

July 23, 2019 Board Meeting Minutes

Location: Matchbook Learning at Wendell Phillips School 63. 1163 N. Belmont Ave, Indianapolis, IN, 46222. Time: 5:00pm

Board in Attendance

Russell Menyhart-Board Chair - Phone
Douglas Hairston – Call in
Emily Vanest - Present
Bill Taft - Present
Ali King - Present
Maureen Donohue Krauss – Call in
Mike Cosack - Call In
Jenny Davis Poon -. Call in
Starla Hart - Present

Non Board Members Attending

Sajan George, Matchbook Learning CEO
Dr. Amy Swann, Matchbook Learning CAO & Principal
Don Stewart, Matchbook Learning Director of Operations
Sheila Corbin, Matchbook Learning K-2 Principal

5:00 pm: Welcome.

Greg Clark has resigned from the Matchbook Learning Schools of Indiana, Inc. Board. **Motion to accept Greg's resignation.**

Bill Taft made a motion to approve Greg Clark's resignation from the board, seconded by Ali King. All approved.

Emily Vanest motion to approve May 2019 Board Minutes, seconded by Bill Taft all approved.

[May 2019 Board Meeting Minutes.](#)

5:10 pm **FINANCE COMMITTEE REPORT.**

Year Ending June 30, 2019 Full Year Financials.

Cash on hand is \$553K as of 7.15.19 which is after payroll but before State Aid payment. Payroll (salary + benefits + employer taxes) for the period ending 07.15.19 is \$172K., but that includes \$29K of summer school that we'll be reimbursed for.

We need to select a year-end auditor to audit our financials (OEI requirement). We recommend engaging Donovan CPA firm. They did our internal controls audit before opening for OEI and so they are familiar with us, OEI and charter and school finance law. They have proposed an [engagement letter contract](#) for \$18,900 to audit the financial statements of Matchbook Learning Schools of Indiana, Inc. for the year ended June 30, 2019.

Motion to approve Donovan CPA for our External Auditor made by Ali King and seconded by Starla Hart. All approved.

Emily Vanest asked a question about the EOY budget and the line items due to the true up that IPS completed at the end of the year. Ensure we breakdown the costs for next year's budget.

Motion to approve June 2019 financials made by Douglas Hairston, seconded by Bill Taft. All approved.

June 2019 Financial Package.

Amy discussed all academic achievements that we have available and the growth that we made. Discussed the meeting we had with OEI (Mayor's Office), and they were pleased with the growth numbers from iRead. Douglas asked how the kids did that completed the test with Matchbook Fall to spring.

Sajan explained the state would look at the results in the same way as we look at Performance Series by calculating those children that took the test with Matchbook from year to year (162+ days in attendance).

Jenny asked about seventh grade results being low. Amy explained the challenges we had in seventh grade and discussed the plans to improve the results next year.

Mike Cossack asked if we could have the results of the school when Matchbook was not running the school. Amy explained that there were not results like iRead from the past data but would look into seeing if historical data pre-Matchbook was available.

Sheila Corbin spoke to some of the changes the school is making to assist in reading improvement. The school is establishing needs and creating interventions to assist in learning.

5:30pm ACADEMIC UPDATE

Amy to update on our [year-end academic performance](#). The State's I-STEP Assessment results we are still waiting on to be released.

We are required by OEI to have audited core question #4 from their Performance Framework: Is the School Providing Appropriate Conditions for Success? We have worked with Marian University (who provides this service) in the past and their costs are competitive. We recommend using them to conduct this audit for OEI.

Motion to approve Marian University to complete the Audit for our OEI Core Question #4 was made by Maureen Krauss, and seconded by Starla Hart. All approved

Approve [Marian U OEI Core Question #4 Audit Contract](#).

Sajan discussed updating monthly dashboard after state results come in from state testing. Also discussed enrollment being at 594 enrolled on a budget of 580. Discussed enrollment will probably increase with kindergarten growth. Russell asked about staff retention and if we lost any over the summer. Sajan explained we lost a teacher before they started due to them taking another job.

5:50 pm **OPERATIONS UPDATE**

[MBLI Board Monthly Dashboard](#). The Dashboard Goals need to be updated for the 2019-20 year. This needs to be assigned to a Board Member(s) and Dr. Amy Swann. See below. [CrossRoads MOU](#) for the Media Center's Learning Lab space is included in your Board packet (no cost).

Sajan discussed updating monthly dashboard after state results come in from state testing.

Sajan discussed moving the board meeting to every other month. It is important to get a day in the month where we have better attendance. Putting together committee's to assist push the board to assist the school. Discussed giving the finance committee the opportunity to be the approval for anything 10K and below. Bill brought an idea that the academic committee discusses thresholds of what the committee should be involved in. Unexpected service needs should be a finance committee task.

Sajan discussed different committees.

Emily Vanest – Finance (Lead)

Mike Cosack – Finance

Jenny Davis-Poon - Academics (Lead)

Sajan George – Academics

Ali King – Community (Lead)

Bill Taft – Community

Starla Hart – Community

Starla discussed the possibility of getting a new board member with academic experience to assist Jenny on the academic committee.

Discussed the best day of the week to have board meetings every other month. Looks like the board is leaning to having board meetings the third Monday of the month with a 5:00 start time ending at 6:30 PM. Leads of each Committee will work with Amy to update annual dashboard goals that CEO will report back to Board every Board meeting on.

6:00 pm **BOARD UPDATE**

As discussed during the Execution Session of the Board's Performance Review of the CEO last Board meeting, several opportunities exist to strengthen our Board, build on the flywheel of momentum we've created into our school's second year, and establish new stretch goals and align our leadership and Board capacity and capabilities around such:

1. Sajan George to transition from CEO to Board Chair effective August 1, 2019. Russell Menyhart to step down as Board Chair but remain on the Board.

2. Dr. Amy Swann to continue to lead our school, as combined Head of School & CEO.
3. Move Board Meetings to every other month (i.e. next Board meeting will be in September 2019) to get better in-person attendance by all Indiana residents of the Board.. Confirm if Tuesdays at 5pm still work best or a new day/time should be considered.
4. Establish Board Committees to deepen Board's engagement and participation, and leverage their skills and networks more effectively. Some possible committees and members are suggested below:
 - a. Finance: Emily Vanest & Michael Cosack. Continue to meet monthly, approve contracts, annual compensation strategy, fiscal budget, and liase with auditors.
 - b. Academics: Jenny Davis Poon. Connect at least thrice yearly with School Leadership to review Performance Series (and other) Academic results.
 - c. Governance, Discipline, Strategic Partnerships: Russell Menyhart, Bill Taft & Maureen Donahoe Krauss. Establish new dashboard goals for 2019-20.
 - d. Community Engagement: Ali King, Starla Hart, Douglas Hairston.
 - e. Strategic Partnerships: Bill Taft, Maureen Donahoe Krausse
 - f. Board Chair: Sajan. Liase with CEO, OEI, IPS and Mind Trust.
3. Discuss whether we should add another Board member and if so, the skill set sought.

Motion to approve Sajan moving from CEO (and an MBLI employee) to the MBLI Board, changing Board Chair from Russell to Sajan, and approving Amy as CEO and Head of School all effective August 1, 2019, and a new Board Meeting Calendar (every other Month starting in September 2019 on the 3rd Monday at 5pm) and the 3 Board Committees made by Ali King, seconded by Starla Hart, and all approved.

6:25 pm **PUBLIC COMMENTS.** *None.*

Motion to adjourn meeting by Starla Hart seconded by Bill Taft all approved.

6:26 pm Adjourn.