



INSIGHT PA
CYBER CHARTER SCHOOL

POWERED BY K12

Monday, December 17, 2018
Regular Board Meeting

Insight PA Cyber Charter School Board of Trustees

1. Preliminary

Subject **A. Call the Meeting to Order**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 1. Preliminary

Access Public

Type Procedural

Subject **B. Roll Call**

Meeting Dec 17, 2018 - 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		
Ms. Maddi-Jane Sobel, Secretary		
Ms. Michele McKeone		
Mr. Lowell Thomas		
Mr. Christopher Rossi		

Subject **C. Board of Trustees Appointment**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 1. Preliminary

Access Public

Type Action

Recommended Action Motion to approve the appointment of Christopher Rossi to the Board of Trustees

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Lowell Thomas							

Subject D. Swearing-in of Board Members

Meeting Dec 17, 2018 - Regular Board Meeting

Category 1. Preliminary

Access Public

Type Procedural

Subject E. Approve Agenda

Meeting Dec 17, 2018 - Regular Board Meeting

Category 1. Preliminary

Access Public

Type Action

Recommended Action Motion to approve the agenda as presented

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

2. Communications

Subject A. Executive Session

Meeting Dec 17, 2018 - Regular Board Meeting

Category 2. Communications

Access Public

Type Procedural

Executive Content

If the Board held any Executive Sessions following the October 2018 meeting and December 17th 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 Dec 17, 2018 - 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.

Subject C. Approval of Board Minutes from October 15, 2018

Meeting Dec 17, 2018 - Regular Board Meeting

Category 2. Communications

Access Public

Type Action, Minutes

Recommended Action Motion to approve October 15, 2018 Board meeting minutes.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

Executive File Attachments

[ISPA 10.15.2018 Board Minutes.pdf \(85 KB\)](#)

3. Reporting

Subject A. CEO Report

Meeting Dec 17, 2018 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Information, Reports

1. CEO Updates

2. Executive Director Updates
 - a. Student Family Check In
 - b. STAR 360 K-8 Benchmark 1 report
 - c. USA Test Prep 9-11 Benchmark 1 report

Administrative File Attachments
[CEO presentation 12.17.pptx \(163 KB\)](#)

Subject **B. Executive Director Report**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Reports

Administrative File Attachments
[12.17.18 Board Meeting Star 360.pptx \(222 KB\)](#)
[12.17.18 Students First Check In Data.pptx \(578 KB\)](#)
[12.17.18 Board Meeting USA Test Prep.pptx \(147 KB\)](#)
[12.17.18 Board Meeting Executive Director Update.pptx \(2,253 KB\)](#)

Subject **C. CFO Report**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Reports

1. October and November 2018 Financial Reports and Disbursements
2. Bonus Funds Reallocation
3. Benefits Broker, Payroll/HRIS Service Provider, and 2019 Benefits Selection and Costs
4. Unemployment Insurance Reserve and Stop Loss Insurance
5. 2017-2018 Audit Report

File Attachments
[ISPA FY19 October Financials REVISED \(003\).pptx \(3,099 KB\)](#)
[ISPA FY19 November Financials.ppt \(401 KB\)](#)

Executive File Attachments
[Executive Summary Insight Bonus Plan 2018.2019.pdf \(56 KB\)](#)
[Insight PA Benefits Summary.pdf \(48 KB\)](#)
[Executive Summary Unemployment Comp.pdf \(103 KB\)](#)
[Insight PA Cyber CS Final Audit Report 2018.pdf \(796 KB\)](#)
[ISPA actual versus budget \(Oct 2018\) - Board.xls \(946 KB\)](#)
[ISPA actual versus budget \(Nov 2018\) - Board.xls \(961 KB\)](#)

4. Action Items

Subject **A. October and November 2018 Financials**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the October and November 2018 Financial Reports and Disbursements

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

File Attachments

[ISPA FY19 October Financials REVISED \(1\).ppt \(3,309 KB\)](#)[ISPA FY19 November Financials.ppt \(401 KB\)](#)

Executive File Attachments

[ISPA actual versus budget \(Nov 2018\) - Board.xls \(961 KB\)](#)[ISPA actual versus budget \(Oct 2018\) - Board.xls \(946 KB\)](#)**Subject** **B. Employee List**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Employee List as presented

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

File Attachments

[Employee List 20181130.pdf \(31 KB\)](#)

Subject **C. Employee Benefits Broker, Payroll/HRIS Provider, 2019 Benefits Selection, and Employee Contribution Rates**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve:
 - End co-employer PEO relationship with Paychex as of the end of the day, December 31, 2018,
 - BeneServ to serve as ISPA benefits broker,
 - Proxus to serve as ISPA payroll and HRIS provider, and
 - 2019 Benefits Selection and Employee Contribution Rates as provided in the Board's Executive Summary.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

Executive File Attachments
[Executive Summary Benefits and Payroll Solution.pdf \(125 KB\)](#)

Subject **D. 2017-2018 Audit Report**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the 2017-2018 Audited Financials.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

Executive File Attachments
[Insight PA Cyber CS Final Audit Report 2018.pdf \(796 KB\)](#)

Subject **E. Unemployment - Tax Paying Employer to Claims Reimbursable Employer**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve service arrangement with First Nonprofit and Interstate Tax Services (TPA) effective January 1, 2019.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

Executive File Attachments

[Executive Summary Unemployment Comp.pdf \(103 KB\)](#)**Subject** **F. Conflict Of Interest Policy**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Conflict of Interest Policy

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

File Attachments

[Attachment H Conflict of Interest Policy 2018.pdf \(236 KB\)](#)**Subject** **G. Elimination of Employee Bonus Plan**

Meeting Dec 17, 2018 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to reallocate the 5% (of salary) bonus line item of the 2018-2019 budget as follows:

- Approximately 45% of the budgeted bonus amount would be used for an approximate 2% salary increase for ISPA employees and the 702 category of K12 employees, effective for the 2019-2020 school year.
- Approximately 45% of the budgeted bonus amount would be used to increase the tuition reimbursement benefit amount available for ISPA employees, effective January 2019.
- The remaining 10% would be set aside to help pay for the PSERS employer contributions related to the increase in salaries.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							

Administrative File Attachments

[Executive Summary Insight Bonus Plan 2018.2019\(1\).pdf \(56 KB\)](#)

5. Announcements

Subject A. Winter Break

Meeting Dec 17, 2018 - Regular Board Meeting

Category 5. Announcements

Access Public

Type Information

Insight PA Cyber Charter School will be closed for Winter Break for students and ISPA employees starting at noon on Friday, December 21, 2018, and re-opening on Wednesday, January 2, 2019.

6. Adjournment

Subject A. Meeting Adjournment

Meeting Dec 17, 2018 - Regular Board Meeting

Category 6. Adjournment

Access Public

Type Action, Procedural

Recommended Action Motion to adjourn the meeting

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abst
Mr. Michael Adler, President							
Ms. Diana Moninger, Vice President							
Ms. Aviva Moore, Treasurer							
Ms. Maddi-Jane Sobel, Secretary							
Ms. Michele McKeone							
Mr. Lowell Thomas							
Mr. Christopher Rossi							