

Hoosier Academy
 Regular Board Meeting
 September 25, 2018

Upon determining the presence of a quorum, Board President
 5:42P.M. Tuesday, September 25 2018.

Chairman Marske read the Board Mission: 1) make sure that our
 chartered to produce (i.e. student achievement) and 2) Make sur
 imprudent occurs.

Name	Present	Absent	Arrived Late
John Marske	✓		
George Giltner	✓		
Gay Meyer	✓		
Price Boler	✓		
Pea Gilmartin			
Michelle Study-Campbell	✓	✓	

Other Attendance:

Representatives	HA Staff
Eric Rudolph	
Kathy Coe	
Beth Lamey	
Sy Woods	
Tren Reed	
Liz Roth	
Phillips	
Ma Torres	
Landers	
Waterman	

B. Approve August Minutes:

Mr. Meyer moved to approve the August 28, 2018 minutes. Ms. Study-Campbell
 CALL: Mr. Marske, yes; Mr. Meyer, yes; Ms. Study-Campbell, yes.
 The motion passed.

C. Adopt September Agenda:

Mr. Marske moved the September 25, 2018 agenda with the change of moving Ms.
 to immediately Resolution 2018-20. Mr. Boler motioned to approve the Septe
 agenda with the following changes. Mr. Meyer seconded. ROLL CALL: Mr. Boler, yes; Mr. M
 Meyer, yes; Study-Campbell, yes; and Mr. Giltner, yes. The motion passed.

Hoosier Academy, Inc.
Regular Board Meeting Minutes
September 25, 2018

Upon determining the presence of a quorum, Board President John Marske called the meeting to order at 5:42P.M. Tuesday, September 25 2018.

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

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

Others in Attendance:

K12 Representatives	Enrico Rudolph Kathy Coe Elizabeth Lamey Patsy Woods Darren Reed Liz Roth Kris Phillips Amelia Torres Jill Landers Jennifer Waterman		
HA Staff			
Community Members	Jenny Perry		

B. Approval of the August Minutes:

Mr. Meyer motioned to approve the August 28, 2018 minutes. Ms. Study-Campbell seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; Ms. Study-Campbell, yes; and Mr. Gilmer, yes. The motion passed.

C. Adoption of the September Agenda:

Mr. Marske presented the September 25, 2018 agenda with the change of moving Ms. Coe's presentations to immediately follow Resolution 2018-20. Mr. Boler motioned to approve the September 25, 2018 agenda with the changes. Mr. Meyer seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; Ms. Study-Campbell, yes; and Mr. Gilmer, yes. The motion passed.

D. Oral Communication:

None.

III. Hoosier Academy, Governance and Organization

A. Resolution 2018-18, Approval of Social Media Authorization Form

Mr. Meyer motioned to approve Resolution 2018-18, Resolution to Adopt Notice Regarding Use of Student's Image and Work. Ms. Study-Campbell seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; and Mr. Gilmer, yes. The motion passed.

B. Resolution 2018-19, Approval of MindPlay/Ascend and Class Connect Student Waiver

Mr. Meyer motioned to approve Resolution 2018-19, Resolution to Adopt MindPlay and Ascend Student Waiver. Ms. Study-Campbell seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; Ms. Study-Campbell, yes; and Mr. Gilmer, yes. The motion passed.

Administration provided an overview as to the requirements that a student must meet prior to being waived from MindPlay/Ascend or Class Connects, which is outlined in the process.

C. Resolution 2018-20, Insight Renewal

Mr. Meyer motioned to approve Resolution 2018-20m Resolution to Approve Submission of Intent to Renew and Request Renewal of Insight School of Indiana Charter. Ms. Study-Campbell seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; Ms. Study-Campbell, yes; and Mr. Gilmer, yes. The motion passed.

D. Insight Vision and Mission Statement Discussion

Insight is currently in the process of revising the vision and mission statement to better align to Insight's purpose and practice. Teachers and staff had an opportunity to review and discuss the proposed drafts as well as parents on the Parent Advisory Committee. The administration would like input from the board to ensure that all stakeholders have the opportunity to collaborate.

The board wants all and any students/families that read the Insight vision and mission statement to understand, value, and believe in what Insight is all about regardless of where they come from, where they are at, or what they want to do. The board favors the following words and phrases: "career-minded," "citizenship," and "successful."

E. Teacher Appreciation Grant Initial Review

The school recently applied and got approved for the Teacher Appreciation Grant that is provided to public and charter schools from the Department of Education. In order to apply for the grant, the school must meet the following criteria:

- The TAG policy must provide that the amount of a stipend awarded to a teacher rated as Highly Effective must be at least 25% greater than the amount of a stipend awarded to a teacher rated Effective.
- The TAF policy must differentiate between school buildings.
- A stipend to an individual teacher in a particular year is not subject to collective bargaining, but is discussable, and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

- The governing body may provide that amount not exceeding 50% of the amount of a stipend to an individual teacher in a particular state fiscal year becomes a permanent part of and increases the base salary of the teacher receiving the stipend for school years beginning after the state fiscal year in which the stipend is received. The addition to base salary is not subject to collective bargaining but is discussable.

The board will review the application and policy guidelines and approve an annual policy concerning the distribution of the TAG next month.

F. Internal Process for Crisis Referral Initial Review

The crisis referral is an internal process, but we wanted to make sure you are aware of how the school handles crisis situations that involve students. The internal process outlines what a staff member would need to be in a situation regarding danger to a student and the role of FAST. The process has been reviewed by legal and the process needs more clarification on roles.

The internal process for crisis referral will be approved next month.

G. Visitor Policy Initial Review

Academic Administrator for the K-6 hybrid building, Jill Landers, has been working with legal to draft a more formal process for school visitors. The school currently uses Raptor, a software program that conducts an immediate background check on a visitor using their driver's license, and the visitor policy outlines when a visitor needs to undergo the Raptor check or has a more formal background check complete.

The Visitor Policy will be approved next month.

H. K12 Management Presentation

Darten Reed, Regional VP with K12, provided the board with an overview of how K12 has done with operating Hoosier, and introduced Liz Roth, the Deputy Regional VP who will be working closely with Hoosier moving forward.

Mr. Reed shared the school services provided by K12 are:

- Academic services, products and programs
- School leadership effectiveness and support
- Special programs
- Product management
- School quality, compliance and operations

The academic services, products and programs includes:

- The K12 Academic Excellence Framework (AEF) - derived from research-based practices of high performing schools, including best practices and resources from 70+ K12 powered online programs - designed to build effective academic and support programs
- Dedicated team of experts assigned to support the planning, development, implementation, and execution of Hoosier's AEF and Model
- Dedicated Academic Director assigned to provide coaching through weekly consultations, on-site school planning and professional development, quarterly reviews, etc.

- New virtual academic leader induction, training, and mentor program that supports new virtual leaders through their first 12 months and beyond
- Personalized professional development cohorts for all virtual leaders focused on improving online education practices that will contribute to achieving school specific goals
- Dedicated team focused on academic products and programs that improve the overall learning experience for Hoosier students.

The Leadership Effectiveness and Support includes:

- A comprehensive leadership support that provides ongoing feedback, coaching, support and targeted PD
- A Lead360 comprehensive leadership development program
- Leadership Excellence Framework (LEF), which describes the standards and practices that drive successful school leader performance and leads to positive student and school outcomes
- School Leader Supervisors
- School leader Feedback

Mr. Reed also shared that they are working on creating a board newsletter for all K12 schools as well as a board summit.

The board would like to know what the BOY goals are according to the LEF so that they are aware of them, as well as what the BOY areas of focus for the coming year.

The board also requested that in 5-6 months, that they revisit and know what the metrics are.

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

A. Financial Report, Enrico Rudolph

Mr. Rudolph reviewed the financials for August. There was a decrease in revenue for Indy due to new enrollment predictions. The following were increases in overall school expenditures: computer expenses; K12 invoices; and personnel expenses due to not budgeted employee. There was an overall 11.4% increase in cash balance; increase in prepaid expenses (mostly payroll); increase in other receivables (Indy payroll). Overall increase in accounts payable (mostly K12); and decrease in other liabilities, mostly for payroll and accrued expenses. The cash flow inflows were in state aid for FY19 enrollment projection and \$9k in restricted funding. Outflows \$432k overall spend for the month, \$307k payroll and \$125k K12, and \$88k total other spend for the month.

Mr. Meyer motioned to accept the August financials subject for review and audit. Mr. Boler seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; and Mr. Giltner, yes. The motion passed.

Mr. Rudolph reviewed the August vouchers. This month we spent close to \$520k. Nothing unusual. The board had time to review.

Mr. Meyer stated that the finance committee to review the vouchers and found nothing unusual and motioned to accept the August 2018 vouchers for Insight and Indy for audit. Mr. Boler seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; and Mr. Giltner, yes.

