

APPROVED



Reach Cyber Charter School Board of Trustees

Minutes

Reach Cyber Charter School

Date and Time

Wednesday April 16, 2025 at 9:00 AM

Location

750 East Park Drive, Suite 204
Harrisburg, PA 17111

Trustees Present

Anthony Alexander (remote), Gail Hawkins Bush (remote), Leigh Kraemer-Naser (remote), Marcella Arline (remote), Matthew Ryan (remote), Ralph Woodard (remote)

Trustees Absent

David Taylor

Trustees who left before the meeting adjourned

Anthony Alexander, Leigh Kraemer-Naser

Guests Present

Alex Lewis (remote), Alicia Swope, Andy Gribbin, Brandie Karpew, Cody Smith, Danielle Marsicano (remote), Devin Meza-Rushanan, Gregory McCurdy, Jackie Hershey (remote), Jane Swan, Jess Rice (remote), Josh Hicks (remote), Karen Yeselavage, Kelley McConnell, Kim Crandall, LeeAnn Ritchie, Lisa Blickley (remote), Michael Garman, Nate Laird, Oliver Morrison (remote), Patricia Hennessy, Rachel Graver, Stephanie Lane, Travis Moyer (remote)

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, April 16, 2025 at 9:12 AM.

II. Routine Business

A. Approval of the Agenda

Marcella Arline asked the board to review the agenda distributed prior to the meeting and ask if any changes were needed.

Jane Swan asked that Action Item A be moved up due to quorum needed.

Ralph Woodard made a motion to to approve the agenda.

Gail Hawkins Bush seconded the motion.

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

III. Oral Reports

A. CEO's Report

Jane Swan, Chief Executive Officer, gave an update on the current enrollment. Currently enrollment is a 6133 which is an increase of 196 since our previous meeting. Philadelphia continues to lead in enrollment.

Dr. Kelley McConnell shared the Reach Data team was recently recognized with the Data Governance Award of Excellence. The Data team consists of Dr. Kelley McConnell, Sarah Behrndt-Malon, Dr. Amanda Spofford, Dr. Theresa McQuiade, and Rhiannon Dame.

B. Human Resources Update

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board highlighting that there are currently 867 staff members with 82% of staff being 10-month staff. There are currently 36 positions on hold. There were two new hired, three department changes and four departing employees.

There have been 38 new hires this school year and 34 departures.

C. Financial Report

Karen Yeselavage, Chief Financial Officer, reviewed the school's financial statements with the Board. She reviewed the revenue and expenses statements advising on changes since the previous month's statement. Ms. Yeselavage further reviewed with the Board the school's balance sheet and current forecast.

IV. Consent Items

A. Approval of Consent Items

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

- Approval of Staffing Report
- Approval of Minutes from the February 18, 2025, Board Meeting
- Approval of Invoice for Music Kits
- Approval on Invoice for Curriculum Novels and Materials
- Behavioral Health System (BHS) Employee Assistance Program (EAP) Contract Renewal
- Approval of Renewal Agreement with Amplify
- Approval to Continue Summer Learning Kits
- Approval to Renew Agreement with Penn State LaunchBox Entrepreneurship Career Mentoring Program
- Approval to Renew Agreement with Associated Builders and Contractors
- Approval to Renew Agreement with Sage Intacct

Gail Hawkins Bush made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School on 2/18/2025.

Ralph Woodard seconded the motion.

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

Gail Hawkins Bush made a motion to approve the minutes from Reach Cyber Charter School on 02-19-25.

Ralph Woodard seconded the motion.

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

V. Action Items

A. Approval of Draft Budget for 2025-2026

Karen Yeselavage, Chief Financial Officer, presented to the Board the proposed budget for 2025-26. The proposed budget will be posted for 20 days with a final vote at the May 2025 Board meeting.

Gail Hawkins Bush made a motion to to approve the Proposed Budget for 2025-26.

Matthew Ryan seconded the motion.

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

B. Approval of Marketing Campaign for 2025-26 School Year

Brandie Karpew, Director of Outreach, discussed the 2025-26 Media and Creative Production Plan.

Matthew Ryan made a motion to made a motion to approve the Marketing Campaign for 2025-26 School Year.

Gail Hawkins Bush seconded the motion.

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

C. Renewal of Frontline Comparative Analytics

Michael Garman, Director of Human Resources, shared details for the renewal of Frontline Comparative Analytics. This information is used to assist school administration and the Board in financial and budgetary considerations.

Matthew Ryan made a motion to made a motion to approve the Renewal of Frontline Comparative Analytics.

Anthony Alexander seconded the motion.

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

D. Approval of Agreement with Eastern PCM, LLC to provide Project Management Services

Rachel Graver, Chief Operations Officer, asked for the approval of the agreement with Eastern PCM, LLC. This is for the project management services associated with our building acquisition and move.

Matthew Ryan made a motion to to approve the agreement with Eastern PCM, LLC.

Gail Hawkins Bush seconded the motion.

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

E. Approval of Agreement with Kaseya

Nate Laird, Director of IT, shared details regarding the agreement with Kaseya. This gives us the ability to easily organize, standardize, and store important documentation. It also enables streamlined access to critical data, such as network and workstation configurations, passwords, and system documentation. This will improve our collaboration and knowledge sharing and increases efficiency and reduces downtime.

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

Gail Hawkins Bush seconded the motion.

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

VI. Information Items

A. Government Affairs Update

Brandie Karpew, Director of Outreach, provided an update on Government Affairs.

Brandie shared that Reach is currently working with other cyber schools to form a united front against the Governor's proposed budget. Staff is schedule to meet with legislators on May 6.

B. State Testing Update

Kelley McConnell shared an update on state testing. There are 500 staff members work at state testing. There are three weeks of PSSA and two weeks of Keystones. She shared that communications have increased with families and that the team has come across some challenges finding sites.

Anthony Alexander left at 9:56 AM.

Leigh Kraemer-Naser left at 10:00 AM.

No longer having quorum, the Reach Cyber Charter School Board of Trustees entered recess at 10:00 AM with a plan to reconvene on Tuesday, April 22, 2025, at 1:00 PM.

The meeting of the Reach Cyber Charter School Board of Trustees reconvened on Tuesday, April 22, 2025, at 1:00 PM.

VII. Executive Session

A. Executive Session

Executive Session

The Board entered into Executive Session at 1:00 PM 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: David Taylor, Marcella Arline, Matt Ryan, Anthony Alexander, and Gail Hawkins Bush. Guest present at the request of the Board were: Jane Swan, Rachel Graver, LeeAnn Ritchie, and Greg McCurdy.

1st settlement approved

Marcella, Cedric and all

2nd settlement approved with 3 options

Matt, Gail and all

10:42 Adjourned

Motion by Marcella and second by Cedric

Marcella Arline made a motion to approve a settlement agreement.

Anthony Alexander seconded the motion.

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

Matthew Ryan made a motion to approve a settlement with three options.

Gail Hawkins Bush seconded the motion.

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

The Board returned to open session 1:40 PM.

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 1:42 PM.

Respectfully Submitted,
Brandie Karpew