



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 7:04pm. 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. 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. Liz Roth, Deputy Sr. Regional VP of North Region. Michael Frost, Director of Educational Data Systems. Barry King, CTE Academic Administrator. Jen Jennings, Director of Special Education. Mary Markert, Director Northern Region Finance. Nikia Hannon, Director of Academics. Marlowe Doman, Operations Manager. Kelly Bausher, Elementary Principal. Beryl Cohen, High School Principal. Jay Kamau, Director of Student Services.

School Solicitor Present: Alan Kessler of Duane Morris LLP

II. COMMUNICATIONS

1. Public Comment, Non-agenda items. Comments must be made in accordance with the public comment guidelines shared at the beginning of this agenda. Board members will not typically respond to public comment. None.
2. Announcement. Mr. Chris Rossi, the CISO at Rule4 is a guest of the Board at this meeting. He is interested in serving as a Board member as he’s been considering opportunities to serve the community.
3. Approval of Board Minutes from 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, Vice President					X			
Ms. Aviva Moore, Treasurer					X			
Ms. Michele McKeone		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 October 15th. K-12 enrollment = 1741 with 367 enrollments in process. 68% of enrolled students are economically disadvantaged, 20.6% have indicated special education IEP, and students attend from 339 of PA's 500 school districts.
 - b. Insight PA will be hosting a *Public School Options* Facebook Live session on November 1st at 12noon.
 - c. Items for Action were shared and explained.
 - d. Academic Report (Shannon McElwain). Provided an overview of the Attendance Policy for daily attendance and BBC sessions. The target is an 85% daily attendance rate and a 75% BBC participation rate. Upcoming events for students and learning coaches were shared. The professional development from October 9th was reviewed, Suicide Prevention and Crisis Response Plan. Information about the PA Future Ready Index and ESSA requirements were shared.
 - e. Special Education Overview (Jen Jennings). Provided information about the department via a general overview, staffing structure review, caseload numbers, disabilities served, and a related services provider summary.
2. CFO Report (Beth Jones)
 - a. Updates provided regarding the Annual Audit, Credit Card Limit, and Paychex PEO. The draft audit was received and is favorable, especially considering it was Insight PA's first year of operation. The school credit card limit is not sufficient for the school's needs and a request is being made to increase it to \$50K. The school is currently paying for Paychex PEO services. While this was a sufficient solution at start-up and during the initial year of the operations, significant cost savings can be gained by eliminating the PEO co-employer relationship and moving to a benefits broker and payroll/HRIS provider.
 - b. Financial and Personnel Report, September 2018. As of September 30, 2018, enrollment at 1,735 students. YTD revenue accrued = \$4.763M, YTD expenses accrued = \$4.07M. September 2018 end-of-month cash balance = \$2.45M. September 2018 disbursements = \$1,548,647.22. Recommended K12 aging invoices disbursement = \$1,171,586.99. Forecast end of October 2018 cash flow ending balance of \$2.43M. Top 10 AR balances remaining from 2017-2018 = \$553K and 71% of total AR balance. \$778K is owed to ISPA in the 2017-2018 reconciliation process, and ISPA owes \$402K to school districts in the reconciliation process for a total remaining net AR of \$376K. Personnel stats as of September 30, 2018 were reviewed: ISPA currently employees 58 and there are 38 K12 staff dedicated solely to ISPA.

IV. ACTION ITEMS

1. To approve September 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, Vice President	X				X			
Ms. Aviva Moore, Treasurer					X			
Ms. Michele McKeone					X			
Mr. Lowell Thomas								X

Board Comment: None
Public Comment: None

2. To approve the September 2018 Personnel Report

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, Vice President		X			X			
Ms. Aviva Moore, Treasurer					X			
Ms. Michele McKeone					X			
Mr. Lowell Thomas								X

Board Comment: None
Public Comment: None

3. To approve the ISPA Parent/Family Engagement Policy

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, Vice President	X				X			
Ms. Aviva Moore, Treasurer					X			
Ms. Michele McKeone					X			
Mr. Lowell Thomas								X

Board Comment: None
Public Comment: None

4. To approve the adoption the 2018-2019 Data Reporting Calendar

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, Vice President		X			X			
Ms. Aviva Moore, Treasurer					X			
Ms. Michele McKeone					X			
Mr. Lowell Thomas								X

Board Comment: None
Public Comment: None

5. To approve the increase to the school's credit card limit to \$50,000

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, Vice President					X			
Ms. Aviva Moore, Treasurer					X			
Ms. Michele McKeone					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 or at the adjournment of this public meeting. There was an executive session held prior to this meeting to discuss legal and personnel matters.
4. Announcements:
 - a. CEO – Reminder that the Board has training scheduled for BoardDocs on Thursday, October 18, 2018 from 3:30-4:30pm. A link to the training site will be provided. Reminder that the next Board meeting is Monday, November 19th at 7pm.

VI. **ADJOURNMENT – Meeting Ended at 8:26pm**

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, Vice President		X			X			
Ms. Aviva Moore, Treasurer					X			
Ms. Michele McKeone					X			
Mr. Lowell Thomas								X