



**APPROVED 01/22/2018**

Indiana Online Learning Options, Inc. (IOLLO)

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

MINUTES OF THE BOARD OF DIRECTORS MEETING  
Monday, November 13, 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, McKenzie Rogers, and Richard Ellery (in person);

Guests Present: Tony Brose and Stephanie Chi, INCA School staff (in person); Chandre Sanchez Reyes, INCC School staff; Ray Lambert, Susan Stagner, Brenda Little, and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (via phone).

**III. Public Comment**

There were no public comments at this time.

**IV. Audit Committee, Committee of the Entire Board**

a. Review and Acceptance of the 2016-2017 Fiscal Year Audit Report: INCA

Ms. Little advised that the audit report for the 2016-2017 school year had not yet been received from the independent audit firm, and recommended the Board appoint a Designee to work with school leadership and POBL staff to finalize and submit the necessary documentation by the state deadline. The Board discussed who the best person was to act as Designee for this purpose. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the Board President as Board Designee to work with School Leadership and POBL to finalize and submit the 2016-2017 school year Financial Audit Report: INCA by all applicable deadlines, is hereby approved.

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. Rogers as follows:

RESOLVED, that the Agenda for the November 13, 2017 Meeting of the Board of Directors of Indiana Online Learning Options, as presented, is hereby approved.

The motion was approved unanimously.

## VI. Oral Reports

### a. School Leader's Report

#### i. INCA Report

##### 1. School Activities, Enrollment, and Staffing Update

Mr. Brose discussed recent school activities in the Elementary and Middle Schools with the Board, including Fall Fest and book fairs. He further reviewed staffing levels for the same grade levels, including positions added based on increased enrollment. Ms. Sanchez Reyes further provided updates on school activities and staffing for the High School.

##### 2. Update on Student Intervention Efforts – Tier 1 and Tier 2

Mr. Brose and Ms. Sanchez Reyes updated the Board on Student Intervention Efforts for all grade levels. They advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as Pearson Online and Blended Learning's (POBL) useful tools for tracking student progress. Mr. Brose further discussed the relation these efforts have to the school's annual success in goals completion.

##### 3. State of the School Report, Final Results on 2016-2017 Goals, and State Testing Results

Mr. Brose and Ms. Sanchez Reyes provided the Board with a state of the school report. Mr. Brose reviewed all data for the Elementary and Middle Schools, while Ms. Sanchez Reyes discussed last year's target enrollment goals for High School, as well as final enrollment numbers by grade level and current enrollment and school goals. Each reminded Board members that the staff worked closely with Pearson Online and Blended Learning (POBL) staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. Mr. Brose and Ms. Sanchez Reyes both related that the goals are created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. They also reviewed with the Board the recent state testing data per school level. The Board had discussion on the staff and student accomplishments over the past year, and thanked Mr. Brose and Ms. Sanchez Reyes for all leadership team members' thoroughness and partnership in the educational process.

ii. INCC Report

1. School Activities, Enrollment, and Staffing Update

This update was provided earlier in the meeting.

2. Update on Student Intervention Efforts – Tier 1 and Tier 2

This update was provided earlier in the meeting.

3. State of the School Report: INCC

This update was provided earlier in the meeting, in cooperation with Mr. Brose's State of the School Report for INCA. Board members discussed both programs' progress toward their school goals.

b. Financial Report

i. Banking Institution Update

Ms. Little provided the Board with an update on this item, and answered Board members' questions regarding banking procedures.

iii. INCA Financial Report

Ms. Little reviewed the revenue and expense statements for INCA as 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.

iv. INCC Financial Report

Ms. Little reviewed the revenue and expense statements for INCC as included in the Board materials. She reviewed the financials and the forecasted expenses, including 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. Rogers as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the September 25, 2017 Board Meeting;
- b. Approval of Staffing Report for INCA;
- c. Approval of Staffing Report for INCC;
- d. Approval of Connections Education Invoices for September and October: INCA;
- e. Approval of Connections Education Invoices for September and October: INCC;
- f. Approval of Case Management Invoice(s): INCA;
- g. Approval of Enrollment Opening on First Business Day in March and Authorization for the School Leader to Work with Pearson Online & Blended Learning (POBL) Regarding Opening Enrollment: INCA & INCC;
- h. Approval of Revision(s) to the 2017-2018 School Year State Specific School Handbook for INCA: General Revisions;

- i. Approval of Revision(s) to the 2017-2018 School Year State Specific School Handbook for INCC: General Revisions;
- j. Approval of Summer School Offering to Students: INCC;
- k. Approval of State Testing Contract; and
- l. Approval of Federal Title Funding Documentation: Schoolwide Plan- INCA; are hereby approved.

The motion was approved unanimously.

## VIII. Action Items

### a. Approval of Officers for the 2017-2018 School Year: Board Treasurer

Ms. Arthur presented this item to the Board. She reviewed with the Board the Board Treasurer position as set out in the Board-adopted Bylaws, as well as the recent vacancy of the position and the advantages to having someone in the position, even if in an interim basis until additional Board member recruitment could be completed. Board members discussed recruitment efforts briefly, and Ms. Taylor serving in the role on an interim basis. There being no further discussion, Mr. Ellery made the following motion and it was seconded by Ms. Rogers as follows:

RESOLVED, that the appointment of Stacey Taylor as the Interim Board Treasurer until additional Board Member appointments are completed; as discussed, is hereby approved.

The motion was approved unanimously.

Board members had discussion with those in attendance about the challenges to Board member recruitment, and brainstormed potential avenues for recruitment of Board member candidates.

[Ms. Rogers left the meeting at 5:33 p.m.]

## IX. Information Items

### a. State Relations Update

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

### b. Partner School Leadership Team (PSLT) Update

Mr. Lambert presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team.

#### i. School Operations Metrics: INCA

Mr. Lambert reviewed the first quarter school operations metrics for INCA as included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation.

#### ii. School Operations Metrics: INCC

Ms. Lambert reviewed the first quarter school operations metrics for INCC as included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation.

iii. School Leader Review Process Reminder

Mr. Lambert outlined the annual school leader review process with the Board. He reminded Board members that the process includes feedback from the Board through a survey. Mr. Lambert further reminded the Board that Ms. Brown's mid-year review will be discussed during the January meeting and the final review will take place during the Board's Annual Meeting in June. He also reiterated the importance of Board member participation in the review process.

c. Pearson Online & Blended Learning (POBL) Rebranding Update

Ms. Arthur provided the Board with an update on the rebranding efforts of Pearson Online & Blended Learning (POBL), formerly Connections Education. She advised of the minor changes that may be noticed in the coming months, and re-iterated that these brand modifications are occurring for POBL at the corporate level only, and should not have any effect on the school.

d. Board Recruitment Update

Ms. Taylor advised that further discussion on Board recruitment would happen at the next meeting.

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

The next meeting is scheduled for December 18, 2017 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Ellery to adjourn the meeting at 5:44 p.m. The motion passed unanimously.