

*James Smith*  
*Chris Pitts*

2/25/21

**Insight School of Oklahoma Special Board Meeting**

**November 12, 2020 5:00 pm**

Board members will be present at the virtual and physical site  
Pursuant to SB 661, this meeting will be conducted via Zoom videoconferencing.

Location-Videoconference, Teleconference if not on camera:

<https://us02web.zoom.us/j/88375084544?pwd=RVZMVnhKZXJRMnd2Y21zWTVSbi9sdz09>

Meeting ID: 883 7508 4544

Passcode: ISOK

Those board members present at remote locations were:

Via Videoconference: Christy Prather-Skinner, Member

Via Videoconference: Lee Maples, Member

Those board members present at the physical meeting site will be:

James Smith, President

Dr. Leo Presley, Vice President

**In-Person Location: Oklahoma Public School Resource Center (OPSRC)  
309 NW 13<sup>th</sup> St. STE 103, Oklahoma City, OK 73130**

Meeting called to order at 5:13 pm.

**I. Roll Call**

**Board Members:** James Smith, President; Dr. Leo Presley, Vice President; Christy Prather-Skinner, Member; Lee Maples, Member

**Absent:** Kelly Barnes, Clerk

**Other:** Jennifer Wilkinson, ISOK Head of School; Michelle Scionti, State Director of Shared Services; Chris Pitts, Operations Manager & Minutes Clerk; Bill Hickman, Board Attorney; David Harp, Treasurer; Dr. Rebecca Wilkinson, Statewide Virtual Charter School Board, Sklyer Lusnia, Statewide Virtual Charter School Board; Dr. Daniel Craig, OEQA Executive Director; Regina Krotzer, K12 Finance; William Johnston, K12 VP; Katherine Young, ISOK Title Programs Director, Jay Jenkins, Independent Financial Auditor; Lewis Starkey, OVCA Operations Manager

**II. Call to the public**

None

**III. Consideration and possible approval of minutes from the September 10, 2020 Insight School of Oklahoma Board Meeting**

**Discussion:** Minutes amended to correctly indicate that James Smith was absent during the September 10 Insight Board Meeting.

**Action:** Christy Prather-Skinner made a motion to approve the minutes from the September 10, 2020 Insight School of Oklahoma Board Meeting with amendment. Dr. Leo Presley seconded the motion. The motion passed unanimously.

#### **IV. Updates**

##### **a. Board President Update**

**Discussion:** None

##### **b. Treasurer Update**

**Discussion:** David Harp discussed the budget.

##### **c. Head of School**

###### **i. Activity Fund Report**

**Discussion:** Jennifer Wilkinson shared the balance of the Activity Fund.

###### **ii. School Update**

**Discussion:** Jennifer Wilkinson discussed training opportunities for the board and will send a link to board members to collection short biographies and pictures for the school website. Chris Pitts shared an update on the eSports program, with 31 ISOK students participating.

Jennifer Wilkinson shared information on pass rate progress and pathways to earning credits, the night school option, and tiered engagement support.

###### **iii. P-card Update**

**Discussion:** David Harp discussed the P-card process.

###### **iv. Tutoring Update**

**Discussion:** Jennifer Wilkinson shared that the partnership with TutorMe will include virtual tutoring during the pandemic.

###### **v. Dropout Report**

**Discussion:** Jennifer Wilkinson shared the dropout report and the systems of support in place to engage students.

##### **d. Board Member Comments**

**Discussion:** None

#### **V. Business**

##### **a. Consent Docket**

**i. Discussion and possible action regarding FY 2021 purchase orders #172-179**

**ii. Discussion and possible action regarding change order 2020-11-1**

**iii. Discussion and possible action regarding change order 2020-11-13**

**iv. Discussion and possible action regarding change order 2020-11-35**

**v. Discussion and possible action regarding change order 2020-11-161**

**vi. Discussion and possible action regarding payment of FY 21 K12 invoices,**

**pending availability of funds**

**Action:** Dr. Leo Presley made a motion to approve the entire consent docket. Lee Maples seconded the motion. The motion passed unanimously.

**b. Consideration and possible action of the use of Solution Tree for Response to Intervention Staff Training**

**Action:** Dr. Leo Presley make a motion to approve the use of Solution Tree for Response to Intervention Staff Training. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

**c. External Auditor's Presentation on FY 2019-2020 Annual Financial Audit**

**Discussion:** Jay Jenkins presented on the Independent Auditor's report.

**d. Consideration and possible action regarding FY 2019-2020 Annual Financial Audit**

**Action:** Lee Maples make a motion to approve the FY 2019-2020 Annual Financial Audit. Christy Prather-Skinner seconded the motion. James Smith abstained. The motion passed.

**e. Consideration and possible action regarding the updated FY21 budget**

**Discussion:** Regina Krotzer shared enrollment numbers, funding details, and expenditures.

**Action:** Dr. Leo Presley made a motion to approve the updated FY21 budget. James Smith seconded the motion. The motion passed unanimously.

**f. Consideration and possible action regarding the resignation of the board member, Lee Maples**

**Discussion:** Lee Maples expressed his appreciation and thanked the board for allowing him to serve. Amended to reflect that the resignation is effective following the conclusion of the meeting.

