



**INSIGHT PA**  
CYBER CHARTER SCHOOL

POWERED BY K12

## Tuesday, November 22, 2022 Board Meeting

### Insight PA Cyber Charter School Board of Trustees

7:00 pm

Location: Zoom

<https://zoom.us/j/2072011459>

One tap mobile

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## 1. Preliminary

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<b>Subject</b>	<b>A. Call to Order</b>
Meeting	Nov 22, 2022 - Board Meeting
Category	1. Preliminary
Type	Procedural

<b>Subject</b>	<b>B. Roll Call</b>
Meeting	Nov 22, 2022 - Board Meeting
Category	1. Preliminary
Type	Procedural

### Board Members

Alice Solomon, President  
Christopher Rossi, Vice President  
Lowell Thomas, Esq, Treasurer  
Edward Knittel, Secretary  
Michael Adler, Esq, Member  
Dr. Katie McGeehan, Member

<b>Subject</b>	<b>C. Mission and Vision</b>
Meeting	Nov 22, 2022 - Board Meeting
Category	1. Preliminary
Type	Information

Mission: Enable, inspire, and prepare students to achieve the highest levels of academic standards so they make a powerful contribution in their communities.

Vision: Ignite a desire for learning in every student and nurture them to understand their goals and create a clear path to achieve them.

## 2. Communications

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<b>Subject</b>	<b>A. Executive Sessions</b>
Meeting	Nov 22, 2022 - Board Meeting
Category	2. Communications
Type	Procedural

The Board did not hold any Executive Sessions in the month of October.

**Subject B. General Public Comment**

Meeting Nov 22, 2022 - Board Meeting  
 Category 2. Communications  
 Type Procedural

**Public Comment Guidelines**

Insight PA Cyber Charter School welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Trustees is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will attend Board meetings often. Your participation assures us of continuing community interest in our School.

To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. The Public Comment section at the start of the meeting is set aside to make comment on items that are not specifically on the agenda. Individual public comment is limited to three (3) minutes. The Board may decide to limit the overall public comment and make an announcement at the meeting if it decides to do so.
2. With regards to an item on the agenda, public comment, up to three (3) minutes each, may be made when the Board discusses that item.
3. When addressing the Board, speakers are requested to state their name and full address and adhere to the time limits set forth.

**Subject C. Approval of the October 2022 Board Minutes**

Meeting Nov 22, 2022 - Board Meeting  
 Category 2. Communications  
 Type Action, Minutes  
 Recommended Action Motion to approve the October Board Minutes  
 Minutes [View Minutes for Oct 25, 2022 - Board Meeting](#)

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

Motion & Voting

Motion to approve the October Board Minutes

Motion by Chris Rossi, second by Michael Adler.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

**3. Reporting**

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**Subject A. Board President Report**

Meeting Nov 22, 2022 - Board Meeting  
 Category 3. Reporting  
 Type Discussion

**Board President Items for Discussion:**

1. Board Retreat Reflection
2. Update on Board Goals/Review of Strategic Priorities
3. Veteran's Day Assembly

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File Attachments  
 Nov Board Meeting Board President Slide 7.pdf (98 KB)

**Subject**                      **B. CEO Report**

Meeting                        Nov 22, 2022 - Board Meeting

Category                      3. Reporting

Type                            Discussion

**CEO Items for Discussion:**

1. Review of Academic and Finance Committee Meetings
2. November 2022 Communications Update
3. Next Board of Trustees Meeting- January 24th, 2023 (no December meeting)

File Attachments  
 November Comms Updates (PUBLIC).pdf (80 KB)  
 CEO Report Nov 22.pptx (1,936 KB)

**Subject**                      **C. CAO Report**

Meeting                        Nov 22, 2022 - Board Meeting

Category                      3. Reporting

Type                            Discussion

**CAO Items for Discussion:**

1. CTE High level overview

File Attachments  
 Copy of CTE Program Plan.pptx (764 KB)

**Subject**                      **D. COO/CFO Report**

Meeting                        Nov 22, 2022 - Board Meeting

Category                      3. Reporting

Type                            Discussion

**COO/CFO Items for Discussion:**

1. EE List
2. Community Advisory Council Bylaws and Memo
3. October 2022 Financial Report and Disbursements
4. Reserve Funds Memo
5. Referral Bonus Policy Memo and Policy

## File Attachments

Financial bundle -Oct 2022- Final.pdf (3,485 KB)  
 Policy Update Memo and Policy 11102022.pdf (224 KB)  
 Reserve Funds Plan 112022.pdf (144 KB)  
 November Board List.pdf (232 KB)  
 CAC Bylaws Board Packet.pdf (199 KB)

