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## Achievement House Cyber Charter School Board of Trustees

### Public Meeting Minutes

January 15, 2019

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:35 p.m.

- I. Notification of Recording
  - A. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
- II. Pledge of Allegiance
- III. Roll Call
  - Mrs. Marilou Strangarity (President)
  - Mr. Jim Bowers (Vice President)
  - Kristin Chettle (Treasurer)
  - Mr. Don Fraatz (Secretary)
  - Lisabeth Sweeney
- IV. Executive Session Statement
  - A. M. Strangarity announced that the Executive Session was held to discuss personnel, financial, real estate, legal, and building matters.
- V. Approval of Minutes
  - A. M. Strangarity called for a motion to approve the minutes from the December 11, 2018 meeting.
    1. Motion to approve the minutes from the December 11, 2018 meeting by L. Sweeney.  
Seconded by K. 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. Neal Thomas stated that he had a meeting with the School Improvement Plan Facilitator, Nick Rotoli. N. Thomas let N. Rotoli know that he and Don Asplen came up with a similar vision for the school before meeting with one another. N. Rotoli gave an overview of the template and schedule for the next few months. N. Rotoli followed up with a report he would send to the State but wanted to have N. Thomas and D. Asplen review it beforehand.
    2. M. Strangarity commented on N. Thomas's board video and that she enjoyed watching it. N. Thomas wanted to highlight the program teachers use for their videos as well as the greenscreen feature.
- VII. Discussion of SPED Video Report
  - A. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
    1. D. Asplen commented that with the updated phone system, Dr. Jeanmarie Mason was able to bring her phone home and has now enrolled two new special education students while at home.
    2. D. Asplen also stated that our special education numbers are still above 40 percent.
    3. D. Asplen commented that Carol Smith is going through a vetting process at this time to help fill in gaps since Lisa Russo was recruited by PATTAN. He is hopeful that she will be able to start in the next week or so to help with LEA responsibilities in IEP meetings as well as other tasks.
- VIII. Student Spotlight: K.G.

- A. Alane Butler explained that K.G. is a student with a sibling in our school and they both came to our school in April of 2017. They were both not doing well in their previous school and are unable to pass the year when they enrolled. Both were able to be added to our Fast Track program in May and embraced the opportunity and completed all courses necessary to pass to the next grade level. This school year K.G. is doing extremely well, straight A's for the past two years. A. Butler also said that they sibling is doing well too. She also mentioned that credit is due to the teachers and mentors who are seeing the potential in their students and encouraging them to reach higher.
- B. M. Strangarity asked what the student's lack of motivation was prior to attending our school and A. Butler did not know.

IX. Discussion of Enrollment/Marketing Video Report

- A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
  - 1. A. Butler stated that the current number of students is 565 and several scheduled orientations in the next few weeks to help reach 600 soon.
  - 2. D. Asplen stated that he, A. Butler and Julia DeBald have discussed about finding ways to focus on retention.
  - 3. M. Strangarity asked who else would be involved in this process. A. Butler stated that she believes many other departments will be involved. She was discussing it recently with Guidance, but believes it is a school-wide effort, in addition to surveying our parents and students to discover what they are looking for and make sure that we are communicating those resources to our families. A. Butler mentioned utilizing our marking campaigns to make sure we are following up with families and getting information out to them.
  - 4. Erinn Bean mentioned that during staff stand up meetings, teachers and mentors have been sharing ways in which they are reaching out to students and getting them reengaged.
  - 5. M. Strangarity asked about number of mentors and guidance counselors in reference to the increasing number of students. D. Asplen stated there are six mentors and two counselors with two support staff. He had recently met with Guidance to understand the need and discuss what support is needed as we increase our number of students.
  - 6. M. Strangarity asked about the role of the mentor and what their focus is at this time. D. Asplen answered that mentors have the day-to-day conversations with students about what is on their mind and how to help them meet their goals. Mentor also keep students accountable to their academics and are able to take the time to help them with assignments. Mentors also help with students going through life changes and traumatic experiences as a support to the student, family, and staff.
  - 7. N. Thomas also mentioned that the Homeroom Coaches have classes to teach and student in their classes to follow up with and the mentors are usually ones to help with follow ups.

