

**Insight School of Oklahoma Board Meeting
June 13, 2018 5:30 pm**

**Location: Oklahoma Public School Resource Center (OPSRC)
309 NW 13th, Ste. 103
OKC, OK 73103**

- I. **Roll Call at 5:36 PM**
Board Members: Veronica McGowan, Vice-President; James Smith, Secretary/Treasurer; Mary Raetz, Member; Dr. Leo Presley; Kelly Barnes
Other: Sheryl Tatum, ISOK Head of School; David Harp, Treasurer; Audra Plummer, ISOK Deputy Head of School; John Morrison, ISOK Principal; Saundra Ogden, Positive Tomorrows

- II. **Call to the public**
None

- III. **Consideration and possible approval of minutes from the May 17, 2018 Insight School of Oklahoma Regular Board Meeting**
Action: James Smith motioned to approve the minutes and Mary Raetz seconded the motioned. The motion passed unanimously.

- IV. **Training/Updates**
 - a. **Board President Update**
Discussion: None
 - b. **Treasurer Update**
Discussion: Mr. David Harp reviewed the Treasurer report.
 - c. **Head of School**
Discussion: Head of School noted enrollment is increasing from last year. HOS asked how the board would like the board documents in the future. Announced that Courtney Love received the National Operations Manager of the Year award from K12.
 - i. **Activity Fund Report**
Discussion: Reviewed the activity fund report including the deposits and payments made for prom.
 - d. **Positive Tomorrows Presentation**
Discussion: James Smith introduced Saundra Ogden with Positive Tomorrows, a school that serves kids that are homeless and offers a free public school for students through 5th grade. They help out the families to get into housing and to get into a stable home. The majority of the students are living from home to home and not in a stable home. The students have a stable environment at Positive Tomorrows with schooling and transportation needs. The students receives a hot meals while at school. Positive Tomorrows and Insight School of Oklahoma could partner to help the students transition into our school

- V. **Business**
 - a. **Consideration and possible acceptance of resignation of DeAnna Gwatney, Board President, due to end of term**
Discussion: James would like to have DeAnna to come back if she would like to in the future.
Action: James Smith made a motion to accept minutes and Mary Raetz seconded the motioned. The motion passed unanimously.
 - b. **Consideration and possible approval of reelection of Veronica McGowan to the**

Insight School of Oklahoma Board of Directors

Discussion: Veronica would like to be able elected a second term.

Action: James Smith made a motion to accept the term and Mary Raetz seconded the motion. The motion passed unanimously.

c. Consideration and possible approval of reelection of Mary Raetz to the Insight School of Oklahoma Board of Directors

Discussion: Ms. Raetz would like to accept a one-year term.

Action: Veronica made a motion to accept the term and James Smith seconded the motion. The motion passed unanimously.

d. Consideration and possible approval of election of Dr. Leo Presley to the Insight School of Oklahoma Board of Directors

Discussion: Dr. Leo Presley would like a three term.

Action: James Smith made a motion to accept the term and Mary Raetz seconded the motion. The motion passed unanimously.

e. Consideration and possible approval of election of Kelly Barnes to the Insight School of Oklahoma Board of Directors

Discussion: Mr. Barnes would like to commit to a one-year term.

Action: James Smith made a motion to accept the term and Mary Raetz seconded the motion. The motion passed unanimously.

f. Consideration and possible nomination and election of Board Officers

Discussion: James Smith, President; Veronica McGowan, Vice President; Dr. Leo Presley, Treasurer; Kelly Barnes, Clerk/Secretary; Mary Raetz, Board member.

Action: Dr. Leo Presley made a motion to accept the Board Officers as stated and Mary Raetz seconded the motion. The motion passed unanimously.

g. Consent Docket:

i. Consideration and possible approval of FY 18 Purchase Orders # 124-126

ii. Consideration and possible approval of FY 19 Purchase Orders # 1-56

Action: Dr. Leo Presley made a motion to accept docket I and II. James Smith seconded the motion. The motion passed unanimously.

iii. Consideration and possible approval of Change Order 2018-11-19

iv. Consideration and possible approval of Change Order 2018-11-119

Action: Dr. Leo Presley made a motion to accept docket III and IV. James Smith seconded the motion. The motion passed unanimously.

v. Consideration and possible approval of payment of K12 FY18 invoices

Action: James Smith made a motion to accept docket V. Mary Raetz seconded the motion. The motion passed unanimously.

vi. Consideration and possible annual approval/renewal of Product and Services Agreement with K12

Discussion: Bill Hickman the school's attorney explained the K12 agreement and the relationship with K12.

