



Blackboard Collaborate On-line Meeting Link:

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Conference Call Meeting Information:

844-269-9230, extension 4008, passcode 531486.

**I. CALL TO ORDER**

The meeting was called to order by the Board President at 3:04pm. Public notice was given for this meeting in accordance with [Pennsylvania’s Sunshine Act \(2011, sec. 709\)](#).

Member	Present	Absent
Mr. Michael Adler, President	X	
Ms. Maddi-Jane Sobel, Secretary		X
Ms. Kelly Vidovich		X
Ms. Diana K. Moninger		X
Ms. Michele McKeone	X	
Ms. Aviva Moore	X	
Mr. Lowell Thomas	X	

**ISPA Administrators Present:** Eileen Cannistraci, Chief Executive Officer and Beth Jones, Chief Financial Officer.

**K12 Representatives Present:** Shannon McElwain, Executive Director; Sandra Anthony, Director School Improvement & Support; Mary Markert, Director Northern Region Finance; Jaime Salindong, Senior Finance Manager; Kelly Bausher, Principal

**School Solicitor Present:** Alan Kessler of Duane Morris LLP

**II. BOARD MINUTES**

1. Approval of Board Minutes from Monday, April 23, 2018.

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abstain	Absent
Mr. Michael Adler, President	X				X			
Ms. Maddi-Jane Sobel, Secretary								X
Ms. Kelly Vidovich								X
Ms. Diana K. Moninger								X
Ms. Michele McKeone					X			
Ms. Aviva Moore					X			
Mr. Lowell Thomas		X			X			

**Board Comment: None**

**Public Comment: None**

### III. REPORTS

#### 1. CEO Report

- a. Enrollment Report. Student enrollment has increased from April by 62 students to an enrollment number of 1261 students. 60% of ISPA students are economically disadvantaged, 19% have a special education IEP, and students attend from 295 of PA's 500 school districts. The 2018-2019 enrollment status is as follows:
  - i. 442 confirmed as remaining enrolled,
  - ii. 70 confirmed as not remaining enrolled,
  - iii. 39 indicated as undecided, and
  - iv. 695 remain unconfirmed for 2018-2019.Staff continues outreach to those families who have not confirmed their status.

#### b. School Updates

- i. Comprehensive Plan Update. This report is due to PDE every three years. Insight PA's first Comprehensive Plan is due in September 2018. CEO is working with CCIU rep and ISPA/K12 staff to complete. The needs assessment section is now underway. A draft of the report will be presented to the public in July, in accordance with the 30-day public viewing requirement before the Board can vote to approve the Plan. The final report will be before the Board in August for approval prior to the submission deadline in September.
- ii. Policy Update.
  1. Corporal Punishment Policy - prohibiting the use of corporal punishment
  2. Mandated Reporter Policy – aligns with PA Law and the mandate of a school leader to report as required by the Educator Discipline Act and its trustees, employees, and contractors to report suspected child abuse as required by the Child Protective Services law.
- iii. Star 360/Universal Screen Presentation, Shannon McElwain. Reviewed use of the Star 360 universal screener, the results – percentile rank and student growth percentile, and the statistics from the winter assessment.
- iv. Special Education Overview, Shannon McElwain. Reviewed the process of identifying and serving a student with special education needs, shared a staffing organizational framework and caseload matrix, a list of contracted service providers and the process for identifying and onboarding a provider, and the student demographics by grade/disability.

#### 2. CFO Report

- a. Financial and Personnel Report (Jaime Salingdong). Year-end enrollment currently projected to be approximately 1,290 students. YTD revenue accrued = \$9.4M, YTD expenses accrued = \$8.2M. April 2018 end-of-month cash balance = \$2.25M. April 2018 disbursements = \$1,005,185.07. Recommended K12 aging invoices disbursement = \$934,280.99. Forecast end of May 2018 cash flow ending balance of \$2.35M. Top 10 AR balances = \$959K and 56.9% of total AR balance. Personnel stats were reviewed: ISPA currently employees 36 and there are 29 K12 staff dedicated solely to ISPA.

b. 2018-2019 Insurance Policies recommended for Board approval.

Coverage	Carrier	Annual Cost
Liability, Abuse, Employee Benefits, & Educators Legal	United Educators	\$17,999.00
Property & Auto	Berkley National	\$2,000.00
Workers Compensation	Twin City Fire Ins.	\$13,024.00
Excess Liability	United Educators	\$7,002.00
Fiduciary	United Educators	\$825.00
Crime	Lloyd's of London	\$1,426.12
Cyber	Lloyd's of London	\$3,364.41
Student Accident (Base Policy)	United States Fire Ins.	\$2,354.00
Student Accident (Catastrophic)	United States Fire Ins.	\$699.67
	<b>Annual Total</b>	<b>\$48,694.20</b>

c. 2018-2019 Teacher/Counselor Salary Charts recommended for Board approval.

