



INSIGHT PA
CYBER CHARTER SCHOOL

POWERED BY K12

Tuesday, November 26, 2019 Regular Board Meeting

Insight PA Cyber Charter School Board of Trustees

7:00 pm

Location: Blackboard Collaborate On-Line meeting link-

<https://sas.illuminate.com/m.jnlp?password=M.AC88147EEC302ECBA7F9AA835C5F37&sid=559>

1. Preliminary

Subject	A. Call to Order
Meeting	Nov 26, 2019 - Regular Board Meeting
Category	1. Preliminary
Access	Public
Type	Procedural

Subject	B. Roll Call
Meeting	Nov 26, 2019 - Regular Board Meeting
Category	1. Preliminary
Access	Public
Type	Procedural

Board Member	Present	Absent
Mr. Michael Adler, President		
Ms. Diana Moninger, Vice President		
Ms. Aviva Moore, Treasurer		
Mr. Lowell Thomas		
Mr. Christopher Rossi		
Mrs. Alice Solomon		

2. Communications

Subject	A. Executive Sessions
Meeting	Nov 26, 2019 - Regular Board Meeting
Category	2. Communications
Access	Public
Type	Procedural

If the Board held any Executive Sessions following the October 22, 2019 meeting, the dates and the general topics (legal, personnel, and/or real estate) should be announced.

If the Board did not hold any Executive Sessions, this should be announced ("The Board has not held any Executive Sessions since our last meeting.")

Subject	B. General Public Comment
Meeting	Nov 26, 2019 - Regular Board Meeting
Category	2. Communications
Access	Public
Type	Procedural

Public Comment Guidelines

Insight PA Cyber Charter School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will attend Board meetings often. Your participation assures us of continuing community interest in our School.

To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. The Public Comment section at the start of the meeting is set aside to make comment on items that are not specifically on the agenda. Individual public comment is limited to three (3) minutes. The Board may decide to limit the overall public comment and make an announcement at the meeting if it decides to do so.
2. With regards to an item on the agenda, public comment, up to three (3) minutes each, may be made when the Board discusses that item.
3. When addressing the Board, speakers are requested to state their name and full address and adhere to the time limits set forth.

Executive Content

The content in the "Public" section above does not need to be read at the meeting. It's shared in that section so the public that views the agenda can read it.

Any public can be directed to that content.

Subject	C. Approval of Board Minutes
Meeting	Nov 26, 2019 - Regular Board Meeting
Category	2. Communications
Access	Public
Type	Action, Minutes
Recommended Action	Motion to approve board minutes
Minutes	View Minutes for Oct 22, 2019 - Regular Board Meeting

3. Reporting

Subject	A. CEO Report
Meeting	Nov 26, 2019 - Regular Board Meeting
Category	3. Reporting
Access	Public
Type	Information, Reports

CEO Report:
 Legislative Updates
 McKinney-Vento (MKV) Audit
 Student Assistant Program (SAP)
 Parent Advocacy Group
 Next board meeting

Action Item review:

MKV and SAP manuals
K12 agreement
Special Education policies

File Attachments
[CEO presentation 11.26.pdf \(141 KB\)](#)

Subject **B. CFO Report - Presented by Sr. Finance Manager, Jaime Salindong**

Meeting Nov 26, 2019 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Reports

1. October 2019 Financial Report and Disbursement List
2. Employee List as of October 31, 2019
3. 2019-2020 Financial Audit Report - The attached Audit is a final draft. Auditor, Jeffrey Kowalczyk, from Barbacane Thorton reviewed the audit report with the Finance Committee. The final version of the audit will look very similar to this draft and will be compiled once the Board approves the draft audit report. Once finalized, Insight PA will file an Audit Certification Statement with PDE.
4. 403b Plan - Fund Selection Changes

File Attachments
[2. ISPA FY20 October Financials.pdf \(571 KB\)](#)
[Insight PA Cyber Charter School 6-30-2019 Final Draft Financial Statements.pdf \(332 KB\)](#)
[Insight PA Roster 20191031.pdf \(51 KB\)](#)
[Executive Summary 403B Fund Selection Changes.pdf \(97 KB\)](#)

Executive File Attachments
[ISPA actual versus budget \(Oct 2019\) - Board.xls \(1,138 KB\)](#)
[Retirement Plan Investment Review 2019.pdf \(10,381 KB\)](#)

Subject **C. Executive Director Report**

Meeting Nov 26, 2019 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Reports

Executive Director Report:

1. Introduction to WIGS
2. ISPA WIGS
 - a. Elementary WIGs and Progress
 - b. Middle School WIGs and Progress
 - c. High School WIGs and Progress
3. Withdrawal year to date

File Attachments

3. ISPA ExDir_BoardReport_112119.pdf (484 KB)
 3.1 Executive Director Supplementary Slides.pdf (264 KB)

4. Action Items

Subject **A. October 2019 Financial Reports and Disbursements**

Meeting Nov 26, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the October 2019 Financial Reports and Disbursements

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							

File Attachments
 2. ISPA FY20 October Financials.pdf (571 KB)

Executive File Attachments
 ISPA actual versus budget (Oct 2019) - Board.xls (1,138 KB)

Subject **B. Employee List as of October 31, 2019**

Meeting Nov 26, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Employee List as of October 31, 2019

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							

File Attachments
 Insight PA Roster 20191031.pdf (51 KB)

Subject **C. 403(b) Plan Fund Selection Changes**

Meeting Nov 26, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the recommended 403(b) Plan's fund changes as outlined in the prepared summary.

