



APPROVED 5/22/2017

Indiana Online Learning Options, Inc. (IOLO)

GOVERNING BOARD for:  
Indiana Connections Academy (INCA)  
Indiana Connections Career Academy (INCC)

MINUTES OF THE BOARD OF DIRECTORS MEETING  
Monday, April 24, 2017 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: Stacy Taylor and Shelly Reberg (in person); Richard Ellery (via phone);

Board Members Absent: McKenze Rogers;

Guests Present: Melissa Brown, Executive Director; Stephanie Chi; INCC Principal (in person); Alan Chapman, Susan Stagner, Allison Reaves, Brenda Little, Kristin DeGross, and Laura Coleman, Connections staff (via phone).

III. Public Comment

There were no public comments at this time.

IV. Audit Committee, Committee of the Entire Board

a. Approval of Audit Firm Engagement for the 2016-2017 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 reviewed the anticipated audit-related charges and scope of services. 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 by Ms. Taylor and seconded by Ms. Reberg as follows:

RESOLVED, that the engagement of Donovan, P.C. for the 2016-2017 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

## 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 Ms. Reberg as follows:

RESOLVED, that the Agenda for the April 24, 2017 meeting of the Board of Directors of Indiana Online Learning Options, as presented, is hereby approved.

The motion was approved unanimously.

## VI. Oral Report

### a. School Leader's Report

#### i. State Testing Update

Ms. Brown reviewed with the Board the upcoming state testing preparations by school staff, as well as the testing currently being administered to students at various testing sites around the state.

#### ii. End of Year Activities Update

Ms. Brown reminded the Board that the high school graduation ceremony is planned for June 5, 2017, and encouraged Board members to attend.

#### iii. Telecommunication Services Update

Ms. Brown reviewed the proposal for hosted Voice over Internet Protocol (VOIP) Services as included in the Board meeting materials. She further reviewed the benefits and budget effects of the communications upgrade, including eliminated costs and fees and increased mobility for staff. The Board expressed their support of the upcoming communications transition.

#### iv. School Calendar and Staff Communications Update

Ms. Brown provided the Board with an update on this item. She reviewed the proposed school calendar for the 2017-2018 School Year, including the changes being made that will affect the allocation of personal days for school staff. Ms. Brown further discussed that all proposed school calendar changes that affect staff member work schedules are outlined in the proposed revisions to the Employee Handbook.

#### v. INCC School Launch Update

Ms. Brown introduced Ms. Chi to the Board, and reviewed ongoing preparations for the school launch, including anticipated additions to the school staff.

Ms. Brown further reviewed current enrollment at INCA, as well as a recent school activity that was well attended.

### 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 meeting's statements, enrollment funding, projected fund balance and specific expenses.

## VII. Consent Items

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, Ms. Taylor made the following motion and it was seconded by Ms. Reberg as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the February 27, 2017 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Case Management Invoice(s);
- d. Approval of School Calendar for the 2017-2018 School Year for INCA;
- e. Approval of School Calendar for the 2017-2018 School Year for INCC;
- f. Approval of Staff Compensation Plan for the 2017-2018 School Year;
- g. Approval of Revision(s) to the Employee Handbook for INCA and Employee Handbook for INCC;
- h. Approval of 2017-2018 School Year State Specific School Handbook for INCC;
- i. Approval of Board Treasurer as Board Designee to Negotiate, Finalize and Submit all Related Documentation to Initiate Banking Account(s) for INCC; and
- j. Approval of Board Counsel Confirmation of Services Letter for Submission to Ball State University; are hereby approved.

The motion was approved unanimously.

## VIII. Action Items

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

Ms. Reberg 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, Ms. Taylor made the following motion and it was seconded by Ms. Reberg as follows:

RESOLVED, that the Connections Academy of Indiana, LLC invoices for February, in the amount of \$2,076,393.35, and March, in the amount of \$2,504,191.35, as presented, are hereby approved.

The motion was approved unanimously.

- b. Approval of Educational Products and Services Agreement (EPSA) for INCC

Ms. Taylor reviewed the Educational Products and Services Agreement (EPSA) for INCC with the Board, including those involved in the review process and input received from Board Counsel. She asked the Board members whether they had any questions on the EPSA or if any items required further explanation. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Ms. Reberg as follows:

RESOLVED, that the Educational Products and Services Agreement (EPSA) for INCC, as presented, is hereby approved.

The motion was approved unanimously.

c. Approval of Revision(s) to Articles of Incorporation (AOI)

Ms. Taylor reviewed the Revision(s) to the Articles of Incorporation (AOI) with the Board. She asked the Board members whether they had any questions on the AOI revisions, or if any items required further explanation. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Ms. Reberg as follows:

RESOLVED, that the Revision(s) to the Articles of Incorporation (AOI), as presented, are hereby approved.

The motion was approved unanimously.

d. Approval of Revision(s) to Board Bylaws

Ms. Taylor reviewed the Revision(s) to Board Bylaws with the Board. She asked the Board members whether they had any questions on the bylaws, or if any items required further explanation. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Ms. Reberg as follows:

RESOLVED, that the Revision(s) to Board Bylaws, as presented, are hereby approved.

The motion was approved unanimously.

e. Approval of Amended and Restated Charter School Agreement

Ms. Stagner provided an update on the Charter School Agreement with Ball State University. She noted that the document was currently under review with the school's sponsor, and would be brought to the Board for consideration at a future meeting.

This item was tabled.

**IX. Information Items**

a. State Relations Update

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

b. Partner School Leadership Team (PSLT) Update

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

i. School Operations Metrics

Ms. Reaves 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. Reaves.

c. Curriculum for the 2017-2018 School Year

Ms. Reaves presented this item to the Board. She reviewed the 2017-2018 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by Connections. Ms. Reaves further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

d. Outreach Plan for the 2017-2018 School Year

Mr. Chapman presented this item to the Board. He reviewed the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Mr. Chapman highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Board members had discussion on the outreach plans and specific activities.

e. Board Planning for the 2017-2018 School Year

Ms. Coleman discussed the planning for the 2017-2018 school year that Connections Academy has been working on with the school.

i. Board Composition

Ms. Coleman discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair.

ii. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Coleman advised that the consideration of the Board meeting schedule for the 2017-2018 school year will be included on the June Annual Meeting agenda.

**X. Adjournment and Confirmation of Next Meeting - Monday, May 15, 2017 at 4:30 p.m. ET**

The next meeting is scheduled for May 15, 2017 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Ellery to adjourn the meeting at 5:30 p.m. The motion passed unanimously.