



APPROVED 10/21/13

Indiana Connections Academy (INCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Monday, September 16, 2013 at 4:30 p.m.

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

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**I. Call to Order**

Ms. Taylor called the meeting to order at 4:33 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: Richard Ellery and Stacy Taylor (in person); Robbie Rhinesmith (via phone);

Board Members Absent: Theresa Bayt and Jerry Windle;

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

**III. Acceptance of Resignation of Board Member, Jerry Windle**

Ms. Taylor reviewed the resignation of Mr. Windle with the Board. The Board expressed their thanks and gratitude for Mr. Windle's service on the Board. There being no further discussion, the following motion was made and seconded as follows:

RESOLVED, that the acceptance of the resignation of Jerry Windle, effective immediately, is hereby approved.

The motion was approved unanimously.

**IV. Public Comment**

There were no public comments at this time.

**V. 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 September 16, 2013 meeting of the Board of Directors of Indiana Connections Academy, as presented, is hereby approved.

The motion passed unanimously.

## VI. Oral Report

### a. Principal's Report

#### i. Back to School Activities Update

Ms. Brown discussed with the Board recent back to school activities for students and staff members.

#### ii. Enrollment and Staffing Update

Ms. Brown reviewed the school's current enrollment numbers with the Board, including specific student demographics. The Board discussed the current outreach and student recruitment efforts.

#### iii. State Testing Update

Ms. Brown provided the Board with an update on recent state testing. She detailed the school's preparation and processes for testing, as well as student participation rates for the school.

### b. Funding Update

The Board indicated their intent to discuss this update once Ms. Stagner had joined the meeting.

### c. Financial Report

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

#### i. Audit Update

Mr. Soltz provided the Board with an update on the school's financial audit progress. The Board had a detailed discussion on the process for the school's audit, and those involved in the annual audit.

## VII. 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 August 19, 2013 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Supplemental Technology and Instruction Policy; and
- d. Approval of Section 504 Policy; are hereby approved.

The motion passed unanimously.

## VIII. Action Items

### a. Approval of Connections Academy of Indiana, LLC Invoices for July and August

Mr. Rhinesmith reviewed in detail the July and August invoices 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 invoices for July, in the amount of \$1,471,092.26, and August, in the amount of \$1,539,448.45, are hereby approved for payment upon the availability of funds.

The motion passed unanimously.

### b. Approval of Officers

Ms. Arthur reminded the Board of the recent resignation of the Board President, Mr. Windle. Board members present had discussion on the Officer position vacancy, and who would best serve the Board and school in this role. Nominations were opened for the position of Board President. Stacy Taylor was nominated for the position of Board President. There being no further nominations and no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Stacy Taylor for the position of Board President for the 2013-2014 school year, be approved.

The motion passed unanimously.

Board members discussed the vacancy left by Ms. Taylor of Board Secretary, and who would best serve the Board in this position. Nominations were opened for the position of Board Secretary. Richard Ellery was nominated for the position of Board Secretary. There being no further nominations and no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Richard Ellery for the position of Board Secretary for the 2013-2014 school year, be approved.

The motion passed unanimously.

### c. Approval of Board Designee for Annual School Handbook Review

Ms. Arthur reviewed the school's process for the development of both the general and state specific school handbooks for the following school year. Board members discussed the best representative from the Board to participate in the review for the 2013-2014 school year. 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 for annual school handbook review, as discussed, is hereby approved.

The motion passed unanimously.

### d. Approval of Board Training and Conference Attendance for the 2013-2014 School Year

Ms. Arthur reviewed the Board Academy training planned later this month in Baltimore, and related the positive feedback CE has received on the annual training opportunity. Board members had discussion on the training as presented, and expressed their desire to encourage Board members' participation in training programs and offerings, when schedules permitted. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that board training and conference attendance for the 2013-2014 school year, as discussed, is hereby approved.

The motion passed unanimously.

**IX. Information Items**

b. Board Recruitment

Ms. Arthur discussed with Board members the recent Board member vacancy, and current recruitment efforts. Board members discussed qualifications they preferred in the next Board member candidate.

[Ms. Stagner joined the meeting at 5:00 p.m.]

a. State Relations Update

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

Funding Update

Ms. Stagner provided the Board with an update on the school's funding picture. The Board discussed the state and federal funding options, as well as the school's current forecast.

**X. Adjournment and Confirmation of Next Meeting on Monday, October 21, 2013 at 4:30 p.m. ET**

The next meeting is scheduled for October 21, 2013 at 4:30 p.m. ET. A motion was made and seconded to adjourn the meeting at 5:12 p.m. The motion passed unanimously.