



Meeting of the Board of Directors  
Tuesday November 19, 2019  
9945 Cumberland Pointe Blvd  
Noblesville, IN 46060

### Agenda

1. Call to Order (Board Chairman)
  - A. Announcement by the Chair 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. § 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 (Board Secretary)
  - 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- There will not be an executive session for the November 19, 2019 Board Meeting.
4. Hearing of the Public
  - A. This is the time for comments from members of the public to speak.
5. Reports
  - a. Chairman's Report
  - b. President/Executive Team Report
    - Policy Governance- Items: 1:1A, 1:1B, 1:1C, 1:1D, 1:1E, 2.3, 2.4
  - c. Treasurer's Report
    - Approval of September 2019 vouchers
  - d. Temporary and Ad Hoc Committee Report
    - Facility Committee



6. Old Business

- a. Sam Harris- Phase II Contract
- b. Growing Minds- Beth Hodges (MOU & Contract) -
- c. Audit-Final Review and Approval

7. New Business

- a. Approval of Minutes from School Board Meeting
  - October 2019
- b. Westfield Property-Bank Proposals from First Financial & First Merchants
- c. Komputrol Contract -

8. Good of the Order

- a. The board will hold abbreviated monthly meetings in January (with OCS vision & strategic plan afterward) and February (with OIEF vision & strategic plan afterward).

Adjourn

Next Meeting: Emergency Meeting of the Board & Holiday Gathering  
Tuesday December 17, 2019 @ 6:00PM  
**Central Office Building**  
**18077 River Road Suite 106**  
Noblesville, IN 46060

- Ball  
state -

ALLOWANCE OF VOUCHERS

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND THE INVOICES, OR BILLS ATTACHED THERETO,

ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

Nov. 19, 2019

\_\_\_\_\_  
MIKE GUSIN  
PRESIDENT

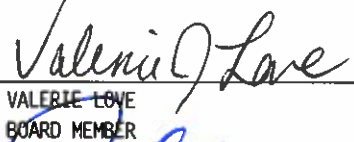
WE HAVE EXAMINED THE VOUCHERS LISTED ON THE FOREGOING ACCOUNTS PAYABLE VOUCHER REGISTER, CONSISTING OF

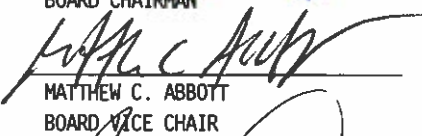
PAGES, AND EXCEPT FOR VOUCHERS NOT ALLOWED AS SHOWN ON THE REGISTER SUCH VOUCHERS ARE HEREBY ALLOWED

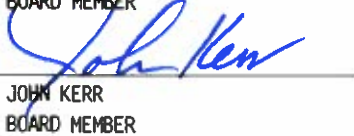
IN THE TOTAL AMOUNT OF \$ 117,689.86 DATED THIS 19<sup>th</sup> DAY OF November 2019.

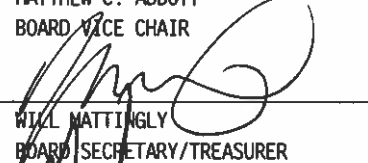
APPROVED BY THE STATE BOARD OF ACCOUNTS AUGUST 2002 FOR: OPTIONS CHARTER SCHOOL - CARMEL

  
STACY SEGAL  
BOARD CHAIRMAN

  
VALERIE LOVE  
BOARD MEMBER

  
MATTHEW C. ABBOTT  
BOARD VICE CHAIR

  
JOHN KERR  
BOARD MEMBER

  
WILL MATTINGLY  
BOARD SECRETARY/TREASURER

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BRENDA FLOWERS  
BOARD MEMBER

