

Hoosier Academy, Inc.
Regular Board Meeting Minutes
July 18, 2017

Upon determining the presence of a quorum, Board President Marske called the meeting to order at 5:45P.M. Tuesday, July 18, 2017.

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.

B. Attendance:

Name	Present	Absent	Arrived Late	Departed Early	Electronic Participation
John Marske	✓				
George Giltner	✓				
Gary Meyer	✓				✓
April Turner		✓			

Others in Attendance:

K12 Representatives	HA Staff	Community Members
Byron Ernest Patti Ashley Cindy Wright Dominique Franklin Julie Overholt Ken Goff Kathy Coe Kent Martin	Dana Smith Jennifer Lyons Rachel Borrelli Sara Brooks	Robert Scott

C. Approval of the June Minutes:

Mr. Meyer motioned to approve the June 26, 2017 minutes. Mr. Giltner seconded. ROLL CALL: Mr. Meyer, yes; Mr. Giltner, yes; Mr. Marske, yes. The motion passed.

D. Adoption of the July Agenda:

Mr. Marske presented the July agenda with an item F, engagement policy. Mr. Giltner motioned to approve the July agenda with the added engagement policy. Mr. Meyer seconded. ROLL CALL: Mr. Meyer, yes; Mr. Giltner, yes; Mr. Marske, yes. The motion passed.

E. Oral Communication:

No oral communication.

III. Hoosier Academy, Governance and Organization

A. Introduction of the new Academic Administrator, Elizabeth Lamey

Dr. Ernest introduced the new virtual 6-8 academic administrator Elizabeth Lamey. She comes to us from the Department of Education, and comes with a wealth of knowledge about Hoosier Academies.

Part of the School Consolidated Plan broke up the virtual K-8 academic administrator position, and we are currently interviewing.

We also have our enrollment coordinator, Bobbi VanHowe, lead the drama club here at the 7-12 hybrid center. She has a strong background in theater and we are excited that she has agreed to take on this role of the students.

B. Approval of the 2017-2018 School Handbook

Nadina McFann highlighted the changes that have been made to the three school handbooks for the 2017-2018 school year. Each school, Insight, K-12 Hybrid, and K-12 Virtual has their own handbook. This year, the changes include updated dates, names, and calendars, including the consolidated plan, high ability option for student services, and a new Class Connects attendance policy which is stating that all Class Connects are required. This will have impact high school students in particular because high school students had optional CC's all depending on their grade in a course which has been an option since 2014-2015. The new engagement policy will be an addendum to the handbooks.

Mr. Giltner motioned to approve resolution 2017-9. Mr. Marske seconded.

C. Teacher Evaluation Briefing

Dr. Ernest updated the board on where the school is at for the new teacher evaluation policy. The weights and measures piece is still in discussion and where we use student data. This is the last piece and glad we did because the law has changed. Our teacher group has expanded and will be involve in the weights and measure piece. Teachers will know what they are being evaluated on at the start of the school year and will be trained. Next board meeting, you will see the entire package and what it all looks like together. You have seen all of it, except the weights and measures. Every teacher will meet with their evaluator during the first three weeks of August to review goals; everyone will have two walk through; and one formal evaluation second semester. The outcome and purpose of these evaluations is professional growth.

D. Curriculum Alignment Briefing

Nadina McFann highlighted the curriculum alignment report that is available dropbox. This is the work that the teachers did. They took the alignment work that was done by K12, and made sure it aligned, and it not, what is missing. The report identifies the content that is needed (standards based), and what needs to be removed from the K12 lessons. Some of the action steps that K12 is doing is identified as well.

K12 is working to identify how we are going to fix these gaps- are we going to use other K12 courses from other states? Math and ELA are starting the year completely aligned and were already aligned because of the summit courses. This project has allowed us to have some consistency and to know where. The priority one courses, all the tested subjects/grades, will be completed by the first semester, by the start of school. Early November is when second semester courses will be released to teachers.

If there are missing pieces, particularly in the subjects that did not have aligned curriculum, teachers know and have been creating those lessons. Mr. Giltner discussed when we would know that all of our

curriculum is in place and the way it should be, and it sounds like it would be next year to see it all put together. The board is glad to hear that K12 is helping with making sure the curriculum is aligned.

