



Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes
5/21/2019

The Executive Session commenced at 6:00 p.m. and continued until approximately 6:55 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)
 - Dr. Bob Maranto
 - Lisabeth Sweeney
- 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 finance, personnel matters and property.
- V. Approval of Minutes from March 19, 2019 Board Meeting
 - A. M. Strangarity called for a motion to approve the minutes from the board meeting.
 1. Motion to approve the minutes from the March 19, 2019 board meeting by J. Bowers. Seconded by K. Chettle. Unanimous.
- VI. Governance/Personnel
 - A. Procurement Using Grant Funds Policy
 1. Bob Worn said that the Federal Monitoring Audit went great. The only comment the auditor had was that he wanted us to demonstrate the thresholds that are presented in the policy that hadn't been included before, so we have added that to the policy. M. Strangarity and D. Fraatz signed the amended policy.
 - B. Stipend for IT/Logistics to Install AV in New Building
 1. Don Asplen explained that in an effort to accomplish two things; first, save some capital monies in the move to the new building for installing the audio-visual equipment and secondly, to make sure that the IT staff here is very well acquainted with its operation. What we are asking is that we procure the equipment ourselves and that we train and have our staff install the equipment so that on an ongoing basis they understand the maintenance, use and teaching of it. We would ask that you would approve those special stipends for Robert Boyd, Rob Botes and Morris Hendricks.
 2. M. Strangarity called for a motion to approve the stipend for Robert Boyd, Rob Botes and Morris Hendricks to install audio-visual equipment in the new office.
 - a. Motion to approve the stipend for Robert Boyd, Rob Botes and Morris Hendricks to install audio visual equipment in the new office by D. Fraatz. Seconded by L. Sweeney. Unanimous.

C. Approve Laptop Purchases

1. Don Asplen stated that we need to purchase 300 laptops for our students and received three bids. He asked for approval of the lowest bid of \$119,100.
2. M. Strangarity called for a motion to approve the \$119,100 bid for the purchase of laptops.
 - a. Motion to approve the \$119,100 bid by J. Bowers. Seconded by K. Chettle. Unanimous.

D. Employee Retention Program

1. D. Asplen asked the board for approval to pass a new Employee Referral Program.
2. M. Strangarity called for a motion to approve the Employee Referral Program.
 - a. Motion to approve the Employee Referral Program by D. Fraatz. Seconded by L. Sweeney. Unanimous.

VII. Personnel

A. New Hires:

1. Trina Knauff – Special Education Teacher - \$54,000
2. Angela Galie – School Counselor - \$57,500
3. Eddie Maiwald – Social Studies Teacher - \$46,250
4. Laura Franks – Special Education Teacher - \$53,000
5. Jennifer Brittingham – Guidance Assistant (Agency - Temp to hire contract staff)
6. M. Strangarity called for a motion to approve the new hires at the listed salaries.
 - a. Motion to approve the new hires at the listed salaries by L. Sweeney. Seconded by K. Chettle. Unanimous.

B. Internal Transfer:

1. Cassie Valvo – Transfer from Guidance Assistant to Mentor - \$39,250
2. M. Strangarity called for a motion to approve the internal transfer at the listed salary.
 - a. Motion to approve internal transfer at the listed salary by K. Chettle. Seconded by D. Fraatz. Unanimous.

C. Open Positions:

1. Science Teacher
2. Math Teacher
3. Posting for English and Science should openings occur

VIII. Finance/Business Report

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

1. R. Schumm stated there is a revision on this year's budget which basically trues-up our original budget with year to date activity and projected activity for the next two months, six weeks. We are feeling good about these projections and our year end surplus will be around \$2,000,000 which is approximately 20% of annual revenues.
2. He stated there are no other major changes. You will see that cash on hand increased. The current year receivables had a spike and just had to do with the time in receiving payments.