  
GORDON HEMINGER  
BOARD MEMBER

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THOMAS LYONS  
BOARD MEMBER

  
HANNAH HEUSER  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER



OPTIONS CHARTER SCHOOL - NOBLESVILLE

FOR THE PERIOD OF 9/01/19 - 9/30/19

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	VOUCHER AMOUNT	AMOUNT ALLOWED	CHECK NUMBER	MEMORANDUM
11/19/19	6753	AMERICAN FAMILY LIFE	242.50	242.50	6753	AFLAC
11/19/19	6754	AT&T MOBILITY	538.67	538.67	6754	D.E. HOT SPOTS
11/19/19	6755	CINTAS	149.59	149.59	6755	FLOOR MATS
11/19/19	6756	COLONIAL LIFE	21.26	21.26	6756	OPTIONAL LIFE INSURANCE
11/19/19	6757	DUKE ENERGY	1,866.20	1,866.20	6757	ELECTRICITY
11/19/19	6758	MEGAN HILTON	100.00	100.00	6758	CHROMEBOOK FEE REFUND
11/19/19	6759	NOBLESVILLE UTILITIES	61.28	61.28	6759	WASTE WATER
11/19/19	6760	ONGUARD SECURITY SOLUTIONS	292.50	292.50	6760	SECURITY MAINTENANCE
11/19/19	6761	THE RITZ CHARLES	2,126.46	2,126.46	6761	GRADUATION
11/19/19	6762	TRC EDUCATIONAL SERVICES	25.00	25.00	6762	POWERSCHOOL SUPPORT
11/19/19	6763	WASHINGTON NATIONAL INSURANCE	128.30	128.30	6763	OPTIONAL INSURANCE
11/19/19	6764	CITY OF WESTFIELD	1,475.00	1,475.00	6764	APC FILING FEE
11/19/19	6765	ANGELA HOLMES	2,200.00	2,200.00	6765	STUDENT ENROLLMENT
11/19/19	6766	INDIANA AMERICAN WATER	86.67	86.67	6766	WATER
11/19/19	6767	DANNY JIMENEZ	83.72	83.72	6767	MILEAGE
11/19/19	6768	STACIE OFLAHERTY	36.16	36.16	6768	MILEAGE
11/19/19	6769	MICHELLE OLSEN	109.94	109.94	6769	MILEAGE
11/19/19	6770	ANDREW PIPER	71.00	71.00	6770	PER DIEM
11/19/19	6771	BETSY SMITH	401.12	401.12	6771	MILEAGE
11/19/19	6772	STAPLES BUSINESS ADVANTAGE	258.23	258.23	6772	SUPPLIES
11/19/19	6773	MICHELLE WALDEN	376.83	376.83	6773	PER DIEM/MILEAGE
11/19/19	6774	XEROX FINANCIAL	829.34	829.34	6774	PRINTER LEASE
11/19/19	6775	185 PROMOTIONS AND APPAREL	54.00	54.00	6775	STAFF APPAREL
11/19/19	6776	BACA	2,000.00	2,000.00	6776	LEASED SPACE
11/19/19	6777	BURSAR'S OFFICE	4,464.57	4,464.57	6777	ADMINISTRATIVE FEE
11/19/19	6778	A.E. BOYCE CO., INC.	302.64	302.64	6778	SUPPLIES
11/19/19	6779	CAMPTOWN	345.00	345.00	6779	CANOE TRIP
11/19/19	6780	CATE, TERRY & GOOKINGS	180.00	180.00	6780	LEGAL COUNSEL
11/19/19	6781	CHAPMAN HEATING & AIR	326.00	326.00	6781	HVAC MAINTENANCE
11/19/19	6782	CHURCH CHURCH HITTLE & ANTRIM	80.00	80.00	6782	SRO ED LAW TRAINING
11/19/19	6783	COMLINK	4,644.22	4,644.22	6783	ADDITIONAL CAMERAS
11/19/19	6784	COOTS, HENKE & WHEELER	1,260.00	1,260.00	6784	LEGAL COUNSEL
11/19/19	6785	EDUCATION NETWORKS OF AMERICA	1,114.34	1,114.34	6785	INTERNET/PHONE SERVICE
11/19/19	6786	DARRYL W. JUSTIN	11.50	11.50	6786	CHECK#5490 REPLACEMENT
11/19/19	6787	INDIANA CHAMBER OF COMMERCE	130.95	130.95	6787	POSTERS
11/19/19	6788	JANI KING	1,268.00	1,268.00	6788	JANITORIAL SERVICES
11/19/19	6789	DANNY JIMENEZ	166.52	166.52	6789	MILEAGE
11/19/19	6790	THE MACEXPERIENCE	285.00	285.00	6790	MONTHLY IT SERVICE
11/19/19	6791	MISS CENTRAL INDIANA	250.00	250.00	6791	ADVERTISING
11/19/19	6792	STACIE OFLAHERTY	167.92	167.92	6792	CK#5805/6503 REPLACEMENT
11/19/19	6793	MICHELLE OLSEN	33.12	33.12	6793	MILEAGE THRU 9/30/19
11/19/19	6794	MATTHEW W PETERSEN	11.04	11.04	6794	CHECK# 6101 REPLACEMENT
11/19/19	6795	ANDREW PIPER	203.88	203.88	6795	MILEAGE
11/19/19	6796	PITNEY BOWES GLOBAL FINANCIAL	9.29	9.29	6796	PROPERTY TAX
11/19/19	6797	SAFE VISITOR	1,717.50	1,717.50	6797	SAFE VISITOR SOFTWARE
11/19/19	6798	TINYEYE THERAPY SERVICES	165.60	165.60	6798	SPEECH/OCC THERAPY
11/19/19	6799	VECTREN ENERGY DELIVERY	68.00	68.00	6799	GAS UTILITY



