

Board of Governors Regular Meeting
Irvington Community Schools, Inc.

Tuesday, August 25, 2020

Irvington Community Middle School

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 25, 2020, at the Irvington Community Middle School gymnasium.

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 6:00 p.m.

The following board members were present and available to vote on matters presented to the board:

Suzanne Koehler, Chair; Carrie Kriech, Vice-Chair; Christina Arrom, Secretary; Richard Berger, Treasurer; Keith Huehls, Member; Amy Johnson, Member; Jwan Davidson, Member; and Jodi Lannan, Member.

Absent board member : Jamie Scott.

ICS leadership and guests in attendance included:

Tim Mulherin, Chief Executive Officer; Harold Allen, Chief Financial Officer; Chris Ashmore, Director of IT; James Welter, Director of Testing; Tammi Hughes, ICS Community Engagement Director; Deanna Dehner, ICES Principal; Loryn Venekamp, ICMS Principal; and Jennifer Meier.

Public attendance was not recorded.

I. Opening items

A. Record attendance and guests (SK)

Attendance was confirmed by roll call.

B. Call the Meeting to Order (SK)

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

C. Review June 23, 2020 Meeting Minutes (SK) - Vote

Meeting minutes from June 23, 2020, were presented and approved. Motion to approve the minutes entered by BERGER, and second to motion was DAVIDSON. HUEHLS asked if there was an e-Learning option at that time, KOEHLER responded that no, it was later at the special meeting. No objections. Unanimous approval.

D. Review June 30, 2020 Meeting Minutes (SK) - Vote

Meeting minutes from June 30, 2020, were presented and approved. Motion to approve the minutes entered by LANNAN, and second to motion was HUEHLS. No objections. Unanimous approval.

II. CEO Report

A. Teacher Presentations on Hybrid and Virtual Models (RB and JM)

MULHERIN introduced Irvington Community Elementary School 5th grade teacher Jennifer Meier to talk about her classroom experience with the hybrid model and invited ICES Principal Deanna Dehner and Irvington Community Middle School Principal Loryn Venekamp to speak as well.

MEIER started by thanking the board for making decisions to protect her health, and that of ICS families and students. She stated that we are proud of Mr. Mulherin's leadership and feels valued in the classroom. She's happy to be back in her classroom and doing the hybrid model. She fears getting sick, because she's there in person, but feels the health guidelines are easy to follow in the hybrid model. Having the kids in smaller groups is easier. This is her 23rd year in the teaching profession, including a decade plus at Irvington Community Schools. The past few weeks have been challenging and she's putting in the work. Hybrid is not like the all-virtual experience in the 4th quarter last spring, but teachers have become excellent problem solvers. MEIER is very proud to be part of this school and the elementary staff. KOEHLER thanked Ms. Meier for being an excellent problem solver, for sharing, and for her commitment to the students. She asked Ms. Meier to expand on how the students seem to be responding to smaller class size and at-home e-Learning practices. MEIER responded that the students have confidence in the staff and teachers. Students are able to get a lot more one-on-one (differentiated) attention. They also have Title 1 and Special Education staff conducting push-ins and pull-outs.

VENEKAMP noted that there are a lot of similarities. A challenge ICMS teachers are facing is getting the students on the call on time. They and administrative staff have to do wake-up calls, home visits, etc. They are also slowly and safely seeing students in the lobby one at a time as necessary for services. It has been a challenging but good start. KOEHLER asked if we are at enrollment capacity at ICMS. VENEKAMP answered there are some seats available in 6th Grade. HUEHLS asked if the camera is on during instruction. VENEKAMP said yes, for safety reasons and to make sure it is the student, cameras are on. MULHERIN added there have been some issues such as a student with a Confederate flag in the background, so administrative staff have had a conversation with the family about what is appropriate. JOHNSON asked if the technology is working well. VENEKAMP responded that there have been some issues with Google Meet, but IT Director Chris Ashmore has been readily responsive to manage them.

DEHNER shared that the elementary school is unique since two-thirds of the students are participating in the hybrid model and one-third is participating in E-Learning. They have two hybrid teachers and one E-Learning teacher per grade level. The ICES Dean of Students has shared that behavior issues have been down. Staff is adapting well; lots of collaboration is happening. The students are wearing their masks, social distancing, and following all the safety rules. COVID-19-suspected cases are leading to a slight number of increased absences, yet not one case has been diagnosed thus far.

MULHERIN added that the latest medical guidelines from the Marion County Public Health Department were released about an hour ago, so there might be some changes.

B. School Reopening update (TM)

MULHERIN shared that ICS has seen a drop in questions from parents due to the school corporation's proactive communication and because we have determined time spans for our models and when we plan to revisit them -- unlike some of the area's larger school districts; this helps greatly for parents to plan their schedules.

The first semester Average Daily Membership Day (AKA as "ADM Day" or "Count Day") is Friday, September 18. There are still seats open in 3rd and 5th grade. The high school is over capacity -- reaching its hard stop limit at 385 students. There is a noticeable increase of Hispanic/LatinX students. Current enrollment stands at 1,039, outstanding under the circumstances. ICS has marketed communication efforts have included billboards, flyers, website fly-ins and updated content, local radio spots, a social networking (Facebook) campaign, and more. Fall athletics have been cancelled. The ICS Staff and Student COVID-19 School Safety Plan was released on August 3, 2020. An ad-hoc advisory board has been established, including several board members and the mentor teaching staff across the corporation. This group will provide insight as to how the safety protocols are going, gauge staff and student well-being, and make appropriate recommendations as needed.

