

Hoosier Academy, Inc.
Regular Board Meeting Minutes
July 23, 2019

Upon determining the presence of a quorum, Board President Michelle Study-Campbell called the meeting to order at 5:52P.M. TUESDAY, July 23, 2019.

Chairman Study-Campbell 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
Michelle Study-Campbell	✓				✓
Gary Meyer	✓				
Maurice Boler	✓				
George Giltner	✓				
John Marske		✓			

Others in Attendance:

K12 Representatives	HA Staff	Community Members
Enrico Rudolph Julia O'Sullivan Amelia Torres Mary Dangerfield, phone	Adrienne Elizondo	

B. Approval of the June Minutes and Annual Meeting Minutes:

Mr. Meyer motioned to approve the June 24, 2019 minutes. Mr. Boler seconded. The motion passed. Roll Call: Gary Meyer, yes; Maurice Boler, yes; George Giltner, yes; Michelle Study-Campbell, yes.

Mr. Meyer motioned to approve the annual meeting minutes. Mr. Boler seconded. The motion passed. Roll Call: Gary Meyer, yes; Maurice Boler, yes; George Giltner, yes; Michelle Study-Campbell, yes.

C. Adoption of the July Agenda:

Mr. Meyer presented the July 23, 2019 agenda with the proposed changes of having the financial report moved to follow Resolution 2019-9. Mr. Giltner seconded. Roll Call: Gary Meyer, yes; Maurice Boler, yes; George Giltner, yes; Michelle Study-Campbell, yes.
The motion passed.

D. Oral Communication:

None.

III. Hoosier Academy, Governance and Organization

A. Building Move and Update

Building 1, the learning center, is getting ready for staff and students; carpets have been cleaned; floors; waxed; interior painting is finished; and Building security is with ADT. The security for B1 has been updated to include:

- Window glass break sensors
- Panic button for the front desk
- Control panel
- Locked exterior doors with fob access
- Motion detectors

The hybrid staff will have a walk thru of the new features with Matt Gray, IT support, on August 1st, when teachers return as well as to activate their code to arm/disarm the system.

Building 2, the administrative office, will also have ADT security installed on Friday, and internet and phones will be set up with AT&T.

Some additional expenses include cost to move furniture for the deep clean to have full access to floors and wall space.

Ms. Study-Campbell questioned if the onsite security that was used at the Franklin Rd location still needed, and what has been communicated to that company in regard to the upcoming school year.

Currently the ADT point of contact is Matt Gray, the school's IT support, and moving forward the point of contact for Watchmen Security is Tracy Thatcher, new office manager.

The School Board Liaison will follow up with the Board to provide information on the contract with Watchmen Security; the school need and use for the resource officer; and what has been communicated with Watchmen Security for the upcoming school year.

B. Head of School Timeline/Update

Mr. Giltner sat in on five phone interviews. The top three will travel to Herndon, and the board will be able to participate and meet the final two candidates. Once the final two candidates have been selected, the board will be notified and given the opportunity interview the final two candidates. Some of the candidates do have virtual experience.

Ms. Study-Campbell will follow up with Ms. Roth to determine next steps and setting up times for the board to meet the final candidates.

C. Strategic Planning for 19-20SY Briefing

The board met on July 19th as a special meeting of the board to discuss the Head of School; what the board can do to support CTE; and the Ball State condition letter.

The board is holding another special meeting in August where the members will be dividing into sub-groups based on board member expertise; academic, marketing and communication; finance; and operations to be more proactive and in front of the discussions rather than being in a reactionary position.

D. 2019-2020 School Handbooks Briefing

After review and discussion with legal counsel, the approval of the two school handbooks, Hoosier Academy Indianapolis, and Insight School of Indiana needs further review to ensure that the handbooks are maintaining the original purpose of consistency.

The Academic Administrator for Insight along with the School Board Liaison will review the school handbooks, provide the redlined draft to legal and provide a document that highlights the revisions. The school will be operating on the approved 2018-2019 school handbooks. The draft 19-20 handbooks will be available on August 23, 2019, a special meeting of the board.

E. Resolution 2019-8 Approval of the 2019-2020 Student Attendance and Engagement Policies

There are attendance and engagement policies for Indy and Insight. Both have been updated with the most recent legislation regarding virtual education. Legal has reviewed and provided comments on what is being used to define attendance and engagement.

Mr. Meyer motioned to approve Resolution 2019-8, Approval of the 2019-2020 Student Attendance and Engagement Policies. Mr. Boler seconded. Roll Call: Gary Meyer, yes; Maurice Boler, yes; George Giltner, yes; Michelle Study-Campbell, yes.
The motion passed.

F. Resolution 2019-9 Confirming FY20 Budget

Mr. Meyer motioned to approve Resolution 2019-9 Confirming the FY20 Budget. The board approved the FY20 budget last month and confirming the budget this month. Mr. Boler seconded. Roll Call: Gary Meyer, yes; Maurice Boler, yes; George Giltner, yes; Michelle Study-Campbell, yes.
The motion passed.

G. K12 Operations/Database Presentation and Discussion

Mary Dangerfield from K12 provided an overview to the board of the features that the school will use to assist with track attendance. TotalView Action's (TVA) purpose is to track data and let teachers do something with it. For example, a teacher can see their class attendance and can filter based on school specific requirements. The school specific requirements have been determined based on collaboration and conversation with the staff at Hoosier. Admin have access to the entire school and teachers have access to students that are associated with them. At the school level, the Student Support Service Administrator is the POC. The information is verified and inputted by parent reported attendance or when the student logged into the system. The board would like to know how the school is going to use TotalView Action with its new features and would like to know if the new features are going to capture attendance fully.

K12 is working with Hoosier to ensure that the fields match the required items for state reporting so that the data is accurate. Hybrid teachers will have to be trained on how to properly enter attendance on hybrid center days when they return in August.

The board reiterated the importance for the school being able to track real time attendance accurately, and the need/urgency that the board has on this topic. The person sending in the report, teachers, and staff need to be properly trained on TVA and how it works. The board would like to provide Ball State with as much supporting documentation to ensure confidence in the system.

