

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

October 23, 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 October 23, 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 6:03 p.m. The following other Governors were present and available to vote on matters presented to the Board: John Britain, Amy Johnson, Ryan Wilson, Tom Lannon, and Jennifer Darby. Carlos Ramirez and Leona Frank were present by conference call.

Tim Mulherin, ICS CEO; Harold Allen, ICS Director of Finance and Operations; Deanna Dehner, ICES Principal; Loryn Venekamp, ICMS Principal; Jana Goebel, IPA Principal; and James Welter, ICS Director of Curriculum, Testing, and Data; as well as several other corporate staff, community members, and parents were in attendance at the meeting.

I. Opening Items

- A. With six directors present and two attending by conference call, Ms. Koehler observed there was a quorum present to transact business.
- B. The meeting was called to order at 6:03 p.m.
- C. Ms. Frank presented the minutes from the September meeting. A motion was made and seconded to approve the minutes. No oppositions were noted. Minutes were approved.

II. Board Chair Report

- A. Ms. Suzanne Koehler provided a report on the Academic Excellence Committee’s work on the ICS Balanced Scorecard Performance Appraisal. Discussion: Mr. Britain noted that he would prefer to see 10% weight on Student Retention from 8th to 9th grade and 5% weight on Parent Survey Return Rate. Mr. Lannon stated, “You have to inspect what you expect,” in response to the conversation about the importance of parent returns of surveys. Ms. Darby and Mr. Wilson added their analysis of the parent engagement with the return of the surveys. Further discussion was offered on the meaning of the return rate of parent surveys.
- B. Further discussion regarding student retention from 8th to 9th grade (ICMS to IPA). Ms. Darby asked why we don’t measure the student reduction from start of year to end of year within the schools. Ms. Dehner provided some insights from an enrollment standpoint. All three principals cited the interest in seats and the filling of seats since the school year began. Mr. Ramirez asked if we keep the data from year over year retention from building to building. Mr. Britain stated that students historically are more successful the longer they

are with us. Those assembled explained the benefits of retaining “homegrown” students from the middle school and elementary school.

- C. Ms. Koehler wrapped up this portion of the meeting by stating that the Balanced Scorecard Performance Appraisal should be revisited quarterly. Mr. Wilson asked a question related to the length of time this matrix would be in place, asking if the Board would change the document at any time. Mr. Mulherin stated that if that happens, it should not be done during the school year.

III. CEO Report

- A. Mr. Mulherin and Mr. Welter presented ISTEP+ 2018 results, noting that ICS is again rated a “C” according to the Indiana Department of Education. The comparative data from year to year was shared. They also addressed NWEA growth from Fall-Spring from 2017-2018 with Mr. Welter providing some context and background on target scores and ICS graduation rates along with the rate of students with post-secondary plans.
- B. The assembly discussed all of the above in addition to attendance rates and an assortment of data related to student and school success. The principals will present their individual school-improvement plans at the next Academic Improvement Committee meeting.
- C. Mr. Mulherin shared a brief report related on Community Engagement activities, announcing that a potential relationship with Raytheon is in the works, especially with math tutoring for ICES students.
- D. The Historic Irvington Halloween Festival is this weekend with 2 booths representing ICS. Board members were encouraged to attend.
- E. Mr. Mulherin will continue to pull documents off of Board on Track for archival purposes, as ICS will discontinue using Board on Track as of the end of October. The Board is considering moving to Boardable as a replacement board management software program..
- F. Mr. Mulherin shared a brief video that was submitted for a grant proposal to receive sports equipment. The video was produced by IPA senior Abby Goebel, daughter of Mrs. Goebel, IPA Principal.

III. Finance Report

- A. Mr. Allen presented the September financials including cash flow projections, balance sheet, income statement, and ratios.
- B. Mr. Britain asked for assurances that the Finance Committee is still reviewing the aging report each month. Mr. Allen assured him that they do review the aging report each month. Ms. Koehler asked if the total amount could be provided in the financials at this meeting. Mr. Allen stated that \$156,000 is the total amount by his recollection on the aging report for the end of September.
- C. Mr. Allen provided a brief report on the annual audit, noting no material weaknesses or deficiencies/weaknesses, as well as approval of the audit by the Finance Committee.

IV. Governance Committee Report

- A. Ms. Frank stated that the committee continues to revise the by-laws.
- B. Ms. Frank stated that referrals for new Board members are being received and accepted in anticipation of the new Board recruitment event slated for November 1, 2018, from 5:30-7:30 p.m. at Jockamo in Irvington.

V. Advancement Committee Report

- A. Mr. Britain asked the Board to consider their Board Pledge for the school year and reminded them of the ways in which they can make their pledges.

Closing Items

- A. A motion was offered and seconded for a meeting adjournment at 7:25 p.m.

Respectfully Submitted,

Loryn Venekamp
ICMS Principal