Grade	July	August	September	October	November	December	January	February	March	April	May	June
K	11	11	12	12	9	13	15	11	11	11	10	11
1	11	14	9	12	12	13	15	11	11	11	10	11
2	14	14	9	12	12	13	15	11	11	11	10	11
3	15	15	13	12	12	13	15	11	11	11	10	11
4	11	10	10	11	11	11	11	11	11	11	10	11
5	16	16	26	20	20	20	20	20	20	20	20	20
6	15	15	12	12	12	12	12	12	12	12	12	12
7	19	19	13	13	13	13	13	13	13	13	13	13
8	16	16	14	14	14	14	14	14	14	14	14	14
9	20	20	16	16	16	16	16	16	16	16	16	16
10	23	23	21	21	21	21	21	21	21	21	21	21
11	22	22	21	21	21	21	21	21	21	21	21	21
12	22	22	17	17	17	17	17	17	17	17	17	17
Total	226	184	184	189	189	189	189	189	189	189	189	189

Hoosier Academy Indianapolis

Hoosier Academies Network of Schools
Enrollment 2018-2019 School Year

D. Enrollment Report, Kathy Coe
Total enrollment for the 18-19 school year at Hoosier Indy is 189, which is up from last month at 184. Insight is at 809, which is up from last month at 771. The total HANS enrollment is 998.

See attached reports.

C. Community Report

B. Resolution 2018-21, Approval of Fiscal Policies and Procedures
Mr. Meyer motioned to approve Resolution 2018-21, Approval of Fiscal Policies and Procedures. Mr. Boler seconded. ROLL CALL: Mr. Boler, yes; Mr. Marske, yes; Mr. Meyer, yes; and Mr. Giltner, yes. The motion passed.

The motion passed.

Hoosier Academies Network of Schools Enrollment 2018-2019 School Year

Insight School of Indiana

Grade	July	August	September	October	November	December	January	February	March	April	May	June
11												
10												
9												
8	79	79	108	107								
7	26	36	39									
6												
5												
4												
3												
2												
1												
Total	367	219	217	217								
909												

D. Compliance Report, Kathy Coe

The school is in progress on ECA Winter Testing Labels and Graduates. All over reports have been completed.

E. Personnel Report, Nadina McFann

The 2018-2019 organizational charts along with the staff comparison from 17-18 to 18-19 is in Dropbox for the board to review. The staff comparison spreadsheet shows the position/grade level/subject and the total number of staff that fill that role followed by if the position is filled. There are notes within the spreadsheet that tell what subjects within their content. The HOS is aware of the numbers at Insight and is working with the K12 finance requesting a couple of new hires, English and math interventionist, for insight to help with the high student teacher ratios. The advisors are now a part of the FAST team because a lot of their roles fall into the FAST program of supporting and contacting families. The board would like to see the total numbers of students in each on the master teacher schedules that are available for the board in Dropbox to ensure that teachers are not having more than the student teacher ratios. The board requested last month the total number of students a teacher has in each class period based on the master teacher schedule that was provided. The board is concerned with the large total number of students that the Insight high school teachers have in English and math. Ms. Lamney acknowledged their concern and is working with K12 to see how we can alleviate the high numbers.

HOOSIER ACADEMY, INC.

Resolution No. 2018-18

Resolution to Adopt
Notice Regarding Use of Student's Image and Work

September 25, 2018

WHEREAS, the Board of Directors of Hoosier Academy, Inc. ("Corporation") recognizes the positive role of social media in marketing and communicating with the school community; and

WHEREAS, the Board of Directors recognizes the need to ensure that information is not shared via social media without appropriate consent; and

WHEREAS, the Head of Schools and school administration have reviewed a proposed social media authorization form and have made recommendations for updating and modifying the form which have been presented to the Board for its review and consideration; and

WHEREAS, the Board of Directors has reviewed and considered the Notice Regarding Use of Student's Image and Work attached hereto as Exhibit A and deems it in the interest of the Corporation to adopt the Notice Regarding Use of Student's Image and Work as presented.

IT IS THEREFORE RESOLVED that the Notice Regarding Use of Student's Image and Work attached hereto as Exhibit A be, and it hereby is, approved and adopted by the Corporation for the charter schools operated by the Corporation.

Voice Vote:

Ayes: 5 No: 0

Date: 9/25/18

Certification of Board Secretary: John Marsh

EXHIBIT A

NOTICE REGARDING USE OF STUDENT'S IMAGE AND WORK



Notice Regarding Use of Student's Image and Work

Student Printed Name: _____

Student Grade: _____

Throughout the school year, school administration, teachers, and support staff may wish to showcase various student recordings, pictures, projects, and school-related functions in various media forms to highlight Hoosier Academy Network of Schools (HANS) activities and achievements. These may include, but are not necessarily limited to, teacher and school-sponsored websites and social media (Facebook, Twitter, YouTube etc.), as well as brochures, newsletters, and other print media. HANS will not share identifying information, such as students' names or addresses without express permission to do so.

If you do NOT consent to the use of your child's image and/or voice, artwork and/or written work in audio, video, film, or any other electronic, digital, and/or printed media, please complete this form and return it to HANS no later than _____, 2018.

As the parent or guardian of _____, I do **NOT** authorize Hoosier Academy, Inc. to use recordings or photographs of my child or my child's work in audio, video, film, or any other electronic, digital, and/or printed media.

Parent's/Guardian's Signature:

Date:

Printed Name:

HOOSIER ACADEMY, INC.

Resolution No. 2018-19

Resolution to Adopt
MindPlay and Ascend Student Waiver

September 25, 2018

WHEREAS, the Board of Directors of Hoosier Academy, Inc. ("Corporation") recognizes the importance for all students to participate in MindPlay and Ascend; and

WHEREAS, the Head of Schools, school administration, and staff has reviewed the data and have identify specific students that are no longer gaining positive growth from the daily MindPlay or Ascend requirement, and find it in the best interest of the student to reduce their MindPlay or Ascend requirement; and

WHEREAS, the Board of Directors has reviewed and considered the MindPlay/Ascend Student Waiver attached hereto as Exhibit A and deems it in the interest of the student to adopt the MindPlay/Ascend Student Waiver as presented.

WHEREAS, the Head of Schools, school administration, and staff have established an internal process to review qualified students on a monthly basis

IT IS THEREFORE RESOLVED that the MindPlay/Ascend Student Waiver attached hereto as Exhibit A be, and it hereby is, approved and adopted by the Corporation for the charter schools operated by the Corporation.

Voice Vote:

Ayes: 5 No: 0

Date: 9/25/18

Certification of Board Secretary: John Marsh

Waiver Process

Updated 8.13.18

Hoosier Academies Network of Schools strives to ensure that all its students are being given the opportunities to learn, grow, and achieve. We have incorporated programs such as MindPlay and Ascend and have set expectations that all students must attend live virtual classes, known as ClassConnects, but have recognized from our diverse student population that there are other areas of important needs. The waiver process as outlined below, for exempting students from the required ClassConnects and the required MindPlay and Ascend programs will allow for certain students to focus on the needs and demands coming from outside of the classroom.

The administration team also recognizes that the Board of Directors along with its authorizer holds the school accountable for school and student outcome. The administration team will provide the Board with a total amount of students monthly that are exempt from MindPlay, Ascend, and attending Live ClassConnects.

Teacher or Parent refers their student for a waiver via email to the counselor or advisor.

A student can be referred to be waived/exempt from:

1. MindPlay/Ascend
2. Live Instructional Session (Live BBC)

Eligible Criteria:

MindPlay/Ascend

If a student receives a waiver for MindPlay/Ascend, the student would be exempt from that program. The following criteria must be met to qualify. The Student...

- Has A's/B's in all courses **AND** is Pass+ (or is near within 10 points) ISTEP /passed ECA/IRead/ILEARN **AND** has maintained 95% attendance rates

AND/OR

- Is a K, 1, & 2 student who reached 2+ years above their grade level

AND/OR

- For Ascend only; Students in grades 11 & 12 who have completed the level 9-12 and have passed ISTEP/ECA/ILEARN.

Live BBC Sessions

If a student receives a waiver from Live BBC Session, the student would be exempt from attending the live scheduled classes. The following criteria must be met to qualify. The Student has...

- A's/B's in all courses **AND** is Pass+ (or is near within 10 points) ISTEP /passed ECA/IRead/ILEARN **AND** has maintained 95% attendance rates

OR

- This stated in a student's IEP: must watch recordings

OR

- This stated on the student's 504 Plan, stated on *the Medical Incapacity Form*, and/or Stated on a Doctor's orders for medical conditions.

