



# Reach Cyber Charter School Board of Trustees

## Minutes

### Reach Cyber Charter School

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#### Date and Time

Wednesday May 21, 2025 at 9:00 AM

#### Location

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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#### Trustees Present

Anthony Alexander (remote), David Taylor (remote), Gail Hawkins Bush (remote), Leigh Kraemer-Naser (remote), Marcella Arline (remote), Paul Donecker (remote)

#### Trustees Absent

Matthew Ryan, Ralph Woodard

#### Guests Present

Alex Lewis (remote), Alicia Swope, Andy Gribbin, Brian Abela (remote), Cody Smith, Danielle Leibig (remote), Danielle Marsicano (remote), Dennis Walsh (remote), Devin Meza-Rushanan, Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Josh Hicks (remote), Karen Yeselavage, Kelly McConnell, LeeAnn Ritchie, Lisa Blickley (remote), Michael Garman, Nate Laird, Patricia Hennessy (remote), Rachel Graver, Stephanie Lane

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### 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 to order on Wednesday, May 21, 2025, at 9:05 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 the Agenda**

David Taylor, Board President, asked the board to review the agenda distributed prior to the meeting and asked if any changes were needed.

Jane Swan, CEO, ask to have Action Item F: Approval of Recommended Reservation of Fund Balance to be moved up to CEO's Report.

Paul Donecker made a motion to 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, reviewed the current enrollment numbers for the school. Current enrollment stands at 6,153 students, with 38 of those being new enrollments in the previous 14 days.

Ms. Swan requested that \$12 million be placed in fund balance reserves for possible funding reductions due to potential funding cuts for cyber charter schools. This includes \$4 million for salaries and benefits, \$5 million for student technology, and \$3 million for curricula (RFP for Reach owned).

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

Michael Garman, Director of Human Resources, reviewed current staffing levels with the Board, highlighting the 866 current staff members and 83% of staff who are 10-month staff. There are two (2) departing employees.

Mr. Garman announced Intent to Return letters were sent out and the deadline is Friday, May 23rd. Out of 715 ten-month staff, 694 responded that they will be returning and five have indicated that they will not be returning.

### **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 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 Staffing Report
- Approval of Minutes from the April 16, 2025 Board Meeting
- Approval to Renew Agreement with Linkit!
- Approval to Renew Agreement with IXL
- Approval to Renew Agreement with Simcoach
- Approval of Changes to the Certified Occupational Therapy Assistant (COTA) and Occupational Therapist (OT) Salary Ranges.
- Approval to Renew Agreement with Accelerate
- Approval to Renew Agreement with Flexpoint
- Approval to Renew Agreement with Edmentum
- Approval to Renew Agreement with CodeHS
- Approval to Renew Agreement with Gizmos
- Approval to Renew Agreement with Brainpop
- Approval to Renew Agreement with Discovery Ed
- Approval to Continue Purchase of Art Kits

Anthony Alexander made a motion to to approve the Consent Items and the minutes from April 16, 2025 Board meeting.

Marcella Arline seconded the motion.

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

## VI. Action Items

### A. Approval of Second Draft Budget for 2025-2026 (to follow)

Karen Yeselavage, Chief Financial Officer, presented to the Board of Trustees edits to the 2025-2026 proposed budget presented at the previous board meeting.

Marcella Arline made a motion to approve the second draft of the proposed budget for 2025-2026.

Paul Donecker seconded the motion.

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

### B.

### **Approval of MOU with Western Governor's University**

LeeAnn Ritchie, Chief Academic Officer, requested approval of the MOU with Western Governor's University for student teachers enrolled in the University's educator preparation program.

Paul Donecker made a motion to approve the MOU with Western Governor's University.

Anthony Alexander seconded the motion.

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

### **C. Approval of Agreement with National Geographic**

Andy Gribbin, Director of Teaching and Learning, requested approval of an agreement with National Geographic. Curriculum for our ELL students for language acquisition curricula.

Paul Donecker made a motion to approve the agreement with National Geographic.

Marcella Arline seconded the motion.

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

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

Andy Gribbin, Director of Teaching and Learning, requested approval of agreement with PAETEP. PAETEP is a comprehensive suite of teacher evaluation tools fully aligned with the Pennsylvania Department of Education and Act 13.

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

Leigh Kraemer-Naser seconded the motion.

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

### **E. Approval of MOU with Cedar Crest College for Dual Enrollment**

Cody Smith, High School Principle, is asking for the approval of the MOU with Cedar Crest College for Dual Enrollment.

Marcella Arline made a motion to approve the MOU agreement with Cedar Crest College.

Anthony Alexander seconded the motion.

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

### **F. Approval of Recommended Reservation of Fund balance**

Jane Swan, Chief Executive Officer, asked for approval of \$12 million in fund balance reserves as previously mentioned in the CEO report.

Marcella Arline made a motion to approve the reservation of fund balance.

Paul Donecker seconded the motion.

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

### **G. Approval of Updates to the Student Handbook**

Rachel Graver, Chief Operations Officer, requested approval of updates to the Student Handbook as included in the board packet.

Paul Donecker made a motion to approve the updates to the Student Handbook.

Marcella Arline seconded the motion.  
The board **VOTED** to approve the motion.

## **VII. Information Items**

### **A. Government Affairs Update**

Brian Abela and Dennis Walsh from the Bravo Group provided an update on Government Affairs. The primary focus was the upcoming state budget which is due by June 30th.

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

Kelley McDonnell, Director of Data and Student Assessment, provided an update on state testing. There were 500 staff members who help with testing and 4000 student who took the test. There were three (3) weeks of PSSA's and two (2) weeks of Keystones.

### **C. Discussion of RFP Process for Curriculum Writing**

Andy Gribbin, Director of Teaching and Learning, shared details of an Request for Proposal (RFP) to secure proposals from qualified course creation companies to design and develop a full suite of asynchronous online courses for our STEM-focused Pennsylvania cyber charter school. The courses to be developed will span the core subjects of Mathematics, Science, English Language Arts, and Social Studies, with content tailored for students in Kindergarten through Grade 12. The objective is to provide high-quality, engaging, and standards-aligned courses that can be delivered fully online to meet the diverse needs of our student population.

### **D. Career Readiness Update**

JD Smith, Director of Careers and Belongs, provided an update to the Career Readiness program. There are currently 486 students participating in over 200 experiences.

## **VIII. Executive Session**

### **A. Executive Session**

The Board entered into Executive Session at 10:12am 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, Gail Hawkins Bush, Paul Donecker, and LeighAnn Kraemer-Naser. Guest present at the request of the Board were: Jane Swan, Rachel Graver, LeeAnn Ritchie, Greg McCurdy and Pat Hennessy.

No action was taken during Executive Session. The board returned to open session at 10:37 AM.

Gail Hawkins Bush made a motion to adjourn the meeting of the Board of trustees.

Marcella Arline seconded the motion.

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

## **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 10:37 AM.

Respectfully Submitted,  
Brandie Karpew