



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

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#### Date and Time

Wednesday January 15, 2025 at 9:00 AM

#### Location

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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#### Trustees Present

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

#### Trustees Absent

David Taylor, Gail Hawkins Bush

#### Guests Present

Alex Lewis (remote), Alicia Swope, Andy Gribbin, Brandie Karpew, Christin Capuano (remote), Cody Smith, Danielle Marsicano (remote), Devin Meza-Rushanan, Doug Miedel (remote), Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Jessica Rice (remote), Josh Hicks (remote), Karen Yeselavage, Kelly McConnell, Kimberly Crandall (remote), LeeAnn Ritchie, Lisa Blickley (remote), Michael Garman, Patricia Hennessy, Rachel Graver, Stephanie Lane

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### I. Opening Items

#### A. Roll Call

#### B. Call the Meeting to Order

Marcella Arline called a meeting of the board of trustees of Reach Cyber Charter School Board of Trustees to order on Wednesday Jan 15, 2025 at 9:00 AM.

## **II. Routine Business**

### **A. Approval of Agenda**

Marcella Arline, Board Treasurer, asked the board to review the agenda distributed prior to the meeting and asked if any changes were needed. No items were added to the agenda.

Anthony Alexander made a motion to approve.

Paul Donecker seconded the motion.

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

## **III. Oral Reports**

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

Jane Swan, Chief Executive Officer, reviewed the current enrollment numbers for the school noting trends in enrollment. Current enrollment stands at 5,967 students, with Philadelphia having the highest enrollment.

Stephanie Lane, Director of STEM, gave an update on the E-Sports teams. Two teams from Reach won the state championship.

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

Michael Garman, Director of Human Resources, review current staffing levels. There are currently 870 employees of which 80% are 10-month staff. There were two new hires, four position changes, and 1 departure since last board meeting.

Lisa Blickley provided a summary for 2025 Open Enrollment.

### **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' statement. 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 participated in the Tuition Reimbursement program and the total amount of reimbursement provided to those staff.

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.

Mr. Garman shared a summary of the number of staff that participated in the Professional Enhancement program. This program incentivizes staff to obtain job-related certifications, Instructional II certifications, and advanced degrees.

#### **IV. Consent Items**

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

Ms. Arline asked board members to consider the items from the Consent Items. No questions or concerns were noted.

- Approval of Minutes from the November 20, 2024, Board Meeting
- Approval of Staffing Report
- Approval to Renew MOU with Alaska Sealife
- Approval of Invoice for TCB Promotions
- Approval to Purchase OT Kits
- Approval of Revised Employee Handbook for School Year 2024-2025
- Approval to Renew Career Mentorship Agreement with WQED
- Approval to Renew Agreement with Harrisburg University
- Approval to Renew Agreement with Women in Forensics

Matthew Ryan made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School on 11-20-24.

Anthony Alexander seconded the motion.

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

#### **V. Action Items**

##### **A. Approval of Funding for Digital Creatives**

Brandie Karpew, Director of Outreach, shared details regarding moving digital content filming to March of this school year. This will allow the new campaign to be ready for an end of the school year campaign to launch in May.

Anthony Alexander made a motion to approval Funding for Digital Creatives.

Matthew Ryan seconded the motion.

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

##### **B. Approval of School Calendar 2025-2026**

Rachel Graver, Chief Operating Officer, shared a copy of the proposed student calendar for the 2025-2026 school year. The calendar includes a first day of school on September 2, 2025, along with 180 days of learning.

Paul Donecker made a motion to approval the 2025-2026 School Calendar.

Anthony Alexander seconded the motion.

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

## **VI. Information Items**

### **A. National Charter School Conference**

Brandie Karpew, Director of Outreach, shared information about the upcoming National Charter School Conference that will be held June 20-July 2, 2025 in Orlando and invited the board members to advise if they were interested in attending.

### **B. Outreach Update**

Brandie Karpew, Director of Outreach, along with the Outreach Department Managers provided an update on Social Media, External Marketing, and Social Outreach.

## **VII. Executive Session**

### **A. Executive Session**

The Board entered into a Executive Session at 9:40 a.m. upon a motion being made, seconded and confirmed via roll call vote.

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 protect by law.

Board members present were: Paul Donecker, Marcella Arline, Matt Ryan, Leigh Ann Naser and Anthony Alexander. Guests present at the request of the Board were: Jane Swan, Rachel Graver, LeeAnn Ritchie and Mike Garman.

No action was taken at Executive Session. The Board returned to open session at 9:49 AM.

## **VIII. 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 9:49 AM.

Respectfully Submitted,  
Brandie Karpew