



NOTICE OF MEETING OF THE BOARD OF DIRECTORS

11/09/2020 @ 4:00pm

Virtual Board meeting was held

Please contact 517-580-0020 for additional assistance

Community notification posted at the following locations: Insight Michigan Office; ISMI website

Pursuant of Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976, being

Sections 15.261 to 15.275 of the Michigan Compiled Laws

AGENDA:

1) **Call to Order:** 4:03 pm by Mike O'Brien

Roll Call: Jennifer Stevens, Jessica AcMoody, James Gambrell, and Brandon Brice

Also Present: Teresa Boardman (ISMI), Pieter Hoekstra (ISMI), Gena Sparks (ISMI), Mary Kimball (ISMI), Shada Biabani (CMU), Todd McIntire (K12), Bonnie Pawlowski (K12)

Missing: Mary Markert (K12) and Angela Bolen (ISMI)

Routine Business:

- a) Approval of Minutes from previous Board meeting from October 12, 2020
 - I. Motion to approve the Board Minutes from October 12, 2020: James Gambrell
 - II. Seconded: Mike O'Brien
 - III. Approval: Unanimous
- b) Approval of Agenda
 - I. Motion to approve the Agenda: Jessica AcMoody
 - II. Seconded: James Gambrell
 - III. Approval: Unanimous
- c) Public Comment: None

2) New Business:

a) **Board Member Update**

- Officially welcome Brandon Brice
 - Brandon has been attending meeting for several months but with Angela's departure and having submitted his notarized Oath of Office officially begins this month.
 - Already helpful in some resources in the Detroit area has worked to assist a pregnant-homeless student enrolled with us.

Mike O'Brien asked the question: Given our student population and how transient folks are and their social economic background, is that issue in terms of emergency services, does that come up regularly? Or is it irregular and is it something to keep in mind as we look at our budget? In term of having resources available for situation like that.

Teresa stated that we do get some Title funds that we can use for homelessness, McKinney Vento and what we have noticed is with the on-set of COVID since April not only are those kinds of resources in terms of housing, I have ordered a coat and some winter boots for a homeless student earlier this week, more food and pantry kinds of requests, and more referrals to our Social Worker social/emotional needs for students.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities

Act of 1990, Public Law 101-336, 42 USC 12101 et seq or any successor law.

Should you require specific accommodation(s) please contact

Teresa M. Boardman Head of School, prior to the meeting.

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Mary Kimball added that all schools that receive Title funding are required to do a Homeless Set Aside. It can be as little as \$1.00 depends on what your needs are and what your services with be to students. Last year \$1,000 was allocated providing Hot Spot and the data to go along with that to students to have that barrier removed. This year we are looking at the same and maybe increasing that and providing support services with reimbursing staff if they are covering costs for personal items for students. We also work with EATON RESA with their county wide McKinney-Vento Grant. Any student that is qualified as homeless we do have funds for that and if that is something the Board would be interested in digging into the demographics and maybe in a committee meeting looking at what the needs are we can do that. Our Social Worker, Courtney Ferris works with Pat at the office, tracks very closely what gets sent out to students, a hygiene kit or ink for their printer also other needs but those are the biggest that we are sending on a regular basis in addition to the Hot Spots. Yes, we do have students and families that contact us with in the moment crisis need. Courtney connects them with local resources and to their local 211, United Way is beneficial. Even putting together a statewide connection with all the Board Members connections could be very powerful.

Brandon wanted to add that he is on the Board of a Health Care Agency which targets those folks that have health concerns, please contact him. There are 5 facilities throughout Southeast Michigan if there is an issue of cost.

