this year, but haven't really talked about it. Typically that survey happens in the spring.

**Commented [JH3R3]:** I actually do an annual Title I survey that covers this so we are all set.

parent and family engagement policies. Evaluation methods include:

- Hold at least one annual meeting, with the option to participate via telephone or video session
- Administer an annual Title I parent survey which includes questions about academic interventions.
- Solicit feedback through multiple avenues, including telephone and email.

Commented [RG4]: See last comment :)

**4. Reach Cyber Charter School educates its teachers, principals, and other staff on how to reach out to, communicate with, and work with parents as equal partners; on the value and utility of contributions of parents; and on how to implement and coordinate parent programs and build ties between parents and schools.**

Reach Cyber Charter School is committed to providing high-quality and ongoing professional development for both parents and staff to improve instruction and drive toward proficiency on academic standards. Reach Cyber Charter School provides teacher training and professional development programs to equip teachers with the following:

- A working knowledge of the curriculum.
- How to communicate and work effectively with parents/families.
- How to utilize and navigate the tools in Canvas and Focus (student information system)
- How to develop personalized learning plans and individualize instructional programs, including communicating with parents regarding instruction.
- Review of the different forms of assessment and how to utilize test results to guide instruction.
- Knowledge of school processes and policies.
- How on-site staff and virtual teachers work collaboratively in the best interest of each student.

**5. Reach Cyber Charter School ensures that information related to the school and parent programs, meetings, and other activities, is sent to the parents of all participating children, including parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format and language parents can understand (including alternative formats upon request) and, to the extent practicable, in a language the parents can understand.**

- Reach Cyber Charter School makes effective use of all available technologies to distribute information to parents.
- In addition, parents are encouraged to set up conferences to discuss their student's performance.
- Certain critical communications may also be provided in print format. For example, official communications from the school about compliance or discipline issues are also provided via hard-copy mail upon request.
- The school also develops and makes available via Canvas, a school handbook that details all policies and procedures specific to the school. Translation of materials or availability of materials in other formats (e.g., for those who have difficulty with

Commented [JH5]: Via school website?

Commented [RG6R6]: it will be posted in Canvas

their vision) are made available upon request.

**6. Reach Cyber Charter School builds the school's and parent's capacity for strong parent involvement to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities.**

As a virtual learning school, Reach Cyber Charter School is able to use technology and the working partnership between parents and the school staff to facilitate the full participation of parents who might otherwise face barriers to involvement. For example, parents with disabilities who might otherwise find it difficult to participate in their child's brick-and-mortar classroom can readily interact through our online tools and resources. Reach Cyber Charter School makes every effort to remove potential barriers and provide information in an understandable language and format so that parents can actively participate in their student's schooling.

**7. Reach Cyber Charter School provides parents of students receiving Title I services reasonable access to staff and opportunities to volunteer, participate, and observe their child's lessons. The school also provides other reasonable support for parent involvement activities as parents may request.**

- Students have the opportunity to participate regularly in both face-to-face and virtual community activities. Face-to-face activities include field trips and community outings. Teachers use the telephone quite extensively in communicating with students and parents.
- Other examples of support to be provided for parent involvement activities include, but are not limited to, providing multiple ways to attend meetings (face-to-face, phone, video sessions, and recordings), translating materials upon request, and holding one-on-one meetings.

PART IV. ADOPTION

This Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of students participating in Title I, Part A programs, as evidenced by agenda and minutes of annual parent meetings.

This policy was adopted by the Board of Directors of Reach Cyber Charter School on the date signed below and will be reviewed annually.

\_\_\_\_\_ (Signature of Authorized Official)

\_\_\_\_\_ (Date)

## **Reach Cyber Charter School Parent Compact**

### **2025-26 School Year**

*Parents, students, and the entire school staff have a shared responsibility to help students achieve academic success.  
This compact lists mutual responsibilities for attaining the school's mission.*

Reach Cyber Charter School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents, the students, and the entire school staff will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Pennsylvania's high standards.

