

**Board of Governors Regular Meeting
Irvington Community Schools, Inc.**

Tuesday, May 28, 2019

Irvington Preparatory Academy
Cafeteria
5751 East University Avenue
Indianapolis, IN 46219

Pursuant to article II, section 5 of the Bylaws of Irvington Community School, Inc. (the “corporation”), a regular meeting of the corporation’s Board of Governors was held on May 28, 2019, in the cafeteria at Irvington Preparatory Academy, 5751 East University Avenue, Indianapolis, IN 46219.

Ms. Koehler presided over the meeting and, finding that proper notice of the meeting had been given under I 5-14-1.5 et seq., called the meeting to order at 6:03 p.m.

The following board members were present and available to vote on matters presented to the board: John Britain, Vice-Chair; Carrie Kriech, Secretary; Tom Lannan, Treasurer; Suzanne Koehler, Chair; Amy Johnson, member; Carlos Ramirez, member; Richard Berger, member; Ryan Wilson, member.

ICS staff in attendance included Tim Mulherin, Chief Executive Officer; Harold Allen, Chief Financial Officer; Deanna Dehner, ICES Principal; James Welter, Director of Testing, Data, and Curriculum; and several ICS staff and community members.

- I. Welcome and Establishment of Quorum
With all nine board members in attendance, Ms. Koehler observed there was a quorum present to transact business and called the meeting to order.
- II. Review February and April Board Meeting Minutes
 - a. Meeting minutes from February and April were presented and approved.
- III. Community Engagement Report – Tammi Hughes
 - a. Yearend Community Engagement Report
Ms. Hughes took the board provided an overview of community engagement activities and partnerships during the 2018-2019 school year. Notably, ICS engaged with 35 partners. Twenty-two community events involving community partners in varying degrees were planned and held this past school year. Highlights from Ms. Hughes’ report covered:

Highlights from the twenty-two events include:
 - Recognition by the City of Indianapolis and the Office of Sustainability for the Thriving Schools Challenge, specifically the Outdoor Masters Club, walk/bike to school and recycling.
 - Irvington Halloween Festival parade participation.
 - Irvington Farmers Market booth participation.
 - Little Free Libraries: Libraries are located at all three ICS campuses. The libraries have been hosted by 15 ICS families to date.

- Adopt a Block Program: All three campuses participated. Students/staff deploy weekly throughout Irvington to do litter abatement. They also introduce the schools through door hangers.
- 69% of IPA seniors are currently involved in the Service Learning Program, a record number.

Dave Atherton/Dairy Queen and Julia Rutland/Executive Director of The Gifted Gown Ms. Hughes invited two of ICS's community partners to share their thoughts and experiences with the Board.

The Gifted Gown provides formal wear to anyone in the community. Most guests are students, and a number of IPA students earned Service Learning hours there. Seven IPA students received Gifted Gown assistance for this year's prom.

Dave & Chrissy Atherton, long-time owners of the Dairy Queen in Irvington Plaza, have partnered with ICS in many ways, including DQ/IRV nights in which a percentage of their sales goes to ICS. IPA students have been employed there. ICES students can collect awards where they can go to the Dairy Queen and make their own ice cream.

Several new promising partnerships are developing, including working with Raytheon and Indianapolis Speedrome.

IV. Academic Excellence Committee Report

a. Scorecard Update (JW)

Mr. Welter walked the Board through the major points of the Balanced Scorecard. It was noted that this is the first graduating class required to pass the ISTEP+ test to graduate.

b. Surveys Results: TERS and Parent Satisfaction (JW)

Mr. Welter took the board through the major points of the two surveys.

One-hundred and seventeen parent responses were received this year, up from 87 last year. According to the respondents, ICS improved in nearly every category other than two. A focus group with parents is planned for next week to obtain additional feedback.

