

Board of Governors Regular Meeting
Irvington Community Schools, Inc.

Tuesday, April 21, 2020

WebEx Virtual Session

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 April 21, 2020, in a WebEx virtual session. This was due to Gov. Eric Holcomb’s stay-at-home order in response to the Covid-19 emergency.

Suzanne 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 5:20 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; Christina Arrom, member; Richard Berger, member; Keith Huehls, member; Amy Johnson, member; Jodie Lannan, member; Carlos Ramirez, member; Jamie Scott, member; and Ryan Wilson, member.

ICS leadership in attendance included Tim Mulherin, Chief Executive Officer; Harold Allen, Chief Financial Officer; and Deanna Dehner, ICES Principal.

I. Opening Items

a. Record Attendance and Guests

Attendance was confirmed by roll call due to virtual session.

b. Call the Meeting to Order

With twelve board members in attendance, Ms. Koehler observed there was a quorum present to transact business and called the meeting to order.

II. CEO Report

a. Early Conclusion to the 2019-2020 School Year Proposal (Tim Mulherin) (See Vote Matrix)

Mr. Mulherin reported he had consulted with the ICS Leadership Team (which includes all three principals, directors, and the CFO/Director of Operations) along with informal feedback from parents about ending the school year early. In contacting local public charter school leaders as well as checking on local traditional public school districts, due to the extraordinary circumstances per the COVID-19 pandemic, many planned to conclude the school year early. All instructional goals would be completed by Friday, May 22. Further, in its initial and emergent experience with eLearning, ICS has been providing instruction every day of the traditional school week; the majority of area schools are offering eLearning instruction three days per week. A motion was made to approve the proposal, seconded, and the board unanimously voted for approval.

b. IPA Commencement Change (Tim Mulherin)

Mr. Mulherin reported the IPA staff decided it was best not to postpone or cancel IPA's graduation. It will be held on the same day, Saturday, June 6, but held virtually. The virtual option is made available to us through Herff Jones. As soon as the details are available, the board will be notified in hopes they will be able to attend.

c. ICS Employee Safety Memorandum (Tim Mulherin)

Mr. Mulherin shared the memorandum with the board through email prior to the meeting. Employee safety is a priority during the shutdown, and it is imperative that all employees who are accessing the school buildings at this time – particularly those who work regularly on campus during the shutdown period -- cooperate fully with all safety measures.

d. ICS COVID-19 Impact Update (Tim Mulherin)

As noted in the Principals' Report, there is concern nationally that students are slipping academically, and ICS is not immune to this. Although, attendance has been averaging 93%, there is evidence that some students are just answering the attendance question at the start of their virtual learning day but not participating in their lessons or completing assignments. The teachers and staff are going above and beyond to reach out to see how they can assist students and families through these challenging times.

III. CFO Report

a. Food Delivery Program (Harold Allen)

Yesterday (Monday) was the launch of ICS's meal delivery service. Mr. Allen and Officer Bob Bowser split the majority of deliveries into four routes which covered about a five-mile radius. Mrs. Dehner also made some deliveries on the southside which were in her area. There were 113 deliveries made, which fed nearly 250 students. These deliveries included breakfast and lunch for five days. Forty meal pickups also took place at IPA. Mr. Allen said everything went smoothly and safely. A number of families made sure to express their thanks to Mr. Allen and his delivery team.

School leadership determined this effort was the right thing to do from a humanitarian standpoint and would help ICS stay connected with students and their families. This connection may well have a positive impact on enrollment for the coming school year, given the impact of word-of-mouth advertising.

b. Paycheck Protection Program Loan Application (Harold Allen) (See Vote Matrix)

The Paycheck Protection Program is part of the \$2 trillion C.A.R.E.S. Act which has been made available due to the COVID-19 emergency. The PPP loan is available to small business with under 500 employees. A company can request funding to cover 2.5 months of payroll costs. If granted, the money can be used for payroll, rent, mortgage interest and utilities. This is a forgivable loan if the money is used and documented appropriately. Mr. Allen reported on April 2nd, ICS applied for a \$1.2 million loan through Huntington Bank. ICS has been assigned a Small Business Administration loan number and Mr. Allen is waiting to receive the loan documents. The proposal to the board is to get approval to initiate the loan documents once received. A motion was made and seconded. There was significant

discussion regarding the details of the loan. Mr. Allen explained that ICS is not losing money currently, but emergency funding cuts per the governor's office during the pandemic crisis remained a possibility. Of note, Mrs. Dehner shared that enrollment applications for the coming school year are down approximately 50% for all participating Enroll Indy schools – and for ICS.

c. **March 2020 Financial Ratios (Harold Allen)**

Mr. Allen presented the March ICS ratios. These ratios showed ongoing strong fiscal health for the school corporation. Enrollment, Assets over Liabilities, Days of Cash on Hand, Net Income, and Debt Service all indicated positive financial performance.

IV. Other Business

None

V. Closing Items

a. **Adjourn Meeting (See vote matrix)**

The meeting adjourned at 6:00 p.m. The next Board of Governors Meeting will be held on Tuesday, May 19, 2020. Date and time to be announced as the current COVID-19 environment is continuing to change.