



Reach Cyber Charter School

Minutes

Reach Cyber Charter School

Date and Time

Wednesday March 15, 2023 at 9:00 AM

Location

750 East Park Drive, Suite 204
Harrisburg, PA 17111

Trustees Present

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

Trustees Absent

None

Guests Present

Alex Vidal (remote), Andy Gribbin, Brandie Karpew, Clara Keeports (remote), Cody Smith, Corey Groff, Courtney Sweigert (remote), Danielle Marisicano (remote), Devin Meza-Rushanan, Gregory McCurdy, Heather Berger (remote), JD Smith, Jane Swan, John Fawcett III (remote), Josh Hicks (remote), Karen Yeselavage, Katherine Rutkowski, Kelly McConnell, Kevin Corcoran (remote), Laura Johnson (remote), LeeAnn Ritchie, Lisa Blickley (remote), Marcy Perez (remote), Maurine Hockenberry (remote), Michael Garman, Patricia Hennessy (remote), Rachel Graver, Scott Shedd, Scott Stuccio, Stephanie Bost (remote), Thomas Bachert (remote)

I. Opening Items

A. Roll Call

B. Call the Meeting to Order

David Taylor called a meeting of the board of trustees of Reach Cyber Charter School to order on Wednesday Mar 15, 2023 at 9:00 AM.

II. Consideration of Board Member Candidates

A. Leigh Anne Naser

Leigh Anne Naser introduced herself and shared that she is the parent of two currently enrolled students.
Marcella Arline made a motion to confirm Leigh Anne Naser to the Reach Cyber Charter School Board of Trustees.
Paul Donecker seconded the motion.
The board **VOTED** to approve the motion.

B. Matthew F. Ryan

Matthew Ryan introduced himself and shared his enthusiasm to work with the Reach Cyber Charter School team.
Marcella Arline made a motion to confirm Matthew Ryan to the Reach Cyber Charter School Board of Trustees.
Gail Hawkins Bush seconded the motion.
The board **VOTED** to approve the motion.

III. Public Comment

A. Comments from the Public

There was no public comment at this time.

IV. Routine Business

A. Approval of Agenda

David Taylor asked the Board to review the agenda distributed prior to the meeting. Jane Swan, CEO, reminded the Board that the agenda was amended the evening before (March 14, 2023) with the addition of the contract with SAP Concur under Consent Items.

Paul Donecker made a motion to approve the agenda.
Gail Hawkins Bush seconded the motion.
The board **VOTED** to approve the motion.

V. Oral Reports

A. CEO's Report

Jane Swan, CEO, reviewed the current enrollment numbers for the school, noting trends in enrollment.

Mrs. Swan shared that just that morning, the school had received approval of its comprehensive plan. She further shared that the senior leadership team, along with our Board President and Solicitor were invited to an in-person meeting at the PDE on April 4th.

B. Staffing Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 798 current staff members and 84% of staff who are 10-month staff.

C. Financial Report

Karen Yeselavage, Director of Finance, provided an update on the status of the annual audit. She further 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.

Marcella Arline thanked Mrs. Yeselavage for meeting with her recently to review the financial reports. Mrs. Arline recommended reviewing the existing PNC and investment accounts. Mrs. Yeselavage will schedule a meeting with the appropriate parties.

VI. Consent Items

A. Approval of Consent Items for March 2023

Mr. Taylor asked if there were any items from the Consent Items that should be moved to Action Items for discussion, or tabled. No changes were noted.

- Approval of minutes from February 15, 2023 Board Meeting
- Approval of Staffing Report
- Approval of Pearson Invoice(s) for February
- Approval of contract with Quality IT
- Approval of Contract with SAP Concur

Gail Hawkins Bush made a motion to approve the Consent Items and approve the minutes from Reach Cyber Charter School on 02-15-23.

Marcella Arline seconded the motion.

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

VII. Action Items

A. Approval of Updates to COI and Travel Policies

Joshua Hicks, Manager of Federal Programs, presented recent updates made to the school's travel and conflict of interest policies as included in the board packet.

Anthony Alexander made a motion to approve updates to COI and Travel policies.

Gail Hawkins Bush seconded the motion.

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

B. Approval of the contract with Turnitin

Corey Groff, Director of Teaching, shared information about contracting with Turnitin, an anti-plagiarism resource.

Marcella Arline made a motion to Approve the contract with Turnitin.

Paul Donecker seconded the motion.

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

C. Approval of the contract with KnowledgeWave

Mr. Groff shared details of the proposal from KnowledgeWave to provide training for Microsoft products.

Marcella Arline made a motion to approve the contract with KnowledgeWave.

Paul Donecker seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of contract with Class Technologies Inc.

Mr. Groff shared information about a potential contract with Class Technologies, Inc. Class Technologies is a virtual classroom platform built on Zoom used to spark engagement, interaction, and connection.

With many questions about the contract remaining to be answered, approval for this contract will be postponed until the April 2023 board meeting.

E. Approval of Staffing Contract - Robert Half

Michael Garman, Director of Human Resources, shared details of a proposal with Robert Half International for staffing, recruiting, and sourcing for non instructional positions.

Marcella Arline made a motion to approve the contract with Robert Half.

Paul Donecker seconded the motion.

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

F. Approval of Summer Learning Kit Proposal

Kelley McConnell shared a proposal requesting approval for a \$250,000 reserve for summer learning kits through Summer Bridge Activities. Kits will be mailed to about 5,000 students entering grades Kindergarten through 8th to practice skills throughout the summer to prevent summer learning loss.

Gail Hawkins Bush made a motion to approve funding for summer learning kits.

Marcella Arline seconded the motion.

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

VIII. Information Items

A. Legislative Update

Brandie Karpew, Board and Legislative Liaison shared an update on recent government affairs. She specifically highlighted the recent school funding decision from commonwealth court, the governor's budget address, and the outcome of the recent special elections in Allegheny County.

B. School Success Partner (SSP) Update

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

IX. Strategic Planning

A. National Charter School Conference June 18-21, 2023

Brandie Karpew shared information about the upcoming national charter school conference which will be held June 18-21 in Austin, Texas and invited the board members to advise if they were interested in attending.

B. Approval of Dual Enrollment Agreement with Northern PA Regional College

JD Smith, Director of Career Readiness, reviewed the MOU included in the Board materials with the Board.

Anthony Alexander made a motion to approve the agreement with Northern PA Regional College.
Gail Hawkins Bush seconded the motion.
Leigh Anne Naser recused herself from the vote.
The board **VOTED** to approve the motion.

X. Executive Session

A. Executive Session

The Board entered into an Executive Session at 10:02 a.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. The Board cited the following for entering into the Executive Session: Pursuant to 65 Pa. C.S. §§ 708(a) (1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee and 65 Pa. C.S. §§ 708(a)(5) – To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

Board members present were: David Taylor, Paul Donecker, Gail Hawkins Bush, Marcella Arline, and Matt Ryan.

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

There being no further discussion and upon a motion being made, seconded and confirmed via roll call vote of all Board members present, the Board resumed Open Session at 10:23 a.m.

Paul Donecker made a motion to adjourn the meeting of the Board of Trustees.
Gail Hawkins Bush seconded the motion.
The board **VOTED** to approve the motion.

XI. 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 10:23 AM.

Respectfully Submitted,
Brandie Karpew