

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

Tuesday, February 25, 2020

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 February 25, 2020, 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 6:00 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; Keith Huehls, member; Richard Berger, member; and Ryan Wilson, member.

ICS leadership in attendance included Tim Mulherin, Chief Executive Officer; Loryn Venekamp, ICMS Principal; Jana Goebel, IPA Principal; and Chris Ashmore, Director of IT.

**I. Opening Items**

- a. Record Attendance and Guests  
Guests included Marsha Hart, ICES Counselor; Sue Wilson, ICES Aide; Peggy Larkin, IPA English Teacher; and Don Stallard, ICES Teacher.
- b. Call the Meeting to Order  
With eight board members in attendance, Ms. Koehler observed there was a quorum present to transact business and called the meeting to order.
- c. Review January Board Meeting Minutes  
Meeting minutes from January were presented and approved. (See Vote Matrix.)

**II. Chair Report**

- a. Howe Reuse Committee Inaugural Meeting (Suzanne Koehler)  
Mr. Mulherin and Ms. Koehler are both serving on this committee, with Ms. Koehler participating as a Community Health Network representative. The committee is exploring all possible uses for the Howe campus. Howe High School will remain open under Charter School USA through the end of this school year. Ms. Koehler and Mr. Mulherin will keep the board apprised of pertinent developments.
- b. March Board Retreat Update (Suzanne Koehler)  
Ms. Koehler reminded the board of the annual retreat scheduled for Saturday, March 14 at Irvington Preparatory Academy from 9 a.m. – 1:30 p.m. Guest speakers will include Duke

Haddad, Executive Director of Development with the Salvation Army, and two experts in Adverse Childhood Experiences and Trauma-Informed Care from the Indiana Youth Institute. As well, the slate of new board officers will be presented. The positions of Vice Chair and Treasurer are being vacated by exiting board members. Both exiting and incoming board members are expected to be in attendance.

c. **Board of Governors Attendance Policy (Suzanne Koehler)**

Ms. Koehler asked for leeway with the attendance expectation of board members. The attendance expectation is not written in the bylaws but is listed in the Board Expectations Letter. Ensuing discussion showed concerns as to the expectation being too subjective and open-ended. The Governance Committee will bring more information to the board retreat for discussion.

**III. IPA English Remediation Data Presentation**

a. **Presentation by Peggy Larkin, IPA English Teacher**

Ms. Larkin teaches a remedial English class that includes students who have not passed the ISTEP+ 10<sup>th</sup> grade assessment. Ms. Larkin laid out the barriers these students face to success in English, including limited vocabulary, reading comprehension deficits, writing challenges, and typing inaccuracy and slow speed, which inhibits their ability to finish the test and impacts their motivation to succeed. Ms. Larkin focuses on helping these students to understand their strengths and weaknesses, how to improve their test-taking skills, and how to believe in themselves. While there are still some students have not passed the retest, some have grown by as many as 50 points which has fueled their self-confidence.

**IV. CEO Report**

a. **Strategic Planning Update (Tim Mulherin)**

Mr. Mulherin reported that the ICS website developer is formatting the strategic plan into two print versions. Plans are to distribute at least one version to the board at the upcoming annual retreat.

b. **Sun FundED Service Agreement and Legal Review (Tim Mulherin)**

Mr. Mulherin reported there is a delay with the service agreement. Once in hand, ICS legal counsel Alex Curlin will review the agreement as will the Finance Committee. Mr. Mulherin stated Sun FundED also recommended an attorney for the review process.

c. **The Mind Trust Fellowship Application Process (Tim Mulherin)**

Mr. Mulherin reported we have applied for the fellowship and he and Loryn Venekamp, ICMS Principal, recently met with The Mind Trust. Ms. Venekamp was open with The Mind Trust about our inability to attract teachers of color. There was discussion at this meeting about the disparity between African American and Caucasian students in their standardized testing scores. Mr. Mulherin put an internal study in motion regarding this disparity and related factors, such as student attendance and behavior. He stated this data and analysis will be shared both with our board and The Mind Trust. ICS will be notified of our application's success in approximately two weeks.