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

A. Financial Report, Enrico Rudolph

Mr. Rudolph reviewed the June financials. There was a \$117k funding increase due to Title I + II adjustments. Some of the expenses for the month of June include:

- Teacher expense increase due to Title adjustment and PTO accruals
- Student expense increase due to K12 invoices (inline with enrollment) and higher testing expense (new state testing regulations)
- Administration and Governance /Technology expenses inline with funding
- Insurance / Facilities / Other expenses increased by 39k for Title adjustments for Mindplay and Ascend licenses

The June financials Budget FY19 vs the current forecast 12+0

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

Restricted Funds Overview:

Restricted Funds (12+0)	FY19	Expenses Incurred YTD	Remaining Balance	Allocation
Hybrid				
Title I - 17-19	114,254	93,816	20,438	Salaries (2x Interventionists) + Benefits, Licenses and Stipends
Title II	9,062	9,062	0	Stipends
IDEA 17-19	53,761	43,618	10,143	Salaries + Benefits, Non-Certified Salaries, PD, Materials & Supplies
IDEA 18-20	52,967	450	52,517	Salaries + Benefits, PD, Materials & Supplies
Formative Assessment Grant	2,321	2,321	0	Mindplay and Ascend Licenses
SIG	46,500	37,500	9,000	Stipends
Performance Award	5,460	9	5,451	Stipends
High Ability Grant	25,301	25,292	9	Stipends
Total	309,625	212,068	97,557	
Insight				
Title I - 17-19	194,965	133,336	61,629	Salaries (3x Interventionists + Grant Coordinator) + Benefits, Licenses and Stipends
Title II	24,005	24,005	0	Stipends
IDEA 17-19	178,018	176,648	1,370	Salaries, Benefits
IDEA 18-20	211,660	50,507	161,153	Salaries (Psych, Related Services + SPED) + Benefits, Non-Certified Salaries, PD, Materials & Supplies
SIG	50,000	48,000	2,000	Stipends
Performance Award	23,934	23,934	0	Stipends
Formative Assessment Grant	6,333	6,333	0	Mindplay and Ascend Licenses
Total	688,915	462,763	226,152	

Combined Indy + Insight Headcount as of July 19, 2019:

Insight	Budget FY19 Enrollment	12+0 Forecast Enrollment	Budget FY19 vs Forecast
Elementary			
Middle School	164	144	(20)
High School	600	620	20
Enrollment (ADM)	764	764	0
Staffing	Budget FY19 Headcount	12+0 Forecast Headcount	Budget FY19 vs Forecast
Direct Instruction - MS	4.00	4.00	-
Direct Instruction - HS	13.00	15.00	2.00
Special Education - MS	4.00	4.00	-
Special Education - HS	4.00	3.00	(1.00)
Advisors - MS	4.00	4.00	-
Advisors - HS	3.00	3.00	-
Guidance Services - MS + HS	3.00	3.00	-
Title Staff - (Interventionists, Coord)	2.00	4.00	2.00
IDEA Staff (Psych/504/Related Ser)	3.00	3.00	-
CTE/PLT	3.00	3.00	-
FASL's	3.00	3.00	-
FEA/FEC/FCL	3.00	3.00	-
Board Liaison	1.00	1.00	-
Total Board Staff (FTE)	50.00	53.00	3.00
INDY	Budget FY19 Enrollment	12+0 Forecast Enrollment	Budget FY19 vs Forecast
Elementary	109	86	(23)
Middle School	58	51	(8)
High School	107	63	(44)
Enrollment (ADM)	274	200	(75)
Staffing	Budget FY19 Headcount	12+0 Forecast	Budget FY19 vs Forecast
Direct Instruction - KS	8.00	6.00	(2.00)
Direct Instruction - MS	2.00	4.00	2.00
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	21.00	-

Mr. Meyer motioned to accept the June financials subject for review and audit. Mr. Boler seconded. Roll Call: Gary Meyer, yes; Maurice Boler, yes; George Giltner, yes; Michelle Study-Campbell, yes. The motion passed.

The audit started last Friday and will provide an update next month.

Mr. Meyer stated that the finance committee has reviewed the vouchers and found nothing unusual; and motioned to accept the June 2019 vouchers for Insight and Indy for audit. Mr. Boler seconded. Roll Call: Gary Meyer, yes; Maurice Boler, yes; George Giltner, yes; Michelle Study-Campbell, yes. The motion passed.

The finance committee will provide an update to the board on conducting an outside review of K12 per the conditions letter sent by Ball State that may require additional funds. Once the board has more information, they will provide K12 will an update. Mr. Rudolph will put a line item into the budget.

B. Community Report

No report.

The school board liaison will follow-up with K-12 marketing to answer the following: the data on the face-to-face info/school tour sessions;

- **the conversion rate from the info session;**
- **the enrollment of students coming from the Indiana Virtual School; and**
- **the data that comes from the TV/radio commercial aids.**

In addition to the June follow-up, the board would like to know specifically what is K12 doing to show investment to Hoosier Academies? (What is K12 doing to go beyond the already mentioned items as noted above).

C. Enrollment Report

Hybrid enrollment is at 125. Insight enrollment is at 785. Total enrollment is 910.

D. Compliance Report

See attached report.

E. Personnel Report

There have been two new hires for Insight; advisors. The school is actively interviewing for the following:

- Insight High School Math
- Insight High School English
- Insight High School Social Studies
- Insight High School CTE Teachers

Positions are posted on the IDOE job bank, Insperity, our HR provider, as well as K12.

III. Hoosier Academy, School and Student Outcomes

A. Academic, Testing & FAST Report


See attached report.

V. Board Development

A. Items for next month:
1. board recruitment

Next Board meeting is August 27, 2019, Caito Dr, at 5:30pm.
Being no further business, the meeting adjourned at 8:05pm
Signatures for Approval of the July 23, 2019 Minutes.


Michelle Study-Campbell, Board President


George Giltner, Board Secretary

8-27-19
Date

8-27-19
Date

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Hoosier Academies Compliance Report

Year	Report Name	Final Submit Date	Status
2018	Evaluation (SPED)	7/18/2018	Complete
2018	Termination (SPED)	8/1/20018	Complete
2018	Real Time	8/17/2018	Complete
2018	Homebound/Hospitalized	8/31/2018	N/A
2018	Title I	9/17/2018	Complete
2018	Dual Credit Completion	9/21/2018	Complete
2019	ISTEP+: Grad 10 Winter Retest	9/28/2018	Complete
2019	ECA-Winter TL (2017 & 2018 Cohorts)	9/28/2018	Complete
2018	Graduates	10/5/2018	Complete
2018	Termination (SPED)	10/5/2018	Complete
2019	Membership	10/5/2018	Complete
2019	WIDA TL (Grades KG-13)	10/15/2018	Complete
2019	Noncertified and Other Personnel	10/26/2018	Complete
2019	Pupil Enrollment (uses RT & EM data)	10/27/2018	Complete
2019	Curricular Materials (TB)	10/31/2018	Complete
2019	Curricular Material Assistance	10/31/2018	Complete
2019	Certified Employee	11/14/2018	Complete
2018	Educator Ratings	11/16/2018	Complete
2019	English Learner & Immigrant	12/9/2018	Complete
2019	Special Education	12/18/2018	Complete
2019	ILEARN: Biology ECA (Grades 7-12) Winter (1)	12/19/2018	Complete
2019	ISTEP+: Grad 10 First Time Testers	12/21/2018	Complete
2019	ISTEP+: Grad 10 Spring Retest	2/1/2019	Complete
2019	ECA-Spring TL (2017 & 2018 Cohorts)	2/1/2019	Complete
2019	Certified Employee (final edits for CP)	2/8/2019	Complete
2019	Certified Position	2/8/2019	Complete
2019	Course Completion	2/8/2019	Complete
2019	Membership	2/15/2019	Complete
2019	ILEARN: Biology ECA (Grades 7-12) Winter (2)	2/27/2019	Complete
2019	IREAD (Grades 3-5)	3/28/2019	Complete
2019	Special Education	4/20/2019	Complete
2019	ILEARN: (Grades 3-8)	5/16/2019	Complete
2019	ILEARN: Biology ECA (Grades 7-12)	5/23/2019	Complete
2019	ILEARN: US Government (Grades 11-12)	5/23/2019	Complete
2019	Educator Evaluation	5/24/2019	Complete
2019	Additional Student Information	6/7/2019	Complete
2019	Expulsion/Suspension	6/14/2019	Complete
2018	LEP Federal Flexibility	6/21/2019	Complete
2019	RT-Access	6/28/2019	Complete

