

Hoosier Academy, Inc.
 Regular Board Meeting Minutes
 May 19, 2020

Upon determining the presence of a quorum, Board President Michelle Study-Campbell called the meeting to order at 6:04P.M. TUESDAY, May 19, 2020.

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	✓				
Jayme Short-DeLeon	✓		6:09		

Others in Attendance:

K12 Representatives	HA Staff	Community Members
Darren Reed Enrico Rudolph Todd McIntire Miranda Tolentino Patsy Woods Angie Baker Julia O'Sullivan Christina Ingram Vickey Creasy	Alissa Davis Adrienne Elizondo	

B. Approval of the April 28,2020 Minutes:

Mr. Meyer motioned to approve the May 19, 2020 minutes. Mr. Giltner seconded. Roll Call: Michelle Study-Campbell, yes; George Giltner, yes; Gary Meyer, yes; Maurice Bolder, absent; Jayme Short-DeLeon, yes. The motion passed.

C. Adoption of the May Agenda:

Ms. Study-Campbell presented the May 19, 2020 agenda. Mr. Meyer motioned to approve the April agenda. Mr. Giltner seconded. Roll Call: Michelle Study-Campbell, yes; George Giltner, yes; Gary Meyer, yes; Maurice Bolder, yes; Jayme Short-DeLeon, yes. The motion passed.

D. Oral Communication:

None.

III. Hoosier Academy, Governance and Organization

A. Mission Moment

Insight School of Indiana student, Kylee Armev, 12th grader.

B. Insight Renewal Update, Michelle Study-Campbell

Ms. Study-Campbell provided an update on the Insight charter. We continue to communicate with Ball State and are waiting for the charter packet. We were given a letter and notice at the end of February with a 2-year renewal and just working through those conditions. Ball State is working hard with all of their other schools during this covid time, and the school is a little ahead as we have the virtual component, experience, and platform. We are moving forward on getting ahead for the next school year.

C. Grieve Response-Internal Process Initial Review

Ms. McFann provided an update to the board regarding the school's process and procedures for internal grievance response. The Student Support Services Administrator, along with the school social worker identified steps that teachers and staff should take during a time of unplanned events such as the passing of a family member.

Ms. McFann, Dr. Silver, Ms. Baker and Ms. Williamson met with Ms. Jenny Perry from legal counsel and discussed how to incorporate the internal process into the School Safety Plan. Ms. Baker and Ms. Williamson will work with the School Safety Specialist to review, collaborate and update all processes in the school safety manual.

D. Hoosier Academy, Inc. Board Meeting Calendar Dates July 2020-June 2021

Mr. Meyer motioned to approve the Board Meeting Calendar Dates as presented. Mr. Giltner seconded. Roll Call: Michelle Study-Campbell, yes; George Giltner, yes; Gary Meyer, yes; Maurice Bolder, absent; Jayme Short-DeLeon, yes. The motion passed.

E. Resolution 2020-1 Approval of the 2020-2021 School Calendar

Mr. Giltner motioned to approve Resolution 2020-1 Approval of the 2020-2021 School Calendar with the first day of school for students as August 10, 2020, the last day of school for students as May 25, 2021,

and the building days for Hoosier Indy meet the 51% requirement as stated by the Indiana Department of Education. Ms. Short-DeLeon seconded.

Roll Call: Michelle Study-Campbell, yes; George Giltner, yes; Gary Meyer, yes; Maurice Bolder, absent; Jayme Short-DeLeon, yes. The motion passed.

The school has begun to discuss cleaning procedures and working with the school safety specialist to implement best practices to ensure everyone's safety. The school safety specialist is looking into best protocols from the CDC and working on getting three bids for cleaning products and services.

The Board would like to know how the school is planning on preparing for the face-to-face days in the fall at the June Board Meeting, the cleaning, safety, and operational plans. Once the IDOE provides schools with more specific guidance in July, the Board would like to revisit the face-to-face building days with school administration.

F. Resolution 2020-2 Approval of the Employee Agreement

Mr. Meyer motioned to approve Resolution 2020-2 Approval of Employment Agreements. Mr. Giltner seconded.

