



**APPROVED 08/21/2017**

Indiana Online Learning Options, Inc. (IOLO)

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

**MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING**  
Monday, June 19, 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 4:33 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); Shelly Reberg (via phone);

Board Members Absent: McKenze Rogers;

Guests Present: Melissa Brown, Executive Director; Tony Brose, School staff (in person); Chandre Sanchez Reyes, School staff; Susan Stagner, Allison Reaves, Ray Lambert, Brenda Little, Kristin DeGross, and Laura Coleman, 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, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the Agenda for the June 19, 2017 Annual Meeting of the Board of Directors of Indiana Online Learning Options, as presented, is hereby approved.

The motion was approved unanimously.

## V. Oral Report

### a. School Leader's Report

#### 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. Enrollment and Staffing Update

Ms. Brown provided the Board with the most up-to-date enrollment numbers, including students in all stages of the enrollment process.

#### iii. INCC School Launch Update

Ms. Brown presented this item to the Board. She provided a staffing update, and advised that members of the school's leadership team would be attending an upcoming Leadership Retreat hosted by Connections.

### 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.

## VI. 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 Mr. Ellery as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the May 22, 2017 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Case Management Invoice(s);
- d. Approval of Board Meeting Schedule for the 2017-2018 School Year;
- e. Approval of Supplemental Educational Products and Services for the 2017-2018 School Year: Live Speech;
- f. Approval of the Board Treasurer Advancing Funds for Payment of Connections Invoice(s); and
- g. Approval of Revised Budget for the 2016-2017 School Year for INCA; are hereby approved.

The motion was approved unanimously.

## VII. Action Items

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

Ms. Reberg reviewed in detail the May invoice 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 invoice or if any items required further explanation. There being no further discussion, Ms. Reberg 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 \$1,238,686.34, as presented, is hereby approved.

The motion was approved unanimously.

b. Approval of Changes to Bank Signatories

Ms. Little presented this item to the Board. She reviewed Ms. Brown and Mr. Brose's current roles as bank signatories for INCA, and requested that Ms. Chi be added to the INCC bank account to accompany Ms. Brown as signatory for the school. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the changes to bank signatories, as discussed, is hereby approved.

The motion was approved unanimously.

c. Approval of the 2017-2018 School Year Budget and Fee Schedule from Connections Academy of Indiana, LLC

Ms. Little reviewed the proposed 2017-2018 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 2017-2018 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 2017-2018 school year and all assumptions provided therein and the fee schedule from Connections Academy of Indiana, LLC for the 2017-2018 school year, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of 2017-2018 School Year Budget and Fee Schedule from Indiana Connections Career Academy

Ms. Little reviewed the proposed 2017-2018 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 Indiana Connections Career Academy with the Board. Ms. Little advised the Board that the 2017-2018 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 2017-2018 school year and all assumptions provided therein and the fee schedule from Indiana Connections Career Academy for the 2017-2018 school year, as presented, is hereby approved.

The motion passed unanimously.

e. Approval of Directors

Ms. Coleman advised the Board that two (2) Board members' terms were up for renewal at this meeting, Richard Ellery and McKenzie Rogers. Following Mr. Ellery's confirmation that he wished to continue on the Board, discussion was held on the renewal of terms. Ms. Coleman further advised that Ms. Rogers had indicated her wish to continue for an additional term. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Ms. Reberg as follows:

RESOLVED, that the appointments of Richard Ellery and McKenzie Rogers to the Indiana Online Learning Options, Inc. Board of Directors, as Class 2 Directors, for a term of three (3) years to the 2020 Annual meeting, as discussed, is hereby approved.

The motion passed unanimously.

f. Approval of Officers for the 2017-2018 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 2018. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the appointment of:

Stacy Taylor, Board President;  
Michelle Reberg, Board Treasurer; and  
Richard Ellery, Board Secretary; as discussed, are hereby approved.

The motion was approved unanimously.

**VIII. Information Items**

a. State Relations Update

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

b. Amended and Restated Charter Amendment Update

Ms. Stagner presented this item to the Board, and provided an update on the amended and restated Charter. She further discussed items of note within the amendment, including enrollment levels for INCA and INCC.

c. Partner School Leadership Team (PSLT) Update

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

i. 2017-2018 School Year Support Update and Introduction

Ms. Reaves reviewed the school support to be provided by Connections for the 2017-2018 school year, including the roles of the Partner School Leadership Team (PSLT) and Program Manager. She further introduced Mr. Lambert to the Board, and reviewed Mr. Lambert's PSLT role in supporting INCA and INCC for the 2017-2018 school year.

d. 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.

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

The Board entered into Executive Session at 5:14 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, Laura Coleman, and Kristin DeGross. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 5:27 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.

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

a. Approval of School Leader Compensation for the 2017-2018 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 2017-2018 school year in the amount of \$101,943.12 with a 20% bonus potential, as discussed, is hereby approved.

The motion passed unanimously.

**XI. Adjournment and Confirmation of Next Meeting - Monday, August 21, 2017 at 4:30 p.m. ET**

The next meeting is scheduled for August 21, 2017 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Ellery to adjourn the meeting at 5:28 p.m. The motion passed unanimously.