



Skip To Main Content

Tuesday, September 27, 2022 September 27th, 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

Subject	A. Call to Order
Meeting	Sep 27, 2022 - September 27th, Board Meeting
Category	1. Preliminary
Access	Public
Type	Procedural

Subject	B. Roll Call
Meeting	Sep 27, 2022 - September 27th, Board Meeting
Category	1. Preliminary
Access	Public
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
 Courtney Jackson, Member

Subject	C. Mission and Vision
Meeting	Sep 27, 2022 - September 27th, Board Meeting
Category	1. Preliminary
Access	Public
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

Subject **A. Executive Sessions**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 2. Communications

Access Public

Type Procedural

The Board held Executive Sessions on Monday August 29th to discuss an employee investigation, 2 position eliminations, and a special education case.

Subject **B. General Public Comment**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 2. Communications

Access Public

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.

Executive Content

The content in the "Public" section above does not need to be read at the meeting. It's shared in that section so the public that views the agenda can read it. Any public can be directed to that content.

*-Board President check for Public Comment.

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

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 2. Communications

Access Public

Type Action, Minutes

Recommended Action Motion to approve the August Board Minutes

Minutes [View Minutes](#) for Aug 23, 2022 - August 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							
Ms. Courtney Jackson							

Subject **D. Approval of the August 29th Special Board Meeting Minutes**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 2. Communications

Access Public

Type Action, Minutes

Recommended Action Motion to approve the August 29th Special Board Minutes

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							
Ms. Courtney Jackson							

3. Reporting

Subject **A. CEO Report**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 3. Reporting

Access Public

Type Discussion

CEO Report

-Next Board of Trustees Meeting- October 25th, 2022

-DEI Update

-Community Update

File Attachments
[FINAL CEO September 2022 \(3\).pptx \(368 KB\)](#)

Subject **B. CAO Report**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 3. Reporting

Access Public
 Type Discussion
 CAO Report
 -State Assessments Measures Report

File Attachments
[Board Meeting 9.22.pptx \(1,863 KB\)](#)

Subject C. Executive Director Report
 Meeting Sep 27, 2022 - September 27th, Board Meeting
 Category 3. Reporting
 Access Public
 Type Discussion
 Executive Director Report
 -Enrollments and Withdrawl Updates

Subject D. COO/CFO Report
 Meeting Sep 27, 2022 - September 27th, Board Meeting
 Category 3. Reporting
 Access Public
 Type Discussion
 COO/CFO Report

1. August Financials
2. Stipends – adjustment of some amounts from the budget
3. Employee List, as of September 19, 2022
4. Investment Options
5. Divvy Credit Card and Expense Reimbursement Platform
6. TD Bank Corporate Credit Card Platform
7. Policies
8. Bregenser Contract

File Attachments
[Core Financial Bundle thru AUG 2022 Final.pdf \(879 KB\)](#)
[Divvy Reimbursement and Credit Card Platform with docs 09142022.pdf \(1,187 KB\)](#)
[Investment Options Memo and Docs 09142022.pdf \(2,580 KB\)](#)
[TD Bank Credit Card Agreement and Credit Limit with agreement 09142022.pdf \(463 KB\)](#)
[Employee List 092022.pdf \(204 KB\)](#)
[Bregenser M. Contract - signed.pdf \(500 KB\)](#)

4. Action Items

Subject **A. August Financial Report and Disbursements**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the August 2022 financial report and disbursements.

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							
Ms. Courtney Jackson							

File Attachments
[Core Financial Bundle thru AUG 2022.pdf \(879 KB\)](#)

Subject **B. Stipends**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the adjusted stipends as shared with an effective date of the 2022-2023 school year.

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							
Ms. Courtney Jackson							

File Attachments
[Stipend Executive Summary 09152022.pdf \(263 KB\)](#)

Subject **C. Employee List, as of September 19, 2022**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Employee List, as of September 19, 2022

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							
Ms. Courtney Jackson							

File Attachments
[Employee List 092022.pdf \(204 KB\)](#)

Subject D. Investment Options

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Investment Policy Statement, authorize the COO/Interim CFO, Beth Jones, to sign related agreements, and transfer of \$10M from our checking account to a newly created account with Northeast Financial Group for investment in compliance with Act 10 of 2016.

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							
Ms. Courtney Jackson							

File Attachments
[Investment Options Memo and Docs 09142022.pdf \(2,580 KB\)](#)

Subject E. Divvy Credit Card and Expense Reimbursement Platform

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Account Application, ACH Authorization Agreement, and Charge Card Agreement, to authorize the COO/interim CFO, Beth Jones, to sign any necessary additional documents related to Divvy.com, and to authorize the COO/Interim CFO to increase the virtual credit card limit to \$100,000 when needed for business purposes.

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							
Ms. Courtney Jackson							

File Attachments
[Divvy Reimbursement and Credit Card Platform with docs 09142022.pdf \(1,187 KB\)](#)

Subject F. TD Bank Credit Card Agreement and limit Increase

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Master Agreement, to authorize the COO/interim CFO, Beth Jones, to sign any necessary additional documents related to this change, and to authorize the COO/Interim CFO to increase the credit card limit to \$250,000.

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							
Ms. Courtney Jackson							

File Attachments
[TD Bank Credit Card Agreement and Credit Limit with agreement 09142022.pdf \(463 KB\)](#)

Subject G. Job Descriptions

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the new 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							
Ms. Courtney Jackson							

File Attachments

[Interim Student Resource Coordinator.docx \(44 KB\)](#)[Related Services Supervisor.pdf \(241 KB\)](#)[CEC Position Packet.pdf \(1,196 KB\)](#)**Subject****H. Policies**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the updated policies – Residency, Travel and General Expenses, Social Media for Employees, and the group of policies related to Employee Leaves of Absence.

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							
Ms. Courtney Jackson							

File Attachments

[Policy Updates Memo 09222022.pdf \(624 KB\)](#)**Subject****I. Exude Proposal**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Exude Inc., proposal for continued use of the DEI Consultant, which will be an hourly billing, to support the implementation of the DEI Strategic Planning

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							
Ms. Courtney Jackson							

File Attachments
[DEI Memo Sept 2022.pdf \(138 KB\)](#)

Subject J. Bregenser Contract

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Bregenser Contract

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							
Ms. Courtney Jackson							

File Attachments
[Bregenser M. Contract - signed.pdf \(500 KB\)](#)

5. Announcements

Subject A. Next Board Meeting - October 25th, 2022 at 7:00pm

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 5. Announcements

Access Public

Type Information

Next Board Meeting - October 25th, 2022 at 7:00pm

6. Adjournment

Subject **A. Meeting Adjournment**

Meeting Sep 27, 2022 - September 27th, Board Meeting

Category 6. Adjournment

Access Public

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							