### **Reach Cyber Charter School Commitments**

- Involve parents in planning, reviewing, and improving the school's parental and family engagement policy, in an organized, ongoing, and timely way.
- Involve parents in developing the school-wide program plan, in an organized, ongoing, and timely way.
- Hold at least one annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide opportunities (upon request) for regular meetings so that parents can provide suggestions, and participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the state assessments in at least math, language arts, and/or reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet state-specific teacher effectiveness requirements.

### **Parent/Guardian Commitments**

I understand that my participation in my child's education will positively impact his/her achievement and attitude. Therefore, I will do my best to:

- Ensure that my child participates in school regularly.
- Establish a time and quiet place for my child to complete schoolwork.
- Ensure that my child participates in all required state testing
- Support the school in its efforts to maintain proper discipline.
- Read school communications and respond when necessary.
- Attend school functions, support school activities, and make every effort to maintain regular contact with my child's teachers.
- Actively participate in decisions relating to the education of my child.
- Show an interest in my child's well-being and encourage my child to do his/her best.
- Share information and concerns about my child and about the school, and work together with the school to resolve problems.

**Student Commitments**

I know that my education is important and that I am responsible for my success. Therefore, I will do my best to do all the following:

- Participate in school regularly and be prepared with all materials, including homework and a positive attitude.
- Put forth my best effort that includes paying attention and participating in class discussions and ask for help when needed.
- Cooperate with other students and adults involved in lessons and classes.
- Respect the rights and property of others and follow all school rules. This includes showing respect by not acting in a hostile manner or creating fear in others.
- Use appropriate language to communicate with adults and other students and be responsible for my own behavior.



# Coversheet

## Approval of Handbook Update

<b>Section:</b>	VI. Action Items
<b>Item:</b>	B. Approval of Handbook Update
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Attendance Handbook Updates 2025.docx

## Current Handbook: Black

### Changes: Red

#### 3.5 Enrollment, Withdrawal, and Transfers

Reach abides by all federal, state, and local policies and guidelines for student admission and does not impose admission requirements that are inconsistent with these policies and guidelines. This includes compliance with the McKinney-Vento Act regarding homeless students, including but not limited to, enrolling homeless students in a timely manner even if the student is unable to produce records normally required for enrollment (e.g., proof of residency or previous academic records), and providing those students with services comparable to services offered to students not experiencing homelessness.

To comply with enrollment parameters, state regulations and reporting, and/or testing processes and requirements, Reach may at various times during the school year temporarily “pause” enrollment. This “pause” will hold students in the enrollment process on a wait list for a defined period. After the “pause” of enrollment is over, students will be able to move forward in the enrollment process. The school board has delegated to the school leader the authority to define and implement these temporary “pauses” of enrollment periods. The “pause” dates will be posted on the school’s website.

**Non-school initiated withdrawal to another PA public LEA from Reach will be completed when Reach has received confirmation of enrollment in the next LEA.**

#### 4 Attendance

Students in Reach have no physical classrooms but still must meet all regulatory requirements for attending public schools in Pennsylvania. These requirements include attending school for the required number of days and/or completing a required number of instructional hours. Caretakers and students are jointly responsible for ensuring students meet the attendance requirements. School authorities are responsible for enforcing attendance laws. Students not attending school as mandated by law will be considered truant.

Although there is more flexibility in the Reach program than in a traditional school setting regarding instructional time, students are still expected to follow the school calendar.

**Additional Requirements by Pennsylvania: A cyber charter school shall, at least once during any week consisting of at least three full or partial days of academic instruction, ensure that each enrolled student is able to be visibly seen and communicated with in real time by a teacher, administrator or other representative of the cyber charter school, either in person or via electronic means, in order to ensure the well-being of the student and verify participation in the educational program. The requirement under this subsection may be satisfied by students turning on a webcam during synchronous online instruction.**

#### 4.1 Caretaker and Learning Coach Responsibilities for Attendance

All Grade Levels: State laws require that caretakers take responsibility for ensuring their student(s) attends school. In addition, all students must complete assigned lessons and submit specified assessments to their teachers. Attendance should be equated to work completion or **being present for the day and seen by a staff and communicating in a meaningful way**. If the student does not complete assigned lessons and is **not seen for the day**, then attendance hours will not be marked. Students and/or their caretakers and/or learning coaches must also participate in/respond to regular telephone, email message, and/or web conferencing (Zoom) contacts, as well as in-person contacts with a teacher during the school's regularly scheduled school hours.

