

**Minutes of the Board of Directors Meeting of
Irvington Community School, Inc.**

August 22, 2017

Irvington Community Elementary School

Stephanie Kelly, Board Chair, presided over the meeting and, finding that proper notice of the meeting had been given under IC 5-14-1.5 et seq., called the meeting to order at 6: 02 p.m. The following Governors were present and available to vote on matters presented to the Board: Stephanie Kelly, Chris Welty, John Britain, Suzanne Koehler, L. Leona Frank, Tom Lannan and Jennifer Darby.

Tim Mulherin (CEO), Harold (CFO), Principals Brad Weinstein, Loryn Vennekamp and Deanna Pryor, and Tammi Highes (Community Engagement Coordinator) of the Corporation's staff and Brian Dickey of OEI also attended the meeting.

I. Welcome and Establishment of Quorum

- a. With five directors present at 6:05, Dr. Kelly announced a quorum present.
- b. Minutes from the July meeting were not ready for review; approval delayed until the September meeting. The minutes for May and June prepared by Peggy Esselman were reviewed. One correction was made to the June minutes which mentioned an incorrect month. Motion was made by S. Koehler and seconded by J. Bratain to approve the minutes for May unchanged and June with one correction. Motion passed.

II. Guest Speakers from IPA, Butler Leadership Program

Jana Goebel and 4 students (names omitted for student privacy) attended the meeting and presented a 2 minute video about the leadership camp they attended over the summer at Butler University. The students each shared about their experiences including their favorite activity and reflections on how the camp will make them better leaders.

III. Board Chair Report

- a. Treasurer and VP Nomination. Suzanne Koehler resigned as Vice President of ICS. Dr. Kelly nominated S. Koehler as Treasurer. Dr. Kelly moved to elect and J. Darby seconded, motion passed unanimously. T. Lannan volunteered to serve as Vice President. Motion to elect was made by J. Braitain and seconded by J. Darby. Motion passed unanimously.
- b. Conflict of Interest, Bylaws update
T. Mulherin reported that after speaking with counsel for ICS, it was recommended that a Conflict of Interest policy be created by the Academic Excellence and Governance Committee and added to the Bylaws. Committee to report back at September meeting.
- c. Board/ICS Goals for the Year
Strategic Plan on a Page dated March 2016 was distributed to Governors for review. The Plan includes ICS' Mission, Irvington Way, Our Goals, Our Plan, and Our Principles. A

discussion proceeded regarding the committee structure and work to come as the committees begin to assemble.

d. Committee Meeting Schedule for 2017-2018

It was recommended that all Committees meet prior to September's meeting and provide a report at the next meeting.

e. Summary of Meeting with University of Indianapolis President.

Dr. Kelly and T. Mulherin met with the President of U of I to further enhance a potential partnership with the University to be defined. A Board Fellow (student) from U of I MBA or MPA program was discussed. The Fellow will have a mentor on the ICS Board and the Board will define a project for the Fellow to assist the Board. All Governors encouraged moving forward with receiving a Fellow. U of I has a high percentage of 21st century equity and diversity scholars and other career resources that can benefit ICS student. In addition, our high school band does hold their final concert at U of I to which ICS is most appreciative. In addition, a future meeting with a Marketing Professor to discuss a potential branding project is planned. Previously, a Student Run business called Top Dog in Fletcher Place in Fountain Square has won awards.

IV. **Academics and Governance Report**

a. Employee/Teacher Response to Physical Altercations between Students.

Tim Mulherin reported that ICS Counsel has reviewed the policy, Chief Bowser and Jeff Clark also reviewed. Needs further review due to implementation of training therefore original suggested date to implement is now November 1 on the proposal. All comments should be sent to the Governance Committee who will report in September.

b. Principals Reports

IPA: Principal Weinstein reported. The high school has a new bell schedule. Early release on Wed and Fri. and of Fridays, the time will be used for teacher prep. Curriculum assessment collaboration is ongoing and so far, courses with alignment now have consistency among teachers for grading practices. For example, Algebra curriculum and grading weights will look the same regardless of teacher. No bonus points, no participation points, allow retakes for every assessment. No major discipline problems to report.

Middle School: Principal Vennekamp reported. 2 new hires, 1 reassignment. New spanish and science teachers who are enthusiastic and love kids. Currently, one open computer applications position-Katie Batista stepped up and had taught technology in a previous position. Special education instructional assistant opportunity open. One counselor on maternity leave. 3 donors choose projects have been funded! Stable of new microscopes, \$2000 by 3M. New atlases. New art library. NWEA testing completed. 44 new students to ICS. 54% testing below grade in math, 69% below grade level in reading. Need to hire 2nd special ed., 41 students with IEPs in buildings. 41/240. Need candidates for special education teacher, no candidates have applied.