B. 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 Don Fraatz. Unanimous.

IV. Discussion of Academic/SPED Video Report

- A. M. Strangarity asked if there were any questions or comments about the Academic/SPED Video Report.
 - 1. Neal Thomas updated the board on the recent student testing. We are just finishing up Keystone's right now and everyone did a great job getting out to all the testing sites across the state. Kelsey Montgomery did a great job of coordinating and scheduling all of the testing. We reached our PSSA attendance goal of 95%. Keystones are 85% complete and 95% are scheduled.
 - 2. M. Strangarity asked what is the current number of students we have enrolled in Special Ed? N. Thomas said that it's around 254.
 - 3. D. Asplen asked N. Thomas to explain to the board our Teacher on Special Assignment posting. N. Thomas shared that the "Teacher on Special Assignment" was something that Dr. Jean Mason, our Special Ed Coordinator, has done throughout her career. It's a pre-cursor to someone maybe wanting to be Director and giving them those responsibilities. We posted this job last week and we received six responses.

- X. Student Spotlight: F.B.
 - A. Alane Butler shared that the student chosen this month for the Student Spotlight is an 8th grader. The reason they chose her was because it goes along with securing core retention. F.B. is a great student and a very bright girl who always comes to class and participates but she was going to leave for another high school next year. Our middle school staff started asking her questions and talking to her parents to find out why she was leaving. They explained to them what we have to offer and pointed out the fact that she was doing so well here. Why would you want to change when everything is going so well? And sure enough, they changed their minds and now she is going to stay with us. A. Butler said that it is a tribute to our staff knowing the importance of making that extra effort to reach out to the children and parents and reminding them of what we have to offer.

- XI. Discussion Enrollment/Marketing Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
 - 1. A. Butler mentioned that we have a large selection of books and we now have over 360 volumes at all different reading levels and a variety of different topics. We decided to come up with a million-page challenge and have it an all year long event. This will be a school wide goal, not an individual contest.
 - 2. A. Butler shared that Julia DeBald and the PTO are planning a senior dinner in West Chester on Friday night, 6/14/19.
 - 3. L. Sweeney inquired if teachers were going to be giving the students a summer reading list. Neal said no not this year, but A. Butler responded that Amy Gazillo is starting to put together a recommended reading list.
 - a. D. Asplen invited the Board to consider having a reading list for the Teachers or Administrators to read over the summer.
 - b. A. Butler mentioned that maybe we would want to choose one book for the staff to read over the summer and then get together to talk about it like a book club.

- XII. Discussion HR Video Report
 - A. M. Strangarity asked if there were any questions or comments about the HR Video Report.

1. M. Strangarity asked to have the computer science teacher position explained.
 - a. D. Asplen stated that we are calling it the Digital Teaching and Learning Educator and explained in detail what we are looking to accomplish. We want someone that can pick up the load of teaching several programming languages. But we also want someone who is going to be really effective at collaborating with core subject areas helping them either be just cross curricular in general or more importantly, for this role to integrate technology into the core subjects. And then the third part is for them to be technically savvy.
 - b. M. Strangarity was a little concerned about D. Aspen potentially having to expend a lot more of his energy to guide this person at the beginning if they are not highly credentialed themselves. D. Aspen said this position may be filled by two or three different people if we cannot find a single individual.

XIII. Discussion of Guidance Video Report

- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
 1. D. Asplen stated what a dedicated employee Kris Botes is and how she stepped up when one of the Guidance Counselors resigned.
 2. M. Strangarity asked what percentage of our seniors are slated to graduate. N. Thomas reported that special education is at 60%. D. Aspen said we have about 120 seniors and approximately 88 students to graduate at this point.
 3. Cindy Parsons will be the keynote speaker for graduation. She is a spokesperson for the Wounded Warrior Project.
 4. N. Thomas stated that course selection roll-out is May 20th and summer school is on-line only.

XIV. Discussion CEO Video Report

- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
 1. D. Asplen commented that there is a coordinated effort against us this year. We need to just continue to rise above it and continue to educate our legislators.
 2. D. Aspen noted that AHCCS had the largest turnout in Harrisburg on May 8th to speak with our Legislators.

XV. New Business

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

XVI. M. Strangarity opened the floor to public comment.

- A. Bruce Williamson commented that during Keystones he is always conflicted to go to Keystone testing verses staying at the school and being available to challenge his students in his current classes and give them personal help.
- B. Bruce Williamson recommended the book, *Trespassing on Einstein's Lawn* to L. Sweeney.

XVII. Adjournment

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