

**Insight PA Cyber Charter School
Regular Board Meeting - May 20, 2019
7:00pm**



**INSIGHT PA
CYBER CHARTER SCHOOL**

Board Members present: Michael Adler, Aviva Moore, Lowell L Thomas, Chris Rossi, Alice Solomon
ISPA Employees: Eileen Cannistraci, CEO and Beth Jones, CFO, Samantha Chacianas, Project Manager
K12 Employees: Michael Frost, Exec. Director; Jaime Salindong, Sr. Finance Manager; Jessica Wright, MS Principal; Marlowe Doman, Dir. of Ops; Nikia, Hannon, Dir of Academics, Barry King, Director of CTE, Jen Jennings, Director of Special Education,
K12 from HQ: Liz Roth, Deputy VP
Attorneys: Pat Hennessy

Meeting called to order at 7:01 PM

1. Preliminary

Action, Procedural: A. Roll Call

Michael Adler, Aviva Moore, Lowell L Thomas, Chris Rossi, Alice Solomon
 Mrs. Samatha Chacianas, Project Manager for the CEO/CFO, was introduced to the Board.

Action: B. Approve Agenda

Motion to approve the agenda as presented
 Motion by Lowell L Thomas, second by Alice Solomon.
 Final Resolution: Motion Carries
 Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon

2. Communications

Information: A. Executive Session

The Board has not held any Executive Sessions since our last meeting.

Procedural: B. General Public Comment

There was no general public comment.

Action, Minutes: C. Approval of Board Minutes from April 15, 2019

Motion to approve April 15, 2019 Board meeting minutes.
 Motion by Chris Rossi, second by Alice Solomon.
 Final Resolution: Motion Carries
 Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon

3. Reporting

Reports: A. CEO Report

1. CTE program submission has been made to PDE. Update on Business MOU template from K12.
2. Legislative Updates - 4 charter reform bills moved out of the House Education Committee (ethics, facilities, the application process, dual enrollment)
3. 2019-2020 Employee Handbook Updates
4. Board Retreat Information - June 17, 2019, 3:30-6:30pm F2F in Philadelphia
5. Charter Renewal Application Timeline Updates - Component timelines from May 31st to July 31st with the final version submitted to PDE on September 1st. Draft of sub-sections will be sent to the appropriate committee(s) for review and then send to the full Board final drafts by the end of July. Due to PDE on October 2nd. PDE will schedule a site visit. PDE sets timelines and can adjust them.

Reports: B. Executive Director Report

1. Registration 2019-2020. The process is underway with 43% already confirmed for next school year.
2. PSSA/Keystone Testing - PSSAs are complete. Participation percentage (79%) increased from last year. keystones are underway.
 - Cyber charter CEOs are planning a "testing coordinator summit" once all testing is over to discuss common concerns, the potential for collaboration, and best practices.
3. Enrollment and Demographics. As of May 9th, student enrollment is 2004.

Reports: C. CFO Report

1. April 2019 Financial Reports and Disbursements
2. April 20, 2019 Personnel List
3. Business Insurance Selection
4. 2019-2020 Financial Policies and Procedures Manual
5. 2019-2020 Uniform Grant Guidance (UGG) Manual
6. 2019-2020 Budget Presentation (draft)
 - This is the second public sharing of the budget. In accordance with PDE regulations, the budget must be available to the public

for 30 days between the first sharing (April 15, 2019) and the Board's vote on the final budget. The vote is planned for June 17, 2019.

4. Action Items

Action: A. April 2019 Financials

Motion to approve the April 2019 Financial Reports and Disbursements

Motion by Michael Adler, second by Aviva Moore.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon

Action: B. Employee List as of April 30, 2019

Motion to approve the April 30, 2019 Employee List as presented

Motion by Michael Adler, second by Aviva Moore.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon

Action: C. Selection of Business Insurance Policies

Motion to approve recommended insurance policies for the 2019-2020 school year.

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon

Action: D. 2019-2020 Manuals

Motion to approve the drafts of the 2019-2020 Financial Policies & Procedures Manual, the 2019-2020 Uniform Grant Guidance (UGG) Manual, and the 2019-2020 Employee Handbook

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon

Action: E. Student/Family Internet Service Provider Policy

Motion to approve the Student/Family Internet Service Provider Policy

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon

Action: F. Business MOU for Student Internships - vote postponed until June meeting

This MOU is used in conjunction with an individualized student plan that outlines specific expectations.

Board member, Alice Solomon, requested that ISPA have the final say on who is responsible for working with our students and that criteria be set (including specifying the required background checks/clearances) for that individual's background/education in writing.

Motion to approve the Business MOU template

Motion by Michael Adler, second by Lowell L Thomas.

No vote was taken on Motion 1

5. Announcements

Information: A. Board of Trustees' Next Meeting

The next Board Meeting is scheduled for June 17, 2019 at 7pm. This meeting will not be held at the school, it will be held in Philadelphia and the address will be shared publicly in advance of the meeting. This is the Annual Meeting of the Insight PA Board of Trustees.

Information: B. 2019-2020 Budget Draft, v2 Presented

6. Adjournment

Action: A. Meeting Adjournment

Motion to Approve the Adjournment of the Meeting

Motion by Michael Adler, second by Lowell L Thomas.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon