



**APPROVED 06/29/16**

**Indiana Connections Academy (INCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Monday, May 23, 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**

In the absence of Ms. Taylor, Mr. Ellery called the meeting to order at 4:35 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 (in person); Erika Wise (via phone);

Board Members Absent: Stacy Taylor;

Guests Present: Melissa Brown, School Principal; Russel Cox, Board Counsel (in person); Allison Reaves, Susan Stagner, Brenda Little and Laura Coleman, Connections staff (via phone).

**III. Review and Consideration of Potential Board Member**

Ms. Nelson and Ms. Coleman updated the Board on recent Board recruitment efforts. There being no potential candidates for consideration, this item was tabled.

**IV. Public Comment**

There were no public comments at this time.

**V. Routine Business**

a. Approval of Agenda

Mr. Ellery asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, Ms. Wise made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the Agenda for the May 23, 2016 meeting of the Board of Directors of Indiana Connections Academy, as presented, is hereby approved.

The motion was approved unanimously.

## VI. Audit Committee, Committee of the Entire Board

### a. Approval of Audit Firm Engagement for the 2015-2016 School Year

Ms. Little reviewed the audit firm engagement letter, as included in the Board materials. She advised the Board that the auditors that now work for Donovan, PC are the same auditors that the Board had engaged for the previous school year from Fitzgerald Issac, LLC. She further advised the Board that the estimate of audit-related charges was similar to the previous school year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of Donovan, PC for the 2015-2016 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

## VII. Oral Report

### a. Principal's Report

Ms. Brown reviewed the Monthly School Report (MSR) with the Board, highlighting changes from last month's report and trends in the report. The Board discussed enrollment trends and intent to return rates.

#### i. Charter Renewal Update

Ms. Brown reviewed with the Board the recent submission of the Charter Renewal to Ball State University.

#### ii. Graduation Plans and End of Year Activities Update

Ms. Brown advised the Board that the high school graduation ceremony is scheduled for June 4, 2016, and encouraged Board members to attend.

#### iii. State Testing Update

Ms. Brown reviewed with the Board the recent state testing preparations by school staff members, as well as participation rates.

### b. 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. The Board discussed specific budget line items, including staffing.

### c. School Leader Review Process Update

Ms. Reaves outlined the annual school leader review process with the Board. She thanked Board members for their feedback through the recent survey. Ms. Reaves further reminded the Board that Ms. Brown's final review will take place during the Board's Annual Meeting in June.

## VIII. Consent Agenda

Mr. Ellery 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. Wise made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 18, 2016 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Case Management Invoice(s);
- d. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2016-2017 School Year;
- e. Approval of Revisions to the 2016-2017 School Year General School Handbook: Update Associated with the Addition of a Family Connections Coordinator; and
- f. Approval of Curriculum for the 2016-2017 School Year; are hereby approved.

The motion was approved unanimously.

## IX. Action Items

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

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

RESOLVED, that the Connections Academy of Indiana, LLC invoice for April, in the amount of \$1,484,997.22, as presented, is hereby approved.

The motion was approved unanimously.

- b. Approval of Officers for the 2015-2016 School Year

Ms. Coleman reminded the Board of the former Treasurer's resignation and Mr. Ellery's willingness to fill the role until a new Board member could be appointed and assume the officer role. In the absence of a new Board member candidate the Board discussed who on the Board would best fill the Treasurer role. Mr. Ellery volunteered to assume the role of Board Treasurer for an additional month. There being no further nominations and no further discussion, Mr. Ellery made the following motion and it was seconded by Ms. Wise as follows:

RESOLVED, that the current slate of officers stands as follows:

Stacy Taylor, Board President;

Richard Ellery, Board Treasurer and Secretary, as discussed, is hereby approved.

The motion was approved unanimously.

- c. Approval of Charter Renewal Response to Ball State University

- d. Approval of School Student Achievement Plan

e. Approval of School Truancy Procedures for K-8 and High School

f. Approval of Revised Board Bylaws

The Board expressed their intent to consider Action Items (c) Approval of Charter Renewal Response to Ball State University; (d) Approval of School Student Achievement Plan; (e) Approval of School Truancy Procedures for K-8 and High School; and (f) Approval of Revised Board Bylaws together as they all relate to the Charter Renewal. On behalf of Ms. Taylor, Mr. Cox presented the Charter Renewal Response to Ball State University (BSU) and Revised Board Bylaws to the Board. He further reviewed the Charter Renewal process to date that included the School Leader, Board President, Connections Staff and himself. The Board discussed the recommended changes to the Board Bylaws. Ms. Brown reviewed the Student Achievement Plan and Truancy Procedures with the Board as requested by BSU as part of the Charter Renewal process. There being no further discussion, Mr. Ellery made the following motion and it was seconded by Ms. Wise as follows:

RESOLVED, that the Charter Renewal Response to Ball State University, as presented, is hereby approved.

FURTHER RESOLVED, that the School Student Achievement Plan, as presented, is hereby approved.

FURTHER RESOLVED, that the School Truancy Procedures for K-8 and High School, as presented, are hereby approved.

FURTHER RESOLVED, that the Revised Board Bylaws, as presented, are hereby approved.

The motion passed unanimously.

g. Approval of Board Counsel Confirmation of Services Letter for Submission to Ball State University

Mr. Cox reviewed the Confirmation of Services Letter with the Board as included in the Board materials. There being no further discussion, Mr. Ellery made the following motion and it was seconded by Ms. Wise as follows:

RESOLVED, that the Board Counsel Confirmation of Services Letter for Submission to Ball State University, as presented, are hereby approved.

The motion passed unanimously.

h. Approval of the 2016-2017 School Year Budget and Fee Schedule from Connections Academy of Indiana, LLC

Ms. Little presented the 2016-2017 School Year Budget and Fee Schedule to the Board. The Board requested this item be tabled until the next meeting when the Board President will be present. There being no further discussion, this item was tabled.

## X. **Information Items**

a. State Relations Update

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

b. School Leadership Team Update

Ms. Reaves presented to the Board on behalf of Connections' School Leadership Team. She provided the Board with additional background on state testing preparations and end of year activities.

c. Board Recruitment Update

This item was discussed earlier in the meeting.

d. Board Planning for the 2016-2017 School Year

i. Proposed Meeting Schedule

Mr. Ellery asked the Board to review the Board meeting schedule for the 2016-2017 school year as included in the Board meeting materials. Ms. Coleman advised that the consideration of the will be included on the June Annual Meeting agenda.

**XI. Adjournment and Confirmation of Annual Meeting - Monday, June 20, 2016 at 4:30 p.m. ET**

There being no further business, the meeting was adjourned at 5:15 p.m. The next meeting is scheduled for June 20, 2016 at 4:30 p.m.