The Internal Process:

1. Advisor or Counselor will review records (upon the submission of a referral for flexibility).
A Review of the records will include but not be limited to...
 - a. ISTEP/ECA/ILEARN should reflect Pass+ or near Pass + (within 10 points)
 - b. Grades should be consistently (average) A/B grades
 - c. Length of time at Hoosier Should be considered
 - d. Consideration for the best interest of the student to be challenged and move forward in the Indiana Academic Standards.
 - e. Teacher Input
2. Principal makes the final decision after consulting with the Advisor or Counselor.
3. If the decision is in the affirmative for Flexibility, the following Action steps are taken...
 - a. Then the Advisor or Counselor will place in Notes section, on Subject Line write "Running Note – ILP – Flexibility" in Total View
 - b. Then the Advisor or Counselor will place the Name, ID, and school the student attends on the Waiver spreadsheet found at :
https://docs.google.com/spreadsheets/d/1X2E_4KnNMkja6h48xhy5t5T2LF3u7vbqPjJjea570A4/edit#gid=2031771639
 - c. Then the Advisor or Counselor Track these students according to your school's guidance and via the grade book.
 - d. Then the Advisor or Counselor Email all pertinent staff who work with the student to maintain the correct status in TV for that student, so that live absences do not count against the student.
 - e. The Teachers will invite the student to class marking them optional to classes, so that their attendance is not affected negatively.
 - f. Then the Advisor or Counselor In the grouping area in Total View - mark student as "Advanced"
 - g. Then the Advisor or Counselor will contact the family via email in Total View
 - h. **High School students only:** The counselor or advisor must complete a Waiver Acknowledgement form that needs to be complete and placed in Total View.

Note: Counselors and Advisors will check the student's progress Monthly. If the student fails to maintain the eligibility criteria stated above, this Flex opportunity can be rescinded anytime by the Principal, Advisor, and/or Counselor.

HOOSIER ACADEMY, INC.

Resolution No. 2018 - 20

Resolution to Approve Submission of Intent to Renew and Request Renewal of
Insight School of Indiana Charter

September 25, 2018

WHEREAS, Hoosier Academy, Inc. ("Corporation") operates the Insight School of Indiana, School Corporation #9120 ("Insight"), pursuant to a charter issued by Ball State University ("Sponsor"); and

WHEREAS, the current charter for Insight is scheduled to expire June 30, 2019, and the Board of Directors of the Corporation deems it in the best interest of the students of Insight throughout the State of Indiana to seek renewal of the charter for Insight and to pursue and authorize proceeding with the charter renewal application for submission to the Sponsor.

IT IS THEREFORE RESOLVED that the Board does hereby authorize the President of the Board to submit to the Sponsor a written expression of the Corporation's intent to renew the charter for the Insight School of Indiana, substantially in the form attached hereto as Exhibit A.

Voice Vote:

Ayes: 5 No: 0

Date: 9/25/18

Certification of Board Secretary: John Parsh

EXHIBIT A

LETTER TO BALL STATE UNIVERSITY OFFICE OF CHARTER SCHOOLS

John Marske
Board Chair
Hoosier Academy
John.marske@oldnational.com
W: (765) 254-4308
C: (317) 345-1600

September 17, 2018

Office of Charter Schools
Ball State University
Muncie, IN 47306

Dear Dr. Marra,

I am writing on behalf of the Hoosier Academy Board to announce our intent to renew and request renewal of Hoosier Insight Virtual Academy, Corporation #9120.

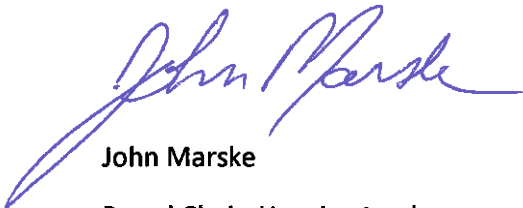
Within our renewal application you will see documentation of the numerous initiatives and significant progress we have made in addressing the needs of all our stakeholders (students, teachers, families, Authorizer and Department of Education). You will also find stories from the families we serve, documenting the significant void we fill to help transition students in their search for the appropriate educational avenue.

The Academic Plans of our school underwent needed change this past school year. Our new Head of Schools, Elizabeth Lamey, has refocused our teachers and administration on the necessary role they play when dealing with a transient student population such as ours. We have also reviewed each school policy and procedure, and updated as appropriate to ensure parents, students, faculty and administration understand their roles and responsibilities.

The Board has five strong members for the upcoming school year, with the possible addition of two additional members pending a positive response to our renewal request.

This has been an exciting year for the Hoosier Academy community. We all realize a turnaround situation takes time. This letter is a request to give us the additional time to realize what we believe will be significant positive results of our initiatives.

Respectfully submitted,



John Marske

Board Chair, Hoosier Academy

HOOSIER ACADEMY, INC.

RESOLUTION 2018-21

APPROVAL OF FISCAL POLICY AND PROCEDURES

September 25, 2018

WHEREAS, the Board of Directors (“Board”) of Hoosier Academy, Inc. (“Corporation”) is responsible for adopting and approving Fiscal Policies and Procedures for the administration of the financial affairs of the Hoosier Academy Network of Charter Schools; and

WHEREAS, the Board previously adopted Fiscal Policies and Procedures for the Corporation, and since the time of the most recent updates to the Policy, the K12 Managed School Accounting Group has been retained to provide bookkeeping services, which necessitates revisions to the Fiscal Policies and Procedures, and certain updates have been made to the Fiscal Policies and Procedures; and

WHEREAS, the Board has reviewed the attached revised and restated Fiscal Policies and Procedures and deems it to be prudent and in the interest of the Corporation to adopt the revised and restated Fiscal Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Policies and Procedures, as presented to the Board of Directors, attached to this Resolution, and considered at this meeting, be, and they hereby are, approved and adopted by the Corporation and the Hoosier Academy Network of Charter Schools.

Voice Vote:

Ayes: _____ No: _____

Date: _____

Certification of Board Secretary: _____

EXHIBIT A
FISCAL POLICIES AND PROCEDURES

Hoosier Academy Network of Schools

Fiscal Policies and Procedures

Adopted: September 25, 2018

INTRODUCTION

The Board of Directors (“Board”) of Hoosier Academy, Inc. (“Hoosier Academy” or “Charter School”) has the responsibility of administrating the financial affairs of the Charter School. Faithful performance of this duty requires establishing a comprehensive fiscal plan and policies from the budgeting process through the annual audit (hereafter referred to as the “Fiscal Policy”). The Fiscal Policy must be organized to provide a uniform classification of receipts and disbursements and to establish effective internal controls and audit trails for post-audit purposes. Additionally, the Fiscal Policy must conform to legal requirements as established by legislation and administered by the controlling agencies. At the heart of the Fiscal Policy are internal controls, which are the methods and procedures used to provide reasonable assurance to:

1. Safeguard assets;
2. Ensure validity of financial reports and records;
3. Promote adherence to policies, procedures, regulations and laws;
4. Promote effectiveness and efficiency of operations;
5. Ensure financial systems are secure and backed up as needed.

In establishing internal controls at all stages of Hoosier Academy’s fiscal plan, the following control principles will be implemented when applicable:

1. **Segregation of Duties:** Duties are divided so that no one person has complete control over a key function or activity;
2. **Authorization and Approval:** Proposed transactions are authorized when they are consistent with policies, procedures, regulations and laws;
3. **Custodial and Security Arrangements:** Responsibility for custody of assets is separated from the related record keeping;
4. **Review and Reconciliation:** Records are examined and reconciled to determine that transactions were properly processed and approved; and
5. **Physical Controls:** Equipment, inventories and other assets are secured physically, counted periodically and compared with amounts shown on control records.

This Fiscal Policy outlines the internal controls to be followed by Hoosier Academy, the Board and K12 Classroom, LLC (“K12”).

INTERNAL CONTROL PRACTICES

Accounting, Budgetary Control and Financial Closing

Review and Reconciliation:

- Hoosier Academy shall use the accrual method of accounting and shall keep its books in accordance with Generally Accepted Accounting Principles (“GAAP”).