E. Insurance Initial Review

Dr. Ernest provided the board with some information. Our rate per student will be the same; our insurance will be less because we will have less students. Marty's report is same for students, and less because of less students, and a recommendation of staying with current plan. The last time the Board went out to bid was the summer of 2014, and there is the option of the board going to market and see other bids but still be covered.

Mr. Meyer motioned to continue to use the same carrier for the next year. If rates do change per student, then that will need to be communicated to the Board for review at the next board meeting. Mr. Giltner seconded. ROLL CALL: Mr. Meyer, yes; Mr. Giltner, yes; Mr. Marske, yes. The motion passed.

F. Engagement Policy

Kent Martin reviewed the engagement policy. Dr. Ernest shared with the board that the policy started the first week of May because of the House Bill 1382. HB 1382 is in response to Indiana legislation and is requiring that all virtual charter schools adopt a student engagement policy and that students be held accountable, according to that policy, for non-engagement throughout the year. Kent has worked with K12 legal in creating this policy; this policy is the first of its kind where everything has had to be done from the ground up. Our goal is to present this to our parents now so they understand what is accepted of them and would be comfortable if the board makes a decision.

You reviewed these policy last month, and there have not been much changes other than providing more clarity. The version is how we would like for it to be approved by the board. We moved away from family engagement points because it sounds like a positive thing, and are using student engagement demerits instead. We provided a 20 demerit back stop so that there aren't students getting third or fourth chances- 20 demerits will indicate that this isn't a good fit for you. We clearly defined what notice is; by specifying USPS letter and email with five days to respond.

- Failure to respond to first notice will be followed up by second round of email and USPS letter notifying of removal from school for lack of engagement
- Responding to notice within 5 day period and providing sufficient information to reduce Demerits below the 10 demerit threshold the student will remain enrolled.
- Responding to notice within 5 day period and failing to produce sufficient information to reduce Demerits the second notification notifying of removal will take place.

These demerits cannot be implemented until a conversation has started and staff has documented in running notes, and the FAST pathway will monitor and look for any trends/data in how/why demerits are being earned. Both pathways, the staff and FAST will be working in parallel. Will this new policy affect the current enrollment? The school believes it could impact 10%.

How can we make sure the school understands this new policy? An electronic signature would be a way for the school to make sure that families are aware of this policy. Families will also be made aware during back to school expos, and welcome calls.

The board is comfortable with the new engagement policy because it has been discussed last month and this month. The resolution does include that legal counsel will review for the board, the HOS

recommends any amendments to the student engagement policy as presented and approved, any such recommendations shall be presented to the board for review, confirmation and approval at the next regularly scheduled meeting.

Mr. Giltner motioned to approve Resolution 2017-10. Mr. Meyer seconded. ROLL CALL: Mr. Meyer, yes; Mr. Giltner, yes; Mr. Marske, yes. The motion passed.

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

A. Financial Report, Patti Ashley

Ms. Ashley highlighted the May vouchers, ISP's were paid, and nothing unusual was paid out this month.

Mr. Meyer motioned to approve the May 2017 vouchers for all three schools for audit. Mr. Giltner seconded. ROLL CALL: Mr. Meyer, yes; Mr. Giltner, yes; Mr. Marske, yes. The motion passed.

Ms. Ashley highlighted the forecast. This is a preliminary year end forecast, the funding is in, expenses are almost included, and any invoices that come in for FY17 will be part of the audit. Overall the school expenditures decreased with a portion of that because of facility and other expenses were lower. And the YTD is \$3.9M.

Mr. Meyer motioned to accept the year end June 2017 financials subject to audit. Mr. Giltner seconded. ROLL CALL: Mr. Meyer, yes; Mr. Giltner, yes; Mr. Marske, yes. The motion passed.

B. Community Report, Rachael Borrelli

Ms. McFann highlighted when are where the back to school expos will be held this year: Evansville, August 8th; South Bend, August 14th; Northwest Indiana, August 15th; Terre Haute, August 16th; Fort Wayne, August 18th, and Indianapolis August 19th.

