



Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes
3/19/2019

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:10 p.m.

- I. Pledge of Allegiance
- II. Roll Call
 - Mrs. Marilou Strangarity (President)
 - Mr. Jim Bowers (Vice President)
 - Mrs. Kristin Chettle (Treasurer)
 - Mr. Don Fraatz (Secretary)
- 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 legal and personnel matters.
- V. Approval of Minutes from 2/19/2019 Board Meeting
 - A. M. Strangarity called for a motion to approve the minutes from the 2/19/2019 board meeting.
 1. Motion to approve the minutes from the 2/19/2019 board meeting by Don Fraatz. Seconded by Kristin Chettle. Unanimous.
- VI. Discussion of Academic Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
 1. Don Asplen shared that the town hall data gathering meetings for the SSIP Steering Committee with the School Improvement Facilitator are progressing and moving along on schedule.
- VII. Discussion of Special Education Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
 1. D. Asplen shared that, now that the Special Education department is fully staffed with teachers, he and Dr. Jean Mason are considering what, if any, positions should be created/filled. They're considering a Special Education supervisor or director position and tutors.
 - i. He's also talked to her about whether a School Psychologist position is necessary, but any meetings between a School Psychologist and school families must take place face to face, so filling that position doesn't appear to make sense financially.
 2. M. Strangarity asked if Carole Smith, a recent new hire who is filling in part-time as an LEA, is willing to take on more.
 - i. D. Asplen and Bob Worn confirmed that she is retired and doesn't want to take on more responsibility at this point.

3. D. Asplen added that they are currently expecting 75-76% of the current Special Education seniors to graduate. Their goal is to reach 100%.
4. M. Strangarity asked if J. Mason thinks there should be one point of contact for the whole Special Education department.
 - i. D. Asplen shared that J. Mason believes there should be one point of contact for the department, but she isn't sure if it needs to be a director, or just a supervisor.
 - a. The difference between directors and supervisors is that directors don't have anyone directly reporting to them and don't perform evaluations where supervisors can have both.

VIII. 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 that there are 633 students currently enrolled and they are scheduled to hit 648 by the end of the week.
 2. M. Strangarity asked what the estimated ADM was for the year.
 - i. D. Asplen said it was 525.

IX. Discussion of HR Video Report

- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
 1. B. Worn shared his recent job fair experience.
 - i. There were only 12 vendors total there and none of them were repeat attendees. Though he was disappointed, it wasn't a complete waste, as he was able to connect with a few potential candidates. One was a woman who worked as a tutor in special ed.

X. Discussion of Guidance Video Report

- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
 1. Kristina Botes shared that there are 3 students who have already graduated and 141 potential June graduates. Of those students, 3 are 11th graders. There are 23 students who can't graduate this year, though 5 of them could potentially graduate after summer school. These numbers may change after Quarter 3 ends next week – many kids tend to turn in a lot of work at the end of a quarter.
 2. K. Botes shared that she and her team attended a Counselor Symposium a couple weeks ago that was attended by members of other cyber schools. She found it very helpful and she established relationships with others. The new guidance counselor, Kayla Ziegler, was able to attend with them and it was a great first experience/impression for her.
 3. K. Ziegler is still orienting to AHCCS life, but it's going well. She's learning about the classes and teachers and really getting a feel for the school so that she can better help students succeed.
 4. D. Asplen commended the guidance department for thinking outside the box and suggesting the possibility that counselors split the student caseloads by General Education, Special Education and Middle School instead of by grade level.
 5. Jim Bowers commended K. Botes for introducing her team members in her board report video.

XI. Finance/Business Report

A. Ryan Schumm provided the monthly Treasurer's Report.

1. He stated that the school increased its liability coverage to \$5 million per occurrence which resulted in about \$2,000 additional insurance premium every year. This will be revisited annually.
2. He stated that February's month-end cash balance might be the highest in the school's history, due to a large Unipay from the PDE which was received in February.
 - i. R. Schumm is investigating some money market and other sweep investment account options on which the school could receive some interest income. Any recommendations will be brought to the board in the future.
3. Finally, R. Schumm highlighted receivables. January to February receivables dramatically decreased due to the aforementioned Unipay payment. Next week, the school is scheduled to receive another large Unipay payment of \$250,000 for last year's balances, so next month's receivables will drop down, too.
4. J. Bowers asked if the year reflected on the report should be 2019 instead of 2018.
 - i. R. Schumm agreed and will correct the date on the report.

