

Insight PA Cyber Charter School
Regular Board Meeting - October 22, 2019
7:00pm



INSIGHT PA
CYBER CHARTER SCHOOL

Board Members present: Aviva Moore, Diana Moninger, Michael Adler, Alice Solomon, Chris Rossi
ISPA Employees: Eileen Cannistraci, CEO, Beth Jones, CFO, Samantha Chacacias, Project Manager, Beryl Cohen, HS Principal, Jess Wright, MS Principal,
K12 Employees: Michael Frost, Executive Director, Marlowe Dowman, Director of Operations, Marquise Hargrove, Community Engagement Coordinator, Jaime Salindong, Senior Finance Manager, Julie Jaszcar, Director of Special Education
K12 from HQ: Liz Roth, Deputy VP and Daren Reed, VP, Mary Markert, Finance
Non ISPA or K12 Staff: Pat Hennessey, Esq.

Meeting called to order at 7:06 PM

1. Preliminary

- A. Call to Order
- B. Roll Call

2. Communications

A. Executive Sessions

The Board held an Executive Session following the September 24, 2019 meeting, on 10/22/2019 at 6:30pm for confidential legal review.

B. General Public Comment

No public comment.

C. Approval of Board Minutes

Motion to approve board minutes

Motion by Chris Rossi, second by Diana Moninger.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

3. Reporting

A. CEO Report

Insight Update

1. Charter Renewal application
2. Legislative Updates
3. Items for Action

B. CFO Report

1. September 2019 Financial Report and Disbursement List

2. Employee List as of September 30, 2019

3. Job descriptions for two positions transferring from K12 to Insight PA employment on January 1, 2020: Attendance Compliance Specialist and Attendance Processing Clerk. Total of four employees.

4. Benefits Selection for 2020 and Open Enrollment: All current benefits have been negotiated down to 0% rate increases! My recommendation is to continue the same health, dental, vision, and voluntary benefits and the same employee contribution amounts with a set Open Enrollment period of November 6th to November 13th. In response to employee survey results, we are continuing to look at quotes/product features for an Insight PA funded HRA plan, and we are also considering providing Insight PA-funded STD and LTD and possibly Life Insurance for all employees. After a discussion with the Finance Committee, we are recommending that the Board approve an HRA at \$500/employee. HRA = BeneServ pays admin costs. Insight PA selects the amount per employee to fund. Employees submit a reimbursement request to HRA third-party administrator (TPA). The TPA reimburses the employee and debits Insight PA's bank account. No upfront invoice = Insight PA holds the money/earns interest.

Recommendation: \$500 per employee (who is enrolled in the medical insurance) for deductible expenses only. The HRA could not be used to cover co-pays. Approximately 90 covered EEs x \$500 = \$45,000/year if all employees use their entire amount. All will not as many items fall outside the deductible.

Benefits-Related Recommendations:

- Approve renewal of current benefits, with no cost increases or employee contribution increases.
- 13th Approve Open Enrollment Period from Wednesday, November 6th through Wednesday, November
- Approve new benefit. HRA (The Harrison Group) with \$500 per participating employee funded by Insight PA for deductible expenses only.

C. Executive Director Report

1. Enrollment Update by Marlowe Doman
2. Community Engagement Update by Marquise Hargrove

4. Action Items

Action: A. September 2019 Financial Reports and Disbursements

Motion to approve the September 2019 Financial Reports and Disbursements

Motion by Aviva Moore, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

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

Motion to approve the Employee List as of September 30, 2019

Motion by Diana Moninger, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

Action: C. Job Descriptions

Motion to approve the job descriptions for two positions (four employees) transferring from K12 to Insight PA employment - Attendance Clerk and Attendance Compliance Specialist.

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

Action: D. Benefits Selection for 2020 and Open Enrollment

Motion to approve the renewal of current benefits at no cost increase, an Open Enrollment period from November 6th through November 13th, and the addition of an Insight PA-funded HRA.

Motion by Michael Adler, second by Aviva Moore.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

Action: E. ISPA School Safety Plan

Motion to approve the ISPA School Safety Plan

Motion by Michael Adler, second by Diana Moninger.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

Action: F. High School Credit and Graduation Requirement Amendment, and Early Graduation Policy

Motion to approve the High School Credit and Graduation requirement amendment and Early Graduation Policy

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

Action: G. Confidential Settlement Agreement

Motion to approve the 2019.2020.001S Confidential Settlement Agreement

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

Action: H. Special Education Attorney agreement

A motion to approve the McKenna Snyder Agreement

Motion by Michael Adler, second by Aviva Moore.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

5. Announcements

A. Next Board Meeting - 11/26/2019

6. Adjournment

Motion to approve the Meeting Adjournment

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Diana Moninger, Michael Adler, Chris Rossi, Alice Solomon

Aviva B. Moore
12/4/19