

## Insight PA Cyber Charter School

*Minutes of the Meeting of the Board of Trustees (the “Board”) of Insight PA Cyber Charter School (the “School”) via telephone on November 27, 2017.*

*Public notice was given for this meeting in accordance with Section 1 of the Sunshine Act.*

**Trustees Present:** Michael Adler, Diana K. Moninger, Michele McKeone, and Aviva B. Moore.

**Trustees Absent:** Ed Kelly, Maddi-Jane Sobel and Kelly Vidovich

**Others Present:** Eileen Cannistraci, *Chief Executive Officer*, Shannon McElwain, *Executive Director*, Mary Markert and other representatives of K12 Virtual Schools LLC (“K12”), and Alan Kessler, Anthony Guida Jr. and Barry Steinman of Duane Morris LLP.

Mr. Adler called the meeting to order at 7:09 p.m. and welcomed those present at the meeting.

Following a motion duly made and seconded, the members of the Board present at the meeting unanimously approved the minutes of the meeting of the Board held on October 23, 2017 and the amended minutes of the meeting of the Board held on August 28, 2017.

Ms. Cannistraci provided the Board with updates regarding the following:

- (i) Staff Professional Development meeting that was held on November 10, 2017;
- (ii) (ii) Committee formation, regarding the forming of three committees: Academic [McKeone, Vidovich, Moore], Finance [Adler and Kelly], and Operations [McKeone and Vidovich];
- (iii) (iii) the School’s enrollment to-date;
- (iv) (iv) the School’s hiring requirements for teaching staff, in which it is anticipated to hire new teaching staff in February of 2018; and
- (v) (v) an update on the School’s efforts to-date regarding the hire of a Chief Financial officer, suggesting a part-time consultant may be cost-effective for the remainder of the school year given the size of the school. It was also suggested that the Chief Financial officer be employed by the school on a part-time basis.

Ms. McElwain and Ms. Markert then provided the Board with updates regarding the proposed service contracts with Verizon Wireless and DocuSign, and the updated Financial Report, including enrollment projections, financial summary, balance sheet, accounts payable aging, cash flow projections and bills payable. Following discussions

regarding the above and motions made and seconded, the Trustees of the Board present at the meeting unanimously approved the following resolutions:

*Approval of the Financial Report and the Disbursements:*

NOW THEREFORE, BE IT RESOLVED that the Financial Report and the Disbursements, as presented, are, authorized and approved; and

*Approval of the Verizon Wireless Contract*

FURTHER RESOLVED, that the School is, authorized to enter into a Verizon Wireless Agreement, as presented, and shall be executed by an Authorized Officer on behalf of the School, pursuant to which the School shall purchase mobile hotspots or jetpacks and enter into internet service agreements to provide internet service to eligible students; and

*Approval of the DocuSign Contract*

FURTHER RESOLVED, that the School is, authorized to enter into a DocuSign Agreement, as presented, and shall be executed by an Authorized Officer on behalf of the School, pursuant to which the School shall enter into a two (2) year agreement, that includes five (5) users, allowing for School documents to be electronically signed by the five (5) authorized users.

The Trustees went into Executive session at 8:00 p.m. and returned to the public meeting at 8:20 p.m.

There being no further business, Mr. Adler adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Angela Decker

*Office Administrator, Insight PA Cyber Charter School*