- To account for the financial activities of the Charter School and to comply with the Indiana State Board of Accounts (“SBOA”) requirements, Hoosier Academy shall use fund accounting as described in Part 3 of the *Accounting and Uniform Compliance Guidelines Manual for Charter Schools* issued by the SBOA (“*Accounting Compliance Manual*”).
- The K12 Finance Group (“K12 Finance”), with the assistance of the Hoosier Academy Head of School (“HOS”), shall prepare a budget annually based on estimates of revenues and expenditures. The budget draft shall be presented to the Board on or before May 15th preceding the start of the applicable school year covered by such proposed budget. On or before October 31st of each school year, K12 Finance shall submit any proposed modifications of the annual budget for that school year which takes into account the actual student enrollment for such school year and other changes in key assumptions. The Board shall review and act upon each such approved proposed budget and any such proposed modifications within forty-five (45) days following of the submission thereof by K12 Finance.
- The K12 Managed School Accounting Group (“K12 MSA”), shall prepare and forward a monthly financial reporting package to the HOS by the 7th business day after the end of each month. The financial reporting package will include, at a minimum, the monthly bank account reconciliation with supporting detail, unaudited financial statements, any journal entries made with supporting detail and the general ledger transaction detail (revenue and expenditures) by fund. K12 Finance then compiles a report comparing the actual revenue and expenditures with the budget (“Budget-to-Actual Report”). The most recent Budget-to-Actual Report shall be provided to the Board at each monthly Board Meeting. Budget-to-Actual Reports shall contain written explanations of any overages greater than five percent (5%).

Segregation of Duties

- The HOS is required to approve the monthly financial reporting package within 30 days of receipt.

Banking

Authorization and Approval:

- Bank Signatory Authority: The HOS, the Operations Manager, the Board Chairman and the Board Treasurer shall be the only signatories/agents for all Hoosier Academy bank accounts.
- Two signatures from authorized bank signatories are required for any expenditure greater than \$10,000.
- The cash balance of any Hoosier Academy bank account shall never be reduced below zero.
- Checks outstanding and unpaid for a period of one year shall be investigated and declared; void, included as receipts and removed from the outstanding check listing or remitted to the state under applicable escheatment laws.

- The HOS or Operations Manager must approve any adjustments to cash, such as the write-off of old outstanding checks.

Segregation of Duties:

- Bank Reconciliations
 - The HOS shall review the monthly bank statements and reconciliations included in the monthly financial package by the 30th of each month. If the HOS has questions about or desires to see more detail on any of the transactions, the HOS will request further information from K12 MSA.
 - K12 MSA will follow up on any questions the HOS may have and shall perform the monthly bank reconciliation in compliance with Section 3-13 of the *Accounting Compliance Manual*. The bank reconciliation must include the beginning cash balance, a listing of all cleared checks/payments and deposits/credits, a listing of all un-cleared checks/payments and deposits/credits and the ending cash balance.

Review and Reconciliation:

- Bank Reconciliations
 - The HOS and Board Treasurer shall review and approve the bank reconciliations prepared by K12 MSA. As part of the review, the HOS and Board Treasurer shall note that check sequence was maintained from the prior month.
 - After the HOS and Board Treasurer review and approve the bank reconciliations, the bank reconciliations shall be submitted to the Board for review and acceptance for audit.

Custodial and Security Arrangements:

- K12 MSA and the Operations Manager will maintain blank check stock. The ability to create and sign a check is separated as follows: Anyone with software access to create a check cannot sign the check (e.g. they are not an authorized signer on the bank account) and all authorized bank signatories do not have software access to create a check.
- A copy of all check registers will be kept by the Operations Manager. The Board Treasurer shall sign the AP Voucher register that is included in the monthly financial package. This is a SBOA requirement.
- All voided checks shall be maintained at the school with a copy emailed to K12 MSA. For each voided check, the signature section shall be marked out or removed and the reason the check was voided shall be noted on the check.
- Hoosier Academy shall not maintain any petty cash.

Credit Card Use

Authorization, Approval and Purpose

- The Board must approve the application for any school credit card. The Board may authorize the payment of an annual fee if the Board determines it is in the best interest of Hoosier Academy to have a credit card with an annual fee.

- Any credit card issued in Hoosier Academy's name shall only be used to pay for Hoosier Academy expenses. Any use of credit cards must be approved by the HOS or Operations Manager.
- Credit cards shall not be used to bypass the accounting system.

Segregation of Duties

- The HOS or Operations Manager shall be responsible for applying for any credit card authorized by the Board.
- The HOS and Operations Manager shall be the designated employees for any credit card approved by the Board and issued to Hoosier Academy as required by Section 10-5 of the *Accounting Compliance Manual*. As the designated employees, the HOS and Operations Manager shall maintain an accounting system or log which includes the names of individuals requesting usage of a credit card, their position, estimated amounts to be charged, fund and account numbers to be charged and the date the card is issued and returned.
- The credit card must be returned to the HOS or Operations Manager after each use.

Review and Reconciliation

- Payment shall not be made based on a statement or credit card slip only. Procedures for payments shall be no different than for any other claim. Supporting documents such as paid bills and receipts must be available.
- The procedures for reporting credit card expenses shall be the same as the procedures outlined in the Expenditures section of this Fiscal Policy below.
- The monthly credit card statements shall be submitted by the HOS or Operations Manager to the Board for review.
- Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee shall be the responsibility of that officer or employee.

Revenue

Authorization and Approval:

- The issuance of debt must be authorized by the Board.

Segregation of Duties:

- Direct Deposits: deposits related to state student funding and federal grants shall automatically be deposited into the Hoosier Academy bank account. The Operations Manager will send a copy of all supporting documentation for direct deposits to K12 MSA for posting.
- Other Deposits: The Operations Assistant shall open all mail and keep a Receipt Book of all checks and cash received for Hoosier Academy. The ledger shall be sent to K12 MSA to reconcile with the actual deposits made per the bank reconciliation. Any deposits in the form of cash or check will be deposited into the Hoosier Academy bank account by the Operations Manager, Operations Assistant or the HOS, who must all be bonded.

The Operations Assistant will send a copy of all backup documentation for these deposits to K12 MSA for posting.

- K12 MSA provides excel file (one tab per month) with deposit data. Operations manager completes the Receipt field. This is used for a SBOA form EDICT.

Custodial and Security Arrangements:

- All cash and checks shall be kept in a fireproof safe until deposited. Pursuant to Indiana Code § 5-13-6-1, deposits shall be made no later than the business day following the receipt of funds and in the same form in which the funds were received.
- Any compensation, premium, bonus or product earned as a result of the purchase of goods or services by the school becomes the property of the school.

Review and Reconciliation:

- The Operations Assistant shall issue a receipt immediately upon the receipt of cash or checks.
- K12 MSA shall reconcile the revenue accounts monthly to ensure that all deposits were properly recorded. The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes, at a minimum, check numbers and the corresponding names of the payors.
- K12 MSA shall maintain a listing of open accounts receivable, which shall be reviewed and reconciled monthly. Any delinquent receivables should be reviewed and investigated. Any write-offs must be approved by the Board.
- The HOS will approve the revenue as part of the monthly financial closing process.

Expenditures

Authorization and Approval:

- Subject to the provisions of these expenditure policies, the HOS and the Operations Manager are authorized by the Board to approve and make expenditures on behalf of Hoosier Academy for the following purposes: insurance coverage required to comply with agreements entered into by Hoosier Academy; payroll expenses and payroll taxes; other required taxes; and for payment required to comply with any agreement approved by the Board, including the Ball State University Charter Sponsor (“Charter Sponsor”) fees and management/technology fees.
- The Board has authorized the HOS, in conjunction with the Operations Manager, to approve and make expenditures for all Hoosier Academy operational needs up to \$10,000.00 as long as said expenditures fall within the parameters of the Board-approved budget. Any expenditure that (1) is greater than \$10,000.00 or (2) does not meet the requirements will require Board approval in advance of payment.
- Checks payable to K12 may not be signed solely by any K12 employee, but must also be signed by the Board Chairman or the Board Treasurer.
- All purchase requisitions under \$10,000 shall be approved by either the HOS or the Operations Manager. All purchase requisitions over \$10,000 shall be approved by the HOS and the Operations Manager.
- All technology expenditures must be approved by the IT personnel assigned to Hoosier Academy.
- For expenditures greater than \$10,000.00, the HOS or the Operations Manager shall obtain three (3) quotes for review and selection by the Board. For expenditures greater

than \$25,000.00, the HOS or the Operations Manager shall obtain three (3) competitive bids or requests for proposals for review and selection by the Board.

