# Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes

September 18, 2018

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:20 p.m.

1. Notification of Recording
	1. Marilou Strangarity announced that the Public Session would be recorded on an audio device.
2. Pledge of Allegiance
3. Roll Call

Mrs. Marilou Strangarity (President)

Mr. Jim Bowers (Vice President)

Mr. Don Fraatz (Secretary)

Mr. Robert Maranto

1. Executive Session Statement
	1. M. Strangarity announced that the Executive Session was held to discuss legal matters.
2. Approval of Minutes
	1. M. Strangarity called for a motion to approve the minutes from the August 21, 2018 meeting.
		1. Motion to approve the minutes from the August 21, 2018 meeting by R. Maranto. Seconded by J. Bowers. Unanimous.
3. Discussion of Academic Video Report
	1. M. Strangarity asked if there were any questions or comments about the Academic Video Report, but there was none.
4. Discussion of Enrollment/Marketing Video Report
	1. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
		1. Don Asplen stated that Alane Butler is absent tonight because of a Parent Orientation being held tonight as well. Julia DeBald is leading the presentation and has seen significant increase in parent participation since last year. One parent orientation was help earlier today. She anticipates an increase at the evening one as well. Julia, our parent involvement coordinator, did a phenomenal job. Veronica Farr stated that Julia is active in getting the word out to parents and working with marketing as well to make sure parents are getting the information. Erinn Bean also stated that several parents were calling or emailing to ask for the recording as well.
		2. J. Bowers asked about our ADM for the quarter, which D. Asplen stated was last at 487. Neal Thomas also stated that the Launch Pad teacher mentioned that we have had 100 new students go through our orientation course as of this week.
		3. M. Strangarity asked if that is why we wait to do the benchmark assessment in October. Neal confirmed this and stated that it also gives students a chance to show how they do in classes and if courses need to be adjusted as well.
5. Discussion of HR Video Report
	1. M. Strangarity asked if there were any questions or comments about the HR Video Report.
	2. Bob Worn stated that all is the same from the original report and that he is still looking for a Special Ed teacher.
6. Discussion of SPED Video Report
	1. M. Strangarity asked if there were any questions or comments about the Academic Video Report.
		1. D. Asplen stated that there are 183 special education students and 5 more coming, about 38 percent of the enrollment. Learning Supplemental students have increased from last year. Still looking for a special education teacher to help distribute the caseloads.
		2. M. Strangarity thanked Lisa Russo for taking on some students and writing the new student IEPs as our new Special Education teachers adjust to the school year.
		3. Due to the number of students that enroll at the beginning of the year and returning students who need a renewal, Dr. Jeanmarie Mason invited our special education teachers to try and do renewal IEPs at the end of last school year to avoid large amounts of IEPs that need to be written or revisited in the beginning of the year. This will be reinforced at the end of the current school year. Lisa also mentioned that students enrolling with an IEP have paperwork out of compliance, so our Special Education Department is not only doing new paperwork but updating paperwork from the previous school district as well.
		4. M. Strangarity asked if we have search in different avenues to look for more special education teachers. D. Asplen stated that a teacher’s aide was hired to assist with some of the administrative tasks so that teachers can focus on the pedagogical part of their job. Bob Worn has also exhausted his efforts to find alternative ways of helping with our special education caseloads.
		5. L. Russo stated that parents in IEP meetings are saying that they wish they came to our school sooner because of the support that our school can provide them.
		6. Bruce Williamson asked about what happens when we have too many students in special education and not enough staff or support. D. Asplen explained that it is illegal to turn students away from your school as a cyber charter. Brick and mortar charters have caps in their charter due to space, but cyber charters do not. We will continue to search for special education teachers and support our students.
7. Discussion of Guidance Video Report
	1. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
		1. D. Asplen stated that Guidance and the 12th grade team is starting to look at students who are failing at this point in the year and trying to catch them before we get to the end of the year and our students are still struggling. Special Education has a goal of 100% of special education students will graduate and that mindset has spread to other teams and departments.
8. Finance/Business Report
	1. Ryan Schuum stated that as of August 27th, the Pennsylvania Department of Education (PDE) has received and posted tuition rates for 239 districts for the 2018-2019 school year. The rate of complete of the charter tuition calculation form by districts is much higher this year than at the same point in previous years. R. Schuum stated that some districts rates have increased or decreased by 20%, which is not likely an accurate number. Some districts have also submitted three or four calculation forms this year, so Charter Choices is cautious about making projections now as districts begin figuring out their rates.
	2. B. Williamson asked if there would be any oversight for the districts. R. Schuum stated that the PDE removed themselves from the process last Spring and now waiting to see if they will come back in to help. Charter Choices pre-audited the rates and are flagging any that come in different than what was anticipated to review them later.
	3. This report reflects activity for the first two months of fiscal year 2019.
	4. 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.
9. Personnel
	1. New Hires
		1. Lisa Mortiz, Math Specialist, $47,000
		2. Cheryl Force, Special Ed Teacher, $44,000
		3. Chris Soleil, Teacher Assistant-Special Ed, $35,000
	2. Separations:
		1. Colleen Shaw, Receptionist
	3. Transfer:
		1. Veronica Farr, Mobile Innovation Manager
			1. Title is still being reviewed.
	4. M. Strangarity called for a motion to accept the new hires at the salaries presented above and the separations.
		1. Motion to accept the new hires at the salaries presented above by D. Fraatz. Seconded by R. Maranto. Unanimous.
10. Governance
	1. Update to Computer Policy
		1. D. Asplen called for a motion to update the existing Computer Usage Policy with three amendments: printer will not be retrieved if the cost of retrieval is more than a new printer, students must use their school-issued computer in order to comply with federal law mandating of use of content-filtering software, and the shipping method used by the school, in order to ensure consistent use of tax payer dollars, is UPS and not the Post Office.
		2. J. Bowers asked about the printers and if they are depreciating. D. Asplen said they weren’t before but are now. They are categorized under Supply.
		3. Motion to approve the September 2018 update to the existing Computer Usage Policy with the three above amendments presented above by J. Bowers. Seconded by D. Fraatz. Unanimous.
	2. Field Trip Permission Form
		1. D. Asplen stated that associated with the pop-up maker spaces there may be an opportunity for students to take field trips, so a Field Trip form was created, and review by our solicitor.
		2. M. Strangarity called for a motion to approve the Field Trip Permission form, reviewed by our solicitor.
			1. Motion to approve the Field Trip Permission form, reviewed by our solicitor by D. Fraatz. Seconded by J. Bowers. Unanimous.
11. Discussion of CEO Video Report
	1. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
		1. D. Asplen stated that he was encouraged by the culture of our school. Administration has been given goody bags of candy, gift cards, and notecards to give out over the year to their staff to thank them for their service and exemplary tasks. Each week at our Stand-Up meetings those staff that received a gift with a note or just a gift are asked to stand up and share. Recognizing the talent and work of our staff has helped to add to the supportive and positive culture.
		2. M. Strangarity commended Neal Thomas on his work with the staff and how he continues to grow and flourish in the principal role.
		3. D. Asplen also commented that the new hires seem to be contributing to the culture as well. They are mission driven and passionate about their job and our students.
12. New Business
	1. M. Strangarity asked if there was any new business.
	2. D. Asplen thanked B. Williamson and Tyler Hughes for attending the Board Meeting and showing interest in their school and their students, as well as their passion for education.
13. Public Comment
	1. M. Strangarity opened the floor to public comment, but there was none.
14. Adjournment
	1. Adjourn of the public board meeting at 7:56 pm.