



**APPROVED 02/26/2018**

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, January 22, 2018 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);

Board Members Absent: McKenze Rogers;

Guests Present: Melissa Brown, Executive Director; Tony Brose and Stephanie Chi, School staff; Ravi Shah, Board member candidate (in person); Chandre Sanchez Reyes, School staff; Ray Lambert, Susan Stagner, Brenda Little, and Kristin DeGross, 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 reviewed the audit report for INCA for the fiscal year ending June 30, 2017, as included in the Board materials. She highlighted key aspects of the report, and related to the Board that the audit firm indicated a singular finding in regards to the internal controls processes. She advised that the finding was related to a recent change in state requirements, and that all internal control procedures were currently in compliance. Ms. Little re-iterated her satisfaction in working with the school and audit firm on this year's audit. Board members discussed the audit report, and expressed their satisfaction with the school and Pearson Online and Blended Learning (POBL) for the results. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the acceptance of the 2016-2017 school year Financial Audit Report: INCA, as discussed, 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 Mr. Ellery as follows:

RESOLVED, that the Agenda for the January 22, 2018 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. Accreditation Update

Ms. Brown presented this item to the Board. She reviewed the ongoing accreditation process, as well as an upcoming site visit to the school, and requested Board member participation in the on-site interviews.

Ms. Brown further discussed enrollment levels at INCA, as well as the current wait-list in place at the school. Board members discussed enrollment and wait-list procedures in detail. Additionally, Ms. Brown advised of the recently awarded Recognized ASCA Model Program (RAMP) designation from the American School Counselor Association. Board members congratulated the school and counseling staff on the award.

##### 2. School Operations Metrics

Ms. Brown noted that this item would be discussed later in the meeting.

#### ii. INCC Report

##### 1. Enrollment Update

Ms. Brown provided the Board with an enrollment update for INCC.

Ms. Chi advised the Board of second semester activities, including ongoing contact with students and families at the school.

##### 2. School Operations Metrics

Ms. Brown noted that this item would be discussed later in the meeting.

b. Financial Report

i. 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.

ii. 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 Mr. Ellery as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the November 13, 2017 Board Meeting;
- b. Approval of Staffing Report for INCA;
- c. Approval of Staffing Report for INCC;
- d. Approval of Connections Education Invoices for November and December: INCA;
- e. Approval of Connections Education Invoices for November and December: INCC;
- f. Approval of Case Management Invoice(s): INCA;
- g. Approval of Revision(s) to the 2017-2018 School Year General School Handbook for INCA and INCC: Clubs and Activities Policy;
- h. Approval of Revision(s) to the 2017-2018 School Year State Specific School Handbook for INCA and INCC: School Age;
- i. Approval of the 2018-2019 School Year General School Handbook: INCA and INCC;
- j. Approval of the 2018-2019 School Year State Specific School Handbook: INCA;
- k. Approval of the 2018-2019 School Year State Specific School Handbook: INCC; and
- l. Approval of Federal Title Funding Plans for INCC: Homeless Students Policy; are hereby approved.

The motion was approved unanimously.

**VIII. Action Items**

There were no action items at this time.

**IX. Information Items**

a. Future Funded Enrollment Growth: INCA

Ms. Brown advised that the school was currently working on projected enrollment levels for INCA, and that a funded enrollment target would be presented at a future meeting. She further advised that the enrollment target is a major driver for school budget planning, including outreach, staffing, and many other initiatives.

b. Future Funded Enrollment Growth: INCC

Ms. Brown advised that the school was currently working on projected enrollment levels for INCC, and that a funded enrollment target would be presented at a future meeting. She further advised that the enrollment target is a major driver for school budget planning, including outreach, staffing, and many other initiatives.

c. State Relations Update

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

d. Partner School Leadership Team (PSLT) Update

Mr. Lambert presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team. He reviewed the Operations Metrics data included in the Board materials for INCA and INCC, highlighting the schools' performance as compared with other POBL partnering schools of similar size and years in operation. Board members discussed metrics data with Mr. Lambert.

e. Budget Development Process Update

Mr. Lambert reviewed the 2018-2019 budget development process with the Board. He advised the Board that the process starts with the funded enrollment target, and includes input from the Board and school leader. Ms. Lee further reviewed potential fee schedule and benefit rate changes for the upcoming fiscal year. Additionally, she reviewed the budget development schedule, including the planned budget consideration in May. The Board thanked Mr. Lambert and Ms. Little for the budget reminders.

f. Board Recruitment Update

Ms. Taylor provided the Board with an update on ongoing Board recruitment efforts. She introduced Mr. Shah to the Board as a potential candidate, and advised him of the expectations and responsibilities of Board members. Additionally, Mr. Ellery discussed the areas of expertise the Board was looking for, and reviewed Mr. Shah's qualifications and expertise in the financial arena.

Mr. Shah further reviewed his qualifications as a potential member of the Board. Board members thanked Mr. Shah for attending the meeting.

**X. EXECUTIVE SESSION – IC § 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees**

The Board entered into Executive Session at 5:18 p.m. upon a motion made by Ms. Taylor, seconded by Mr. Ellery and confirmed via a roll call vote of all Board members present, pursuant to Indiana Code IC § 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees. Board members in attendance to begin the session were: Stacy Taylor and Richard Ellery. Guests invited by the Board to attend were: Kristin DeGross and Ray Lambert. All others left the meeting at this time.

The Board ended Executive Session and entered into open session at 5:27 p.m. upon a motion made by Ms. Taylor, seconded by Mr. Ellery and confirmed via a roll call vote of all Board members present. No action was taken during Executive Session.

**XI. Adjournment and Confirmation of Next Meeting - Monday, February 26, 2018 at 4:30 p.m. ET**

The next meeting is scheduled for February 26, 2018 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Ellery to adjourn the meeting at 5:27 p.m. The motion passed unanimously.