



APPROVED 9/16/13

**Indiana Connections Academy (INCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Monday, August 19, 2013 at 4:30 p.m.**

**Held at the following location and via teleconference:
6640 Intech Boulevard, Suite 250
Indianapolis, IN 46278**

I. Call to Order

In Mr. Windle's absence, Ms. Taylor called the meeting to order at 4:45 p.m. when all participants were present and able to hear each other. The meeting location was open to the public to attend.

II. Roll Call

Board Members Present: Theresa Bayt, Richard Ellery, and Stacy Taylor (in person);

Board Members Joined Later in Meeting: Jerry Windle;

Board Members Absent: Robbie Rhinesmith;

Guests Present: Melissa Brown, School Principal; Susan Stagner, Connections Education staff (in person); Allison Reaves, Shawn Soltz, Brenda Little, Brooke Hurst and Megann Arthur, Connections Education staff (via phone).

III. Public Comment

There were no public comments at this time.

IV. Routine Business

a. Approval of Agenda

Ms. Taylor asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 19, 2013 meeting of the Board of Directors of Indiana Connections Academy, as presented, is hereby approved.

The motion passed unanimously.

V. Oral Report

a. Principal's Report

i. Back to School Activities, Staffing, and Training Update

Ms. Brown discussed with the Board recent back to school activities for students and staff members, including the elementary ice cream social and face-to-face orientations for the middle and high school students. She also updated the Board on staffing and training efforts.

ii. Enrollment Update

Ms. Brown reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications. The Board discussed the current outreach and student recruitment efforts.

iii. Facility Update

Ms. Brown advised the Board that the expansion of the school facility is complete. She further offered to provide the Board with a tour of the building following the meeting.

b. Financial Report

Ms. Little reviewed the financial information contained in the Board materials and discussed relevant changes from the previous month's financial statement. She reviewed the balance sheet, and the school's revenue and expense statements.

i. 2012-2013 Unaudited Actuals Update

Mr. Soltz reviewed the unaudited financial statements from the previous school year with the Board.

ii. Loan Forgiveness Update

Mr. Soltz discussed the school's financial situation with the Board in detail, including the current implications of the new funding formula established by the State beginning in the 2013-2014 school year. The Board had an extensive discussion about potential risks and future opportunities with their financial forecast, as well as Connections historical practice of providing discretionary service credits to the school.

[Mr. Windle joined the meeting at 5:16 p.m.]

VI. Consent Agenda

Ms. Taylor asked the Board Members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. There being no items removed from the Consent Items, the following motion was made and seconded as follows:

- a. Approval of Minutes from the June 10, 2013 Board Annual Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoices for Case Management;
- d. Approval of 2013-14 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends; and
- e. Approval of Revised Employee Handbook; are hereby approved.

The motion passed unanimously.

VII. Action Items

- a. Approval of Connections Academy of Indiana, LLC Invoice for June

Mr. Windle reviewed in detail the June invoice as drawn from the financial report provided with the Board materials. He further advised the Board that payment will be made to Connections Academy based on the availability of funds. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Indiana, LLC invoice for June, in the amount of \$556,127.53, is hereby approved for payment upon the availability of funds.

The motion passed unanimously.

- b. Approval of School Goals for 2013-2014 School Year

Ms. Brown reviewed the school goals for the 2013-2014 school year included in the Board package with the Board. Ms. Brown advised that the staff worked closely with Connections on establishing the school goals. Ms. Brown advised the Board that the school goals represent the major driver for the staff incentive plan. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Schools Goals for 2013-2014 School Year, as presented, are hereby approved.

The motion passed unanimously.

- c. Approval of Connections Academy Professional Development Plan for the 2013-2014 School Year

Ms. Reaves reviewed in detail the Connections Academy Professional Development Plan for the 2013-2014 school year that was provided in the Board materials for Board review and consideration. She referenced

the school's Educational Products and Services Agreement with Connections Academy that includes an annual outline of teacher and staff training and professional development programs and opportunities. Ms. Reaves outlined the key components of the teacher and staff training and professional development program planned for the upcoming school year, and provided the Board with information on supplemental training opportunities the school plans to provide. She further advised the Board that the progress for each staff member was logged and records were maintained. The Board discussed the plan, and how the plan worked in cooperation with first year teacher requirements in the state. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy Professional Development Plan for the 2013-2014 school year, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Little left the meeting at 5:58 p.m.]

d. Approval of Electronic Communication Policy

Ms. Arthur discussed with the Board the proposed Electronic Communication Policy that has been reviewed by Board Counsel. After discussion, the Board requested to remove the following requirement:

"A member wishing to participate in a governing body meeting by electronic communication must inform the Board Chair or Board Designee at least seventy two (72) hours in advance of the meeting to allow Board staff to make arrangements for the member's participation by electronic communication."

There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Electronic Communication Policy, as amended removing the 72 hour advanced notice requirement, is hereby approved.

The motion passed unanimously.

e. Approval of Board Designee on Connections Education Curriculum Advisory Panel

Ms. Arthur reviewed the Connections Education Curriculum Advisory Panel with the Board. The Board discussed the purposes of the panel and who would best represent the needs and desires of the students on the panel. Stacy Taylor volunteered to be the Board Designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Stacy Taylor as the Board Designee on Connections Education Curriculum Advisory Panel, is hereby approved.

The motion was approved unanimously.

[Mr. Windle joined the Board meeting in person at 6:02 p.m.]

f. Ratification of School Principal Compensation for the 2013-2014 School Year

Mr. Windle reminded the Board of discussion held during the June meeting regarding school leadership compensation, and comparative market analysis. He discussed with the Board the communications he has

had with Connections, and the recommended compensation for the school principal. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Principal Compensation for the 2013-2014 School Year, as presented, is hereby ratified.

The motion passed unanimously.

VIII. Information Items

a. State Relations Update

Ms. Stagner provided the Board with an update on legislative activities which may impact the school.

b. 2013-2014 Items for Board Consideration

Ms. Arthur discussed with the Board the outline of 2013-2014 items for Board consideration, as included in the Board materials. She advised the Board that some items may be considered on a varying timeline or in accompaniment with other requests, based on the ongoing needs of the school.

[The Board Chair requested to add an Executive Session to the agenda at this time. Ms. Brown, Ms. Stagner, Ms. Reaves, Mr. Soltz, Ms. Hurst and Ms. Arthur left the meeting at 6:21p.m.]

Executive Session – IC § 5-14-1.5-6.1(7) – For discussion of records classified as confidential by state or federal statute – to discuss the school’s contract with Connections

The Board entered into Executive Session at 6:22 p.m. via a roll call vote to discuss the school’s contract with Connections - IC § 5-14-1.5-6.1(7). Board members present were: Jerry Windle, Stacy Taylor, Richard Ellery, and Theresa Bayt. There were no guests present in the session.

After the Board concluded their discussion, the Board resumed their open session at 7:30 p.m. No action was taken during closed session

IX. Adjournment and Confirmation of Next Meeting on Monday, September 16, 2013 at 4:30 p.m. ET

The next meeting is scheduled for September 16, 2013 at 4:30 p.m. ET. A motion was made and seconded to adjourn the meeting at 7:31 p.m. The motion passed unanimously.