OPTIONS CHARTER SCHOOL - NOBLESVILLE

FOR THE PERIOD OF 9/01/19 - 9/30/19

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	VOUCHER AMOUNT	AMOUNT ALLOWED	CHECK NUMBER	MEMORANDUM
11/19/19	6800	WASTE MANAGEMENT	670.12	670.12	6800	TRASH PICKUP
11/19/19	6801	WITHAM TOXICOLOGY LABORATORY	143.50	143.50	6801	DRUG TESTING
11/19/19	12385	FIRST MERCHANTS BANK	108.82	108.82	12385	MERCHANTS SERVICES FEE
11/19/19	12386	FIRST MERCHANTS BANK	69.42	69.42	12386	ANALYSIS FEE
11/19/19	12387	IRS FEDERAL TAX/FICA	15,666.72	15,666.72	12387	PAYROLL TAXES
11/19/19	12388	PRINCIPAL LIFE INSURANCE CO	2,062.32	2,062.32	12388	DENTAL INSURANCE
11/19/19	12389	T ROWE PRICE	2,718.58	2,718.58	12389	403(B)/ROTH
11/19/19	12390	T ROWE PRICE ALT TRF	1,056.35	1,056.35	12390	RETIREMENT
11/19/19	12391	INDIANA DEPT OF REVENUE	5,493.00	5,493.00	12391	STATE/CO W/H TAX
11/19/19	12392	INDIANA STATE TEACHERS'	2,894.33	2,894.33	12392	RETIREMENT
11/19/19	12393	PUBLIC EMPLOYEES RETIREMENT	2,639.58	2,639.58	12393	RETIREMENT
11/19/19	12394	IRS FEDERAL TAX/FICA	16,046.58	16,046.58	12394	PAYROLL TAXES
11/19/19	12395	INDIANA STATE TEACHERS'	2,979.33	2,979.33	12395	RETIREMENT
11/19/19	12396	PUBLIC EMPLOYEES RETIREMENT	2,639.58	2,639.58	12396	RETIREMENT
11/19/19	12397	T ROWE PRICE	2,733.58	2,733.58	12397	403(B)/ROTH
11/19/19	12398	T ROWE PRICE ALT TRF	1,056.35	1,056.35	12398	RETIREMENT
11/19/19	12399	OPTIONS CHARTER - CARMEL	6,718.75	6,718.75	12399	PAYBACK
11/19/19	12400	OPTIONS CHARTER - CARMEL	4,166.67	4,166.67	12400	SP ED STAFF
11/19/19	12401	OPTIONS CHARTER - CARMEL	833.34	833.34	12401	SP ED STAFF
11/19/19	12402	PRINCIPAL LIFE INSURANCE CO	2,291.78	2,291.78	12402	DENTAL INSURANCE
11/19/19	12403	UNITED HEALTHCARE	34,795.02	34,795.02	12403	HEALTH INSURANCE
11/19/19	12404	BANK OF AMERICA	12,705.72	12,705.72	12404	CREDIT CARD PURCHASES
		PRE-WRITTEN TOTAL	151,228.30			
		GRAND TOTAL	151,228.30			





ALLOWANCE OF VOUCHERS

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND THE INVOICES, OR BILLS ATTACHED THERETO,

ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

Nov. 19, 2019

\_\_\_\_\_  
MIKE GUSTIN  
PRESIDENT

WE HAVE EXAMINED THE VOUCHERS LISTED ON THE FOREGOING ACCOUNTS PAYABLE VOUCHER REGISTER, CONSISTING OF  
PAGES, AND EXCEPT FOR VOUCHERS NOT ALLOWED AS SHOWN ON THE REGISTER SUCH VOUCHERS ARE HEREBY ALLOWED  
IN THE TOTAL AMOUNT OF \$ 151,228.30 DATED THIS 19<sup>th</sup> DAY OF November 2019.

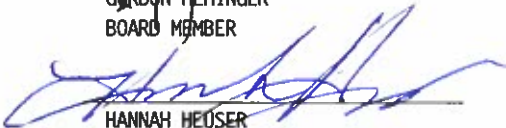
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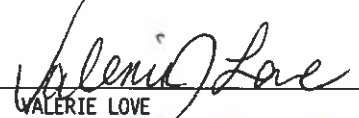
  
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STACY SEGAL  
BOARD CHAIRMAN

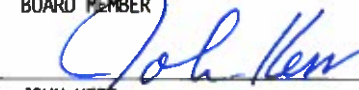
  
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MATTHEW C. ABBOTT  
BOARD VICE CHAIR

  
\_\_\_\_\_  
WILL MATTINGLY  
SECRETARY/TREASURER

  
\_\_\_\_\_  
GORDON HEMINGER  
BOARD MEMBER

  
\_\_\_\_\_  
HANNAH HEUSER  
BOARD MEMBER

  
\_\_\_\_\_  
VALERIE LOVE  
BOARD MEMBER

  
\_\_\_\_\_  
JOHN KERR  
BOARD MEMBER

\_\_\_\_\_  
BRENDA FLOWERS  
BOARD MEMBER

\_\_\_\_\_  
THOMAS LYONS  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER



OPTIONS CHARTER SCHOOL - CARMEL, INC.

