



Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes

Tuesday, September 17, 2019

The Executive Session commenced at 5:30 PM and continued until approximately 7:00 PM.

- I. Pledge of Allegiance
- II. Roll Call – Board Members Present:
Marilou Strangarity (President)
Kristin Chettle (Treasurer)
Don Fraatz (Secretary)
Bob Maranto
- III. Notification of Recording
A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- IV. Executive Session Statement
A. M. Strangarity announced that the Executive Session was held to discuss personnel and financial matters.
- V. Approval of Minutes from 8/20/2019 Board Meeting
A. M. Strangarity called for a motion to approve the minutes from the 8/20/2019 board meeting.
 1. Motion to approve the minutes from the 8/20/2019 board meeting by Kristin Chettle. Seconded by Don Fraatz. Unanimous.
- VI. New Board Member
A. M. Strangarity called for a motion to recommend that Desmondé Pringle join as a new board member.
 1. Kristin Chettle made a motion to recommend that Desmondé Pringle join as a new board member. Seconded by Bob Maranto. Unanimous.
 2. Desmondé Pringle was sworn into office by Brian Leinhauser.
- VII. Governance
A. Brian Leinhauser asked that we amend the agenda to include the school’s revision of the Computer Replacement Policy.
 1. M. Strangarity explained that we are amending this policy in order to get better protection for our school equipment.
 2. B. Leinhauser stated that the amendment to the Computer Replacement Policy is simply that the Board and the school may discipline a student in accordance with the provisions of the Pennsylvania statutes and Pennsylvania school code up to and including expulsion from school for destruction of school property.
 3. M. Strangarity called for a motion to accept the amendment to the Computer Replacement Policy.
 - a. D. Fraatz made a motion to accept the amendment to the Computer Replacement Policy. Seconded by B. Maranto. Unanimous.
- B. Neal Thomas shared that this year he would like to pilot a Differentiated Supervision Plan that consists of three pieces. Focused Observation, Self-directed/Action Research Plan &

cooperative PD Model. He is going to invite a small group of veteran teachers to consider doing this as part of their supervision this year.

1. M. Strangarity called for a motion to accept the pilot for this year.
 - a. D. Fraatz made a motion to accept the pilot for this year. Seconded by K. Chettle. Unanimous.

C. Employee Retention

1. B. Leinhauser stated that we are amending this policy to make the employee retention bonus for 5 years or more for full time employees retroactive. The 5-year loyalty bonus is \$750 for full-time employees and \$500 for part-time employees.
2. M. Strangarity called for a motion to accept the amendment to the Employee Retention Policy making it retroactive.
 - a. K. Chettle made a motion to accept the amendment to the Employee Retention Policy. Seconded by D. Fraatz. Unanimous.

D. Updated Work From Home Policy

1. M. Strangarity stated that the Board would like to amend their policy for part-time employees.
2. Don Asplen explained that from time to time it's hard to find candidates to fill needed positions and occasionally we can remedy that problem by hiring a part-time person instead of a full-time person. The request is that on an as needed basis, if we hire a part-time employee, that employee would be allowed to work from home 100% of the time.
3. M. Strangarity called for a motion to accept the amendment to the Work From Home Policy.
 - a. D. Pringle made a motion to accept the amendment to the Work From Home Policy. Seconded by D. Fraatz. Unanimous.

VIII. Personnel

A. New Hires:

1. Becky Aller, Student Enrollment/Orientation Coordinator, \$40,000
2. Jocelyn Bryson, Special Ed Teacher, \$56,500
3. Jessica Burkhart, Social Studies Teacher, \$47,000
4. Jocelyn Carr, Special Ed Teacher, \$56,000
5. Patricia Fraumeni, Special Ed Teacher, \$55,000 (Starts 10/1/19)
6. Darryl Perecko, Innovation Academy Program Director, \$66,000

B. M. Strangarity called for a motion to approve all new hires.

1. Motion to approve all new hires by K. Chettle. Seconded by D. Fraatz. Unanimous.

C. Resignations:

1. Veronica Farr, Innovation Academy Program Director, \$66,000

D. M. Strangarity called for a motion to accept the resignation of Veronica Farr.

1. Motion to accept the resignation of Veronica Farr by D. Fraatz. Seconded by K. Chettle. Unanimous.
2. M. Strangarity requested that Veronica Farr is sent a letter letting her know that the Board will sincerely be thinking of her, missing her and that they hope all goes well in her new position.

