



**APPROVED 8/17/2015**

**Indiana Connections Academy (INCA)  
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING  
Monday, June 15, 2015 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 4:44 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 In Person: Stacy Taylor, Robbie Rhinesmith, Richard Ellery and Erika Wise;

Guests Present: Melissa Brown, School Principal; Susan Stagner, Connections staff (in person); Tony Brose, Kim McMahan, Chandre Sanchez, Kelly Simone, School staff; Allison Reaves, Brenda Little and Laura Karns, Connections 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 June 15, 2015 meeting of the Board of Directors of Indiana Connections Academy, as presented, is hereby approved.

The motion passed unanimously.

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

a. Review and Consideration of Audit Firm Engagement for the 2014-2015 School Year Financial Audit

Ms. Little reviewed the audit firm engagement letter, as included in the Board materials. She advised the Board that the audit firm was the same the Board had engaged for the previous school year, and 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 Fitzgerald Isaac, LLC for the 2014-2015 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

## VI. Oral Report

### a. Principal's Report

Ms. Brown reviewed the Monthly School Report (MSR) and trends in enrollment data with the Board.

#### i. Graduation and End of Year Activities Update

Ms. Brown discussed the recent high school graduation ceremony, including number of graduates with the Board. She also discussed the school's end of year activities for staff and families.

#### ii. State Testing Update

Ms. Brown reviewed the recent state testing participation rates and school staff member efforts with regard to testing.

#### iii. Charter Renewal Update

Ms. Brown reviewed with the Board the school's preparations thus far for the Charter Renewal process. The Board discussed the timeline and process in detail.

#### iv. Enrollment and Staffing Update

Ms. Brown updated the Board on school staff hiring based on enrollment.

### b. Financial Report

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

#### i. Revised Budget Update

Ms. Little highlighted the proposed revisions to the 2014-2015 Budget. She noted changes to revenue and expenditure lines and responded to questions about the updated budget. Ms. Little advised the Board members that consideration of these revisions is included later in the agenda.

## 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, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 20, 2015 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Case Management Invoice(s);
- d. Approval of Revision(s) to the 2015-2016 School Year General School Handbook: Grievance Policy and Use of School Educational Materials;
- e. Approval of Revision(s) to the 2015-2016 School Year State-Specific Handbook: Charter Renewal Documentation;
- f. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2015-2016 School Year;
- g. Approval of Board Meeting Schedule for the 2015-2016 School Year; and
- h. Approval of Revised Budget for the 2014-2015 School Year; are hereby approved.

The motion passed unanimously.

### VIII. Action Items

- a. Approval of Connections Academy of Indiana, LLC Invoices for April and May

Ms. Little reviewed in detail the April and May invoices as drawn from the financial report provided in the Board materials, and reviewed earlier in the meeting. She asked the Board members whether they had any questions on the invoices or if any items required further explanation. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Indiana, LLC invoices for April, in the amount of \$1,839,363.73, and May, in the amount of \$932,880.85, as presented, are hereby approved.

The motion passed unanimously.

- b. Approval of the 2015-2016 School Year Budget and Fee Schedule from Connections Academy of Indiana, LLC

Ms. Little reviewed the proposed 2015-2016 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the school leader, Board Treasurer and/or other Designee(s) and Connections staff. She further reviewed the accompanying fee schedule from Connections Academy of Indiana, LLC with the Board. Ms. Little advised the Board that the 2015-2016 Fee Schedule being presented summarizes the basis for all charges from Connections to the school under the Educational Products and Services Agreement (EPSA), and that the basis for all charges is drawn directly from the Budget. Board members discussed the budget, including related staffing, outreach and other specific expenses for the school, as well as the fee schedule and all services provided by Connections under the schedule. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the proposed budget for the 2015-2016 school year and all assumptions provided therein and the fee schedule from Connections Academy of Indiana, LLC for the 2015-2016 school year, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Case Management Services Contract

Ms. Brown presented the proposed Case Management Services contract with Connections to the Board. She reviewed what services Connections will provide according to the contract, if approved. The Board discussed the benefits, budget and staffing implications of the contract. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Case Management Services Contract, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Board Designees to work with School Leader on Charter Renewal

Ms. Brown reviewed the need for two (2) Board designees to work with her on the school's Charter and Education Products and Services Agreement (EPSA) Renewals and all related documentation. Ms. Taylor and Mr. Rhinesmith volunteered to be the Board designees. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Stacy Taylor and Robert Rhinesmith, as Board Designees to work with the School Leader on charter renewal documentation, as discussed, is hereby approved.

The motion passed unanimously.

e. Approval of Directors

Ms. Karns advised the Board two (2) Board members terms were up for renewal at this meeting, Erika Wise and Robert Rhinesmith, III. Following their confirmation that they wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Erika Wise to the Indiana Connections Academy Board of Directors as a Class 2 Director, for a term of two (2) years to the 2017 Annual Meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the appointment of Robert Rhinesmith, III to the Indiana Connections Academy Board of Directors, as Class 3 Director, for a term of three (3) years to the 2018 Annual meeting, as discussed, is hereby approved.

The motion passed unanimously.

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

Ms. Karns presented this item to the Board. She reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2016. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

Stacy Taylor, Board President;  
Erika Wise, Board Treasurer; and  
Richard Ellery Board Secretary; as discussed, is hereby approved.

The motion was approved unanimously.

## **IX. Information Items**

### **a. State Relations Update**

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

#### **i. EPSA Renewal Update**

Ms. Stagner reminded the Board that the school's EPSA with Connections Academy is up for renewal this year. She further reminded the Board that based on the previously adopted Board Delegation policy and Action Item earlier in the agenda, that Ms. Taylor and Mr. Rhinesmith have been designated to work on this item on behalf of the Board. Ms. Stagner reviewed the anticipated timeline for the Board's review and consideration.

### **b. Board Recruitment Update**

Ms. Brown provided the Board with an update on the continued search for a new Board member. Board members discussed current Board composition, as well as their preferred background and credentials for the next candidate for the Board.

### **c. Results of the Parent Satisfaction Survey**

Ms. Brown reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. She noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor. The Board reviewed the results in detail.

## **X. EXECUTIVE SESSION – School Leader Performance Review - IC§ 5-14-1.5-6.1(b)(9) to discuss job performance evaluation of individual employees**

The Board entered into Executive Session at 5:46 p.m. upon a motion being made, seconded and confirmed via a roll call vote of all Board members present to discuss School Leader Performance Review pursuant to IC § 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees. Board members present were: Ms. Taylor, Mr. Rhinesmith, Mr. Ellery and Ms. Wise. Guests present were: Allison Reaves and Laura Karns. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 6:02 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. No action was taken during closed session.

## **XI. Approval of Action(s) Necessary Based on Executive Session**

### **a. Approval of School Leader Compensation for the 2015-2016 School Year**

Ms. Taylor reminded the Board of the discussion regarding the School Principal compensation during the Executive Session, and requested Board approval. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Leader compensation for the 2015-2016 school year in the amount of \$93,406.50 with a 20% bonus potential, as discussed, is hereby approved.

The motion passed unanimously.

**XII. Adjournment and Confirmation of Next Meeting - Monday, August 17, 2015 at 4:30 p.m. ET**

The next meeting is scheduled for August 17, 2015 at 4:30 p.m. A motion was made and seconded to adjourn the meeting at 6:04 p.m. The motion passed unanimously.