C. Enrollment Report, Kathy Coe

Total enrollment for Hoosier Indy is 199; Hoosier Virtual is 2065; and Insight is 593. Students who were enrolled with us on May 10th who have not yet committed, still have until August 21, 2017, end of the day to register.

Hoosier Academies Network of Schools Enrollment 2017-2018 School Year

Total Enrollment

Grade	Hoosier Indy	Hoosier Virtual	ISIN	Total
K	22	34		46
1	15	130		146
2	34	99		133
3	17	172		189
4	15	123		138
5	15	146		161
6	19	201		220
7	13	140	24	177
8	17	159	92	268
9	17	187	82	286
10	17	221	116	354
11	20	149	129	298
12	12	276	161	449
Total	199	2065	593	2857

D. Compliance Report, Kathy Coe

All state reporting for 16-17SY are complete. There are some clean-ups that still need to be done in September. K12 auditors are here this week to make sure we are compliance with laws.

E. Personnel Report, Nadina McFann

We have had resignations however, all employees are employed until July 31st. Next month will be a formal presentation to show where we were at with total teacher numbers, to where we are now at with total teacher numbers. Dropbox does have a folder for the organizational charts as well as job expectations descriptions.

All new hires will be required to undergo a new background check per new law. All returning staff will also undergo an updated background per the new laws. The returning staff background check cost will be covered by the school. All new hires will pay for their cost.

Raptor will be up and ready for the start of school so that any visitor can be checked before entering the building using their driver's license.

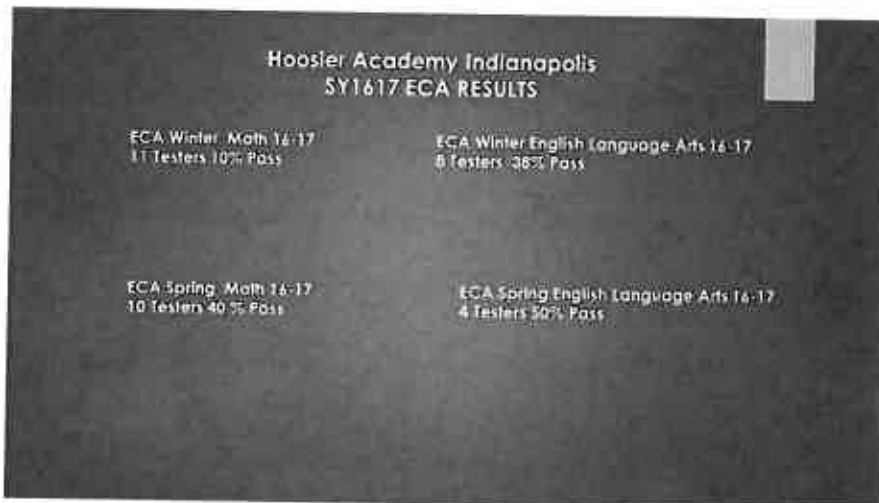
IV. Hoosier Academy- School and Student Outcomes

A. Hoosier Academies Teacher of the Year Announcement

Dr. Ernest presented the Apple Award to Ms. Nicole Schadek who was nominated by her peers as HA Teacher of the Year. She teaches special Ed K-12 at the hybrid center and has been at Hoosier for 5 ½ years. Nicole has gone through the Focused Leadership Academy, taken on the Anti-Bullying campaign for the school, and has applied for state teacher of the year.

B. Testing Results and Analysis

The board reviewed and discussed the ECA results for high school students. ISTEP and IREAD scores are not yet available to the public. The scores for spring are those who did not pass in the winter. The scores for winter are those who did not pass in the spring. ISIN scores include a lot of students who have never taken the ECA because they have not had it anywhere else. There are ECA waivers for students who have not passed ECA.