FOR THE PERIOD OF 9/01/19 - 9/30/19

DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	VOUCHER AMOUNT	AMOUNT ALLOWED	CHECK NUMBER	MEMORANDUM
11/19/19	7347	WHITE'S ACE HARDWARE	74.56	74.56	7347	SUPPLIES
11/19/19	7348	AMERICAN FAMILY LIFE	588.28	588.28	7348	AFLAC
11/19/19	7349	CINTAS	140.00	140.00	7349	FLOOR MATS
11/19/19	7350	COLONIAL LIFE	34.50	34.50	7350	OPTIONAL LIFE INSURANCE
11/19/19	7351	DUKE ENERGY	1,111.25	1,111.25	7351	ELECTRICITY
11/19/19	7352	JANI KING	1,007.00	1,007.00	7352	JANITORIAL SERVICES
11/19/19	7353	THE RITZ CHARLES	2,126.46	2,126.46	7353	GRADUATION
11/19/19	7354	JENNIFER HOSHER	12.88	12.88	7354	MILEAGE
11/19/19	7355	KELTNER PROPERTIES GROUP, LLC	2,376.00	2,376.00	7355	CAM PAYMENT
11/19/19	7356	KELTNER PROPERTIES GROUP, LLC	11,851.57	11,851.57	7356	LEASE PAYMENT
11/19/19	7357	KELTNER PROPERTIES GROUP, LLC	1,291.92	1,291.92	7357	BUILD OUT
11/19/19	7358	BEN LAWSON	192.28	192.28	7358	MILEAGE
11/19/19	7359	TRC EDUCATIONAL SERVICES	134.00	134.00	7359	POWERSCHOOL SUPPORT
11/19/19	7360	UNITED STATES TREASURY	125.63	125.63	7360	GARNISHMENT
11/19/19	7361	UNITED STATES TREASURY	125.63	125.63	7361	GARNISHMENT
11/19/19	7362	UNITED STATES TREASURY	125.63	125.63	7362	GARNISHMENT
11/19/19	7363	XEROX FINANCIAL	414.67	414.67	7363	PRINTER LEASE
11/19/19	7364	BURSAR'S OFFICE	3,056.54	3,056.54	7364	ADMINISTRATIVE FEES
11/19/19	7365	BENEFIT PLANNING CONSULTANTS	40.00	40.00	7365	COBRA MGMT
11/19/19	7366	PHIL BERTSCH	54.87	54.87	7366	CHECK # 6732 REPLACEMENT
11/19/19	7367	ALLAN BLYTHE	10.12	10.12	7367	MILEAGE
11/19/19	7368	EDUCATION NETWORKS OF AMERICA	901.84	901.84	7368	INTERNET/PHONE SERVICE
11/19/19	7369	SHANNON FRANKLIN	16.56	16.56	7369	MILEAGE
11/19/19	7370	THE MACEXPRIENCE	285.00	285.00	7370	MONTHLY IT SERVICE
11/19/19	7371	SAFE VISITOR SOLUTIONS	1,717.50	1,717.50	7371	SAFE VISITOR SOFTWARE
11/19/19	7372	JESSICA SUNDERMAN	37.72	37.72	7372	CHECK #6009 REPLACEMENT
11/19/19	7373	VECTREN ENERGY DELIVERY	46.00	46.00	7373	GAS UTILITY
11/19/19	23793	FIRST MERCHANTS BANK	72.95	72.95	23793	MERCHANT SERVICES FEE
11/19/19	23794	FIRST MERCHANTS BANK	15.18	15.18	23794	ANALYSIS CHARGE
11/19/19	23795	IRS	11,512.94	11,512.94	23795	PAYROLL TAXES
11/19/19	23796	PRINCIPAL LIFE INSURANCE CO	1,654.79	1,654.79	23796	DENTAL
11/19/19	23797	T ROWE PRICE	1,971.95	1,971.95	23797	403(B)/ROTH
11/19/19	23798	T ROWE PRICE ALT TRF	1,341.16	1,341.16	23798	RETIREMENT
11/19/19	23799	INDIANA DEPT OF REVENUE	4,173.59	4,173.59	23799	STATE/CO W/H TAX
11/19/19	23800	INDIANA STATE TEACHERS'	1,928.62	1,928.62	23800	RETIREMENT
11/19/19	23801	PUBLIC EMPLOYEES RETIREMENT	1,527.94	1,527.94	23801	RETIREMENT
11/19/19	23802	PITNEY BOWES GLOBAL FINANCIAL	100.00	100.00	23802	POSTAGE
11/19/19	23803	IRS	11,999.23	11,999.23	23803	PAYROLL TAXES
11/19/19	23804	OPTIONS CHARTER SCHOOL -	15,870.68	15,870.68	23804	BANK OF AMERICA - AUG 19
11/19/19	23805	INDIANA STATE TEACHERS'	1,928.62	1,928.62	23805	RETIREMENT
11/19/19	23806	PUBLIC EMPLOYEES RETIREMENT	1,527.94	1,527.94	23806	RETIREMENT
11/19/19	23807	T ROWE PRICE	2,095.01	2,095.01	23807	403(B)/ROTH
11/19/19	23808	T ROWE PRICE ALT TRF	1,468.66	1,468.66	23808	RETIREMENT
11/19/19	23809	PRINCIPAL LIFE INSURANCE CO	1,843.31	1,843.31	23809	DENTAL INSURANCE
11/19/19	23810	UNITED HEALTHCARE	21,169.75	21,169.75	23810	HEALTH INSURANCE
11/19/19	23811	BANK OF AMERICA	7,599.13	7,599.13	23811	CREDIT CARD PURCHASES
		PRE-WRITTEN TOTAL	117,699.86			
		GRAND TOTAL	117,699.86			



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

**October 15, 2019**

Directors present were: Will Mattingly, Stacy Segal, Matthew Abbott, Gordon Heminger, John Kerr, Thomas Lyons III

Directors absent were: Brenda Flowers, Hannah Heuser, Valerie Love

Staff Present were: Mike Gustin, Shannon Franklin, Jacob Brandau

Guest Present: Sam Harris and Bob Barker

Stacy Segal opened the meeting at 6:00 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:**

There will be no Executive session to follow.

