



APPROVED 02/22/2021

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 25, 2021 at 4:30 p.m.

**Held via teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic:**

866-365-4406; Access Code: 561-7237#

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 was open to the public and held via teleconference due to state precautions regarding public health and safety during the COVID-19 pandemic.

II. Roll Call

Board Members Present: Stacy Taylor, Lori Lego, and Andrew Norris (via phone);

Board Members Absent: Tara Saxon;

Guests Present: Chandre Sanchez Reyes, Executive Director; Beth Pychinka, Tony Brose and Stephanie Chi, School staff; Melissa Brown, Kristen Woods, Kristin DeGross, Laura Sitler, Tom Kennally, and Tracey Gianoni, Online & Blended Learning (OBL) 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. Norris as follows:

RESOLVED, that the Agenda for the January 25, 2021 Meeting of the Board of Directors of Indiana Online Learning Options, as presented, is hereby approved.

The motion was approved unanimously.

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

a. Update on 2019-2020 Fiscal Year Audit Report: INCA and INCC

Ms. Gianoni advised of the submission of all audit documentation prior to the December 2020 deadline, and discussed the anticipated timeline for the completion of the audit report.

VI. **Oral Reports**

a. Executive Director's Report

i. State Testing Process During COVID-19 Precautions

Ms. Sanchez Reyes discussed upcoming standardized testing in detail, including re-testing available for high school students unable to complete testing in 2020 as required for graduation. She advised of the precautions taking place for those testing in-person, including social distancing and additional safety measures. Ms. Sanchez Reyes additionally discussed the school's communication with the Department of Education regarding spring iLEARN testing anticipated to take place.

ii. Student Spotlight: End of Semester and Strategic Plan Updates

Ms. Sanchez Reyes provided an update on current enrollment numbers at INCA and INCC, including students in all stages of the enrollment process. Mr. Brose discussed student growth in the elementary and middle school grades throughout the first semester, as well as gifted and talented programming available to students. Ms. Pychinka reviewed first semester pass rates for INCA's high school students, as well as Tier 2 interventions taking place to increase student engagement and performance. Ms. Chi provided an update on iStep testing for students in need of exam completion. Board members thanked school staff for their dedication to students and increased performance levels amidst a pandemic.

b. Financial Report

i. INCA Financial Report

Ms. Gianoni reviewed the revenue and expense statements for INCA as included in the Board materials. She reviewed the financials, including enrollment funding, projected fund balance, and specific expenses, and advised that forecasting would be reviewed after the close of the current month.

ii. INCC Financial Report

Ms. Gianoni reviewed the revenue and expense statements for INCC as included in the Board materials. She reviewed the financials, including enrollment funding, projected fund balance, and specific expenses, and advised that forecasting would be reviewed after the close of the current month.

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. Lego as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the December 14, 2020 Board Meeting;
- b. Approval of Staffing Report for INCA;
- c. Approval of Staffing Report for INCC;
- d. Approval of Online & Blended Learning Invoices for December (# 91000006958): INCA;
- e. Approval of Online & Blended Learning Invoices for December (# 91000006959): INCC;
- f. Approval of the 2021-2022 School Year General School Handbook: INCA and INCC;
- g. Approval of the 2021-2022 School Year State Specific School Handbook: INCA;
- h. Approval of the 2021-2022 School Year State Specific School Handbook: INCC; and
- i. Approval of School Calendars for the 2021-2022 School Year: INCA and INCC; are hereby approved.

The motion was approved unanimously.

VIII. Action Items

- a. Approval of Outreach Recruitment Targets for the 2021-2022 School Year: INCA and INCC

Ms. Sanchez Reyes reviewed the proposed outreach recruitment targets for the 2021-2022 school year of 7,000 students for INCA and 650 students for INCC, and sought Board input in regards to the numbers. The Board had a discussion and agreed that these were good targets to set for the upcoming school year based on staffing and budget. Ms. Taylor made the following motion and it was seconded by Mr. Norris as follows:

RESOLVED, that proposed outreach recruitment targets for the 2021-2022 school year for INCA and INCC, as discussed, are hereby approved.

The motion was approved unanimously.

IX. Information Items

- a. State Account Relations (STAR) Update

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

- i. Charter Renewal Timeline Update

Ms. Woods advised of the anticipated timeline for execution of all charter renewal documentation, as well as the current work being completed regarding the school's service agreement with OBL. The Board advised of their intent to provide a copy of the service agreement to Board counsel for review prior to consideration at an upcoming meeting.

- ii. Brand Refresh Update

Ms. Woods provided an update on the history of Connections Academy schools, and noted the 20th anniversary of the brand in 2021. She advised of the branding updates to be made as the enrollment process begins for the 2021-2022 school year, including a brighter color palate and the transformation of messaging outreach.

- iii. Marketing Services Overview

Ms. Sitler reviewed the Marketing Overview document, as included in the Board meeting materials, in detail. She highlighted the key roles and responsibilities of OBL's Marketing team.

b. Partner School Leadership Team (PSLT) Update

i. School Operations Metrics

Ms. Brown reviewed the quarterly school operations metrics for INCA and INCC as included in the Board materials, highlighting the schools' performance as compared with other OBL partnering schools of similar size and years in operation.

c. Board Member Recruitment

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

d. Budget Development Process Update

Ms. Gianoni reviewed the 2021-2022 budget development process with the Board. She advised the Board that the process starts with the outreach recruitment target for anticipated student enrollment in the next school year, as approved earlier in the meeting, and includes input from the Board and school leader. Ms. Gianoni further highlighted the integration of Board guidance into the budget development process. Additionally, she reviewed the anticipated budget development schedule, including the final budget consideration likely to be in May.

e. School Facility Update

Ms. Sanchez Reyes advised of her ongoing work with the landlord and the facilities team at OBL to ensure a seamless transition to the new school facility. She discussed the anticipated move date scheduled for early April, and advised that further updates would be provided at future meetings.

f. Board Self Evaluation Review

Ms. Taylor advised that this item would be reviewed at a future meeting.

X. 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 5:33 p.m. upon a motion being made by Ms. Taylor, seconded by Ms. Lego 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 job performance evaluation of individual employees. Board members present were: Ms. Taylor, Ms. Lego and Mr. Norris. Guests present were: Melissa Brown and Kristin DeGross. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 5:38 p.m. upon a motion being made by Ms. Taylor, seconded by Mr. Norris and confirmed via roll call vote of all Board members present. No action was taken during Executive Session.

XI. Adjournment and Confirmation of Next Meeting - Monday, February 22, 2021 at 4:30 p.m. ET

The next meeting is scheduled for February 22, 2021 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Norris to adjourn the meeting at 5:38 p.m. The motion passed unanimously.