

APPROVED



Reach Cyber Charter School Board of Trustees

Minutes

Reach Cyber Charter School

Date and Time

Wednesday May 15, 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 (remote), Paul Donecker (remote), Ralph Woodard (remote)

Trustees Absent

None

Trustees who left before the meeting adjourned

Anthony Alexander, Leigh Kraemer-Naser

Guests Present

Alex Lewis, Alicia Swope, Andy Gribbin, Brandie Karpew, Cody Smith, Dan Daley (remote), Danielle Marsicano (remote), Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jane Swan, Josh Hicks, Karen Yeselavage, Katherine Rutkowski, Kelley McConnell, Maurine Hockenberry (remote), Michael Garman, Patricia Hennessy, Scott Shedd, Scott Stuccio

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 May 15, 2024 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 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 needed at this time.

Marcella Arline made a motion to approve the agenda.

Gail Hawkins Bush 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 6,449 students. At this time, 38% of students have indicated that they will be returning to Reach next year, while 56% have not responded to the survey.

Ms. Swan was joined by Michael Garman, Director of HR, to review the findings of the recent Employee Pulse Survey. The year, the school partnered with RSM in order to promote anonymity in the survey process.

Highlights of the survey include:

- a 92.4% participation rate
- significantly favorable response in the areas of supervision and diversity
- 76.77% agree/strongly agreement with all questions

The leadership team has further identified next steps as a result of employee feedback.

B. Human Resources Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the authorized complement of 919 and the 887 current staff members of which 83% are 10-month staff. There have been 137 new hires and 44 departures since the beginning of the school year.

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.

- Approval of Minutes from the April 17, 2024, Board Meeting
- Approval of Staffing Report
- Approval of Sage Intacct General Ledger system contract renewal
- Approval of Add-On to Focus Communications Agreement
- Approval of Renewal Agreement with IXL
- Approval to renew JAMF Education annual license
- Approval to Purchase Asset Tags
- Approval of Agreement with Harrisburg University
- Approval of Renewal with GovConnection Inc

Matthew Ryan made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School on 04-17-24.

Paul Donecker seconded the motion.

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

VI. Action Items

A. Approval of Draft Budget for 2024-2025

Mrs. Yeselavage reviewed the draft 2024-2025 budget, including major revenue sources, projected enrollment, staffing costs and other non-personnel related expenditures.

Projections for the 2024-2025 budget were based on an enrollment of 7,500 students and a 3% increase in weighted average tuition rates over the 2023-2024 weighted average rates as of 4/5/23.

Marcella Arline made a motion to approve the 2024-2025 draft budget.

Gail Hawkins Bush seconded the motion.

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

B. Approval of Affiliation Agreement with University of Kentucky

MS. Swan requested approval for an affiliation agreement with University of Kentucky to provides for education experience opportunities for a students enrolled in the University's College of Social Work for the fall.

Paul Donecker made a motion to approve the affiliation agreement.

Marcella Arline seconded the motion.

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

C. Approval of 2024-2-25 Employee Handbook Changes

Mr. Garman requested approval for changes needed to the current 2023-2024 Employee Handbook.

Proposed changes include:

- Updated the non-instructional salary structure to reflect board approved changes.
- Added a new section to define and explain administrative leave.
- Expanded bereavement leave guidelines to include a relative living in the employee's household as an eligible family member for five days of bereavement leave.
- Expanded bereavement leave guidelines to include niece and nephew as eligible family members for one-day of bereavement leave.
- Reduced the minimum PTO leave request from two (2) hours to one (1) hour.
- Removed the provision to payout fifty percent (50%) of the bonus to staff who respond to the intent to return survey indicating they will not return for the next school year.
- Clarified that the school limits approved serious illness leave to 10 days per school year.
- Renamed the COVID-19 section as Respiratory Virus Policy. This aligns with the recent CDC guideline changes reflected in the school's Respiratory Virus Policy formerly published as COVID-19 Workplace Guidelines.

With Board approval, the School will publish the Employee Handbook effective July 1, 2024.

Marcella Arline made a motion to approve the changes to the Employee Handbnook.

Paul Donecker seconded the motion.

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

D. Approval of Agreement with UKG

Ms. Swan requested approval for a 36-month contract with UKG for a human resources information system.

Matthew Ryan made a motion to approve the contract with UKG.

Marcella Arline seconded the motion.

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

E. Approval of Summer Curriculum Work Proposal 2024

Ms. Swan requested approval of a summer work proposal where teachers will create, update, and refine their courses in the Learning Management System during the summer from July 15 through August 15, 2024.

Matthew Ryan made a motion to approve the summer work proposal.

Marcella Arline seconded the motion.

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

Leigh Kraemer-Naser left at 10:00 AM.

Anthony Alexander left at 10:00 AM.

VII. Information Items

A. Government Affairs Update

Brandie Karpew, Board and Legislative Liaison, provided a government affairs update specifically highlighting the school's efforts at grassroots advocacy.

B. State Testing Update

Dr. Kelly McConnell shared that PSSA testing had recently concluded and the school would begin Keystone testing the following week. Reach will be testing at 40 locations across Pennsylvania to ensure that all students have a location within an hour of driving time from their homes.

VIII. Strategic Planning

A. Proposed \$5 million Fund Balance Reserve

Reach Administration is requesting an additional \$5 million in fund balance reserves for anticipated/ possible school district funding reductions due to the current legislative climate and statewide funding cuts for cyber charter schools proposed by the Governor of Pennsylvania.

Ralph Woodard made a motion to approve the fund balance reserve.

Gail Hawkins Bush seconded the motion.

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

B. Approval of Agreement with the Finishing Trades Institute

JD Smith, Director of EIB and Career Development, shared details of an agreement with the Finishing Trades Institute.

This program is created to educate and provide hands-on experience in painting, drywall finishing and glazing to students in their Junior and Senior years of high school. The goal of the program is to provide our inner-city youth the opportunity to experience the potential that careers in the building trades have to offer by providing professional instruction and guidance in these trades.

The program is geared to be a stepping-stone for students to progress from classroom to potential apprentices in these industries by teaching them the skills and knowledge that is needed to be a successful tradesperson.

The vote for this agreement was postponed until the June 2024 meeting of the Board of Trustees.

C. Approval of Agreement with SUL Studios

Mr. Smith requested approval for an agreement with SUL Studios where students could explore career opportunities in the music industry.

Gail Hawkins Bush made a motion to approve the agreement with SUL Studios.

Marcella Arline seconded the motion.

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

IX. Executive Session

A. Executive Session

The Board entered into an Executive Session at 10:38 a.m.

The Board entered into an Executive Session 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, and Ralph Woodard. Guests present at the request of the Board were: Jane Swan and

Mike Garman. All others left the meeting at this time.

No action was taken during Executive Session. The Board resumed open Session at 10:53 a.m.

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 10:53 AM.

Respectfully Submitted,
Brandie Karpew