



Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes

Tuesday, January 19, 2021

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

- I. Pledge of Allegiance
- II. Roll Call
 - Mrs. Marilou Strangarity (President) – Not Present
 - Mrs. Lisabeth Sweeney (Vice President) – Present
 - Mrs. Kristin Chettle (Treasurer) – Not Present
 - Mr. Don Fraatz (Secretary) – Present
 - Dr. Bob Maranto – Present
 - Desmondé Pringle – Not Present
 - Dr. Gerri Light – Present
- III. Notification of Recording
 - A. Lisabeth Sweeney announced that the Public Session would be recorded on an audio and video device.
- IV. Approval of the Minutes
 - A. L. Sweeney called for a motion to approve the minutes from the December 8, 2020 board meeting.
 1. Motion to approve the minutes from the December 8, 2020 board meeting by Don Fraatz. Seconded by Gerri Light. Unanimous.
- V. Executive Session Statement
 - A. L. Sweeney announced that the Board held an executive session this evening to discuss personnel matters, real estate, and legal issues.
- VI. Discussion of Academic Video Report
 - A. L. Sweeney asked if there were any questions or comments about the Academic/SPED Video Report.
 - B. Neal Thomas noted that he shared resources with staff on how to talk to students about what happened at the U.S. Capital on January 6th.
 - C. Bob Maranto asked if the testing schedule for the spring had been decided on yet. N. Thomas stated that the WEDA testing was extended through March, and then again through the end of April. We were told not to do anything different for WIDA/EL students than we would for regular students. Until the state changes their stance we will continue teaching virtually and meeting virtually. We will send the test back for WIDA saying not applicable/not able to test. We are still waiting to find out what will happen with Keystones and PSSA's.
- VII. Discussion of Special Education Video Report
 - A. L. Sweeney asked if there were any questions or comments about the Special Education Video Report.
 - B. B. Maranto asked Trina Knauff how the Special Education workshop went since 15 parents attended. She explained that there was a big increase in attendance from past workshops and this was attributed to a combination of advertising differently and offering Buzzy Bucks and a homework pass to students whose parents attended.
 - C. Don Asplen wanted the Board to know what a terrific job T. Knauff has done since she became employed here, but specifically in this new role as Supervisor of Special Education. She has exceeded our expectations and even now while we are down three special education teachers, she hasn't missed a beat. We are very thankful for all of her efforts. T. Knauff said she is very grateful for the opportunity to be here.
- VIII. Discussion of Curriculum Video Report
 - A. L. Sweeney asked if there were any questions or comments about the Curriculum Video Report.
 - B. Declan French stated that they are looking forward and making plans for next year.
 - C. D. Asplen was pleased to say that they recently did some interviews internally as well as externally for an Assistant Principal position. The policy says that you have to be in your current position for at least a year, so