**4. PUBLIC FORUM:**

Nothing at this time.

**5. REPORTS**

**A. CHAIRMAN OF THE BOARD OF DIRECTORS REMARKS, STACY SEGAL:**

- a. Stacy Segal announced to the Board that the signage that the Board approved for the Noblesville campus would not be happening. No action needed.

**B. REPORT OF THE PRESIDENT/EXECUTIVE TEAM:**

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

**C. TREASURER'S REPORT:**

**a. APPROVAL OF VOUCHERS:**

Will Mattingly presented the Carmel Allowance of Vouchers dated September 17, 2019, in the amount of \$97,047.19. Will Mattingly requested a motion of approval of Allowance of Vouchers in the amount of \$97,047.19. Gordon Heminger moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

Will Mattingly presented the Noblesville Allowance of Vouchers dated September 17, 2019, in the amount of \$209,805.59. Will Mattingly requested a motion of approval of Allowance of Vouchers in the amount of \$209,805.59. Gordon Heminger moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

Will Mattingly presented the Carmel Allowance of Vouchers dated October 15, 2019, in the amount of \$89,974.41. Will Mattingly requested a motion of approval of Allowance of Vouchers in the amount of \$89,974.41. Gordon Heminger moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

Will Mattingly presented the Noblesville Allowance of Vouchers dated October 15, 2019, in the amount of \$151,056.33. Will Mattingly requested a motion of approval of Allowance of Vouchers in the amount of \$151,056.33. Gordon Heminger moved to accept, and Matthew Abbott seconded. The motion passed unanimously.

**G. TEMPORARY AND AD HOC COMMITTEE REPORT:**

- a. Facility Committee**  
No action needed at this time.

## **6. OLD BUSINESS**

- a. Board Policy Updates:**

Gordon Heminger made a motion to accept the board policy updates as read. Matthew Abbott seconded. The motion passed unanimously.

## **7. NEW BUSINESS:**

### **A. APPROVAL OF MINUTES FROM SCHOOL BOARD MEETING:**

Stacy Segal asked the members to review the Minutes presented for the August 20, 2019 meeting.

John Kerr moved to accept, and Will Mattingly seconded. The motion passed unanimously.

### **B. Westfield Building Project – New Timeline Proposal:**

Will Mattingly made a motion to postpone construction of the Westfield Building Project until Spring of 2021 starting with summer school. John Kerr seconded. The motion passed unanimously.

John Kerr made a motion not to renew the lease of the Carmel location. Gordon Heminger seconded. The motion passed unanimously.

### **C. Sam Harris:**

Sam Harris introduced himself to the board and presented the Board with the Options in Education Foundation Fundraising Audit and Plan. No action needed at this time.

### **D. Beth Hodges – Growing Minds**

- a. Not present

### **E. Proposal to discontinue student fees**

- a. John Kerr made a motion to discontinue student fees at the start of the next school year. (Aug 2020) Gordon Heminger seconded. The motion passed unanimously.

**F. Adding grades 6-8 to Options Charter Schools Carmel Starting January 2020**

John Kerr made a motion to add grades 6-8 to the Options Charter School Carmel campus starting January 2020. Thomas Lyons seconded. The motion passed unanimously.

**8. GOOD OF THE ORDER –**

- a. Mike Gustin announced that the Get on Board Event would take place on October 28, 2019.
- b. In case of an emergency meeting needed in December, our date will be Dec 17<sup>th</sup>, 2019. Location to be determined.

**9. ADJOURNMENT:**

Stacy Segal requested a motion for adjournment at 7:44 pm. The motion for adjournment passed unanimously.

Submitted by:



Shannon Franklin  
Board Stenographer

Approved by:



Will Mattingly  
Board Secretary

**Next scheduled meeting will be held on November 19, 2019 at the Options Charter School – Noblesville at 6:00 pm.**





# Options Schools

**BELONG. BELIEVE. ACHIEVE.**

## Consideration of Conflict of Interest Teacher at Growing Minds

### Background

In the fall of 2019, Options Charter Schools entered into a Memorandum of Understanding with Growing Minds in Ft. Wayne, IN after receiving support from this board. The original letter to the board concerning the partnership is included below. The number of students being serviced at Growing Minds in Ft. Wayne by our Distance Education team, in a hybrid model, has grown to the point of needing to hire a full-time teacher, which was included in the original budget. The leadership team has developed a job description for this hybrid teacher, as it is a unique role and a link is provided below.

