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Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes

Tuesday, July 18, 2017

- I. The Executive Session commenced at 6:00 p.m. and continued until approximately 7:40 p.m.
- II. Pledge of Allegiance
- III. Roll Call
 - A. Mrs. Marilou Strangarity (President)
 - B. Mr. Jim Bowers (Vice President)
 - C. Mrs. Kristin Chettle (Treasurer)
 - D. Mr. Don Fraatz (Secretary)
 - E. Dr. Bob Maranto
 - F. Lisabeth Sweeney
- IV. Notification of Recording
 - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- V. Executive Session Statement
 - A. M. Strangarity announced that the Executive Session was held to discuss personnel matters.
- VI. Approval of Minutes from 6/20/2017 Board Meeting
 - A. M. Strangarity called for a motion to approve the minutes from the 6/20/2017 board meeting.
 1. Motion to approve the minutes from the 6/20/2017 board meeting by Don Fraatz Seconded by Kristin Chettle. Unanimous.
- VII. Election of Class 2020: Resolution
 - A. Jim Bowers called for a motion to approve the resolution that states that the AHCCS Board of Trustees hereby continues the practice of organization of the Board into three classes of three year terms of office, according to the order in which the Trustees were Appointed to the Board:
 1. Class of 2017: Term expires at June 2017 regular Meeting
 - a) Kristin Chettle
 - b) Dr. Robert Maranto
 2. Class of 2018: Term expires at June 2018 regular Meeting
 - a) Donald Fraatz
 - b) Marilou Strangarity
 - c) Lisabeth Daniels Sweeney
 3. Class of 2019: Term expires at the June 2019 regular Meeting
 - a) Jim Bowers
 - B. Motion to approve the resolution that states that the AHCCS Board of Trustees hereby continues the practice of organization of the Board into three classes of 3-year terms of office, according to the order in which the Trustees were Appointed to the Board by K. Chettle. Seconded by Lisabeth Sweeney. Unanimous.
- VIII. Election of Trustees

- A.** Scot Withers stated that K. Chettle's and Dr. Bob Maranto's terms had expired and that the Nominating committee had asked them to serve another term.
- B.** J. Bowers called for a motion to reinstate Kristin Chettle as a Trustee for a 3-year term that expires in 2020.
 - 1.** Motion to approve Kristin Chettle as a Trustee by M. Strangarity. Seconded by L. Sweeney. Unanimous. K. Chettle abstained from the vote.
- C.** M. Strangarity called for a motion to reinstate Dr. Robert Maranto as a Trustee for a 3-year term that expires in 2020.
 - 1.** Motion to reinstate Dr. Robert Maranto as a Trustee by L. Sweeney. Seconded by D. Fraatz. Unanimous. R. Maranto abstained from the vote.
- D.** K. Chettle and R. Maranto took the oath of office.

IX. Election of Officers

- A.** J. Bowers presented a nomination for President. He and the Nominating Committee nominated M. Strangarity to serve as President of the Board for another 1-year term. S. Withers asked if there were any other nominations. No additional nominations from the floor were presented.
 - 1.** Motion to approve the nomination of M. Strangarity to serve as President of the Board for another 1-year term by L. Sweeney. Seconded by D. Fraatz. Unanimous. M. Strangarity abstained from the vote.
- B.** M. Strangarity presented a nomination for Treasurer. She and the Nominating Committee nominated K. Chettle to serve as Treasurer of the Board for another 1-year term. She asked if there were any other nominations, but none were presented.
 - 1.** Motion to approve the nomination of K. Chettle to serve as Treasurer of the Board for another 1-year term by D. Fraatz. Seconded by L. Sweeney. Unanimous. K. Chettle abstained from the vote.
- C.** M. Strangarity presented a nomination for Vice President. She and the Nominating Committee nominated J. Bowers to serve as Vice President of the Board for another 1-year term. She asked if there were any other nominations, but none were presented.
 - 1.** Motion to approve the nomination of J. Bowers to serve as Vice President of the Board for another 1-year term by D. Fraatz. Seconded by L. Sweeney. Unanimous. J. Bowers abstained from the vote.
- D.** M. Strangarity presented a nomination for Secretary. She and the Nominating Committee nominated D. Fraatz to serve as Secretary of the Board for another 1-year term. She asked if there were any other nominations, but none were presented.
 - 1.** Motion to approve the nomination of D. Fraatz as Secretary of the Board for another 1-year term by L. Sweeney. Seconded by J. Bowers. Unanimous. D. Fraatz abstained from the vote.

X. Committee Assignments

- A.** M. Strangarity announced the appointments of committee members as follows:
 - 1.** Technology Committee: K. Chettle and R. Maranto
 - 2.** Curriculum Committee: D. Fraatz, L. Sweeney, and R. Maranto
 - 3.** Facility Committee: M. Strangarity and D. Fraatz
 - 4.** Audit/Finance Committee: J. Bowers, K. Chettle, and M. Strangarity
 - 5.** Personnel Committee: L. Sweeney, J. Bowers, and R. Maranto
 - 6.** Nominating Committee: J. Bowers, M. Strangarity, and D. Fraatz
 - 7.** Administration Committee: K. Chettle and R. Maranto

XI. Personnel

- A.** New Hires

1. Susan Mackie, Special Education Teacher, \$50,000
2. Bob Boyd, Warehouse and Logistic Manager, \$55,000
 - a) M. Strangarity called for a motion to approve the aforementioned new hires at the salaries documented above.
 - (1) Motion to approve the aforementioned new hires at the salaries documented above by J. Bowers. Seconded by D. Fraatz. Unanimous.

