

APPROVED



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

#### Board Meeting

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#### **Date and Time**

Wednesday January 18, 2023 at 9:00 AM

#### **Location**

Meeting Location:

750 East Park Drive, Suite 204

Harrisburg, PA 17111

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Date and Time : Wednesday January 18, 2023 at 9:00 AM EST

Meeting Location: 750 East Park Drive, Suite 204, Harrisburg, PA 17111

And Via Zoom Video and Teleconference

[https://reach-connectionsacademy-org.zoom.us/j/2666552472?](https://reach-connectionsacademy-org.zoom.us/j/2666552472?pwd=UDByREJIYXJJNXVkOHY4OWdwa0FWZz09)

pwd=UDByREJIYXJJNXVkOHY4OWdwa0FWZz09

Meeting ID: 266 655 2472

Passcode: QWMw5V

Phone +1 301 715 8592 US

Meeting ID: 266 655 2472 Passcode:250287

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#### **Trustees Present**

David Taylor (remote), Gail Hawkins Bush (remote), Marcella Arline (remote), Paul Donecker (remote)

### **Trustees Absent**

Anthony Alexander, Dave Biondo

### **Guests Present**

Alicia Swope (remote), Andy Gribbin, April Kretchman (remote), Brandie Karpew, Christopher Barrett (remote), Clara Keeports (remote), Cody Smith, Corey Groff, Daniel Ladislaw, Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jane Swan, Karen Yeselavage, Katherine Rutkowski, Kelly McConnell, Laura Johnson (remote), LeeAnn Ritchie, Lisa Blickley (remote), Maurine Hockenberry (remote), Michael Garman, Mike Hinshaw (remote), Patricia Hennessy (remote), Rachel Graver, Scott Shedd, Stephanie Bost (remote), Tina Marteney (remote)

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## **I. Opening Items**

### **A. Roll Call**

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

David Taylor called a meeting of the board of trustees of Reach Cyber Charter School Board of Trustees to order on Wednesday Jan 18, 2023 at 9:07 AM.

## **II. Routine Business**

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

David Taylor asked the Board to review the agenda distributed prior to the meeting. The following changes/additions were made to the agenda:

- Add the resignation of David Biondo from the Board of Trustees to Consent Items
- Add the Transition Bonus Proposal to Action Items
- Add review of contract with Vocovision to Action Items
- Postpone Outreach Update under Information Items to next month

Marcella Arline made a motion to approve the agenda as amended.

Paul Donecker seconded the motion.

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

## **III. Oral Reports**

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

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

## **B. Staffing Update**

1. Staffing Update: Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 793 current staff members and 84% of staff who are 10-month staff. Since the beginning of the school year, 72 employees have been hired and 28 have departed creating a turnover rate of 3 1/2 percent SYTD.

2. Final Benefit costs for 2022 self funded: Lisa Blickley, Manager of Employee Benefits, shared information from the 2023 Benefit Open Enrollment Summary which notes the cost differences between 2022 and 2023.

3. Summary of the tuition reimbursement for the 2021 and 2022 calendar year: Michael Garman and Karen Yeselavage, Director of Finance, shared a summary of the number of staff that took advantage of the Tuition Reimbursement program and the total amount of reimbursements provided to those staff during calendar years 2021 and 2022.

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

4. Summary of the Tier I and Tier II incentive payment: Michael Garman shared information related to the Professional Enhancement program which will incentivize staff to obtain job-related certifications, Instructional II certifications and advanced degrees.

## **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.

## **D. Professional Development Reimbursement Program Update**

Michael Garman outlined the professional development reimbursement guidelines for Reach staff. Reimbursements for professional development activities are an allowable expense that may be paid from funds budgeted by the school specifically for professional development activities. Seminars, webinars, workshops, conferences, in-person training events, training and education courses, and participation in professional associations are the most common activities that incur costs.

## **IV. Consent Items**

### **A.**

## **Approval of Items from November and December**

Mr. Taylor asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion, or tabled. No changes were noted.

- Approval of Minutes from the November 16, 2022 Board Meeting
- Approval of Staffing Report
- Approval of Pearson Invoice(s) for November and December 2022
- Approval of MOU with the Foundation for Free Enterprise Education (PFEW)
- Approval of MOU with the Center for Aquatic Sciences
- Approval of MOU with Pennsylvania College of Technology
- Approval of State Testing Giveaway Items
- Approval of Proposal from R.L. Snyder Electrical Inc
- Approval of Proposal with HB McClure

Marcella Arline made a motion to approve Consent Items and to approve the minutes from Reach Cyber Charter School on 11-16-22.

Paul Donecker seconded the motion.

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

## **V. Action Items**

### **A. Approval of Updates to the Reach Health and Safety Plan**

Rachel Graver, COO, presented on updates made to the Reach Health and Safety Plan. Marcella Arline made a motion to approve the updates to the Reach Health and Safety Plan.

Paul Donecker seconded the motion.

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

### **B. Approval of Benevolent Giving Program for Reach Staff**

LeeAnn Ritchie, CAO, presented on the request for a Benevolent Giving Program for Reach Staff.

Marcella Arline made a motion to approve a Benevolent Giving Program for reach Staff.

Paul Donecker seconded the motion.

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

### **C. Approval of Proposal with Mastery Connect and Elevate**

Dr. Kelly McConnell, Director of of Data & Student Assessment, presented a proposal to contract with Mastery Connect and Elevate.

Marcella Arline made a motion to approve the proposal with Mastery Connect and Elevate.

Paul Donecker seconded the motion.

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

**D. Approval of Physical Security Contract with PremiSys**

Scott Shedd, Director of Technology, presented a proposal to supply and install PremiSys access control equipment to secure two IT room doors.

Marcella Arline made a motion to approve the proposal.

Paul Donecker seconded the motion.

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

**E. Approval of Contract with LinkedIn for Talent Solution**

Mr. Garman presented a proposal to contract with LinkedIn Corporation to purchase talent acquisition products known as LinkedIn Recruiter.

Marcella Arline made a motion to approve the proposal.

Paul Donecker seconded the motion.

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

**F. Approval of Updates to the Professional Development Reimbursement Program.**

Marcella Arline made a motion to approve the updates to the Professional Development Reimbursement Program.

Paul Donecker seconded the motion.

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

**VI. Information Items**

**A. School Success Partner (SSP) Update**

Laura Johnson of Pearson Virtual Schools presented on behalf of the School Success Partner (SSP) team. Ms. Johnson updated the Board regarding recent legislative activities in Pennsylvania.

**VII. Strategic Planning**

**A. Approval of MOUs**

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

- Approval of MOU with HACC to provide EMT training
- Approval of Agreement with Metro E-Sports Entertainment Group LLC
- Approval of MOU with Young Artist Workshop at Moore College of Art and Design

Marcella Arline made a motion to approve the MOUs and Agreement found in the Board materials.

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

### **VIII. Executive Session**

- A. 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.**

The Board entered into an Executive Session upon a motion being made, seconded and confirmed via roll call vote of all Board members present. Board members present were: David Taylor, Gail Hawkins Bush, Marcella Arline and Paul Donecker.  
Gail Hawkins Bush made a motion to Approve a settlement agreement.  
Paul Donecker seconded the motion.  
The board **VOTED** to approve the motion.

### **IX. Closing Items**

- A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:45 AM.

Respectfully Submitted,  
Brandie Karpew