



APPROVED 06/15/2020

Indiana Online Learning Options, Inc. (IOLLO)

**GOVERNING BOARD for:
Indiana Connections Academy (INCA)
Indiana Connections Career Academy (INCC)**

MINUTES OF THE BOARD OF DIRECTORS MEETING
Monday, May 18, 2020 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

In Ms. Taylor's absence, Mr. Norris called the meeting to order at 4:34 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: Lori Lego, Tara Saxon, and Andrew Norris (via phone);

Board Members Absent: Stacy Taylor;

Guests Present: Chandre Sanchez Reyes, Executive Director; Tony Brose, Stephanie Chi, and Kelly Simone, School staff; Unidentified Caller, Member of the Public; Melissa Brown, Kristen Woods, Kristin DeGross, 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

Mr. Norris asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, Mr. Norris made the following motion and it was seconded by Ms. Lego as follows:

RESOLVED, that the Agenda for the May 18, 2020 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 Audit Firm Engagement for the 2019-2020 School Year

Ms. Gianoni reviewed the audit firm engagement process, including the RFP process as initiated by Ball State University (BSU). She advised the Board of the anticipated timeline for audit firm engagement through BSU, and requested a Board designee to review, finalize, and execute the audit firm engagement letter upon receipt. Mr. Norris volunteered as designee. There being no further discussion, a motion was made by Ms. Lego and seconded by Ms. Saxon as follows:

RESOLVED, the Board Treasurer as Board Designee to review, finalize, and execute the audit firm engagement letter for the 2019-2020 school year financial audit, as discussed, is hereby approved.

The motion passed unanimously.

VI. Oral Reports

a. Executive Director's Report

i. Update on Graduation Plans and End of Year Activities

Ms. Sanchez Reyes presented this item to the Board. She reviewed the upcoming graduation ceremony, which will be held virtually, and advised of the staff's ongoing work to ensure a successful commencement. She further discussed recent end of year virtual celebrations with students.

ii. Update on School Improvement Plan: INCA

Ms. Sanchez Reyes reviewed the school's federal designation status and accountability grade on the school's annual report card. She discussed the school's use of an approved consultant from the Department of Education for assistance on the School Improvement Plan, in order to continue with the progression of meeting current goals. Ms. Sanchez Reyes further updated the Board on the school's application for and awarding of a grant to fund the cost of the consultant, and advised that there was no charge to the school for the service.

iii. Strategic Plan Report

Ms. Sanchez Reyes noted that the Strategic Plan would be discussed in detail at the Board's next meeting, and advised of the school's desire to work further with the Board on updating the Plan throughout the fall.

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 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

Mr. Norris 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, Mr. Norris made the following motion and it was seconded by Ms. Lego as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 20, 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 April: INCA;
- e. Approval of Online & Blended Learning Invoices for April: INCC; and
- f. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2020-2021 School Year: INCA and INCC; are hereby approved.

The motion was approved unanimously.

VIII. Action Items

- a. Approval of Request for Amendment to the Charter Contract with Ball State University: INCA

Ms. Sanchez Reyes requested for Ms. Woods to present this item to the Board. Ms. Woods advised of the school's desire to increase the current enrollment cap from 6,000 to 7,000 students to account for the anticipated increase in enrollment due to the COVID-19 pandemic. She reviewed recent discussions regarding the enrollment cap increase with the school's authorizer and Board Chair, and noted the support of the increase by both parties. Board members discussed the proposed amendment to the Charter Contract in detail. There being no further discussion, Mr. Norris made the following motion and it was seconded by Ms. Lego as follows:

RESOLVED, that the request for amendment to the Charter Contract with Ball State University: INCA, as presented, is hereby approved.

The motion passed unanimously.

- b. Approval of the 2020-2021 School Year Budgets for Indiana Connections Academy and Indiana Connections Career Academy

Ms. Gianoni reviewed the proposed 2020-2021 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 OBL staff. Board members discussed the budgets, including related staffing, outreach and other specific expenses for the schools. There being no further discussion, Mr. Norris made the following motion and it was seconded by Ms. Saxon as follows:

RESOLVED, that the proposed budgets for the 2020-2021 school year for Indiana Connections Academy and Indiana Connections Career Academy and all assumptions provided therein, as presented, are hereby approved.

The motion passed unanimously.

c. Approval of Supplemental Educational Products and Services for the 2020-2021 School Year for INCA: LiveSpeech

Ms. Sanchez Reyes reviewed the proposal for LiveSpeech services for INCA for the next school year, as included in the Board meeting materials. She advised the Board of the positive results yielded from the use of LiveSpeech, and her recommendation that the Board approve engaging OBL for LiveSpeech for another year. There being no further discussion, Mr. Norris made the following motion and it was seconded by Ms. Lego as follows:

RESOLVED, that the Supplemental Educational Products and Services for the 2020-2021 School Year for INCA: LiveSpeech, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Offering Field Trips Abroad and Out of State for 2020-2021 and Beyond: INCA and INCC

Ms. Sanchez Reyes presented this item to the Board. She reviewed the school's previous work with EF Tours for the coordination of abroad and out of state field trips, and requested the continuous offering of similar field trips to students at both INCA and INCC. There being no further discussion, Mr. Norris made the following motion and it was seconded by Ms. Saxon as follows:

RESOLVED, that offering field trips abroad and out of state for 2020-2021 and beyond: INCA and INCC, as discussed, is hereby approved.

The motion passed 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.

b. Partner School Leadership Team (PSLT) Update

i. Planning for School Leader Performance Review

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' 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. Additionally, Ms. Brown thanked Ms. Sanchez Reyes and the schools' staff for their work during the Pandemic. She advised of the staffs' commitment to students across Indiana, and reviewed the ongoing assistance and training provided to various charter schools and BSU, to ensure that all students are able to learn in a virtual setting.

c. Board Member Recruitment

Ms. Woods advised that no update was available at this time.

X. Adjournment and Confirmation of Annual Meeting - Monday, June 15, 2020 at 4:30 p.m. ET

The annual meeting is scheduled for June 15, 2020 at 4:30 p.m. A motion was made by Ms. Lego, and seconded by Mr. Norris to adjourn the meeting at 5:08 p.m. The motion passed unanimously.