



Achievement House Cyber Charter School Board of Trustees

Public Meeting Minutes Tuesday, December 12, 2023

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
Dr. Lisabeth Sweeney (Vice President) – Present
Mrs. Kristin Chettle (Treasurer) – Present
Mr. Don Fraatz (Secretary) – Present
Dr. Bob Maranto – Present
- III. Notification of Recording
A. Lisabeth Sweeney announced that the Public Session would be recorded on an audio/video device.
- IV. Executive Session Statement
A. L. Sweeney announced that the Board held an Executive Session this evening to discuss personnel matters, financial matters and legal issues.
- V. Approval of the Minutes
A. L. Sweeney called for a motion to approve the minutes from the October 17, 2023 Board meeting.
 1. Motion to approve the minutes from the October 17, 2023 Board meeting by Don Fraatz.
Seconded by Bob Maranto. Unanimous.
- VI. Discussion of Academic Video Report
A. L. Sweeney asked if there were any questions or comments about the Academic Video Report.
B. Neal Thomas provided the Board with an update, mentioning that a small team is currently working on drafting a proposal for a policy related to Act 1, which will be presented in January. Additionally, he provided an explanation of what a Keystone Diploma entails.
C. N. Thomas then shared some data regarding whether students are attending more live classes. We are also looking at a new live class interface called Class.com, which will help us get more consistent data.
- 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. Trina Knauff provided an update to the Board, highlighting the efforts of one of our Life Skills Teachers, Faith Maben. Ms. Maben has taken the lead in establishing a Life Skills Cyber Group that brings together cyber schools across Pennsylvania. This group will meet to collaborate on enhancing life skills programs within their respective schools. Additionally, Ms. Maben is launching a Life Skills Parent Group. T. Knauff expressed great enthusiasm for these two innovative programs.
C. T. Knauff also mentioned that Sherri Emrich, our SE Compliance Specialist, utilizes Microsoft Sway to compile and distribute a monthly newsletter. It is a very simple, yet informative newsletter.
- VIII. Discussion Curriculum Video Report
A. L. Sweeney asked if there were any questions or comments about the Curriculum Video Report.
B. Jodi Byrne did not have any updates for the Board. However, she shared a story about a parent she met with on two different occasions. In both instances, the parent expressed that she had never experienced such support and passion for her child's education as what she receives from Achievement House.
- 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 provided the Board with the latest information on our student enrollment figures. Additionally, she mentioned the ongoing search for an improved method to distribute the monthly

parent newsletter. Alane intends to request Jen Brittingham, our Parent Engagement Coordinator, to explore the possibility of utilizing Sway for the Newsletter.

X. Discussion HR Video Report

- A. L. Sweeney asked if there were any questions or comments about the HR Video Report.
- B. Stefani Frank did not have any updates to her Board Report.
- C. Don Asplen noted there was a typo in the Board Agenda. The name Jessica Bryson will be corrected to Jocelyn Bryson under the Personnel section.

XI. Discussion of Guidance Video Report

- A. L. Sweeney asked if there were any questions or comments about the Guidance Video Report.
- B. Angela Galie reported that two of the Guidance Counselors participated in conferences recently. One attended the Pennsylvania School Counseling Association Conference and was able to bring back some helpful resources, including a new referral form for mental health services. The other counselor attended the SAS Institute Conference.
- C. A. Galie also expressed thanks to N. Thomas and T. Knauff for their support when it came to balancing out their schedules with touching base with parents.

XII. Finance/Business Report

- A. Ryan Schumm provided a summary of the monthly Treasurer's Report and highlighted some of the items in the report.

B. 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 Kristin Chettle. Unanimous.

C. Discussion CEO Video Report

- 1. L. Sweeney asked if there were any questions or comments about the CEO Video Report.
- 2. Don Asplen yielded his time to Chandra Jones, our Mobile Makerspace Specialist.
 - a. C. Jones shared a fundraising initiative devised in collaboration with Katie Bonesteel and Susie McCarter to support our Strengthening Families Program. The project involved students creating holiday ornaments using items crafted with our makerspace machines. The Strengthening Families Program focuses on enhancing family relationships, parenting skills, and the social and life skills of youth. Several staff members underwent training for this program during the summer. The funds raised will be dedicated to providing meals for families.
 - b. C. Jones also shared that for the makerspace events that were held in the months of November and December, there were five items for students to create using the makerspace machines.
 - i. Print a poster and make a poster hanger.
 - ii. Make a leather wallet on which they could put their initials or a small picture.
 - iii. Make an iron-on transfer and put it on a tote bag, backpack, or hat.
 - iv. Make a keychain.
 - v. Make a necklace.

XIII. Personnel

A. New Hires:

- 1. Daniela Carmona, Bilingual Mentor
- 2. Zach Carroll, Transition Coordinator
- 3. Danielle Golden, Special Education Teacher
- 4. Emily Forrest, Special Education Teacher
- 5. Maegan Johnson, Special Education Teacher
- 6. Ann Clymer, Auxiliary Teacher
- 7. Alyssa Kline, Auxiliary Teacher
- 8. Renee Kaighn, Reading Specialist
- 9. Collen Muhl, 90 Day Specialist

B. Promotions:

- 1. Sherri Emrich, Compliance Specialist for SE

C. Transfers:

- 1. Erika Replogle, Special Education Teacher

D. Separations:

1. Cassie Valvo
 2. Jocelyn Bryson
- E. Open Positions:
1. 90 Day Specialist
 2. Bilingual Special Education Teacher
 3. IEP Developer/Substitute Teacher
 4. Truancy Coordinators (2)
 5. ICA Teacher
 6. Data Visualization Analyst
 7. Academic Advisor (Drafting)
 8. Administrative Support (Drafting)
 9. ICA Designer/Developer (Drafting)
- F. L. Sweeney called for a motion to approve the new hires, promotions, transfers and separations listed above with salaries as discussed in the Executive Session.
1. Motion to approve the new hires, promotions, transfers and separations as listed above with salaries as discussed in the Executive Session by K. Chettle. Seconded by B. Maranto. Unanimous
- XIV. Governance
- A. Induction Plan
1. L. Sweeney called for a motion to approve the Induction Plan.
 - a. Motion to approve the Induction Plan discussed in the Executive Session by D. Fraatz. Seconded by K. Chettle. Unanimous
- B. FMLA Policy
1. The updated FMLA Policy will be deferred until next month's meeting.
- C. Global Explorers Presentation
1. This presentation by Katie Bonesteel will be deferred until next month's meeting.
- XV. New Business
- A. L. Sweeney asked if there was any new business, and there was none.
- XVI. Public Comment
- A. L. Sweeney asked if there were any public comments and there were none.
- XVII. Adjournment
- A. L. Sweeney called for a motion to adjourn the public Board meeting at 7:51 pm. Our next meeting will be Tuesday, January 16, 2024 at 7:00 p.m.
1. Motion to adjourn the public meeting by K. Chettle. Seconded by B. Maranto. Unanimous.