

**BOARD OF DIRECTORS MEETING
OPTIONS CHARTER SCHOOLS – CARMEL AND NOBLESVILLE,
INC.**

April 17, 2018

Directors present were: Stacy Segal, Will Mattingly, Valerie Love, Matthew Abbott, Hannah Heuser, Gordon Heminger, and Lawrence Phillips

Directors absent were: Jeffrey Johnson

Staff Present were: Mike Gustin, Michelle Walden, Brian Anderson, Jake Brandau and Shannon Franklin

Guest Present: None

Lawrence opened the meeting at 6:01 p.m.

1. CALL TO ORDER

A. ANNOUNCEMENT BY THE CHAIR WHETHER A QUORUM IS PRESENT, THAT THE MEETING HAS BEEN DULY CALLED AND THAT THE MEETING HAS BEEN POSTED IN ACCORDANCE WITH INDIANA OPEN DOOR LAW AS CODIFIED UNDER I.C. SECTION 5-15-1.5. THE AGENDA FOR THE MEETING HAS BEEN POSTED AND MADE AVAILABLE TO THE PUBLIC.

B. DISTRIBUTION OF THE AGENDA.

2. ROLL CALL

A. PUBLIC ANNOUNCEMENT REGARDING THE ATTENDANCE OF ALL BOARD MEMBERS, THE ABILITY OF THE BOARD TO FORM A QUORUM, AND THE POWER OF THE BOARD TO CONDUCT BUSINESS.

3. EXECUTIVE SESSION:

No executive session to follow.

4. PUBLIC FORUM:

Nothing at this time.

5. REPORTS

A. CHAIRMAN OF THE BOARD OF DIRECTORS REMARKS, LAWRENCE PHILLIPS:

a. Nothing to add at this time.

B. REPORT OF THE PRESIDENT:

Mike Gustin presented the board with his report. Discussion took place; however, no action was needed.

C. DIRECTOR OF SCHOOLS REPORT:

Michelle Walden presented the board with her report. Discussion took place; however, no action was needed.

D. FOUNDATION REPORT:

Brian Anderson presented the board with his report. Discussion took place; however, no action was needed.

E. TREASURER'S REPORT:

a. APPROVAL OF VOUCHERS:

Hannah Heuser presented the Noblesville Allowance of Vouchers dated February 20, 2018, in the amount of \$139,872.67. Hannah Heuser requested a motion of approval of Allowance of Vouchers in the amount of \$139,872.76. Gordon Heminger moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

Hannah Heuser presented the Carmel Allowance of Vouchers dated February 20, 2018, in the amount of \$83,026.44. Hannah Heuser requested a motion of approval of Allowance of Vouchers in the amount of \$83,026.44. Gordon Heminger moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

F. TEMPORARY AND AD HOC COMMITTEE REPORT:

Nothing at this time.

5. OLD BUSINESS

a. BYLAWS:

Mike Gustin submitted the Bylaws to the Board with revisions.

Lawrence Phillips made a motion to approve the Bylaws section 1.1 revised with the changes. Gordon Heminger moved to accept and Will Mattingly seconded. The motion passed unanimously.

Discussion took place regarding updating Board background checks every 5 years. The Board will vote in May.

Mike Gustin submitted the Bylaws to the Board with revisions. Lawrence Phillips made a motion to approve the Bylaws section 1.8 revised with the changes. Hannah Heuser moved to accept and Will Mattingly seconded. The motion passed unanimously. Discussion took place regarding Board attendance policy. Hannah Heuser amended the motion to move it policy governance. Will Mattingly seconded the motion.

Mike Gustin submitted the Bylaws to the Board with revisions. Lawrence Phillips made a motion to approve the Bylaws section 5.1 revised with the changes. Matthew Abbott moved to accept and Hannah Heuser seconded. The motion passed unanimously.

b. BOARD RECRUITMENT:

Gordon Heminger made a motion to have an election in May with the term start date as July 1. Hannah Heuser seconded. The motion passed unanimously.

6. NEW BUSINESS:

A. APPROVAL OF MINUTES FROM SCHOOL BOARD MEETING:

Lawrence Phillips asked the members to review the Minutes presented for the April 17, 2018 meeting. Lawrence Phillips requested a motion to accept the Minutes as read. Hannah Heuser asked that the Approval of Voucher section be updated to remove Hannah Heuser's name and replace it with Lawrence Phillips. Hannah Heuser moved to accept and Matthew Abbott seconded. The motion passed unanimously.

B. STUDENT FEES 2018-2019:

Mike Gustin asked the Board members to approve the student fees for school year 2018-2019 in the amount of \$185.00. Hannah Heuser made a motion to approve the student fees in the amount of \$185.00. Valerie Love seconded the motion. The motion passed unanimously.

