



APPROVED 08/17/2020

Indiana Online Learning Options, Inc. (IOLLO)

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

MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING

Monday, June 15, 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

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: Lori Lego, Tara Saxon, Stacy Taylor, and Andrew Norris (via phone);

Guests Present: Chandre Sanchez Reyes, Executive Director; Tony Brose, Stephanie Chi, and Kelly Simone, School staff; Melissa Brown, Kristen Woods, Emily Lee, Megann Arthur, 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, Mr. Norris made the following motion and it was seconded by Ms. Lego as follows:

RESOLVED, that the Agenda for the June 15, 2020 Annual Meeting of the Board of Directors of Indiana Online Learning Options, as presented, is hereby approved.

The motion was approved unanimously.

V. Oral Reports

a. Executive Director's Report

i. Update on End of Year Activities

Ms. Sanchez Reyes updated the Board on the recent virtual graduation ceremonies which took place on June 5. She noted that links to view the virtual ceremonies were shared with students and encouraged Board members to view the ceremonies if they were not able to previously. Ms. Sanchez Reyes further advised the Board that summer school had started. She also noted that she and her leadership team are looking forward to the upcoming annual Connections Academy school leadership conference, which will be held virtually this year due to the pandemic.

Mr. Brose discussed with the Board elementary end of year activities including summer school attendance and preparations for next school year.

[Mr. Brose left the meeting at 4:39 p.m.]

Ms. Simone advised the Board of a review of the intervention processes and engagement at the high school level.

[Mr. Brose re-joined the meeting at 4:40 p.m.]

Ms. Chi discussed with the Board the school improvement goals and goal attainment for INCC. She highlighted positive accomplishments in the 2019-2020 school year and updated the Board on recent newly hired staff who will join the school when the 2020-2021 school year begins.

ii. Strategic Plan Report

Ms. Sanchez Reyes presented this item to the Board. She advised the Board that she is hopeful to have an in-person Board retreat in the fall to discuss progress on the current strategic plan and work on the developments and updates that could strengthen the school's Plan.

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.

iii. Update on Audit Firm Engagement for the 2019-2020 School Year

Ms. Gianoni advised the Board that BSU will be engaging a new audit firm for the 2019-2020 school year audit and that she will advise the Board of the firm engaged once she is notified.

VI. 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 May 18, 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 May: INCA;
- e. Approval of Online & Blended Learning Invoices for May: INCC;
- f. Approval of Board Meeting Schedule for the 2020- 2021 School Year;
- g. Approval of Board Treasurer Advancing Funds for Payment of OBL Invoice(s); and
- h. Approval of Revision(s) to Employee Handbooks: INCA and INCC; are hereby approved.

The motion was approved unanimously.

VII. Action Items

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

Ms. Woods presented this item to the Board. She advised the Board that the final document is not yet available for Board review, but that BSU has provided written communication of their support of the related documentation; the Board discussed utilizing a Board designee to execute the document when available and advised that they will review and ratify at a future meeting. There being no further discussion, Mr. Taylor made the following motion and it was seconded by Ms. Lego as follows:

RESOLVED, that Board President as Board Designee to Finalize and Execute the amendment to the Charter Contract with Ball State University: INCA, as discussed, is hereby approved.

The motion passed unanimously.

- b. Approval of Directors

Ms. Arthur advised the Board that two (2) Board members' terms were up for renewal at this meeting, Andrew Norris and Tara Saxon. Following Mr. Norris and Ms. Saxon's confirmations that they wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, Ms. Taylor made the following motion and it was seconded by Ms. Saxon as follows:

RESOLVED, that the re-appointments of Andrew Norris and Tara Saxon to the Indiana Online Learning Options, Inc. Board of Directors, as Class 2 Directors, for a term of three (3) years to the 2023 Annual Meeting, as discussed, is hereby approved.

The motion passed unanimously.

- c. Approval of Officers for the 2020-2021 School Year

Ms. Arthur presented this item to the Board. She reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2021. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, Ms. Taylor made the following motion and it was seconded by Mr. Norris as follows:

RESOLVED, that the appointment of:

Stacy Taylor, Board President;
Andrew Norris, Board Treasurer; and
Lori Lego, Board Secretary; as discussed, are hereby approved.

The motion was approved unanimously.

VIII. 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. School Facility Re-opening Guidance Update

Ms. Brown advised the Board of OBL's ongoing assistance to the School Leader regarding the re-opening of the school office(s). She highlighted key points in a guidance document sent to school leadership describing work being completed with landlords to ensure safety, minimize associated risks with re-opening and confirm all spaces are ready for occupancy. She further outlined all the support OBL's Facilities Team, as well as PSLT, are providing to the school throughout the coming months as their school leadership determines appropriate re-opening measures.

c. Results of Parent Satisfaction Surveys for INCA and INCC

Ms. Sanchez Reyes reviewed the results of the Parent Satisfaction Surveys, included in the Board materials, in detail with the Board. Ms. Sanchez Reyes further advised that the Board received national highlights from all CA Parent Satisfaction Surveys via email. The Board reviewed the results in detail.

d. Board Member Recruitment

There was no update on this item at this time.

IX. 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 5:08 p.m. upon a motion being made by Ms. Taylor, seconded by Mr. Norris 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 a job performance evaluation of individual employees. Board members present were: Ms. Taylor, Ms. Lego, Mr. Norris, and Ms. Saxon. Guests present were: Melissa Brown and Megann Arthur. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 5:16 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.

X. Approval of Action(s) Necessary based on Executive Session

a. Approval of School Leader Compensation for the 2020-2021 School Year

Ms. Taylor reminded the Board of the discussion regarding the School Leader compensation during the Executive Session, and requested Board approval. There being no further discussion, Mr. Norris made a motion and it was seconded by Ms. Lego as follows:

RESOLVED, that the School Leader compensation for the 2020-2021 school year in the amount of \$107,100 with a 20% bonus potential, as discussed, is hereby approved.

The motion passed unanimously

XI. Adjournment and Confirmation of Next Meeting - Monday, August 17, 2020 at 4:30 p.m. ET

The next meeting is scheduled for August 17, 2020 at 4:30 p.m. A motion was made by Ms. Saxon, and seconded by Mr. Norris to adjourn the meeting at 5:18 p.m. The motion passed unanimously.