



INSIGHT PA
CYBER CHARTER SCHOOL

POWERED BY K12

Tuesday, October 22, 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 Oct 22, 2019 - Regular Board Meeting

Category 1. Preliminary

Access Public

Type Procedural

Subject B. Roll Call

Meeting Oct 22, 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 Oct 22, 2019 - Regular Board Meeting

Category 2. Communications

Access Public

Type Procedural

If the Board held any Executive Sessions following the September 24, 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	Oct 22, 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	Oct 22, 2019 - Regular Board Meeting
Category	2. Communications
Access	Public
Type	Action, Minutes

Recommended Action Motion to approve board minutes

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							

3. Reporting

Subject	A. CEO Report
Meeting	Oct 22, 2019 - Regular Board Meeting
Category	3. Reporting
Access	Public
Type	Information, Reports

ISPA Updates

1. Charter Renewal application

2. Legislative Updates
3. Items for Action

File Attachments
 CEO presentation 10.22.pptx (306 KB)

Subject **B. CFO Report**

Meeting Oct 22, 2019 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Reports

1. September 2019 Financial Report and Disbursement List
2. Employee List as of September 30, 2019
3. Job descriptions for two positions transferring from K12 to Insight PA employment on January 1, 2020: Attendance Compliance Specialist and Attendance Processing Clerk. Total of four employees.
4. Benefits Selection for 2020 and Open Enrollment: All current benefits have been negotiated down to 0% rate increases! My recommendation is to continue the same health, dental, vision, and voluntary benefits and the same employee contribution amounts with a set Open Enrollment period of November 6th to November 13th.

In response to employee survey results, we are continuing to look at quotes/product features for an Insight PA funded HRA plan, and we are also considering providing Insight PA-funded STD and LTD and possibly Life Insurance for all employees. After a discussion with the Finance Committee, we are recommending that the Board approve an HRA at \$500/employee.

HRA = BeneServ pays admin costs. Insight PA selects the amount per employee to fund. Employees submit a reimbursement request to HRA third-party administrator (TPA). The TPA reimburses the employee and debits Insight PA's bank account. No upfront invoice = Insight PA holds the money/earns interest. Recommendation: \$500 per employee (who is enrolled in the medical insurance) for deductible expenses only. The HRA could not be used to cover co-pays. Approximately 90 covered EEs x \$500 = \$45,000/year if all employees use their entire amount. All will not as many items fall outside the deductible.

Benefits-Related Recommendations:

1. Approve renewal of current benefits, with no cost increases or employee contribution increases.
2. Approve Open Enrollment Period from Wednesday, November 6th through Wednesday, November 13th
3. Approve new benefit. HRA (The Harrison Group) with \$500 per participating employee funded by Insight PA for deductible expenses only.

File Attachments
 ISPA FY20 September Financials.pptx (488 KB)
 Roster as of 9-30-19 Book.pdf (40 KB)
 Attendance Processing Clerk 2019.pdf (151 KB)
 Attendance Compliance Spec 2019.pdf (156 KB)

Executive File Attachments
 ISPA actual versus budget (Sep 2019) - Board.xls (1,111 KB)

Subject **C. Executive Director Report**

Meeting Oct 22, 2019 - Regular Board Meeting

Category 3. Reporting

Access Public

Type Reports

Executive Director Report:

1. Enrollment
2. Withdrawal
3. Community Engagement Update

File Attachments
[5.5 Executive Director Slides.pdf \(347 KB\)](#)

4. Action Items

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

Meeting Oct 22, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the September 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
[ISPA FY20 September Financials.pptx \(488 KB\)](#)

Executive File Attachments
[ISPA actual versus budget \(Sep 2019\) - Board.xls \(1,111 KB\)](#)

Subject **B. Employee List as of September 30, 2019**

Meeting Oct 22, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the Employee List as of September 30, 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
[Roster as of 9-30-19 Book.pdf \(40 KB\)](#)

Subject C. Job Descriptions

Meeting Oct 22, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the job descriptions for two positions (four employees) transferring from K12 to Insight PA employment - Attendance Clerk and Attendance Compliance Specialist.

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
[Attendance Processing Clerk 2019.pdf \(151 KB\)](#)
[Attendance Compliance Spec 2019.pdf \(156 KB\)](#)

Subject D. Benefits Selection for 2020 and Open Enrollment

Meeting Oct 22, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the renewal of current benefits at no cost increase, an Open Enrollment period from November 6th through November 13th, and the addition of an Insight PA-funded HRA.

All current benefits have been negotiated down to 0% rate increases! My recommendation is to continue the same health, dental, vision, and voluntary benefits and the same employee contribution amounts with a set Open Enrollment period of November 6th to November 13th.

In response to employee survey results, we are continuing to look at quotes/product features for an Insight PA funded HRA plan.

HRA = BeneServ pays admin costs. Insight PA selects the amount per employee to fund. Employees submit a reimbursement request to HRA third-party administrator (TPA). The TPA reimburses the employee and debits Insight PA's bank account. No upfront invoice = Insight PA holds the money/earns interest. Recommendation to consider: \$500 per employee (who is enrolled in the medical insurance) for deductible expenses only. The HRA could not be used to cover co-pays. Approximately 90 covered EEs * \$500 = \$45,000/year if all employees use their entire amount.

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							

Subject E. ISPA School Safety Plan

Meeting Oct 22, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the ISPA School Safety Plan

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
[3.3-6 ISPA School Vital Information Plan Safety Plan.pdf \(842 KB\)](#)

Subject F. High School Credit and Graduation Requirement Amendment, and Early Graduation Policy

Meeting Oct 22, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the High School Credit and Graduation requirement amendment and Early Graduation 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
[Credit Proposal \(1\).pdf \(251 KB\)](#)
[Early Graduation Policy.pdf \(113 KB\)](#)

Subject **G. Settlement Agreement**

Meeting Oct 22, 2019 - Regular Board Meeting

Category 4. Action Items

Access Public

Type Action

Recommended Action Motion to approve the 2019-2020_001S Settlement Agreement

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							

Executive File Attachments

10. A7175512.pdf (81 KB)

11. T&P Invoice 19.10.14.PDF.pdf (6 KB)

9. Settlement Agreement - 2019-2020_001S.pdf (58 KB)

5. Announcements**Subject** **A. Next Board Meeting - 11/26/2019**

Meeting Oct 22, 2019 - Regular Board Meeting

Category 5. Announcements

Access Public

Type Information

6. Adjournment**Subject** **A. Meeting Adjournment**

Meeting Oct 22, 2019 - Regular Board Meeting

Category 6. Adjournment

Access Public

Type Action, Procedural

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							