

Hoosier Academy, Inc.
Regular Board Meeting Minutes
June 24, 2019

Upon determining the presence of a quorum, Board President John Marske called the meeting to order at 5:40P.M. Monday, June 24, 2019.

Chairman Marske read the Board Mission: 1) make sure that our school accomplishes the outcomes it was chartered to produce (i.e. student achievement) and 2) Make sure that nothing illegal, unethical, or imprudent occurs.

Name	Present	Absent	Arrived Late	Departed Early	Electronic Participation
John Marske	✓				
George Giltner	✓				
Gary Meyer	✓				
Maurice Boler	✓				
Michelle Study-Campbell	✓				

Others in Attendance:

K12 Representatives	HA Staff	Community Members
Enrico Rudolph Julia O'Sullivan Tracy Thatcher Liz Roth Amelia Torres Jill Landers Greg Blough (phone) Jennifer Waterman (phone)	Adrienne Elizondo Ryan White Corrie Barnett Traci Johnson	

B. Approval of the May Minutes:

Mr. Meyer motioned to approve the May 21, 2019 minutes. Mr. Giltner seconded. The motion passed.

C. Adoption of the June Agenda:

Mr. Marske presented the June 24, 2019 agenda with the proposed changes of having the community and marketing report to follow the Hoosier Teacher of the Year, and to table the Compensation Policy. Mr. Meyer motioned to approve the June 24, 2019 agenda with the proposed changes. Mr. Giltner seconded. The motion passed.

D. Oral Communication:

None.

III. Hoosier Academy, Governance and Organization

A. *Hoosier's Teacher and Staff of the Year*

Academic Administrator's Jill Landers and Amy Torres introduced the following winners of the Hoosier Teacher and Staff of the Year:

- Lynn McCoy, Advisor
- Corrie Barnett, 6th grade hybrid teacher
- Ryan White, 7/8 Insight math teacher
- Traci Johnson, 9-12 hybrid science teacher
- Lorie Pietz, 9-12 Insight English teacher

B. *Building and Move Update, Nadina McFann*

Nadina McFann updated the board on the move from Franklin Rd to Caito Dr. The items that needed to be moved were finished last week Thursday. Any remaining items are Franklin Rd donations and will be scheduling a walk-thru with the Franklin Rd building manager to meet the lease agreement move out conditions.

Building 2 at Caito Dr is the new administrative space. The offices and lobby areas are still needing to be painted. Security; moving expenses; signage; and any other items that's come up will be covered through the amount that has been set aside for moving expenses.

Mr. Boler's work, time, and knowledge with the move was a huge help and greatly appreciated.

Curb appeal and first impressions are extremely important, and the board is approving the school to finish this move to ensure that the school looks like part. Finishing the move includes items that were mentioned/listed above, but also items that have not been mentioned. The approved and budgeted moving costs will cover these items.

C. *HOS Timeline and Update, Liz Roth*

Ms. Roth provided a timeline for hiring a new head of schools. The board will be involved when the final two candidates have participated in the face-to-face interviews in Herndon. Each board member will be receiving a Leadership Needs Assessment COB Wednesday, to help K12 and the hiring managers in the HOS screening and interview process. There are currently seven candidates and they are currently in the processing of submitting a video response, and the position is still open.

Ms. Roth will follow up with recruiting to ensure that the June 28th timeline by the candidates is complete to stay on the timeline.

The board discussed having a board member be part of the panel phone interviews as a bystander. The panel telephone interviews will consist of the top three/four candidates. Ms. Roth will take that back to the hiring team and follow up with the board, along with the criteria for HOS.

The board discussed the Insight Conditional letter from Ball State. The letter contains nine items that the board and school need to meet as they enter the coming school year. The board recently received the

conditions letter and will work with K12 to ensure that the proper steps are in place to make Insight and Hoosier successful. Insight will be going through the reauthorization application again this coming fall.

The deadline for the board to respond to Ball State is August 31st. The board is meeting next month to discuss the letter and how to meet the conditions outlined. The new HOS need to be aware of the conditions outlined from Ball State and will need to be prepared for potential changes. Currently, there are no HOS roles within K12 that are not a K12 employee.

