



Achievement House Cyber Charter School Board of Trustees

Public Meeting

Minutes

Tuesday, August 16, 2022

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) – Present
 - Mrs. Lisabeth Sweeney (Vice President) – Present
 - Mrs. Kristin Chettle (Treasurer) – Present
 - Mr. Don Fraatz (Secretary) – Present
 - Dr. Bob Maranto – Not Present
 - Dr. Gerri Light – Present
- 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 Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Don Asplen called for a resolution to add two agenda items under the Governance section.
 - A. Resolution to modify the existing Travel Reimbursement Policy to increase the daily food stipend from \$36.00 to \$50.00.
 - B. Resolution to modify the existing Tuition Reimbursement Policy to increase the current \$2,500 annual reimbursement to \$7,000 for a total reimbursement ceiling.
 - C. M. Strangarity called for a motion to approve adding the two new items to the agenda.
 1. Motion to add these two items to the agenda by Lisabeth Sweeney. Seconded by Gerri Light. Unanimous.
 - D. M. Strangarity called for a motion to amend the agenda to add Michael Hone, Social Studies Teacher, to the Personnel section.
 1. Motion to add Michael Hone to the Personnel section of the agenda by Kristin Chettle. Seconded by G. Light. Unanimous.
- VI. Approval of the Minutes
 - A. M. Strangarity called for a motion to approve the minutes from the June 21, 2022 Board meeting.
 - B. Don Fraatz noted that his name was spelled incorrectly at the end of the minutes. Sherri Gilligan said that she would correct that error.
 1. Motion to approve the minutes from the June 21, 2022 Board meeting by K. Chettle. Seconded by G. Light. Unanimous.
- VII. Discussion of Academic Video Report
 - A. M. Strangarity asked if there were any questions or comments about the Academic/SE Video Report.
 - B. Neal Thomas noted that he did not have any updates to his report.
 - C. M. Strangarity asked if he was feeling comfortable with the staffing as we start the new year.
 1. N. Thomas noted that even though we still need to fill a few positions we have all classes covered.
- VIII. 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 on the following items:
 1. Since we now have the summer school data, she updated them on where we stood at the end of the year regarding our graduation goal.

2. She noted that we hired three special education teachers and Stefani Frank will share about them later in the meeting.
 3. She noted that Sherri Emrich was selected as our Special Education TOSA and Anna Berzins as our Special Education Instructional Mentor.
- C. D. Asplen commented that for the graduation goal he would like to see no higher than 75% since Keystones next year will make it harder for them and there is a lot that we don't know yet about Act 158.
- D. M. Strangarity asked why we did not hit our mark this year for our graduation goal.
1. T. Knauff said she feels that part of it was that we are holding students more accountable who are graduating on goals and making sure that they are showing genuine progress. We are holding more meetings and setting up action plans and continuing to strengthen the program. Angela Galie noted that this year she had more parents ask that their child stay an extra year to give them extra support even though they could have graduated. Some discussion followed.
- IX. Discussion Curriculum Video Report
- A. M. Strangarity asked if there were any questions or comments about the Curriculum Video Report.
 - B. Jodi Byrne did not have any updates to her Board report.
 - C. G. Light and D. Fraatz told J. Byrne that they appreciated that she shared about the UDL in her report. They thought it was great how she presented it and had the placemat with all the different options on it.
- X. 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 updated the Board on our enrollment numbers. We now have 926 students enrolled in our school and approximately 26 of them were summer graduates. She also noted that Student Launch Pad started today. A. Butler also talked about the new staff member that was added to her department, Melissa Venuto.
 - C. D. Fraatz asked A. Butler to send the Board a copy of the Back to School Packet that she had referenced in her report.
 - D. M. Strangarity thought that the enrollment numbers looked good to start the year and asked if that is what we were expecting. A. Butler replied that we dropped a little more than what she expected but in the scheme of things it is not at all unusual to drop back like this. She feels we are in good shape since from September on our trajectory typically will go up. L. Sweeney feels we are going to get more students enrolling in the fall.
- XI. Discussion HR Video Report
- A. M. Strangarity asked if there were any questions or comments about the HR Video Report.
 - B. Stefani Frank had no updates for the Board.
 - C. D. Asplen noted that S. Frank is doing a phenomenal job. She is busy interviewing and hiring new staff members.
 - D. M. Strangarity asked S. Frank if we are having a hard time finding good people quickly or are we being stretched in general. S. Frank feels that it depends on the subject that we are hiring for and some discussion followed.
- XII. Discussion of Guidance Video Report
- A. M. Strangarity asked if there were any questions or comments about the Guidance Video Report.
 - B. Angela Galie had two updates for the Board:
 1. She noted that through all of our grade levels we had 125 students that we were able to promote from attending summer school.
 2. She gave a huge shout out to Dave Knauff and Patty Barron for working tirelessly to get the scheduling all set up for us.
 - C. M. Strangarity said that is an outstanding number of students that were promoted and asked A. Galie to pass along a big thank you to all who were involved in the summer school program.
 - D. M. Strangarity noted how she saw the breakdown of the guidance counselors and asked who was covering 7th and 8th grade. A. Galie said that Kris Botes is assigned to 7th and 8th grade and a small portion of 9th and 10th grade. This way her numbers are balanced with the rest of the counselors.
- XIII. Finance/Business Report
- A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items on the report. He noted that this is the first month of 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 L. Sweeney. Unanimous.