2019	School Personnel Number Lookup	6/30/2019	Complete
2019	Student Test Number Lookup	6/30/2019	Complete
2019	IREAD-3 Exemptions	6/30/2019	Complete
2019	Course Completion	7/2/2019	Complete
2019	Certified Employee	7/2/2019	Complete
2019	Certified Position	7/2/2019	Complete
2019	Attendance for RT Submitters	7/12/2019	Complete
2019	ISTEP+: Grad 10 Summer Retest	7/12/2019	NA
2019	ECA-Summer TL (2017 & 2018 Cohorts)	7/12/2019	Complete
2019	IREAD: Summer Retest (Grade 3-5)	7/18/2019	NA
2019	Real Time	8/17/2019	

HOOSIER ACADEMY, INC.

**Resolution No. 2019 - 8
Approval of Student Attendance & Engagement Policies**

WHEREAS, a new section of the Indiana Education Code, IC 20-24-5-4.5, provides that virtual charter schools must require a student who accumulates sufficient unexcused absences to be classified as a habitual truant pursuant to IC 20-20-8-8(a)(17) to be withdrawn from enrollment in the virtual charter school; and

WHEREAS, the Board of Directors of Hoosier Academy, Inc. (the "Corporation") previously adopted Attendance and Engagement Policies for each of the charter schools it operates (collectively, the "Policies"), which Policies are included in the Hoosier Academy - Indianapolis School Handbook and the Insight School of Indiana School Handbook; and

WHEREAS, school administrators have recommended changes to the Policies in order to conform to IC 20-24-5-4.5, to better reflect the processes by which student absences are monitored and tracked, and to document a new process for monitoring and improving student engagement; and

WHEREAS, the Board of Directors has reviewed and considered the student Attendance and Engagement Policies, as modified and in the form attached hereto as Exhibit A ("Hoosier Academy - Indianapolis Attendance and Engagement Policies") and Exhibit B ("Insight School of Indiana Attendance and Engagement Policies"), and deems it prudent and in the interest of the Corporation to adopt the Policies as modified and presented.

IT IS THEREFORE RESOLVED that the Hoosier Academy - Indianapolis Attendance and Engagement Policies and Insight School of Indiana Attendance and Engagement Policies, as amended, are hereby approved and adopted by the Corporation for the charter schools operated by the Corporation.

IT IS FURTHER RESOLVED that the Hoosier Academy - Indianapolis School Handbook and the Insight School of Indiana School Handbook shall be updated to include the Policies as amended hereby.

Voice Vote:

Ayes: 5 No: 0

Date: 8/27/19

Certification of Board Secretary: 

EXHIBIT A
HOOSIER ACADEMY – INDIANAPOLIS ATTENDANCE
AND ENGAGEMENT POLICIES

Hoosier Academy - Indianapolis Attendance Policy

Hoosier Academy Network of Schools is bound by the requirements of Indiana Code 20-33-2 regarding compulsory school attendance. *It is important to understand that Hoosier Academy - Indianapolis is not homeschool. Hoosier Academy is a public-school subject to the same legal requirements as other public schools, including those prescribing mandatory attendance and engagement. Violation of school policies pertaining to attendance and engagement will result in corrective action, as prescribed here and in the Code of Student Conduct, up to and including expulsion.*

Background:

Hoosier Academy – Indianapolis’ students are required by state law (IC 20-33-2) to attend school every day that we are in session unless there is a valid reason to excuse the absence (see Excused Absences and Exempt Absences below). Pursuant to IC 20-33-2-3.2, “attend’ means to be physically present: (1) in a school; or (2) at another location where the school’s educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered.” Under Indiana law, a person who knowingly or intentionally deprives a dependent of education commits neglect of a dependent as defined in IC 35-46-1-4.

Hoosier Academy - Indianapolis strongly desires to work in partnership with families to ensure your student’s academic success. If there are extenuating circumstances that may affect your student’s attendance, we ask you to notify your child’s Advisor as soon as possible.

Required attendance for Hoosier Academy - Indianapolis Middle School Students is as follows: six (6) hours per day. Required attendance for Hoosier Academy - Indianapolis grades K-6 students is as follows: five (5) hours per day.

Attendance is a combination of in person time in the classroom, online learning time (time spent in the Online Learning System and Class Connect Sessions) and offline learning time (virtual hours as defined below).

Logging Attendance:

Learning Coaches/Legal Guardians are required to input attendance each day to reflect the amount of time the student has spent in each subject area not already captured in the system. The system will capture time spent in live Class Connect Sessions and time working online in the curriculum. Virtual day attendance hours to be recorded by the Learning Coach include:

- Time watching **recorded** Class Connect sessions
- Time spent offline (i.e., reading a book, researching, project, etc.)
- Any approved education related activities.

Student attendance hours are logged in the attendance screen on the parent’s OLS. Attendance should be logged daily but no later than Midnight EST, 48 hours from the day of attendance.

What Constitutes a Day of Absence:

An absence occurs when the minimum number of hours (5 or 6) has not been met for the day which can be demonstrated by:

- A student not logging into the Learning Management System (LMS),

- A student failing to attend all required Class Connect sessions,
- Assignments have not been completed and/or submitted
- A student not present in the building on learning center days.
- A student does not attend required state testing (such as ISTEP, ILEARN, I AM, WIDA, ECA, IREAD3).

NOTE: If the Learning Coach or Legal Guardian fails to log attendance, it may be factored into the total number of hours required to be present, resulting in an absence for the day.