Elementary and Middle School (Grades K–8): To meet attendance requirements and successfully complete their lessons, students in elementary and middle school will need assistance from a learning coach. The student's need for assistance will range from substantial assistance to relatively minor assistance and will vary depending on the student's age, ability to be self-directed, and to comprehend the materials. In addition, students must be in a safe and secure environment, which generally requires the student to have adult supervision during the entire school day to meet health and safety regulations.

High School (Grades 9–12): Students are expected to perform their schoolwork independently. However, the learning coach is still responsible for verifying that the student has completed the assigned lessons and assessments **or is present for the day by being seen and having meaningful interaction with staff**. The learning coach is also expected to be available for regular teacher conferences. While students may not need adult supervision during the school day, they must still be in a safe and secure environment.

**For all grade levels to be considered present, students must be meeting Pennsylvania guidelines of being present that day AND/OR completion of lessons for the day. Students seen any day Monday-Friday who have meaningful contact with a staff member will be considered present for that day.**

#### 4.2 Marking and Verifying Attendance

The Attendance Department is responsible for documenting student attendance in Focus and for verifying the accuracy of attendance records through authenticating student module completion. Caretakers and learning coaches do not record attendance at Reach in either Canvas or Focus.

Learning coaches can reach out to the Attendance Department with questions or concerns around attendance hours. Disputes related to attendance should be discussed first with the Attendance Department. Learning coaches who do not have their concerns resolved should contact the school leader to resolve the dispute, then follow the dispute resolution procedures if the issue is not resolved with the school leader.

#### The School Day

Students must complete a certain number of instructional hours per day as required by state law and regulations. The school day is not limited to certain hours for start and end times, however the school's teaching staff is only available during the school's hours of operation. Learning coaches must also be available for their scheduled phone conferences during these times. **To be present via eyes on, the student must be seen by a staff during the school day in an official staff to student capacity.**

## **The School Calendar**

The school operates according to a set school calendar, which includes days when teachers will not be available due to professional development (other Support Services may be available during these days), and days when the school is completely closed (no Support Services are available during these days). **Student learning may continue during any days when the school is closed. Families will be notified of planned or unplanned occasional system maintenance, which may temporarily limit student access to Reach's learning management system and will not count against student attendance.** All work must be completed as of the last day of school, except as provided in the Late Course Completion section of this handbook. School work that is not completed as of the last day will receive an incomplete or failing grade.

## **Types of Absences**

Reasons for excused absences may include, but are not limited to, the following:

Health problems- Students are unable to participate in schoolwork due to physical or mental health problems.

If a student misses a school day, the caretaker or learning coach must submit an absence excuse through Focus documenting the health issue. The school may also require a doctor's note for absences of more than three (3) consecutive days.

Other excused absences- Examples of other excused absences include a family illness that requires the absence of the student, a death in the immediate family, religious holidays, family trips that can be taken only during the normal school calendar year (see the section below on extended absences), court appearances requiring the student's attendance, attendance at special events of educational value approved by a teacher, and other special circumstances that show good cause. These absences must be approved in advance by the Attendance Team. If requested or required, families should expect to provide appropriate documentation to support an absence.

During an excused absence, the student is still responsible for completing all required lessons and assessments for the school term.

Unexcused absences- Absences that are not approved by the school will be considered unexcused.

## **Extended Absences**

If a learning coach is aware their student is going to be unable to complete their learning activities for more than three (3) consecutive school days, they should contact the school as soon as possible to inform them of the planned absence and discuss a plan to ensure the student stays on track to complete the school year successfully. The school may request documentation of the reason(s) for the planned absence.

The Attendance Department is responsible for documenting student attendance in Focus and is responsible for verifying the accuracy of attendance records through authenticating student lesson completion.

**Educational Trips can requested via a form in the Focus Parent Portal. Trips outside of Pennsylvania must be requested 10 school days prior to departure. Students must be in good academic standing for trips to be granted as well as in eyes on compliance.**

**Focus Attendance Codes**

The following attendance codes will appear in Focus:

Code	Definition of Cod
P	Present
C	School Closed
E	Excused Absence
U	Unexcused Absence

**Hours of Schooling/Attendance**

Students must meet all regulatory requirements for attending public schools in the state. These regulatory requirements include attending school for 180 days and completing a required number of hours of instruction per year.