The board would like for K12, Darren and Liz, to provide a draft response and background information to the Board of Directors on how the school and K12 will work together to ensure that the conditions will be/are being met.

Mr. Meyer motioned to authorize the board president, John Marske to sign the charter amendment, condition 2, that was sent June 14,2019 and to submit to Ball State. Ms. Study-Campbell seconded. The motion passed.

D. Compensation Policy Discussion

Tabled.

E. Insurance Renewal Discussion

Marty Dezelan recommends that the school renew this year due to the changes.

The board was comfortable with the recommendation and moving forward with the renewal.

F. 2019-202 School Handbook Initial Review

The school handbooks are being reviewed by the academic administrators. The anticipated changes for the 19-20 school year would consist of updating names; dates; reviewing of policies and practices; and other information. The anticipated major changes that will the student engagement and attendance policy. The School Board Liaison will send the revised/updated copies of the engagement and attendance policy to legal counsel for their review.

G. FAST to Student Support Services Initial Review

The advisor model would be revised to allow all students to have an advisor from the beginning opposed to waiting for a referral due to lack of engagement. Advisors would support both Insight and Indy, and the student(s) would have them year to year. The national ratio for advisor to student is 1:200. The school would have smaller ratios because of the total number of advisors. This new advisor model would allow for students to be the focal point for teachers, advisors, and the other student support team. This model is going to be used at other K12 schools during the soft rollout and aligns with the proposed student attendance and engagement policies that are in Dropbox. Using this model allows for ways to track the data, retrieve the data, and report the data within TVA, TotalView Action. Ms. Roth is working with the K12 Operations team to ensure that the needs the school needs/wants, will be met. The school and team will be provided training on these features. The system integrates overnight, and the teachers

and school will be able to define how a student is capturing their attendance; live class connects; working in the platform; and working offline.

The board would like to see the data from TVA on attendance and truancy.

II. Hoosier Academy, Financial, Legal, and School Operations

A. Financial Report, Enrico Rudolph

Mr. Rudolph reviewed the May financials. There was a \$40k funding increase due to Title I + II adjustment / 2k School performance award / 6k formative assessment grant / 11k food pantry. Some of the expenses for the month of May include:

- Teacher expense decrease to accrual reversal (out of FY18) and current open positions + 40k increase due to Title adjustment
- Student expense increase due to K12 invoices (inline with enrollment) and higher testing expense (new state testing regulations)
- Student and Family Services cost increase by 16k for related services
- Administration and Governance / Technology expenses inline with funding + 20k legal cost
- Insurance / Facilities / Other expenses increased by 5k for moving company and 7k for computer and office supplies

The May financials Budget FY19 vs the current forecast 11+1

Enrollment:

- ADM decrease by 62 students is due to the weak enrollment in INDY.

Revenue/Funding:

- Funding increase is due to funding adjustment according to state report and higher SPED funding for Insight. Higher restricted funds for Insight and Indy covered for weak enrollment in INDY.

Expenses:

- Teacher expenses decrease due to accrual reversal for 194k out for FY18, including 2 new unplanned positions and cost adjustments between cost lines in P&L
- Student and Family Service expenses are inline with enrollment + higher testing expense due to new state testing requirements
- Student and Family Services increased to higher related services demand
- Admin and Governance expense is inline with funding. Open positions, higher legal fees and cost adjustments between cost lines in P&L had influenced the current expense amount.
- Technology expenses inline with funding
- Other Expenses higher due to realignment of liability insurance and moving cost for building consolidation

The board will be seeing the breakdown of Restricted funds to see how much is given and the allocation.

Mr. Meyer motioned to accept the May financials subject for review and audit. Mr. Boler seconded. Ms. Study-Campbell abstained. The motion passed.

Mr. Meyer stated that the finance committee has reviewed the vouchers and found nothing unusual; and motioned to accept the May 2019 vouchers for Insight and Indy for audit. Mr. Boler seconded. The motion passed.