B. Separations

1. Don Asplen announced the following teachers' contracts were not renewed for the 2017-18 school year:
 - a) Michele Bradley, Special Education Teacher
 - b) Jim Collins, Math Teacher
 - c) Brian Moriarty, Special Education Teacher
2. M. Strangarity called for a motion to accept these separations.
 - a) Motion to accept these separations by D. Fraatz. Seconded by L. Sweeney. Unanimous.

XII. Governance

A. Title I District-School Wide Parent Involvement Policy

1. D. Asplen called for a motion to approve the adjustments made to this policy as a result of the audit AHCCS received.
 - a) Motion to approve the revised Title I District-School Wide Parent Involvement Policy by D. Fraatz. Seconded by K. Chettle. Unanimous.

B. School-Parent Compact

1. D. Asplen stated adjustments were made to the School-Parent Compact to ensure it was compliant with the results of the audit AHCCS received.
2. M. Strangarity called for a motion to approve the revised School-Parent Compact.
 - a) Motion to approve the School-Parent Compact by J. Bowers. Seconded by L. Sweeney. Unanimous.

XIII. Discussion of Academic/SPED Video Report

A. M. Strangarity asked if there were any questions of comments about the Academic/SPED Video Report.

1. L. Sweeney asked if anyone has researched whether the drop in PSSA scores is based on what we have done versus the population taking the tests.
 - a) D. Asplen stated that the only way this could be done would be to look at this year's 8th graders who were enrolled at AHCCS during the PSSA window during the 15-16 school year to see how their performance changed.
2. L. Sweeney asked if we have access to the scores of students who were not enrolled at AHCCS during the 15-16 PSSA window.
 - a) D. Asplen stated that for some students, we do have those records, but for others, we do not. There is no database online that houses all students' state assessment scores.
3. Mark Slider added that there were some additional challenges that may have contributed to the drop in scores - only 6 7th graders prior to October 1st; additionally the students that opted out were the ones who were slated to perform at the Advanced or Proficient level.

XIV. Discussion Enrollment/Marketing Video Report

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

1. D. Asplen shared a storyboard video that Alane Butler and Veronica Farr created as the starting point for a new marketing video that will cover areas of bullying, health, dropping out, etc. They are looking for current/past students who enrolled at AHCCS to avoid or counteract the aforementioned areas to be featured in the video.
2. The group discussed additional ideas to consider, including looking for a student of a parent who was ill and recovered.

XV. Discussion HR Video Report

- A.** M. Strangarity asked if there were any questions or comments about the HR Video Report.
1. M. Strangarity asked what the result of the Special Education interview was.
 - a) M. Slider responded that they had the interview, but chose not to hire the individual.
 2. M. Strangarity asked if we are in desperate need of a Special Education teacher.
 - a) D. Asplen stated that they are continuing to look at candidates, but the caseloads are manageable right now.

XVI. Discussion Guidance Video Report

A. Kristina Botes reported that class placements are currently taking place and stated that the Guidance Counselors are collaborating frequently with Special Education teachers to make sure the placements are correct. She also reported that the FTA program is going well, specifically for a young mother who completed the English course 2 days prior to giving birth, and a student who is bed-bound. She stated that she sees the students working in the FTA courses every day.

B. M. Strangarity thanked K. Botes for her hands-on approach.

XVII. Finance/Business Report

A. Ryan Schumm provided the monthly Treasurer's Report. He began by publicly acknowledging that the school missed the scheduled payroll on Friday, July 14th due to the Internet Service Provider of the payroll company being down for 6 hours. Steps have been taken to ensure that the series of events leading up to that circumstance do not happen again. All employees were e-mailed, texted, and called to be made aware of the situation. The school offered to cut checks for any employee needing their pay on that day. Additionally, the School offered to pay late fees for any employee that accrued them as a result of the missed payroll.

B. R. Schumm also stated that the financial statements in this report are unaudited for fiscal year 2017. The audit process will involve some adjustments, however significant changes are not anticipated. Revenues are projected to be 1.5% higher than budgeted while expenses are 1% higher than budgeted. The year-end position reflects a slight surplus of less than 1% of total revenues. Additionally, the school's cash position at year-end was strong, largely due to a net credit balance of school district tuition collections as of June 30, 2017.

C. At this point, R. Maranto had to leave the meeting, but a quorum remained.

D. M. Strangarity asked what the ADM is for the 17-18 school year.

1. R. Schumm stated that the projected ADM is 500. Currently, enrollment is at 406.

E. J. Bowers asked how the current enrollment compares to enrollment at this time last year.

1. A. Butler stated that we ended the 15-16 school year with more students, but more students withdrew last summer than have withdrawn this summer.

F. 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.

XVIII. Discussion CEO Video Report

A. M. Strangarity asked if there were any questions or comments about the CEO Video Report, but there were none.

XIX. New Business

A. M. Strangarity asked if there was any new business, but there was none.

XX. Public Comment

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

XXI. Adjournment

A. M. Strangarity called for a motion to adjourn the public board meeting.

1. Motion to adjourn the public board meeting by D. Fraatz. Seconded by J. Bowers. Unanimous.