INSIGHT SCHOOL OF INDIANA
SY1617 ECA RESULTS

ECA Winter 2016-17
39% Pass
(15) First Time Testers 53% Pass
(84) Retesters 25% Pass

ECA Spring 2017 English Language
Arts 17% Pass
(27) First Time Testers 16% Pass
(57) Retesters 19% Pass

ECA 2016-17 Winter Math
21% Pass Math
(11) First Time Testers 26% Pass
(127) Retesters 5% Pass

ECA 2017 Spring Math
4% Pass Math
(54) First Time Testers 2% Pass
(70) Retesters 10% Pass

ECA Update: Scores

Spring 2017 ECA Scores

Math: 7% Passed (9/115)
English: 30% Passed (20/66)

Winter 2016 ECA Scores

Math: 12% Passed (23/193)
English: 38% Passed (53/138)

Spring 2016 ECA Scores
Math: 4% Passed (21/479)
English: 43% Passed (233/536)

Winter 2015 ECA Scores
Math: 10% Passed (39/379)
English: 34% Passed (70/208)

V. Board Development

A. Items for next month:

1. Teacher evaluation briefing
2. Curriculum alignment briefing
3. Organizational chart/personnel report

Next Board meeting is August 29, 2017, Franklin Rd, at 5:30pm.

Being no further business the meeting adjourned at 7:34pm

Signatures for Approval of the July 18, 2017 Minutes.



John Marske, Board President



George Giltner, Board Secretary



Date



Date

I. The Law

"House Enrolled Act 1382 from the Indiana General Assembly, set to go into effect on July 1, 2017, states:

"A virtual charter school shall adopt a student engagement policy. A student who regularly fails to participate in courses may be withdrawn from enrollment under policies adopted by the virtual charter school. The policies adopted by the virtual charter school must ensure that:

- (1) adequate notice of the withdrawal is provided to the parent and the student; and
- (2) an opportunity is provided, before the withdrawal of the student by the virtual charter school, for the student or the parent to demonstrate that failure to participate in the course is due to an event that would be considered an excused absence under IC 20-33-2."

II. Major Changes

- a. Overview – Language updated to reflect final version if adopted by the board as is. – From past tense to future tense
- b. Family Engagement Points now Student Engagement Demerits or simply Demerits
- c. 20 Demerit "Backstop" – Student **must** be removed once they reach or exceed the 20 Demerit threshold – Intent to treat all students the same & provide for equal treatment
- d. Notice of possible removal from the school defined – USPS letter & Email with 5 days to respond.
 - i. Failure to respond to first notice will be followed up by second round of email and USPS letter notifying of removal from school for lack of engagement
 - ii. Responding to notice within 5 day period and providing sufficient information to reduce Demerits below the 10 demerit threshold the student will remain enrolled.
 - iii. Responding to notice within 5 day period and failing to produce sufficient information to reduce Demerits the second notification notifying of removal will take place.

III. Scenarios

a. Staff Pathway

- i. Jimmy Doe is not engaging in Mr. Johnson's Algebra 1 course. Mr. Johnson notifies student and LG that the student is not meeting engagement expectations by phone call and email and informs that Demerits are beginning to be tracked and the consequences of continued lack of engagement. Mr. Johnson begins a running note tracking the day, time, and mode of contact for the introduction to

HOOSIER ACADEMY, INC.
Resolution No. 2017-9

2017-2018 School Handbooks
July 18, 2017

WHEREAS, the Board of Directors of Hoosier Academy, Inc. (“Corporation”) is responsible for approving and adopting a School Handbook for the purpose of informing Hoosier Academy students, families, and employees about procedures, contact information, codes of conduct, important dates, and expectations regarding being a part of the Hoosier Academy Network of Schools; and

WHEREAS, the Board of Directors deem it appropriate for each school - Hoosier Academy Indianapolis, Hoosier Academy Virtual, and Insight School of Indiana, to have a handbook that is specific to its learning environment and to include school-wide policies and procedures.

IT IS THEREFORE RESOLVED that the Board of Directors approves and adopts the 2017-2018 school handbooks for Hoosier Academy Indianapolis, Hoosier Academy Virtual, and Insight School of Indiana as presented.

Voice Vote:

Ayes: 0 3 No: _____

Date: 7/18/17

Certification of Board Secretary: 

HOOSIER ACADEMY, INC.

