



Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes

Tuesday, June 15, 2021

The Executive Session commenced at 6:00 p.m. and continued until approximately 7:15 p.m.

- I. Pledge of Allegiance
- II. Roll Call
 - Mrs. Marilou Strangarity (President) – Present
 - Mrs. Lisabeth Sweeney (Vice President) – Present
 - Mrs. Kristin Chettle (Treasurer) – Present
 - Mr. Don Fraatz (Secretary) – Present
 - Dr. Bob Maranto – Present
 - Dr. Gerri Light – Present
- III. Notification of Recording
 - A. Marilou Strangarity announced that the Public Session would be recorded on an audio and video device.
- IV. Approval of the Minutes
 - A. M. Strangarity called for a motion to approve the minutes from the May 18, 2021 board meeting.
 1. Motion to approve the minutes from the May 18, 2021 board meeting by Kristin Chettle. Seconded by Don Fraatz. Unanimous.
- V. Executive Session Statement
 - A. M. Strangarity 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. M. Strangarity asked if there were any questions or comments about the Academic/SPED Video Report.
 - B. Neal Thomas reported to the Board that they met with our RIT Team last week for the final Q4 meeting and all information has been entered on the portal.
- VII. Discussion of Special Education Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Special Education Video Report.
 - B. Trina Knauff updated the Board with department goals:
 1. 80% percent of seniors with IEP's will graduate in either June or August of 2021. Currently we are at 81%.
 2. 20% or less of students with IEP's will drop out of Achievement House. Currently we are at 6%.
 - C. T. Knauff updated the Board on the testing violations. We put provisions in place for next year so that this does not happen again.
- VIII. Discussion of Curriculum Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report and there were none.
- IX. Discussion Enrollment/Marketing Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Enrollment/Marketing Video Report.
 - B. Alane Butler discussed some of the responses we received from the Parent Survey. She noted that the parents that completed the survey answered positively and seemed to really appreciate us.
 - C. A. Butler noted that as far as enrollment, we will not be withdrawing any students until the beginning of the fiscal year.
 - D. A. Butler shared that Summer Camps just went live on our website and we already have over 30 kids signed up. We are running 4 weeks of Summer Camps this year and they start on July 12th.
 - E. A. Butler noted that we have a Student/Teacher Spotlight and this month we spotlighted Carmela Curatola who is our Microsoft Certifications Teacher.

- X. Discussion HR Video Report
 - A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
 - B. Bob Worn was not able to attend the meeting tonight so Don Asplen noted he would answer any questions the Board might have.
 - C. Bob Maranto asked about the title of Truancy Coordinator because he knows that titles can be confusing and some discussion followed.
- XI. Discussion of Guidance Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
 - B. Kris Botes shared that there are 146 seniors on track to graduate, including the 6 that graduated in January.
 - C. K. Botes updated the Board on Summer School and stated that we currently have 247 students registered.
 - D. M. Strangarity congratulated K. Botes on her son being chosen as the Valedictorian this year and asked K. Botes to share a little bit about this.
- XII. Finance/Business Report
 - A. Ryan Schumm provided a summary of the monthly Treasurer's Report. We are 11 months into the fiscal year.
 - 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.
- XIII. Discussion CEO Video Report
 - A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
 - B. D. Asplen shared that he is very pleased to have Shana Harris, who is a long time Mentor who is finishing up an internship to get her degree in social work, attending our Board meeting tonight and over the next 6 months. We also have Cassie Valvo attending tonight who will be presenting a special report on our Scholarship Program.
 - C. D. Asplen shared with the Board how Neal Thomas asked Erinn Bean to think through how to get the staff more engaged and she came up with the idea to use software called FlipGrid to start an initiative for staff to record 15 second shout outs for each other to lift each other up. Then each week during our Stand Up meeting we watch a 5 to 6 minute video of shout outs to different staff members. E. Bean then talked in more detail about the process.
- XIV. Special Report: Scholarships
 - A. C. Valvo presented the Board with a report on our Scholarship Program.
 - 1. Achievement House Cyber Charter School is a pioneer in providing our students with an in-house scholarship opportunity.
 - 2. We have offered scholarships for 4 consecutive years.
 - 3. We have a total of 24 winners since the program's inception.
 - 4. In 2021 we updated our program to include a dedicated committee to oversee the program, an essay writing workshop, and an electronic verification for our winners to provide their post-secondary enrollment details.
 - 5. We receive donations from our business partner, Charter Choices, to pay for this program.
 - a. D. Aspen thanked C. Valvo for setting up the program and for all she does for the school.
- XV. Personnel
 - A. New Hires:
 - 1. Michelle Christie – Part-time Certified School Nurse, \$35/hour, 30 hours per week
 - B. Separations:
 - 1. Heather Robinson – Student Liaison
 - 2. Morgan Soika – Temporary Part-time Assistant
 - C. M. Strangarity called for a motion to approve the new hires and separations as listed above.
 - 1. Motion to approve the new hires and separations as listed above by D. Fraatz. Seconded by Gerri Light. Unanimous.
- XVI. Governance
 - A. Resolution to Enroll Out-of-State Student
 - 1. D. Asplen asked the Board for a resolution to enroll, retroactively, an out-of-state student for the purpose of conferring a diploma for credits earned and work completed at Achievement House Cyber Charter School.