Hours of schooling per day and/or week are accumulated by completing lessons, assessments, portfolio items, labs, attending direct instruction sessions, attending educational field trips, participating in state mandated assessments, and by participating in other educational activities.

Failure to attend mandated Zoom sessions, state testing, or respond to email and phone call messages from teachers may be counted against documented attendance.

Although there is more flexibility in the Reach program than in a traditional school regarding when instruction occurs, students, learning coaches and caretakers should be aware that the school calendar reflects the days on which teachers are available to students.

**Attendance Responsibilities by Role**

Caretaker/Learning Coach Responsibilities

- Alert the School of Excused Absences – If a student is absent, the caretaker or learning coach must complete the Attendance Excuse form in Focus for their student(s). The school will determine if the absence can be classified as excused, per the guidelines listed in this handbook. The Attendance Department will then enter an “E” or “U” for that day’s attendance.
- Complete Defined School Year – Regardless of the number of hours of schooling a student may complete prior to the last day of the school year (as defined in the school year

calendar), students are required to meet the weekly required instructional hours up to and including the last day of the school year.

- Days Off – Students are able to work on school days off to get ahead or make up work, however teachers and staff are not available on these days. Students cannot move these days on their official record to schedule in-session days.
  - Note: regularly scheduled school holidays will automatically be recorded as off.
- Educational Trips – If a student is participating in an educational trip, the caretaker or learning coach must submit a request to the school by completing the Educational Leave form found in Focus. The completed Educational Leave form must be submitted to the Attendance Department at least two (2) weeks prior to the planned trip. The leave must be approved by the school administration. Learning coaches and/or caretakers should communicate with teachers about adjusted work completion goals.

### **School Responsibilities**

- Monitor and Review Attendance Records – The Attendance Department will monitor and review attendance records on a weekly basis. The Attendance Department will also identify and record excused absences and unexcused absences.
- Maintaining the Integrity of the Attendance Data – The attendance system prohibits further editing of attendance data at certain points. Any requests for adjustments to the previously verified records must be submitted to the school in writing for review, approval and adjustment.

Official Attendance Record – The Focus attendance system is the record of student attendance. It is, however, one of many sources used to determine if a student is meeting the minimum program requirements. If it has been determined that a student has not completed enough work or that certain other program requirements have not been fulfilled, further sanctions up to and including withdrawal may occur. If a student regularly does not complete enough work, despite repeated assistance and intervention from the school, then the student may accumulate unexcused absences or be withdrawn.

### **4.3 Truancy**

Students who fail to meet legal attendance requirements, which may include reported attendance, required contact with teachers, submission of assessments, and documentation of lesson completion shall be considered truant. The school may institute truancy proceedings or otherwise report the student to the appropriate authorities, including courts, as is consistent with state law.

In order to maximize student learning, regular attendance is imperative. The Reach program offers a great deal of flexibility surrounding how many hours students spend each day on schoolwork and on what days of the week they complete schoolwork. Due to this flexibility, Reach has zero tolerance for truancy. Caretakers are held legally responsible for ensuring that their students are fully participating in school, even if they have designated another individual as their student's learning coach. The information below is intended to help caretakers understand how to avoid having their student be considered truant, and to understand the consequences of truancy.

In order to avoid truancy, the caretaker must ensure that the following activities are taking place:

- The student completes assigned lessons and assessments weekly.

- The student is available for regularly scheduled telephone calls with teachers.
- The student attends any assigned mandatory Zoom sessions.
- The student is able to demonstrate that they are doing their own schoolwork.
- The student attends mandatory state testing.
- The caretaker or learning coach has communicated with the teacher/school in advance if they need to deviate from the regular school calendar.

The final decision about whether an absence is considered excused or unexcused will be made by the Attendance Department, State Attendance Manager, or School Leader. Please note that three (3) unexcused absences are not in compliance with the law.