- d. **New ICES Assistant Principal Named (Tim Mulherin)**  
Mr. Boyd Hendricks is the new Assistant Principal at ICES. He is currently a 5<sup>th</sup> grade teacher. He will start his new position at the beginning of the 4<sup>th</sup> quarter immediately following Spring Break.
- e. **Signage Project Update (Rick Berger)**  
Mr. Berger reported Ms. Tammi Hughes, ICS Community Engagement Director, is moving the project forward. An initial design draft is expected by the end of this week.
- f. **School Year 2020-2021 Calendar Adjustment (Tim Mulherin) (See Vote Matrix)**  
Mr. Mulherin reported that despite the many communications the school sent out about being in session on President's Day, an overwhelming number of student absences occurred. Due to this, it was recommended that we adjust the school year calendar for next year to include President's Day as a holiday. A motion was made, seconded and the board approved this adjustment.
- g. **Principals' Report/Upcoming Events**  
  
Mr. Mulherin referred the board to the Principals' report for the recent happenings at each of the schools. There was a mention of a DonorsChoose project going on at ICMS and Ms. Kriech reminded the board that donations made to ICS DonorsChoose projects does count toward their board financial commitment.

## **V. Finance Committee Report**

- a. **January Financials (Tom Lannan)**  
Mr. Lannan presented the financials for January 2020. Enrollment continues to stay strong, with the second ADM Day count reaching 40 students above the projected number (981; enrollment at 1,021). All ratios are above targets, with Debt to Asset Ratio just under. There was discussion around the audit adjustment of \$868k to bond fees booked for 2018-2019 school year. Should ICS refinance its debt in the future, this should not repeat.

## **VI. Advancement Committee Report**

- a. **Popcornopolis Fundraiser (Carrie Kriech)**  
Ms. Kriech shared that the new spring fundraiser, Popcornopolis, kicks off tomorrow, February 26<sup>th</sup>. The fundraiser ends on Friday, March 13.
- b. **ICS Open (Carrie Kriech)**  
Ms. Kriech informed the board that the largest fundraiser for the school, the ICS Open, is in full planning mode for this year's event on Saturday, May 16<sup>th</sup>. She reminded the board that the signup and sponsorships forms were emailed to them by Mr. Mulherin. Any sponsorships, donations or golfers they bring to the event will count toward their board commitment. Ms. Kriech requested each board member make a concerted effort to be at the event either in the morning to greet the golfers or in the afternoon at the lunch to help thank the golfers for their participation.
- c. **Bloomerang Update (Carrie Kriech)**

Ms. Kriech explained to the board that Bloomerang is ICS's fundraising software. It is a donor tracking and cultivation tool. Mr. Mulherin and Ms. Kriech met with a representative at Bloomerang for an orientation. Mr. Mulherin will be providing Ms. Kriech with access to Bloomerang to begin engaging the program and updating donor and prospects lists, which will start with entering ICS Open participants and sponsors from the previous year and those committing to participating in the 2020 event.

d. Robotics Information

Ms. Kriech brought the board's attention to the ICES and ICMS Robotics Teams' great success this year. Both teams are participating in Nationals at Lucas Oil Stadium on Saturday, March 7. Ms. Kriech emphasized that these events and clubs are another way for the board to participate with their time, talent, and/or financial contributions.

**VII. Governance Committee Report**

a. Board Candidate Slate Submission (Keith Huehls) (See Vote Matrix)

Mr. Huehls present the new board candidate slate to the board. The slate included Jwan Davidson, Jamie Scott, Jodi Lannan, and Christina Arrom. A motion was made, seconded, and the board approved the slate.

b. Proposed Bylaws Revision (Keith Huehls)

Mr. Huehls discussed the Governance Committee's proposal to combine Section Two and Section Eight of the ICS Bylaws. Due to information about these sections not being available to the board to review, the vote was postponed. Ms. Koehler requested the Governance Committee send information to the board before the March 14<sup>th</sup> board retreat.

c. Officer Position Openings (Suzanne Koehler)

Ms. Koehler reminded the board of the officer positions that will be open and that there will be a short business meeting at the board retreat to vote on the slate.

d. New Board Member Orientation (Amy Johnson)

This item was not presented.

**VIII. Academic Committee Report**

a. Academic Meeting Overview (James Welter)

No report.

**IX. Other Business**

None

**X. Closing Items**

a. Adjourn Meeting (See vote matrix)

The meeting adjourned at 7:55 p.m. The next Board of Governors Meeting will be held in the IPA Dining Hall on Tuesday, April 28, 2020, at 6 p.m.