- XIV. D. Asplen called for a motion to add an item to the agenda under Governance, item F, which would be to receive the audited financials for the last fiscal year ending June 30, 2021.
1. Motion to add an item to the agenda under Governance, item F, which would be to receive the audited financials for the last fiscal year ending June 30, 2021 by L. Sweeney. Seconded by G. Light. Unanimous.
- XV. Discussion CEO Video Report
- A. M. Strangarity asked if there were any questions or comments about the CEO Video Report.
- B. D. Asplen reintroduced the Board to a 16 year veteran of the school, Angela Alderfer, who is in the 4th week of her new role as Assistant Principal who is in attendance this evening.
- C. D. Asplen had a request for Jim Flick to consider that we look at planning a back to school function or a picnic for some of the students in a high density area. He would like to feed the students and their families and asked him to put it on his list of things to think about. J. Flick replied that he and Greg Byrne have already been discussing a picnic and that we have a new AHIT Team that will be supporting these types of events. It was mentioned that there should be some planned activities at the event. Some discussion followed. D. Asplen asked if they had explored our students attending other schools events and J. Flick stated that has been discussed. D. Asplen asked J. Flick to set up a meeting with him to discuss this further. M. Strangarity asked that they include T. Knauff and/or the school nurse or others who may be needed in the discussions so that when we start to set these days up, we make sure that we are accommodating the special education, handicapped and non-English speaking students as well. She wants to make sure we look at the practical side of the students needs before we get to the event.
- D. D. Asplen shared that not only were we very successful in Harrisburg with reversing legislation and increases in funding, but Jake Corman, Chief of Staff, was successful in also negotiating with the Governor's Office that the PDE is now backing off the enrollment cap requirements. Everything that we wanted is now in place. We have dual enrollment, increased funding and the promulgated rules that were anti-charter are gone. It has been a great legislative/advocacy year. M. Strangarity was happy with all the good work that was done.
- XVI. Personnel
- A. S. Frank updated the Board on the following information:
- B. New Hires:
1. Greg Byrne – Strategic Project Manager
 2. Taylor Richardson – Mentor
 3. Melissa Venuto – Student Enrollment & Orientation Support
 4. Courtney Zombek – Health & PE Teacher
 5. Callie Flynn – Special Ed Teacher
 6. Caitlin Smith – Special Ed Teacher
 7. Becky Birenbaum – Student Retention Coordinator
 8. Michael Hone – Social Studies Teacher
- C. Promotions:
1. Morgan Soika – Guidance Counselor
- D. Transfers:
1. Eva Thierry – Special Education Co Launch Pad Instructor
- E. Separations:
1. Bob Worn – Director of HR (6/30/22)
 2. Curtis Collier – Mentor (7/1/22)
 3. Amy Kendrick – Mentor (8/12/22)
 4. Asia Williams – Teaching Assistant (8/3/2022)
- F. M. Strangarity called for a motion to approve the new hires, promotions and transfers listed above with salaries as discussed in the Executive Session.
1. Motion to approve the new hires, promotions and transfers listed above with salaries as discussed in the Executive Session by D. Fraatz. Seconded by G. Light. Unanimous.
- G. M. Strangarity called for a motion to approve the separations as identified above.
1. Motion to approve the separations as identified above by D. Fraatz. Seconded by L. Sweeney. Unanimous.
- H. Open Positions:
1. General Ed Teachers – English, ICA, Math, Science, Social Studies

2. Special Education Teachers
3. Mentor
4. Teaching Assistant

XVII. Governance

A. SIP Approval

1. D. Asplen stated that the Board Members received and reviewed the School Improvement Plan so we need a resolution to approve the School Improvement Plan. He also stated that this will be posted on our website.
2. M. Strangarity called for a motion to approve the School Improvement Plan.
 - a. Motion to approve the School Improvement Plan by D. Fraatz. Seconded by G. Light. Unanimous.

B. Graduation Waiver

1. D. Asplen stated that we need a graduation waiver for student G.S. to waive the missing .25 credit for physical education in order to graduate before aging out.
2. M. Strangarity called for a motion to approve a graduation waiver for student G.S. to waive the missing .25 credit for physical education in order to graduate before aging out.
 - a. Motion to approve a graduation waiver for student G.S. to waive the missing .25 credit for physical education in order to graduate before aging out by L. Sweeney. Seconded by D. Fraatz. Unanimous.

C. Auditor Adoption

1. D. Asplen called for a motion to accept the proposal submitted by SD Associates to perform the audit for school year ending 2022.
 - a. Motion to accept the proposal submitted by SD Associates to perform the audit for school year ending 2022 by G. Light. Seconded by D. Fraatz. Unanimous.

D. Update Travel Reimbursement Policy

1. D. Asplen called for a motion to update the Travel Reimbursement Policy to increase the daily food allowance from \$36 to \$50.
 - a. Motion to update the Travel Reimbursement Policy to increase the daily food allowance from \$36 to \$50 by D. Fraatz. Seconded by K. Chettle. Unanimous.

E. Update Tuition Reimbursement Policy

1. D. Asplen called for a motion to update the current Tuition Reimbursement Policy to increase the \$2,500 annual cap to a \$7,000 annual cap.
 - a. Motion to update the current Tuition Reimbursement Policy to increase the \$2500 annual cap to a \$7,000 annual cap by L. Sweeney. Seconded by D. Fraatz. Unanimous.

F. Receive Audited Financials for Year Ending June 30, 2021.

1. D. Asplen called for a motion to receive the audited financials for fiscal year ending June 30, 2021.
 - a. Motion to receive the audited financials for fiscal year ending June 30, 2021 by K. Chettle. Seconded by L. Sweeney. Unanimous.

XVIII. New Business

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

XIX. Public Comment

- A. M. Strangarity asked if there were any public comments and there was none.

XX. Adjournment

- A. M. Strangarity called for a motion to adjourn the public Board meeting at 8:03 p.m. Our next meeting will be Tuesday, September 20, 2022 at 7:00 p.m.

1. Motion to adjourn the public meeting by G. Light. Seconded by D. Fraatz. Unanimous.