

**Insight School of Oklahoma Annual Board Meeting
September 12, 2019 5:30 pm**

**Location: Oklahoma Public School Resource Center (OPSRC)
309 NW 13th, Ste. 103
OKC, OK 73103**

Meeting called to order at 5:30pm

I. Roll Call

Board Members: James Smith, President; Dr. Leo Presley, Vice President; Kelly Barnes, Clerk; Christy Prather-Skinner, Member;

Absent: Lee Maples, Member;

Other: Jennifer Wilkinson, ISOK Head of School; Sheryl Tatum, State Director of Shared Services; Chris Pitts, Operations Manager & Minutes Clerk; Bill Hickman, Board Attorney; David Harp, Treasurer

II. Call to the public

None

III. Consideration and possible approval of minutes from the August 29, 2019 Insight School of Oklahoma Board Meeting

Discussion: None

Action: Dr. Leo Presley made a motion to approve the minutes of the August 29, 2019 Board Meeting as presented. Kelly Barnes seconded the motion. The motion passed unanimously.

IV. Updates

a. Board President Update

Discussion: None

b. Treasurer Update

Discussion: David Harp reported things are going well and the school is off to a good start this year.

c. Head of School

i. Activity Fund Report

Discussion: Jennifer Wilkinson provided update on activity fund.

ii. School Update

Discussion: ISOK Parent-Teacher conferences underway this evening. Process of virtual meetings and schedule shared. 673 students enrolled between Middle and High Schools. Meetings took place this week with both Workforce Oklahoma and Oklahoma Works to expand internship and other career opportunities. Sheryl Tatum presented at Statewide Virtual School Board Meeting to discuss evaluation system and the need for other systems of accountability suited for alternative education. Per student expenditure discussed. ISOK spent \$5,122.01 according to the transparency website (17-18 year reporting). Sheryl Tatum shared interim study summaries related to school funding and virtual school accountability.

d. Board Member Comments

Discussion: Board interested in training opportunities through K12 and other partnered schools. Members will connect with Jennifer Wilkinson to express needs.

V. Business

a. Consent Docket

- i. Discussion and possible action regarding FY 2020 purchase orders # 139 -154
- ii. Discussion and possible action regarding change order 2020-11-55
- iii. Discussion and possible action regarding change order 2020-11-99
- iv. Discussion and possible action regarding change order 2020-11-118
- v. Discussion and possible action regarding payment of FY 20 K12 invoices, pending availability of funds

Discussion: None

Action: Dr. Leo Presley made a motion to approve the entire consent docket. Kelly Barnes seconded the motion. The motion passed unanimously.

b. Consideration and possible action of FY20 Estimate of Needs

Discussion: Budget comprised of state and federal funds.

Action: Dr. Leo Presley motioned to approve the FY20 Estimate of Needs. Kelly Barnes seconded. The motion passed unanimously.

c. Consideration and possible action of FY20 graduation date

Discussion: Families polled with Saturday May 16, 2020 being the preference by a small margin, with no preference coming second. Time of day will be decided by school administrators.

Action: Dr. Leo Presley motioned to set the FY20 graduation date for Saturday, May 16, 2020. Kelly Barnes seconded. The motion passed unanimously.

d. Consideration and possible action of Newsela customer agreement

Discussion: Jennifer Wilkinson discussed the value of the program and recommended approving the agreement.

Action: Dr. Leo Presley motioned to approve the Newsela customer agreement. Kelly Barnes seconded. The motion passed unanimously.

e. Discussion and possible acknowledgement of key administrative, operational and financial positions consistent with products and services with K12:

- i. Head of School - Jennifer Wilkinson
- ii. Operations Manager – Chris Pitts
- iii. Senior Manager Special Programs – Katherine Young
- iv. School Treasurer – David Harp
- v. Encumbrance Clerk – Rhonda Bellah (Alternate: Trudy Neeley)
- vi. Minutes Clerk – Chris Pitts (Alternate: Ryan McDonald)
- i. Activity Fund Custodian – Rhonda Bellah (Alternate: Trudy Neeley)

Discussion: Administration will identify a new Alternate in place of Trudy Neeley for Encumbrance Clerk and Activity Fund Custodian.

Action: Kelly Barnes motioned to approve the key administrative, operational, and financial positions with amendment to strike Trudy Neely as Alternate. Christy Prather-Skinner seconded. The motion passed unanimously.

f. Consideration and possible action regarding removal of Sheryl Tatum and DeAnna Gwatney from Bank of Oklahoma checking account ending in 9134.

Discussion: None

Action: Kelly Barnes motioned to remove Sheryl Tatum and DeAnna Gwatney from Bank of Oklahoma checking account ending in 9134. Dr. Leo Presley seconded. The motion passed unanimously.

g. Consideration and possible action regarding adding Jennifer Wilkinson and Dr. Leo Presley to Bank of Oklahoma checking account ending in 9134.

Discussion: Two members are needed on checks. Bank requires board to have motion to add members in the minutes.

Action: Kelly Barnes motioned to add Jennifer Wilkinson and Dr. Leo Presley to Bank of Oklahoma checking account ending in 9134. Dr. Leo Presley seconded. The motion passed unanimously.

h. Consideration and possible action regarding removal of Sheryl Tatum and Courtney Love from Bank of Oklahoma activity fund account ending in 9289.

Discussion: None

Action: Dr. Leo Presley motioned to remove Sheryl Tatum and Courtney Love from Bank of Oklahoma activity fund account ending in 9289. Christy Prather-Skinner seconded. The motion passed unanimously.

i. Consideration and possible action regarding adding Jennifer Wilkinson, Chris Pitts and Rhonda Bellah to Bank of Oklahoma activity fund account ending in 9289.

Discussion: None

Action: Kelly Barnes motioned to add Jennifer Wilkinson, Chris Pitts and Rhonda Bellah to Bank of Oklahoma activity fund account ending in 9289. Christy Prather-Skinner seconded. The motion passed unanimously.

j. Consideration and possible action regarding ISOK Board Policy: Tobacco Usage

Discussion: None

Action: Kelly Barnes motioned to adopt ISOK Board Policy: Tobacco Usage. Dr. Leo Presley seconded. The motion passed unanimously.

k. Consideration and possible action regarding ISOK Board Policy: 3040 Self-Administration of Prescribed Asthmatic, Diabetic, or Anaphylaxis Medication

Discussion: None

Action: Christy Prather-Skinner motioned to adopt ISOK Board Policy 3040. Kelly Barnes seconded. The motion passed unanimously.

l. Consideration and possible action regarding ISOK Strategic Plan and Goals

Discussion: Jennifer Wilkinson scheduled 1-1 meetings with board members to discuss growth mindset and trauma-sensitive initiatives related to the plan.

Action: Kelly Barnes motioned to table action regarding ISOK Strategic Plan and Goals. Dr. Leo Presley seconded. The motion passed unanimously.

m. Consideration and possible action regarding updates to the service provider annual evaluation

Discussion: Need for continued consideration discussed to align strategic plan and service provider annual evaluation.

Action: Christy Prather-Skinner motioned to table action regarding updates to the service provider annual evaluation. Kelly Barnes seconded. The motion passed unanimously.

VI. New Business

New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 § 311(A)(9)

Discussion: Board member attendance expectations discussed as future agenda item.

VII. Adjourn

Action: Kelly Barnes made a motion to adjourn the meeting at 6:25pm. Christy Prather-Skinner seconded the motion. The motion passed unanimously.