



600 Eagleview Boulevard, Suite 100  
Exton, PA 19341  
Phone: 1-877-570-1657  
484-615-6200  
Fax: 610-458-1202  
[www.achievementcharter.com](http://www.achievementcharter.com)

## Achievement House Cyber Charter School Board of Trustees

### Public Meeting Minutes

January 16, 2018

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:04 p.m.

- I. Notification of Recording
  - A. Don Fraatz announced that the Public Session would be recorded on an audio device.
- II. Pledge of Allegiance
- III. Roll Call
  - Mr. Jim Bowers (Vice President)
  - Mrs. Kristen Chettle (Treasurer)
  - Mr. Don Fraatz (Secretary)
  - Mr. Robert Maranto
  - Mrs. Lisabeth Sweeney
- IV. Executive Session Statement
  - A. D. Fraatz announced that the Executive Session was held to discuss legal, personnel, and financial matters.
- V. Approval of Minutes
  - A. D. Fraatz called for a motion to approve the minutes from the October 17, 2017 meeting.
    1. Motion to approve the minutes from the October 17, 2017 meeting by K. Chettle. Seconded by R. Maranto. Unanimous.
- VI. Discussion of Academic Video Report
  - A. D. Fraatz asked if there were any questions or comments about the Academic Video Report.
    1. Neal Thomas stated that Gerri Light, along with teachers, is heading up weather-related tech/STEM projects in the next month with three teams of students, one middle school and two high school.
- VII. Discussion of SPED Video Report
  - A. D. Fraatz asked if there were any questions or comments about the Academic Video Report.
  - B. Lisa Russo stated that due to Angela Brueck's help, the school was given a \$40,000 Competitive Employment grant. It is a collaboration with community related services in Philadelphia and 14 Special Education seniors from Achievement House will participate in this program through August. This program will allow students to participate in paid work experience over the new few months and help them to transition into the workforce.
- VIII. Discussion Enrollment/Marketing Video Report
  - A. D. Fraatz asked if there were any questions or comments about the Enrollment/Marketing Video Report.
    1. R. Maranto asked about our number of students increasing by 8-9% from this time last year and whether it was related to recruitment or retention. Alane Butler stated it is from both, and credits this to the academic and attendance staff engaging students and maintaining our current students. Families and students are having their needs met and getting the help they need. A. Butler also stated that enrollment is strong through December and then begins to vary in the middle of the school year. The number of students currently enrolled is 530.

2. Don Asplen stated that the web visibility goes up about 10 out of the 12 months in a year and the cost has lowered, saving about \$7,500-\$8,000 per month. We are getting better visibility, more hits, and spending less per month, which is a result of the search engine optimization and other marketing tools.

IX. Discussion HR Video Report

- A. D. Fraatz asked if there were any questions or comments about the HR Video Report.
- B. Bob Worn stated there are no new separations and are hoping to make another hire tomorrow for Social Studies.

X. Discussion Guidance Video Report

- A. D. Fraatz asked if there were any questions or comments about the Guidance Video Report.
- B. Jane Moneta stated that she observed from the student feedback questionnaires, students are picking Achievement House from their choice of schools because of the better reputation.

XI. Finance/Business Report

- A. Ryan Schumm stated there is some frustration with the Dept. of Education as they are not releasing tuition rates until mid-March. We are currently using the PDE published rates from last year for the 60% of districts that did not submit the rate calculation form to the PDE. The rate recalculation will impact the current year tuition revenue and will trigger a budget revision. Among the 40% of the districts that did complete a rate calculation for this year, the average change was an increase of over 4% in both regular and special education rates. Because Achievement House is below the budgeted ADM and there is a higher ratio of Special Education students, the budget balances out.
- B. D. Fraatz called for a motion to approve the written Treasurer's Report.
  1. Motion to approve the written Treasurer's Report by L. Sweeney. Seconded by D. Fraatz. Unanimous.

XII. Discussion CEO Video Report

- A. D. Fraatz asked if there were any questions or comments about the CEO Video Report.
  1. D. Asplen clarified that the two presentations mentioned in his video report were the ones discussed in the executive session and would be voted on in Governance.

XIII. Personnel

- A. New Hires
  1. Declan French, English Teacher, \$50,000
  2. Amanda Maraz, EL Teacher (part-time, 30 hours/week), \$32,250
  3. Nancy Schwartz, Reading Specialist, (part-time, 30 hours/week), \$41,250
  4. D. Fraatz called for a motion to approve the new hires at the salaries presented above.
    - a. Motion to approve to accept the new hires as the salaries presented above by K. Chettle. Seconded by L. Sweeney. Unanimous.
  5. Interviewed four candidates and will offer a position for a Social Studies teacher tomorrow.
- B. Separations
  1. Corynne Lamison, Art/Family & Consumer Science/EL Teacher
  2. Justina Kwapy, Special Education Teacher
  3. Katie Harley, Assessment and Data Specialist
- C. Transfers
  1. Dawn Januzelli, Special Education Teacher, \$43,000
  2. Christina Strellec, Special Education Teacher, \$47,922 (\$1,000 raise)
  3. D. Fraatz called for a motion to accept the raise for Christina Strellec as presented above.
    - a. Motion to accept the raise for Christina Strellec as presented above by K. Chettle. Seconded by L. Sweeney. Unanimous.

XIV. Governance

- A. Update Work from Home Policy
  1. D. Asplen called for a motion to approve the Work from Home Policy as presented in the executive session.

a. Motion to approve the Work from Home Policy as presented in the executive session above by K. Chettle. Seconded by L. Sweeney. Unanimous.

B. Staff Salary

1. D. Asplen stated that after purchasing 250 computers, there was leftover revenue and he asked the board for an across-the-board increase for staff of 1.5%, excluding the CEO, but the board counter with a 4% increase.
2. D. Asplen called for a motion to approve a 4% salary increase for staff members, not started in the past 6 months and excluding the CEO, beginning with the 1/26/2018 payroll.
  - a. Motion to approve a 4% salary increase for staff members, not started in the past 6 months and excluding the CEO, beginning with the 1/26/2018 payroll by L. Sweeney. Seconded by K. Chettle. Unanimous.

XV. New Business

- A. D. Fraatz asked if there was any new business, but there was none.

XVI. Public Comment

- A. D. Fraatz opened the floor to public comment, but there was none.

XVII. Adjournment

- A. D. Fraatz called for a motion to adjourn the public board meeting at 7:27 pm.
  1. Motion to adjourn the public meeting by K. Chettle. Seconded by L. Sweeney. Unanimous.