

**Insight School of Oklahoma Regular Board Meeting
November 10, 2015 4:15 pm
Location: Oklahoma Public School Resource Center
(OPSRC)
309 NW 13th, Ste. 103
OKC, OK 73103**

Meeting called to order at 4:17pm.

I. Roll Call

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

Absent: Lealon Taylor, Member

Other: Sheryl Tatum, ISOK Head of School; Courtney Love, ISOK Operations Manager; David Harp, Treasurer; Bill Hickman, ISOK Attorney; Jay Jenkins, Auditor; Kim Kelly, ISOK Principal

II. Call to the public

None

III. Consideration and possible approval of minutes from the September 8, 2015 Insight School of Oklahoma Regular Board Meeting

Action: Amy Henderson made a motion to accept the minutes. Veronica McGowan seconded the motion. The motion passed unanimously.

IV. Training/Updates

a. Board President Update

Deanna Gwatney discussed the possibility of investigating getting ISOK named as an alternative school. Sheryl Tatum mentioned that the mission of ISOK is to serve the at-risk population. Sheryl Tatum will look into what is required to become an alternative school.

b. Treasurer Update

Discussion: David Harp gave an update on the monthly budget. He also mentioned that the new online Wengage program is going well.

c. Head of School/Principal Update

i. Update from ISOK Principal, Kim Kelly

Discussion: Kim Kelly made a power point that Sheryl Tatum will send to the board members. ISOK had a 52% passing rate at the end of Quarter 1. ISOK has a checkpoint coming up soon, which means that students have been given a date for final submissions for their work. Any work submitted after the checkpoint date will be for 50% credit. Kim Kelly also explained that they are focusing on wrap-around services this year. They have Monday morning meetings each week, Phoenix Rising four days a week, which is like Encore. It is a time to get the students excited and motivate about starting the day. Advisors make phone calls each morning for students that need additional support with schooling. ISOK is going to survey the students about the career interests. As a follow up, they are setting up visits at Tech Centers around the state.

ii. Presentation of 2014-2015 Dropout Report

Discussion: Sheryl Tatum explained that the school submits a quarterly dropout report to the state and once a year during November or December the school reports the dropout rates to the board. The dropout report is broken down by grade level and by age.

James Smith suggested that ISOK create a resource list to provide to students who mention that they are leaving to pursue their GED.

iii. Update on mold situation at building and search for new location

Discussion: Sheryl Tatum explained that there is still concern about mold in the building, so ISOK is looking at moving to a temporary location at the K12 Fuel Ed building while continuing to search for a permanent location that will suit all of the school's needs.

V. Business

a. Consent Docket:

- i. Consideration and possible approval of FY 16 purchase orders #64-72**
- ii. Consideration and possible approval of change order to PO 2016-11-44 to account for increased prices to publish Estimate of Needs**
- iii. Consideration and possible approval of final K12 FY15 invoices**
- iv. Consideration and possible approval of payment of K12 FY16 invoices**

Action: Veronica McGowan made a motion to approve all items on the Consent Docket. James Smith seconded the motion. The motion passed unanimously.

b. Consideration and possible approval of board policy regarding background checks for board members

Discussion: Bill Hickman explained that it is not required to run background checks on board members, but at the request of the board he drafted a policy. The policy does not require credit checks, but focuses on criminal history. The policy covers crimes involving children and crimes involving money or fraud. The policy also includes crimes involving moral turpitude. Moral turpitude includes drug or alcohol charges. James Smith recommended that the last statement in the policy should be changed from "should" to "shall." Veronica McGowan also suggested that any costs associated with the background be paid by the school.

Action: James Smith made a motion to approve the policy with the two recommended changes. Amy Henderson seconded the motion. The motion passed unanimously.

c. Consideration and possible approval of FEV Tutoring contract

Notes: Veronica McGowan made a motion to approve the contract with FEV Tutoring. Amy Henderson seconded the motion. The motion passed unanimously.

d. Consideration and possible approval of Certified Languages International contract for interpretation services for ELL students

Discussion: K12 has negotiated a rate for all K12 schools. Right now ISOK does not need a translator for ELL students, but the need could arise at any time.

Action: James Smith made a motion to approve the Certified Languages International contract for interpretation services for ELL students. Veronica McGowan seconded the motion. The motion passed unanimously.

e. Consideration and possible approval of regular board meeting dates for 2016

Discussion: Sheryl Tatum presented a proposed schedule for 2016 board meetings. According to the proposed schedule, the board would not meet again until February. The board could meet in April to review the proposed budget, or the proposed budget could be emailed out for review. James Smith recommended meeting on April 26th to review the proposed budget. Sheryl Tatum also proposed two dates for the May meeting. James Smith and Veronica McGowan thought it would be best to meet prior to graduation on May 26th. All contracts need to be presented at the May meeting for approval.

Several board members mentioned that it would work out best for them to meet

at 5:00 instead of 4:15.

Action: James Smith made a motion to approve all dates as amended with the location being the OPSRC and the time being moved from 4:15 to 5:00. Veronica McGowan seconded the motion. The motion passed unanimously.

f. External Auditor's on FY 2014-2015 Annual Financial Audit

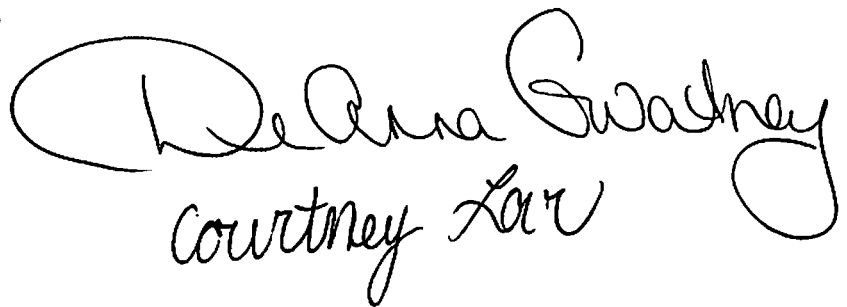
Discussion: Jay Jenkins reviewed the audit report for school year 2014-2015. Page 6 shows the balance sheet. He said that he would tell most schools they need to get their income up, but ISOK receives the "in kind" contribution from K12 which helps cover their expenses. Sheryl Tatum explained that K12 issues an in kind contribution for any expenses that are over the school's budget. The school paid for teacher salaries and some materials expenses, but K12 paid everything else from February on. K12 donated about 30% of the school's expenses for the year. Page 8 shows the estimate of needs for SY 2015-2016. There were no changes to the estimate of needs, so it will be the final budget for the 2015-2016 school year. Page 9 has been customized for virtual schools. It goes into the measurement focus and the basis of accounting. Page 20 shows ISOK Federal Programs at year-end. The payments came after the end of the fiscal year for the items that show a negative balance. The last paragraph on Page 22 at the bottom says that "During our audit, ". ISOK received a clean report on internal procedures. ISOK will need to send the board meeting minutes to Nancy Hughes or Katherine Black at the State Board Dept. The minutes do not need to be signed, just send a copy once the Minutes Clerk cleans the draft.

Action: James Smith made a motion to approve the annual financial audit. Amy Henderson seconded the motion. The motion passed unanimously.

VI. New business
None

Adjournment

The meeting was adjourned at 5:38 pm.


DeAnna Swadney
Courtney Larv