

## HOOSIER ACADEMY BOARD MINUTES

July 24, 2014

Meeting was called to order by Board President John Marske at 5:49 PM, Tuesday, July 22, 2014. Board members present: John Marske, John Luta, Lesley Neff, and Dynelle Pelsy-Bowyer. Stacie Porter Bilger arrived late.

Staff Present: Dr. Byron Ernest, Head of School; Dominique Lowery, High School VS Academic Director; Dr. Chris Chalker, High School/Middle School HY Academic Director; Patti Herron, K-8 VS Academic Director; Sue Davis, K-6 HY Academic Director; Kathy Coe, Operations Manager; Paul Runyan, High School HY Counselor; Teachers Brian Nash, Lyndsay Sheridan; and Norma Jean Graves, Administration Administrative Assistant/Board Secretary. K12 attendees: Leslie Schott, Finance; Jennifer Waterman, Marketing; and Keith Isom, Regional IT. Virtual attendees: Stephanie Hargens, Deputy Regional Vice President; Janice Gruenberg, K12 Vice President School Services; and Dawn Bosten.

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.

### **Approval of June 2014 Minutes:**

**Dynelle Pelsy-Bowyer moved that the June Board Minutes be approved as written. Lesley Neff seconded. The motion passed.**

### **Adoption of July Agenda:**

**Lesley Neff moved that the July Board Agenda be adopted. Pelsy-Bowyer seconded. The motion passed.**

### **Oral Communication:**

There was no oral communication.

### **NWEA Update:**

Dr. Ernest reviewed new K-8 testing modeled by Michigan K-12. Twenty-nine HA staff attended training on how to use the test and its data. The USA test prep will provide benchmarks for measures of growth and will replace Scantron. Use of this testing was prompted by Ball State.

### **High School Passing Rates:**

Dominique Franklin reported that the second semester high school pass rate was 74%, with the highest pass rate being shown in the 9<sup>th</sup> grade Hybrid. Our goal is 80% passing rate.

### **DIBELS Results:**

Sue Davis presented an end-of-the-year synopsis. The goal of this K-1-2 emergence in literacy is 80%+ proficiency. She gave kudos to the first grade for their results. Emphasis going forward will be made on retention and rate of gain, with a focus on perseverance.

**Insurance:**

Marty Dezelan of Dezelan Insurance Agency presented a 2014-15 Insurance Renewal Proposal. Dezelan Insurance has covered our school since its inception through what is now Liberty Mutual. He explained that coverage and exposure affect premium. Dezelan addressed the proposal by line item. Our policy renews on 8/1/14.

Issues raised by Dezelan were regarding any Hoosier Academy year-end deficit (Leslie Schott responded that we are not allowed to end the year in deficit so K12 covers it), the possibility of offering student insurance, and addressing BSU's new insurance requirements.

John Luta pointed out that we have made \$777K improvement to our buildings and wished to clarify our lease language in regard to insurance coverage. Robert Scott will be asked for a lease interpretation.

**John Luta moved to approve the renewal as proposed subject to adding coverage as the need arises. Neff seconded. The motion passed.**

**Compliance and Operations Executive Report**

Janice Gruneberg gave a summary level snapshot of the areas the Operations team supports including ILP implementation, Strong Start, Scantron, Study Island Pathways, and compliance. An audit reviewing 2013-14 was made and improvement on staff files was noted. K12 is experiencing a high volume in SPED and ongoing enrollment and is using centralized support services to close gaps.

Kathy Coe reported that compliance documents were up to date with the state. Stacie Porter Bilger requested clarifications on other reports, e.g. BSU reports. She suggested one document including what needed submittal, to whom, and when completed. Coe is also handling staff 403 B and PERF documents as required by law.

**Financials:**

Leslie Schott met with the Board Finance Committee. The End of Year Report will remain open through August to tie up loose ends, e.g. SPED end-of-the year, revenue received 2013-14 and to true-up code issues. The Hybrid report is \$17,000 down. Virtual line items include \$77K testing costs (74% travel).