**Resolution to Adopt
Student Engagement Policy**

Resolution No. 2017-10

WHEREAS, the State of Indiana has adopted a new law requiring all virtual charter schools to adopt a student engagement policy all as more particularly provided in Indiana Code 20-24-7-13 (g) and (h); and

WHEREAS, the Board of Directors of Hoosier Academy, Inc. ("Corporation") has directed the Head of Schools and school administration to study and prepare an engagement policy for the virtual schools operated by the Corporation, and the Head of Schools and school administration prepared and presented a student engagement policy for Board review and consideration; and

WHEREAS, the Board of Directors has reviewed and considered the engagement policy in the form attached hereto as Exhibit A, and deems it prudent and in the interest of the Corporation to adopt the engagement policy as presented subject to final review by legal counsel for the Board.

IT IS THEREFORE RESOLVED, that the student engagement policy attached hereto as Exhibit A, be, and it hereby is, approved and adopted by the Corporation for the virtual charter schools operated by the Corporation.

RESOLVED FURTHER, to the extent following final review by legal counsel for the Board, the Head of Schools recommends any amendments to the student engagement policy as presented and approved, any such recommendations shall be presented to the Board for review, confirmation and approval at the next regularly scheduled meeting of the Board.

Voice Vote:

Ayes: 3 No: _____

Date: 7/19/17

Certification of Board Secretary: _____



EXHIBIT A

STUDENT ENGAGEMENT POLICY

Engagement Additions to the HANS Handbook for the 2017-2018 School Year

Overview

This Student Engagement Policy has been implemented in response to legislation passed by the Indiana General Assembly (Spring 2017). House Enrolled Act 1382, which went into effect on July 1, 2017, requires that all virtual charter schools adopt a student engagement policy and that students be held accountable, according to that policy, for non-engagement throughout the school year.

As will be explained further below, Hoosier Academy Network of Schools will identify non-engaged students using one of two different pathways: (1) the staff pathway and (2) the Family Academic Support Team (FAST) pathway. We are utilizing two different pathways based on the types of data school officials have access to and are able to use for monitoring purposes. Staff members have access to and utilize data specific to their role while FAST members primarily have access to cumulative data that allows for a review of aggregate data among all courses.

Engaged Students

Students enrolled at the Hoosier Academy Network of Schools can maintain good standing in regards to engagement by:

- **Actively** communicating with school staff
- Attending all **required** Class Connect sessions
- Attending **scheduled** conferences
- Attending in-person **State mandated** testing
- **Completing** diagnostic and formative assessments
- **Engaging** during the required Class Connect sessions
- Having their attendance **logged daily** by their learning coach
- **Logging into** the Online School (OLS), grades KG-5, or Learning Management System (LMS), grades 6-12 for at least 2 hours **per school day**
- **Responding** to request for two-way communication in a timely manner (within one school day)
- **Proactively communicating** with the school regarding technical issues
- **Proactively communicating** with the school regarding absences

Failure to engage, as outlined in this policy, may result in a student receiving Student Engagement Demerits (aka Demerits), which in turn, may result in the student being withdrawn from the school.

Staff Pathway

The staff pathway allows for staff members to, based upon their unique vantage point, identify students who are not engaged in their specific course, teacher-assigned interventions, or other teacher-directed school related activity. Staff members tracking engagement should be in accord with established Individual Learning Plan (ILP), Individual Education Plan (IEP), or other documents or policies that enable students to clearly understand their expected engagement at Hoosier Academy Network of Schools.

Staff members will utilize their unique interactions with students, weekly data trackers, and other role-specific data to determine non-engaged students. Staff members will hold Hoosier Academy Network of School students accountable when a student fails to follow staff-directed activities, such as failing to attend required Class Connect sessions, failing to attend school assessments, failing to attend State mandated testing, or failing to communicate with staff in a timely manner.

Once staff members begin to assign Demerits to a student, the staff member must begin by notifying the student's parents or guardians that the school has started tracking the Demerits for that student and the consequences of accruing Demerits. Staff members will notify the student and his or her parents or guardians within 24 hours of beginning to assign Demerits. Student Engagement Demerits will become part of the student's record when notification occurs. Each time a Demerit is assigned the staff member will contact the parents or guardians. Staff will document the Demerits a student accrues and any attempts to engage the student via a running note in TotalView School.