- All service contracts must be supported by a current written contract.
- Loans to Hoosier Academy employees, K12 employees or Board Members are prohibited. Exception – retirement plan loans.
- Pursuant to Section 10-3 of the *Accounting Compliance Manual*, compensation and other payments for goods and services shall not be paid in advance of receipt of goods and services.
- All invoices must be paid in a timely manner and within thirty (30) days when possible. Hoosier Academy may not pay finance fees for late payment.
- For a payment to be processed, there must be a fully-itemized invoice, the invoice must be approved by the appropriate individual as listed in the *Segregation of Duties* section below and the invoice must be matched to a purchase requisition, if required.
- Gift Cards may be used if the following criteria are observed in accordance with Volume 200, Page 8 of *The School Administrator and Uniform Compliance Guidelines* (December 2012):
 - The Board must authorize gift card purchases through a resolution which has been approved in the minutes;
 - The purposes for which gift cards may be issued must be specifically stated in the resolution;
 - Purchase and issuance of gift cards shall be handled by an official or employee designated by the HOS;
 - The designated responsible official or employee shall maintain an accounting system or log which includes the name of the business from which the gift cards were purchased, their amounts, fund and account number to be charged, date the card was issued, person gift card was issued to, proof that the gift card was received by the person it was issued to, etc.
 - Gift cards shall not be used to bypass the accounting system.
 - Procedures for payments shall be no different than for any other claim.
- Hoosier Academy Gift Card Procedure. In addition to the above-stated SBOA requirements, the following procedures shall be followed when Hoosier Academy employees use gift cards:
 - Even after receiving Board approval, a purchase order must be completed and approved by the HOS or the Operations Manager for all gift card purchases.
 - Gift cards must be kept in a fireproof safe until signed out by the HOS or the Operations Manager. All gift cards will be tracked via a log as described above. The Operations Manager shall keep the original log and send a copy of the log to K12 MSA.
 - If gift cards are to be distributed to Hoosier Academy teachers or staff members, each gift card number must be attached to the teacher's or staff member's name. The Operations Manager shall forward this information to payroll so that it can be included as income to the respective teacher or staff member.

- If gift cards are to be distributed to parents or students from a teacher (e.g., for assistance with gas expense for travel to testing facilities), the teacher may be assigned a group of gift cards to distribute to eligible students or parents. The teacher shall keep a log documenting which gift card was distributed to which student or parent. The log shall be sent to the Operations Manager.

Segregation of Duties:

- K12 MSA creates all checks and records payment for Hoosier Academy. However, K12 MSA does not have signing authority for Hoosier Academy checks. Checks shall only be issued for approved expenses as outlined in the *Authorization and Approval* section above. Invoices presented for payment without the appropriate approval shall be returned.
- Payroll and Benefits
 - Payroll and benefits are administered by Insperity, a professional employee organization, with the assistance of the HOS and the Operations Manager. Payroll is run twice a month.
 - Requests for Time Off (“RTO”) must be submitted by each employee for vacation, sick time, personal days and other leaves with or without pay. RTOs are received by the Department Heads who compare the request to the leave time report generated by Insperity at the end of each pay period. Each Department Head shall verify that the leave time accruals are in agreement with each employee’s contract.
 - Insperity shall maintain a master salary spreadsheet. At the end of each pay period, Insperity shall generate a spreadsheet that captures all changes in payroll information for that pay period, such as new hires, terminations, salary changes, bonuses and employee hours as input by the Operations Manager.
 - New hires, resignations and terminations are updated monthly and submitted to the Board for acceptance.
 - The HOS, Operations Manager and the Board liaison have full access to payroll reports for Hoosier Academy. Only the HOS or an individual designated by the HOS may approve payroll. If approved, any of these individuals may click on the “Approve Payroll” button to approve payroll for the then-current pay period. The designee will only approve payroll in the absence of and by direction of the HOS. Once the “Approve Payroll” button is clicked, Insperity will process the payroll checks and direct deposits for the Hoosier Academy employees.
 - K12 MSA will access payroll information from Insperity to include the payroll information in the financial records of Hoosier Academy.
 - K12 MSA shall reconcile the payroll register to the general ledger monthly.
- Expense Reports
 - Staff shall prepare expense reports and submit them to Department Heads for review. Each Department Head shall then review the expense reports to ensure the expenses follow the Board-approved Travel and Expense Policy, in accordance with federal or state requirements, if applicable, and for complete supporting documentation of the expenses. Once reviewed and approved by the

Department Head, copies of the expense report(s), related invoices and all supporting documentation are sent to the Operations Assistant and the Operations Manager, who shall review for compliance.

- The expense reports of the Operations Manager shall be reviewed by the Regional Operations Manager or the HOS. The expense reports of the HOS shall be reviewed by the Regional Vice President.
- If the Operations Manager is not available to approve the invoices, the HOS may approve in his or her absence.
- K12 MSA creates the check file for the corresponding approved expense reports. The Operations Manager prints, signs and mails the checks.
- K12 Invoices
 - Management and Technology Fees
 - The HOS, the Finance Manager and the Board Finance Committee Member shall review all management and technology fee invoices prior to payment to ensure the invoices comply with the Board-approved Amended and Restated Educational, Administrative, and Technology Services Agreement between Hoosier Academy and K12 (“Management Agreement”). As of the date of this Policy, the management fees equal fifteen percent (15%) of the sum of federal and state student revenue and grants received by Hoosier Academy. The technology fees equal seven percent (7%) of the sum of federal and state student revenue and grants received by Hoosier Academy.
 - Student computer invoices, On-Line School (“OLS”) invoices and materials invoices shall be reviewed against student records and shall be approved by the Finance Manager. In addition, the Board Finance Committee Member and the HOS must approve all student invoices prior to forwarding to K12 MSA for check processing.
 - Pursuant to the Management Agreement, K12 is specifically authorized to initiate payment to K12, out of the Charter School funds managed by K12, the fees set forth in Exhibit A of the Management Agreement provided that: (i) the fees have been budgeted and approved by the Board; (ii) K12 has provided documentation for the fees setting forth in reasonable detail a description of the fee, the method of computation and any other information requested by the Board; (iii) the Board approves the payment; and (iv) all current Non-K12 Charter School Expenses (as defined in the Management Agreement) are first paid.
 - Oversight Fees
 - Oversight invoices payable to the Charter Sponsor shall be sent to the HOS and the Operations Assistant. The HOS shall review the oversight invoices to ensure they comply with the Charter Agreement. As of the date of this Policy, oversight fees equal three percent (3%) of the sum of the basic tuition collected by Hoosier Academy.
 - Once approved by the HOS, the oversight invoices are forwarded to K12 MSA for processing a check to be sent to the Charter Sponsor.

Internet Service Provider (“ISP”) Payments

- The Operations Assistant shall process ISP payments twice a year: (1) in February for September through January services and (2) in July for February through June services.
- After downloading student and family information, the Operations Assistant shall complete a payment report based on approved enrollment dates, withdrawal dates and grade level. Payments shall be pro-rated if students have not been enrolled during the entire service period. Students shall be reimbursed at the current approved rate.
- The HOS shall review and approve the payment report which includes parent / guardian information and the student’s name. This is created by the Operations Assistant before any payment is made. Payment for the processing invoice will be made by the school.
- Other Expenses
 - Grant Purchases and Other One-Time Purchases
 - Purchase requisitions (“PR’s) shall be completed for all grant purchases and other one-time purchases. All PR’s shall show the amount of the purchase, grant name, item purchased, accounting code and purchase order or quote, if applicable. The HOS and Operations Manager must determine that all expenditures are in accordance with grant requirements and with federal and state requirements, as applicable, before approving grant expenditures. Approvals must be secured prior to purchase. Quotes and other supporting documentation shall be attached to the PR. Items requiring PR’s include, but are not limited to, the following: Technology purchases such as computers, printers and software; Fixed Assets, Furniture and Equipment such as file cabinets; Memberships; and Training or Professional Development expenditures.
 - The Regional Technology Manager and either the HOS or the Operations Manager shall approve all technology purchases.
 - The Operations Manager and the Special Education Coordinator shall approve all special education provider payments.
 - Checks shall never be made payable to “Cash”.
 - General Operating Expenses
 - The HOS or the Operations Manager shall approve all invoices for normal monthly operating expenses, such as utilities, rent and telephone services, before submitting the invoices to K12 MSA for check processing.

Review and Reconciliation:

- In the event of overpayment to a vendor, a refund shall be collected.

Capital Assets and Inventory

General Principals

- Hoosier Academy shall have complete inventory of all capital assets owned which reflects their acquisition value. Such inventory must be recorded on the applicable Capital Assets Ledger.
- Criteria for Capital Asset Capitalization:
 - The asset has a useful life of one (1) year or longer; and
 - The cost of the asset is greater than \$1,000.00.
- Valuation
 - Pursuant to Section 15-1 of the *Accounting Compliance Manual*, the inventory shall reflect the capital assets' acquisition value.
 - Donated capital assets shall be valued at the donor's estimated fair market value at the time of gifting.
- Depreciation
 - Capital assets shall be depreciated using straight-line depreciation. Estimated life for capital assets shall follow IRS guidelines.
- Pursuant to Section 15-1 of the *Accounting Compliance Manual*, Capital assets include the following:
 - Land;
 - Buildings;
 - Improvements other than buildings; and
 - Equipment and construction work in progress.
- The following information shall be maintained for all capital assets:
 - Description;
 - Asset classification;
 - Location;
 - Purchase price;
 - Vendor;
 - Date purchased or leased;
 - Accumulated depreciation; and
 - Method and reason of disposal, if applicable.
- Capital assets may not be used in a manner unrelated to the functions and purposes of Hoosier Academy.
- Capital Asset Disposal
 - The Board shall approve the retirement of any capital assets with a fair market value greater than or equal to \$5,000.00. When equipment has been purchased with Federal or State grant funds, grant rules and regulations must be followed.
 - The HOS or the Operations Manager shall approve the retirement of any capital assets with a fair market value less than \$5,000.00.
 - Examples of reasons for retirement include:
 - The asset is damaged beyond repair;
 - The asset is damaged and the cost to repair it exceeds the current fair market value; and

- The asset is not able to support current technology needs.
- When possible, the capital asset shall be stripped of useful components and stored as ready service spares for other assets.
- The inventory shall be updated to include the reason for retirement and date of write-off.

