



APPROVED 02/24/2020

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, January 27, 2020 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, Tara Saxon, and Andrew Norris (in person); Lori Lego (via phone);

Guests Present: Tony Brose, Leanne Tacosik, Tia Reisinger, and Anne Stanich, School staff (in person); Kelly Simone and Dawn Mitchell, School staff; BJ Lippert, Donovan CPA; Kristen Woods, 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. The Board advised of their intent to table item X: Executive Session, pending Ms. Brown's availability. There being no further changes noted, Ms. Taylor made the following motion and it was seconded by Mr. Norris as follows:

RESOLVED, that the Agenda for the January 27, 2020 Meeting of the Board of Directors of Indiana Online Learning Options, as amended, is hereby approved.

The motion was approved unanimously.

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

a. Review and Acceptance of the 2018-2019 Fiscal Year Audit Reports: INCA and INCC

Ms. Gianoni introduced Mr. Lippert to the Board, and advised of the work done with their firm, Donovan CPA, on the annual audit. Mr. Lippert reviewed the audit report for INCA and INCC for the fiscal year ending June 30, 2019, as included in the Board materials. He highlighted key aspects of the report, and related to the Board that the audit firm indicated a qualified opinion with no significant misstatements or findings, which is the best report the schools can receive. Board members discussed the audit reports, 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. Norris as follows:

RESOLVED, that the acceptance of the 2018-2019 school year Financial Audit Reports: INCA and INCC, as discussed, is hereby approved.

The motion passed unanimously.

[Mr. Lippert left the meeting at 4:46 p.m.]

VI. **Oral Reports**

a. Executive Director's Report

i. Student Spotlight: Career Advisory

In Ms. Sanchez Reyes' absence, Mr. Brose introduced several staff members of INCC, who discussed the school's career advisory program. Ms. Mitchell provided a brief review of the school's intent to provide students with hands on experiences in various fields. Staff members discussed the various career clusters available to students to participate in, including business marketing, human services and hospitality, and health services.

ii. Update on Enrollment

In Ms. Sanchez Reyes' absence, this item was not discussed.

b. Strategic Plan Report

i. Update on ILEARN and ISTEP Spring Plans

In Ms. Sanchez Reyes' absence, this item was not discussed.

c. Financial Report

i. Fiscal Controls Update

Ms. Gianoni presented this item to the Board. She provided the Board with some background to upcoming proposed fiscal policy updates, including the effect ongoing advancements in technology have had on organizations considering options for the most secure communications and best practices around electronic funds transfers. Ms. Gianoni further advised that revisions to the school's policy were expected at the next meeting to provide additional safeguards for electronic payments and secure communication for financial and business matters, and that the school is currently following suggested safety protocols.

ii. 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 November 18, 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 November and December: INCA;
- e. Approval of Pearson Online & Blended Learning Invoices for November and December: INCC;
- f. Approval of Revisions to the 2019-2020 School Year State Specific School Handbooks for INCA and INCC: Student Driving Update;
- g. Approval of the 2020-2021 School Year General School Handbook: INCA and INCC;
- h. Approval of the 2020-2021 School Year State Specific School Handbook: INCA; and
- i. Approval of the 2020-2021 School Year State Specific School Handbook: INCC, are hereby approved.

The motion was approved unanimously.

VIII. Action Items

- a. Approval of Outreach Recruitment Targets for the 2020-2021 School Year for INCA and INCC

The Board advised of their intent to table this item, pending the availability of Ms. Sanchez Reyes for discussion.

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 advised of an upcoming Capitol Day at the statehouse. Mr. Brose discussed the schools' participation in the event.

- b. Partner School Leadership Team (PSLT) Update

- i. School Operations Metrics

In Ms. Brown's absence, this item was not discussed.

c. Board Member Recruitment

Ms. Woods provided a brief review of ongoing Board member recruitment.

d. Budget Development Process Update

Ms. Woods reviewed the 2020-2021 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. Woods further highlighted the integration of Board guidance into the budget development process. Additionally, Ms. Gianoni reviewed the anticipated budget development schedule, including the final budget consideration likely to be in May.

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

Board members reviewed their intent to discuss Ms. Sanchez Reyes' mid-year evaluation at the next meeting. Executive Session was not held.

XI. Adjournment and Confirmation of Next Meeting - Monday, February 24, 2020 at 4:30 p.m. ET

The next meeting is scheduled for February 24, 2020 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Mr. Norris to adjourn the meeting at 5:31 p.m. The motion passed unanimously.