Reporting Absences:

Please Email your student's Advisor if the student will be absent and unable to attend Class Connect sessions or log in to the on-line school OLS/LMS. Please state the reason for the absence in the Email as well as the expected duration of the absence. Documentation for the absence should also be attached to the email. Families can use their cell phone to take a picture of the document and attach it. Doctor's notes should be specific with a date and time.

Ensure that you have your child's list of teachers and Advisors. Families must report any changes in contact numbers or addresses to the school. Contact the front desk to make any changes at 317-495-6494. The front desk can also give you contact numbers if you need them. Remember that regardless of the reason for the absence, students are expected to make up work in the LMS.

Excused Absences:

In each of the circumstances below, the student is excused from school and recorded as absent.

Excused absences are defined as absences that the School regards as legitimate reasons for being out of school. These include:

- Student illness or injury in which the Learning Coach or Legal Guardian sends an Email to the student's Advisor with an explanation of why the student is unable to attend (stomachache, headache, flu, etc.) prior to the class start time;
 - If an absence due to illness or injury extends past three days a doctor's note is required in order for the absence to be excused;
 - The School also reserves the right to require documentation from the student's physician verifying that it is appropriate for the student to return to school;
 - If medical documentation verifies that the student will be absent for twenty (20) or more days, the School will provide homebound instruction to the student on the days that the student is out due to injury or illness (511 IAC 7-42-12). Homebound instruction is provided by a licensed teacher through Hoosier Academies' virtual system, and the student is counted as present;
- Medical appointments are excused with confirmation of the appointment date and time from the provider; when possible medical appointments should be scheduled before or after school hours;
- Technical difficulties with Blackboard Collaborate if the Learning Coach provides a K12 Help Desk ticket number via email to the student's Advisor;
- Death in the immediate family – up to three (3) days may be excused (obituary may be required);
- Court appearances required by legal authorities, unless absence is exempt as specified below (verification may be required);

- Maternity – Child birth (one week or amount of time dictated by a doctor’s note);
- Military Connected Families (e.g. absences related to deployment and return, which should be arranged in advance with the student’s Advisor);
- Absences not to exceed two (2) consecutive days for religious observances (including but not limited to Ash Wednesday, All Soul’s Day, Good Friday, Hanukkah) may be excused with appropriate documentation.

Exempt Absences:

Exempt absences are those for which Indiana law requires the School to count the student as present, including:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
- When subpoenaed to testify in court (IC 20-33-2-16);
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17);
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
- The student or a member of the student’s household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7);
- Educationally related non-classroom activities (IC 20-33-2-17.5), including School sponsored field trips, subject to the following qualifications:
 - Student must be in good standing academically and with regard to attendance;
 - Trip permission form must be completed;
 - Families must log attendance as outlined above;
 - Students must make up all assignments from the missed day(s) (make up assignments must be submitted no later than midnight on the next school day attended).

Unexcused Absences:

An unexcused absence is any absence not covered under the above definitions of Excused or Exempt Absences. Examples include, but are not limited to:

- No working internet (at home or remotely while away from your home base);
- Family vacation;
- Area school districts are not in school due to inclement weather when we are in school;
- **Failure to report attendance via the OLS;** and
- **Failure to report for in-person state testing.**

As an Indiana public school, Hoosier Academy must follow the rules and regulations set by the Indiana General Assembly and the Indiana Department of Education (IDOE). According to IDOE, students are required to participate in all state testing. Being a part of Hoosier Academy means that some travel to a testing location may be required. We will work to minimize family inconvenience and appreciate your efforts on behalf of your child.

Specific testing dates and locations will be published no later than two weeks prior to the testing window. The School cannot guarantee that the student’s assigned teacher will be the test proctor. The school does attempt to assign teachers to testing sites where many of their students will be participating.

Withdrawal Requirement:

Hoosier Academy – Indianapolis is a “virtual charter school” as defined in IC 20-24-10-1. Pursuant to IC 20-24-5-4.5, a virtual charter school must require that a student who accumulates the number of unexcused absences sufficient to result in the student's classification as a habitual truant must be withdrawn from enrollment in the virtual charter school .

According to IC 20-20-8-8, habitual truancy means absence of “ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.”

Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school . . . to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”

Excessive Absenteeism Notification /Truancy Withdrawal Process:

3 Days of Absence –

If a student accrues three days of unexcused absences in a semester, a personal call will be made to the Legal Guardian advising of the number of absences and a reminder regarding the Attendance Policy. If the absence is due to illness, medical documentation may be required in order for the absence to be excused. **Learning coaches will also receive an Email notifying them of the absences.**

5 DAYS of Absence –

If a student accrues five days of unexcused absences in a semester, an automated call will be sent to the primary number listed on the student’s account advising of the number of absences and a reminder regarding the Attendance Policy. Students will be invited to an “Attendance Matters” class to help educate them and prevent additional accumulation of absences. **Learning coaches will also receive an Email notifying them of the absences.**

8 DAYS of Absence –

If a student accrues eight days of unexcused absences in a semester, a personal call will be made to the Legal Guardian and an Email will be sent to the Learning Coach advising of the number of absences and the consequences of truancy. If deemed necessary by School administration, a conference will be held with the student and parent. Continuation of school attendance after the eighth absence may be subject to the student complying with certain conditions (e.g., a doctor’s note) regarding any additional absences.

If a student reaches eight days of absences and is a Special Education, 504, or EL student, the appropriate departments will be notified to begin the Manifestation Determination Conference process. The Legal Guardian and student are both required to be present at the Manifestation Determination Conference meeting. All meetings are conducted via conference call unless an in-person hearing is requested at the time of scheduling.

10 DAYS of Absence –

If a student accrues ten days of unexcused absences during the course of a school year, a certified letter requiring a signature will be mailed to the address on file advising of potential consequences, including up to expulsion, and a mandatory response date for a conference, unless prior arrangements have been made between the School and the student’s family.

The Truancy Meeting will be scheduled for approximately two weeks from the date the certified letter is mailed. The certified letter will outline that a Truancy Meeting is required with the Family Attendance Specialist. **To schedule the meeting, the Legal Guardian will be required to call the number listed in the certified letter.** The Legal Guardian and student are both required to be present at the meeting. All meetings are conducted via conference call. If the letter is signed for, but not responded to by the response deadline, **withdrawal procedures will be commenced.** If the letter is returned by the US Post Office as "unclaimed," the student will be withdrawn from courses, reported to the Indiana Clearinghouse of Missing Children, and treated as a missing student.

Additionally, the School shall contact the Department of Child Services (DCS) in the student's county of residence and the county prosecutor and/or probation department..

A truancy determination will be made at the conclusion of the Truancy Meeting unless otherwise stated during the conference. If a student is expelled, the Legal Guardian will receive a letter via first class mail with the truancy determination, the expulsion dates, and the steps to request an appeal.