### Description of Conflict of Interest

Beth Hodges, partial owner (30%) of Growing Minds, has applied and is the top candidate for the hybrid teacher position at Growing Minds. Beth's letter of interest along with her resume is linked below. Beth brings experience in education as a teacher and building level principal to the role as well as years of experience working with the very population of students we are serving at this hybrid location. Beth is well accepted in the community, has a network of community leaders, and has a very positive reputation for the work she has done with students. In the short time we have been working with Beth, she has fallen in love with the mission of Options and has a desire to be a full-time employee, not just a partner. The leadership team agrees that she would be a positive addition to our team and very well suited for the teaching role at Growing Minds. Her partial ownership of Growing Minds, however, does create a conflict of interest that needs to be considered.

The executive leadership team has identified Beth as a possible future building level administrator for Options Charter Schools - Ft. Wayne, if we are able to continue to grow in that way. This entry level role, however, would be extremely advantageous for both Options and Beth to ensure proper acclimation to the schools' climate and culture and built upon through appropriate professional development and targeted growth of the program.

### [Conflict of Interest Board Approved Policy](#)

### [Conflict of Interest Administrative Guidelines from Policy Governance](#)

### Suggestion

The conflict of interest has been properly disclosed to Options Charter Schools' President, Mike Gustin per policy guidelines. One suggestion to mitigate the conflict of interest is to require Beth Hodges to agree to a Memorandum of Understanding with majority owner of Growing Minds,



Carlos Brooks, to have no decision making power in the business decisions for Growing Minds while employed with Options AND while Options has an active partnership agreement. Beth is in agreement with this suggestion if the board agrees it is appropriate.

#### Action required

Board action is required on this matter. One suggested action is for the board to move to allow President, Mike Gustin, to move forward with hiring the best candidate for the hybrid teaching role, provided that candidate has no decision making power over Growing Minds or any other existing or future partners while employed by Options Charter Schools.

#### Supporting Documents

[Beth Hodges Letter of Interest](#)

[Beth Hodges Resume](#)

[Original letter to the Board, re: Growing Minds](#)

[Hybrid Teacher Job Description](#)

Executive Team  
OCS Board Report  
Nov. 19th, 2019

**From the Office of the President/CEO**

It is difficult to fathom how quickly the fall 2019 semester is passing us by. The Thanksgiving holiday is just a week away and before we know it the Christmas holiday season will be here. Part of the reason for why time is quickly passing us by is the great number of projects that the executive team is handling together and separately. We are growing new programs, developing young Options leaders, managing two facility projects, educating about 600 students statewide, tackling vision casting, working with state leaders on alternative accountability, sitting on various local and state boards, and so many more necessary and impactful projects.

All of this begins with great board leadership! In this season of giving thanks, I want to say how thankful I am and how thankful the entire staff is to have leaders like you volunteering your time, talent, and energy to make Options a better place!

The Central Office is quickly taking shape. This past Friday, I received a report from the Options Facility Director, Darryl, and Technology Director, Kevin. They are working with the project manager, furniture delivery and set, printing, technology cable, VOIP, etc. to make sure the central office will be ready as soon as possible. At this point, the projected move-in date is the week of December 17th. This date may get moved to the week before if things continue to move smoothly.

**Authorizer Update**

Michelle Walden met with Dr. Jamie Garwood and representatives of Cognia (formerly AdvancEd) to discuss the transition of Cognia to their new name and any potential impacts for Options Charter Schools. They also discussed placing all Options operations on a single timeline for our 5-year review and our midterm review. As our organization grows, aligning our varying timelines is critical to organizational effectiveness.

Mike Gustin met with Bob Marra regarding maximum cap on Options charter enrollment. We discussed the Options Board rationale on why they approved a motion to cap at a range not to exceed 10,000 students and the potential drawbacks of increasing the number too quickly. Bob's most concerning point was the political fallout of appearing to grow that quickly against the backdrop of recent charter school closures. His suggestion is that we move it to 1,500 students for now and grow the number to 10,000 students.

**Facility Update**

The facility committee report is in the board folder as a separate file.

### Options in Education Foundation (OIEF) Report

Sam Harris completed his 90-day review of OIEF and has reported to the board (Phase I). At the board meeting on November 19, 2019, we will bring a second contract to the board for consideration (Phase II). In this contract, Sam will lead the Options team in completing five of the six recommendations for next steps Sam presented to the board in October.

### Policy Governance

Policy Governance

Policy 1:1A: Organizational Values

(Monitored Semiannually in November and May)

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530 West Carmel Dr. | Carmel, IN 46032 | phone: 317.815.2098

[www.optionsschools.org](http://www.optionsschools.org)

End Statements:

1. An environment will be created in which the Vision of Option Charter Schools is exemplified and the Core Values are demonstrated.

President Interpretation:

All programs, processes, and practices will align with the vision and core values of Options charter schools established by the Options Board of Directors.

Report:

The current programs, processes, and practices align with the Options' vision and core values. The leadership team ensures that the vision and core values are considered when developing new programs, processes, and practices.

Policy 1:1B: Organizational Growth

(Monitored Semiannually in November and May)

End Statements:

1. Options Charter Schools will experience positive growth.

President Interpretation:

The vision and core values of Options Charter Schools exemplified in programs, processes, and practices should target positive student and staff growth.

