



**APPROVED 01/27/2020**

**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, November 18, 2019 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 4:33 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, Lori Lego, Tara Saxon, and Andrew Norris (in person);

Guests Present: Kelly Simone, Tanya Lawalin and Beth Pychinka, School staff (in person); Chandre Sanchez Reyes, Executive Director; Stephanie Chi, School staff; Kristen Woods, Melissa Brown, Kristin DeGross, and Tracey Gianoni, POBL 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 November 18, 2019 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. Approval of Board Treasurer as Designee to Review and Finalize the 2018-2019 Fiscal Year Audit Reports: INCA and INCC

Ms. Gianoni advised that the audit report for the 2018-2019 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 Ms. Lego as follows:

RESOLVED, that the Board Treasurer as Board Designee to work with School Leadership and POBL to review and finalize the 2018-2019 school year Financial Audit Report: INCA and INCC by all applicable deadlines, is hereby approved.

The motion passed unanimously.

## VI. **Oral Reports**

- a. Executive Director's Report
  - i. Update on Student Intervention Efforts – Tier 1 and Tier 2

Ms. Sanchez Reyes updated the Board on Student Intervention Efforts for all grade levels at INCA and INCC. She 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. Sanchez Reyes further discussed the relation these efforts have to the schools' annual success in goals completion and progress towards the School Improvement Plans.

- ii. Student Spotlight

Ms. Pychinka introduced herself, and advised of her work as the High Ability Coordinator for INCA. She reviewed the ongoing efforts of school staff to obtain certification in instructional support for gifted and talented students. Ms. Pychinka advised of the schools' focus on increasing staff awareness of how to identify students with high academic abilities, as well as upcoming professional development sessions to address this need at both INCA and INCC.

- b. Strategic Plan Report

Ms. Sanchez Reyes advised that Ms. DeGross would provide an update on the Strategic Plan Report.

- i. Board Governance Documentation Review

Ms. DeGross presented this item to the Board, and reviewed the Board Policy Summary documentation, as included in the Board materials. She advised of the availability of all policies for Board review through Connexus, and encouraged Board members to familiarize themselves with the materials, to best support their work on the Board.

c. 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 and the forecasted expenses, including enrollment funding, projected fund balance, and specific expenses.

ii. INCC Financial Report

Ms. Gianoni 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. Norris as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the October 21, 2019 Board Meeting;
- b. Approval of Staffing Report for INCA;
- c. Approval of Staffing Report for INCC;
- d. Approval of Pearson Online & Blended Learning Invoices for October: INCA;
- e. Approval of Pearson Online & Blended Learning Invoices for October: INCC;
- f. Approval of Case Management Invoices for February and May: INCA; and
- g. Approval of Revision(s) to Employee Handbook for INCA and INCC: PTO Update; are hereby approved.

The motion was approved unanimously.

**VIII. Action Items**

There were no action items.

**IX. Information Items**

a. State & Strategic Client Relations (SSCR) Update

Ms. Woods provided the Board with an update on recent legislative activities which may impact the school. She further reviewed the planned INCA/INCC Day at the Capitol, to be held on January 29, 2020 at the Statehouse.

i. Benefits Program Update

Ms. Woods provided the Board with an overview of recent medical benefit offering enhancements, as included in the Board meeting materials. She highlighted the contribution increase to the health savings account, paid maternity leave, increased parental and serious illness leave, among other added or increased benefits.

b. Partner School Leadership Team (PSLT) Update

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

i. School Leader Review Process Reminder

Ms. Brown outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Brown further reminded the Board that Ms. Sanchez Reyes' 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. She also reiterated the importance of Board member participation in the review process.

c. Board Member Recruitment

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

**X. Adjournment and Confirmation of Next Meeting - Monday, December 16, 2019 at 4:30 p.m. ET**

The next meeting is scheduled for December 16, 2019 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Norris to adjourn the meeting at 5:09 p.m. The motion passed unanimously.