



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 7:02pm. 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. 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

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

**II. BOARD MINUTES**

1. Approval of Board Minutes from June 18, 2018.

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

**Board Comment: None**

**Public Comment: None**

**III. REPORTS**

1. CEO Report (Eileen Cannistraci)
  - a. Enrollment Report. Student enrollment for 2018-2019 as of August 15<sup>th</sup>. K-12 enrollment = 1112 with 622 enrollments in process. 61% of enrolled students are economically disadvantaged, 21% have indicated special education IEP, and students attend from 285 of PA’s 500 school districts.
  - b. Items for Action were shared and explained.

- c. Academic Report (Shannon McElwain). Over 25 new staff members started the 2018-2019 school year at this week’s face-to-face Professional Development. Returning members join the new hires on Wednesday for two days of face-to-face Professional Development. Next week is virtual Professional Development for all. Analysis of the 2017-2018 school year academic progress is underway, and a presentation will be shared with the Academic Committee at their September meeting and an overview with the full Board in September.
  - d. 2019-2022 PDE Comprehensive Plan overview shared and reviewed: needs assessment process, stakeholder involvement, and action plan goals and strategies.
2. CFO Report (Beth Jones)
- a. Financial and Personnel Report, June 2018. Year-end enrollment at 1,250 students. YTD revenue accrued = \$10.60M, YTD expenses accrued = \$10.46M. June 2018 end-of-month cash balance = \$2.6M. June 2018 disbursements = \$1,118,252.35. Recommended K12 aging invoices disbursement = \$831,296.20. Forecast end of July 2018 cash flow ending balance of \$2.13M. Top 10 AR balances = \$500K and 38.89% of total AR balance. Personnel stats were reviewed: ISPA currently employees 35 and there are 27 K12 staff dedicated solely to ISPA.
  - b. Financial and Personnel Report, July 2018 (Jaime Salingdong). As of July 31, 2018, enrollment at 1,040 students. YTD revenue accrued = \$1.269M, YTD expenses accrued = \$.66M. July 2018 end-of-month cash balance = \$2.54M. July 2018 disbursements = \$1,156,778.41. Recommended K12 aging invoices disbursement = \$799,5880.36. Forecast end of August 2018 cash flow ending balance of \$2.44M. Top 10 AR balances remaining from 2017-2018 = \$540K and 84% of total AR balance. \$1.028M is owed to ISPA in the 2017-2018 reconciliation process, and ISPA owes \$385K to school districts in the reconciliation process for a total remaining net AR of \$643K. Personnel stats as of July 31, 2018 were reviewed: ISPA currently employees 35 and there are 28 K12 staff dedicated solely to ISPA.
  - c. The Financial Policies and Procedures Manual, Uniform Grant Guidance Manual, Board Docs Portal purchase, and the need for an address change approval were shared and explained. An update on the 2017-2018 Annual Audit process was provided.

**IV. ACTION ITEMS**

- 1. To approve the proposed agreement with eFileCabinet, pending a final review of agreement terms

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

Board Comment: None  
 Public Comment: None

2. To approve the June 2018 Financial Report and Disbursements

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

Board Comment: None

Public Comment: None

3. To approve July 2018 Financial Report and Disbursements

Board Member	Motion	Second	Board Comment	Public Comment	Aye	No	Abstain	Absent
Mr. Michael Adler, President					X			
Ms. Maddi-Jane Sobel, Secretary	X				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

4. To approve the Personnel Reports (June 30, 2018 and August 20, 2018)

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

Board Comment: None

Public Comment: None

5. To approve 2018 ISPA Financial Policies and Procedures Manual, 2018 ISPA Parent and Student Handbook, and the ISPA 2018 Employee Manual

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

Board Comment: None

Public Comment: None

6. To approve the ISPA PDE Comprehensive Plan for 2019-2022

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

Board Comment: None

Public Comment: None

7. To approve 2018 ISPA Uniform Grant Guidance (UGG) Manual

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

Board Comment: None

Public Comment: None

8. To approve the ISPA PDE Comprehensive Plan

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

Board Comment: None

Public Comment: None

9. To approve the change of address for ISPA with the PA Department of State Bureau of Corporations and Charitable Organizations

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			X			
Ms. Michele McKeone								X
Ms. Aviva Moore					X			
Mr. Lowell Thomas					X			

Board Comment: None

Public Comment: None

10. To approve the 2018-2019 Annual Notice of Special Education

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

Board Comment: None

Public Comment: None

11. To approve the engagement of independent counsel, Patricia Hennessy, Esquire of Conrad O'Brien

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

Board Comment: None

Public Comment: Mr. Kessler – reminded the Board that he had recommended selecting an independent counsel at an earlier meeting. Mrs. Cannistraci – advised that Ms. Hennessey can be used to review materials, address charter school law, and charter school pending legislation.

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. Mrs. Cannistraci - An executive session will be needed to discuss the CFO position after receipt of a response from the PDE Charter School Office.
4. Announcements:
  - a. Mr. Adler – Reminder that the Board is soliciting applications for new members. Please share with your network and introduce those interested to the Board and CEO.

VI. **ADJOURNMENT – Meeting Ended at 8:16pm**

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