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Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes

September 19, 2017

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:16 p.m.

- I. Pledge of Allegiance
- II. Notification of Recording
 - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- III. Roll Call
 - Mrs. Marilou Strangarity (President)
 - Mr. Jim Bowers (Vice President)
 - Mr. Don Fraatz (Secretary)
 - Mr. Robert Maranto
- IV. Executive Session Statement
 - A. Marilou Strangarity announced that the Executive Session was held to discuss personnel, legal, and informational finance matters.
- V. Approval of Minutes
 - A. M. Strangarity called for a motion to approve the minutes from the August 15, 2017 meeting.
 1. Motion to approve the minutes from the August 15, 2017 meeting by D. Fraatz. Seconded by J. Bowers. Unanimous.
- VI. Governance
 - A. Amendment to Tuition Reimbursement Policy
 1. Don Asplen explained that the tuition reimbursement policy was put on hold and then reinstated, but there may have been some confusion with the teachers as to the dates of the changes. Considering this, D. Asplen asked the board to consider allowing a one-time exception to the policy to allow for teachers to apply for the reimbursement during a 30-day window for the previous school year.
 2. M. Strangarity called for a motion to approve the amendment of tuition reimbursement to allow for a one-time 30-day period, starting September 20th, to allow staff to apply for tuition reimbursement from approved courses completed during July 1, 2016 to June 30, 2017.
 - a. Motion to approve the amendment of tuition reimbursement to allow for a one-time 30-day period, starting September 20th, to allow staff to apply for tuition reimbursement from approved courses completed during July 1, 2016 to June 30, 2017 by J. Bowers. Seconded by D. Fraatz. Unanimous.
 - B. Resignation and Separation Agreement, Dr. Mark Slider
 - C. M. Strangarity called for a motion to ratify the resignation and separation agreement Dr. Mark Slider presented to the school, which included a 3-month severance pay at his previous income plus the one percent increase for the 17-18 school year.
 1. Motion to ratify the resignation and separation agreement Dr. Mark Slider presented to the school, which included a 3-month severance pay at his previous income plus the one percent increase for the 17-18 school year by D. Fraatz. Seconded by J. Bowers. Unanimous.
- VII. Finance/Business Report

- A. Ryan Schumm explained that there has been very little activity since the last report. Cash on hand is virtually unchanged since July 31. Total liabilities have decreased significantly since July 31 due to the execution of 10-month staff payroll accruals during the August payroll.
- B. R. Schumm stated that the school districts are completing the 363 forms which calculate their estimated charter school tuition for the year. These are required by the Pennsylvania Department of Education (PDE) to be filled out by August 31 and AHCCS has received about 30% of school districts populations so far. R. Schumm noted that there has been a 3-5% increase in the rates for regular and special education student tuition rates, which are recalculated but the PDE in January and release to schools in the Spring. The 363 forms are just preliminary amounts for the school districts rates.
- C. M. Strangarity asked about what was budgeted for the tuition rates. R. Schumm stated that it was a conservative increase of one percent, so AHCCS is in good standing.
- D. R. Schumm stated he will be representing AHCCS at the International Association of School Business Officials Conference this week.
- E. M. Strangarity called for a motion to approve the written Treasurer's Report.
 - 1. Motion to approve the written Treasurer's Report by J. Bowers. Seconded by D. Fraatz. Unanimous.

VIII. Personnel

- A. New Hires
 - 1. Kathleen Barbour, Science Teacher, \$53,000
 - 2. Arthur Forwood, PE & Health Teacher, \$44,000
 - 3. Melissa Miller, Math Teacher, \$55,000
 - 4. Nancy Perez, Pt.-time Foreign Language Teacher, \$25/hr.
 - 5. M. Strangarity 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 D. Fraatz. Seconded by J. Bowers. Unanimous.
- B. Promotion
 - 1. Neal Thomas, Interim Principal, \$72,500
 - 2. M. Strangarity called for a motion to approve the new hires at the salaries presented above.
 - a. Motion to approve to accept Neal Thomas as Interim Principal at the salary as presented above by J. Bowers. Seconded by D. Fraatz. Unanimous.
- C. Temporary Education Consultant
 - 1. John Wingerter, \$50/hr.
 - 2. M. Strangarity called for a motion to approve the new hires at the salaries presented above.
 - a. Motion to approve to accept John Wingerter as the Temporary Education Consultant at the salary as presented above by D. Fraatz. Seconded by J. Bowers. Unanimous.
- D. Stipends
 - 1. Neal Thomas, Stipend – PDE Charter Renewal PASCAR Visitation: \$5,000
 - 2. Jim Flick – Team Captain, \$5,000
 - 3. Brittany Longstreet – Team Captain, \$5,000
 - 4. M. Strangarity called for a motion to approve the stipends at the salaries presented above.
 - 5. Motion to approve to accept the new hires as the salaries presented above by D. Fraatz. Seconded by J. Bowers. Unanimous.
- E. Separations:
 - 1. Tom DiMeo
 - 2. Lyndsay Hashem
 - 3. Susan Mackie
 - 4. Dr. Mark Slider
 - 5. M. Strangarity called for a motion to accept the separations above.
 - a. Motion to approve to accept the separations above by J. Bowers. Seconded by D. Fraatz. Unanimous.