Truancy Appeal Process:

An appeal may be made only after the conclusion of the truancy conference and a truancy determination. Appeals must be submitted in writing within two weeks of the Truancy Meeting conference date. Once received, the Legal Guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a School administrator. The outcome of the appeals conference is binding.

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A: **Attendance must be logged to meet legal requirements for attendance for the time students spend taking English, Math, Social Studies, Science, any other classes including all electives, PE, and then work time OLS, Mindplay and/or Ascend.** Logging attendance also provides you and your child with a record of the work accomplished.

Q: What are supplemental hours?

A: Provided that the child first completes the K12 coursework, attendance time may be logged if the child engaged in activities related to the course objectives. Contact your teacher before entering supplemental attendance time to ensure the additional activity you wish to include satisfies course objectives.

Q: What should I do if I forgot to log my child's supplemental hours?

A: Contact your Advisor to correct the hours.

Q: How many hours should my child log if he or she enrolled after the start of school?

A: Although progress will be prorated, your student should follow the guideline of expected hours regardless of the time they entered school.

Note for Families: Parents are strongly encouraged to make all professional appointments for their children on Mondays.

Hoosier Academy - Indianapolis Engagement Policy

Student engagement in the curriculum, classes, and required activities has a direct impact on student success.

Overview:

The Student Engagement Policy has been implemented to comply with Indiana Code 20-24-7-13(h), which 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.

Expectation:

Students are expected to be engaged in school. Engagement is defined as:

- **Actively** communicating with school staff
- Attending all **required** Class Connect sessions on time and in their entirety
- **Participating** during the required Class Connect sessions
- **Participating** in the classroom on learning center days.
- Attending **scheduled** conferences
- **Completing** diagnostic and formative assessments
- Having attendance **logged daily** by their eLearning Coach
- **Logging in** and completing assignments, quizzes, and tests
- **Responding** to a request for two-way communication within one school day
- **Proactively communicating** with the school regarding technical issues
- **Proactively communicating** with the school regarding absences

Supporting Engagement:

Hoosier Academy - Indianapolis has implemented an Advisor Model to support student engagement. This student-centered approach has an Advisor assigned to each student throughout the year as a single point of contact. The Advisor meets with students weekly in a Homeroom class to teach social and emotional lessons, as well as provide support through E-mail, phone, and office hours. The Advisors monitor student engagement through daily reports and follow up on students showing low or no engagement. Students and Learning Coaches are expected to communicate with Advisors to report attendance, report K12 help desk ticket numbers, and to ask for support and/or information.

Measures Advisors may use to monitor engagement include reports such as:

- 3-5 consecutive days of no log in
- Failing 1+ courses or 10% below projected OLS progress in 75% of courses (math and ELA priority)
- Not attending 50% of weekly required CC sessions
- Activity in supplemental programs
- Class Connect and Learning Center Day Attendance

NOTE: It is the Learning Coach's/Legal Guardian's responsibility to keep the school informed with accurate and current contact information.

Engagement Process:

1. If a student is showing signs of low or no engagement, the Advisor and/or another staff member in collaboration with the Advisor shall make a referral to the Student Support Team.
2. The Student Support Team, consisting of staff such as Administrators, Advisors, Counselors, Family Attendance Specialist, 504 Specialist, and Special Programs Director will meet weekly to review the list of referrals and collaborate on a plan of action for each student referred.
3. The Student Support Team will assign a plan of action, and the student will be monitored for progress according to the specific plan assigned. Examples of a plan of action for students with low or no engagement may include but are not limited to:
 - a. An MTSS Referral
 - b. Student Resources Coordinator Referral
 - c. 504 Evaluation
 - d. Time Management Skills Coaching
 - e. Study Skills Coaching
 - f. Student Success Plan

Student Success Plan Process:

If the student's plan of action includes a Student Success Plan, the following path will be taken for Engagement.

1. The Advisor will collaborate with teachers and meet with the Learning Coach and Student to devise a Student Success Plan. The student will have two weeks to meet expectations of the plan, with the Advisor checking in weekly. If the student succeeds in meeting expectations, the Advisor will work on phasing him/her out of the plan and follow up with check ins every two weeks for a month.

2. If the student does not meet expectations on the plan, the Advisor will add another layer of support and implement Family Engagement Points. The plan will be set for an additional two weeks, with the Advisor checking in weekly. If the student succeeds in meeting expectations, the Advisor will work on phasing him/her out of the plan and follow up with check ins every two weeks for a month. If the student does not meet expectations, he/she will escalate to the next phase. This includes the Advisor Emailing the Support Services Administrator and Family Attendance Specialist to recommend a Final Compliance Conference.
3. A certified letter requiring a signature will be mailed to the address on file advising of potential consequences, including up to expulsion, and a mandatory response date for a conference, unless prior arrangements have been made between the School and the student's family. The Engagement Meeting will be scheduled for approximately two weeks from the date the certified letter is mailed. The certified letter will outline that an Engagement Meeting is required with the Family Attendance Specialist. **To schedule the meeting, the Legal Guardian will be required to call the number listed in the certified letter.** The Legal Guardian and student are both required to be present at the meeting. All meetings are conducted via conference call. The engagement issues will be discussed at the meeting and a final compliance plan will be put in place. At this conference, the student will be given a one-week plan to follow, which must be in 100% compliance.
 - a. If 100% compliance is not met within one week, **the Legal Guardian/student will be notified via Email and certified letter and withdrawn.**
 - b. If 100% compliance is met within one week, the student will remain under the Advisor's care, following the plan with 100% compliance for an additional two weeks before phased out. If 100% compliance is not met during the additional two weeks, **the Legal Guardian/student will be notified via Email and certified letter and withdrawn.**
 - c. **If the Legal Guardian and student fail to attend the scheduled meeting, the Legal Guardian/student will be notified via Email and certified letter and withdrawn.**

Overview – Engagement Support Process

Low or No Engagement = Advisor Makes Referral	Student Support Team's Plan of Action = Student Success Plan	Advisor Meets with LC & Student = Start Two Week Student Success Plan	Not in Compliance = Advisor Adds Family Engagement Points to Student Success Plan for Two More Weeks	Not in Compliance = Final Compliance Conference, Final Plan Set for One Week	Not in 100% Compliance or No Show to Conference = Withdrawn for lack of engagement
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Engagement Appeal Process:

An appeal may be made only after the conclusion of the non-engagement withdrawal decision. Appeals must be submitted in writing within two weeks of the non-engagement withdrawal email date. Once received, the Legal Guardian will be notified as to whether the appeal has been granted. If the appeal is

granted, an appeals conference will be held with a School administrator. The outcome of the appeals conference is binding.

