



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

---

#### Date and Time

Wednesday August 28, 2024 at 9:00 AM

#### Location

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

---

#### Trustees Present

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

#### Trustees Absent

Gail Hawkins Bush, Ralph Woodard

#### Guests Present

Alex Lewis (remote), Alicia Swope, Andy Gribbin, Brandie Karpew, Cody Smith, Danielle Marsicano (remote), Devin Meza-Rushanan, Doug Miedel (remote), Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Jedd Cordisco (remote), Jessica Rice (remote), Josh Hicks (remote), Kelly McConnell, Lisa Blickley (remote), Michael Garman, Nora Rotz (remote), Patricia Hennessy (remote), Rachel Graver, 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 Aug 28, 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.

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. Highlights of the update include:

- Two hundred and fifty teachers worked on refining and personalizing courses this summer,
- Two hundred staff members, including teachers, administrative office team members, family mentors, counselors, and the technology team supported 1,200 students during summer programs.
- The leadership team learned and prepared for the school year during professional development days which included Structured Literacy training and Equity, Diversity, Inclusion and Belonging work.
- August 20-22, 900 staff members gathered at Lancaster Convention Center to welcome the new school year with professional development.
  - Twenty-eight staff joined on Tuesday to learn about the school and participate in the DEI Level Set training.
  - Wednesday and Thursday, employees chose from forty-three workshop options mostly led by our own Reach team
  - Two senior team celebrations: Brandie Karpew is our new Director of Outreach and Kim Crandall is our new Director of MTSS.

- Reach received the official Cognia Accreditation certificate and letter, joining 36,000 schools, systems, and ninety countries committed to continuous improvement and educational quality

In addition, Ms. Swan reviewed the current enrollment numbers for the school noting trends in enrollment. Current enrollment for the 2024-25 school year stands at 5,706 students, with 482 of those being new enrollments.

## **B. Human Resources Update**

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 878 current staff members and 83% of staff who are 10-month staff.

There have been 24 new hires this school year and 10 departures.

## **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 July 17, 2024, Board Meeting
- Approval of Staffing Report
- Approval to Renew Agreement with Meetings Tomorrow
- Approval to Renew Agreement with Vector Solutions
- Approval of Annual Health and Safety Plan
- Approval to Renew Agreement with Lala's Nails
- Approval to Renew Agreement with Pittsburgh Drone Services
- Approval to Renew Agreement with Elmwood Park Zoo
- Approval to Renew Agreement with We, Not Me
- Approval to Renew Agreement with the Center for Aquatic Sciences
- Approval to Renew Agreement with Moore College of Art and Design

Marcella Arline made a motion to approve the Consent items and the minutes from Reach Cyber Charter School on 07-17-24.

Anthony Alexander seconded the motion.  
The board **VOTED** to approve the motion.

## **VI. Action Items**

### **A. Approval of Amended 2024-25 School Calendar**

Rachel Graver, Chief Operating Officer, presented an amended school calendar for the 2024-25 school year as seen in the packet.

Marcella Arline made a motion to approve the amended school calendar.

Anthony Alexander seconded the motion.

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

### **B. Approval of Agreement with Ben Feit Insight**

Jane Swan, CEO, presented details of an Agreement with Ben Feit Insight, is seeking support in connection with an effort to build the capacity of its emerging leaders.

Marcella Arline asked for a report at the conclusion if the training on how the training is used and its outcomes.

Marcella Arline made a motion to approve the agreement with Ben Feit Insight.

Paul Donecker seconded the motion.

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

### **C. Approval of Change to Flexible Spending Account (FSA) Provider**

Lisa Blickley addressed the need to make a change to the school's existing FSA provider.

Matthew Ryan made a motion to approve the change of FSA provider.

Marcella Arline seconded the motion.

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

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

Scott Shedd, Director of IT, requested approval of an agreement with GanttPRO, an efficient project planning and scheduling solution.

Paul Donecker made a motion to approve the agreement with GanttPRO.

Anthony Alexander seconded the motion.

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

### **E. Approval of Parent Policy and Compact**

Josh Hicks, Manager of Federal Programs, requested approval of the Parent Policy and Compact, which explains how the school will put into operation programs, activities, and procedures for involving parents in its Title I, Part A programs, consistent with Section 1010 of the Every Student Succeeds Act (ESSA).

Marcella Arline made a motion to approve the Parent Policy and Compact.

Anthony Alexander seconded the motion.

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

## **VII. Information Items**

### **A. Outreach Update**

Scott Stuccio, Director of Outreach, and members of the Outreach team provided an update on the work being done by the Outreach Department. Jessica Rice specifically highlighted the growth of Reach's social media platforms, Doug Meidel shared an update on the departments external outreach, while Christin Capuanno reviewed the school events for the upcoming school year.

### **B. State Testing Update**

Dr. Kelley McConnell, reviewed Reach's results from the 2024 State Assessments. Dr. McConnell compared Reach's result to that of the nationwide results and reviewed the findings as seen in the packet.

## **VIII. Strategic Planning**

### **A. Approval of Agreement with Taste Buds**

JD Smith, Director of Career Readiness and EDIB, requested approval for an agreement with Taste Buds, to offer virtual culinary lessons for students.

Marcella Arline made a motion to approve the agreement with Taste Buds.

Anthony Alexander seconded the motion.

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

## **IX. Executive Session**

### **A. Executive Session**

The Board entered into an Executive Session at 9:48 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, Paul Donecker, Marcella Arline, Matt Ryan, Leigh Kramer Naser and Anthony Alexander. Guests present at the request of the Board

were: Jane Swan, Lee Ann Ritchie, Michael Garman, and Pat Hennessy. All others left the meeting at this time.

No action was taken during Executive Session.

The Board resumed open Session at 10:08 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 10:08 AM.

Respectfully Submitted,  
Brandie Karpew