Report:

Options Charter Schools continues to serve a larger student population each year. In the past five-years the number of students targeted by Options' programs have gone from approximately 330 to 530 students. The staff that serves these growing number of students continues to grow proportionately. The staff receives regular professional development with alignment to our vision and core values.

2. Options Charter Schools will benefit from the advantage that sustained and positive growth has on an organization.

**President Interpretation:**

Options Charter Schools will benefit financially and organizationally from increased growth in the student and staff population.

**Report:**

Options Charter Schools has experienced positive financial and organizational growth each of the past six years. This year, Options is educating approximately 530 students and has about \$2

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million in cash asset and equity. The goal is to sustain growth during the next five-years while continuing to provide for financial stability.

**Policy 1:1C: Student Achievement**

(Monitored Semiannually in November and May)

**End Statements:**

1. Students will graduate and be prepared for the next phase of their life.

**President Interpretation:**

It is the responsibility of every employee of Options Charter Schools to develop and implement programming that best supports students' credit attainment to graduation; social, emotional, and academic maturity; and a focus on the connection between high school and the next phase of their life.

**Report:**

The academic program for Options Charter Schools includes: morning, afternoon, and evening brick-and-mortar programs; credit recovery; vocational training (career training); dual enrollment (college readiness); and internships/community service projects. All classes are taught by highly qualified teachers. These program and personnel choices are offered to all students to better provide for a high quality of life after graduation.

2. Options Charter Schools will be able to demonstrate academic success.

**President Interpretation:**

The leadership team of Options Charter Schools will develop metrics, in cooperation with regulatory agencies, that demonstrate academic success.

**Report:**

Metrics were developed in conjunction with our Ball State authorizer that highlight the high quality programming of Options Charter Schools and the success of Options' students working

toward a high school diploma. The metrics are used to show our state accountability officials at the Department of Education and State Board of Education the good work of Options Charter Schools. We continue to work with state officials to embed an alternative accountability model into the state accountability metric.

Policy 1:1D: Community Relations

(Monitored Semiannually in November and May)

End Statements:

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1. The organization will interact in the community to promote the mission and core values of the school; advocate for a positive and supportive political agenda; and identify, cultivate and solicit opportunities for financial support.

President Interpretation:

The leadership team of Options Charter Schools and the Options in Education Foundation, with the support of the board, will make decisions that allow team members to interact in the community, advocate for a political agenda to advance the needs of the organization, and cultivate relationships that may result in financial support.

Report:

Options Charter Schools and the Options in Education Foundation have developed operational goals that align with the mission of community outreach, developing relationship with organizations that align with our charter and alternative missions to advance our political agenda, and identifying individuals or groups where transactional relationships can be established for the financial betterment of Options.

Policy 1:1E: Fiscal Responsibility

(Monitored Semiannually in November and May)

End Statements:

1. The organization will provide a high value to parents and students by spending money prudently towards the advancement of its mission.

President Interpretation:

Options Charter Schools will budget money appropriately to provide the highest value to parents and students spending money to advance the Options' mission.

Report:

The annual Options' budget is written by the leadership team and approved by the Board of Directors with a full understanding of the revenue, expenses, and educational vision that drives decision-making. In this way we believe that the highest educational value is offered to parents

and students.

**Policy 2.3 – Financial Planning and Budgeting**

(Monitored Quarterly in August, November, February and May)

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from board's Ends priorities, risk fiscal jeopardy or fail to be derived from a multiyear plan.

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

1. Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.

President Interpretation:

The president will offer the board and staff credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions

Report:

I have used the annual budget, five-year strategic plan, and other critical documents, reviewed and approved by the Board of Directors, to share a vision for Options Charter Schools that focus on expenses, revenues, separating capital and operational items, cash flow, and planning assumptions.

2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

President Interpretation:

The annual budget will be conservatively projected and board-approved to ensure income exceeds expenses.

Report:

Options Charter Schools has a process that allows the president or his designee to gather information and write a conservative in the spring of each year. That budget is then presented to the board for approval in May of each year.

3. Reduce the current assets at any time to less than twice current liabilities.

President Interpretation:

The assets of Options Charter Schools will exceed by two times the current liabilities.

Report:

Options Charter Schools reached this goal of assets, mostly cash, in excess of our current liabilities in about 2014-2015. Since that time our asset versus liability position only continues to improve.

4. Provide less for board prerogatives during the year than is set forth in the Cost of Governance policy.

President Interpretation:

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Money is made available to the board during the fiscal year to satisfy board prerogatives established in Policy Governance.

Report:

The Options Charter School Board of Directors has access to all money necessary to carry-out their prerogatives established in Policy Governance.

Policy 2.4 – Financial Conditions and Activities

(Monitored Quarterly in August, November, February and May)

With respect to the actual, ongoing financial condition and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

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

1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

President Interpretation:

Report:

2 Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

President Interpretation:

Report:

3 Fail to maintain funds for three months of operation, exclusive of funds held in trust or other restricted funds.

President Interpretation:

Report:

4 Conduct inter-fund shifting from restricted funds.

President Interpretation:

Report:

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5 Place at risk neither funds held in reserve nor funds held in trust by investments that are not liquid in short term, nor by investments that do not guarantee a reasonable rate of return. Suggested investments include Money Market accounts or mutual funds, short-term Certificates of Deposit, U.S. Treasury Bills, short term Notes and short term Bonds.

