

APPROVED



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

---

#### **Date and Time**

Wednesday January 17, 2024 at 9:00 AM

#### **Location**

750 E Park Drive, Suite 204  
Harrisburg, PA 17111

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

---

#### **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**

Alicia Swope, Amanda Brudowsky (remote), Andrew Hinshaw, Andy Gribbin, April Kretchman (remote), Brandie Karpew, Cody Smith, Dan Daley (remote), Danielle Marsicano (remote), Devin Meza-Rushanan, Erik Weidman, Gregory McCurdy, JD Smith, Jane Swan, Karen Yeselavage, Katherine Rutkowski, Kelly McConnell, LeeAnn Ritchie, Maurine Hockenberry (remote), Michael Garman, Patricia Hennessy, Rachel Graver, Radelle Fritz, Rebecca Rankin, Scott Shedd, Scott Stuccio, Stephanie Lane

---

### **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 17, 2024 at 9:03 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. Jane Swan, CEO, shared that Action Item "B" related to the student laptop replacement policy would be postponed to the February meeting.

No other changes were needed.

Marcella Arline made a motion to approve the agenda with changes.

Paul Donecker seconded the motion.

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

## **IV. Oral Reports**

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

Mrs. Swan reviewed the current enrollment numbers for the school noting trends in enrollment. Current enrollment stands at 6,483 students, with 25 percent of students residing in the Southeast.

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

Staffing Report: Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the authorized complement of 919 and the 863 current staff members of which 83% are 10-month staff. There were seven new hires, three position changes, and two departures in the last month.

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

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. Total Rewards Update**

Michael Garman 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 2022 and 2023.

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.

Michael Garman shared a summary of the number of staff who took advantage of the Professional Enhancement program. This program incentivizes staff to obtain job-related certifications, Instructional II certifications and advanced degrees.

#### **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 December 13, 2023, Board Meeting
- Approval of Staffing Report
- Approval of Agreement with GDC IT
- Approval to Purchase Additional iPads

Anthony Alexander made a motion to approve the consent items and the minutes from Reach Cyber Charter School on 12-13-23.

Paul Donecker seconded the motion.

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

#### **VI. Action Items**

##### **A. Approval of Amendment to Pitt Drone Services**

JD Smith, Director of Career Readiness, requested approval to amend the existing contract with Pittsburgh Drone Services. The amended language references a cost per student for the Drone Repair Course.

Matthew Ryan made a motion to approve the amendment.

Marcella Arline seconded the motion.

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

##### **B. Approval of Student Laptop Replacement Policy (to Follow)**

This item was removed from the agenda.

### **C. Approval of Employee Handbook Changes**

Michael Garman requested Board approval for proposed updates and changes to the Employee Handbook.

With Board approval, the School will publish the Employee Handbook effective January 17, 2024.

The proposed updates and changes include:

- Clarified negative leave balance process at separation.
- Expanded bereavement leave guidelines to include first cousin as an eligible family member for one-day of bereavement leave.
- Reduced the compensatory time eligibility requirement from a minimum four (4) hours worked to a minimum of two (2) hours.
- Clarified inactive status guidelines for employees on Long Term Disability (LTD).
- Expanded and added clarification on the Use of Property and Equipment section.

Paul Donecker made a motion to approve the updates to the Employee Handbook.

Matthew Ryan seconded the motion.

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

### **D. Approval of Agreement with KnowBe4**

Scott Shedd requested approval for an agreement with KnowBe4, a phishing education and awareness solution.

Marcella Arline made a motion to approve the agreement with KnowBe4.

Matthew Ryan seconded the motion.

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

### **E. Approval of Agreement with Abnormal**

Scott Shedd requested approval for an agreement with Abnormal, a phishing mitigation solution leveraging behavioral AI technology.

Matthew Ryan made a motion to approve the agreement with Abnormal.

Paul Donecker seconded the motion.

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

### **F. Approval of 2024-25 Student Calendar**

Rachel Graver shared a copy of the proposed student calendar for the 2024-25 school year. The calendar includes a first day of school on September 3, 2024, along with 180 days of learning.

Marcella Arline made a motion to approve the 2024-25 School Calendar.

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

## **VII. Information Items**

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

Brandie Karpew, Board and Legislative Liaison, shared an update on recent government affairs, specifically highlighting the recent Basic Education Funding Commission plan to rectify the issues identified by the Commonwealth Court in its historic February 2023 ruling that the state's funding system is discriminatory and unconstitutional.

The endorsed report recommends that the state should begin to close the school funding gap of more than \$5 billion, phasing in the increased funding over seven years.

- In summary the report recommends:
  - Reconfiguring the funding formula.
  - Investing in school facilities and work force.
  - Reconstitution of the Commission in 5 yrs.
  - Charter School funding Reform

### **B. National Charter School Conference**

Brandie Karpew shared information about the upcoming national charter school conference which will be held June 30-July 3 in Boston and invited the board members to advise if they were interested in attending.

Prior to entering Executive Session, Marcella Arline requested that a meeting of the Building Committee be scheduled in the coming weeks. All members of the committee should bring a list of necessary building criteria to the first meeting.

## **VIII. Executive Session**

### **A. Executive Session**

The Board entered into an Executive Session at 9:53 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, Marcella Arline, Paul Donnecker, Matt Ryan, Leigh Ann Nasar, Anthony Alexander, and Gail Hawkins Bush.

Guests present at the request of the Board were: Jane Swan, Rachel Graver, LeeAnn Ritchie, Mike Garman, Pat Hennessy and Karen Yeselavage. 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 10:10 a.m.

## **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 10:10 AM.

Respectfully Submitted,  
Brandie Karpew