

Board of Governors Regular Meeting
Irvington Community Schools, Inc.

Tuesday, August 27, 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 August 27, 2019, in the cafeteria at the 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 6:07 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; Carlos Ramirez, member; Richard Berger, member; Keith Huehls, member; Ryan Wilson, member; and Amy Johnson, member.

ICS leadership in attendance included Tim Mulherin, Chief Executive Officer; Harold Allen, Chief Financial Officer; Jana Goebel, IPA Principal; Loryn Venekamp, ICMS Principal; Deanna Dehner, ICES Principal; 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 June Board Meeting Minutes
 - a. Meeting minutes from June were presented and approved. (See vote matrix.)
- III. Chair Report
 - a. Strategic Planning Update (Suzanne Koehler, Tammi Hughes, and Jana Goebel)
Ms. Hughes was ill and unable to attend. Ms. Goebel presented the Academic Pillar objectives. Board members were provided a handout detailing the strategic planning product to date, which includes the ICS Vision Statement, the four pillars of the plan – Academic, Financial, Culture, and Community Engagement, as well as the respective pillar goal statements and objectives.

Ms. Koehler mentioned we have not changed the Balanced Scorecard to reflect the pillar objectives. She asked that the pillar champions review the scorecard for inclusion in the strategic plan wherever possible.
 - b. Back-Tuition Lawsuit Update (Suzanne Koehler)

Ms. Koehler said there was no material update at this time. A hearing is scheduled for the near future. ICS will be represented by Alex Curlin, who will report the results of the hearing.

- c. Scheduling Classroom Visits for BOG Members (Suzanne Koehler)
Mr. Mulherin had sent an email out to the board members letting them know the principals would like to invite the members into classrooms. A sign-up sheet was distributed. Members will be contacted by the principals to schedule their times at the respective schools.

IV. Codification Project Overview Presentation

- a. Dr. Deb Lecklider and Ms. Tina Seymour presented an overview of the project. The process started in December 2018 and most work has been completed. We are in Phase 3 of the project, which will continue through the end of the calendar year and culminate with a published codification manual for the school in early 2020. The intended audience for the manual includes all ICS employees, board members, and potential donors. This document might well assist ICS should replication/expansion opportunities present themselves.

V. Advancement Committee Report (Carrie Kriech)

- a. Ms. Kriech reported the Advancement Committee has met and put together the meeting calendar for the first semester. The biggest fundraisers, aside from the annual ICS Open golf outing, will be the annual Cookie Dough sale in the fall, the new popcorn sale in the spring, and Giving Tuesday.
- b. The ICS Board of Governors Commitment Letter has been revised to include not only monetary donations but also hours of service to help offset the financial giving aspect, if needed. The new commitment letter was passed out to all board members. Ms. Kriech also informed the board that Mr. Allen had created a Google form for the board to submit online when they donate time or through other means such as DonorsChoose. The link will be emailed to all board members.
- c. In the discussion about events board members can attend, it was discovered that several board members still don't receive the emails sent to their ICS email address. Ms. Kriech will provide a list of each board member's alternative email to Chris Ashmore so he can send out directions on how to forward their ICS email to their personal or business email. It was also suggested that an events calendar be provided to board members so they will be aware of events they can attend.

VI. Governance Committee Report (Amy Johnson)

- a. Ms. Johnson reported the onboarding/retiring of board members will happen at the annual March strategic planning retreat. This provides a definite date for start/finish for each member. Ms. Kriech has provided Ms. Johnson with a board member spreadsheet following OEI suggestions. This will be a good document to find details about each board member along with identifying committee members. Mr. Britain suggested bringing potential board members into the fold by being on a committee first.

Ms. Johnson encouraged all board members to find at least one person who would be a good candidate for our board. The board is seeking diverse candidates along with people who have professional backgrounds in education, sales/fundraising, marketing communications, and (ideally) nonprofit executive leadership (perhaps retired), as well as greater Irvington area business owners. The recruiting/vetting process recommendation is

there would be one-on-one meetings with Ms. Koehler and/or Mr. Mulherin then invite the respective candidate to attend a board meeting and/or committee meeting and receive a tour of the schools. Also, as has been the practice the past few years, a social event to introduce the candidates to the greater board was favored.

Ms. Johnson would like all candidates ready to vet by November. Mr. Huehls said he would investigate the Lacy Leadership board member recruiting event. Ms. Johnson will be following up with members in September and October. The schedule for adding new board members will be as follows:

Slate – January

Vote – February

First meeting for new members to attend – March

VII. Finance Committee Report

a. July financials (Harold Allen)

Mr. Allen shared the July financials and took the board through the highlights.

b. Audit Notification (Harold Allen)

Mr. Allen and staff are preparing for the annual audit at this time with Donovan. Auditors will be on site the week of October 7th.

VIII. CEO Report

a. Enrollment update

Mr. Mulherin reported at this time our enrollment is still well above the budgeted number of 1011.

b. School signage project

Mr. Mulherin provided an update on progress with the project. Tammi Hughes is the project's point person in representing ICS in conjunction with Board of Governors member Mr. Berger.

c. School Police Department Reauthorization Update

Mr. Mulherin provided history about the ICS Police Department and School Resource Officer program and how the recently revised and passed legislative language now clearly provides for a statutory school police department. Updated documentation is being sent to the Indianapolis Metropolitan Police Department in order for ICS to re-access the department's real-time criminal activity reporting program. As well, the SRO and a deputy SRO (recent IMPD retiree and new ICS Athletic Director Jim Leisure) will be sworn in by the CEO. The new Indiana Code allowing for the formation of a statutory school police department is retroactive as of July 1, 2019.

d. Other Project Updates and Related Schools News (Tim Mulherin)

Mr. Mulherin reported there will be an Indiana Department of Education news conference tomorrow regarding ILEARN results. The board will be apprised of Irvington Community Elementary School and Irvington Community Middle School's performance at the September board meeting.

- e. OEI's new board compliance requirements have been reviewed. This includes new member onboarding and recruitment documentation.
- f. Bloomerang – Mr. Mulherin reported ICS has now reinstated this donor management software for the school. He will be working with ICS staff and the Advancement Committee to get the appropriate people access to the program.
- g. Festival of Lanterns – For the first time, ICS participated in this Eastside neighborhood celebration. Many interested prospective families visited the ICS information booth, as did a number of current ICS families and students. ICS will plan on participating regularly going forward.
- h. Walk to school – Occurs every Friday in September 7:30 a.m. (except for the last week, which will be Thursday morning).

IX. Other Business

- a. Mrs. Dehner let the board know that ICES has filled two of the three remaining part-time open Title I positions.
- b. The Academic Committee needs a chairperson. It was agreed it should be a board member and not a staff member.

X. Adjourn

The meeting adjourned at 7:50 p.m. The next Board of Governors Meeting will be in the IPA Dining Hall on Tuesday, September 24, 2019, at 6 p.m.