

**Insight School of Oklahoma Regular Board Meeting
January 13, 2015 4:15 pm**

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

Meeting called to order at 4:30pm.

I. Roll Call

ISOK Board Members: DeAnna Gwatney, President; James Smith, Treasurer; Sherry Adrian, Member; and Lealon Taylor, Member

Absent: Veronica McGowan, Secretary

Other: Kim Kelly, ISOK Principal, Bill Hickman, Attorney, David Harp, Treasurer, Abe Barela, Finance for ISOK (by phone), Courtney Love, Minutes Clerk

II. Call to the public

No public comment.

III. Consideration and possible approval of minutes from the December 15, 2014 ISOK Special Board meeting

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

IV. Updates

a. Board President Updates

Discussion: Carri Adams, Vice President, resigned from the Insight Board for personal reasons. DeAnna Gwatney mentioned that she will not be able to get to the Board Meetings by 4:15. She said that 4:30 would work out better for her.

b. Treasurer's Report

Discussion: The ISOK budget projected by the state was \$1,093,058. This year's funding came earlier than in previous years. David Harp, the ISOK treasurer, said he would coordinate with Sheryl about carry-over for ISOK. He stated that carry-over is typically from RSA or ACE.

c. K12 CR Finance Manager's Report

Discussion: Abe Barela gave an overview of the K12 invoice analysis to help the Board understand the K12 charges a little better. The first column is the line item descriptions column and explains the type of fee. The contract rate is from the managed school price list that the Board agreed to within the Service Agreement. The forecasted transaction is representative of the number of courses for each student. The forecasted rate is the forecasted amount divided by the forecasted transactions. The invoiced column is the number of transactions ISOK was billed for and the amount and the rate. The last column shows the difference between the invoiced rate and the forecasted rate. He

said the Board should focus on the invoiced rate compared to the contract rate. If the invoiced rate does not fall within the contract rate, the Board should be asking why there is a discrepancy. The Board requested to receive the Invoice Analysis on a monthly basis.

d. Head of School Report

Discussion: Kim Kelly, the ISOK Principal, presented the Head of School report since Sheryl Tatum was out of town. Lealon Taylor would like teacher pay and bonus structure added to the agenda for the next Board Meeting.

V. Business

a. Consideration and possible approval of purchase orders

Action: Lealon Taylor moved to approve the purchase orders. Sherry Adrian seconded the motion. The motion passed unanimously.

b. Consideration and possible approval of Conflict of Interest Policy

Discussion: James Smith asked if there was a nepotism policy included in the Conflict of Interest Policy, specifically related to family members being on the Board. Bill Hickman said that was not included in the policy. The Board members signed the disclosure form and gave them to Courtney Love to file at the ISOK Office.

Action: Lealon Taylor moved to approve the Conflict of Interest Policy. DeAnna Gwatney seconded the motion. The motion passed unanimously.

c. Consideration and possible approval of Self-Administration of Prescribed Asthmatic, Diabetic or Anaphylaxis Medication Policy

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

d. Consideration and possible approval of Student Field Trip and Activity Policy

Discussion: Bill Hickman explained that the Student Field Trip and Activity Policy was designed specifically for virtual schools. The policy allows for the Head of School to approve day trips. If an overnight stay is planned in association with a school outing or activity, Board approval will be required. Bill Hickman also discussed the Transportation Waiver. It is designed to cover all outings, travel to testing, or any other type of event that requires travel.

e. Clarification and possible approval of joining Oklahoma Charter School Association at \$2500 per site

Discussion: Bill Hickman explained that since ISOK has a Middle School and a High School, each school would have to pay membership dues to join the Oklahoma Charter School Association (OCSA). The Board members discussed the fact that they are interested in joining OCSA, but are still unclear as to what services the association provides. They would like more information about the association and asked that someone from OCSA come to a Board Meeting in the future.

Action: DeAnna Gwatney made a motion to join OCSA for both schools. Sherry Adrian seconded the motion. The motion passed unanimously.

VI. New business

Discussion: Lealon Taylor asked about the process for review of the agenda prior to posting. The Board would like to discuss this at the next Board Meeting to determine if current process is sufficient or if changes should be made.

The Board members would like to discuss the end of year budget and In Kind Gift at a future Board Meeting.

James Smith would like to receive invitations to the Oklahoma Virtual School Board meetings. Kim Kelly shared that ISOK has a prom committee and is planning a prom for ISOK students. Graduation will be held on May 28th at 7:00pm in the Bruce Owen Theatre at OCCC. James Smith suggested asking the OKC Public Schools Superintendent, Rob Neu, to speak at graduation. Kim Kelly suggested asking her brother in law, Bill Self. He is an American college men's basketball coach at the University of Kansas.

Adjournment

James Smith made a motion to adjourn the meeting at 5:32 pm.