



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

#### Board Meeting

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#### **Date and Time**

Wednesday August 16, 2023 at 9:00 AM

#### **Location**

Meeting Location:

750 East Park Drive, Suite 204

Harrisburg, PA 17111

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#### **Trustees Present**

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

#### **Trustees Absent**

Paul Donecker

#### **Trustees who arrived after the meeting opened**

Gail Hawkins Bush

#### **Trustees who left before the meeting adjourned**

Leigh Kraemer-Naser

#### **Guests Present**

Alicia Swope, Andy Gribbin, April Kretchman (remote), Brandie Karpew, Cody Smith, Corey Groff, Danielle Marsciano (remote), Devin Meza-Rushanan, Erica Carroll (remote), Gregory

McCurdy, JD Smith, Jane Swan, Josh Hicks (remote), Karen Yeselavage, Katherine Rutkowski, Kelly McConnell, LeeAnn Ritchie, Lisa Blickley (remote), Maurine Hockenberry (remote), Michael Garman, Michael Hinshaw (remote), Patricia Hennessy (remote), Rachel Graver, Scott Shedd, Scott Stuccio, Stephanie Bost (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 Aug 16, 2023 at 9:01 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 Agenda**

David Taylor, Board President, asked the board to review the agenda distributed prior to the meeting and asked if any changes were needed. There were no changes to the agenda at this time.

Marcella Arline made a motion to approve the agenda.

Anthony Alexander seconded the motion.

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

## **IV. Oral Reports**

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

Jane Swan, CEO, provided an update on the school's transition and key takeaways from the transition.

Key takeaways include:

- Reach is focused on what is best for students at every turn.
- As we discover the unknowns it is essential to continue to discuss and communicate with increased regularity.

- Ownership increases productivity! Staff are engaged in editing and writing curriculum, creating processes, and giving input.

Fortunately, recruitment and retention of staff continue to be a strength for Reach. While the average attrition rate for cyber charter schools is around 21%, Reach's attrition rate is between 5 and 6 %.

The school's current enrollment is at 6,200, trending higher than where it has been in previous years.

Ms. Swan also shared the school's new mission: To improve academic growth and cultivate curiosity through integrated STEM opportunities, K-12 personal instruction, and career exploration!

## **B. Staffing Update**

Michael Garman, Director of Human Resources, shared that the new budget authorized a complement of 919 positions.

He also reviewed current staffing levels with the Board highlighting the 831 current staff members and 84% of staff who are 10-month staff.

During the current school year there have been 49 new staff hired. Many will start on August 23, 2023.

There are currently 42 positions posted and there are 16 individuals in the hiring process.

## **C. Financial Report (to follow)**

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

Mr. Ryan suggested that charts that show comparisons to previous years be provided along with the monthly financial reports.

## **V. Consent Items**

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

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 the July 19, 2023 Board Meeting
- Approval of Staffing Report
- Ratification of Lancaster-Lebanon IU13 Software Sales Purchase Order
- Approval of Articulation Agreement with ABC Keystone
- Approval of MOU with Boys and Girls Club of Western PA
- Approval of MOU with PA Chapter Independant Electrical Contractors
- Approval of MOU with Lalas Salon
- Approval of MOU with Jason Phillips Realty
- Approval of Contract Renewal with Bryce Jordan Center
- Approval of Contract Renewal with Amplify
- Approval of Pearson Invoices for June 2023

Marcella Arline made a motion to approve the consent items and the minutes from Reach Cyber Charter School on 07-19-23.

Matthew Ryan seconded the motion.

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

## **VI. Action Items**

### **A. Approval of Updates to School Immunization Policy**

LeeAnn Ritchie, CAO, requested approval of updates made to the current School Immunization Policy. The changes to the policies included no substantial changes, simply reformatting and removing references to Connections Academy.

Marcella Arline made a motion to approve the updates to the Immunization Policy.

Matthew Ryan seconded the motion.

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

### **B. Approval of Purchase Order Rise Personal Gardens**

Andrew Gribbin, Director of STEM, requested approval for the purchase of 2,600 Personal Rise Gardens for hydroponics kits for a portion of the school population and leadership.

Matthew Ryan made a motion to approve the purchase of Rise Personal Gardens.

Marcella Arline seconded the motion.

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

### **C. Approval of Agreement with Khanmigo**

Corey Groff, Director of Teaching and Learning, proposed a 2023-2024 school year pilot of Khanmigo, Khan Academy's AI powered student and teacher assistant. The pilot will target 8th grade students and teachers and will operate for the full school year.

Marcella Arline made a motion to approve the agreement with Khanmigo.

Matthew Ryan seconded the motion.

