

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

Tuesday, September 28, 2021
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 28, 2021, at the Irvington Middle School Gymnasium.

Carrie Kriech, Board Chair, 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 6:02 p.m.

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

- Carrie Kriech, Board Chair
- Christina Arrom, Vice President
- Richard Berger, Treasurer
- Jodie Lannan, Member
- Jamie Scott, Member
- Keith Huehls, Member
- Tim Harris, Member

Absent board member included:

- Jwan Davidson, Secretary

ICS leadership in attendance:

- James Welter, Chief Academic Officer and Interim CEO
- Chris Ashmore, Director of IT
- Shari Coomer, HR Director
- Loryn Venekamp, Principal
- Deanna Dehner, ICES Principal / Corporate Enrollment Officer
- Jana Goebel,
- Jenn Sahagun, Director of Student Well-Being

Other attendees included Geoffrey Cherry, financial consultant, and Ashley Cook, Social Worker

I. Opening Items

a. Record Attendance and Guests

Attendance was confirmed by roll call.

b. Call the Meeting to Order

With seven board members in attendance, KRIECH observed there was a quorum present to transact business and called the meeting to order at 6:02 p.m.

c. Review and Approve August Meeting Minutes – Vote

Meeting minutes from the August 24, 2021, Regular Board Meeting were presented and approved. Motion to approve the minutes entered by BERGER, and second to motion was HUEHLS. No objections. Unanimous approval.

II. CEO Report

a. Clothing Closet Initiative

COOK shared the need and establishment of a clothing closet that includes school uniforms, shoes, jackets for students and families. They also will be providing free haircuts and laundry services.

b. Customer Service Project

WELTER presented that parents want students to feel safe, have strong academic outcomes and that they feel welcomed here. ICS is undertaking a customer service project that looks at how we answer phones, how we welcome during pick-up and drop-off, beautification, etc. WELTER presented a RACI chart and Grant Chart for additional details. They discussed that students will be engaged at a later time for these projects.

c. Charter Renewal Process Update

WELTER shared that Yellow Hat Consulting is working with us as an approved vendor for our charter renewal process. We have onsite visits coming up. There was a discussion about establishing a sub-committee to help and be part of the charter renewal process.

d. PreKindergarten Program Update

DEHNER shared we have 16 four-year-olds, and 20 kids on the waiting list. We hope to expand to 3 preschool classrooms, but we do not have space. We opened as a Level 1, and we are working on becoming a Level 3 Pathways to Quality school.

e. Academic Projects

i. ELL Program Expansion

WELTER shared that we have an ELL aide for each of the 3 buildings, and keeping the half FTE employee as well. We have hired only 1 aide so far.

ii. Data Meeting Re-Launch

WELTER shared that we have a data meeting approach that we started before COVID but are relaunching it now.

iii. Bullseye Program Launch

WELTER shared that the middle school is piloting this program and met with Bullseye which is an informal coaching process.

iv. SEL + Panorama Update

GOEBEL reported that she and 4 others have participated in the training. Students will participate in service-based learning. Every student is participating during the advisory. WELTER shared that we are able to quantify and capture the data through this work. This will be for grades 3-12.

v. Attendance Initiatives

SAHAGUN shared that we did some rewards for high school students on common absent days. We have funds coming in to support these efforts. Additionally, there is a need to streamline the phone system for calling for absences which is starting later this fall.

vi. After-School Tutoring Program Expansion

WELTER reported that we expanded our after-school tutoring last year during COVID. SAHAGUN said we are launching a credit recovery program with 50 students. Students are identified ahead of time and tutoring is available from 5 pm – 8 pm.

III. Board Chair Report - vote

a. Initiate CEO Search

KRIECH shared that we would like to initiate the CEO search for ICS. Motion to approve the initiation of the CEO search entered by LANNAN, and second to motion was SCOTT. No objections. Unanimous approval.

IV. CFO Report

a. August Financials

CHERRY reported that we have 970 students enrolled, and we budgeted 1038. ESSER funds are going to be claimed. We looked at demographics versus enrollment. We are also currently going through our financial audit.

b. Capital Subcommittee

WELTER suggested we have a plan forward whether we expand the campus we have or buy new buildings. BERGER recommended we set up a capital

subcommittee. We decided the next steps are to discuss at the finance committee.

V. Committee Reports

a. Governance Committee Report

i. Scorecard Item

HUEHLS shared that we added a board giving metric.

ii. Statements of Purpose

HUEHLS shared that each committee is responsible for completing their statement of purpose by the end of the calendar year.

iii. Board Member Recruiting

HUEHLS shared that the governance committee will be meeting with our board consultant this week. He also shared that we may want to consider making the board bigger.

iv. Onboarding New Board Members

HUEHLS shared that our focus is getting the documentation organized.

v. Needed Policies

HUEHLS shared that we have a policy document that we incorporate into our meetings and decide whether it is a policy or procedure and who is then responsible for it.

b. Academic Committee Report

LANNAN shared that we discussed the academic metrics with goals and which ones were changed. We kept all the metrics but modified a few of the goals.

VI. Scorecard SY 21-22 - vote

KRIECH presented the scorecard and amended the “On-Time Progress Grade 9-11 Meets” error from 90% to 80%. KRIECH presented the final scorecard. Motion to approve the amended scorecard entered by HUEHLS, and second to motion was BERGER. Board member SCOTT was not present for the vote. No objections. Unanimous approval.

VII. Other Business

VENEKAMP shared that we are excited to have students back, but several are still in quarantine. This pandemic has been traumatic for students and families. It’s been great to have staff to support the social emotional needs.

VIII. Adjourn Meeting - Vote

HUEHLS made a motion for meeting adjournment, and LANNAN seconds. Board member SCOTT was not present for the vote. The motion was carried unanimously. The meeting adjourned at 7:46 pm.