7. GOOD OF THE ORDER –

Nothing at this time.

8. ADJOURNMENT:

Lawrence Phillips requested a motion for adjournment at 7:04 pm. The motion for adjournment passed unanimously.

9. EXECUTIVE SESSION:

An Executive Session will be held following the public meeting pursuant to the authority granted under I.C. 5-14-1.5-6.1(b)(9).

Submitted by:

Shannon Franklin
Board Stenographer

Approved by:

Matthew Abbott
Board Secretary

Next scheduled meeting will be held on May 15, 2018 at the Options Charter School – Carmel at 6:00 pm.



Options Charter Schools

www.optionsined.org

317-773-8659

Carmel – Est. 2002

530 W. Carmel Dr.

Carmel, IN 46032

Mike Hirsch – Principal

Noblesville – Est. 2006

9945 Cumberland Pointe Blvd

Noblesville, IN 46060

Jacob Brandau - Principal

Mike Gustin

President

Michelle Walden

Director of Schools

President's Report

Board Meeting: April 20, 2018

Finance

The Treasurer's Report included in the April 2017 folder will give a more in-depth perspective on our finances. Options Charter Schools received account balances are nearing the \$2 million mark. Options maintains strong bank balances while continuing to provide high quality educational programming for students.

The transfer has begun of Options' employee retirement funds from Mass Mutual to T. Rowe Price. Mike, Sherrie and Kim have a scheduled meeting with representatives from Compensations Systems and T. Rowe Price to discuss transfer and management of retirement funds.

Options Charter News

Options Charter Schools Board of Directors officer elections are in July with newly elected officers beginning their duties in August. Stacy Segal will take over for Rick Phillips as the new Board Chair. Officer positions that will be available are the: Vice Chair, Secretary, and Treasurer. Please consider whether you are seeking election or reelection to one of these officer roles.

Options Charter Schools- Carmel will host two representatives from the American Family Youth Forum (AYPF) and twenty-three Kentucky educators on April 24th. The group will visit Options as part of a central Indiana tour of alternative programs and schools.

BluFalls, food service provider for both Options' locations, was notified in writing that we intend to terminate services as of the end of the 2017-2018 school year. The administrative team has worked to develop an internal cafeteria service program that will provide breakfast and lunch options for students for relatively the same cost to Options. 2100 C and 2400N

The accountability workgroup continues to develop an alternative accountability metric. The State Board of Education has delayed the process for school accountability and this decision has slowed the work of our alternative accountability workgroup. Regardless, progress is being made on finding an alternative accountability metric.

Mike Gustin and Kim Sams continue to work on the Options Charter Schools' Board bylaws and policies to ensure they are compliant with sponsor, state, and federal and on school administrative guidelines to ensure appropriate internal controls. Mike Gustin met with Katie Briles, from the BSU Office of Charter Schools, on Thursday April 12, 2018 to review bylaws, policies, and guidelines to ensure they meet minimal expectations.

Policy Governance

Policy Governance

Policy 2.0 – Global Executive Constraint (Monitored Annually in April)

The President shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of accepted educational policies or commonly accepted business and professional ethics.

President Interpretation:

Any practice, activity, decision or organizational circumstance at Options Charter Schools will be lawful, prudent, and part of accepted educational policy or business and professional ethics.

Report:

There are no incidents to report that were unlawful, imprudent or in violation of accepted educational policy or commonly accepted business and professional ethics.

Policy 2.1 – Treatment of Students (Monitored Annually in April)

With respect to interactions with students or potential students, the President shall not cause or allow conditions, procedures, or decisions that are unsafe or undignified.

Further, without limiting the scope of the foregoing by this enumeration, the President shall not:

1. Use methods of collecting, reviewing, transmitting or storing student information that fail to protect against improper access to the material elicited.

President Interpretation:

Student information will be stored securely and any processes that is in place to collect, review, transmit, or store information will be done in a manner that protects the privacy of the student, along with protecting against the risk of unauthorized access.

Report:

Student information is stored securely in accordance with Options' Board Policy and state and federal regulations. There are no incidents of

2. Fail to provide appropriate accessibility and privacy in Options schools.

President Interpretation:

Options Charter Schools and its programs will be accessible to all staff, students, and stakeholders and reasonable efforts will be made to accommodate individuals with physical limitations.

Report:

Appropriate accessibility and privacy in our schools has been provided. Our facilities are wheelchair accessible and in our facilities with more than one floor an elevator is installed. To my knowledge, no student, staff, or stakeholder has been prevented from attending an even or gaining access. Our school facilities are also accessible via telephone, fax machine, email, and other traditional means.