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

**D. Approval of Back to School Professional Development Agreements**

Mr. Groff requested approval for the cost associated with Reach's back-to-school professional development event held in Lancaster on August 23 and 24.

Anthony Alexander made a motion to approve the costs related to back-to-school professional development.

Marcella Arline seconded the motion.

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

**E. Approval of Dual Enrollment Agreement with Harrisburg University**

Jordann Smith, Director of Career Readiness, shared a dual enrollment agreement with Harrisburg University.

Anthony Alexander made a motion to approve the Dual Enrollment Agreement with Harrisburg University.

Matthew Ryan seconded the motion.

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

**F. Approval of Update to School's Bullying Policy**

Rachel Graver presented information regarding updates to the school's Bullying Policy. The primary changes were made to reflect the new systems since the transition from Pearson.

Mrs. Nasar asked if it was necessary for the policy to name a primary contact in the policy. Being unsure if a primary contact be specifically named, it was decided to check requirements before proceeding with a vote.

Due to upcoming deadlines, a board designee was requested to approve the policy in a timely manner. LeeAnn Naser was named as the designee to approve the policy once questions were answered.

**VII. Information Items**

**A. Legislative Update**

Brandie Karpew, Board and Legislative Liaison, shared an update on recent government affairs, specifically highlighting the General Appropriations Act of 2023. With the enactment of this bill Basic Education and Special Education funding can now be released to school districts for the 2023-24 fiscal year.

Mrs. Karpew further shared with the Board that the school had engaged the Bravo Group to provide government affairs consulting services.

**VIII. Strategic Planning**

**A. Approval of 2023-24 School Year Outreach Agreements**

Mr. Stuccio provided an overview of the prior work with the science centers and the need for review and the school's desire to renew each of the agreements as detailed in the Board materials.

1. Carnegie Museum of Natural History
2. Discovery Space
3. Lancaster Science Factory
4. Carnegie Science Center
5. DaVinci Science Center
6. Keystone Kidspace
7. Reading Science Center
8. The Franklin Institute
9. Whitaker Center for Science and the Arts

Marcella Arline made a motion to approve the Outreach Agreements.

Matthew Ryan seconded the motion.

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

**B. Approval of Agreement with GoSignMeUp**

Mr. Stuccio requested approval for the GoSignMeUp online registration management software that will be used by the school's Outreach Department in the execution of Outreach events.

Marcella Arline made a motion to approve the agreement with GoSignMeUp.

Matthew Ryan seconded the motion.

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

**C. Approval of Agreement with Pittsburgh Drone Service**

Mr. Smith discussed this agreement which extends the existing agreement with Pittsburgh Drone Services to include middle school ages.

Anthony Alexander made a motion to approve the agreement with Pittsburgh Drone Services.

Marcella Arline seconded the motion.

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

**D. Approval of Agreement with Westmoreland Community College**

Mr. Smith introduced a potential agreement with Westmoreland Community College. The proposed program will introduce students to the aspects of Healthcare from educators, students, and current employees in the Healthcare field through partnership with UPMC. Gail Hawkins Bush arrived at 9:55 AM.

Marcella Arline made a motion to approve the agreement with Westmoreland Community College.

Anthony Alexander seconded the motion.

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

#### **E. Approval of Agreement with Community College of Beaver County**

Mr. Smith discussed an agreement with the Community College of Beaver County. The agreement introduces six Academies which include Aviation, Construction, Criminal Justice, Education, Health, and STEM designed to help Juniors and Senior start specific courses in their interested pathway before graduating High School.

Marcella Arline made a motion to approve the Agreement with Community College of Beaver County.

Leigh Kraemer-Naser seconded the motion.

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

#### **F. Approval of Agreement with Media Ed Tech Institute**

Mr. Smith shared details of an agreement with Media Ed Tech Institute where students will learn digital storytelling, production, and marketing.

Marcella Arline made a motion to approve the agreement with Media Ed Tech Institute.

Gail Hawkins Bush seconded the motion.

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

Leigh Kraemer-Naser left at 10:00 AM.

### **IX. Executive Session**

#### **A. Executive Session (A)**

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, Gail Hawkins Bush, Marcella Arline, Matt Ryan, and Anthony Alexander.

Guests present at the request of the Board were: Pat Hennessey, Jane Swan, LeeAnn Ritchie, Rachel Graver, and Scott Shedd. All others left the meeting at this time.

No action was taken during Executive Session.

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 11:01 a.m.

Anthony Alexander made a motion to adjourn the meeting.

Marcella Arline seconded the motion.

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

## **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 11:01 AM.

Respectfully Submitted,  
Brandie Karpew