Mr. Rudolph presented to the board the FY20 budget. The FY20 assumptions/changes include:

Rent:

- Franklin Rd lease ends 6/30/19
- Caito main building paid by Indy (\$13,233 per month)
- New admin building paid by Insight as of 7/1/19 (\$3k per month)
- \$50K moving cost 6 \$30K for new furniture included in the FY20 budget

Headcount:

- HS Indy closed and all 6 staff headcount moved to Insight
- headcount total is the same as FY19
- Added 3 CTE teachers, 1 support staff, 1 graduation coach and moved 1 FEC to K12 staff

Enrollment:

- Indy with 216 students as of count date
- Insight with 996 students as of count date

Funding:

- General funding for Indy with \$5,855 and Insight with \$5,688 per student.
- Restricted funding based on FY19 numbers

Hoosier Indy- The FY20 budget vs. the forecast 11+1:

Revenue/Funding:

- Slightly increased funding by 43k, due to 216 enrolled students as of count date

Expenses:

- Teacher expenses decrease due to HC move to Insight
- Student expenses inline with enrollment
- Student and Family Services Expenses inline with enrollment
- Administration and Governance inline with funding + 3% Oversight fee
- Technology expenses inline with funding increase
- Facilities cost lower to rent adjustment (assumed rent with 13,233 per month and maintenance with 1,500 per month) + 40k in moving cost and 10k for new furniture

Insight- The FY20 budget vs. the forecast 11+1:

Revenue/Funding:

- Increased funding by 1,093k, due to 996 students as of count date

Expenses:

- Teacher expenses increase due to fully staffed roster in comparison to FY19, added 2 more teachers in - FY19 and moved 6 HC from Indy to Insight in FY20, added 3 CTE Teacher
- Student expenses inline with enrollment
- Student and Family Services Expenses inline with enrollment
- Administration and Governance inline with funding + 3% Oversight fee
- Technology expenses inline with funding increase
- Facilities cost lower to rent adjustment (2nd building in Caito now for 3,000 per month) + 20k for additional office equipment and 10k moving cost

The FY20 Budget Headcount Overview:

Insight	11+1 Forecast Enrollment	Budget FY20 Enrollment	Forecast vs Budget FY20
Elementary		-	-
Middle School	149	269	119
High School	614	652	37
Enrollment (ADM)	764	920	157
Staffing	10+2 Forecast Headcount	Budget FY20 Headcount	Forecast vs Budget FY20
Direct Instruction - MS	4.00	4.00	-
Direct Instruction - HS	15.00	21.00	6.00
Special Education - MS	4.00	4.00	-
Special Education - HS	3.00	3.00	-
Advisors - MS	4.00	4.00	-
Advisors - HS	3.00	3.00	-
Guidance Services - MS + HS	3.00	3.00	-
Title Staff - (Interventionists, Coord)	4.00	5.00	1.00
IDEA Staff (Psych/504/Related Ser)	3.00	3.00	-
CTE	2.00	5.00	3.00
PLT	1.00	1.00	-
FAST Team	6.00	5.00	(1.00)
Board Liaison + Support Staff	1.00	2.00	1.00
Total Board Staff (FTE)	53.00	63.00	10.00

K12 - Admin Positions - Insight	11+1 Forecast Headcount	Budget FY20 Headcount	Forecast vs Budget FY20
HEAD OF SCHOOL	1.00	1.00	-
Registrar	1.00	1.00	-
TESTING COORDINATOR	1.00	1.00	-
ADMINISTRATIVE ASSISTANT	1.00	1.00	-
Academic AdminiStrator Special Ed	1.00	1.00	-
Academic Administrator Virtual K-8	1.00	1.00	-
Office Administrator	1.00	1.00	-
MGR SCHOOL OPERATIONS	1.00	1.00	-
FEC	-	1.00	1.00
Total Staff (FTE)	8.00	9.00	1.00