Jessica wanted to let everyone know the organization she works for are members in affordable housing. If there are any housing issues, contact Jessica.

b) Board Election of Officers

- Officer positions on the board as well as committee memberships need to be updated due to recent changes in the board.
- Officer Positions:
 - President
 - Vice President
 - Treasurer
 - Secretary
- Committee Representation
 - Governance
 - Academic
 - Finance

Nominations:

President	Brandon Brice
Vice President	James Gambrell
Treasurer	Jennifer Stevens
Secretary	Jessica AcMoody

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I. Motion to accept the fore mentioned candidates for each office be adopted: Mike O'Brien

II. Seconded: Jessica AcMoody

Vote was taken as follows:

Mike O'Brien	vote yes
Jennifer Stevens	vote yes
Jessica AcMoody	vote yes
James Gambrell	vote yes
Brandon Brice	vote yes

III. Approval: Unanimous

c) **Board Review of Meeting Schedule**

- Board meetings are currently scheduled for the 2nd Monday of the month at 4:00pm.
 - Is there a commitment to attend on these days and times?
 - Does the day and time need to be adjusted?

There is no scheduled meeting for December. Discussion of doing a Board Work Session in December. Could look at the roles and goals of the committees and prepare for next year. Teresa has descriptions of the committees and will make sure the Board have them before the meeting to review. Opportunity to recruit potential board members.

Board Working Session will be December 14, 2020 at 4:00pm.

d) **Academic Update**

- 1st quarter Block classes wrapped up on Friday
- Grades final Wednesday
 - Preliminary data indicates 64% passing rate for Q1 block courses.
- ISMI continues to monitor the following metrics closely as part of the ongoing K12 focus on student data
 - Students passing all courses
 - Currently at 38% (yoy Q1-2019 26%)
 - ISMI continues to focus on this area through standards-based instruction
 - Students are identified for small group instruction through formative assessments
 - Department-Principal meetings review course progress and identify additional supports
- Student connection calls
 - 70% of ISMI students have had a documented connection call in the past 30 days
- Q1 academic probation
 - Students to be identified this week. We are currently expecting to see 10% of our students on the list
 - Majority of students identified, all are being monitored closely for attendance and engagement
 - All students have been provided with ongoing support opportunities

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- Had the opportunity to share our best practices for ISMI with all K12 schools nationally
 - Knights at Night – After hours student supports
 - Invited to share ISMI best practices supporting LGBTQ+ students in future national calls

e) **Partnership Update**

- Evaluation of Partnership Agreement – Dan mentioned some open-ended questions that will be a part of the evaluation in GEM-MARS. Paul will share with ISMI when they are available
- Entire Partnership Agree will be evaluated-analyze and make sure that partners (Board and district leadership, RESA MDE) are doing what is stated in the agreement
- Evidence on strategies, action items for governing board and district leadership, Partnership District and IDS RESA should be collected and may be included in the presentation but will not be required for uploading. ISMI should be prepared to discuss during relevant portions of EPA
- Questions and discussion around calculating points in EPA through the lens of the OPD Guide
- [https://www.michigan.gov/documents/mde/Final OPD Comprehensive Guide.2019.05.02654285 7.pdf](https://www.michigan.gov/documents/mde/Final_OPD_Comprehensive_Guide.2019.05.02654285_7.pdf)
 - Dan LaDue stated that we will not know the answers to many of these questions until we know if there is going to be state testing. Note: Many of ISMI's goals are Index-based so this is of primary importance.

f) **Review Monthly Financials**

Bonnie presented the financial review for October 2020

- I. Motion to accept the Monthly Financials: Brandon Brice
- II. Seconded: Mike O'Brien
- III. Approved: Unanimous

f) **Motion to approve the K12 Payment**

- I. Motion to approve the K12 Payment of \$701,331.50: Mike O'Brien
- II. Seconded: Jennifer Stevens
- III. Approved: Unanimous

Electronic Signature Process

Current Bill Payment Process:

- Bills/Invoices are scanned into the payables system (AVID)
- Bills are approved by the Ops Manager, MS Accountant, Finance Manager, and HOS
- Bills are selected to be paid weekly based on due date
- Checks are printed, backup is assembled
- A board member is contacted, an in-person meeting is set
- Board member reviews backup and physically signs each check
- Checks over \$5,000 require a second board member signature, thus requiring another person meeting and review/signature

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Future Bill Payment Process:

- Bills//Invoices are scanned into the payables system (AVID)
- Bills are approved by the Ops Manager, MS Accountant, Finance Manager, and HOS
- Bills are selected to be paid weekly based on due date
- Open bills register is sent to board member(s) for email approval
 - Register will contain information in the description or memo column describing expense
 - Board member will be able to view the actual invoice in AVID
- Board member sends email approval after reviewing invoices/register
- A second board member sends email approval for checks over \$5000
- Once email approval(s) are obtained, checks will be printed with board member signature

