

**Insight School of Oklahoma Regular Board Meeting
September 8, 2015 4:15 pm**

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

Meeting called to order at 4:21pm.

I. Roll Call

Board Members: Veronica McGowan, Vice-President; James Smith, Secretary/Treasurer; Lealon Taylor, Member; Amy Henderson, Member

Absent: Sherry Adrian, Member; Deanna Gwatney, Board President

Other: Sheryl Tatum, ISOK Head of School; Courtney Love, ISOK Operations Manager; David Harp, Treasurer; Rebecca Wilkinson, Executive Director of the Statewide Virtual Charter School Board; Lynn Stickney, Oklahoma Statewide Virtual Charter School Board Program Specialist

II. Call to the public

None

III. Consideration and possible approval of minutes from the July 7, 2015 Insight School of Oklahoma Regular Board Meeting

Discussion: None

Action: Lealon Taylor moved to approve the minutes. James Smith seconded the motion. The motion passed unanimously.

IV. Consideration and possible approval to accept resignation of Sherry Adrian

Discussion: Sherry Adrian enjoyed being a board member, but her travel schedule has become very busy and she does not feel she has the time necessary to devote to the board.

Action: Lealon Taylor moved to accept Sherry Adrian's resignation. James Smith seconded the motion. The motion passed unanimously.

V. Consideration and possible approval to elect Amy Henderson as Insight Board member to complete the one year term expiring June 30, 2016

Discussion: Amy Henderson has completed the board member application. Lealon Taylor asked if a background check was required. Veronica McGowan recommended accepting Amy's application pending background check. James Smith asked what guidelines would be used to determine if the background check would be approved or not. Sheryl Tatum recommended having Bill Hickman write a policy to outline the qualifications for a board member, including what is allowable on a background check.

Action: Lealon Taylor made a motion to accept Amy Henderson as a new board member with a term ending on 6/30/2016, pending a successful background check. James Smith seconded the motion. The motion passed unanimously.

VI. Training/Updates

a. **“Who’s Who and What’s What at the Statewide Virtual Charter School Board” presentation by Dr. Rebecca Wilkinson, Executive Director of the Statewide Virtual Charter School Board**

Discussion: Rebecca Wilkinson came to present to the Board about Who’s Who and What’s What at the Statewide Virtual Charter School Board (SWBCSB). The purpose of the SVCSB is to provide oversight of the operations of virtual charter schools, provide initial authorization, and renewal of charters. There are five areas in the authorization/oversight criteria:

- Foundation of the school charter
- Organizational capacity
- Financial management
- Education program and performance
- Growth/development plan

SVCSB Initiative Examples

- Increased site visits/school connections
- Communication/media improvements
- Policies and procedures manual development
- Clarification of charter contracts expectations
- School evaluations through the office of education quality and accountability
- Virtual charter school board training
 - How many modules will there be and how long will each training module last? Rebecca Wilkinson said that she would have a better idea about that next month. She is still finalizing her training plan.

Who should enroll in virtual charter schools?

- Full time online education requires home support and parental involvement and a full time commitment from student and guardian.

Study about “Who are current OK virtual charter school students?”

- Students were provided a list of reasons why they chose a virtual charter school. The study found that school safety concerns were the number one reason. Health/wellness issues trailed as a close second.

b. **Treasurer Update**

Discussion: The treasurer’s report included in the packet includes the updates that David Harp reviewed. James Smith asked if anything had been planned with the activity fund that the board approved. Sheryl Tatum explained that ISOK is not anticipating any expenditures until the prom.

c. **Head of School Update**

Discussion: Sheryl Tatum mentioned that ISOK enrollment is at 352, so ISOK will hit their enrollment capacity soon. The metrics at the back of the packet showed that most students are coming from a previous public school. The auditors came out last week for the annual audit. Sheryl Tatum feels like it went well and is not expecting any findings.

VII. Business

a. **Consent Docket**

- i. **Consideration and possible approval of FY 16 purchase orders #48-63**
- ii. **Consideration and possible approval to pay K12 invoices, as funds become available**

1. July-Aug OLS 200030019 \$16,261.00
2. July-Aug Materials 200030145 \$1,943.50
3. July-Aug Computers 200030089 \$13,755.00

iii. Consideration and possible approval of FY 16 Estimate of Needs

Action: James Smith motioned to approve Consent Docket Items VIIai-VIIaiii. Lealon Taylor seconded the motion. The motion passed unanimously.

b. Consideration and possible approval of Investment Policy

Discussion: The state requires that we have an interest earnings account of some type. David Harp has suggested that ISOK invest a small amount in a CD or T-bill. If investment rates rise ISOK could consider investing a larger amount. The policy recommends giving Sheryl Tatum authority to authorize the investments recommended by David Harp.

Action: James Smith made a motion to approve the policy with a modification to the policy to state, "The Head of School shall recommend a designee to invest funds as provided in..." Amy Henderson seconded the motion. The motion passed unanimously.

c. Consideration and possible approval to add David Harp as signer on checking account

Action: James Smith made a motion to approve adding David Harp as a signer on the checking account. Amy Henderson seconded the motion. The motion passed unanimously.

d. Consideration and possible approval to give David Harp login administrator rights for the banking accounts

Action: Lealon Taylor made a motion to approve. James Smith seconded the motion. The motion passed unanimously.

e. Consideration and possible approval of 2016 Graduation date

Action: Amy Henderson made a motion to approve May 26, 2016 pending availability of all parties. Lealon Taylor seconded the motion. The motion passed unanimously.

f. Discussion regarding mold in buildings.

Discussion: ISOK first contacted CNP on April 9th and requested mold testing. Testing was not done. Courtney Love discovered visible mold at the end of July. She contacted CNP at that time and was given permission to apply mold killing paint. ISOK had the building tested for mold and the results were sent to CNP on Aug 13th. They fixed the leaky air conditioner in one room, but did not pursue locating the source of the mold in the room with the highest levels that has no visible source.

g. Consideration and possible action regarding early termination of lease, authorization of Head of School to search for office space and negotiate lease agreement on space subject to final approval by the Board

Action: Lealon Taylor made a motion to approve. James Smith seconded the motion. The motion passed unanimously.


h. Consideration and possible approval of Board goals

Discussion: Sheryl Tatum explained that the goals are written into the application. Therefore, the board can't change the goals that are written but can add to the goals as needed. Sheryl showed the OCCT test scores for 7th and 8th grade and the EOI scores for HS. Across the board, Reading/English scores are high and math scores are low. ISOK is using USA Test Prep this year as a test prep course and will offer remediation/tutoring through Title 1.

VIII. New business
None

Adjournment

Amy Henderson moved to adjourn the meeting at 5:44 pm. James Smith seconded the motion. The motion passed unanimously.


Courtney Low