

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

November 27, 2018

Irvington Preparatory Academy

Pursuant to Article II, Section 4 of the Bylaws of Irvington Community School, Inc. (the “Corporation”), a meeting of the Corporation’s Board of Governors was held on November 27, 2018, at 5751 E. University Avenue, in the community of Irvington, Indianapolis, Indiana.

Suzanne Koehler 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 6:06 p.m. The following other Governors were present and available to vote on matters presented to the Board: John Britain, Ryan Wilson, Tom Lannan, Carlos Ramirez. and Leona Frank. Amy Johnson also arrived shortly after the start of the meeting.

Tim Mulherin, ICS CEO; Harold Allen, ICS Director of Finance and Operations; Deanna Dehner, ICES Principal; Loryn Venekamp, ICMS Principal; Jana Goebel, IPA Principal; James Welter, ICS Director of Curriculum, Testing, and Data; Chris Ashmore, ICS Director of IT; and Shannon Williams, ICS Special Education Coordinator; as well as several other corporate staff, community members, and parents were in attendance at the meeting. Brian Dickey, representing the Indianapolis Mayor’s Office of Education Innovation, was also present.

I. Opening Items

- A. With six directors present at the start of the meeting, Ms. Koehler observed there was a quorum present to transact business.
- B. The meeting was called to order at 6:06 p.m.
- C. Ms. Frank presented the minutes from the October 23, 2018 meeting. A motion was made and seconded to approve the minutes. No oppositions were noted. Minutes were approved.

II. Board Chair Report

- A. Ms. Koehler presented the CEO Scorecard, which has been finalized. She shared an example of some of the potential ratings to demonstrate the math. Ms. Koehler expressed a desire to move forward on this document. A motion was made to accept the scorecard. Members participated in a brief discussion about one element of the scorecard that was discussed last month--namely a preference for a 10% weight on Student Retention from 8th to 9th grades and 5% weight on Parent Survey Return Rate. This was agreed upon.
- B. Ms. Koehler shared the plans for a Strategic Planning Project for a one-hour session in December with Mary Anna Weber. The meeting will take place on December 13, with location to be determined soon.

III. Academic Excellence Committee Report

- A. Ms. Angie Gibbs, IPA English Teacher, recently received a national Teacher Award for Literacy from Penguin Random House in recognition for her project entitled “Read, Return, Repeat.” She also shared a summary of her project with the Board, which was thematic teen bookbags to engage young adult readers. Ms. Gibbs emphasized her desire to include diverse selections for students in a variety of topics. The award included a \$5,000 grant to purchase the resources needed to make the project a reality.

IV. Advancement Committee Report

- A. Mr. Britain cited the “Giving Tuesday” initiative and encouraged Board members to donate. He also reminded members to submit their Board pledge letters.
- B. Mr. Britain and Mrs. Kriech, member of the Advancement Committee, shared a revision in the ICS Discount Card, which will now launch on January 1 instead of October.
- C. Mrs. Dehner shared information on the Pacers ticket sales fundraiser coming up soon. There is no earmark for this fundraiser right now.
- D. Cookie dough sale concludes this week and golf outing planning begins in January.

V. Finance Committee Report

- A. Mr. Allen presented the October financials.
- B. Teacher Appreciation Grant received from the Indiana Department of Education and will be paid tentatively December 15, 2018, to teachers rated Effective and Highly Effective, with Highly Effective earning a 25% differential above that of the Effective teachers per IDOE stipulation.
- C. Mr. Allen explained some of the liabilities and income statement items.
- D. Mr. Allen explained some of the over-budgeted expenses we are facing, especially in marketing, given the extremely competitive enrollment environment spurred by Enroll Indy and the number of players in the market.
- E. Enrollment sits at 989.
- F. Capital maintenance expenses was reviewed.
- G. Mr. Allen mentioned that staff laptops would cost just under \$70,000 and that is an item Mr. Ashmore has been researching as staff laptops begin to fail. A brief discussion was held on the differences between Chromebooks and laptops and staff concerns, especially at IPA because Chromebooks are not compatible with Microsoft Office.
- H. Mr. Dickey presented to the Board on two items. First, he presented OEI’s “Letter of Good Standing,” providing background on the Notice of Probationary Standing ICS received in 2015 due to the perilous financial state the organization had fallen into and acknowledged the work that the executive staff and teaching staff have done to reach the Notice of Good Standing, achieved through rigid budget discipline over the past three years. Mr. Dickey stated that ICS could be considered a case study in financial turnaround for a charter school.

