



APPROVED 6/29/2016

**Indiana Connections Academy (INCA)
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING
Wednesday, June 29, 2016 at 4:30 p.m.**

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

I. Call to Order

Ms. Taylor called the meeting to order at 4:49 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 and Richard Ellery (in person);

Board Members Absent: Erika Wise;

Guests Present: Melissa Brown, School Principal; Shelly Reberg, Potential Board Member Candidate; Allison Reaves, Susan Stagner, Shawn Soltz and Laura Coleman, Connections staff (via phone).

III. Review and Consideration of Potential Board Member

Ms. Reberg introduced herself to the Board and reviewed her qualifications and experience.

[Ms. Reberg left the meeting at 4:52 p.m.]

Board members discussed the current Board composition, the qualifications of Ms. Reberg and her successful background check completion. Board members expressed their desire for Ms. Reberg to fill the current vacancy on the Board. There being no further discussion, Mr. Ellery made the following motion and it was seconded by Ms. Taylor as follows:

RESOLVED, that the appointment of Board member candidate Shelly Reberg, effective immediately as a Class 3 Director for a term to the 2018 Annual Meeting, as discussed, is hereby approved.

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

RESOLVED, that the Agenda for the June 29, 2016 Annual Meeting of the Board of Directors of Indiana Connections Academy, as presented, is hereby approved.

The motion was approved unanimously.

VI. Oral Report

a. Principal's Report

i. Graduation 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.

[Ms. Reberg re-joined the meeting at 5:00 p.m.]

ii. Enrollment and Staffing Update

Ms. Brown provided the Board with the most up-to-date enrollment numbers. She further provided the Board with an update on changes to staff composition for the school year based on enrollment.

iii. Charter Renewal Update

Ms. Brown provided the Board with an update on the recent submission of the Charter Renewal to Ball State University. She further noted that the documentation was included in the Board materials for Board ratification later in the meeting.

b. Financial Report

Mr. Soltz reviewed the revenue and expense statements included in the Board materials. He reviewed the changes in the financials and the forecasted expenses since last month's statements, enrollment funding, projected fund balance and specific expenses. He further described the PayPal Account for the Board's consideration within the Consent Agenda and advised the Board of that it is not an account Connections can monitor.

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 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 May 23, 2016 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Case Management Invoice(s);
- d. Approval of Supplemental Educational Products and Services for the 2016-2017 School Year: Live Speech;
- e. Approval of PayPal Account to Receive Funds for Student Activities;
- f. Approval of Board Meeting Schedule for the 2016-2017 School Year;
- g. Approval of Revision(s) to Employee Handbook: Work at Home Stipend; and
- h. Approval of Revised Budget for the 2015-2016 School Year; are hereby approved.

The motion was approved unanimously.

VIII. Action Items

a. Approval of Connections Academy of Indiana, LLC Invoice for May

Mr. Ellery reviewed the May 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. Taylor as follows:

RESOLVED, that the Connections Academy of Indiana, LLC invoice for May, in the amount of \$1,542,352.23, as presented, is hereby approved.

The motion was approved unanimously.

b. Ratification of INCA Charter Renewal

Ms. Taylor reminded the Board of the discussion earlier in the meeting, and advised the Board of the review process completed to date by all parties involved, including herself as designee for the Board, Board Counsel and Connections. The Board indicated their desire to ratify the Charter Renewal with Ball State University. There being no further discussion, Ms. Taylor made a motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the INCA Charter Renewal, as presented, is hereby ratified.

The motion passed unanimously.

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

Mr. Soltz reviewed the proposed 2016-2017 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. He further reviewed the accompanying fee schedule from Connections Academy of Indiana, LLC with the Board. Mr. Soltz advised the Board that the 2016-2017 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, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the proposed budget for the 2016-2017 school year and all assumptions provided therein and the fee schedule from Connections Academy of Indiana, LLC for the 2016-2017 school year, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Directors

Ms. Coleman advised the Board one (1) Board member's term was up for renewal at this meeting, Stacy Taylor. Following her confirmation that she wished to continue on the Board, discussion was held on the renewal of her term. Ms. Coleman further reviewed Ms. Wise's resignation as included in the Board meeting materials. The Board expressed their gratitude for Ms. Wise's service on the Board. There being no further discussion, Mr. Ellery made the following motion and it was seconded by Ms. Taylor as follows:

RESOLVED, that the appointment of Stacy Taylor to the Indiana Connections Academy Board of Directors, as Class 1 Director, for a term of three (3) years to the 2019 Annual meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the acceptance of the resignation of Board Member, Erika Wise, effective at the close of the meeting, as discussed, is hereby approved.

The motion passed unanimously.

e. Approval of Officers for the 2016-2017 School Year

Ms. Coleman 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 2017. 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 and 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.

b. Results of the Parent Satisfaction Survey

The Board requested this item be tabled to the next Board meeting due to the consideration of time.

c. School Leadership Team Update

Ms. Reaves presented to the Board on behalf of Connections' School Leadership Team. She advised the Board of the upcoming leadership retreat in Baltimore, Maryland that Ms. Brown and her leadership team are attending.

d. Board Recruitment Update

There was no update at this time.

X. EXECUTIVE SESSION

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

b. IC § 5-14-1.5-6.1(b)(2)(B) to discuss initiation of litigation

The Board entered into Executive Session at 5:26 p.m. upon a motion being made by Ms. Taylor, seconded by Mr. Ellery 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. Ellery and Ms. Reberg. Guests present were: Allison Reaves and Laura Coleman. All others left the meeting at this time.

The Board discussed that there was not a need to continue Executive Session pursuant to Indiana Code IC § 5-14-1.5-6.1(b)(2)(B) to discuss initiation of litigation.

After the Board concluded their discussion, the Board resumed their open session at 5:39 p.m. upon a motion being made by Ms. Taylor, seconded by Mr. Ellery and confirmed via roll call vote of all Board members present. No action was taken during Executive Session.

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

a. Approval of School Leader Compensation for the 2016-2017 School Year

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

RESOLVED, that the School Leader compensation for the 2016-2017 school year in the amount of \$95,274.63 with a 20% bonus potential, as discussed, is hereby approved.

The motion passed unanimously.

XII. Adjournment and Confirmation of Annual Meeting - Monday, August 15, 2016 at 4:30 p.m. ET

There being no further business, the meeting was adjourned at 5:39 p.m. The next meeting is scheduled for August 15, 2016 at 4:30 p.m.