3. Fail to establish with students a clear understanding of what services may be expected and what services may not be expected.

President Interpretation:

A comprehensive list of services and expectations should be created and distributed to our students, parents, and stakeholders.

Report:

A comprehensive list of services and expectations was created, is updated regularly and is disseminated via our students, mailed to parents at home, and/or posted on the website. In addition, we typically review our services and expectations through staff meetings, administrative meetings and board meetings.

4. Fail to inform students of this policy.

President Interpretation:

We will communicate the list of services and expectations to the students, staff, and stakeholders.

Report:

We have informed students, staff, and stakeholders of their protections through many of the means indicated above.

5. Fail to provide a way for students to be heard if he/she believes he/she has not been accorded a reasonable interpretation of their protections under this policy.

President Interpretation:

An appeal process will be provided to ensure that due process and the rights of students are protected by the Options' board and staff.

Report:

Through our communications, we make students aware that the staff makes interpretations of our policies and that if they feel our interpretations are unreasonable they can bring any dispute to the Options chain-of-command (teacher, principal, director, president, and board). In addition, student and staff due process is specifically addressed in all discipline letters.

6. Fail to provide a means for submitting an appeal to the Options Charter School Board of Directors on the grounds that they have not been offered a reasonable interpretation by the President under this policy.

President Interpretation:

Students, staff, and stakeholders will be made aware of appeal options and will be provided the appropriate contact information to file an appeal.

Report:

All students, staff, and stakeholders are advised that our policies are subject to interpretation and that they have protections under this policy. Appeal processes are clearly laid out in our staff and student handbooks which are available in printed format distributed to all new students and electronic format.

7. Fail to establish a mechanism to capture customer or owner complaints.

President Interpretation:

Complaints or concerns by students should be recorded and responded to as appropriate.

Report:

Complaints or concerns are received verbally or in written form via letters or email. Individuals with concerns or complaints are afforded an opportunity to express them directly to their teachers, principal, director of schools, or the president, and are given reasonable outcomes for their concerns.

**POLICY 2.2 - TREATMENT OF STAFF
(Monitored Annually in April)**

With respect to the treatment of of paid staff and volunteers, the President may no cause or allow conditions that are unfair undignified, disorganized or unclear.

Further, without limiting the scope of the foregoing by this enumeration, the President shall not:

1. Operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances and protect against wrongful conditions, such as nepotism and unjustified preferential treatment.

President Interpretation:

Options Charter Schools will develop written personnel policies that target personnel rules, develop a process for handling grievances and protect against adverse working conditions such as nepotism and preferential treatment of personnel.

Report:

Expectations for staff are consistently discussed with all staff during annual and monthly staff meetings and when needed specific staff expectations are stressed by building principals, directors, and/or the President. Staff expectations are distributed to all staff in a printed format and are available on the Options' website.

2. Discriminate against any staff member for expressing an ethical dissent.

President Interpretation:

Options Charter Schools will provide guidance to employees who feel they are being discriminated against because they brought an ethical concern to the organization's leadership.

Report:

Staff members are encouraged to report any issue of concern through proper chain-of-command. If the complaint is with an immediate supervisor that staff member may elect to take their concern above that individual to the next person on the chain-of-command. If any employee feels as though they are being discriminated against, they can appeal to any person on the chain-of-command they feel has the authority to offer them relief. These guidelines are expressed in the Options' staff handbook.

3. Fail to provide protection to those who bring financial mismanagement and other matters to the attention of the President or the Options Board of Directors

President Interpretation:

I will not penalize any staff member for raising an issue or expressing a concern regarding financial management issues of the school.

Report:

No such reports have been received.

4. Prevent staff from grieving to the Board when (A) internal grievance procedures have been exhausted and (B) the employee alleges that board policy has been violated to his or her detriment.

President Interpretation:

Staff members will be made aware of their right to grieve to the Board and I will not prevent any staff member from exercising that right.

Report:

Staff is fully aware of their right to address the board and they are given free access to communicate to the board. Staff is aware of the grievance process. Both are explained in the staff handbook.

5. Fail to acquaint staff with the President's interpretation of their protections under this policy.

President Interpretation:

The rights and protections of the staff members will be communicated to them.

Report:

Staff is aware that all of our policies are open to the President's interpretation. We will develop a form each employee with signs indicating their understanding of the staff handbook and reflects a staff member's ability to appeal to the board and that all policies are subject to interpretation of the President.

6. Fail to provide every staff member with an annual evaluation and performance review.

President Interpretation:

Every employee of Options Charter School will receive at least one performance evaluation annually.

Report:

Options Charter Schools has an evaluation system for all employees.