- I. Mr. Dickey also presented an overview of the evaluative outcome of Core Question 3, part of OEI's accountability framework.

VI. Governance Committee Report

- A. Ms. Frank addressed the recruitment event this month for potential new Board members. The Governance Committee acknowledged Ms. Koehler's upcoming second term as Board Chair along with two new potential Board members for the slate: ICS parent, volunteer, and Advancement Committee member Carrie Kriech and Keith Huehls. The vote for the new board members will take place at the January meeting.
- B. A public comments procedure draft was presented by Ms. Frank, who drafted the document, which was then edited by Amy Johnson. The Board will vote to approve the procedure at the January meeting.
- C. An update to the bylaws revision process was presented by Governance Committee Chair Ms. Frank. She will be leaving the Board in February and noted her goal to finalize the bylaws revisions by then.
- D. Ms. Koehler stated that ICS does not have the appropriate conference calling equipment to provide for call-in participation by Board members; as well, the meeting loses the appropriate character, functionality, and effectiveness when Board members cannot be physically present. Ms. Frank stated that it is in the bylaws that the ability to attend by conference calls exists. Ms. Koehler asked that the Governance Committee revisit that in the bylaws revision process.

VII. CEO Report

- A. School calendar draft for 2019-2020 was presented. Mr. Mulherin drew special attention to the week of Thanksgiving, an adjustment to the traditional calendar that will incorporate two days of professional development for staff and the Wednesday of Thanksgiving week off for all (students will not be in session that week). In return, school will be in session for President's Day in February. Motion was made and seconded after brief discussion. Motion carried. Calendar proposal was approved.
- B. Mr. Mulherin presented a summary of The Mind Trust codification project. The Mind Trust proposed \$71,000 to create this 6-month project and asked that ICS pay \$10,000 of that amount. Ms. Frank stated concern that this project would be premature without a full strategic plan in place first. She also had concerns about taking money from the classrooms in support of this process. Ms. Koehler cited the importance of an "operations manual" and how it is incumbent upon building leaders and other teachers to provide that information. A document such as this would provide the communication of that important information. She mentioned that some practices within the buildings are not impacted by strategic planning by the Board. Mr. Mulherin reiterated the importance of understanding how we do things, which is the overarching goal of this project, and how this document will be critical to approaching prospective funders and donors, as well as in onboarding new staff and helping the Board to better understand the workings of all three ICS buildings.

- C. Mr. Mulherin presented a legislative update on school funding efforts for the new legislative session. The Indiana Charter School Network will also be working to secure charter schools' recognition as school corporations in Indiana.
- D. Mr. Mulherin has met with Dr. Rattermann and received a debrief on her team's time with all three schools for the OEI-required 10-Year Review. She was especially complimentary as to how ICS staff and students build relationships, as based upon her observations.
- E. Today was the Maddie Newton Memorial Blood Drive at IPA, and once again, this was a successful event with many high school students donating blood.
- F. Ms. Koehler asked for some clarification on Addie Angelov's recommendation to audit our IEP's and the number of students receiving special education services through an OHI (Other Health Impaired) diagnosis. Mrs. Williams, ICS Special Education Coordinator, offered some clarification along with Mrs. Dehner and Mrs. Goebel, especially related to the funding tiers for special education students. Ms. Frank asked how we would be completing this process, thanking the staff for all of their hard work, understanding that any funding differential would not be immediate.

Closing Items

- A. A motion was offered and seconded for a meeting adjournment at 7:34 p.m.

Respectfully Submitted,

Loryn Venekamp
ICMS Principal