



**INSIGHT PA**  
CYBER CHARTER SCHOOL

POWERED BY K12

## Tuesday, August 23, 2022 August 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

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<b>Subject</b>	<b>A. Call to Order</b>
Meeting	Aug 23, 2022 - August Board Meeting
Category	1. Preliminary
Access	Public
Type	Procedural

<b>Subject</b>	<b>B. Roll Call</b>
Meeting	Aug 23, 2022 - August 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

<b>Subject</b>	<b>C. Mission and Vision</b>
Meeting	Aug 23, 2022 - August 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

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**Subject**                      **A. Executive Sessions**

Meeting                      Aug 23, 2022 - August Board Meeting

Category                      2. Communications

Access                      Public

Type                      Procedural

The Board held Executive Sessions on Tuesday June, 7th to discuss sensitive personnel matters and contract negotiations and on Monday July 25th to discuss a sensitive personnel issue.

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

Meeting                      Aug 23, 2022 - August 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 June 2022 Board Minutes**

Meeting                      Aug 23, 2022 - August Board Meeting

Category                      2. Communications

Access                      Public

Type                      Action, Minutes

Recommended Action      Motion to approve the June Board Minutes

Minutes                      [View Minutes](#) for Jun 28, 2022 - Regular 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 July 2022 Special Board Meeting Minutes**

Meeting Aug 23, 2022 - August Board Meeting

Category 2. Communications

Access Public

Type Action, Minutes

Recommended Action Motion to approve the July Special Board Meeting Minutes

Minutes [View Minutes](#) for Jul 25, 2022 - Special 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							

**3. Reporting****Subject A. CEO Report**

Meeting Aug 23, 2022 - August Board Meeting

Category 3. Reporting

Access Public

Type Discussion

CEO Report

-Professional Development/ August Leadership Summit Updates

-Annual Report Update

-PCCD (PA Commission on Crime and Delinquency) Mental Health and Safety Grant

-Next Board of Trustees Meeting- September 27th, 2022

File Attachments  
[FINAL CEO August 2022.pptx \(369 KB\)](#)

**Subject B. CAO Report**

Meeting Aug 23, 2022 - August Board Meeting

Category 3. Reporting

Access Public  
Type Discussion

CAO Report  
-Review of Comprehensive Plan

File Attachments

Outcome based Report - Future Ready Comprehensive Planning Portal 2022.pdf (189 KB)  
CAO report August 2022 Final.pptx (1,587 KB)

Executive File Attachments

Supplemental Academic Data.pptx (2,077 KB)

**Subject C. Executive Director Report**

Meeting Aug 23, 2022 - August Board Meeting

Category 3. Reporting

Access Public

Type Discussion

Executive Director Report  
-Re-Registration and Forecast Updates

File Attachments

ISPA ReReg and Enrollment Trends Report Aug 22.pptx (1,215 KB)

**Subject D. CFO Report**

Meeting Aug 23, 2022 - August Board Meeting

Category 3. Reporting

Access Public

Type Discussion

CFO Report

-July 2022 Financial Reports and Disbursements

-Employee List as of 08/18/2022

-Engagement Letters for the 2021-2022 Audit and Form 990 Engagements with Barbacane Thornton

-Board Resolution for Investment of Reserves at First Resource Bank

-2022-2023 General Liability, Property, and Workers' Compensation Insurance Policies

-Services Agreement with Robert Half, Inc

-Statement of Work Agreement with Mondo, Inc

-Job Description – Finance Project Manager

File Attachments

3 - Core Financials Bundle thru JUL 2022.pdf (303 KB)

EE List 08192022-BJONES-ISPA.pdf (524 KB)

FRB Investment Memo and Resolution 08232022.pdf (626 KB)

Auditor Engagement Memo 08232022.pdf (454 KB)  
 Insurance Policies Memo and Summary Docs 08232022.pdf (898 KB)  
 Memo RH and Mondo with Agreements 08232022.pdf (1,906 KB)

## 4. Action Items

**Subject**                      **A. 2022-2023 School Calendar Updates**

Meeting                      Aug 23, 2022 - August Board Meeting

Category                      4. Action Items

Access                      Public

Type                      Action

Recommended Action      Motion to approve the 2022-2023 School Calendar Update

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  
[ISPA\\_SchoolCalendarSY2223\\_r0819.pdf \(613 KB\)](#)

**Subject**                      **B. Comprehensive Plan**

Meeting                      Aug 23, 2022 - August Board Meeting

Category                      4. Action Items

Access                      Public

Type                      Action

Recommended Action      Motion to approve the Comprehensive Plan

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  
[Outcome based Report - Future Ready Comprehensive Planning Portal 2022.pdf \(189 KB\)](#)

**Subject C. Stipend Positions**

Meeting Aug 23, 2022 - August Board Meeting  
 Category 4. Action Items  
 Access Public  
 Type Action  
 Recommended Action Motion to approve Stipend Positions

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 CFO jd.pdf \(290 KB\)](#)  
[Lead Operation Specialist stipend.pdf \(221 KB\)](#)

Executive File Attachments  
[InsightPA\\_Executive Summary Finance Department.pdf \(118 KB\)](#)

**Subject D. Job Descriptions**

Meeting Aug 23, 2022 - August Board Meeting  
 Category 4. Action Items  
 Access Public  
 Type Action  
 Recommended Action Motion to approve 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  
[Microsoft Word - FIn\\_Project\\_Manager2022.pdf \(792 KB\)](#)

Executive File Attachments  
[InsightPA\\_Executive Summary Finance Department.pdf \(118 KB\)](#)

**Subject E. July 2022 Financial Reports and Disbursements**

Meeting Aug 23, 2022 - August Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the July 2022 Financial Reports 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  
[3 - Core Financials Bundle thru JUL 2022.pdf \(303 KB\)](#)

**Subject F. Employee List as of 08/18/2022**

Meeting Aug 23, 2022 - August Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Employee List as of 08/18/2022

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  
[EE List 08192022-BJONES-ISPA.pdf \(524 KB\)](#)

**Subject G. 2021-2022 Audit and Form 990 Engagement Letters**

Meeting Aug 23, 2022 - August Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Audit and Form 990 Engagement Letters

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  
[Auditor Engagement Memo 08232022.pdf \(454 KB\)](#)

**Subject H. Investment Resolution**

Meeting Aug 23, 2022 - August Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Investment Resolution

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  
[FRB Investment Memo and Resolution 08232022.pdf \(626 KB\)](#)

**Subject I. Insurance Policies**

Meeting Aug 23, 2022 - August Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Insurance Policies

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  
[Insurance Policies Memo and Summary Docs 08232022.pdf \(898 KB\)](#)

**Subject**                    **J. Robert Half and Mondo Service Agreements**

Meeting                    Aug 23, 2022 - August Board Meeting

Category                    4. Action Items

Access                    Public

Type                    Action

Recommended Action    Motion to approve the Robert Half and Mondo Service Agreements

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  
[Memo RH and Mondo with Agreements 08232022.pdf \(1,906 KB\)](#)

## 5. Announcements

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**Subject**                    **A. Next Board Meeting - September 27th, 2022 at 7:00pm**

Meeting                    Aug 23, 2022 - August Board Meeting

Category                    5. Announcements

Access                    Public

Type                    Information

Next Board Meeting - September 27, 2022 at 7:00pm

## 6. Adjournment

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

Meeting                    Aug 23, 2022 - August Board Meeting

Category                    6. Adjournment

Access Public

Type Procedural

<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							