The Teacher Engagement and Retention Survey (TERS) measures internal service gaps. Employees were asked questions in two directions. What do you value and what are you receiving? Mr. Welter covered the areas targeted last year along with the areas targeted for an improvement plan this year. Staff response to the survey increased year over year.

c. Codification Project Update (TM)

ICS is working with The Mind Trust on this project to codify academic, cultural, and operational systems. This will benefit ICS by memorializing current systems and identifying gaps that should be addressed (and will be incorporated into the ICS Strategic Plan). Codification will assist new employees, help the Board to better comprehend the organization's work in a more detailed fashion, and assist with advancement efforts in approaching prospective donors. The project is estimated to conclude in August.

V. Advancement Committee Report

a. 2019 Golf Outing Update (JB)

The 2019 ICS Open was a great success. The second highest number of golfers in the history of the event participated; more importantly, the outing netted more than \$20,000. Many Board members supported this top annual fundraising event through personal donations, acquiring significant sponsorships, and serving as volunteers on the ICS Open Planning Committee and at the actual event.

b. Annual Contribution Commitment Reminder (JB)

Mr. Britain reminded the Board members of their annual financial pledge to the board.

VI. Finance Committee Report

a. A recommendation whether to pursue the Back Tuition Lawsuit with the Indiana Department of Education was weighed. Mr. provided an overview. The Finance Committee discussed the various options and recommends ICS submit a demand letter to the state to request the funds owed to ICS and then file suit if it is not received. Once ICS files suit, the Finance Committed recommends a “wait and see” approach. Mr. Rameriz asked about the fees involved in filing the suit, which will be approximately \$2,500. Ms. Curlin, ICS legal counsel, would work with the other attorney, Alan Brown, of Frost Todd Brown, who has provided representation in the suit to the other involved Indiana public charter schools. The amount demanded in the letter to the state is \$377,000. The board voted to submit the demand letter and file suit if the demand for the Basic Grant back tuition is not met.

b. March Financials

Mr. Allen provided highlights of the April financial packet.

c. 2019-2020 Budget Presentation

Mr. Allen presented the 2019-2020 ICS Network Budget. It was built on an enrollment of 1020 on the first count day in September and 989 students on the second count day in February, for an average of 1005 students throughout the upcoming school year. There was discussion around the higher numbers compared to where we have been this past year. ICS now uses Enroll Indy as the way to track enrollment, which provides greater confidence in the prospective enrollment numbers. The 2019-2020 school year will be the second year using this unified enrollment system. There was uneasiness about approving a budget using the higher enrollment numbers. The board requested Mr. Allen and the Finance Committee take another look at the budget and rework it using a lower enrollment number. A revised budget will be presented for a vote at the June Board of Governors meeting.

VII. Chair Report

a. Strategic Planning Update

Ms. Koehler reported there will be presentations covering the Strategic Planning Pillars at the upcoming June Board meeting. Pillar champions will report on their specific areas.

Ms. Koehler called an Executive Session to assess several personnel situations and to discuss the upcoming performance evaluation for the CEO. The Executive Session is scheduled for Tuesday, June 4, at 6:15 p.m. at Irvington Preparatory Academy.

VIII. CEO Report

a. Proposed Board Meeting Calendar for 2019-2020

The new calendar was presented by Mr. Mulherin and the Board voted to approve it.

b. School Signage Project Update

Mr. Berger has reached out to several local architectural firms to explore their potential interest in the project. The initial phase of the project will be the design and installation of corporate messaging signage to be located on the ICMS campus, given its proximity to Arlington Avenue. Mr. Mulherin, Mr. Berger, and Ms. Hughes will meet with One Ten Studio, a local architectural firm.

c. Principals' Report (TM)

Mr. Mulherin pointed out the highlights from the principals' report. With just a little over a week left in the school year, all the schools are heavily engaged in bringing the year to a proper close.

High school commencement is scheduled for Saturday, June 8, at 2:30 p.m. at North Central High School. All board members are invited, and Ms. Koehler encouraged all to attend if possible. Irvington area District 12 City-County Councilman Blake Johnson is the commencement speaker.

IX. Other Business

a. No other business was brought to the board's attention.

X. Adjourn

The meeting adjourned at 7:30 p.m. The next Board of Governors' will be in the IPA Dining Hall on Tuesday, June 25, 2019 at 6:00 p.m.