Physical Controls:

- An annual inventory of capital assets shall be performed during June of each year by the Operations Manager and K12 IT. The inventory must be for all capital assets, and for all computers that do not meet the \$1,000.00 capitalization threshold. The inventory is performed to determine that all capital assets are present, in usable condition, located in the assigned area and properly recorded.
- All capital assets shall be tagged with a Hoosier Academy capital asset tag.
- All capital assets and inventory are secured in a safe location.

Review and Reconciliation:

- The Operations Manager shall maintain a capital asset listing. The capital asset listing shall be updated monthly to include new purchases, retirements or transfers of assets. The Operations Manager shall also reconcile the capital asset listing to the accounting records as part of the month-end financial reporting process.
- If an asset relates to a grant, the capital asset tag must indicate the specific grant funds used to purchase the asset.

Segregation of Duties:

- Once the annual physical inventory is conducted by the K12 Regional Technology Manager, the Operations Manager should review and approve the results. As part of the reconciliation, the Operations Manager should compare the physical inventory to both the accounting books and the fixed asset schedule.
- The HOS shall be contacted immediately if there is a concern that assets may be missing.

Fundraising

Authorization and Approval

- All fundraising must be pre-approved by the HOS.
- Fundraising activities and procedures are governed by the Fundraising Policy approved by the Board on January 30, 2018, pursuant to Resolution No. 2018-01.

Custodial and Security Arrangements

- Monies collected relating to fundraising activities must be receipted, accounted for, and directed without delay to the Operations Manager.
- Fundraising monies shall be recorded and tracked in a separate account specific to the group organizing the fundraising.

Segregation of Duties

- Distribution of monies from fundraising accounts shall be by request of the fundraising sponsor and must be approved by the HOS.
- The organizer or sponsor of a fundraiser will provide donors with written acknowledgement of cash contributions in the form approved by the Operations Manager. Acknowledgements shall include the amount of the cash contribution and a statement that no goods or services were provided by the Charter School in exchange for the contribution (if that was the case). A copy of the acknowledgement must be forwarded to the Operations Manager for record retention purposes.

State Reporting and Annual Audit

Review and Reconciliation:

- The Board shall identify an independent audit firm with governmental accounting and/or charter school audit experience and will arrange for an independent audit of the Charter School's financial condition on an annual basis. The Board Treasurer will be involved in the audit exit meetings. The final audit report will be reviewed by the Board and shared with the Charter Sponsor and all government agencies required by law.
- State reporting requirements will be completed by K12 MSA and shall be approved by the HOS and K12 Finance.

Annual Review of Fiscal Policies and Procedures

Review and Reconciliation:

- The Board, the HOS, the Operations Manager and K12 Finance shall monitor changes in authoritative guidance and regulations and make changes to Hoosier Academy's Fiscal Policies and Procedures as necessary.
- The Board shall review and, if necessary, update the Fiscal Policies and Procedures annually at the August Board Meeting.

SUPPORTING FUNCTIONS

Information Technology

- Disaster Recovery
 - Hoosier Academy has and shall maintain a disaster recovery plan that includes procedures for recovering all vital data and system programs in the case of a total loss from a disaster (e.g., fire, tornado, flooding, etc.). The plan includes system replacements, system backups, laptop and desktop images and data restoration.
- Back Up Processing
 - Financial Documents and records stored at the school on their server is covered under the Schools IT Back-Up and Recovery Plan.
 - All data stored on network resources shall be backed up daily using a leading software package and portable hard drives. Copies of the backed-up data shall be stored off-site weekly to ensure data integrity. Hoosiers financial records are

maintained in the cloud at Sage/InTacct. Sage will provide an SSAE-16 (SOC-1) compliance certificate at least annually.

- Physical Security
 - All computer systems shall be located in a secure data room. Access to the data room is limited to the HOS, the Regional Technology Manager and the Operations Manager. All computer terminals and laptops are equipped with current virus protection.
- Logical Security
 - Each user is required to maintain their own local password on their school-issued laptop.
 - The Regional Manager maintains server passwords.
- Change Controls
 - K12 MSA uses InTacct as the accounting software for Hoosier Academy financial reporting. The only authorized modifications to the source code of InTacct are vendor-issued updates.
- Input Controls
 - All information is properly authorized before it is entered into the system to ensure the accuracy of the information and to ensure the information is only input one time. Whenever possible, electronic controls are used to validate information. Transaction dates are system-generated dates which cannot be modified by users.

Document Retention

- Hoosier Academy shall preserve, keep, maintain or file all the official records of Hoosier Academy required by all applicable federal and state legal requirements.
- Pursuant to the reproduction of records statutes (Indiana Code § 5-15-1 et. seq.), a public record is defined as all documentation of the informational, communicative or decision-making processes of a political subdivision in connection with the transaction of public business or governmental functions, which documentation is created, received, retained, maintained or filed by the political subdivision as evidence of its activities or because of the information value of the data in the documentation, and which is generated on paper or paper substitutes; photographic or chemically based media or machine readable media; or any other materials, regardless of form or characteristics.
- Hoosier Academy shall follow the retention guidelines as may be issued under federal or state law including those contained in the *Indiana Public Schools General Retention Schedule* published by the Indiana Commission on Public Records, dated July 11, 2012 and as may be amended.
- Each employee's acts are a matter of record. Regardless of the capacity served by an employee, upon completion of his or her service, all records and forms are to be surrendered to his successor.
- Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without

supporting documentation may be the personal obligation of the responsible official or employee.

- All financial transactions pertaining to the Charter School must be recorded in the records of Hoosier Academy.
- All documents and entries to records shall be done in a timely manner to ensure that accurate financial information is available to allow Hoosier Academy to make informed management decisions and to help ensure compliance with Indiana Code § 5-15.1-1, *et. seq.*
- Permanent documents that Hoosier Academy should retain indefinitely include but are not limited to the following: records of incorporation, bylaws, amendments and corporate charter, 501(c)(3) approval letter, minutes of Board meetings, annual reports, tax returns, financial audit reports and student records.
- Financial records, including but not limited to balance sheets, detailed ledgers, banking records, vendor payments and payroll records should be retained for a period of 7 years or the retention period required by federal or state requirements, whichever is longer.
- If appropriate for destruction pursuant to federal or state document retention requirements, any document with confidential student, employee or financial information shall be destroyed by shredding the document or by using a Certified Document Destruction vendor.

HOOSIER ACADEMY, INC.

RESOLUTION 2018-21

APPROVAL OF FISCAL POLICY AND PROCEDURES

September 25, 2018

WHEREAS, the Board of Directors (“Board”) of Hoosier Academy, Inc. (“Corporation”) is responsible for adopting and approving Fiscal Policies and Procedures for the administration of the financial affairs of the Hoosier Academy Network of Charter Schools; and

WHEREAS, the Board previously adopted Fiscal Policies and Procedures for the Corporation, and since the time of the most recent updates to the Policy, the K12 Managed School Accounting Group has been retained to provide bookkeeping services, which necessitates revisions to the Fiscal Policies and Procedures, and certain updates have been made to the Fiscal Policies and Procedures; and

WHEREAS, the Board has reviewed the attached revised and restated Fiscal Policies and Procedures and deems it to be prudent and in the interest of the Corporation to adopt the revised and restated Fiscal Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Policies and Procedures, as presented to the Board of Directors, attached to this Resolution, and considered at this meeting, be, and they hereby are, approved and adopted by the Corporation and the Hoosier Academy Network of Charter Schools.

Voice Vote:

Ayes: 5 No: 0

Date: 9/25/18

Certification of Board Secretary:




EXHIBIT A
FISCAL POLICIES AND PROCEDURES



Hoosier Academy Indianapolis & the Insight School of Indiana

September Community and Marketing Review



Monthly Onsite Hoosier Academies Indianapolis Teacher Q & A and Tour



Join us at the Hoosier Academies Indianapolis Learning Centers to tour our facilities and learn how your student can benefit from K12's high-quality curriculum. School staff will be on hand to answer your questions. Register today!