Reach is required to record student attendance in the same way as traditional public schools. If a student is not adequately engaging in the online program or has accumulated more than three (3) unlawful absences, the school is required to notify the caretaker in writing and work with the caretaker and/or learning coach to create a School Attendance Improvement Plan (SAIP). If the student continues not to engage in the program, Reach is required to take further actions, up to and including, legal proceedings.

Unexcused Absences	Plan of Action
First and Second (1-2) unexcused absence	Caretakers will receive a notification that the absence is unexcused from previous week.
Third (3rd) unexcused absence	Caretakers will receive a phone call and written notification of three (3) unexcused absences. Invites will be sent for a School Attendance Improvement Plan (SAIP).
Fourth (4th) unexcused absence and fifth (5th) unexcused absence	Caretakers will receive a phone call and email, which will outline next steps with regard to a mandatory School Attendance Improvement Plan (SAIP) with school staff. Three (3) attempts will be made to hold a meeting with the caretaker to discuss the SAIP; however, the meeting can be conducted without the caretaker if they are unable to attend. Students with an IEP or 504 will be contacted about a meeting to review attendance concerns
Habitually truant status (having six (6) or more unexcused absences during the current school year)	<p>Caretakers will be notified by phone call and email of absences, will be assigned a truancy officer, and possibly invited to attend a truancy diversionary program live lesson.</p> <p>For students under fifteen (15) years of age, the school will make a referral to other community-based attendance improvement programs or Children and Youth in the student's local area. Truancy charges may also be filed at the local magistrate.</p> <p>For students fifteen (15) years of age and older, the school will make a referral to other community-based attendance improvement programs in the student's local area. Truancy charges may also be filed at the local magistrate. Children and Youth may</p>



	also be contacted if the student does not attend the community program.  Students residing in Philadelphia County will be referred to the Go Program through the District Attorney’s Office.
Ten (10) unexcused absences	After ten (10) <b>consecutive absences</b> , the student <b>could</b> be withdrawn from Reach for <b>non-attendance</b> , and the Resident District will be notified of the withdrawal. Children and Youth will also be notified for students under the age of eighteen (18).

Reach Cyber Charter School will work closely with families in the event a student has unexcused absences from school. Our goal is to work collaboratively with families to prevent truancy and improve student attendance and achievement. The above process is outlined by the Pennsylvania Department of Education and is consistent with compulsory attendance laws of the state of Pennsylvania.

**Definition of “Missing a Day of School”**

Missing a “day” of school is defined as “missing 1% of overall lesson completion in a week”, **or not being seen for the day**. Missing 1% of overall lesson completion in a week **or not being seen for the day** may be considered a day of unexcused absence if the learning coach or caretaker does not provide acceptable documentation to the school for those missed hours to be considered excused.

**Attendance Policy Overview**

At Reach Cyber Charter School, attendance is essential for academic success and is required by Pennsylvania state law. While students have flexibility in how and when they complete schoolwork, they must meet state-mandated attendance and instructional hour requirements. This includes both **completing lessons** and **being seen by staff and having meaningful interactions with staff**.

**What Counts as Attendance?**

Students are considered present when they:

- Complete assigned lessons and assessments **AND/OR**
- Are **seen and communicate** meaningfully with a Reach staff member during the school day (e.g., via zoom or in-person). Students must follow their teacher expectations for “eyes on” compliance in class.

To meet state regulations, students must be “seen” at least once per week in real-time by a Reach staff in an official staff to student capacity.

## Caretaker & Learning Coach Role

Caretakers and learning coaches are legally responsible for ensuring their student:

- Completes required schoolwork
- Responds to teacher outreach
- Attends mandatory sessions and testing
- Submits absence excuses in **Focus**, the school's attendance system

## School Calendar & Flexibility

- Reach follows a set school calendar, including teacher workdays and holidays.
- Students can work on assignments outside traditional hours, but teachers are only available during school hours.

## Absences & Truancy

**Excused absences** include illness, family emergencies, religious observances, approved educational trips, and more. All absences must be submitted through Focus. Educational Trip forms can be found on the Focus Parent Portal. Trips outside of Pennsylvania must be approved at least 10 school days in advance.

