



**APPROVED 09/25/2017**

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, August 21, 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 4:34 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 (in person); Chandre Sanchez Reyes, School staff; Ray Lambert, Brenda Little, and Kristin DeGroff, 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 August 21, 2017 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. Back to School Activities, Staffing, and Training Update

Ms. Brown discussed with the Board recent back to school activities, including successful orientations with students, families and teachers. She also updated the Board on staffing and training efforts for INCA and INCC.

#### ii. Enrollment Update

Ms. Brown reviewed the current enrollment numbers for INCA, as well as trends in enrollment.

#### iii. Connections Academy Summer Leadership Conference

Ms. Brown discussed the recent CA Leadership Conference, held annually in Baltimore. She reviewed many of the topics covered at the retreat, as well as mentoring and networking opportunities for her and other school leadership team members.

#### iv. INCA School Operations Metrics

Ms. Brown presented this item to the Board. She reviewed the data included in the Board materials, highlighting INCA'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.

#### v. INCC School Update

Ms. Brown reviewed current enrollment for the school's first month of operations, as well as ongoing outreach efforts for student recruitment.

### 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.

#### i. Unaudited 2016-2017 Financial Results

Ms. Little reviewed the unaudited financial results from the previous school year with the Board, including summer school expenses. She further provided the Board with an update on the audit engagement process.

## 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 June 19, 2017 Annual Board Meeting;
- b. Approval of Staffing Report for INCA;
- c. Approval of Staffing Report for INCC;
- d. Approval of Connections Academy of Indiana, LLC Invoices for June;
- e. Approval of Invoice(s) from Connections Education Summer School 2017 for INCA;
- f. Approval of Invoice(s) for Supplemental Educational Products and Services for INCA: GradPoint;
- g. Approval of 2017-2018 Base Salaries and Incentive Percentage, and Career Ladder Positions for INCA;
- h. Approval of 2017-2018 Base Salaries and Incentive Percentage, and Career Ladder Positions for INCC;
- i. Approval of Employee Handbook Revision(s) for INCC and INCA: Work at Home Stipends;
- j. Approval of Federal Title Funding Documentation: INCA Revision(s) to Parent and Family Engagement Policy; and
- k. Approval of Section 504 Policy for INCC; are hereby approved.

The motion was approved unanimously.

## **VII. Action Items**

- a. Approval of Board Training and Conference Attendance for the 2017-2018 School Year

Ms. DeGross reviewed the upcoming trainings and conferences that have been identified that may interest members of the Board. The Board reviewed the upcoming training offerings. The Board further discussed the advantages and specific agenda topics of each conference, and their support of Board members making an effort to attend the training opportunities. Ms. Reberg further discussed her attendance at the NCSC in Washington, D.C. She noted the value of the information that was presented at the conference and thanked Connections for coordinating the travel arrangements. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the Board training and conference attendance for the 2017-2018 school year, including National Charter Schools Conference and National School Boards Association, as discussed, is hereby approved.

The motion passed unanimously.

## **VIII. Information Items**

- a. State Relations Update

In Ms. Stagner's absence, a written report was provided to the Board that outlined legislative activities which may impact the school.

- b. Amended and Restated Charter Amendment Update

In Ms. Stagner's absence, this item was not discussed.

- c. Partner School Leadership Team (PSLT) Update

i. Teacher Professional Development Products and Services for the 2017-2018 School Year

Mr. Lambert reviewed the professional development products and services for school staff, as offered by Connections for the 2017-2018 school year. He discussed the various levels and delivery models of professional learning opportunities available to staff members based on years of service and experience. He and Ms. Brown also highlighted the additional training and development opportunities offered by school leadership. Mr. Lambert further advised of the training and resource opportunities available for Learning Coaches at the school.

d. Conflict of Interest and Background Check Reminders

Ms. DeGross thanked all Board members for completing their Conflict of Interest statements for the 2016-2017 school year.

e. National Charter Schools Conference Update

This item was discussed previously in the meeting.

f. Board Recruitment Update

Ms. Brown provided the Board with an update regarding ongoing Board recruitment, including the school's participation in an upcoming community event.

**IX. Adjournment and Confirmation of Next Meeting - Monday, September 18, 2017 at 4:30 p.m. ET**

The next meeting is scheduled for September 18, 2017 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Ellery to adjourn the meeting at 5:07 p.m. The motion passed unanimously.