



APPROVED 12/14/2020

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

Guests Present: Chandre Sanchez Reyes, Executive Director; Kelly Simone, Tony Brose, Stephanie Chi, Kyle Foster, and Leanne DeFelice, School staff; Melissa Brown, Kristen Woods, Kristin DeGross, Jay W Ragley, 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 Ms. Lego as follows:

RESOLVED, that the Agenda for the November 16, 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 Board Treasurer as Designee to Review and Finalize the 2019-2020 Fiscal Year Audit Reports: INCA and INCC

Ms. Gianoni advised that the audit report for the 2019-2020 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 OBL 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 Mr. Norris as follows:

RESOLVED, that the Board Treasurer as Designee to review and finalize the 2019-2020 Fiscal Year Audit Reports: INCA and INCC, is hereby approved.

The motion passed unanimously.

VI. Oral Reports

a. Executive Director's Report

Ms. Sanchez Reyes reviewed the schools' processes for student onboarding, including pre-enrollment meetings for all new students. She highlighted the improvements tracked regarding startup task completion and lesson completion due to the in-depth onboarding procedures.

Mr. Brose provided an update on staffing for INCA's elementary and middle school grades, and advised of the certified Reading Specialist position on staff, as required by the state.

Ms. Chi reviewed ongoing parent/student informational sessions at INCC.

Ms. Simone discussed the intervention cycles occurring at the high school for the fall semester, as well as various virtual sessions for students needing additional support.

b. Update on Student Engagement & Intervention: Tier 1 and Tier 2

Ms. Simone introduced Mr. Foster and Ms. DeFelice to the Board. Mr. Foster updated the Board on student intervention efforts for all grade levels. He advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as Online and Blended Learning's (OBL) useful tools for tracking student progress.

Ms. DeFelice discussed the four (4) intervention levels and progression for all students through the intervention process, as well as provided data on current intervention efforts and success rates for student engagement.

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, 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, 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 Ms. Saxon as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the October 19, 2020 Board Meeting;
- b. Approval of Staffing Report for INCA;
- c. Approval of Staffing Report for INCC;
- d. Approval of Online & Blended Learning Invoices (# 91000006445) for October: INCA;
- e. Approval of Online & Blended Learning Invoices (# 91000006419) for October: INCC;
- f. Approval of Enrollment Opening Date window from February 1 to March 15, to Occur in Perpetuity, and Authorization for the School Leader to Work with OBL Regarding Opening Enrollment: INCA & INCC;
- g. Approval of Revision(s) to 2020-2021 School Year General School Handbooks for INCA & INCC: FERPA Annual Notification and Policy;
- h. Approval of Revision(s) to 2020-2021 School Year State Specific School Handbooks for INCA & INCC: Dress Code; and
- i. Approval of Revision(s) to Employee Handbooks for INCA & INCC: TOP Benefits; are hereby approved.

The motion was approved unanimously.

VIII. Action Items

- a. Approval of Revision(s) to Board Policy: Board Electronic Communications Policy

Ms. DeGroff reviewed this item with the Board. She advised of the current policy's alignment with state legislation regarding electronic communications and meeting participation, and noted that no updates were necessary at this time. Ms. Woods further provided a brief review of the current state precautions regarding in-person meetings due to the COVID-19 pandemic, and advised that updates regarding telephonic meetings would be provided as soon as they become available.

This item was tabled.

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. Legislative Priorities for Upcoming Session

Ms. Woods reviewed the anticipated legislative priorities for the upcoming session, and advised of the legislative review sessions taking place with school leadership to strategize budgetary priorities.

ii. PCx Path Forward

Ms. Woods presented this item to the Board. She provided an update on PCx, the learning management system currently in its pilot year with several of OBL's partnering schools. Ms. Woods advised that all partnering schools will use the Connexus 2.0 learning management system for the 2021-2022 school year, in order to enable all schools and OBL to work effectively for the success of all students. She further advised of the planned enhancements for Connexus 2.0 in order to ensure a positive user experience.

iii. OBL Agreement/Charter Renewal Timeline Update

Ms. Woods advised of the timeline for completion and submission of the Charter renewal documentation, and reminded the Board of the upcoming Board meeting for consideration and approval of all corresponding documentation.

b. Partner School Leadership Team (PSLT) Update

i. School Leader Review Process

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 updated the Board on ongoing Board member recruitment efforts.

d. Update on School Facility

Ms. Sanchez Reyes provided the Board with an update on the anticipated timing for the schools' transition to a new office space within the current building. She further advised of the lease documentation updates to reflect the Board's current naming convention as Indiana Online Learning Options, Inc.

e. Board Relations Update

Ms. DeGroff presented this item to the Board.

i. Board Training and Conference Attendance Planning for the 2020-2021 School Year

Ms. DeGroff reviewed the upcoming trainings and conferences that have been identified that may interest members of the Board. The Board discussed the advantages of attending the National Charter Schools Conference and their support of Board members making an effort to attend upcoming training opportunities.

f. Board Self Evaluation Review

The Board reviewed the self-evaluation, as completed by all current Board members. Ms. Taylor advised that additional review may be completed at the next Board meeting.

X. Adjournment and Confirmation of Next Meeting - Monday, December 14, 2020 at 4:30 p.m. ET

The next meeting is scheduled for December 14, 2020 at 4:30 p.m. A motion was made by Ms. Taylor, and seconded by Ms. Saxon to adjourn the meeting at 5:34 p.m. The motion passed unanimously.