

## **Insight PA Cyber Charter School**

*Minutes of the Meeting of the Board of Trustees (the “Board”) of Insight PA Cyber Charter School (the “School”) via telephone on December 18, 2017.*

*Public notice was given for this meeting in accordance with Section 1 of the Sunshine Act.*

**Trustees Present:** Michael Adler, Maddi-Jane Sobel, Kelly Vidovich, Michele McKeone, and Aviva Moore.

**Trustees Absent:** Diana K. Moninger.

**Others Present:** Eileen Cannistraci, *Chief Executive Officer*, Shannon McElwain, *Executive Director*, Mary Markert, Greg Blough of K12 Virtual Schools LLC (“K12”) and Alan Kessler and Anthony Guida Jr. of Duane Morris LLP.

Mr. Adler called the meeting to order at 7:03 p.m. and welcomed those present at the meeting.

Following a motion made and seconded, the members of the Board present at the meeting unanimously approved the minutes of the meeting of the Board held on November 27, 2017.

Ms. Cannistraci provided the Board with updates regarding the following:

- (i) The School’s enrollment to-date;
- (ii) the School’s hiring requirements, in which it is anticipated to hire new high school and special education staff in January of 2018 due to increase in 9<sup>th</sup> grade enrollment;
- (iii) an update on the K12 Regional Finance Manager position- the Regional Finance Manager has resigned and K12 is working to fill the position; and
- (iv) an update on the School’s effort to-date regarding the hire of a Chief Financial officer, in which the School has requested approval from the Pennsylvania Department of Education for the position to be part-time employee for the remainder of the 2017-2018 school year given the size of the school.

Mr. Blough, Ms. McElwain and Ms. Markert then provided the Board with updates regarding K12’s marketing supports and services and enrollment forecasting for the School; the proposed service contracts between the School and Language Line and Pitney Bowes; and the updated Financial Report, including enrollment projections, financial summary, balance sheet, accounts payable aging, cash flow projections and bills payable. Following discussions regarding the above and motions made and seconded, the Trustees of the Board present at the meeting unanimously approved the following resolutions:

*Approval of the Resignation of Edward Kelly from the Board of Trustees:*

NOW THEREFORE, BE IT RESOLVED that the resignation of Edward Kelly as Treasurer of the Board of Trustees is authorized and approved; and

*Approval of the Financial Report and the Disbursements:*

FURTHER RESOLVED that the Financial Report and the Disbursements, as presented, are, authorized and approved; and

*Approval of the Language Line Agreement:*

FURTHER RESOLVED, that the School is, authorized to enter into a Language Line Agreement, as presented, and shall be executed by an Authorized Officer on behalf of the School, pursuant to which the School shall purchase interpreter and translation services for telephone and document translation as needed to communicate with families in which English is a second language; and

*Approval of the Pitney Bowes Agreement:*

FURTHER RESOLVED, that the School is, subject to legal review, authorized to enter into a Pitney Bowes Agreement, as presented, and shall be executed by an Authorized Officer on behalf of the School, pursuant to which the School shall enter into a sixty-three (63) month lease agreement for a postage machine.

There being no further business, Mr. Adler adjourned the public meeting at 8:05 p.m.

The Trustees went into Executive session at 8:10 p.m. and adjourned the Executive session at 8:40 p.m.

Respectfully submitted,

Angela Decker

*Office Administrator, Insight PA Cyber Charter School*