

**Minutes of the Insight School of Oklahoma
Regular Board Meeting
February 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 4:20.

I. Roll Call

ISOK Board Members: James Smith, Treasurer; Lealon Taylor, Member; Veronica McGowan, Secretary

Absent: Sherry Adrian, Member; DeAnna Gwatney, President

Other: Bill Hickman, Attorney; David Harp, School Treasurer; Abe Barela, K12 Finance for ISOK (by phone); Courtney Love; Minutes Clerk, Sheryl Tatum, Head of School; Lydia Todd, Central Region Deputy Vice President; Darren Reed (by phone), K12 Vice President, School Leadership Development

II. Call to the public

No public comment.

III. Consideration and possible approval of minutes from the January 13, 2015 Insight School of Oklahoma Regular Board Meeting

Discussion: Section 5 D Amend to add that it was approved

Action: James Smith motioned to approve with amendment. Lealon Taylor seconded the motion.

IV. Updates

a. Board President Updates

b. Treasurer's Report

Discussion: David Harp explained that ISOK did get their mid-year adjustment. ISOK did receive a little bump of about \$11,000. David Harp reviewed the treasurer's report and opened the floor for questions.

c. K12 Central Region Finance Manager's Report

Discussion: Abe Barela joined by phone to give the board an update on the January 2015 Financial Report. There will be an increase in the management fee and technology service fee due to increased funding. Overall school expenses are about \$1.4 million.

Lealon asked about the mid-year adjustment. Abe explained that there was a \$12,000 cushion in the budget due to an error with the Bilingual count as reported to the state.

Sheryl Tatum discussed the difference between David Harp's reports and Abe Barela's report. David Harp's reports are basically cash reports, but Abe's reports show the budget forecast.

James Smith asked why we don't receive Special Education funding. Sheryl explained that we do and it is dispersed in two ways. One through IDEA Federal funding and the other is through the total allotment from the state. We receive Federal funds up front and it is based on the prior year's enrollment.

d. Head of School Report and School Metrics

Discussion: Sheryl gave the Board a chance to look over the metrics and ask questions. Veronica McGowan would like to see Special Education metrics in future Head of School Metrics.

Sheryl discussed the retention rates. One challenge of Virtual Schools is making sure that students know what to expect when they join a virtual school. ISOK is also working to help students understand how and why they should put forth the effort to be successful through programs such as “Why Try” and personalized learning programs such as A+ Curriculum.

Bill Hickman discussed the fact that ISOK is working to find interventions to help students work successfully. However, if the students choose not to school despite all of ISOK’s efforts, ISOK will report truancy when applicable.

Veronica McGowan asked why #2 under academic goals has October data listed. Sheryl Tatum explained that she is including a star by the items that have updated data. Some items do not have new data for comparison on a monthly basis.

V. Business

a. Consideration and possible approval of purchase orders #65-67

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

b. Consideration and possible approval of payment of K12 invoices

Discussion: Veronica McGowan asked about the second invoice #200020536. Abe Barela explained that HS does not have a monthly fee. For HS, it is a one-time fee based on the materials required for their courses. Sheryl explained that ISOK won’t pay K12 invoices until there is a cushion in the checking account. Veronica McGowan asked about the IST billing. Sheryl Tatum explained that the IST teachers were used as subs when there was a surge in enrollment. Sheryl explained that these amounts have already been approved and encumbered, but the K12 POs will always be presented to the board for approval.

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

c. Consideration and possible approval of 2015-2016 School Year Calendar

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

d. Consideration and possible approval of creation of activity fund

Discussion: Fund 11 can’t be used directly for students. Activity funds are for student events such as athletics, outings, etc. ISOK would have a separate account solely for tracking the activity fund. David Harp warned that activity funds are the one thing that gets schools in trouble the most during audits. He suggested that fundraisers be approved by the board at a set time twice a year. Bill Hickman asked if schools could use PayPal for fund raisers. David Harp said that PayPal can be used, but is important to keep in mind that PayPal assesses a fee for their services. Sheryl stated that if the board is interested in setting up an Activity Fund, the board would need to create very specific guidelines for the fund.

Action: Lealon Taylor moved approve the activity fund. Veronica McGowan seconded the motion, with the amendment that David Harp will present basic guidelines for the Activity Fund at the next meeting. The motion passed unanimously.

e. Consideration and possible approval of travel policy

Discussion: In the proposed travel plan, K12 will reimburse for travel expenses, then ISOK will receive an invoice from K12. Sheryl Tatum explained that teachers will have

travel expenses for State Testing. David Harp and the Encumbrance Clerks are working to set up direct billing at hotels around the state. Lealon Taylor asked how the board will know how much is being spent on travel expenses. David Harp explained that travel is already a line item on his report. If K12 pays for travel and invoices ISOK, it will be listed as “other” under teacher expenses.

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

f. Discussion of process to set meeting agendas

Discussion: Sheryl Tatum explained that she always texts Deanna as the board chair and asks for suggestions before the first draft of the agenda. All members may request additions or changes prior to posting. James Smith asked if the students and community are notified about the process of coming to the board with suggestions, issues or concerns. Sheryl Tatum explained that the meeting agenda is posted on the Insight website. Lydia Todd suggested that a Board Meeting notification be emailed to families on a monthly basis. The Board is comfortable with the system that is in place and did not request any changes to the current system.

g. Discussion of Board training schedule

Discussion: James Smith would like to participate in K12 conferences that are available to Board Members. Lydia Todd said that there are some very good trainings that could be presented in 20 minute sessions during Board Meetings. She also mentioned that K12 could help with a curriculum plan for the Board. James Smith is interested in seeing how the system works in other states so that they could bring ideas back to the Oklahoma. Sheryl Tatum and DeAnna Gwatney provided a list of ideas for future trainings. James Smith said that the last item listed, focus on specific programs (Special Education, Gifted Education, Family Support Team), is very interesting to him. Lealon Taylor likes the list and the idea of having a brief training, but thinks that once a month might be too often. Lydia Todd suggested that we see how today’s training goes and adjust from there.

VI. Board Training

a. K12 Teachers – Overview of programs, compensation and opportunities

Discussion: Darren Reed joined us virtually from the Herndon, VA office. Lydia Todd explained the process for new teacher training. Virtual New Teacher Training (VNTT) is a two week training for new teachers. VNTT training also continues throughout the year. K12 has also started a 3 week early teacher hire initiative to give teachers time to learn about virtual education prior to school beginning. This year K12 is starting to reach out to hire teachers in early spring rather than late summer or after school begins. The K12 vision for teachers is to recruit/hire, retain, evaluate, coach/develop, and leverage.

James Smith suggested that the HOS Advisory Panel come visit the board. Sheryl Tatum said that in November the staff plans to work at the OSPRC for PD, and then attend the meeting in the evening.

VII. New business

Bill Hickman mentioned that he is working on the paperwork filing with the IRS to get the tax exempt status.

Adjournment

James Smith motioned to adjourn the meeting at 6:15pm. Lealon Taylor seconded the motion. The motion passed unanimously.