Policy 2.8 – Communication and Support to the Board(Monitored Annually in April)

The President shall not permit the board to be uninformed or unsupported in its work.

Further, without limiting the scope of the foregoing by this enumeration, the President shall not:

1. Fail to provide to the board the President's interpretations of the ends and priorities of the board.

President Interpretation:

I will provide a President's interpretation of end's and priorities to the board.

Report:

This task was accomplished in the first year Policy Governance was implemented to the "Policy" level. There are approximately three to six "Policies" within each end statement. With the guidance of board member, Gordy Heminger, I am now editing how this report is completed. In the future the format will be different and a "President's Interpretation" and "Report" will be given for each "Objective" within each "Policy" for all "End Statements."

2. Neglect to submit monitoring data required by the board (see policy on Monitoring President Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.

President Interpretation:

I will provide to the Board all required monitoring data in a timely, accurate and understandable fashion. The data will address provisions of board policies being monitored.

Report:

The Options Board of Directors is provided all required monitoring data at the monthly and/or annual meetings of the board. The data offered to the board addresses data related to: organizational/operational performance, financial data (including all audit feedback), governance data (including the 5-Year Plan), and academic performance of the school and individual students.

3. Let the board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any board policy or ends have previously been established.

President Interpretation:

I will inform the board of relevant education trends, anticipated adverse media coverage, material changes to the organization, and changes to relevant board assumptions about the organization.

Report:

The board is offered regular communication at the monthly and annual meetings of the board. Trends in education and material changes that are either anticipated or present are

disclosed as an agenda items, in the president's report or the director's report. The board bylaws and policies (Policy Governance) are reviewed monthly and/or annually.

4. Fail to advise the board if, in the President's opinion, the board is not in compliance with its own policies on Governance Process and Board-PRESIDENT Linkage, particularly in the case of board behavior, detrimental to the work relationship between the board and the President.

President Interpretation:

I will report to the board if the board does not act in accordance with items listed in Policy Governance-- specifically those items spelled out in the Board-President linkage which may be detrimental to the working relationship.

Report:

During my six-years as the President of Options Charter Schools, we have had only two or three issues that have qualified for reporting under Policy 2.8(4). In each case, I alerted the board chair and with her/her assistance the board was also alerted. In each circumstance, the issue was resolved swiftly. There are no new issues to report at this time.

5. Fail to provide as many staff and external points of view, issues and options as needed for reasonably informed board choices.

President Interpretation:

I will work to offer a complete perspective of any point-of-view, issue or option so that the Options Board of Directors can make a reasonably informed choice.

Report:

In the six-years that I have worked as the president, I haven't any feedback from board members stating that they felt as though they were not sufficiently informed to make a board decision. I will continue to strive to make sure all perspectives are represented to the board.

6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and incidental.

President Interpretation:

I will present information to the board in the most transparent and fundamental fashion. In doing so, the information will be presented in three categories: monitoring, decision preparation, and incidental.

Report:

In preparing for monthly board and annual board meetings an agenda is developed outlining monitoring reports (or "Reports to the Board"), decision preparation or "action

items”, and incidental information in the form of general reporting through reports or “non action items.”

7. Fail to provide monthly written President’s reports.

President Interpretation:

I will provide reports to the board at the monthly meeting of the Options Charter School Board.

Report:

This report is given in timely manner each month.

8. Fail to provide a mechanism for official board, officer or committee communications.

President Interpretation:

I will make sure that all board members, officers or committee members are afforded multiple means of communication.

Report:

Each board member is offered a board binder that includes contact information of all Options Board Members. All board members are given an Options email account to assist them in communication.

9. Fail to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

President Interpretation:

I will deal with the board as whole except when I am assigned to work with an individual board member, officer, or when responding to a request for information.

Report:

The history of Options Charter Schools is that all information flows through the board at board meetings unless I am working with the board chair in preparation for board meetings or emergency issues arise. I also with certain board members, such as the Board Treasurer, on a monthly basis to help this member develop the monthly Treasurer’s Report.

10. Fail to communicate with the entire board of upcoming linkage opportunities for board members to participate in.

President Interpretation:

I will communicate upcoming events to the Options Board of Directors so they have an opportunity to engage with staff, students, and stakeholders.

Report:

There is a consistent practice to alert board members at monthly meetings and a board expectation that board members attend school events and outings. Annually, there is board representation at our large events like Senior Institute presentations, prom, and graduation.

11. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.

President Interpretation:

I will inform the board in a timely manner of any issue of noncompliance with any policy of the board.

Report:

There is a process for reporting violations of board policy to the board. There is nothing to report at this time.

Thank You,
Mike Gustin, President
Options Charter Schools