



**APPROVED 11/14/2016**

**Indiana Connections Academy (INCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Wednesday, October 19, 2016 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: Stacy Taylor (in person); Richard Ellery (via phone);

Board Members Absent: Shelly Reberg;

Guests Present: Melissa Brown, School Principal; Kelly Simone, School staff (in person); Robert Marra, Ball State University Executive Director of Office of Charter Schools; Pat Hoge, Allison Reaves, Susan Stagner, Brenda Little and Laura Coleman, Connections staff (via phone).

**III. Review and Consideration of Potential Board Member(s)**

Board members discussed the current Board composition, the qualifications of the Board member candidate included in the Board materials, and the Board's previously discussed preferences regarding candidate qualifications. Board members had a brief discussion on Ms. McKenzie Rogers' candidacy. Board members expressed a desire to meet Ms. Rogers at the next Board meeting. There being no further discussion, this item was tabled to a future Board meeting.

**IV. Public Comment**

There were no public comments at this time.

**V. Audit Committee, Committee of the Entire Board**

a. Review and Acceptance of the 2015-2016 Fiscal Year Audit Report

Ms. Little advised the Board that the 2015-2016 Fiscal Year Audit Report was being finalized by the independent audit firm, and would be presented at a future meeting for Board review and consideration. She further provided the Board with an update on the progress and timeline for the audit. There being no further discussion, this item was tabled to a future Board meeting.

## VI. 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, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the Agenda for the October 19, 2016 Meeting of the Board of Directors of Indiana Connections Academy, as presented, is hereby approved.

The motion was approved unanimously.

## VII. Oral Report

At the request of the Board, this item was moved up on the agenda.

[Dr. Marra joined the meeting at 4:38 p.m.]

### CTE School Concept

Dr. Hoge presented a pilot Career Technical Education (CTE) concept to the Board. Dr. Marra expressed Ball State University's (BSU) support of the concept. Ms. Stagner reviewed the next steps to initiate the pilot should the Board be in favor of the proposal, including the submission of a Charter Amendment. The Board expressed their support of the CTE School Concept.

[Dr. Marra left the meeting at 5:00 p.m.]

## Action Items

At the request of the Board, this item was moved up on the agenda.

### Approval of Board Chair as Board Designee to Finalize and Submit all Necessary Charter Amendment(s) on Behalf of the Board

Ms. Taylor reminded the Board of the CTE School Concept presentation. The Board indicated their desire to move forward with the amendment of the Charter with Ball State University and the appointment of the Board President as the Board Designee to finalize and submit all necessary Charter Amendment documentation on behalf of the Board. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the Board Chair as Board Designee to finalize and submit all necessary Charter Amendment(s) on behalf of the Board, as presented, is hereby approved.

The motion passed unanimously.

[Dr. Hoge left the meeting at 5:02 p.m.]

### a. Principal's Report

#### i. School Activities Update

Ms. Brown discussed with the Board recent school activities, including a recent rally and upcoming presentation by members of school leadership at the iNACOL conference.

ii. Enrollment and Staffing 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. She further provided the Board with an update on changes to staff composition based on enrollment.

iii. State of the School Report and Final Results on 2015-2016 Goals

Ms. Brown provided the Board with a state of the school report. She discussed last year's target enrollment goals as well as final enrollment numbers by grade level with the Board and reviewed the current enrollment and school goals. Ms. Brown reminded Board members that the staff worked closely with Connections Academy staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. Ms. Brown related that the goals are created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. The Board had discussion on the staff and student accomplishments over the past year, and thanked Ms. Brown for her thoroughness and partnership in the educational process.

iv. Staff Background Check Update

Ms. Brown reviewed recent changes to the staff background check process, as required by legislative revisions, and the effect on the budget as outlined in the Board materials.

b. CTE School Concept

This item was presented earlier in the meeting.

c. Financial Report

Ms. Little reviewed the revenue and expense statements included in the Board materials. She reviewed the changes in the financials and the forecasted expenses since last month's statements, enrollment funding, projected fund balance and specific expenses.

### VIII. 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 Agenda, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 15, 2016 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Case Management Invoice(s);
- d. Approval of Federal Title Funding Documentation: Parent Involvement Policy and Schoolwide Plan;
- e. Approval of State Testing Contract;
- f. Approval of Revision(s) to 2016-2017 School Year State-Specific Handbook: Multiple Updates; and
- g. Approval of Enrollment Opening for the 2017-2018 School Year; are hereby approved.

The motion was approved unanimously.

## IX. Action Items

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

Ms. Taylor reviewed the July, August and September invoices as drawn from the financial report provided in the Board materials, and reviewed earlier in the meeting. She advised that she reviewed the invoices and found them to be in order and asked the Board members whether they had any questions on the invoices or if any items required further explanation. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the Connections Academy of Indiana, LLC invoices for July, in the amount of \$2,042,423.84, August, in the amount of \$2,092,019.53, and September, in the amount of \$2,164,981.13, as presented, are hereby approved.

The motion was approved unanimously.

### a. Approval of Board Chair as Board Designee to Finalize and Submit all Necessary Charter Amendment(s) on Behalf of the Board

This item was considered earlier in the meeting.

## X. Information Items

### a. State Relations Update

Ms. Stagner provided the Board with an update on legislative activities which may impact the school. The Board discussed recent legislative activities in detail with Ms. Stagner.

### b. Partner School Leadership Team Update

Ms. Reaves presented to the Board on behalf of Connections' Partner School Leadership Team.

#### ii. School Operations Metrics

Ms. Reaves reviewed the first quarter school operations metrics included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation.

[Ms. Stagner left the meeting at 5:38 p.m.]

### c. Agreements for Student Enrollment for the 2017-2018 School Year: Regulatory Program Description, Parent/ Legal Guardian (Caretaker) Acknowledgement, Caretaker Designee Agreement and Designated Learning Coach Agreement

Ms. Reaves reviewed the student enrollment agreements for the 2017-2018 school year included in the meeting materials. She explained that minor edits have been made to the agreements for next school year, but highlighted that changes were non-substantive from the current year's agreements.

### d. 2015-2016 Connections Breakdown of Charges

Ms. Little reviewed the 2015-2016 Connections Breakdown of Charges as included in the Board materials.

e. 2016-2017 School Year Items for Board Consideration

Ms. Coleman reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

f. Board Recruitment Update

Ms. Brown provided the Board with a brief update on the ongoing recruitment efforts.

**XI. Adjournment and Confirmation of Meeting - Monday, November 14, 2016 at 4:30 p.m. ET**

There being no further business, the meeting was adjourned at 5:45 p.m. The next meeting is scheduled for November 14, 2016 at 4:30 p.m.