

**AGENDA
BOARD MEETING**

**BOARD OF TRUSTEES
Insight PA Cyber Charter School
Monday, August 20, 2018
7:00 p.m.**

LOCATION

Blackboard Collaborate On-line meeting link-
<https://sas.illuminate.com/m.jnlp?password=M.AC88147EEC302ECBA7F9AA835C5F37&sid=559>

Persons wishing to attend via conference call may do so by calling
the Insight PA Cyber Charter School at 844-269-9230, extension 4008 Passcode: 531486

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

The Insight PA Cyber Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. “Requests to Speak” forms are available to anyone who wish to speak on any agenda items or under the general category of “Oral Communications.” Speakers may also request to be placed on “Speakers List” by calling the Insight PA Cyber Charter School (484-713-4353) seventy-two hours in advance of the meeting.
2. The “Oral Communications” portion is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not take action. These presentations are limited to three (3) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.
5. Citizens may request that a topic related to school business be placed on a future agenda by submitting a written request at least seventy-two (72) hours in advance of any regular meeting. Once such an item is properly agenzized and publicly noticed, the Board can respond, interact, and act upon the item.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board President at _____P.M.
The minutes should also note that public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.

| Member | Present | Absent |
|---------------------------------------|---------|--------|
| Mr. Michael Adler, President | | |
| Ms. Maddi-Jane Sobel, Sect. | | |
| Ms. Diana K. Moninger, Vice President | | |
| Ms. Aviva Moore, Treasurer | | |
| Ms. Michele McKeone | | |
| Mr. Lowell Thomas | | |

II. COMMUNICATIONS

- A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.
- B. Approval of Previous Board Minutes from Monday, June 18, 2018 (Attachment A).

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

III. REPORT FROM CEO, Executive Director, CFO and Senior Financial Manager. Only provided to Trustees the following for information purposes:

- 1. CEO Report
 - a. School Updates
 - b. Enrollment and Withdrawal Report (Attachment B)
 - c. Academic Reports
 - i. Executive Director Updates
 - ii. Comprehensive Plan Overview
- 2. CFO Report
 - a. CFO updates
 - b. July 2018 Financial and Personnel Report (Attachment E and F)

IV. AGENDA ITEMS SCHEDULED FOR ACTION

(Information/Discussion/Action)

RECOMMENDED MOTION: That the Board approve the use of a cloud based digital records system provided through a contract with eFile Cabinet that was reviewed during the announced, non-quorum July 30th Special Board meeting (attachment C).

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

RECOMMENDED MOTION: That the Board accept and approve the June Financial Report and Disbursements that was reviewed during the announced, non-quorum July 30th Special Board meeting (attachment D).

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

RECOMMENDED MOTION: That the Board accept and approve the July Financial Report and Disbursements (attachment E).

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

RECOMMENDED MOTION: That the Board approves the Personnel Report (attachment F).

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

RECOMMENDED MOTION: That the Board approves the Insight PA Financial Manual.

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

RECOMMENDED MOTION: That the Board approves Insight PA Parent and Student Handbook (attachment G).

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

RECOMMENDED MOTION: That the Board approves Insight PA Employee Manual (attachment H).

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

RECOMMENDED MOTION: That the Board approves the Insight PA Comprehensive Plan.

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

RECOMMENDED MOTION: That the Board approves the Uniform Grant Guidance Policy Handbook (Attachment I).

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

RECOMMENDED MOTION: That the Board approves the engagement of Independent Counsel Patricia Hennessy, Esq. (Attachment J).

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

RECOMMENDED MOTION: That the Board approves the use of the board portal Board Docs Pro Plan (Attachment K).

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

RECOMMENDED MOTION: That the Board approves the Insight PA change of address for PA Department of State Bureau of Corporations and Charitable Organization.

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

RECOMMENDED MOTION: That the Board approves the annual Notice of Special Education Services notices (Attachment L).

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

Proposals for next agenda:

Executive Session:

- Board goes into Executive session (suspend meeting) at _____ p.m.
- Board returns from Executive session at _____ p.m.

Meeting Ended: ____:____ p.m