#### 4. Action Items

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**Subject**                      **A. Special Education Settlement**

Meeting                      Nov 22, 2022 - Board Meeting

Category                      4. Action Items

Type                              Action

Recommended Action      Motion to ratify the Special Education Settlement.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

## File Attachments

DeD - 11.17.22 Redacted Settlement Agreement - Final.PDF (159 KB)  
 DeD - 11.17.22 Redacted Trust Agreement - Final.PDF (133 KB)  
 RESOLUTION APPROVING THE SETTLEMENT IN THE SPECIAL EDUCATION MATTER OF STUDENT "I".pdf (53 KB)

## Motion &amp; Voting

Motion to ratify the Special Education Settlement.

Motion by Chris Rossi, second by Katie McGeehan.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

**Subject**                      **B. October Financials**

Meeting                      Nov 22, 2022 - Board Meeting

Category                      4. Action Items

Type                              Action

Recommended Action      Motion to approve the October Financials

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

## File Attachments

Financial bundle -Oct 2022- Final.pdf (3,485 KB)

Motion & Voting

Motion to approve the October Financials

Motion by Edward Knittel, second by Michael Adler.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

**Subject C. Community Advisory Council Bylaws**

Meeting Nov 22, 2022 - Board Meeting

Category 4. Action Items

Type Action

Recommended Action Motion to approve the proposed Community Advisory Council Bylaws.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

File Attachments  
[CAC Bylaws Board Packet.pdf \(199 KB\)](#)

Motion & Voting

**Subject D. Reserve Funds**

Meeting Nov 22, 2022 - Board Meeting

Category 4. Action Items

Type Action

Recommended Action Motion to approve the release of the currently committed funds and approve the committed funds as proposed.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

File Attachments  
[Reserve Funds Plan 112022.pdf \(144 KB\)](#)

Motion & Voting

Motion to approve the release of the currently committed funds and approve the committed funds as proposed.

Motion by Michael Adler, second by Edward Knittel.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

**Subject**                    **E. Referral Bonus Policy**

Meeting                    Nov 22, 2022 - Board Meeting

Category                    4. Action Items

Type                        Action

Recommended Action    Motion to approve the updated Referral Bonus Policy.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

File Attachments  
[Policy Update Memo and Policy 11102022.pdf \(224 KB\)](#)

**Motion & Voting**

Motion to approve the updated Referral Bonus Policy.

Motion by Chris Rossi, second by Michael Adler.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

**Subject**                    **F. Employee Roster as of November 14th, 2022**

Meeting                    Nov 22, 2022 - Board Meeting

Category                    4. Action Items

Type                        Action

Recommended Action    Motion to approve the Employee Roster as of 11.14.22

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

File Attachments  
[November Board List.pdf \(232 KB\)](#)

**Motion & Voting**

Motion to approve the Employee Roster as of 11.14.22

Motion by Edward Knittel, second by Katie McGeehan.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

**Subject**                    **G. Job Descriptions**

Meeting Nov 22, 2022 - Board Meeting  
 Category 4. Action Items  
 Type Action  
 Recommended Action Motion to approve the Job Descriptions

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mrs. Alice Solomon, President							
Mr. Christopher Rossi, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Edward Knittel, Secretary							
Mr. Michael Adler							
Dr. Katie McGeehan							

#### File Attachments

22-23 Stipend JD\_MTSS Coordinator.pdf (111 KB)  
 Director of Student Services Draft JD.docx.pdf (108 KB)  
 ISPA Office Administrator - JD.pdf (223 KB)  
 Lead Advisor JD Template 22-23.pdf (103 KB)

#### Motion & Voting

Motion to approve the Job Descriptions

Motion by Katie McGeehan, second by Alice Solomon.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

## 5. Announcements

**Subject A. Next Board Meeting - January 24th, 2023 at 7:00pm**

Meeting Nov 22, 2022 - Board Meeting

Category 5. Announcements

Type Information

Next Board Meeting - January 24th, 2023 at 7:00pm

## 6. Adjournment

**Subject A. Meeting Adjournment**

Meeting Nov 22, 2022 - Board Meeting

Category 6. Adjournment

Type Procedural

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Mrs. Alice Solomon, Vice President							
Mr. Lowell Thomas, Treasurer							
Mr. Christopher Rossi, Secretary							
Dr. Katie McGeehan							
Mr. Ed Knittel							