Elementary School: Principal Pryor reported. (Principal Pryor also reports from multiple positions over all schools.) 5.6% IEP, Smooth start as one could expect. Bumps. A couple of

new teachers. New to us, not new to teaching. Blended well into teams. Shuffled grade levels a bit. Grade 3 teacher gave notice a few days ago. Some new students, Kindergarten is challenging (always is). Some behavior challenges. James Welter, new testing coordinator assisted with NWEA. Reported on Fonatanel Comprehension and Fluency. Title I team does 3 times a year. Reviewed as valuable tracking students year to year.

V. Financial Report:

a. July Financial Review Financials were shared by Mr. Allen, including highlights from cash flow projections, profit and loss statement, balance sheet, aging report. Attached hereto to the Minutes and incorporated in entirety is Addendum A, distributed to the Board prior to the meeting. Governor C. Welty expressed concern regarding how much of technology fee is truly allocated to the student if the funds are not segregated and under a separate cost center. Mr. Allen reviewed the cost centers and provided assurance that all funds allocated are spent within the technology for students. In addition, other funds are allocated to supplement as the technology fee is not exhaustive of the students needs.

b. Capital Need Assessment. A projection and detailed report was provided to the BoG as previously requested. The report is attached hereto to the Minutes as Addendum B. Director of Facilities Jim Miller joined Mr. Allen in reviewing with the Board and answering all questions.

VI. CEO Report

a. Enrollment. D. Pryor and T. Mulherin reported. Enrollment is down 19 over school system from projected. Will know final enrollment at September's meeting. H. Allen received and reviewed how the budget will be impacted and assured the BoG that flexibility in the budget and cuts will be made to ensure costs do not exceed revenue.

b. Enrollment Marketing and K-12 Competitive Landscape Review.

T. Mulherin reported. A mass marketing effort has been made. 9000 flyers to 6 zip codes were mailed the week of August 7. Posters, smaller billboards. Behavioral marketing. Flyers, including some at Shepherd Community Center in Spanish. United Methodist Church distributed flyers. More than we typically do due to increased competition.

c. Events. ICS had a Farmers Market booth. 1st Pennsy Pedal was attended by 125 people.

d. Advancement Committee Report

T. Mulherin provided a summary from the inaugural Advancement Committee meeting. Our students are 65% free and reduced lunch and on average we experience 1.5 to 2.5% drop every year. More partnerships are needed. Need more wraparound services to serve more special ed students. Need more remediation and Title I staff.

Why we experience attrition. Transportation, disagreements with attendance/discipline policies, opportunities into transferring into buildings.

Governor Darby requested information regarding our demographics and relation to the teaching staff. 70% white and our staff does not match our diverse demographic although efforts to increase diversity have proved fruitless. More information is needed to know why.

e. Introduction of new Administrative Staff

James Welter, MBA and new Tech (and Data) Coordinator. In addition, Mr. Welter will head up Stay and Exit Surveys, tying those to a measure in January.

VII. Community Engagement Report.

a. Strategy and Process 2017-2018. Tammy Hughes reported on her work over the past 7 weeks. Deciding how team will work. Goal setting: Providing opportunity at high school for student to intern. Working in office setting. Positive collaborative environment. Project management, data collection.

Building an Advisory team from different communities including School, Board, Irvington business community, framed around being purposeful and having positive outcomes. Completed needs assessments with staff and community. Has met with Irvington Development, Business Association. Has worked to create Program and Academic wish lists including athletics, collaborating with 3 principals, facilities, community. Phase I. Create 2 minute elevator speech. Consistent with message. Understanding why we are embarking on this journey. Why we are doing what we are doing. Recent outcomes and newsletters reviewed.

b. Partnership Developments. Tammy Hughes reported.

A few short term wins:

Ivy tech tutoring

Gifted Gown: Irvington Prep resource, opportunity to purchase formal wear shop boutique Irvington Development Org. Get us more involved with the community. Public art East Washington and Kitley painting. Call for artists. Manage project and budget.

Irvington Business Association: 2 volunteers to serve on project team to help us to work based learning process of plan. Practicums, start small. Parent volunteer

Green Team, exterior grounds, no financial Laura Johnson (chair, parent volunteer)

IndyDoDay

Sept 10 Peace Rally, Recent art installation to have at rally.

IPA Alumni: school supply drive

VIII. Other Business

Governor C. Welty suggested re look into the possibility of creating summer camps at ICS. T. Lannon suggested that this may be a good opportunity for a project for our U of I Fellow.

IX. Closing items

a. Adjourn meeting. Meeting adjourned at 8:27 pm.

Respectfully Submitted,

L. Leona Frank, Secretary