

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

Tuesday, September 22, 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 September 22, 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; Keith Huehls, Member; Amy Johnson, Member; Jwan Davidson, Member; Jodi Lannan, Member; and Jamie Scott

Absent board member: Richard Berger, Treasurer

ICS leadership in attendance:

Tim Mulherin, Chief Executive Officer; Harold Allen, Chief Financial Officer; Chris Ashmore, Director of IT; James Welter, Director of Testing; Deanna Dehner, ICES Principal; and Loryn Venekamp, ICMS Principal.

Public members: none in attendance

**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 at 6:00 pm.

**C. Approval of Board Meeting Minutes (SK) - Vote**

Meeting minutes from the July 20, 2020 Special Board Meeting, were presented and approved. Motion to approve the minutes entered by LANNAN, and second to motion was KRIECH. No objections. Unanimous approval.

Meeting minutes from the August 3, 2020 Special Board Meeting, were presented and approved. Motion to approve the minutes entered by HUEHLS, and second to motion was KRIECH. No objections. Unanimous approval.

Meeting minutes from the August 25, 2020 Regular Board Meeting, were presented and approved. Motion to approve the minutes entered by HUEHLS, and second to motion was SCOTT. No objections. Unanimous approval.

**D. Digital Signatures (SK)**

The board discussed whether Mr. Mulherin should have a copy of the board member's signatures that he can use to sign on the board's behalf with written consent from each board member. The board was not comfortable with that suggested solution, and would like to hear other alternatives presented. The board discussed that Mr. Ashmore will follow up to see what technology is available in which all board members can sign one document. Ms. Johnson will look into authorization requirements.

**II. CEO Report**

**A. Instructional Model for Quarter 2/ School Year Update (TM)**

MULHERIN presented that ICS has 1,034 students officially enrolled as of the September 18 ADM/Count Day, which is nine above the 2020-2021 school year budget target. The enrollment at Irvington Preparatory Academy was well over the target. A possible reason could be that Thomas Carr Howe Community High School closed this summer. At Irvington Community Middle School, enrollment was down for 6th Grade, over the target for 7th Grade, and over the target for 8th Grade. At Irvington Elementary School, enrollment was down by twenty-five students. A possible reason could be that some parents either did not want their students to attend school in person given their Covid-19 safety concerns or they wanted their students in school five days per week instead of the hybrid model's two days weekly in person attendance.

MULHERIN shared that Irvington Community Schools has decided to stay the academic models course set at the beginning of the school year with all three schools. IPA will remain all eLearning, ICMS will remain all eLearning, and ICES will remain in a hybrid model with an all eLearning option available to parents. A careful, conservative approach to safety continues to be a top priority and concern. Some positive highlights at ICES include watching some of the teachers really engage with their smaller class size. Some concerns to think about is the teacher shortage and the substitute teacher shortage. There are also concerns about some families' chaotic, difficult home situations, and school personnel (deans, assistant principals, and the school resource officer) are conducting frequent home visits. The board recommends measuring the influence of these home visits.

Attendance across the schools has been challenging and continues to decrease. We are currently averaging approximately an 85% attendance rate across the three schools, which is distinctly an impact of the pandemic and our shift to the current academic models in place. A challenge for ICES is if a student shows a

single Covid-19 symptom, he/she is to be kept out of school for 10 days unless cleared by a physician and/or testing. There have been a total of 47 students who have been absent out of the approximately 270 participating in the hybrid model. Challenges that the middle school and high school have experienced is taking attendance without physically seeing students. ICMS averages a 91% attendance rate. Staff continue to be supportive to families during these challenging times and the schools communicate frequently through newsletters, social media, calls, and home visits.

**B. Strategic Plan Update (TM)**

MULHERIN shared that the Irvington Community School strategic plan is located publically on the ICS website. The board will need to revisit and revise where needed given the impact of the pandemic, which has caused school leadership to necessarily table a number of the plan's initiatives. Some examples include acquiring another school building (in cooperation with IPS, a project that was in an exploratory phase prior to the pandemic), starting a Pre-K, and developing innovative parent/family partnerships. LANNAN asked if the plan would include succession planning for the CEO. MULHERIN responded that in his view, although an important consideration, this is outside of strategic planning, but certainly warrants a thoughtful approach to not just his successor's identification but also for a number of critical positions that will turn over in the next three years across the corporation.

**C. Beloved Community Project Update (LV)**

VENEKAMP shared that approximately eight ICS staff members will participate in the Beloved Community Project on strategic planning and professional development regarding diversity, equity, and inclusion from January 2021 through fall 2021.

**III. CFO Report**

**A. August Financials (HA)**

ALLEN presented August's financials. He noted that the corporation is strong in cash flow, a trend that has continued for some time now. He added that ICS currently has five open positions. The performance of the six ratios that are tracked monthly per the Mayor's Office of Education Innovation remains solid. Aging of payables is well under 30 days.

**B. Audit (HA)**

ALLEN shared that the annual audit is going smoothly.

**IV. Committee Reports**

**A. Governance Committee Report (AJ)**

**1. Board Member Terms**

JOHNSON showed the drafted language for the board member terms that will soon be finalized.

## **B. Advancement Committee Report (CK)**

### **1. Commitment Letter**

KRIECH shared the board commitment letter and wants to ensure all board members complete it. Regarding the committee, the members have met several times and are looking for innovative ways to fundraise during the pandemic. Some examples include a cookie dough sale, golf outing next calendar year, and continuing with the Irvington Discount Card. The Irvington Community Schools Athletic Director will be joining the committee as well.

## **C. Academic Excellence Committee Report (JL)**

### **1. 2020-2021 Scorecard**

LANNAN shared that the committee met and reviewed the scorecard results from the past several years. The committee agreed on the recommended additions of the following academic excellence metrics categories: IPA "On-Time Progress" grades 9-11, ICMS 6th Grade Attendance Rate, and ICES IREAD3 Pass Rate. The committee did propose some changes to metric figures used for either exceeding, meeting, or approaching these standards. The proposed changes were made to the IPA Graduation Rate, IPA AP/DC CCR, and ICES IREAD3 Pass Rate.

MULHERIN noted that the finance committee will review the scorecard.

The board discussed Culture on the scorecard and removed "Parent Survey Return Rate" and replaced it with 5th to 6th Grade Student Retention. Diversity will be addressed in the Beloved Community Project over the course of the next year or so.

The board will vote on the final scorecard at the next board meeting.

## **V. Other Business**

DAVIDSON reported on the Covid-19 Safety Advisory Committee that met last month and is meeting again this week. The committee is made up of Mentor Teachers, ICS leadership, and board members. The committee will be ongoing during the pandemic. They will be reviewing safety plans and making recommendations.

## **VI. Closing Items**

### **A. Adjourn meeting vote**

First to motion adjournment was from JOHNSON, second was HUEHLS. The meeting adjourned at 7:45 p.m. The next Board of Governors Regular Meeting

will be held on October 27, 2020, in the ICMS Gym. Face masking and social distancing will be required.