When a student has accrued 10 Demerits, the staff member will escalate the matter to the student's Academic Administrator. The Academic Administrator will review the engagement demerits to determine the appropriate level of intervention, based on this policy. Special considerations will be made, per State and Federal law, in regards to students in the following categories: Special Education, 504, or Homeless students.

Based on this review, Academic Administrators will develop a course of action, which can include: referrals to school-based interventions, referral for Special Education testing, or referral to FAST for Family Academic Support Liaison for a Back on Track Plan. Students may not accrue more than an additional ten (10) Demerits after the Academic Administrator implements the course of action for the student. If a student accrues ten (10) or more additional Demerits the student will be referred to the Family Compliance Liaison in order to remove the student from the school for lack of engagement.

FAST Pathways

The Family Academic Support Team (FAST) pathway in identifying non-engaged students allows for FAST staff to proactively monitor student engagement in a broader, more aggregate manner while working with students on their referral caseload. FAST staff also has direct access to data found in TotalView Action.

A review by a Family Compliance Liaison (FCL) for lack of engagement will be initiated when one or more of the following criteria are met:

- There is no student login for the week
- Low Student Activity – Less than two hours of time logged into school for each school day
- Low Student Class Connect Sessions – Student not attending required Class Connects
- Low Student Class Connect Attendance – Student not attending the entire Class Connect session

After the review is completed by the FCL he or she may determine students to be either engaged or not engaged. If the lack of engagement is substantiated the FCL will refer the non-engaged student to a Family Academic Support Liaison for further monitoring and a Back on Track Plan.

The Family Academic Support Team actively works with students throughout the year to mitigate engagement related issues and will document Demerits similarly to staff. If a student accrues more than 10 Student Engagement Demerits while working with FAST that student will continue to work with the FAST team until the student is re-engaged or all attempts at reengaging the student have failed, consistent with this policy.

Notice

If, consistent with this policy, a student qualifies for withdrawal, the school will notify the student's parents or guardians through email and U.S. regular mail prior to withdrawing the student. The notice will clearly state that the student has failed to adhere to the school's student engagement policy and that the school has determined, according to its policy, that the student qualifies for withdrawal. ~~The parents or guardian will be provided five (5) school days from the date on the notice to demonstrate that the student's non-engagement was due to an event that would be considered an excused absence consistent with school policy and state law.~~ The school will review any information received from the student's parents or guardians by that deadline and will determine if there is sufficient basis for an excused absence, in accordance with school policy and state law.

- If a student's parents or guardians fail to respond to the notice within five school days, the school will send a second notification through email and U.S. regular mail, indicating that since the school received no response to the prior notice that the student's withdrawal from the school will commence immediately.
- If a student's parents or guardians reply to the first notice and a determination is made that the student had an excused absence or absences, the student's Demerits will be adjusted to reflect the excused absence or absences. If after adjustments are made, where applicable, the student no longer has at least ten Demerits, the parents or guardians will be notified that the adjustment was made, the number of points that have now accrued, and that the student no longer qualifies for withdrawal under the policy. However, if after adjustments are made, where applicable, or if no adjustments are made, the student still qualifies for withdrawal, the parents or guardians will be notified through email and U.S. regular mail that the student still qualifies for withdrawal and that withdrawal will commence immediately.

Next Steps

If a student is withdrawn from HANS due to lack of engagement HANS may:

- Report the student to Child Protective Services with concerns of Education Neglect

- Reported to the Indiana State Police Clearinghouse for missing children
- Call the local law enforcement agency to confirm child welfare
- Not allow the student to re-enroll the student for the remainder of the current school year or 180 calendar days, whichever is greater.

All removed families removed under this policy will receive a letter at the mailing address on file detailing the withdrawal.

Summary

Utilizing these pathways allows for the school to maintain the flexibility that some students seek out HANS while also ensuring that students are actively participating in school in a manner conducive to receiving a quality education.