**Unexcused absences** may result in:

- Parent notifications
- School Attendance Improvement Plan (SAIP) meetings
- Truancy referrals to local authorities if not addressed
- Students with **10 consecutive unexcused absences** may be withdrawn from Reach.

## Tracking Attendance

- Attendance is tracked and verified by the **Attendance Department** in Focus.
- Caretakers do **not** record attendance in Canvas or Focus.
- "Missing a day" may include not being seen or not completing at least 1% of weekly lessons.

**Reach Cyber Charter School is committed to working with families to ensure students meet attendance requirements and stay on track for success.** For help with attendance, please contact our Attendance Department at [Reach\\_Attendance@reachcyber.org](mailto:Reach_Attendance@reachcyber.org).

# Coversheet

## Approval of School Goals for the 2025-2026 School Year

<b>Section:</b>	VI. Action Items
<b>Item:</b>	D. Approval of School Goals for the 2025-2026 School Year
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	School Goal Summary 2025.pdf



## School Goal Summary 2025

Goal Name	Detailed Goal	2025 Reach Goal Outcome	Met
STEM	100% of students will have STEM opportunities and 50% of secondary students will participate in advanced STEM courses (15% Value).	100% of students were provided STEM opportunities through kits, camps, and clubs and 60% of secondary students participated in advanced STEM courses.	<input checked="" type="checkbox"/>
Career Exploration	87% of Reach students will demonstrate, through the collection of artifacts in grades 5, 8, and 11, meaningful engagement in career exploration and preparation aligned to the CEW standards (15% Value: 5% per grade).	97% of students in grades 5, 8, and 11 met career artifact goals.	<input checked="" type="checkbox"/>
ELA Growth	Students will meet or exceed 40.5% PSSA/Keystone ELA as determined by Exit Criteria Aggregate Gains, or a yearlong average of 10% growth on internal authentic assessments (15% Value).	Students met Reach's yearlong average growth goal of 10% in ELA on internal benchmark assessments, as demonstrated by their mastery of grade-level skills through participation in our benchmarking program.	<input checked="" type="checkbox"/>
Math Growth	Students will meet or exceed 17.9% PSSA/Keystone Math as determined by Exit Criteria Aggregate Gains, or one year's worth of growth on internal authentic assessments (15% Value).	Students met Reach's yearlong average growth goal of 10% in Math on internal benchmark assessments, as demonstrated by their mastery of grade-level skills through participation in our benchmarking program.	<input checked="" type="checkbox"/>
Tier 1 Instruction	At least 85% of students will meet Tier 1 targets for curriculum and assessments (15% Value).	85% of students met Tier 1 instructional targets for the 2024-2025 school year.	<input checked="" type="checkbox"/>
Student Engagement	100% of Full Academic Year students will meet engagement goals as measured by monthly contact requirements and weekly lesson completion (15% Value).	75% of Full Academic Year students have demonstrated engagement in their school work through regular attendance.	<input type="checkbox"/>
ACT 158 Graduation	95% of graduating students will complete statewide high school graduation requirements prior to completing their 12th grade year (10% Value).	97% of graduating students completed statewide high school graduation requirements as outlined by ACT 158.	<input checked="" type="checkbox"/>



## State Assessment Summary 2025

- Similar to the national assessment trends, Reach's student assessment data demonstrates deficiencies in Math and Language Arts skills. Reach students' overall Math proficiency in 2025 is 6% and Reach's overall ELA Proficiency in 2025 is 18%.
- Reach students are coming to our school already deficient in ELA and Math skills, often because their previous schooling option wasn't working for them. Reach is successfully helping students to close learning gaps and catch up on grade-level skills.
- While the Pennsylvania Department of Education requires that all students complete these standardized assessments, the Reach vision of inspiring and nurturing future success for all students emphasizes real-world learning, including STEM, career readiness, flexible instruction, and authentic internal assessments for learning. Reach believes that students can demonstrate learning and mastery through a variety of ways, including through our benchmarking program. In 2025, Reach students, on average, demonstrated 10% growth throughout the year in English Language Arts and Math proficiency.