President Interpretation:

Report:

6 Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

President Interpretation:

Report:

7 Fail to report a single purchase or commitment of greater than \$ 10,000. Splitting orders to avoid this limit is not acceptable. In conjunction with the fiscal year-end reports, vendor commitments that cumulatively exceeded \$10,000 will be provided. Payments to credit card companies for the sole purpose of financing other purchases shall be exempt from this limitation.

President Interpretation:

Report:

8 Acquire, encumber or dispose of real property.

President Interpretation:

Report:

9 Fail to insure that Foundation grant funds are used for educational programs and scholarships consistent with IRS standards.

President Interpretation:

Report:

10 Fail to adhere to Foundation grant policies and processes.

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President Interpretation:

Report:

11 Make any purchase: (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over \$10,000 without having obtained comparative prices and quality; (c) of over \$10,000 without a stringent method of assuring the balance of long-term quality and cost.

President Interpretation:

Report:

12 Fail to adhere to all financial policies and processes required by the Indiana State Board of Accounts or the Charter Authorizer.

President Interpretation:

Report:

13 Secure an additional line of credit.

President Interpretation:

The President will ensure each Options School has a line of credit.

Report:

Currently, Options Charter Schools has two lines of credit-one for each school. The line-of-credit for each school is \$75,000.

**From the Office of the Chief Operations Officer**

**Enrollment**

As of 11/15/2019

Goal is 95%

	Carmel			Noblesville		
	17/18	18/19	19/20	17/18	18/19	19/20
<b>Total Enrollment</b>	187/185 (101%)	202/225 (90%)	238/250 (95%)	264/285 (93%)	311/300 (104%)	362/300 (121%)

**Enrollment by Program (Goal is 95%)**

	Carmel		Noblesville	
	18/19	19/20	18/19	19/20
<b>Jr. High (6-8)</b>	-	-	21/20	18/25
<b>Sr. High (9-12)</b>	127/150	66/100	158/170	101/125
<b>Evening (9-12)</b>	included in Sr. High	37/50	included in Sr. High	40/50
<b>Distance Education</b>	75/75	135/100	77/75	187/100
<b>Options @</b>	-	-	-	7/12

BACA				*not included in overall count for projections
Options @ Growing Minds	-	-	-	16/25

#### Enrollment by Grade

	Carmel	Noblesville	Options @ BACA	Distance Education
6	-	5	3	-
7	-	4	2	-
8	-	9		-
9	7	24		13
10	13	23	1	39
11	23	36		59
12	60	57	1	227

#### Reflection:

The real-time enrollment tracker can be viewed using this [link](#). This sheet is updated daily with new enrollment information.

We will continue to offer open enrollment throughout the year with the goal of being at least 95% enrolled at the February ADM count date. We have reached that target, and are projected to maintain achievement of this goal even after mid-year graduates are removed. Middle school enrollment for the fall is about the same as last year. By the end of the school year, in 18/19, however the middle school was at capacity. Having room to enroll students throughout the year in this program, and all programs is important in order to serve alternative students well. They often do not attempt enrollment during traditional enrollment windows. The opening of the middle school program has however successfully resulted in an increase of enrollments in lower grades at the high school level. This was one of the board's goals for future sustainability. We have begun to hear some excitement and interest in opening middle school at the Carmel campus and have two tours of Carmel-Clay administrators and counselors scheduled before winter break.

#### Accountability Data

[Accountability Data Dashboard](#) (Including 2018-2019 Data)

[Complete Comprehensive Needs Assessment](#)

## Monthly Student Performance Data Reports

[Carmel](#)

[Noblesville](#)

[Distance Education](#)

[Options @ BACA](#)

## **SBOE, IDOE, OCS BSU Updates/News:**

### Upcoming Events:

- Thanksgiving Feasts
- Cognia Mid-Cycle Review, March 24-26

## **From the Office of the Chief Financial Officer**

### **September Bank Balances**

The 2019-2020 fiscal year has started. Our bank balances stayed stable. The Carmel account went down due to the State's revenue projection being low and we have not received the correction from our count day numbers. Options Noblesville's bank balance is **\$1,274,889.59** and Options Carmel's bank balance is **\$962,061.60**. We are in a strong position to purchase the Westfield property next month.

### **Holiday Bonuses**

We will be distributing holiday bonuses on Dec. 5th. The bonuses will total \$40,270 this year. We received \$19,968.22 from the State through the Teacher Appreciation Grant. Our corporation cost for these bonuses will be \$20,301.78. We budgeted \$17,000 for bonuses this year so it is an increase of \$3,301.78 which is mostly due to our increased staff in the Distance Education program. This increase is of no concern to our overall fiscal health.

### **Audit**

The final audit documents are in the November Board folder. I am proposing that the reports be approved and accepted as is. We received high praise from the auditors and Bob Mara at the Office of Charter Schools at Ball St for a very successful audit. I want to give special thanks to our Corporation Treasurer Sherrie Bly for her great work and attention to detail throughout the year.