INDY	11+1 Forecast Enrollment	Budget FY20 Enrollment	Forecast vs Budget FY20
Elementary	85	140	55
Middle School	52	68	16
High School	64	-	(64)
Enrollment (ADM)	201	208	7
Staffing	11+1 Forecast Headcount	Budget FY20 Headcount	Forecast vs Budget FY20
Direct Instruction - K5	6.00	6.00	-
Direct Instruction - MS	4.00	4.00	-
Direct Instruction - HS	6.00	-	(6.00)
Guidance Services - K5 + MS + HS	1.00	1.00	-
Title Staff - (Interventionists, Coord)	2.00	2.00	-
Nurse	1.00	1.00	-
PLT	1.00	1.00	-
Total Staff (FTE)	21.00	15.00	(6.00)

K12 - Admin Positions - Indy	11+1 Forecast Headcount	Budget FY20 Headcount	Budget FY20 vs Forecast
Academic Administrator Hybrid	1.00	1.00	-
Total Staff (FTE)	1.00	1.00	-

The Budget FY20 v1. Vs Budget FY20 v2. Budget FY20 v3:

Revenue/Funding:

-Decrease funding due to reduction in enrollment numbers in Indy from 232 to 216 and funding cut 61k Indy and 171k ISIN

Expenses:

- Teacher expenses slight decrease due to K12 Invoice adjustment
- Student expenses inline with enrollment + Increase in testing expense
- Student and Family Services Expenses inline with enrollment
- Administration and Governance inline with funding + 3% Oversight fee + 1 HC Support Staff
- Technology expenses inline with funding increase

And, the student teacher ratio in FY20 overall will be around 37:1.

Mr. Meyer motioned to approve the FY20 Budget v3 as presented for Insight and Indy, with the understanding that there can be modifications if needed. Mr. Giltner seconded. The motion passed.

B. Community Report

See attached report.

The board would like to see the data on the face-to-face for the information/ school tour sessions, along with the conversion rate from the information session; the enrollment of students coming from Indiana Virtual; and the enrollment that comes from the TV/radio commercial ads.

C. Enrollment Report

Hybrid enrollment is at 118. Insight enrollment is at 663, down from 786. Total enrollment is 781. The reason for the low enrollment is due to the recent mass withdraw of non-returning students.

D. Compliance Report

The school is working on state reports.

E. Personnel Report

There are currently four open positions with Insuperity; Insight High School Math, English and Social Studies; along with High Ability/Intervention.

III. Hoosier Academy, School and Student Outcomes

A. Academic, Testing & FAST Report

See attached report.

V. Board Development

A. Items for next month:

1. Building Update

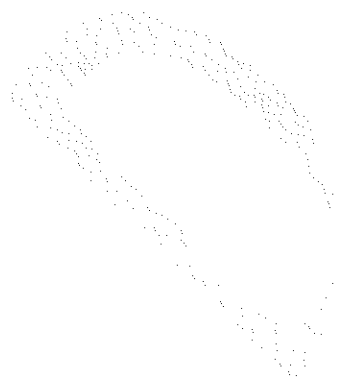
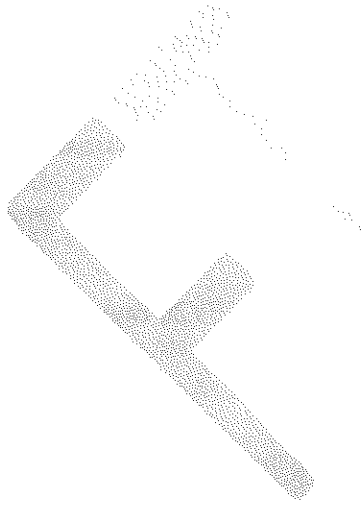
Next Board meeting is July 23, 2019, Caito Dr, at 5:30pm.
Being no further business, the meeting adjourned at 8:05pm
Signatures for Approval of the June 24, 2019 Minutes.

John Marske, Board President

Date

George Giltner, Board Secretary

Date



V. Board Development

A. Items for next month:

1. Building Update

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Being no further business, the meeting adjourned at 8:05pm
Signatures for Approval of the June 24, 2019 Minutes.



John Marske, Board President



George Giltner, Board Secretary

8/2/19
Date

8/2/19
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