Returning Teachers/Counselors Salary Chart

Cyber years experience	Base Salary	Add-ons to Base Level II Offer	Master's Offer	In Office Offer	Spec Ed & Hard to Fill Cert	Max possible returning for 18-19
1 year	\$ 47,355.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$56,855.00
2 years	\$ 48,538.88	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$58,038.88
3 years	\$49,752.35	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$59,252.35
4+ years	\$50,965.83	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$60,465.83

New Teachers/Counselors Starting Salary Chart

Cyber years experience	Base Salary	Add-ons to Base Level II Offer	Master's Offer	In Office Offer	Spec Ed & Hard to Fill Cert	Max possible returning for 18-19
0 years	\$ 45,045.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$54,545.00
1 year	\$ 46,171.13	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$55,671.13
2 years	\$ 47,325.40	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$56,825.40
3 years	\$ 48,508.54	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$58,008.54
4+ years	\$ 49,691.68	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$59,191.68

**IV. ACTION ITEMS**

1. To approve the resignation of Trustee, Kelly Vidovich, effective April 23, 2018

<b>Board Member</b>	<b>Motion</b>	<b>Second</b>	<b>Board Comment</b>	<b>Public Comment</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Michael Adler, President	X				X			
Ms. Maddi-Jane Sobel, Secretary								X
Ms. Diana K. Moninger								X
Ms. Michele McKeone		X			X			
Ms. Aviva Moore					X			
Mr. Lowell Thomas					X			

Board Comment: None  
Public Comment: None

2. To approve the Trustee Aviva Moore as Board Treasurer and Trustee Diana Moninger as Board Vice President

<b>Board Member</b>	<b>Motion</b>	<b>Second</b>	<b>Board Comment</b>	<b>Public Comment</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Michael Adler, President	X				X			
Ms. Maddi-Jane Sobel, Secretary								X
Ms. Diana K. Moninger								X
Ms. Michele McKeone					X			
Ms. Aviva Moore					X			
Mr. Lowell Thomas		X			X			

Board Comment: None  
Public Comment: None

3. To approve the Financial Report and Disbursements

<b>Board Member</b>	<b>Motion</b>	<b>Second</b>	<b>Board Comment</b>	<b>Public Comment</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Michael Adler, President	X				X			
Ms. Maddi-Jane Sobel, Secretary								X
Ms. Diana K. Moninger								X
Ms. Michele McKeone		X			X			
Ms. Aviva Moore					X			
Mr. Lowell Thomas					X			

Board Comment: None  
Public Comment: None

4. To approve the Corporal Punishment Policy and the Mandated Reporter Policy

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abstain	Absent
Mr. Michael Adler, President	X				X			
Ms. Maddi-Jane Sobel, Secretary								X
Ms. Diana K. Moninger								X
Ms. Michele McKeone					X			
Ms. Aviva Moore					X			
Mr. Lowell Thomas		X			X			

Board Comment: None  
Public Comment: None

5. To approve 2018-2019 Teacher/Counselor Salary Charts

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abstain	Absent
Mr. Michael Adler, President	X				X			
Ms. Maddi-Jane Sobel, Secretary								X
Ms. Diana K. Moninger								X
Ms. Michele McKeone		X			X			
Ms. Aviva Moore					X			
Mr. Lowell Thomas					X			

Board Comment: None  
Public Comment: None

6. To approve 2018-2019 Insurance Coverages and Premiums

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abstain	Absent
Mr. Michael Adler, President	X				X			
Ms. Maddi-Jane Sobel, Secretary								X
Ms. Diana K. Moninger								X
Ms. Michele McKeone		X			X			
Ms. Aviva Moore					X			
Mr. Lowell Thomas					X			

Board Comment: None  
Public Comment: None

V. **BOARD BUSINESS**

1. Proposals for Next Agenda: None
2. General Public Comment: None
3. Executive Session: There were no executive sessions held during this public meeting, at the adjournment of this public meeting, or between the prior public meeting and this public meeting.
4. Announcements:
  - a. Board Training on Thursday, June 28, 2018 from 2-5pm. Training provided by Pat Hennessey, Conrad O'Brien.
  - b. June Board meeting currently scheduled for June 18, 2018 at 7pm may be

rescheduled for a different date. Appropriate public notice will be provided.

VI. **ADJOURNMENT**

<b>Board Member</b>	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Michael Adler, President	X		X			
Ms. Maddi-Jane Sobel, Secretary						X
Ms. Diana K. Moninger						X
Ms. Michele McKeone			X			
Ms. Aviva Moore		X	X			
Mr. Lowell Thomas			X			

**Meeting Ended:** 4:04pm