B. 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.

XII. Discussion CEO Video Report

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

1. J. Bowers sent an article to M. Strangarity and D. Asplen about 2 cybers that have been approved since 2016. She asked which schools they are.
 - i. R. Schumm stated that they are Insight PA Cyber Charter School and Reach Cyber Charter School, both of which are managed by large for-profit management companies.
2. D. Asplen shared that there are now 9 cyber schools still awaiting approval.
 - i. M. Strangarity asked if there's anything that can be done to accelerate the process.
 - ii. D. Asplen and Brian Leinhauser agreed that there is no reason, at this point, to accelerate the process, especially based on the outcomes of other cybers who have tried and failed to do so.

B. New Hires

1. Kayla Ziegler, Guidance Counselor, \$50,000
2. Kim Brown, SPED Teacher, \$60,000
3. M. Strangarity called for a motion to approve the new hires at the listed salaries.
 - i. Motion to approve the new hires at the listed salaries by K. Chettle. Seconded by D. Fraatz. Unanimous.

XIII. Governance

A. Document Retention Policy

1. D. Asplen stated that, pursuant with updated legislation that reduces the burden of student record retention, we would like to adopt the Document Retention Policy that will allow AHCCS to keep records for a shorter period of time.
 - i. M. Strangarity asked that the following statement be added to the policy as it stands now. The additional statement should read:
"We would like to retain all litigation and legal files in perpetuity."
2. M. Strangarity called for a motion to approve the amended Document Retention Policy.
 - i. Motion to approve the amended Document Retention Policy by D. Fraatz. Seconded by K. Chettle. Unanimous.

B. Child Abuse Reporting

1. D. Asplen stated that the Child Abuse/Mandated Reporting policy was recently reviewed, and updates were made, which include an acknowledgement signature page.
2. M. Strangarity called for a motion to approve the updated Child Abuse/Mandated Reporting Policy.
 - i. Motion to approve the updated Child Abuse Reporting Policy by K. Chettle. Seconded by D. Fraatz. Unanimous.
3. B. Leinhauser suggested that the school update the Title IX Policy, which will have some options for the board to consider. The Title IX Policy dovetails into the Child Abuse Reporting policy, so it's an appropriate time to add this to a future agenda.

C. Preliminary School Calendar

1. D. Asplen stated that he was seeking approval for a preliminary school calendar, which just outlines the start and end dates for each quarter in the 2019-20 school year. Doing so at this point in the year will allow the guidance department to begin building an online/automated course selection process for students.
2. M. Strangarity called for a motion to approve the preliminary school calendar.
 - i. Motion to approve the preliminary school calendar by K. Chettle. Seconded by D. Fraatz. Unanimous.

D. Temporary Purchase/Bidding Approval

1. M. Strangarity called for a motion to approve giving temporary approval to D. Asplen to procure a vehicle for the school to replace the existing vehicle, not to exceed \$30,000.
 - i. Motion to approve the vehicle purchase by D. Fraatz. Seconded by K. Chettle. Unanimous.
2. M. Strangarity called for a motion to approve D. Asplen beginning the bidding process for procurement of technology equipment.
 - i. Motion to approve the technology equipment bidding process by K. Chettle. Seconded by D. Fraatz. Unanimous.

XIV. New Business

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

XV. Public Comment

- A. M. Strangarity opened the floor to public comment.
 - 1. Bruce Williamson stated that Jim Flick and Kathy Barbour are coaches for a new eSports team. Students must be academically eligible to participate, so they're beginning to see some students beginning to do work who haven't done much or any in the past.
 - 2. K. Botes shared that her son, a current student of AHCCS, was considering leaving AHCCS because he missed some of the social aspects of brick-and-mortar school. However, since joining the eSports team, he has felt that the social piece he was missing is now filled and he's very excited to be a part of it. They recently started winning, which has raised the morale for all the team players in general.
 - i. D. Asplen added that the eSports League gave the school \$3,000 to purchase gaming equipment for the members.
 - 3. B. Williamson raised a concern about students using AHCCS as a way to avoid truancy. He suggested a task force or committee to investigate possible solutions.
 - i. D. Asplen and M. Strangarity shared that they have tried many things to address the issue of academic truancy, though nothing has appeared to work.
 - ii. D. Asplen asked if B. Williamson has additional ideas to address this concern, he's happy to hear them.
 - 4. M. Strangarity asked K. Botes if she can capture a video of the eSports team during one of their games to use as a possible promotional tool.

XVI. Adjournment

- A. M. Strangarity called for a motion to adjourn the public board meeting.
 - 1. Motion to approve the public meeting by K. Chettle. Seconded by D. Fraatz. Unanimous.