EXHIBIT B
INSIGHT SCHOOL OF INDIANA ATTENDANCE
AND ENGAGEMENT POLICIES

Insight School of Indiana Attendance Policy

Hoosier Academy Network of Schools is bound by the requirements of Indiana Code 20-33-2 regarding compulsory school attendance. *It is important to understand that Insight School of Indiana (ISIN) is not homeschool. ISIN is a public-school subject to the same legal requirements as other public schools, including those prescribing mandatory attendance and engagement. Violation of school policies pertaining to attendance and engagement will result in corrective action, as prescribed here and in the Code of Student Conduct, up to and including expulsion.*

Background:

ISIN's students are required by state law (IC 20-33-2) to attend school every day that we are in session unless there is a valid reason to excuse the absence (see Excused Absences and Exempt Absences below). Pursuant to IC 20-33-2-3.2, "attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered." Under Indiana law, a person who knowingly or intentionally deprives a dependent of education commits neglect of a dependent as defined in IC 35-46-1-4.

ISIN strongly desires to work in partnership with families to ensure your student's academic success. If there are extenuating circumstances that may affect your student's attendance, we ask you to notify your child's Advisor as soon as possible.

Required attendance for ISIN Middle School and High School Students is as follows: six (6) hours per day.

Attendance is a combination of online learning time (time spent in the Online Learning System and Class Connect Sessions) and offline learning time (virtual hours as defined below).

Logging Attendance:

Learning Coaches/Legal Guardians are required to input attendance each day to reflect the amount of time the student has spent in each subject area not already captured in the system. The system will capture time spent in live Class Connect Sessions and time working online in the curriculum. Virtual day attendance hours to be recorded by the Learning Coach include:

- Time watching **recorded** Class Connect sessions
- Time spent offline (i.e., reading a book, researching, project, etc.)
- Any approved education related activities.

Student attendance hours are logged in the attendance screen on the parent's OLS. Attendance should be logged daily but no later than Midnight EST, 48 hours from the day of attendance.

What Constitutes a Day of Absence:

An absence occurs when the minimum number of hours (6) has not been met for the day which can be demonstrated by:

- A student not logging into the Learning Management System (LMS),
- A student failing to attend all required Class Connect sessions classes,
- Assignments have not been completed and/or submitted

- A student does not attend required state testing (such as ISTEP, ILEARN, I AM, WIDA, ECA, IREAD3).

NOTE: If the Learning Coach or Legal Guardian fails to log attendance, it may be factored into the total number of hours required to be present, resulting in an ~~of~~ absence for the day.

Reporting Absences:

Please Email your student's Advisor if the student will be absent and unable to attend Class Connect sessions or log in to the on-line school OLS/LMS. Please state the reason for the absence in the Email as well as the expected duration of the absence. Documentation for the absence should also be attached to the email. Families can use their cell phone to take a picture of the document and attach it. Doctor's notes should be specific with a date and time.

Ensure that you have your child's list of teachers and Advisors. Families must report any changes in contact numbers or addresses to the school. Contact the front desk to make any changes at 317-495-6494. The front desk can also give you contact numbers if you need them. Remember that regardless of the reason for the absence, students are expected to make up work in the LMS.

Excused Absences:

In each of the circumstances below, the student is excused from school and recorded as absent.

Excused absences are defined as absences that the School regards as legitimate reasons for being out of school. These include:

- Student illness or injury in which the Learning Coach or Legal Guardian sends an Email to the student's Advisor with an explanation of why the student is unable to attend (stomachache, headache, flu, etc.) prior to the class start time;
 - If an absence due to illness or injury extends past three days a doctor's note is required in order for the absence to be excused;
 - The School also reserves the right to require documentation from the student's physician verifying that it is appropriate for the student to return to school;
 - If medical documentation verifies that the student will be absent for twenty (20) or more days, the School will provide homebound instruction to the student on the days that the student is out due to injury or illness (511 IAC 7-42-12). Homebound instruction is provided by a licensed teacher through Hoosier Academies' virtual system, and the student is counted as present;
- Medical appointments are excused with confirmation of the appointment date and time from the provider; when possible medical appointments should be scheduled before or after school hours;
- Technical difficulties with Blackboard Collaborate if the Learning Coach provides a K12 Help Desk ticket number via email to the student's Advisor;
- Death in the immediate family – up to three (3) days may be excused (obituary may be required);
- Court appearances required by legal authorities, unless absence is exempt as specified below (verification may be required);
- Maternity – Child birth (one week or amount of time dictated by a doctor's note);
- Military Connected Families (e.g. absences related to deployment and return, which should be arranged in advance with the student's Advisor);

- Absences not to exceed two (2) consecutive days for religious observances (including but not limited to Ash Wednesday, All Soul's Day, Good Friday, Hanukkah) may be excused with appropriate documentation.

Exempt Absences:

Exempt absences are those for which Indiana law requires the School to count the student as present, including:

- Serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
- When subpoenaed to testify in court (IC 20-33-2-16);
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17);
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7);
- Educationally related non-classroom activities (IC 20-33-2-17.5), including School sponsored field trips, subject to the following qualifications:
 - Student must be in good standing academically and with regard to attendance;
 - Trip permission form must be completed;
 - Families must log attendance as outlined above;
 - Students must make up all assignments from the missed day(s) (make up assignments must be submitted no later than midnight on the next school day attended).

Unexcused Absences:

An unexcused absence is any absence not covered under the above definitions of Excused or Exempt Absences. Examples include, but are not limited to:

- No working internet (at home or remotely while away from your home base);
- Family vacation;
- Area school districts are not in school due to inclement weather when we are in school;
- **Failure to report attendance via the OLS;** and
- **Failure to report for in-person state testing.**

ISIN, an Indiana public school, must follow the rules and regulations set by the Indiana General Assembly and the Indiana Department of Education (IDOE). According to IDOE, students are required to participate in all state testing. Being a part of ISIN means that some travel to a testing location may be required. We will work to minimize family inconvenience and appreciate your efforts on behalf of your child.

Specific testing dates and locations will be published no later than two weeks prior to the testing window. The School cannot guarantee that the student's assigned teacher will be the test proctor. The school does attempt to assign teachers to testing sites where many of their students will be participating.

Withdrawal Requirement:

ISIN is a "virtual charter school" as defined in IC 20-24-10-1. Pursuant to IC 20-24-5-4.5, a virtual charter school must require that a student who accumulates the number of unexcused absences sufficient to

result in the student's classification as a habitual truant must be withdrawn from enrollment in the virtual charter school.

According to IC 20-20-8-8, habitual truancy means absence of "ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school."