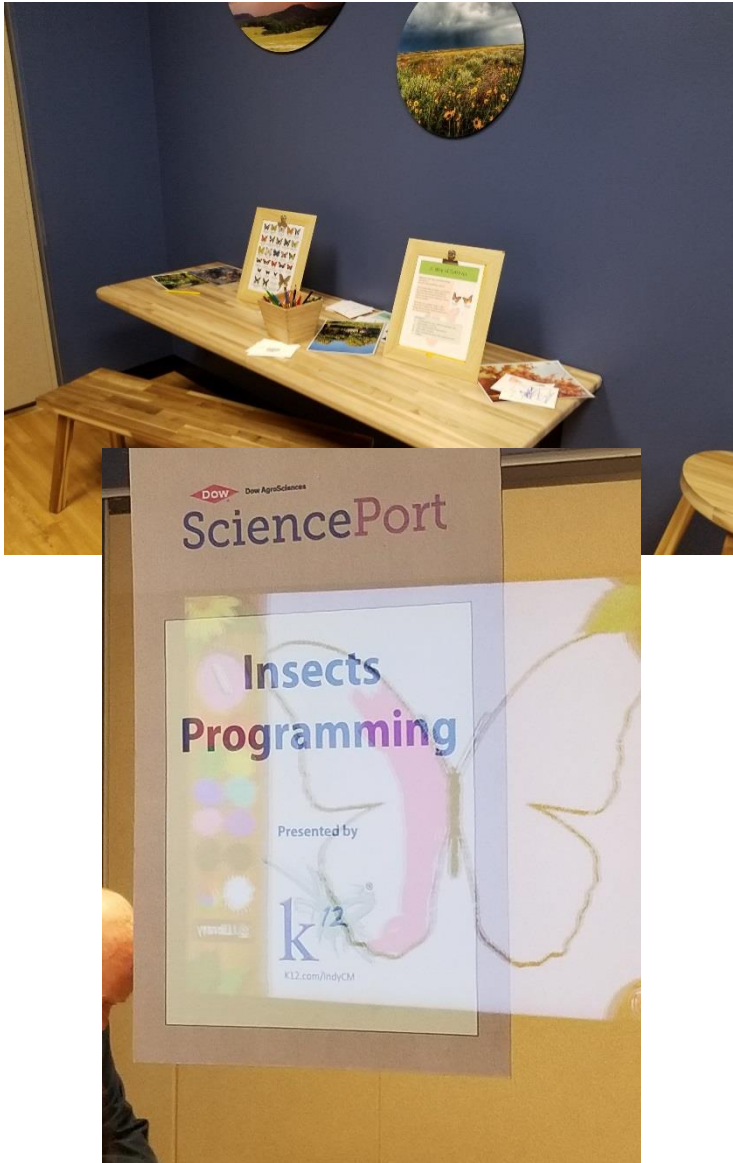
Sept 4th @ MS/HS Learning Center

Sept 6th @ Lynn Black Elementary

Upcoming: October 22nd @ MS/HS Learning Center

October 25th @ Lynn Black Elementary

These events are promoted via lead invitation email, Facebook and the enrollment center.



Science Lab “Insects” public program

- Family members can examine insects under the microscope, learn how insects see and eat, discover the difference between insects and arachnids.
- K12 signage and bookmark takeaway during every session of insect programming
- Promoting online education and virtual labs
- Onsite date 9/6

Hoosier Academies – Indy Promotion



- HA.K12.com [prospective family calendar](#)
- [Hoosier Academies at K12 – Facebook](#) – Highlighting our staff!
- Student and staff story submissions at [Project Elevate](#)
- Chalkbeat [Q & A with Lacy Spears](#) article
- Tour and event lead invitations to targeted zip codes
- Enroll Indy event listings
- Paid search terms regarding the schools closing, i.e. “John Marshall High School”

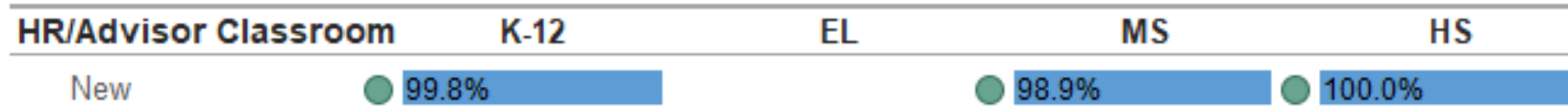
FAST Metrics

Kris Phillips

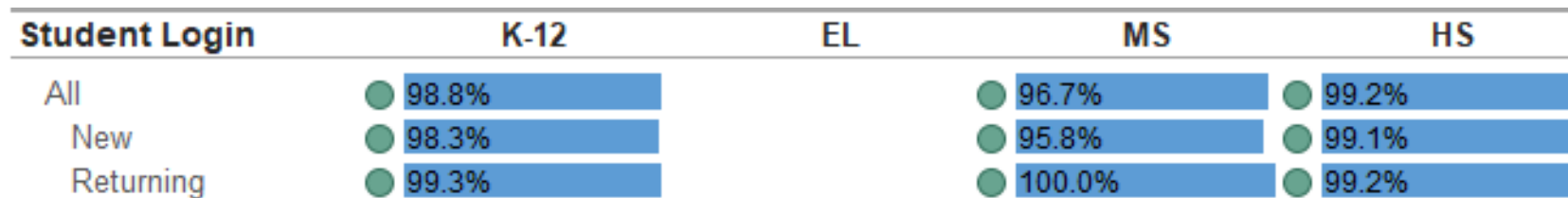
Strong Start Metrics - ISIN

As of 9/24/18

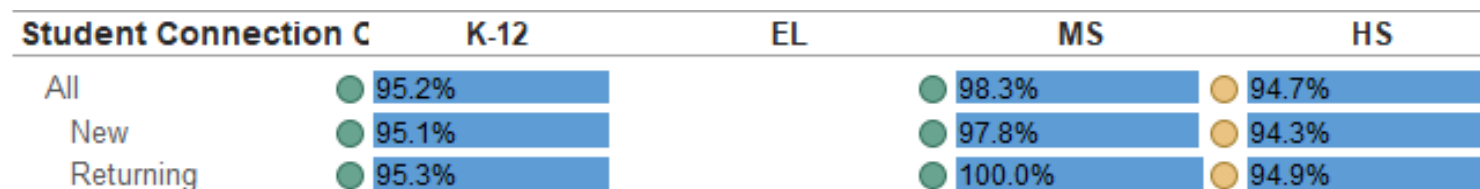
Students are placed in a Homeroom/Advisor Classroom within 3 days of their start date:



Students logging in within first 5 days of start date:



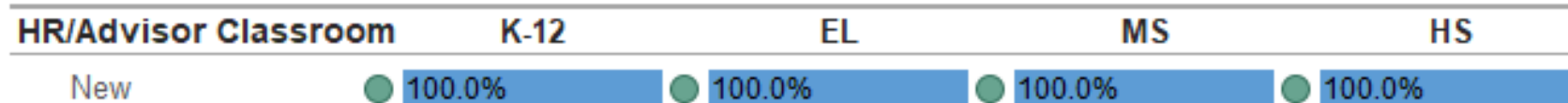
Students receiving an initial connection call within 10 days of their start date:



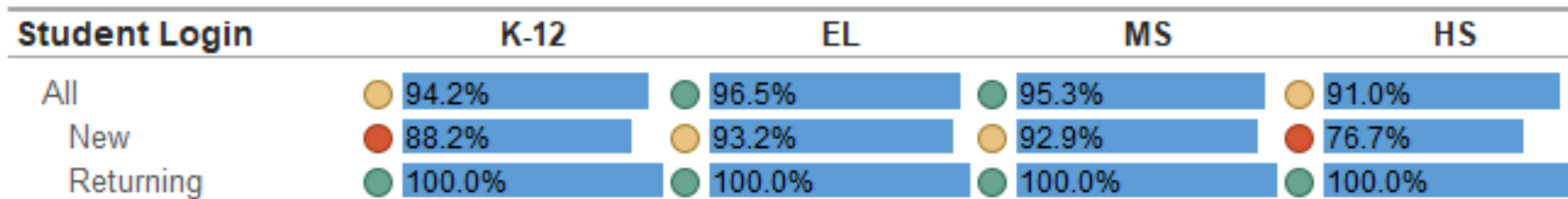
Strong Start Metrics - Indy

As of 9/24/18

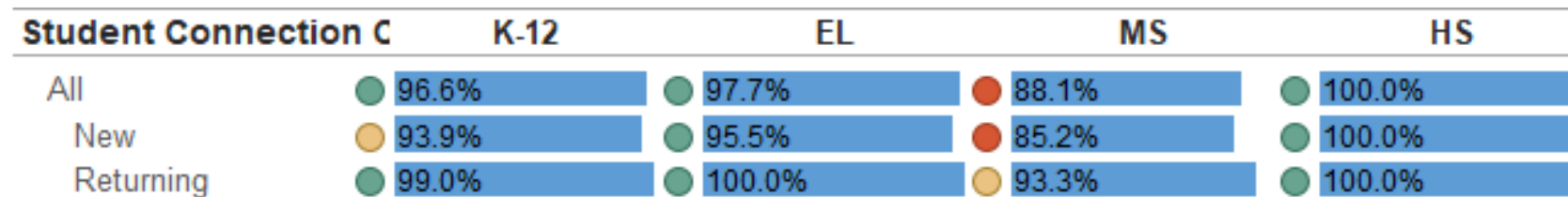
Students are placed in a Homeroom/Advisor Classroom within 3 days of their start date:



Students logging in within first 5 days of start date:



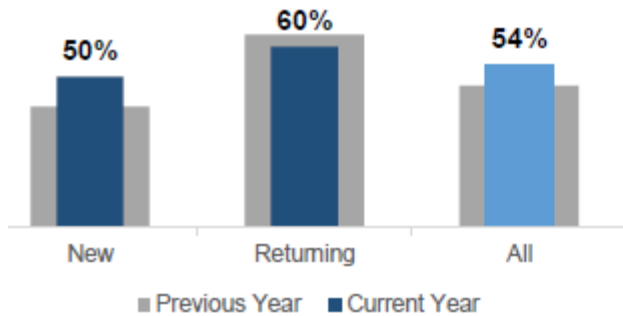
Students receiving an initial connection call within 10 days of their start date:



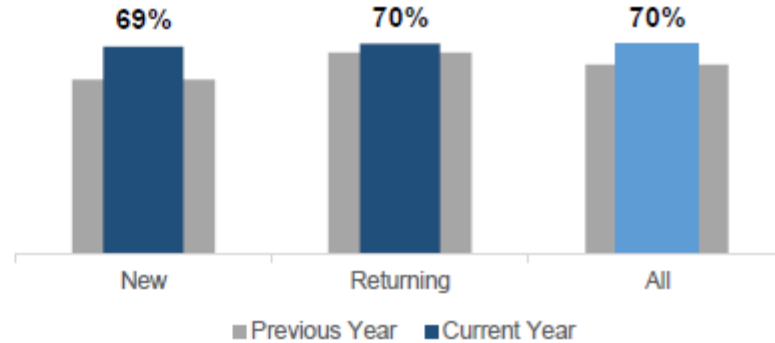
Pulse Check 2 Survey - ISIN

Satisfaction - Survey 2

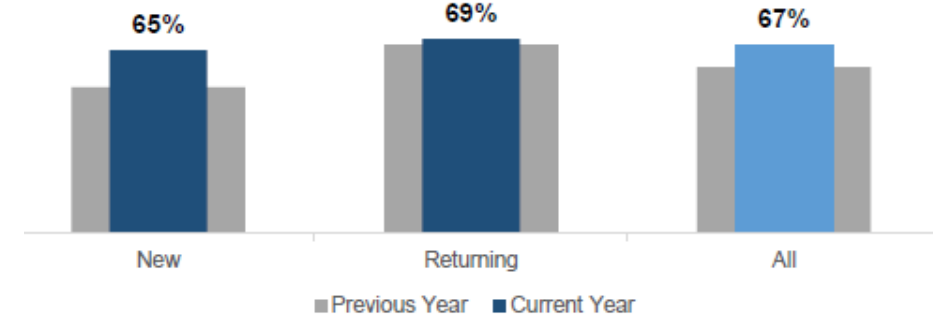
MS Satisfaction
(Top 2 Box Score)



HS Satisfaction
(Top 2 Box Score)



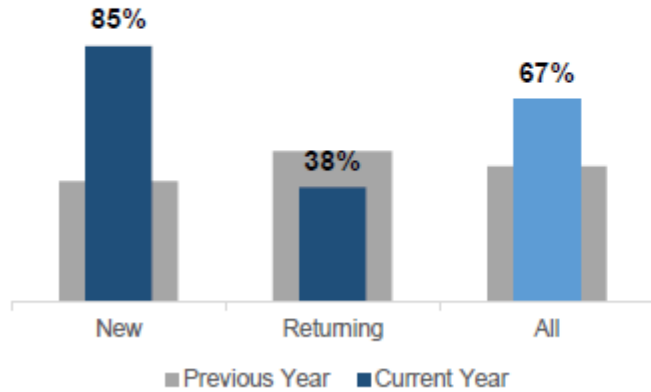
New/Returning Satisfaction
(Top 2 Box Score)



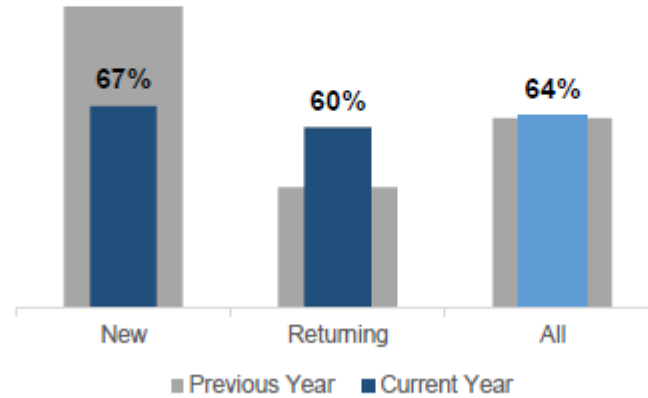
Pulse Check 2 Survey - Indy

Satisfaction - Survey 2

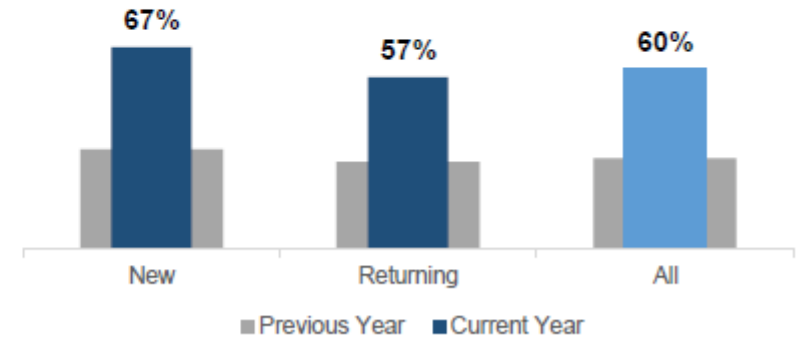
K5 Satisfaction
(Top 2 Box Score)



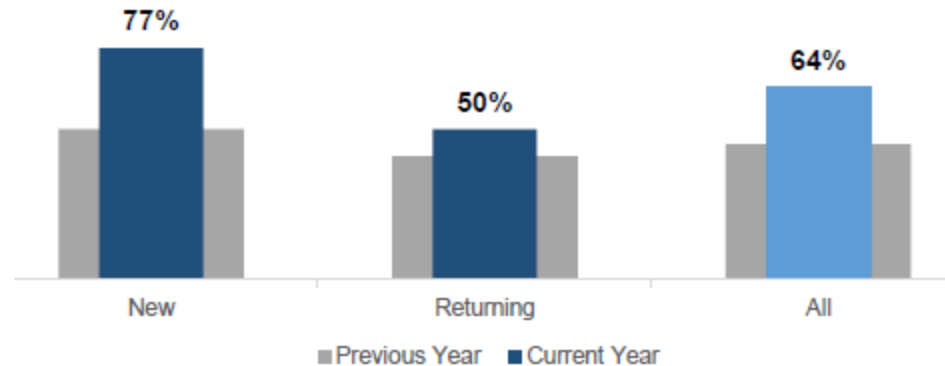
MS Satisfaction
(Top 2 Box Score)



HS Satisfaction
(Top 2 Box Score)



New/Returning Satisfaction
(Top 2 Box Score)



Pulse Check 2 Survey - Indy

Satisfaction Top 2 Box Scores - All Surveys Year over Year

	1	2	3	4	5	6	7	
All School	55%	64%						SY1819
	51%	45%	68%	67%	50%	60%	78%	SY1718
New	30%	77%						SY1819
	47%	50%	75%	82%	73%	82%	86%	SY1718
Returning	60%	50%						SY1819
	54%	41%	64%	60%	33%	47%	69%	SY1718
HS	47%	60%						SY1819
	42%	30%	44%	67%	50%	67%	60%	SY1718
MS	65%	64%						SY1819
	48%	63%	75%	45%	38%	36%	83%	SY1718
K5	55%	67%						SY1819
	60%	45%	76%	81%	58%	77%	91%	SY1718