



Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes

February 18, 2020

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:00 p.m.

- I. Pledge of Allegiance
- II. Roll Call – Board Members Present:
 - Mrs. Marilou Strangarity (President)
 - Mrs. Kristin Chettle (Treasurer)
 - Mr. Don Fraatz (Secretary)
 - Mr. Des Pringle
- 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 finances.
- V. Approval of the Minutes
 - A. M. Strangarity called for a motion to approve the minutes from the January 21, 2020 board meeting.
 1. Motion to approve the minutes from the January 21, 2020 board meeting by Don Fraatz.
Seconded by Des Pringle. Unanimous.
- VI. Discussion of Academic/SPED Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Academic/SPED video Report.
 - B. Don Asplen noted that we implemented two TOSA's (Teacher on Special Assignment) - Trina Knauff and Anna Berzins. He explained that N. Thomas recently delegated them to write the Special Ed Report and they did a great job. It was nice to see the report from their perspective.
- VII. Discussion HR Video Report
 - A. M. Strangarity asked if there were any questions or comments about the HR Video Report and there were none.
- VIII. Personnel
 - A. New Job Descriptions:
 1. Instructional Technology Coach
 2. School Social Worker
 - a. M. Strangarity asked if we had broadened the scope of this position from what was previously mentioned.
 - b. Bob Worn replied that we are looking for someone not only to be a counselor but to be an advocate for the student and some discussion followed.
 3. D. Aspen noted that these are two of five FTE positions that tie into our student engagement plan.
 - B. Motion to accept the new job descriptions as noted above by D. Fraatz. Seconded by Des Pringle. Unanimous.
- IX. Discussion Enrollment/Marketing Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.

- B. D. Asplen announced that student enrollment is at 758 and we surpassed our last goal of 750 so he said he would be buying the next Bundt cake to celebrate. D. Asplen credits marketing, which has been highly effective, student retention and also believes the clearest driver continues to be student referrals.
- X. 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.
- XI. Discussion CEO Video Report
 - A. M. Strangarity asked if there were any questions or comments about the CEO Video Report and there were none.
- XII. Finance/Business Report
 - A. Michael Whisman provided the monthly Treasurer's Report.
 - B. M. Whisman gave a short summary and stated that this report captures 8 months of current fiscal year.
 - 1. When looking at the balance sheet you can see that the cash balance month over month has gone up and our reserves have been built up.
 - 2. It was noted that more districts are paying us directly and this is reflected in the receivables.
 - 3. We are trending higher than budget.
 - 4. They are projecting an average daily membership of 657 for this year.
 - C. D. Asplen noted that spending has gone up and in particular special education spending has gone up as a result of a combination of more students and higher spending for special education, but this has helped us with our numbers.
 - D. K. Chettle asked about the CD investment plan that was discussed at the last board meeting. D. Asplen explained that R. Schumm found some banks with good rates and he will stagger the CD's and have a tiered plan with CD maturing every 6 months. M. Whisman stated that R. Schumm is in the process of choosing the bank that they will use.
 - E. M. Strangarity called for a motion to approve the written Treasurer's Report.
 - 1. Motion to approve the written Treasurer's Report by K. Chettle. Seconded by D. Fraatz. Unanimous.
- XIII. Governance
 - A. D. Asplen stated that we are looking for a motion to implement the Influenza Policy to keep the staff in the best health that we can keep them in.
 - 1. M. Strangarity asked if there were any comments or questions regarding the Influenza Policy and there were none. She then called for a motion to approve the Influenza Policy.
 - 2. Motion to approve the Influenza Policy by K. Chettle. Seconded by D. Fraatz. Unanimous.
 - B. Don stated our current per diem for food reimbursement when traveling is \$26.50 per day and we would like to increase it to \$30.00 per day. He requested a motion to update our current Travel Reimbursement Policy to reflect this change.
 - 1. M. Strangarity asked M. Whisman to remind the board how they decide on the food allowance amount.
 - 2. M. Whisman stated that the decision is based on the information that they receive from the IRS who set the limitations each year.
 - 3. M. Strangarity called for a motion to approve the amended Travel Reimbursement Policy as stated above.
 - a. Motion to approve by D. Fraatz. Seconded by D. Pringle. Unanimous.
 - C. School Club Policy

1. Don requested a motion to approve both the new School Club Policy and applications for both school sponsored and student sponsored clubs.
 2. M. Strangarity called for motion to approve the School Club Policy and applications as noted above.
 - a. Motion to approve by K. Chettle. Seconded by D. Fraatz. Unanimous.
- D. D. Asplen requested a motion to approve the continued financial support of the PCPCS efforts to educate the public about the continued benefits of school choice and the needs of the 143K students that are benefiting by the existence of school choice including the option of cyber charter schools specifically in an amount not to exceed \$75.00 per student enrolled in Achievement House Cyber Charter School.
1. M. Strangarity called for a motion to approve the continued financial support of the PCPCS efforts to educate the public as noted above in an amount not to exceed \$75.00 per student enrolled in Achievement House Cyber Charter School.
 - a. Motion to approve by K. Chettle. Seconded by D. Fraatz. Unanimous.
- XIV. New Business
- A. The Board was taken on a Maker Space tour and demonstration by Innovation Academy/STEM teacher, Katie Mastauskas. K. Mastauskas showed everyone a sample of our Raspberry Pi Robotics Course, which is a first level intro robotics course. For tonight's lesson she demonstrated how a circuit works and had us each build our own circuit.
1. M. Strangarity asked what type of marketing we are doing to get kids interested in this robotics program? Darryl Perecko responded that we are going to be outfitting a van that will be a traveling Makers Space that will have live demonstrations in an effort to draw attention to Innovation Academy.
 2. Everyone thanked K. Mastauskas for the informative demonstration.
- XV. Public Comment
- A. Bruce Williamson commented that he wanted to talk about student retention. One of his students left to go to another school and within a week he was back, and Bruce noted that he is now enrolled in our robotics class and loves it.
- B. K. Mastauskas shared that there is a statewide robotics competition called Sea, Air and Land Challenge put on by Penn State, and as part of our STEM Engineering Program she has planned a field trip with her Raspberry Pi Club and STEM students to compete in this contest on Tuesday, April 28, 2020. This is being held at the Reading Public Museum.
- XVI. Adjournment
- A. M. Strangarity called for a motion to adjourn the public board meeting at 8:15 PM. Our next meeting will be March 17, 2020 at 7:00 p.m.
1. Motion to adjourn the public meeting by K. Chettle. Seconded by D. Fraatz. Unanimous.