- D. French knew he could not vacate his position as Curriculum Coordinator, but he requested to be interviewed anyway and D. Asplen said that he did extremely well in his interviewing and had answers that were worthy of someone that had actually been in an Assistant Principal job for a while.
- D. L. Sweeney said that as someone who has two students at Achievement House, she thinks that everything D. French is doing with academics is fantastic. She said she has high standards and is very impressed.
- IX. Discussion Enrollment/Marketing Video Report
- A. L. Sweeney asked if there were any questions or comments about the Enrollment/Marketing Video Report.
- B. Alane Butler was excited to share that our enrollment is at 998 students. A. Butler wanted to pay homage to Brittanie Strachko, our PIMs & Child Accounting Manager and keeper of all our enrollment data. We were recently subjected to a student and staff audit and Ryan Schumm let A. Butler know that we batted 1000! All files that were pulled were complete with everything that was needed. D. Asplen said that Bob Worn also shares in half of that homage since he put together the employee files.
- C. Gerri Light asked Alane to talk about our students with perfect attendance. A. Butler explained that we had just over 500 students with perfect attendance for the month of December. This is one of the highest numbers that we have ever had. G. Light said this was great news. A. Butler said that she thinks this is because of the teachers who are engaging them and encouraging them, and the students are responding to the teachers pleas to come to class to get the most out of it. D. Asplen noted that we now have twice as many mentors who follow up with the students. We also hired Heather Robinson as a Student Liaison and she bridges the gap between Student Launch Pad and helps the students into the first two weeks of a student's class experience.
- X. Discussion HR Video Report
- A. L. Sweeney asked if there were any questions or comments about the HR Video Report.
- B. Bob Worn also gave praises to B. Strachko for her thoroughness in putting together the student files.
- C. B. Worn gave an update to his video report. He had two great interviews today and made an offer to one of the candidates. He also noted that he is now looking outside of PA for candidates and thinks this will open up a lot of doors.
- XI. Discussion of Guidance Video Report
- A. L. Sweeney asked if there were any questions or comments about the Guidance Video Report.
- B. Kris Botes updated the Board on Elijah Johnson, who was experiencing homelessness and participated in an essay contest and won. She said that he and his friend are now in an apartment and doing well. K. Botes and her husband met with him and gave him some household items and he was very thankful for everything we were doing for him.
- XII. Finance/Business Report
- A. Ryan Schumm provided a summary of the monthly Treasurer's Report.
- B. R. Schumm shared that he just went through two audits with Achievement House staff.
1. Financial Audit (They looked at staff and student files.)
 2. McKinney Vento Homeless Audit
- C. L. Sweeney called for a motion to approve the written Treasurer's Report.
1. Motion to approve the written Treasurer's Report by B. Maranto. Seconded by G. Light. Unanimous.
- XIII. Discussion CEO Video Report
- A. L. Sweeney asked if there were any questions or comments about the CEO Video Report and there were none.
- XIV. Personnel
- A. New Hires
1. Matthew McGeehan, Director of Educational Technology, \$77,000
 2. Lauren DeCarlo, School Social Worker, \$58,500
- B. Separations:
1. Jill Dunlap, Special Education Teacher, 1/15/21
 2. Diane Morian, Special Education Teacher, 1/15/21
- C. L. Sweeney called for a motion to approve the new hires with salaries as listed above and the separations.
1. Motion to approve the new hires with salaries as listed above and the separations by D. Fraatz. Seconded by B. Maranto. Unanimous.
- XV. Governance
- A. Ethics Forms

1. It is time for the Board to fill out their annual Ethics Forms and D. Asplen asked Sherri Gilligan to send the forms to the Board via UPS with a return UPS envelope.
- B. Updated Per Diem Meal Allowance
1. D. Asplen asked for a motion to update our current per diem meal allowance to go from the current \$26.50 up to \$35.00.
 2. L. Sweeney called for a motion to update our current per diem meal allowance to go from the current \$26.50 up to \$35.00.
 - a. Motion to approve the update of our current per diem meal allowance to go from the current \$26.50 up to \$35.00 by B. Maranto. Seconded by D. Fraatz. Unanimous.
- C. Updated Homeless Policy
1. D. Asplen asked for a motion to update our Homeless Policy to come in alignment with what our McKinney Vento auditor was looking for.
 2. L. Sweeney called for a motion to update our Homeless Policy to come in alignment with what our McKinney Vento auditor was looking for.
 - a. Motion to approve the update of our Homeless Policy to come in alignment with what our McKinney Vento auditor was looking for by D. Fraatz. Seconded by B. Maranto. Unanimous.
- D. Updated 403B Matching Policy
1. D. Asplen stated last month the Board passed a resolution to change our 403B matching policy and said we need to make an adjustment. We would like to update that policy again and to have it say a one-to-one match up to 5% and a .5% match up to 8% contribution by the employees.
 2. L. Sweeney called for a motion to update the 403B matching policy to have it say a one-to-one match up to 5% and a .5% match up to 8% contribution by the employees.
 - a. Motion to approve the updated 403B matching policy to have it say a one-to-one match up to 5% and a .5% match up to 8% contribution by the employees by D. Fraatz. Seconded by G. Light. Unanimous.
- E. Raise for the Principal
1. D. Asplen asked for a motion to provide a raise for the Principal equal to the dollar amount discussed in the private session.
 2. L. Sweeney called for a motion to provide a raise for the Principal equal to the dollar amount discussed in the private session.
 - a. Motion to provide a raise for the Principal equal to the dollar amount discussed in the private session by D. Fraatz. Seconded by G. Light. Unanimous.
- XVI. New Business
- A. L. Sweeney asked if there was any new business and there was none.
- XVII. Public Comment
- A. L. Sweeney asked if there were any public comments and there were none.
- XVIII. Adjournment
- A. L. Sweeney called for a motion to adjourn the public board meeting at 7:48 p.m. Our next meeting will be Tuesday, March 16, 2021 at 7:00 p.m.
1. Motion to adjourn the public meeting by D. Fraatz. Seconded by G. Light. Unanimous.