



**APPROVED 06/15/15**

**Indiana Connections Academy (INCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Monday, April 20, 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 4:32 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, Richard Ellery and Erika Wise;

Board Members Absent: Robbie Rhinesmith;

Guests Present: Melissa Brown, School Principal (in person); Allison Reaves, Susan Stagner, 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 April 20, 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 Acceptance of the 2013-2014 Fiscal Year Audit Report

Ms. Little reviewed the audit report for the fiscal year ending June 30, 2014, as included in the Board materials. She highlighted key aspects of the report, and related to the Board that the audit firm indicated no findings; Ms. Little advised that the report was the best result the school can achieve. Board members discussed the audit report, and expressed their satisfaction with the school and Connections for the results. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, the Audit Report for the fiscal year ending June 30, 2014, 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. School Operations Metrics

Ms. Brown presented this item to the Board. She reviewed the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation. Board members discussed the metrics data with Ms. Brown.

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

Ms. Brown advised the Board that the high school graduation ceremony is planned for June 6, 2015, and encouraged Board members to attend. She also discussed end of year activities for staff and families.

#### iii. State Testing Update

Ms. Brown reviewed the recent state testing participation rates and preparations by school staff members.

#### iv. DOE Outreach Coordinator Visit Update

Ms. Brown provided the Board with an update on the recent Department of Education Coordinator visit.

#### v. Charter Renewal Update

Ms. Brown reviewed with the Board the upcoming preparations for the 2015-2016 Charter Renewal process.

### b. Financial Report

Ms. Little presented the financial report to the Board. She reviewed the revenue and expense statements included in the Board materials. Ms. Little further reviewed forecasted expenses since the last month's statements, FTE funding, and the school's projected fund balance.

### c. School Leader Review Process Update

Ms. Reaves outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Reaves further reminded the Board that Ms. Brown's final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

## 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 February 9, 2015 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Case Management Invoice(s);
- d. Approval of School Calendar for the 2015-2016 School Year;
- e. Approval of Staff Compensation Plan for the 2015-2016 School Year;
- f. Approval of Revision(s) to Employee Handbook; and
- g. Approval of Curriculum for the 2015-2016 School Year; are hereby approved.

The motion passed unanimously.

## VIII. Action Items

- a. Approval of Connections Academy of Indiana, LLC Invoices for February and March

Ms. Little reviewed in detail the February and March 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 February, in the amount of \$1,792,316.69, and March, in the amount of \$1,906,803.92, as presented, are hereby approved.

The motion passed unanimously.

## IX. Information Items

- a. State Relations Update

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

- 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. Board Planning for the 2015-2016 School Year

Ms. Karns discussed the planning for the 2015-2016 school year that Connections Academy has been working on with the school.

ii. Proposed Meeting Schedule

Ms. Karns advised that the consideration of the Board meeting schedule for the 2015-2016 school year will be included on the June Annual Meeting agenda. The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year.

iii. Board Composition

Ms. Karns discussed the upcoming Annual Meeting in June with Board members, and the Director and Officer appointments that will be on the agenda for consideration. She further reminded the Board to notify the Board Chair if they wished to resign from the Board at the end of the year or change their officer position. Board members discussed current Board composition.

**X. Adjournment and Confirmation of Next Meeting - Monday, May 18, 2015 at 4:30 p.m. ET**

The next meeting is scheduled for May 18, 2015 at 4:30 p.m. A motion was made and seconded to adjourn the meeting at 5:07 p.m. The motion passed unanimously.