

# **OPTIONS CHARTER SCHOOLS INC REGULAR MEETING MINUTES OF BOARD DIRECTORS**

**February 20, 2024**

**The directors PRESENT at the Board of Directors (the “Board”) meeting for Options Charter Schools Inc. (the “OCS”) on February 20, 2024 (“Meeting”), were:**

- Travis Carmean (the “Board Chair”)
- Hannah Heuser (“Member”)
- Laura Arive (“the “Treasurer”)
- Alex Stowers (“Member”)
- Patricia Ellis (“Member”)
- Bob Barker – (“Member”)
- Matthew Abbott – (“Member”)

The Members attended the Meeting in person and participated by, or through the use of communication by, which all the Members and Administrators (as defined below) participating simultaneously heard each other during the Meeting.

**The directors ABSENT at the Board of Directors (the “Board”) meeting for Options Charter Schools Inc. (the “OCS”) on January 16, 2024 (“Meeting”), were**

- Sarah Guffey (“the Secretary”)
- Melissa Volz-Smith (“Member”)
- Leann Fowler – (“Member”)

**The OCS administrative team present at the meeting were:**

- Mike Gustin (President and Chief Executive Officer)
- Jacob Brandau (Vice President)
- Anita Silverman (Chief Operating Officer)
- Jack Colwell – (Chief Financial Officer)
- Karen Oliver – (“Director of Curriculum and Instruction”)
- Michael Dunagan (“Director of Schools”)
- Shannon Franklin (“Director of Accountability and Compliance”)
- and/or the “Board Administrator”) (collectively, the “Administrators”)

**Guests present were:**

No guests present.

The Board Chair opened the Meeting at 6:17 p.m.

**1. CALL TO ORDER**

**A. ANNOUNCEMENT BY THE BOARD 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 IND. CODE SECTION 5-15-1.5. THE AGENDA FOR THE MEETING HAS BEEN POSTED AND MADE AVAILABLE TO THE PUBLIC.**

**B. DISTRIBUTION OF THE AGENDA.**

**0. 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.**

**0. EXECUTIVE SESSION:**

No executive session.

**0. PUBLIC FORUM:**

No comments from the public.

**0. REPORTS:**

**A. CHAIRMAN’S REMARKS, TRAVIS CARMEAN:**

Travis Carmean made his chairman remarks. No action needed at this time.

**B. EXECUTIVE TEAM REPORT THROUGH FEBRUARY 2024:**

Mike Gustin (President and Chief Executive Officer) furnished and presented the Executive Team OCS Board Report dated February 20, 2024 (the “OCS Report”), to the Board. Discussion took place among and between the Members and Administrators regarding the OCS Report, but no Board action was needed.

**C. TREASURER’S REPORT:**

Jack Colwell presented the Options Allowance of Vouchers dated December 19, 2023, in the amount of \$777,185.87 (“December Options Vouchers”). The Board Chair motioned approval of the December Options Vouchers in the amount of \$777,185.87. Laure Arive moved to accept the Options Vouchers, and Patricia Ellis seconded. The motion passed unanimously. Accordingly, the December Options Vouchers were accepted by the Board of OCS.

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

No items at this time.

**0. OLD BUSINESS**

**A. POLICY GOVERNANCE REPORT:**

The Board Chair furnished and presented OCS' Policy Governance 2.3 & 2.4 (collectively, the "Policy Governance") to the Board. Hannah Heuser moved to accept, and Matt Abbott seconded. Discussion took place. The motion passed unanimously.

**B. APPROVAL OF MINUTES FROM SCHOOL BOARD MEETING:**

The Board Chair directed the Members of the Board to review and analyze the board minutes presented at the January 16, 2024, board meeting, as read (the "Minutes"). Patricia Ellis moved to accept the Minutes and Laura Arive seconded. Hannah Heuser announced that the next meeting date was not correct. Upon fixing the next meeting date, the motion passed unanimously. Accordingly, the Minutes were accepted by the Board of OCS.

**0. NEW BUSINESS:**

**A. MELISSA VOLZ-SMITH RESIGNATION:**

The Board Chair made motion to accept the resignation of Board member Melissa Volz-Smith. Bob Barker moved to accept and Matthew Abbott seconded. The motion passed unanimously.

**A. CLA AUDIT FINDINGS:**

The Board Chair made a motion to accept the CLA Audit findings as stated. Matthew Abbott moved to accept and Hannah Heuser seconded. Discussion took place. The motion passed unanimously.

**B. PAINTING PROJECT:**

The Board Chair made a motion to approve the approval to Mike Gustin up to \$19,000 to spend on the Noblesville and Westfield painting project and due diligence anticipated by the board. Laura Arive moved to accept and Matthew Abbott seconded. The motion passed unanimously.

**0. GOOD OF THE ORDER:**

- a. Strategic Planning meeting immediately after board meeting.

**C. ADJOURNMENT:**

The Board Chair motioned for adjournment at 6:52 p.m.  
Motion carried.

Submitted by:

/s/Shannon Franklin  
Shannon Franklin  
Board Stenographer

Approved by:

/s/Sarah Guffey

Sarah Guffey

Board Secretary

**Next scheduled meeting will be held on March 19, 2023, at  
Options Charter School Central Office—at 6:15 p.m.**