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school . . . to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

Excessive Absenteeism Notification/Truancy Withdrawal Process:

3 Days of Absence –

If a student accrues three days of unexcused absences in a semester, a personal call will be made to the Legal Guardian advising of the number of absences and a reminder regarding the Attendance Policy. If the absence is due to illness, medical documentation may be required in order for the absence to be excused. **Learning Coaches will also receive an Email notifying them of the absences.**

5 DAYS of Absence –

If a student accrues five days of unexcused absences in a semester, an automated call will be sent to the primary number listed on the student's account advising of the number of absences and a reminder regarding the Attendance Policy. Students will be invited to an "Attendance Matters" class to help educate them on and prevent additional accumulation of absences. **Learning coaches will also receive an Email notifying them of the absences.**

8 DAYS of Absence –

If a student accrues eight days of unexcused absences in a semester, a personal call will be made to the Legal Guardian and an Email will be sent to the Learning Coach advising of the number of absences and the consequences of truancy. If deemed necessary by School administration, a conference will be held with the student and parent. Continuation of school attendance after the eighth absence may be subject to the student complying with certain conditions (e.g., a doctor's note) regarding any additional absences.

If a student reaches eight days of absences and is a Special Education, 504, or EL student, the appropriate departments will be notified to begin the Manifestation Determination Conference process. The Legal Guardian and student are both required to be present at the Manifestation Determination Conference meeting. All meetings are conducted via conference call unless an in-person hearing is requested at the time of scheduling.

10 DAYS of Absence –

If a student accrues ten days of unexcused absences during the course of a school year, a certified letter requiring a signature will be mailed to the address on file advising of potential consequences, including up to expulsion, and a mandatory response date for a conference, unless prior arrangements have been made between the School and the student's family.

The Truancy Meeting will be scheduled for approximately two weeks from the date the certified letter is mailed. The certified letter will outline that a Truancy Meeting is required with the Family Attendance

Specialist. **To schedule the meeting, the Legal Guardian will be required to call the number listed in the certified letter.** The Legal Guardian and student are both required to be present at the meeting. All meetings are conducted via conference call. If the letter is signed for, but not responded to by the response deadline, **withdrawal procedures will be commenced.** If the letter is returned by the US Post Office as "unclaimed," the student will be withdrawn from courses, reported to the Indiana Clearinghouse of Missing Children, and treated as a missing student.

Additionally, the School shall contact the Department of Child Services (DCS) in the student's county of residence and the county prosecutor and/or probation department. For students in grade 9-12, a notice will be sent to the Bureau of Motor Vehicles (BMV) and the student's driver's permit/license may be revoked pursuant to IC 20-33-2-11 for the period of time determined by the BMV.

A truancy determination will be made at the conclusion of the Truancy Meeting unless otherwise stated during the conference. If a student is expelled, the Legal Guardian will receive a letter via first class mail with the truancy determination, the expulsion dates, and the steps to request an appeal.

Truancy Appeal Process:

An appeal may be made only after the conclusion of the truancy conference and a truancy determination. Appeals must be submitted in writing within two weeks of the Truancy Meeting conference date. Once received, the Legal Guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a School administrator. The outcome of the appeals conference is binding.

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- 3-5 consecutive days of no log in
- Failing 1+ courses or 10% below projected OLS progress in 75% of courses (math and ELA priority)
- Not attending 50% of weekly required CC sessions
- Activity in supplemental programs
- Class Connect Attendance

NOTE: It is the Learning Coach's/Legal Guardian's responsibility to keep the school informed with accurate and current contact information.

Engagement Process:

1. If a student is showing signs of low or no engagement, the Advisor and/or another staff member in collaboration with the Advisor shall make a referral to the Student Support Team.
2. The Student Support Team, consisting of staff such as Administrators, Advisors, Counselors, Family Attendance Specialist, 504 Specialist, and Special Programs Director will meet weekly to review the list of referrals and collaborate on a plan of action.
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 - b. Student Resources Coordinator Referral
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 - d. Time Management Skills Coaching
 - e. Study Skills Coaching
 - f. Student Success Plan

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If the student's plan of action includes a Student Success Plan, the following path will be taken for Engagement.

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Administrator and Family Attendance Specialist to recommend a Final Compliance Conference.

3. A certified letter requiring a signature will be mailed to the address on file advising of potential consequences, including up to expulsion, and a mandatory response date for a conference, unless prior arrangements have been made between the School and the student's family. The Engagement Meeting will be scheduled for approximately two weeks from the date the certified letter is mailed. The certified letter will outline that an Engagement Meeting is required with the Family Attendance Specialist. **To schedule the meeting, the Legal Guardian will be required to call the number listed in the certified letter.** The Legal Guardian and student are both required to be present at the meeting. All meetings are conducted via conference call. The engagement issues will be discussed at the meeting and a final compliance plan will be put in place. At this conference, the student will be given a one-week plan to follow, which must be in 100% compliance.
 - a. If 100% compliance is not met within one week, **the Legal Guardian/student will be notified and withdrawn.**
 - b. If 100% compliance is met within one week, the student will remain under the Advisor's care, following the plan with 100% compliance for an additional two weeks before phased out. If 100% compliance is not met within the additional two weeks, **the Legal Guardian/student will be notified and withdrawn.**
 - c. **If the Legal Guardian and student fail to attend the scheduled meeting, the Legal Guardian/student will be notified via Email and certified letter and withdrawn.**

Overview -- Engagement Support Process

Low or No Engagement = Advisor Makes Referral	Student Support Team's Plan of Action = Student Success Plan	Advisor Meets with LC & Student = Start Two Week Student Success Plan	Not in Compliance = Advisor Adds Family Engagement Points to Student Success Plan for Two More Weeks	Not in Compliance = Final Compliance Conference, Final Plan Set for One Week	Not in 100% Compliance or No Show to Conference = Withdrawn for lack of engagement
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Engagement Appeal Process:

An appeal may be made only after the conclusion of the non-engagement withdrawal decision. Appeals must be submitted in writing within two weeks of the non-engagement withdrawal email date. Once received, the Legal Guardian will be notified as to whether the appeal has been granted. If the appeal is granted, an appeals conference will be held with a School administrator. The outcome of the appeals conference is binding.

HOOSIER ACADEMY, INC.

**Resolution Confirming and Ratifying
FY2020 Budget**

Resolution No. 2019- 9

July 23, 2019

WHEREAS, following review and recommendation from the Finance Committee, the Board of Directors of Hoosier Academy, Inc. (the "Corporation") reviewed, considered and approved the annual budget for fiscal year 2020 at the June 24, 2019 regular meeting of the Board; and

WHEREAS, the budget as previously approved is attached hereto as **Exhibit A**, and the Board desires to further document, confirm and ratify its prior approval thereof.

IT IS THEREFORE RESOLVED that the Board of Directors hereby confirms and ratifies the approval of the annual budget for fiscal year 2020 in the form attached hereto as **Exhibit A**.

DATED this 27 day of Aug, 2019.