X. Discussion of HR Video Report

- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
  - 1. Bob Worn stated that we are always on the lookout for teachers, especially special education, since we are constantly enrolling students. Caseloads are at a good place now but will be on the lookout as we continue to enroll more students.

XI. Discussion of Guidance Video Report

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

XII. Finance/Business Report

- A. Ryan Schaumm stated that the cash on hand is unchanged from last month. The current year receivables increased again due to increased billings. Fund balance for end of year has increased more than projected in the previous month. Prior year receivables decreased and is due to the 2017-2018 school year receivables and the decision last year by the PA Dept. of Education (PDE) not calculating tuition rates. Charter Choices calculated the rates for districts on their own and communicated with the PDE to verify and are now requesting from the PDE to be paid on the calculated rate figured by Charter Choices. Phase 1 was to submit a rate for a school who never completed a tuition rate form. This has been done successfully. Phase 2 is in process and is submitting updated calculations for school who did fill out the form, but Charter Choices is higher
- B. K. Chettle asked about how many districts rates are different that requests were put in for. R. Schaumm estimated about 15 school districts.
- C. 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.

#### XIII. Discussion of CEO Video Report

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

#### XIV. Personnel

- A. Temp to Permanent New Hires
  - 1. Kelsey Montgomery, Student Attendance and Assessment, \$37,000
  - 2. Candice Mayo, Receptionist, \$34,500
  - 3. A. Butler, D. Asplen, and B. Worn all commented on how well both ladies have worked out in the positions that they have filled and excited to welcome them on board.
  - 4. M. Strangarity called for a motion to accept the new hires at the salaries presented above.
    - a. Motion to accept the new hires at the salaries presented above by L. Sweeney. Seconded by K. Chettle. Unanimous.

#### XV. Governance

- A. Updated Tuition Reimbursement Policy
  - 1. D. Asplen requested a change to the wording on the timing of reimbursement. Currently the one-year stipulation is tied to when the check is cut but would like to make it when the class ends. If a staff member leaves before a year after the class has ended, then they need to repay that amount.
  - 2. D. Asplen also requested that instead of just reimbursing for only degree-oriented programs, the new part of the policy would also include certificate programs. If the staff member requests it, there would be a 50% reimbursement and if the organization asks the staff member to complete the program, it would be reimbursed at 100%, up to a maximum of \$15,000.
  - 3. M. Strangarity called for a motion to accept the above updates to the Tuition Reimbursement Policy.
    - a. Motion to accept above updates to the Tuition Reimbursement Policy by L. Sweeney. Seconded by K. Chettle. Unanimous.
- B. Office Space Lease
  - 1. D. Asplen called for a motion to approve the current lease terms for the space discussed in the executive session, pending legal review.
    - a. Motion to approve the current lease terms for the space discussed in the executive session, pending legal review by K. Chettle. Seconded by D. Fraatz. Unanimous.
- C. Ethics Forms
  - 1. Ethics forms were distributed by D. Asplen and are due back by the next board meeting on February 19<sup>th</sup>, 2019, signed by each board member.

#### 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.
  - 1. Bruce Williamson commented that one retention factor is the relationship of the teachers and students.
  - 2. B. Williamson also commented that the parent who discussed an apprentice program through Union work went well and educated the students on a different prospect for their future. The parent called it the other four-year degree.
  - 3. D. Asplen commented that most surveys in receiving feedback from parents state how parents feel their students is cared for more at AHCCS than their previous school. He also mentions that in the executive sessions as well.

XVIII. Adjournment

- A. M. Strangarity called for a motion to adjourn the meeting.
  - i. Motion adjourn by K. Chettle. Seconded by D. Fraatz. Unanimous.
- B. Adjournment of the public board meeting at 8:05 pm.