Action: James Smith made a motion to accept docket VI. Mary Raetz seconded the motion. The motion passed unanimously.

vii. Consideration and possible annual acknowledgement of K12 employee handbook

Discussion: Presented by Bill Hickman the school's attorney. Mr. Hickman explained what the K12 handbook and that it was all written by K12 for the employees.

Action: James Smith made a motion to accept docket VII. Kelly Barnes seconded the motion. The motion passed unanimously.

viii. Consideration and approval of key administrative, operational and financial positions consistent with products and services with K12:

Head of School- Sheryl Tatum

Deputy Head of School – Audra Plummer
Principal –John Morrison
Operations Manager – Courtney Love
Title I Coordinator – TBA
Special Programs Manager – Kimberly Brown
School Treasurer – David Harp
Encumbrance Clerk – Rhonda Bellah (Alternate: Sondra Callaway)
Minutes Clerk – Courtney Love (Alternate: Sondra Callaway, Rhonda Bellah)
Activity Fund Custodian – Rhonda Bellah (Alternate: Sondra Callaway)

Discussion: Veronica McGowan explained that the staff were hired were employed by K12. Bill Hickman, the school’s attorney explained that some of the positions were required by the state and others were positions that the school would like to have.

Action: Dr. Leo Presley made a motion to accept docket VIII. Kelly Barnes seconded the motion. The motion passed unanimously.

ix. Consideration and possible approval to appoint the following individuals to serve on the Local Gifted Advisory Committee for the 2018-2019 school year

Insight School of Oklahoma Principal – John Morrison
Gifted Resource Coordinator- TBA
Teacher – Lisa Stiefel
Community Member – Nicole Ellison

Discussion: Head of School Sheryl Tatum went over the gifted advisory committee.

Action: James Smith made a motion to accept docket IX. Mary Raetz seconded the motion. The motion passed unanimously.

x. Consideration and possible approval of contract with David Harp for School Treasurer

Action: Kelly Barnes made a motion to accept docket X. Dr. Leo Presley seconded the motion. The motion passed unanimously.

xi. Consideration and possible approval of FY 19 ISOK Activity Fund Subaccount and Fundraisers

Discussion: Head of School Sheryl Tatum went over the activity fund subaccount and fundraisers.

Action: Dr. Leo Presley made a motion to accept docket XI. James Smith seconded the motion. The motion passed unanimously.

h. Consideration and possible approval of FY 19 liability insurance

Discussion: Head of School Sheryl Tatum went over the different liability insurance policies.

Action: Kelly Barnes made a motion to accept the liability policy. James Smith seconded the motion. The motion passed unanimously.

i. Consideration and possible approval of contract with Steve Huff for consultation services

Discussion: Head of School Sheryl Tatum went over Steve Huff consultation services.

Action: James Smith made a motion to contract for Steve Huff. Dr. Leo Presley seconded the motion. The motion passed unanimously.

j. Consideration and possible approval of contract with CommCore for VoIP phone service and equipment rental

Discussion: Head of School Sheryl Tatum went over the contract with CommCore.

Action: James Smith made a motion to contract for CommCore. Kelly Barnes seconded the motion. The motion passed unanimously.

k. Consideration and possible approval of revisions to ISOK Board Policy 3160 Residency

Discussion: Head of School Sheryl Tatum went over the changes with the residency changes that the families only have to show utility bill if they move.

Action: Kelly Barnes made a motion to accept the revisions to the ISOK Board Policy 3160 Residency. Dr. Leo Presley seconded the motion. The motion passed unanimously.

l. Consideration and possible approval of revisions to ISOK Board Policy 3080 Withdrawals

Discussion: Head of School went over the changes of the policy.

Action: Kelly Barnes made the motion to accept the revisions to the ISOK Board Policy 3080 withdrawals. Mary Raetz seconded the motion. The motion passed unanimously.

m. Consideration and possible approval of Insight School of Oklahoma Parent and Student Handbook

Discussion: Head of School went over the Parent and Student Handbook. Veronica McGowan asked additional questions about the handbook.

Action: Kelly Barnes made the motion to accept the approval of the Oklahoma Parent and Student Handbook. James Smith seconded the motion. The motion passed unanimously.

VI. New Business

Bill Hickman recommended that Sheryl, HOS send the new board members additional information to understand the virtual school board. Audra Plummer gave additional information on the graduation numbers for Insight School of Oklahoma.

VII. Adjourn

Action: James Smith made a motion to adjourn at 7:29 pm. Dr. Leo Presley seconded the motion. The motion passed unanimously.