

APPROVED



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

---

#### **Date and Time**

Wednesday September 18, 2024 at 9:00 AM

#### **Location**

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

---

#### **Trustees Present**

Anthony Alexander (remote), David Taylor (remote), Gail Hawkins Bush (remote), Marcella Arline (remote), Matthew Ryan (remote), Paul Donecker (remote), Ralph Woodard (remote)

#### **Trustees Absent**

Leigh Kraemer-Naser

#### **Guests Present**

Alex Lewis (remote), Alicia Swope, Andy Gribbin (remote), Brandie Karpew (remote), Cody Smith, Danielle Marsicano (remote), Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Josh Hicks (remote), Karen Yeselavage, Kelly McConnell, Kimberly Crandall, LeeAnn Ritchie, Lisa Blickley (remote), Michael Garman, Rachel Graver, Scott Shedd, 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 Sep 18, 2024 at 9:04 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.

Ralph Woodard made a motion to approve the agenda.

Paul Donecker 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 for the 2024-25 school year stands at 5,818 students, with 239 of those being new enrollments in the previous 14 days.

Attendance at BTS events was the highest ever. Each location set a new record for attendance.

Philadelphia 400

Erie 64

Scranton 100

Pittsburgh 200

State College 52

### B. Staffing Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting the 872 current staff members and 83% of staff who are 10-month staff. There are currently 31 unfilled positions, 9 of which are posted and/or pending, and 22 on hold.

There have been 24 new hires this school year and 15 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 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 August 18, 2024 Board Meeting
- Approval of Staffing Report
- Approval to Purchase iPads

Gail Hawkins Bush made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School on 08-28-24.

Marcella Arline seconded the motion.

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

## VI. Action Items

### A. Approval of the 2024-2025 School Handbook

Rachel Graver, Chief Operating Officer, shared information regarding updates made to the 2024-25 School Handbook, including minor language updates, the updated the School Calendar, updated PSSA and Keystone section to reflect recent updates from PDE as well as other items included in the board packet.

Ralph Woodard made a motion to approve the updates to the 2024-2025 School Handbook.

Paul Donecker seconded the motion.

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

## VII. Strategic Planning

### A. Confirmation of Strategic Planning Retreat

Brandie Karpew confirmed that the October 2024 board meeting will be held in conjunction with a board retreat on Wednesday, October 16, 2024, at 9:00 AM at the Best Western Premier Conference Center located at 800 East Park Drive, Harrisburg, PA.

## VIII. Executive Session

## **A. Executive Session**

Executive Session

The Board entered into an Executive Session at 9:35 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, Gail Hawkins Bush, Ralph Woodard, 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 9:47 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 9:47 AM.

Respectfully Submitted,  
Brandie Karpew