



APPROVED 06/25/2018

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, May 21, 2018 at 4:30 p.m.

Held at the following location and via teleconference:
6640 Intech Boulevard, Suite 250
Indianapolis, IN 46278

I. Call to Order

Ms. Taylor called the meeting to order at 4:43 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, Richard Ellery, and Ravi Shah (in person);

Guests Present: Melissa Brown, Executive Director; Stephanie Chi, School staff (in person); Tony Brose and Chandre Sanchez Reyes, School staff; Ray Lambert, Susan Stagner, Brenda Little, Jay Ragley, Alan Chapman, and Kristin DeGroff, Pearson Online & Blended Learning (POBL) staff (via phone).

III. Confirmation of Board Member: Ravi Shah

Ms. Taylor reminded the Board of their February Board meeting appointment of Ravi Shah to the Board, and noted the successful completion of the background check requirements. She welcomed Mr. Shah to the Board.

IV. Acceptance of Resignation of Board Member: McKenzie Rogers

Ms. Taylor reviewed Ms. Rogers' resignation letter with the Board. There being no further discussion, a motion was made by Ms. Taylor and seconded by Mr. Ellery as follows:

RESOLVED, the resignation of McKenzie Rogers from the Indiana Online Learning Options Board of Directors, as presented, is hereby accepted, effective immediately.

The motion passed unanimously.

V. Public Comment

There were no public comments at this time.

VI. Audit Committee, Committee of the Entire Board

a. Approval of Audit Firm Engagement for the 2017-2018 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 Mr. Ellery and seconded by Ms. Taylor as follows:

RESOLVED, that the engagement of Donovan, P.C. for the 2017-2018 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

VII. 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 May 21, 2018 Meeting of the Board of Directors of Indiana Online Learning Options, as presented, is hereby approved.

The motion was approved unanimously.

VIII. Oral Reports

a. School Leader's Report

i. INCA Report

1. Update on Graduation Plans and End of Year Activities

Ms. Sanchez Reyes advised the Board of the school's planning for the upcoming high school graduation ceremony and encouraged Board members to attend. Ms. Brown further reviewed upcoming field trips and end of year activities.

2. Update on State Testing

Mr. Brose reviewed with the Board recent testing administered to students at various testing sites around the state.

ii. INCC Report

1. Update on End of Year Activities

Ms. Chi reviewed upcoming field trips and end of year activities. She further reviewed staffing efforts for the upcoming school year.

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.

IX. 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 February 26, 2018 Board Meeting;
- b. Approval of Staffing Report for INCA;
- c. Approval of Staffing Report for INCC;
- d. Approval of Connections Education Invoices for February, March, and April: INCA;
- e. Approval of Connections Education Invoices for Preliminary Startup Costs, February, March, and April: INCC;
- f. Approval of Case Management Invoice(s): INCA;
- g. Approval of Revision(s) to Fiscal Controls Policy;
- h. Approval of School Calendar for the 2018-2019 School Year: INCA;
- i. Approval of School Calendar for the 2018-2019 School Year: INCC;
- j. Approval of Staff Compensation Plan for the 2018-2019 School Year: INCA;
- k. Approval of Staff Compensation Plan for the 2018-2019 School Year: INCC;
- l. Approval of Revision(s) to Employee Handbook: INCA;
- m. Approval of Revision(s) to Employee Handbook: INCC;
- n. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2018-2019 School Year: INCA and INCC; and
- o. Approval of Supplemental Educational Products and Services for the 2018-2019 School Year: Case Management/Live Speech Contract for INCA; are hereby approved.

The motion was approved unanimously.

X. Action Items

a. Approval of Revision(s) to Funded Enrollment Target for the 2018-2019 School Year: INCC

Ms. Brown reviewed the proposed revision(s) to the enrollment target for the 2018-2019 school year: INCC of 200 students. The Board had a discussion and agreed that this was a good target to set for the upcoming school year based on staffing, budget and enrollment projections. Ms. Taylor made the following motion and it was seconded by Mr. Ellery as follows:

RESOLVED, that the revision(s) to Funded Enrollment Target for the 2018-2019 School Year: INCC, as discussed, is hereby approved.

The motion was approved unanimously.

b. Approval of the 2018-2019 School Year Budget and Fee Schedule for Indiana Connections Academy

Ms. Little reviewed the proposed 2018-2019 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 POBL staff. She further reviewed the accompanying fee schedule from Connections Academy of Indiana, LLC with the Board. Ms. Little advised the Board that the 2018-2019 Fee Schedule being presented summarizes the basis for all charges from POBL 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 POBL 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 2018-2019 school year and all assumptions provided therein and the fee schedule for Indiana Connections Academy for the 2018-2019 school year, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of 2018-2019 School Year Budget and Fee Schedule for Indiana Connections Career Academy

Ms. Little reviewed the proposed 2018-2019 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 POBL staff. She further reviewed the accompanying fee schedule from Indiana Connections Career Academy with the Board. Ms. Little advised the Board that the 2018-2019 Fee Schedule being presented summarizes the basis for all charges from POBL 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 POBL 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 2018-2019 school year and all assumptions provided therein and the fee schedule for Indiana Connections Career Academy for the 2018-2019 school year, as presented, is hereby approved.

The motion passed unanimously.

XI. 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 data 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. Board members discussed the metrics data with Mr. Lambert.

ii. School Operations Metrics: INCC

Mr. Lambert reviewed the data 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. Board members discussed the metrics data with Mr. Lambert.

iii. Curriculum for the 2018-2019 School Year

Mr. Lambert presented this item to the Board. He reviewed the 2018-2019 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by POBL. Mr. Lambert further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

iv. Planning for School Leader Performance Review

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 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. Outreach Plans for the 2018-2019 School Year: INCA and INCC

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

d. Board Planning for the 2018-2019 School Year

Ms. DeGross discussed the planning for the 2018-2019 school year that POBL has been working on with the school.

i. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. DeGross advised that the consideration of the Board meeting schedule for the 2018-2019 school year will be included on the June Annual Meeting agenda

ii. Board Composition

Ms. DeGross 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.

e. Board Recruitment Update

Ms. Taylor provided the Board with an update on ongoing Board recruitment efforts.

XII. Adjournment and Confirmation of Annual Meeting - Monday, June 18, 2018 at 4:30 p.m. ET

The annual meeting is scheduled for June 18, 2018 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Ellery to adjourn the meeting at 5:46 p.m. The motion passed unanimously.