Roll Call: Michelle Study-Campbell, yes; George Giltner, yes; Gary Meyer, yes; Maurice Bolder, absent; Jayme Short-DeLeon, yes. The motion passed.

The updates within each of the below sections in the employment agreements provided further clerical clarification in the following areas:

- Names and addresses
- Duties and Responsibilities
- Mandatory Qualifications- teacher's license must be in the particular area in which he/she is teaching
- Personal Time Off-require two weeks' notice with the expectation of sudden illness/emergencies
- Professional Development
- Return of Materials and Safeguarding Confidential Information and Records

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

A. Financial Report, Enrico Rudolph

Mr. Rudolph presented the April financials to the Board.

Hoosier Indy and Insight Prior Forecast 9+3 vs. Current Forecast 10+2;

Revenue/Funding:

- (3k) Title I adjustment

Expenses:

- Teacher expense decrease due to open positions and Title I adjustment
- Administration and Governance inline with funding
- Technology expenses inline with funding

- Other expenses decrease due to lower IT expenses

Hoosier Indy and Insight Budget FY20 vs. Current Forecast 10+2:

Enrollment:

- Average enrollment down by 35 students

Revenue/Funding:

- (1,191k) funding decrease due to low enrollment as of count day in September 2019 and February 2020

Expenses:

- Teacher expenses decrease due to Title I adjustment and open positions during the year
- Student expense increase due to K12 invoice adjustments according enrollment
- Student and Family Services increase due to higher enrollment
- Administration and Governance inline with decreased funding
- Technology expenses inline with decreased funding
- Insurance / Facilities / Other expenses decrease due to depreciation adjustment and decreased IT cost

Hoosier Indy and Insight April Restricted Funds Overview:

Restricted Funds (10+2)	FY20	Expenses Incurred	Remaining Balance	Allocation
Hybrid				
Title I - 17-19	114,254	114,254	0	Salaries (2x Interventionists) + Benefits, Licenses and Stipends
Title I - 18-20	72,145	44,335	27,811	Salaries (2x Interventionists) + Benefits, Licenses and Stipends
IDEA 17-19	53,761	53,761	0	Salaries + Benefits, Non-Certified Salaries, PD, Materials & Supplies
IDEA 18-20	52,967	41,980	10,987	Salaries + Benefits, PD, Materials & Supplies
Total	293,127	254,330	38,797	
Insight				
Title I - 17-19	194,965	194,965	0	Salaries (3x Interventionists + Grant Coordinator) + Benefits, Licenses and Stipends
Title I - 18-20	162,712	109,709	53,003	Salaries (3x Interventionists + Grant Coordinator) + Benefits, Licenses and Stipends
IDEA 17-19	178,018	178,018	0	Salaries, Benefits
IDEA 18-20	211,660	211,660	0	Salaries (Psych, Related Services + SPED) + Benefits, Non-Certified Salaries, PD, Materials & Supplies
Total	747,355	694,351	53,004	

Mr. Meyer motioned to accept the April 2020 financials subject for review and audit. Mr. Giltner seconded. Roll Call: Michelle Study-Campbell, yes; George Giltner, yes; Gary Meyer, yes; Maurice Bolder, absent; Jayme Short-DeLeon, yes. The motion passed.

Mr. Meyer stated that the finance committee has reviewed the April vouchers and found nothing unusual; and motioned to accept the February 2020 vouchers for Insight and Indy for audit. Mr. Giltner seconded. Roll Call: Michelle Study-Campbell, yes; George Giltner, yes; Gary Meyer, yes; Maurice Bolder, absent; Jayme Short-DeLeon, yes. The motion passed.

B. Community Report

See attached report.

Family Engagement Coordinator, Christina Ingram.

C. Enrollment Report

Ms. O’Sullivan, Operations Manager, provided the Board with the enrollment update. The April total enrollment for Hoosier Indy is 131, which is same from last month for grades K-8. The April total enrollment for Insight is 890 which is down from last month of 903 for grades 7-12.

