

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

January 16, 2018

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

Directors absent were: None

Staff Present were: Mike Gustin, Michelle Walden, Camille Scott, Jake Brandau, Adam Barr and Shannon Franklin

Guest Present: None

Lawrence opened the meeting at 5:30 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 announced to the Board that the Options Charter School – Noblesville did receive their 5-year renewal.

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.

Michelle Walden explained to the Board the appeal process for the A-F accountability. Michelle Walden explained why our school has not yet appealed. Discussion took place; however, no action was needed.

D. FOUNDATION REPORT:

Mike Gustin 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 Carmel Allowance of Vouchers dated October 17, 2017, in the amount of \$65,490.97. Hannah Heuser requested a motion of approval of Allowance of Vouchers in the amount of \$65,490.97. Stacy Segal moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

Hannah Heuser presented the Carmel Allowance of Vouchers dated November 15, 2017, in the amount of \$112,888.95. Hannah Heuser requested a motion of approval of Allowance of Vouchers in the amount of \$112,888.95. Stacy Segal moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

Hannah Heuser presented the Noblesville Allowance of Vouchers dated October 17, 2017, in the amount of \$158,300.45. Hannah Heuser requested a motion of approval of Allowance of Vouchers in the amount of \$158,300.45. Stacy Segal

moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

Hannah Heuser presented the Carmel Allowance of Vouchers dated November 15, 2017, in the amount of \$146,556.87. Hannah Heuser requested a motion of approval of Allowance of Vouchers in the amount of \$146,556.87. Stacy Segal 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. No “Old Business” for November.**

6. NEW BUSINESS:

A. APPROVAL OF MINUTES FROM SCHOOL BOARD MEETING:

Lawrence Philips asked the members to review the Minutes presented for the November 21, 2017 meeting. Lawrence Philips requested a motion to accept the Minutes as read. Gordon Heminger moved to accept and Hannah Heuser seconded. The motion passed unanimously.

B. STATE BOARD OF EDUCATION – OPTIONS APPEAL OF A-F GRADE:

Michelle Walden explained to the Board the appeal process for the A-F accountability. Michelle Walden explained why our school has not yet appealed. Discussion took place; the Board has requested that Mike Gustin have a sit-down meeting to understand how we can best position ourselves as a school corporation.

C. STATE OF THE SCHOOLS:

Mike Gustin and Michelle Walden presented the Board of Directors with The State of the Schools PowerPoint presentation. Discussion took place; however, no action was needed.

D. INTERNAL CONTROLS:

Mike Gustin presented the Board with the Internal Control Document from The State Board of Accounts. After discussion took place, Mike Gustin recommends that the Board adopts the Internal Control Document as this is a new requirement of the State Board of Accounts. Gordon Heminger moved to accept, and Jeff Johnson seconded. The motion passed unanimously.

7. GOOD OF THE ORDER –

Nothing at this time.

8. ADJOURNMENT:

Lawrence Philips requested a motion for adjournment at 7:47 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 February 20, 2018 at the Options Charter School – Noblesville 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: January 16, 2018

Note: the president report is shorter this month due to the state of the schools report. It will report important information in more depth.

Finance

The Treasurer's Report included in the November 2017 folder will give a more in-depth perspective on our finances. Options Charter Schools maintain strong bank balances while continuing to provide high quality educational programming for students.

Options Charter News

On Friday January 12, 2018 Dr. Bob Marra, Executive Director of Ball State University Office of Charter Schools, notified board chair Rick Phillips and president Mike Gustin that Options Charter Schools- Noblesville was being reauthorized for five years! Congratulations to the board, leadership, and staff at Options Charter Schools- Noblesville for their hard work! Congratulations also goes to the students of Options Charter Schools- Noblesville who dreamed of a different setting where they could successfully pursue their high school diploma!

Policy Governance

Policy 4.0 – Global Governance – Management Connection (Monitored Annually in January): *The board's sole official connection to the operational organization, its achievements and conduct will be through the President.*

Policy 4.1 – Unity of Control (Monitored Annually in January)

Only officially passed motions of the board are binding on the President.

Accordingly:

1. Decisions or instructions of individual board members, officers, or committees are not binding on the President except in rare instances when the board has specifically authorized such exercise of authority.
2. In the case of board members or committees requesting information or assistance without board authorization, the President can refuse such requests that require, in the President's opinion, a material amount of staff time or funds or is disruptive.

- a. The President must inform the board member or committee of that refusal.

Response to 4.1- The board consistently sets expectations for the president through board actions. There are no members of the board who individually sets expectations for the president. There are protocols for the president to communicate through the board chair or vice chair in the event a sitting board member violates this expectation.

Policy 4.2 – Accountability of the President (Monitored Annually in January)

The President is the board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the President.

Accordingly:

1. The board will never give instructions to persons who report directly or indirectly to the President.
2. The board will refrain from evaluating, either formally or informally, any staff other than the President.
3. The board will view President performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful President performance.

Response to 4.2- The board has directed the president to manage and evaluate all Options personnel. The board also conducts annual performance reviews for the president in a board-approved assessment document. The document contains multiple elements to consider the overall performance of the organization.

Policy 4.3 – Delegation to the President (Monitored Annually in January)

The board will instruct the President through written policies that prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

Accordingly:

1. The board will develop policies instructing the President to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest most general level to more defined levels and will be called Ends policies.
2. The board will develop policies, which limit the latitude the President may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.

3. As long as the President uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the President is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and President domains. By doing so, the board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the board will respect and support the PRESIDENT's choices.

Response to 4.3- The board has developed End Statements in the Policy Governance document to direct the actions of the president. In that document, Executive limitations were also written to offer reasonable boundaries to the president. Through consistent communication with the board officers and the board implementation of the Policy Governance model offers transparency and positive results for the organization.

Policy 4.4 – Monitoring President Performance (Monitored Annually in January)

Systematic and rigorous monitoring of President job performance will be solely against the only expected President job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.

Accordingly:

1. Monitoring is simply to determine the degree to which board policies are being met. Data, which do not do this, will not be considered to be monitoring data.
2. The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be *any reasonable President interpretation* of the board policy being monitored.
4. All policies, which instruct the President, will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

Response to 4.4- An annual review of the performance of the president is conducted using board approved document. Annually, data is collected to support the organizational outcomes and provides the basis for the board to assess the competency of the president. In the Policy Governance document, there is a reporting calendar and the president offers all feedback to the board in accordance with that reporting calendar.

Thank You,
 Mike Gustin, President
 Options Charter Schools