**Action:** Dr. Leo Presley made a motion to approve the resignation of the board member, Lee Maples with amendment. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

**g. Consideration and possible action for sublease for In-Person Tutoring Center at 1117 South Douglas, Suite A**

**Action:** Dr. Leo Presley made a motion to approve the sublease for In-Person Tutoring Center at 1117 South Douglas, Suite A. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

**h. Consideration and possible action for sublease update with Insight School of Oklahoma for space at 1156 South Douglas**

**Action:** Christy Prather-Skinner made a motion to approve the sublease update with Insight School of Oklahoma for space at 1156 South Douglas. Lee Maples seconded the motion. The motion passed unanimously.

**i. Consideration and possible action regarding the School Cooperative Agreement OVCA and ISOK SY 20-21**

**Discussion:** Dr. Leo Presley requested amendment to revise the “Effective Date” to match the board approval date. “ISOK board approved school cooperative agreement with the noted change that the agreement shall govern the performance of the Parties for the period from November 12, 2020.”

**Action:** Dr. Leo Presley made a motion to approve the School Cooperative Agreement OVCA and ISOK SY 20-21 with amendment. Lee Maples seconded the motion. The motion passed unanimously.

- j. Consideration and possible action of removal of Yung Chih Chi, K12 Finance Manager from the Bank of Oklahoma account and addition of Regina Krotzer, K12 Regional Finance Director and Rhonda Bellah, ISOK Encumbrance Clerk to the account**

**Action:** Dr. Leo Presley made a motion to approval the removal of Yung Chih Chi, K12 Finance Manager from the Bank of Oklahoma account and addition of Regina Krotzer, K12 Regional Finance Director and Rhonda Bellah, ISOK Encumbrance Clerk to the account. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

- k. Discussion and possible action regarding updating the ISOK Handbook to include Learning Coaches in the distribution of report cards and progress reports**

**Action:** Dr. Leo Presley made a motion to approve updating the ISOK Handbook to include Learning Coaches in the distribution of report cards and progress reports. Lee Maples seconded the motion. The motion passed unanimously.

- l. Discussion and possible action regarding implementation of the ISOK Diversity and Inclusion Committee**

**Discussion:** Christy Prather requested the approval include the amendment to add “Board Members” to Goal 3.

**Action:** Dr. Leo Presley made a motion to approve the implementation of the ISOK Diversity and Inclusion Committee with amendment. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

- m. Discussion and possible action regarding updating the ISOK School Activity Fund subaccounts and fundraisers FY 21**

**Discussion:** Amendment to include postage.

**Action:** Dr. Leo Presley made a motion to approve updating the ISOK School activity Fund subaccounts and fundraisers FY 21. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

- n. Consideration and possible action regarding 2021 board meeting dates, time and location**

**Action:** Christy Prather-Skinner made a motion to approve the 2021 board meeting dates, time and location. Dr. Leo Presley seconded the motion. The motion passed unanimously.

- o. Consideration and possible action regarding Title 1 school plans**

**Action:** Christy Prather-Skinner made a motion to approve the Title 1 school plans. Dr. Leo Presley seconded the motion. The motion passed unanimously.

- p. Consideration and possible action regarding ISOK Board Policy Update: 1020 Board**

**of Education: Governance Policy**

**Discussion:** Dr. Leo Presley requested an amendment to remove the term “primary” associated with board responsibilities.

**Action:** Dr. Leo Presley made a motion to approve ISOK Board Policy Update: 1020 Board of Education: Governance Policy. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

**q. Consideration and possible action regarding ISOK Board Policy Update: 1030 Board of Education: Roles and Responsibilities**

**Discussion:** James Smith requested the removal of the duplication of the listed responsibilities.

**Action:** Dr. Leo Presley made a motion to approve ISOK Board Policy Update: 1030 Board of Education: Roles and Responsibilities with amendment. Lee Maples seconded the motion. The motion passed unanimously.

**r. Consideration and possible action regarding ISOK Board Policy Update: 1040 Board of Education: General Duties**

**Action:** Dr. Leo Presley made a motion to approve ISOK Board Policy Update: 1040 Board of Education: General Duties. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

**s. Consideration and possible action regarding ISOK Board Policy Update: 3030 Parent Student Agreement**

**Discussion:** James Smith requested amendment to the policy to add “Learning Coach or Guardian is encouraged” to the school orientation section.

**Action:** Dr. Leo Presley made a motion to approve ISOK Board Policy Update: 3030 Parent Student Agreement with amendment. Christy Prather-Skinner seconded the motion. The motion passed unanimously.

**t. Consideration and possible action regarding ISOK Board Policy Update: 5000 Computer Equipment/Mobile Broadband Devices**

**Action:** Christy Prather-Skinner made a motion to approve ISOK Board Policy Update: 5000 Computer Equipment/Mobile Broadband Devices. Lee Maples seconded the motion. The motion passed unanimously.

**VI. New Business**

**Discussion:** James Smith inquired about the board’s interest in creating individual or group videos expressing appreciation of the ISOK staff. Dr. Leo Presley suggested a group video following the February board meeting.

**VII. Adjourn**

Christy Prather-Skinner made a motion to adjourn the meeting at 6:43pm. Lee Maples seconded the motion. The motion passed unanimously.