

APPROVED



## Reach Cyber Charter School Board of Trustees

### Minutes

#### Reach Cyber Charter School - Board Meeting

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##### **Date and Time**

Wednesday November 19, 2025 at 9:00 AM

##### **Location**

1826 Good Hope Road  
Enola, PA 17025

A zoom link will be posted on this page on the day of the board meeting for those attending virtually.

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##### **Trustees Present**

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

##### **Trustees Absent**

Gail Hawkins Bush

##### **Guests Present**

Alex Lewis (remote), Alicia Swope, Andy Gribbin, Brandie Karpew, Christin Capuano (remote), Cody Smith, Danielle Leibig, Danielle Marsicano (remote), Gregory McCurdy, JD Smith, Jackie Hershey (remote), Jane Swan, Jessica Hickernell (remote), Jessica Rice (remote), Karen Yeselavage, Kelley McConnell, Lisa Blickley (remote), Michael Garman, Nate Laird, Patricia Hennessy (remote), Rachel Graver, Stephanie Lane, Zach Pinksoky (remote)

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#### **I. Opening Items**

**A.**

## **Roll Call**

### **B. Call the Meeting to Order**

David Taylor, Board President, called the meeting of the Reach Cyber Charter School Board of Trustees to order on Wednesday, November 19, 2025, at 9:00AM.

## **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, requested an amendment to the Action Item regarding the Fund Balance. The item has been tabled to allow for further discussion..

Matthew Ryan 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 on current enrollment, which stands at 5,761 students.**

She also briefed the board on the outcome of the October 30th Cyber CEO and Legislator Roundtable and the November 5th legislative hearing held at our school with lawmakers.

Additionally, Ms. Swan announced that Kim Crandall, Director of MTSS, will be retiring at the end of November, noting that her contributions have been invaluable and she will be greatly missed.

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

**Michael Garman, Director of Human Resources, provided an update on current staffing levels. He reported that the authorized complement is 886 positions, with 856 employees currently on staff—83% of whom are 10-month employees.**

**There are 30 open positions, including 6 currently posted, 17 on hold, and 7 filled by contracted employees. Mr. Garman also noted that there have been 3 internal staffing changes.**

**C. Financial Report (to follow)**

Karen Yeselavage, Chief Financial Officer, reviewed that 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 that school's balance sheet and current forecast.

**V. Consent Items**

**A. Approval of Consent Items**

Mr. Taylor requested that the board members review the items listed under the Consent Items.

A. Approval of the Minutes from the October 2025 Board meeting.

B. Approval of Staffing Report.

C. Approval to Purchase Additional Student Printers.

D. Approval of Employee Handbook Updates/Changes.

Anthony Alexander made a motion to approve the Consent Items and the minutes from Reach Cyber Charter School - Board Meeting on 10-15-25.

Marcella Arline seconded the motion.

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

**VI. Action Items**

**A. Reserved Fund Balance Initiatives**

This Action Item has been tabled for more discussion.

**B. Approval to Purchase Student Planners**

Dr. Kelley McConnell, Chief Academic Officer, presented a proposal to purchase dated student agendas for the 2026–2027 school year for all enrolled students as well as staff.

Marcella Arline made a motion to approve the purchase of student planners.

Paul Donecker seconded the motion.

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

**C. Request for a Board Designee for Parchment Transcript Services**

Dr. Kelley McConnell, Chief Academic Officer, requested that a board designee be appointed to work with the school leadership team on a service request with Parchment.

Matt Ryan has agreed to serve as the designee.

Ralph Woodard made a motion to approve a Board Designee for Parchment Transcript Services.

Paul Donecker seconded the motion.

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

## **VII. Information Items**

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

Jessica Hickernell, Lobbyist, provided the Board with an update on the recent passage of the state budget and its implications.

### **B. Trustee Email Addresses**

Board members were recently assigned official Reach email addresses to comply with Sunshine Laws and ensure transparency.

### **C. Curriculum and RFP Update**

Andy Gribbin, Director of Teaching and Learning, provided the Board with an update on curriculum initiatives and the RFP process.

## **VIII. Executive Session**

### **A. Executive Session**

The Board entered into an Executive Session at 9:31 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, Ralph Woodard, Gail Hawkins Bush, Leigh Ann Kraemer-Naser and Anthony Alexander. Guests present at the request of the Board were: Jane Swan and Pat Hennessey. All others left the meeting at this time.

The Board met in executive session to discuss matters related to employment., formation of an Audit Committee, and HR Committee. The Finance Committee was updated with

Matt Ryan nominated and approved as Treasurer. The Board returned to regular session at 9:56.

## **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 9:56 AM.

Respectfully Submitted,  
Brandie Karpew