Student retention rates for Hoosier Indy:

Month	Withdrawals										Enrollment	WD	Retention Rate
2/20/2020	2	0	0	0	1	3	1	4			131	11	91.50%
	Withdrawals										MAR Approval		
3/18/2020	4	0	0	0	0	1	0	3	5		134	13	90.30%
	Withdrawals										APR Approval		
4/22/2020	0	0	1	0	0	0	2	0	0	0	131	3	97.71%
	Withdrawals										MAY Approval		
5/13/2020	2	0	0	0	0	0	0	0	0	0	129	2	98.45%
	Starting Group Retention	August Retention	September Retention	October Retention	November Retention	December Retention	January Retention	February Retention	March Retention	April Retention	May Retention	June Retention	Overall Retention
Enrolled	134	25	17	18	15	9	14	12	16	0	0	0	258
Withdrawals	53	17	12	15	8	6	6	7	5	0	0	0	129
Retention Rate	60%	26%	29%	17%	47%	33%	57%	42%	69%	#DIV/0!	#DIV/0!	#DIV/0!	50.0%
2019-20 Total Withdrawals Overall:		129	Average Retention Rate:		90.81%								

Student retention rates for Insight:

Month	Withdrawals										Enrollment	WD	Retention Rate
2/20/2020	25	1	6	4	2	2	6	15			966	61	93.69%
	Withdrawals										MAR Approval		
3/18/2020	24	8	13	5	6	4	27	14	4		956	105	89.02%
	Withdrawals										APR Approval		
4/22/2020	10	3	3	5	2	24	14	17	10	0	892	64	92.83%
	Withdrawals										MAY Approval		
5/13/2020	0	0	0	0	0	0	1	2	0	0	889	3	99.66%
	Starting Group Retention	August Retention	September Retention	October Retention	November Retention	December Retention	January Retention	February Retention	March Retention	April Retention	May Retention	June Retention	Overall Retention
Enrolled	804	161	156	100	66	40	133	115	95	0	0	0	1670
Withdrawals	335	115	96	68	33	16	55	47	16	0	0	0	781
Retention Rate	58%	29%	38%	32%	50%	60%	59%	59%	83%	#DIV/0!	#DIV/0!	#DIV/0!	53.2%
2019-20 Total Withdrawals Overall:		781	Average Retention Rate:		91.94%								

D. Re-Registration Update, Angie Baker

Student Support Service Administrator, Ms. Baker provided re-registration update to the Board and the outreach efforts that have been put into place.

E. Operational Update and Compliance Report

Ms. O’Sullivan, Operations Manager, provided an update to the Board on State reporting, and CSAPPHIRE submissions.

Ball State Office of Charter Schools Update:

	9/15/2019	10/15/19	10/30/19	11/15/19	12/15/19	1/15/2020	1/30/2020	2/15/2020	3/15/2020	4/15/2020	4/24/2020	4/30/2020	5/15/2020	6/1/2020
Monthly Student Suspension/Expulsion Report	submitted	submitted		submitted	submitted	submitted		submitted	submitted	submitted			submitted	
Review and advise OCS of any changes in school leadership	submitted	submitted		submitted	submitted	submitted		submitted	submitted	submitted			submitted	
Review and advise OCS of any updates re school's location	submitted	submitted		submitted	submitted	submitted		submitted	submitted	submitted			submitted	
Review and advise OCS of changes in teachers	submitted	submitted		submitted	submitted	submitted		submitted	submitted	submitted			submitted	
Review and update OCS of any change in the Organizer tax exempt or not-for-profit corporation status	submitted	submitted		submitted	submitted	submitted		submitted	submitted	submitted			submitted	
Review Board of Directors Contact Information	submitted	submitted		submitted	submitted	submitted		submitted	submitted	submitted			submitted	
October ADM			submitted											submitted
February ADM														
Quarterly Report (within 30 days of EOQ - April 30, July 30, October 30 and January 30)			submitted				submitted					submitted		
IRS Form 990 (due on the 15th day of the 5th month following the end of the tax year)												submitted		
Indiana NP-20 (due on the 15th day of the 5th month following the end of the tax year)													due	
School Health Report													due	
Restraint/Seclusion Incident Report														due
Projected Budget														
School Calendar														
Projected Enrollment														
Enrollment Report (due after May 31)														due

