

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 January 22, 2018.

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

Trustees Present: Michael Adler, Kelly Vidovich, Diana K. Moninger, and Aviva Moore.

Trustees Absent: Maddi-Jane Sobel and Michele McKeone.

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 and Barry Steinman of Duane Morris LLP.

Mr. Adler called the meeting to order at 7:01 p.m. and welcomed those present at the meeting.

Following a motion made and seconded, the members of the Board present at the meeting unanimously approved the minutes of the meeting of the Board held on December 18, 2017.

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

- (i) an update on the School’s Comprehensive Planning; in which the School is a Phase Three school, required by the Pennsylvania Department of Education to submit the Plan by November 30, 2018 to be implemented on July 1, 2019;
- (ii) an update on the development on the School’s Career and Technical Education Program;
- (iii) The School’s enrollment to-date;
- (iv) the School’s hiring requirements, in which there are 11 positions needed including the CFO and teaching staff; and
- (v) an update on the K12 Regional Finance Manager position; in which K12 has extended an offer to a candidate.

Ms. Cannistraci, Ms. McElwain, Mr. Steinman, and Ms. Markert then provided the Board with updates regarding a By-Law review; the proposed service contracts between the School and People Share and IXL; the School’s Credit Card Policy; 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 ISPA Credit Card Policy:

FURTHER RESOLVED, that the School is, subject to legal review, authorized to enter into a credit card agreement with TD Bank and implement the policy, as presented, and shall be executed by an Authorized Officer on behalf of the School, pursuant to which the School's CEO and CFO are authorized to use the credit card to make purchases which cannot be invoiced and not to exceed \$5000; and

Approval of the People Share Agreement:

FURTHER RESOLVED, that the School is, authorized to enter into a People Share Agreement, as presented, and shall be executed by an Authorized Officer on behalf of the School, pursuant to which the School shall contract for temporary personnel through People Share as needed to fill short-term positions; and

Approval of the IXL Agreement:

FURTHER RESOLVED, that the School is authorized to enter into an IXL Agreement, as presented, and shall be executed by an Authorized Officer on behalf of the School, pursuant to which the School shall enter into an eighteen (18) month sales contract for curriculum to improve skills for students that are at a basic or below basic skill level.

There being no further business, Mr. Adler adjourned the public meeting at 7:50 p.m.

The Trustees went into Executive session at 7:50 p.m. and adjourned the Executive session at 8:30 p.m.

Respectfully submitted,

Angela Decker

Office Administrator, Insight PA Cyber Charter School