



**INSIGHT PA**  
CYBER CHARTER SCHOOL

POWERED BY K12

## Tuesday, December 22, 2020 Regular 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	Dec 22, 2020 - Regular Board Meeting
Category	1. Preliminary
Access	Public
Type	Procedural

<b>Subject</b>	<b>B. Roll Call</b>
Meeting	Dec 22, 2020 - Regular Board Meeting
Category	1. Preliminary
Access	Public
Type	Procedural

### Board Members

- Mr. Michael Adler, President
- Mrs. Alice Solomon, Vice President
- Mr. Lowell Thomas, Treasurer
- Mr. Christopher Rossi, Secretary
- Dr. Katie McGeehan
- Mr. Edward Knittel

## 2. Communications

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<b>Subject</b>	<b>A. Executive Sessions</b>
Meeting	Dec 22, 2020 - Regular Board Meeting
Category	2. Communications
Access	Public
Type	Procedural

The full Board of Trustees has not had an executive session since the previous board meeting. The Finance Committee did hold an executive session on 12.16.2020 at 4:15pm.

**Subject**                    **B. General Public Comment**

Meeting                    Dec 22, 2020 - Regular 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.

**Subject**                    **C. Approval of the November 2020 Board Minutes**

Meeting                    Dec 22, 2020 - Regular Board Meeting

Category                    2. Communications

Access                    Public

Type                    Action, Minutes

Recommended Action    Motion to approve the November board minutes

Minutes                    [View Minutes](#) for Nov 24, 2020 - Regular Board Meeting

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

#### **Motion & Voting**

Motion to approve the November board minutes

Motion by Edward Knittel, second by Lowell L Thomas.

Final Resolution: Motion Carries

Aye: Lowell L Thomas, Michael Adler, Alice Solomon, Katie McGeehan, Edward Knittel

### **3. Reporting**

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**Subject**                    **A. CEO Report**

Meeting Dec 22, 2020 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Information, Reports

## CEO Report

- Committee Meeting Reviews
- Legislative Updates
- Pennsylvania Department of Education Updates
- Next Board of Trustees Meeting - January 26, 2021 at 7pm
- Action Items

File Attachments  
[CEO presentation 12.22.pdf \(363 KB\)](#)

**Subject B. CFO Report**

Meeting Dec 22, 2020 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Discussion

## CFO Report:

- November 2020 Financial Report and Employee Roster

File Attachments  
[ISPA FY21 November Financials \(1\).pdf \(538 KB\)](#)  
[ISPA Staff Roster - 11-30-2020.pdf \(615 KB\)](#)

Executive File Attachments  
[ISPA actual versus budget \(Nov 2020\) - Board.xlsx \(587 KB\)](#)

**Subject C. Executive Director Report**

Meeting Dec 22, 2020 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Information, Reports

## Executive Director Report:

- Staff and Student Highlight
- Overview of Career and Technical Education Program

File Attachments

Career Technical Education - Destination Career Academy - Science Technology Engineering and Math Presentation.pdf (836 KB)  
 Demographics.pdf (314 KB)  
 Student of the Month.pdf (301 KB)

## 4. Action Items

**Subject**                    **A. November 2020 Financials**

Meeting                    Dec 22, 2020 - Regular Board Meeting

Category                    4. Action Items

Access                      Public

Type                         Action

Recommended Action    Motion to approve the November 2020 Financials

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							

File Attachments  
 ISPA FY21 November Financials (1).pdf (538 KB)

### Motion & Voting

Motion to approve the November 2020 Financials

Motion by Michael Adler, second by Lowell L Thomas.

Final Resolution: Motion Carries

Aye: Lowell L Thomas, Michael Adler, Alice Solomon, Katie McGeehan, Edward Knittel

**Subject**                    **B. November 2020 Employee Roster**

Meeting                    Dec 22, 2020 - Regular Board Meeting

Category                    4. Action Items

Access                      Public

Type                         Action

Recommended Action    Motion to approve the November 2020 Employee Roster

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							

File Attachments

ISPA Staff Roster - 11-30-2020.pdf (615 KB)

### Motion & Voting

Motion to approve the November 2020 Employee Roster

Motion by Lowell L Thomas, second by Alice Solomon.

Final Resolution: Motion Carries

Aye: Lowell L Thomas, Michael Adler, Alice Solomon, Katie McGeehan, Edward Knittel

### Subject C. School Counseling Administrative Assistant Job Description

Meeting Dec 22, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the School Counseling Administrative Assistant Job Description

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							

File Attachments

School Counseling Administrative Assistant 2019.pdf (204 KB)

### Motion & Voting

Motion to approve the School Counseling Administrative Assistant Job Description

Motion by Katie McGeehan, second by Alice Solomon.

Final Resolution: Motion Carries

Aye: Lowell L Thomas, Michael Adler, Alice Solomon, Katie McGeehan, Edward Knittel

### Subject D. 2020 Annual Audit Results

Meeting Dec 22, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action To approve the 2020 Annual Audit findings.

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

File Attachments  
 ISPA Updated draft.pdf (1,195 KB)

**Motion & Voting**

To approve the 2020 Annual Audit findings subject to auditor's review of error found on page 5.

Motion by Michael Adler, second by Alice Solomon.

Final Resolution: Motion Carries

Aye: Lowell L Thomas, Michael Adler, Alice Solomon, Katie McGeehan, Edward Knittel

**5. Announcements**

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**Subject**                    **A. Next Board Meeting - January 26, 2021 at 7:00pm**

Meeting                    Dec 22, 2020 - Regular Board Meeting

Category                    5. Announcements

Access                      Public

Type                         Information

**6. Adjournment**

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**Subject**                    **A. Meeting Adjournment**

Meeting                    Dec 22, 2020 - Regular 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							