As of 05-13-2020

State Reporting Update:

Hoosier Academies Compliance Report

Year	Report Name	Final Submit Date	Status
2019	Evaluation (SPED)	7/19/2019	Complete
2019	Termination (SPED)	8/1/2019	Complete
2019	Real Time	8/16/2019	Complete
2019	Homebound/Hospitalized	8/31/2019	N/A
2019	Title I	9/16/2019	Complete
2019	Dual Credit Completion	9/20/2019	Complete
2019	Graduates	10/4/2019	Complete
2020	Membership	10/4/2019	Complete
2019	Termination (SPED)	10/4/2019	Complete
2020	WIDA TL (Grades KG-13)	10/14/2019	N/A
2020	Curricular Materials (TB)	10/31/2019	Complete
2020	Pupil Enrollment (uses RT & EM data)	11/8/2019	Complete
2020	Curricular Material Assistance	11/12/2019	Complete
2020	Certified Employee	11/15/2019	Complete
2020	English Learner & Immigrant	11/15/2019	Complete
2020	Noncertified and Other Personnel	11/15/2019	Complete
2019	Educator Ratings	11/29/2019	Complete
2020	ILEARN: Biology ECA (Grades 7-12) w	12/20/2019	Complete
2020	ISTEP+: Grad 10 First Time Testers	12/20/2019	Complete
2020	Special Education	12/20/2019	Complete
2020	ISTEP+: Grad 10 Spring Retest	2/11/2020	Complete
2020	Certified Employee (final edits for CP)	2/14/2020	Complete
2020	Certified Position	2/14/2020	Complete
2020	Course Completion	2/14/2020	Complete
2020	Membership	2/21/2020	Complete
2020	ILEARN: Biology ECA (Grades 7-12) w	2/28/2020	Complete
2020	IREAD (Grades 3-5)	3/27/2020	Complete
2020	Special Education	4/17/2020	Complete
2020	ILEARN: (Grades 3-8)	5/15/2020	N/A
2020	ILEARN: Biology ECA (Grades 7-12)	5/22/2020	N/A
2020	ILEARN: US Government (Grades 11-12)	5/22/2020	N/A
2020	Additional Student Information	6/5/2020	
2020	Educator Evaluation	6/12/2020	Cancelled
2020	Expulsion/Suspension	6/19/2020	
2019	LEP Federal Flexibility	6/19/2020	

deadline extended to 5/11/2020

per DOE newsletter 4/3/2020

F. Personnel Report

The board has seen and reviewed the Hoosier personnel report and did not have any follow-up questions.

IV. Hoosier Academy, School and Student Outcomes

A. Continuous Improvement Plan Academic Report

See attached report.

An update to the Board on the CTE pathways, senior pass rates, and the 2023 cohort data.

B. Academic Report

See attached report.

The report focused on three areas; academic, engagement, and relationships. The academic section focused on progress in the online platform, NWEA growth and growth participation. The engagement data is percentage of students with 5 login days, targeted sessions required attended, targeted sessions required teacher invitations, and connection calls is percentage of students who received out reach from the Student Support Team in the last 30 days, f2f is the percentage that attended an event in the last 30 days.

- D2L, is the 6-12 platform. This will be ongoing and new data every month.
- OLS, is the K-5 platform. This will be ongoing and new data every month.
- The arrow is the comparison to previous year.

C. Tallo

Tabled.

D. School Handbook Initial Review

Ms. McFann presented on how the school has begun to review the school handbook. The admin team would like to place some of the school policies that have been in the handbook on the school website. The school has developed a plan to ensure accessibility and will be working with legal counsel.

E. Graduation and End of Year Update

Ms. Study-Campbell reminded to send out the link that will be used for the 2020 high school graduation once that is available to the Board.

V. Board Development

A. Items for next month:

Next Board meeting is June 23, 2020, Caito Dr. at 6:00pm.
Being no further business, the meeting adjourned at 8:25pm
Signatures for Approval of the May 19, 2020 Minutes.

Michelle Study-Campbell, Board President



Board Secretary

Date

Date