Next Steps

- Decide which board member will be signers on the back account
- Fill out signature cards and file with the bank
- Fill out AVID signature form for each signer
- Decide who will be the primary invoice approver and check signer
- Decide who will be the invoice approver and check signer for checks for \$5k

Would like to start with December checks.

g) **K12 Updates**

Quick update from our Legislative Affairs Team today on the outcome of the election in Michigan really didn't change the legislative mix at all. Two republicans pick up in the state house and two democrat pick-ups and there will be some new leaders in place and our lobbying team will be working making sure they are educated the value of cyburn schools. We think there will be a threat to the budget next year that should become routine from the Governor's Office regardless of their political party. We have been able to continue to fight that off and hopefully with friends of the legislature we can continue and ready to move forward. There still the impending General Auditor's Report pushed back to be released late 2020. It's been over 18 months since it first was announced to be released. Once it does come out, we will be prepared. Auditor General review or oversight of cyber schools. There could be some additional pressure of some more oversight. Between the Authorizer and the Compliance Department that K12 has, and the work the school does we feel very comfortable we're in good shape.

3) **Authorizer Comment – CMU**

Board President Roundtable, November 19, 2020, November 20, November 23, 2020 - Webinar

Board Treasurer Roundtable, December 8, December 9, 2020 – Webinar

New Board Member Orientation, December 10, 2020 – Webinar

Can sign up on CMU website www.thecenterforcharters.org

Contract amendments requests are due in February, CMU is doing virtual visits and Insight is signed up to do one. CMU has extended free application fee and have many scholarships available to Charter School Students.

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CMU has been working on a project called Opportunity Youth. Received a letter asking if you want to continue meeting on this project. The Board must be involved because if the school is designated and certain criteria must be met, it could change your funding and your Ed goals for students. There are some advantages to the school. K12 has had a couple of discussions about it and there is general support in place. There are some factors that must be weighed in terms of what it would mean to enrollment and great distribution, a variety of thing like that but we are beginning to understand and move forward with those issue to work out. Can bring back to the Board later.

Strategic Planning – This is something this Board has not done. It's important to get that done especially if the board moves forward with Opportunity Youth. Michigan Association of School Boards has trainers they send out to help facilitate Strategic Planning. Shada has worked with the person that is doing the Strategic Planning. The process goes like this; he meets with the Board, he spends time at the school meeting with teachers, students, and sets up focus groups, sends out a survey to students and parents to get feedback and he collects all this data. Will spend a day with the Board, staff, parents from 8:30am to 3:00pm. Then Dr. Green will spend some time with the Administration Team to figure out implantation and then a final presentation back to the Board. This take approximately two months by the time you do all the meetings. Dr. Rod Green was a Superintendent for many years, a Principal he knows schools. Dr. Green will send a proposal if the Board is interested. The cost could be around \$8,000 which is a good price. Mike added that we should keep an open mind and think about we are the Board, we run the school. We have various discretionary funds we can look at those and say, we can afford this whether it's a good decision for the Board. There is a real constructive effort that can be done here in terms of identifying the school the way we want it to be identified. That we are judged by the right standards and our students are judged by the right standards. Mike thinks this is a huge step going in the right direction. Whether we qualify as an Opportunity Youth or alternative school judged properly by both the state, our authorizer and any other third party out there. Maybe have Ron come in when we have our Working Session meeting and outline his thoughts on doing this process.

Brandon suggested comparing with other facilitators just checking the cost. Shada recommends looking for someone that has worked with schools.

- 4) **Public Comment** – None
- 5) **Mike O'Brien adjourned the Meeting at 5:49pm.**

Next Board Meeting December 14 at 4:00pm.

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Minutes Certification:

Proposed minutes respectfully submitted,

Teresa M. Boardman

11/20/2020

Board Secretary/Recording Secretary

Date

Approved by the Board of Directors

Jessica AcMoody

12/16/2020

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