- IX. At this time, Robert Maranto left the meeting, thus there is no longer a quorum and the rest of the meeting is informational.
- X. Discussion of Academic Video Report
- A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
1. Neal Thomas stated that one of the major initiatives he is focusing on is the Achievement House Improvement Team (AHIT) and the strands.
 2. M. Strangarity asked if it would be run the same as last year. N. Thomas explained that he is letting the teachers run with their ideas and the teams to work together. The Tech strand is already discussing professional development one-on-one to help staff. Multi-Tiered System of Support strand (MTSS) is focusing on differentiation. The Relate Achieve Connect Engage strand (RACE) is working with the Parent Teacher Organization (PTO) and teachers in the Strategies and Skills class. Induction strand is up and running. Professional Development (PD) is working on a three-year plan, started over the summer. Curriculum Instruction Assessment (CIA)/Data strand are working on the charter renewal and that all the curriculum maps as well as scope and sequences are up to date.
 3. M. Strangarity asked if there is pressure on leadership about the upcoming charter renewal visit. N. Thomas stated that he is closing loops from starting his new position and then will be focusing the staff on the renewal visit coming on November 16th.
 4. M. Strangarity asked about the number of days of the charter renewal visit. D. Asplen and N. Thomas stated that they were informed the visit should only need to be one day.
 5. M. Strangarity thanked N. Thomas and welcomed him to the new position.
- XI. Discussion of SPED Video Report
- A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
- B. Lisa Russo stated that our Launch Pad course has been differentiated to help with our increasing special education students and life skill students. Other districts have also seen an increase as well.
- C. L. Russo stated that the SSIP grant has created an opportunity to purchase new curriculum for MTSS.
- D. L. Russo discussed the begin of collaboration with general education teachers this week as well as developing a procedure for Child Find with N. Thomas.
- E. M. Strangarity asked how the board can help with current and future needs of the special education department. L. Russo stated that special education teachers are in need. D. Asplen communicated the ways in which Human Recourses is filling this need.
- F. L. Russo also stated that the increase in services is happening with AHCCS as well as other districts. R. Schumm stated that in the financial report he states that the special education rates have increased 21.4% from 2015 to 2016 and 20.6% from 2016 to 2017. L. Russo stated that our vendors have seen a spike in counseling and tutoring services. D. Asplen stated that the number of students may not be going up but the types of Specially Designed Instruction (SDI) is increasing.
- G. M. Strangarity welcomed L. Russo and thanked her as well for taking on this new role.
- XII. 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 stated that enrollment is at 442 with 150-152 students enrolled in the last month.
 2. M. Strangarity asked if there was a way to help with the large number of students enrolling. D. Asplen stated that he sent out a virtual "Do Not Disturb" as to lessen the number of disturbances, as well as hiring a temporary person to come in and help as well.
- XIII. Discussion HR Video Report
- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.

- B. Bob Worn stated that they are looking for two positions: Special Education and Computer Science.
- C. M. Strangarity asked about how is the ratio of special education teacher caseload. L. Russo stated that 25 students is the maximum and we are reaching that limit. D. Asplen also mentioned how reaching out to another resource for teachers to help write IEPs is in the works as well.
- D. J. Bowers asked if all special education teachers are certified in all disabilities. L. Russo confirmed that all special education teachers are certified in all disabilities.

XIV. Discussion Guidance Video Report

- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
- B. Kristina Botes described how she went to visit a student and the student had encouraging emails her teacher sent her posted on her wall. She was excited to see that the student valued the words of her teachers.
- C. D. Asplen stated that with the focus on social and emotional learning (SEL), he is seeing staff members incorporate that into their own work and how they talk about the school
- D. K. Botes stated that along with SEL, mentors will be having homerooms again this year to touch on the cyber code and begin round table talks.
- E. D. Asplen noted that all teachers are noticing an increase in engagement this year.

XV. Discussion CEO Video Report

- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
 - 1. D. Asplen mentioned the Student Engagement symposium that was started last year. Veronica Farr and two other cyber schools have kept the momentum going and will have the symposium take place on October 5th.
 - 2. D. Asplen stated that he mentioned to the Pennsylvania Cyber Charter School Association (PCCSA) about creating a mentoring program for cyber CEOs, principals, and guidance counselors. He met with nine schools to begin a discussion about this type of a program and was inspired by the response.

XVI. New Business

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

XVII. Public Comment

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

XVIII. Adjournment

- A. M. Strangarity called for a motion to adjourn the public board meeting at 7:57 pm.
 - 1. Motion to adjourn the public meeting by D. Fraatz. Seconded by J. Bowers. Unanimous.
 - 2. Robert Maranto was not present at this vote, therefore a quorum was not met.