A/P vouchers were presented. Although combining the HY and VS vouchers would be preferred, BSU and the Indiana DOE recognize Hoosier Academies as two schools. Porter Bilger asked if the financials could be combined as one book; Schott said she would explore the possibility.

**Luta moved to approve the Hybrid A/P vouchers. Neff seconded. The motion passed.**

**Luta moved to approve the Virtual A/P vouchers. Porter Bilger seconded. The motion passed.**

**Employee Handbook:**

There were no comments made after the redlined Employee Handbook was presented last month. Staff 5 PTO days with no accrual was clarified. Robert Scott will fill-in some blanks, e.g. harassment statement may be too broad, lunch breaks, e-cigarette policy, and use of wireless communication devices.

Luta moved to adopt the Employee Handbook based on outlined changes to be reviewed by Robert Scott with John Marske granted authorization of the final version. Marske seconded. The motion passed.

**Student Handbook:**

The Student Handbook was one of the HA staff summer projects. Anti-bullying and firearms on school property were discussed. Total hours required (Appendix B) amended to 990 hours.

**Porter Bilger moved to approve the Student Handbook as amended. Pelsey-Bowyer seconded. The motion passed.**

**Registration and Enrollment:**

Current enrollment is 3150. K12 nationwide is down. Our 2014-15 cap and advertising was reduced to comply. Porter Bilger emphasized the need for exit interviews which could be a task of the new board liaison. Jennifer Waterman indicated local ads would be added in August.

**Personnel Report:**

Dr. Chris Chalker was introduced as the new HY High School/Middle School Academic Director. Kathy Coe has been appointed to Operations Manager.

**Bank Signatory Addition:**

**John Luta moved to add Kathy Coe, Operations Manager, to the PNC bank signatories. Pelsey-Bowyer seconded. The motion passed.**

**Board Ad Hoc Committee:**

Insperty will post a new position of Board Liaison on behalf of the Board in the next two weeks. More information will be forthcoming.

**Board Human Resources Committee:**

No report.

**Fiscal Control Policy:**

The Fiscal Control Policy was reviewed. The Board requested that the expense report process on page 8 include who is responsible at each step. Under Other Expenses: Grant Purchases the board recommended that a form showing the amount of purchase, grant name, expenditure, dollars remaining, accounting code, and quote if applicable be created and attached.

**Luta moved to approve to approve the Fiscal Control Policy as amended. Pelsey-Bowyer seconded. The motion passed.**

Dr. Ernest recognized Brian Nash, History Teacher and Department Chair, as the Hoosier Academies Teacher of the Year.

Being no further business, Porter Bilger moved that the meeting be adjourned. Luta seconded the motion. The motion passed and the meeting adjourned at 8:29 PM.

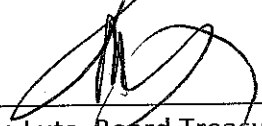
Next Board Meeting: August 26, 2014.

Respectfully submitted,

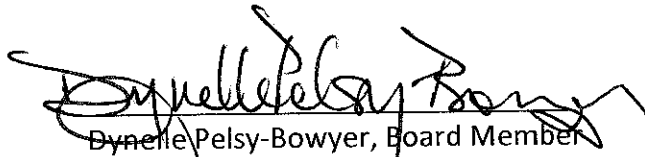
Norma Jean Graves  
Board Secretary

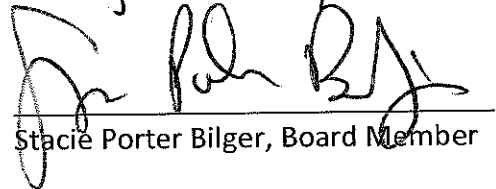
Signatures for approval of July 25, 2014 Minutes:

  
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John Marske, Board Chair

  
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John Luta, Board Treasurer

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Lesley Neff, Board Secretary

  
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Dynelle Pelsy-Bowyer, Board Member

  
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Stacie Porter Bilger, Board Member