2. M. Strangarity called for a motion for a resolution to enroll, retroactively, an out-of-state student for the purpose of conferring a diploma for credits earned and work completed at Achievement House Cyber Charter School.
 - a. Motion to accept this resolution to enroll, retroactively, an out-of-state student for the purpose of conferring a diploma for credits earned and work completed at Achievement House Cyber Charter School by K. Chettle. Seconded by G. Light. Unanimous.
 - b. Resolution was signed by the Board President, Marilou Strangarity.
- B. Resolution to Amend Drive Time to Exton
1. D. Asplen asked the Board for a resolution to amend the policy that currently says that if you are 2 hours or less driving distance from Exton you call Exton your home base and need to come into the Exton office on your required days. We would like to reduce this from 2 hours to 1.5 hours drive time to have the Exton office considered your home base.
 2. M. Strangarity called for a motion for a resolution to reduce the drive time to Exton from 2 hours to 1.5 hours' drive time to have the Exton office considered your home base.
 - a. Motion to accept this resolution by L. Sweeney. Seconded by K. Chettle. Unanimous.
- C. Resolution to Adopt New Job Descriptions
1. D. Asplen asked the Board for a resolution to adopt the 3 new job descriptions that the Board was provided with.
 2. M. Strangarity called for a motion for a resolution to adopt the 3 new job descriptions.
 - a. Motion to approve the resolution for the 3 new job descriptions by G. Light. Seconded by D. Fraatz. Unanimous.
- D. Resolution to Pass Preliminary Budget
1. D. Asplen asked the Board for a resolution to adopt the Achievement House Cyber Charter School draft budget for the 2022 fiscal year as discussed and reviewed in the Executive Session.
 2. M. Strangarity called for a motion for a resolution to adopt the Achievement House Cyber Charter School draft budget for the 2022 fiscal year as discussed and reviewed in the Executive Session.
 - a. Motion to approve the resolution to adopt the Achievement House Cyber Charter School draft budget for the 2022 fiscal year as discussed and reviewed in the Executive Session by K. Chettle. Seconded by B. Maranto. Unanimous.
- E. Resolution to Adopt Staff Bonuses as Outlined in Executive Session
1. D. Asplen asked the Board for a resolution to adopt the staff bonuses as outlined in the Executive Session.
 2. M. Strangarity called for a motion for a resolution to adopt the staff bonuses as outlined in the Executive Session.
 3. Motion to approve the resolution to adopt the staff bonuses as outlined in the Executive Session by D. Fraatz. Seconded by B. Maranto. Unanimous.
- F. Resolution to Adopt Fund Allocations as Detailed in Executive Session
1. D. Asplen asked the Board for a resolution to adopt the fund allocations as detailed in the Executive Session whereas the Achievement House Cyber Charter School Board has assigned the school's Fund Balance in the past for purposes including PSERS Liabilities, Curriculum Development, Technology, and Facilities, the following Fund Balance assignments shall replace and supersede all previous Fund Balance assignments, commitments, reservations, and designations. The Achievement House Cyber Charter School Board hereby assigns the schools Fund Balance accordingly:
 - PSERS Liabilities - \$2,000,000
 - Curriculum Development & Instructional Software - \$2,000,000
 - Technology - \$1,000,000
 - Facilities - \$1,000,000
 - Special Education Revenue Reduction - \$3,000,000
 - Regular Education Revenue Reduction - \$2,000,000
 2. M. Strangarity called for a motion to approve the resolution to adopt the fund allocations as detailed in the Executive Session and noted above.
 3. Motion to approve the resolution to adopt the fund allocations as detailed in the Executive Session and noted above by D. Fraatz. Seconded by K. Chettle. Unanimous.

XVII. New Business

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

XVIII. Public Comment

- A. M. Strangarity asked if there were any public comments.
- B. S. Harris thanked the Board for having her and shared that she is currently in her internship at Widener University and she is working on her Master of Social Work and is thankful for her time at Achievement House and looking forward to attending more meetings.
- C. E. Bean thanked the Board for approving the different initiatives with job descriptions. She feels that the Dean of Students and Curriculum Coordinator are both are an amazing addition to our Academic Admin Team.

XIX. Adjournment

- A. M. Strangarity called for a motion to adjourn the public board meeting at 8:15 p.m. Our next meeting will be Tuesday, July 20, 2021 at 7:00 p.m.
 - 1. Motion to adjourn the public meeting by B. Maranto. Seconded by D. Fraatz. Unanimous.