



INSIGHT PA
CYBER CHARTER SCHOOL

POWERED BY K12

Tuesday, November 24, 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

+19292056099,,2072011459#

1. Preliminary

Subject	A. Call to Order
Meeting	Nov 24, 2020 - Regular Board Meeting
Category	1. Preliminary
Access	Public
Type	Procedural

Subject	B. Roll Call
Meeting	Nov 24, 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

Subject	A. Executive Sessions
Meeting	Nov 24, 2020 - Regular Board Meeting
Category	2. Communications
Access	Public
Type	Procedural

The board has not had an executive session since the previous board meeting.

Subject **B. General Public Comment**

Meeting Nov 24, 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 October 2020 Board Minutes**

Meeting Nov 24, 2020 - Regular Board Meeting

Category 2. Communications

Access Public

Type Action, Minutes

Recommended Action Motion to approve board minutes

Minutes [View Minutes](#) for Oct 27, 2020 - Regular Board Meeting

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							

3. Reporting

Subject **A. CEO Report**

Meeting Nov 24, 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 - December 22, 2020 at 7pm

File Attachments
 CEO presentation 11.24.pdf (344 KB)

Subject **B. CFO Report**

Meeting Nov 24, 2020 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Discussion

CFO Report:

- October Financial Report and Employee Roster

File Attachments
 ISPA FY21 October Financials.pptx (1,502 KB)
 ISPA Staff Roster - 10-31-2020.pdf (416 KB)
 Due Diligance Report and Recommendation 11-18-2020 (1).pdf (75 KB)
 Board Recommendation - Insurance Renewal 11-18-2020 (1).pdf (45 KB)

Executive File Attachments
 ISPA actual versus budget (Oct 2020) - Board.xlsx (588 KB)
 9-20 Insight DD.pdf (9,604 KB)
 10-20 Insight Executive Summary.pdf (617 KB)
 Insight PA Cyber Charter School 403(b) PenServ Investment Option Change Request form 11122020 (1).pdf (120 KB)

Subject **C. Executive Director Report**

Meeting Nov 24, 2020 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Information, Reports

Executive Director Report:

- Cares Grant
- LiberatED
- K12 Leadership Presentation

File Attachments
 Slides for November 2020 Board Meeting.pdf (432 KB)
 CARES Fund slide.pdf (80 KB)
 05.2 - ISPA Partnership Overview (1).pdf (1,088 KB)

Executive File Attachments
[ISPA and LiberatED Partnership Proposal 2020-21.pdf \(313 KB\)](#)

4. Action Items

Subject **A. October 2020 Financials**

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the October 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 October Financials \(1\).pdf \(478 KB\)](#)

Subject **B. October 2020 Employee Roster**

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the October 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 - 10-31-2020.pdf \(416 KB\)](#)

Subject **C. 702 Transition Job Descriptions**

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve all job descriptions for positions transitioning from K12 to Insight PA.

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
[All 702 JDs.pdf \(594 KB\)](#)

Subject D. Health Insurance Renewal Recommendation

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve Health Insurance Benefits for 2021 open enrollment.

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
[Board Recommendation - Insurance Renewal 11-18-2020 \(1\).pdf \(45 KB\)](#)

Subject E. 403 B Investment Change Recommendation

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve a change in one of the 403B investment funds

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
[Due Diligence Report and Recommendation 11-18-2020 \(1\).pdf \(75 KB\)](#)

Subject F. 2020 Recruiting and Retention Compensation

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Recruiting and Retention Compensation package

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
[Executive Summary Recruiting and Retention Compensation \(3\).pdf \(105 KB\)](#)

Subject G. Continuing Education Policy Waiver

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the waiver on the Continuing Education Policy

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
[Executive Summary Continuing Education Policy waiver \(2\).pdf \(101 KB\)](#)

Subject H. HR Assistant Job Description

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the HR 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
[HR Assistant ISPA.pdf \(215 KB\)](#)

Subject I. Payroll Specialist Job Description

Meeting Nov 24, 2020 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Payroll Specialist 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
[ISPA Payroll Specialist Position Description \(2\).pdf \(216 KB\)](#)

5. Announcements

Subject A. Next Board Meeting - November 24, 2020 at 7:00pm

Meeting Nov 24, 2020 - Regular Board Meeting

Category 5. Announcements

Access Public

Type Information

6. Adjournment

Subject **A. Meeting Adjournment**

Meeting Nov 24, 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							