BOARD OF DIRECTORS

By: _____

Certification of Board Secretary: _____

[Signature]



	FY19 Unaudited ES		FY2020 Budget		% Variance
	Combined		Combined		
Managed Enrollments					
K-5	86		139		61.6%
MS	195		200		10.9%
HS	683		758		13.8%
Ending Enrollment (Avg. for Totals)	964		1,097		
Funding Sources					
Basic Formula Funding - K-8 and HS	\$ 5,870,816		\$ 6,950,775		18.4%
Special Education Funding - K-8 and HS	617,936		751,946		21.7%
Other State Unrestricted Funds	188,530		85,000		(47.9)%
State Restricted Funds - Non-SPED	31,929		-		(100.0)%
State Restricted Funds - SPED	-		-		0.0%
Federal - Title Funds	386,588		330,352		53.1%
Federal - IDEA Funds	279,547		268,312		(2.2)%
Other Federal Funds	3,000		2,000		0.0%
Other Funding/Inc - Included in M&T Base	-		-		0.0%
Other Funding/Inc - Non M&T Base	32,149		-		(100.0)%
Interest Income / Other	-		-		0.0%
Total Funding	\$ 7,410,496		\$ 8,388,385		16.0%
Instruction - Teachers					
Salary - Regular	\$ 1,414,121		\$ 1,561,342		10.0%
Salary - Special Ed	493,084		526,081		7.5%
Salary - CS / Advisors / Counselors	431,878		482,485		10.6%
Salary - Title	180,829		254,873		53.3%
Salary - Other	170,150		454,178		154.7%
Stipends	218,360		62,921		(30.6)%
XXX TBD XXX	-		-		0.0%
Instructional Temp / Contract Labor	50,708		-		(100.0)%
Benefits	656,955		685,327		3.5%
Bonus (Year-End Payment Accrual)	96,145		89,040		16.0%
Travel	-		-		(100.0)%
Phone	-		-		0.0%
Instructional Materials	-		7,000		0.0%
Curriculum Delivery (OLS/LMS)	210,825		166,820		1.3%
K12 Charges-3rd Party Teacher	46,158		48,000		(24.7)%
Teacher Laptops	-		-		0.0%
Non-Instructional Materials & Supplies	1,330		1,520		(25.1)%
Conf. Teacher Training & Prof. Dev.	35,294		33,715		(2.6)%
Printing, Mailing, Postage	-		132		(35.5)%
Tuition reimb.	-		-		0.0%
ISP	(1)		-		0.0%
Non-K12 Other	7,103		11,500		79.2%
Total Instruction - Teachers	\$ 4,012,938		\$ 4,384,934		13.9%



	FY19 Unaudited FS	FY2020 Budget	% Variance
	Combined	Combined	
Instruction - Students			
Proctored Exams & Test Administration	\$ 63,766	\$ 52,566	(15.5)%
Curriculum Delivery (OLS/LMS)	1,717,261	1,902,148	13.7%
Instructional Materials	810,112	876,811	11.3%
Computer, Peripherals, & Software	717,243	780,599	14.5%
ISP	25,001	17,000	(32.0)%
Sales Tax	-	-	0.0%
K12 Charges Other	91,482	47,000	(41.1)%
Non-K12 Other	24,364	12,000	(45.8)%
Total Instruction - Students	\$ 3,449,228	\$ 3,688,124	10.7%
Student and Family Services			
Special Ed Contracted Svcs & Other Related Exp	\$ 52,471	\$ 33,981	(30.3)%
Field Trips	854	-	(100.0)%
Board placeholder oversight fee	-	-	0.0%
School Events	4,853	7,000	(2.3)%
Annual School Reports	-	-	0.0%
School Premiums	-	-	0.0%
Non-K12 Other	455	250	(64.6)%
Total Student and Family Services	\$ 58,633	\$ 41,231	(27.3)%
School Administration & Governance			
Educational Services	\$ 1,106,753	\$ 1,258,258	16.9%
Oversight/Sponsor Fee	146,896	231,082	35.0%
Legal Services	107,056	75,000	(18.2)%
Payroll Services	321,027	305,000	0.0%
Auditing - External	817	3,250	0.0%
Board Development & Training	0	2,000	0.0%
Administrator Travel	381	1,000	(58.0)%
Administrator Phone	545	8,000	1205.3%
Admin Computer, Peripherals, & Software	1,748	-	0.0%
Non-K12 Administrative Staff Salaries	324,932	274,511	(9.1)%
Non-K12 Administrative Staff Benefits	40,017	62,237	52.9%
Non-K12 Administrative Staff Bonus	1,500	8,784	321.8%
Consultants	12,069	-	(100.0)%
Temporary employees	14,193	-	(100.0)%
Non-K12 Other	17,859	10,000	(57.9)%
Total School Administration & Governance	\$ 2,095,792	\$ 2,239,122	9.9%
Technology			
Technology Services	\$ 516,485	\$ 587,187	16.9%
Non-K12 Other	7,485	-	(100.0)%
Total Technology	\$ 523,970	\$ 587,187	15.2%



	FY19 Unaudited FS Combined	FY2020 Budget Combined	% Variance
Insurance / Facilities / Other			
Rent	\$ 392,950	\$ 191,000	(52.9)%
Maintenance/Repair Facility	60,563	21,000	(67.5)%
Water & Electric	-	-	0.0%
Telephone	54,355	53,000	(7.7)%
Internet Connection	10,055	15,000	36.1%
Conference calls	892	500	(41.7)%
Copier / Fax Lease	14,294	10,000	(21.3)%
Outside Copying	-	420	0.0%
Office Postage and Shipping	6,897	7,315	0.0%
Office supplies and equipment	26,649	43,000	116.2%
Computer equip. & installation	178,708	95,000	(22.6)%
General Liability Insurance	44,050	60,000	34.4%
Bank fees	864	1,100	6.1%
Depreciation	108,859	111,728	0.0%
Non-K12 Other	9,523	54,000	467.0%
Total Insurance / Facilities / Other	\$ 908,661	\$ 663,063	(23.7)%
Total School Expenditures This Period	\$ 11,049,222	\$ 11,603,660	8.9%
Surplus (Deficit)	\$ (6,638,726)	\$ (3,215,279)	(6.0)%
K12 Charges **	\$ 5,216,318	\$ 5,673,822	12.7%

	NET K12 Charges	% Variance
NET K12 Charges	\$ 2,458,548	52.3%
K12 Charges (Per Services Agreement, Exhibit A) **		
I. K12 Student Curriculum (OLS)	\$ 1,902,148	13.7%
II. K12 Student Materials	923,811	6.5%
III. K12 Teacher Accounts and Materials	221,820	(5.8)%
IV. K12 Computer Pricing	780,599	14.5%
V.A. Administrative Services	1,258,258	16.9%
V.B. Technology Services	587,187	16.9%
Total K12 Charges	\$ 5,673,822	12.7%