KOEHLER asked if Community Health Network has been approached for flu vaccines. MULHERIN responded that yes, vaccine day is October 6, 2020. It will be mandatory for staff; a waiver will also be provided. KOEHLER asked if it will be offered to the students. ALLEN responded all students and staff will have the opportunity.

HUEHLS asked if there are any updates to the Marion County Public Health Department school guidelines. MULHERIN responded we are not sure. He has not been in discussions with the MCPHD for the past three weeks since the

department has not aligned with the Indiana State Department of Health guidelines and the county's public charter schools have not been included in any discussions of late (which is not the case for the 11 Metropolitan School Districts in Marion County).

C. ICS Scorecard (JW)

MULHERIN stated that Ms. Koehler introduced the scorecard concept about three years ago. The 4th quarter emergency school shutdown wreaked havoc on many measures in the scorecard, with standardized testing outcomes determined to be nonbinding or postponed last school year per the Indiana Department of Education. KOEHLER added that the Academic and Finance committee will be reviewing the scorecard and making recommendations for the 2020-2021 school year.

WELTER went over the scorecard and the metrics involved. The three categories are academic excellence, finance, and culture. For academic excellence, it has been modified so there are three per building. Overall academic outcomes recommendations and changes include the IPA "on-time progress" grades 9-11, ICMS 6th grade attendance rate, ICES IREAD3 pass rate. No changes to finance. And for culture, recommended changes will involve the Teacher Engagement and Retention Survey and Parent Satisfaction Survey's targeted Improvement goals.

LANNAN asked if all students are still taking the NWEA at home. WELTER responded that yes, therefore ICS will be making some adjustments to expected growth targets due to the extraordinary circumstances.

KOEHLER asked if we have baseline data on those. WELTER responded yes, provided in a handout.

ARROM asked if possibly the Executive Committee should review the culture goals since the Academic Committee and Finance Committee are reviewing their sections. KOEHLER responded that yes, the Executive Committee can review that section.

D. Corporate Signage Progress Report (TH)

MULHERIN shared that Ms. Hughes has been working on the corporate sign project to be installed on the ICMS campus. KRIECH shared that the Advancement Committee has been working on this project for several years. The committee determined that all proceeds from the 2019 Golf Outing would go towards funding the signage project.

HUGHES stated that one of the opportunities is having a shared corporate identity represented in the ICMS sign. Ideally, wayfinding signage will be included in the longer-term objectives of the project for all three campuses. (Handouts of proposed versions were distributed.) ICS has \$22,000 raised to help fund the project (proceeds from the 2019 golf outing). Tomorrow the signage planning committee is meeting to move through the final phases of design, permitting process, and bidding. The intention is to have the corporate sign approved and installed by the end of the current calendar year.

E. Beloved Communities Equity Project (LV)

MULHERIN stated we will skip this update due to time constraints; a presentation will be made at the next board meeting.

III. CFO Report

A. July Financials (HA)

ALLEN discussed July's financials. He noted some flux in cash flow. Facilities funding is typically received in September. The second half of the payment is in December. The state is short on funds due to the pandemic, which could be an impact next calendar year. ICS's Payroll Protection Plan funding was received in April. The loan will convert to a grant/be forgiven; information on how to apply for the conversion has not yet been received. Capital projects are on target. The overall financial health of the school corporation continues to be solid.

KOEHLER asked about the Marion Academy assets. ALLEN responded that the school was closed and we purchased a number of assets such as a van, projectors, and other classroom and office equipment at a price well below market value.

B. Meal Delivery Program Update (HA)

ALLEN shared the meal delivery program is still happening. Meal deliveries to ICS homes for families in need occur on Wednesdays. Approximately 153 families are served weekly.

IV. Committee Reports

A. Governance Committee Report (AJ)

JOHNSON stated the committee met last Thursday and set up meetings for the remainder of the school year. They discussed board recruitment and encouraged board members to find new recruits for the expected open seats this spring. There are at least two seats that will be open, including Ms. Johnson's seat and Ms. Koehler's seat. Board terms will be reviewed. KOEHLER noted that terms are currently for two years, but a three-month transition period with outgoing and incoming board members is in the best interests of the board and organization.

KRIECH asked if the overlap should extend to the end of the school year. JOHNSON agreed for uniformity.

B. Advancement Committee Report (CK)

KRIECH stated that the committee has not met. It needs to increase recruitment for the committee. The committee will be meeting after Labor Day. Under these challenging circumstances, the committee is planning to develop fundraising methods that will appeal to families and donors while respecting the financial burdens many are under at this time.

C. Academic Excellence Committee Report (JL)

LANNAN shared that the committee is meeting next week.

V. Other Business

KOEHLER shared that in the handouts there is the original board commitment letter and the revised version. The primary change is on page two regarding personal contribution amounts. The board is not overlooking the fact that board members may well be impacted financially by the pandemic. The objective is 100% board participation. The annual expectation for board members is a donation of \$1,200 - \$1,500 if possible. In-kind services and equipment, sponsorships, successful donor referrals, etc. will count as contributions as well.

KRIECH added that she will email a revised version of the letter and provide other opportunities throughout the year as well, such as DonorsChoose, Scholastic Books book fairs, etc.

VI. Closing Items

A. Adjourn meeting (Vote)

First to motion adjournment was JOHNSON, second was KRIECH. The meeting adjourned at 7:33 p.m. The next Board of Governors Regular Meeting will be held on September 22, 2020, in the ICMS Gym. Face masking and social distancing will be required.