IX. Finance and Business Report

- A. Ryan Schumm provided the Treasurer's Monthly Report. He stated that this report captures the first two months of the 2020 fiscal year. There was not a lot of financial activity with revenue or expenses in July and August. A lot of the instructional salary and benefit activity is accrued back to the prior year because that is when their contract work was earned. In years past, July and August have created a cash flow crunch because revenue collection decreases in the summer. This year our cash on hand is at 170 days which is above the ideal benchmark position. He also noted that we were able to receive about a \$20,000 savings on our insurance premiums for our general liability policy which also includes an expanded scope of coverages:
 - 1. Cyber Security Policy, a more robust Directors and Officers Policy, a bonding of Board Members and an Employee Theft Policy.
 - B. M. Strangarity called for a motion to approve the written Treasurer's Monthly Report.
 - 1. Motion to approve the written Treasurer's Monthly Report by K. Chettle. Seconded D. Pringle. Unanimous.
 - C. M. Strangarity called for a motion to step into the Internal Cash Sweep(ICS) program through Peoples Security Bank not to exceed \$250,000.
 - 1. B. Maranto made a motion to accept the ICS program through Peoples Security Bank not to exceed \$250,000. Seconded by D. Fraatz. Unanimous.
 - D. M. Strangarity called for a motion to change the start time of the Board Meetings on October 15, 2019 and January 21, 2020 to 4:30 PM so the Board can meet for Act 55 Board Training.
 - 1. K. Chettle made a motion to change the start time of the Board Meetings on October 15, 2019 and January 21, 2020 to 4:30 PM so the Board can meet for Act 55 Board Training. Seconded by D. Fraatz. Unanimous.
 - E. Dr. Maranto left the meeting at this time.
- X.** Discussion of Academic and Special Education Video Report
- A. M. Strangarity asked if there were any questions or comments about the Academic and Special Education Video Report.
 - 1. Neal Thomas shared that we are have a great start to the year. Today was Back to School Night and a good number of parents participated.
 - 2. N. Thomas noted that we have one new itinerant and one new supplemental Special Education Teacher.
- XI.** Discussion of Enrollment/Marketing Video Report
- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
 - 1. Alane Butler shared that we are very close to rolling out our new online enrollment forms which will be mobile friendly.
 - 2. Don asked Alane to describe the attitudes of the new students coming into the school. Alane responded that they are finding that the orientations are well attended the first time and Amy Gazzillo, our Student Launch Pad facilitator, is finding that the students are fully engaged. The students commented that they are excited to be here and rate us very highly.
 - 3. As of this Friday, Alane will have processed 192 new students.
 - 4. M. Strangarity asked, "When thinking about the special ed students that may need a little more hand holding, what do we need to do to implement a greater capacity of students who will need higher levels of intensity?" Neal responded that last year at this time we had two supplemental teachers and this year we will have five or six. So as far as

student ability academically we have a much greater portion of students in that section and in the supplemental classes and so they get extra support in that they have longer class periods. In terms of physical disabilities or someone that needs physical care right then and there as opposed to over the internet, we have PCA's (Personal Care Assistants) and we assign them to the students through their IEP. We also have tutors and people assigned to help keep them organized so that mentally they can do the work. D. Asplen explained that the overriding challenge that we are seeing is an ever-increasing number of special ed students whose disability is emotional disturbance which makes it particularly challenging. N. Thomas said that there are plenty of students that are not identified when they come to us with these similar needs and because of this a lot of our focus has been on the social emotional learning.

XII. Discussion of HR Video Report

A. M. Strangarity asked if there were any questions or comments about the HR Video Report and there were none.

XIII. Discussion of Guidance Video Report

A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report and there were none.

XIV. Discussion of CEO Video Report

A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.

1. Don explained that there have been some coordinated attacks on cyber charter schools, and he tries to keep the staff informed as best he can. He is glad to see what has happened over the past two weeks in terms of the masses rallying around the cause and recognizing that the hour is late, and we must do something if we are going to protect choice. It has been empowering and encouraging.

XV. New Business

A. Sherri Gilligan announced that we will be hosting an Open House and Ribbon Cutting Ceremony on October 16th to celebrate the move to our new office. Guy Ciarrocchi, President and CEO of the Chester County Chamber of Business and Industry will do the honor of cutting the ribbon. We invited the board members and will be sending invitations to the other businesses in the building.

XVI. Public Comment

A. M. Strangarity opened the floor to public comment, but there was none.

XVII. Adjournment

A. M. Strangarity called for a motion to adjourn the meeting and noted that the next board meeting will be held on October 15, 2019 with the Executive Session starting at 4:30 PM for board training. The Public Session will still begin at 7:00 PM as usual.

1. Motion to adjourn the meeting by D. Fraatz . Seconded by K. Chettle. Unanimous.