Fund Details:

Current Fund	Recommended Replacement Fund	Rationale for Recommendation
Vanguard Small Cap Index	Black Rock Advantage Small Cap Core	Current fund has experienced style drift and is not a true Small Cap fund leading to less diversification between funds. (Small cap = company with less than \$2B in value.)
Vanguard Strategic Small Cap Equity	Fidelity Small Cap Index	Current fund is not exceeding the performance of the comparative index.
DFA Emerging Markets Core Equity I	JPMorgan Emerging Markets Equity R5	Current fund is not exceeding the performance of the comparative index.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							

File Attachments
[Executive Summary 403B Fund Selection Changes.pdf \(97 KB\)](#)

Executive File Attachments
[Retirement Plan Investment Review 2019.pdf \(10,381 KB\)](#)

Subject D. 2018-2019 Financial Audit

Meeting Nov 26, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve as presented the 2018-2019 Financial Audit.

The attached Audit is a final draft. Auditor, Jeffrey Kowalczyk, from Barbacane Thornton reviewed the audit report with the Finance Committee. The final version of the audit will look very similar to this draft and will be compiled once the Board approves the draft audit report. Once finalized, Insight PA will file an Audit Certification Statement with PDE.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							

File Attachments
 Insight PA Cyber Charter School 6-30-2019 Final Draft Financial Statements.pdf (332 KB)

Subject E. ISPA Teacher's request to contract with K12

Meeting Nov 26, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve ISPA teacher to contract with K12 as a National Club Leader.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							

Admin Content

An ISPA teacher is requesting board approval to contract with K12 to lead a national club. The teacher's responsibilities with K12 are listed below:

Scope of Work: The Club Leader's Scope of Work for the services and deliverables is as follows:

Club Leader shall:

- Participate in informational sessions related to the position in order to ask questions and gather data needed to perform the duties.
- Prepare and submit to K12's point of contact, no later than **September 5, 2019**, a yearly plan to include club-meeting occurrences per the club Occurrence Chart shown. The duration (at least 1 hour) of the monthly club meetings.
 - Record all club sessions and make all recordings available for students to access, unless communication with club administration directs otherwise.
- Engage club member students ("Members") using interactive tools such as webcam, polling features, webtours, video clips (e.g. YouTube) in Blackboard Collaborate a secure yet interactive software. Sessions must be recorded and available for viewing through a playback table/feature.
- Be responsible for organizing, developing, and creating high quality grade level and appropriate club content, for example, by utilizing PowerPoint presentations and/or Club Leader's own research and resources. Club Leader shall be solely responsible for procuring and proving any guest speakers to speak to the Members.
- Consider using fun and engaging pop quizzes relative to club content.
- Any clubs with 6th -12th graders must integrate college/career preparedness.
- Communicate with Members via their school e-mail/k-mail, one (1) week in advance of club sessions and thereafter as Club Leader deems necessary.

Occurrence Chart	
Month	Suggested # of Club Meetings
September	1
October	2 (at least 1 week between meetings)
November	2 (at least 1 week between meetings)
December	1
January	1
February	2 (at least 1 week between meetings)
March	1
April	1

- Engage in communication with students and learning coaches via school email, spending time answering emails from students and learning coaches

May	1
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- Routinely (e.g., once/month) provide Members with a list of resources/activities that foster exploration on club topic. All such content shall be prepared and distributed by Club Leader in their discretion.
- Provide his/her own equipment and facilities while carrying out the work.

Subject F. MKV and SAP manuals

Meeting Nov 26, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the MKV and SAP manuals

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							

File Attachments
 ISPA SAP Manual 2019 (1).pdf (291 KB)
 ISPA MKV Manual (1).pdf (515 KB)

Subject G. Special Education Policies

Meeting Nov 26, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the new Special Education Policies; Child Find Policy, Assistive Technology Policy, and Hearing Aid Policy.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							

File Attachments
 Assistive Technology Policy.pdf (129 KB)
 Child Find Policy.pdf (131 KB)
 Hearing Aid Policy.pdf (127 KB)

5. Announcements

Subject A. Next Board Meeting - 12/17/2019

Meeting Nov 26, 2019 - Regular Board Meeting
 Category 5. Announcements
 Access Public
 Type Information

6. Adjournment

Subject A. Meeting Adjournment

Meeting Nov 26, 2019 - Regular Board Meeting
 Category 6. Adjournment
 Access Public
 Type Action, Procedural

Recommended Action approve meeting adjournment

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abs
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Mr. Lowell Thomas							
Mr. Christopher Rossi							
Mrs. Alice Solomon							