During the 2024-2025 school year, *Reach Cyber Charter School has successfully met our school goals in the areas of Career Artifacts, STEM, ELA and Math Growth (internal measures), Tier 1 Instruction, and Graduation.* Based on the weighted values of these goals, *Reach has successfully exceeded the value of 80% needed to achieve our goal-met status.* Goal-met status provides for the opportunity for eligible Reach staff to receive the appropriate reward-system bonus.

# Coversheet

## Approval of Magic School AI Agreement

<b>Section:</b>	VI. Action Items
<b>Item:</b>	E. Approval of Magic School AI Agreement
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	MagicSchool_Documents_for_eSignature__Reach_.pdf



Magic School, Inc.  
4845 Pearl East Cir  
Ste 118 PMB 83961  
Boulder, CO 80301-6112  
United States

ORDER FORM for: Reach Cyber Charter  
School  
Offer Valid Through: 9/12/2025  
Proposed By: Hayley Grossman  
Email: hayley@magicschool.ai  
Order Number: 0811699

QUOTE AND ORDER FORM

Billing Information

Bill To Name:  
Billing Street:  
Billing City:  
Billing State:  
Billing Zip Code:  
Billing Contact:  
Name:  
Email:

Tax Exempt?  
(If “yes” attach proof of Tax Exemption):  
  
PO Form or Number Required?  
  
(If “yes” attach PO Form):  
If a PO Form is already completed please upload it here.  
Otherwise please email it to [contracts@magicschool.ai](mailto:contracts@magicschool.ai)

Main Point of Contact (e.g. Principal, CTO, etc):  
Name:  
Email:

PO Number:

Order Details

Agreement Start Date: 9/1/2025  
Agreement End Date: 8/31/2026  
Billing Frequency: Annual

Payment Terms: Net 30  
Billing Method: Email  
Initial Invoice Date:  
Upon Signature

Fee Schedule

Product	Description	Start Date	End Date	Sales Price	Quantity	Discount	Total Price	Invoice Date
MagicSchool Enterprise	SY25-26	9/1/2025	8/31/2026	\$5.50	6,000.00		\$33,000.00	Upon Signature
Virtual PD (60 Min Session)	Enterprise PD Sessions (Included)	9/1/2025	8/31/2026	\$500.00	3.00	100.00%	\$0.00	Upon Signature
Total: USD \$33,000.00								

Terms and Conditions

This Quote and Order Form (“Order”) is subject to the MagicSchool [Enterprise Terms of Service](#) unless the parties have signed another written agreement governing this Order (as applicable, the “Agreement” incorporated in this Order by reference). In the event of a conflict between the provisions of the Agreement and those of this Order, the provisions of this Order will take precedence. In addition, unless otherwise specified in the Agreement, services will follow MagicSchool’s posted [Privacy Policy](#), [Student Data Policy](#), and [Student Data Privacy Addendum](#), each incorporated in this Order by reference. This Order, including the Agreement and incorporated documents, is the entire agreement and supersedes all prior understandings. All subsequent terms are rejected and void unless made part of a written amendment of the Agreement signed by the parties. Mandatory laws applicable to public institutions take precedence over conflicting terms. This Order will renew automatically each year in year-long increments. You can cancel the auto-renewal by providing written notice to customer.success@magicschool.ai at least thirty (30) days prior to the expiration of the then-current Term.



**EDUCATIONAL INSTITUTION**

\_\_\_\_\_  
Authorized Signature  
Andy Gribbin

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**MAGIC SCHOOL INC.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

# Coversheet

## Approval of DLAC Membership

<b>Section:</b>	VI. Action Items
<b>Item:</b>	F. Approval of DLAC Membership
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	DLAC.pdf

**DLAC**  
700 Main Ave Suite E  
Durango, Colorado 81301  
(970) 880-9979  
www.deelac.com  
info@deelac.com

PROFORMA INVOICE

Date	8/13/2025
SalesOrder	000003709
Balance Due	\$4,999.00

Addressed to:

<b>Reach Cyber Charter School</b> Andrew Gribbin 750 East Park Drive, Suite 204 Harrisburg Pennsylvania 17111
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Items:

QTY	DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	Premium School/District Membership	\$4,999.00	\$4,999.00	\$4,999.00
Subtotal:				\$4,999.00
Total:				\$4,999.00