

## November 18, 2019 Board Meeting

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

### Board in Attendance

Sajan George - Board Chair – On Phone  
Russell Menyhart- On Phone  
Douglas Hairston - Present

Ali King - Present

Maureen Donohue Krauss - Present  
Mike Cosack – On Phone  
Jenny Davis Poon - On Phone  
Starla Hart – Present  
Bill Taft - Present  
Dr. Kurt Nelson -

### Non Board Members Attending

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

**5:00 pm: Welcome.**

**Vote to Approve linked [September 2019 Board Meeting Minutes](#).**

**Sajan asked for a motion to approve minutes. Maureen made the motion Starla seconded all approved.**

**Motion to move into executive session by Ali King seconded by Bill Taft. All approved.**

5:03 pm **EXECUTIVE SESSION**

- Personnel - Leadership & Merit Pay
- Student Behavior Issue Update

**Amy Swann discussed the threats at the school and the behavior issue. One of the students decided to do school work away from the school virtually. The other student confessed but was not very forthcoming. Items turned over to the police we are awaiting the outcome of the investigation. Board discussed possible expulsion for the second student because a weapon was brought to the school. Board decided to pursue full expulsion on the second student.**

**Motion to come out of executive session by Sajan George seconded by Ali King all approved.**

5:20 pm **FINANCE COMMITTEE REPORT**.

**Vote to Approve linked [October 2019 Financial Package](#).**

Our current cash position is \$1,097,439 with \$597,439 as cash on hand and \$500,000 in our future needs fund. Based on our finance committee goals, we are in a strong position. For the month of October we were approximately \$41K under budget. Payroll (salary + benefits + employer taxes) for the period ending 10.31.19 is \$176K.

Our current Average Daily Membership (ADM) for enrollment is 614. We will find out the week of the 18th of November what our true up monthly per pupil funds will be based on our September count day number of 609. If we continue to hold at 614 or increase then we will get a further increase in after the February count day.

Donovan CPA firm acting as our External Auditor completed a full financial audit of Matchbook Learning Schools of Indiana, Inc. for the year that ended June 30, 2019 the week of November 4th. We have not yet received their full report but will send it to the board as soon as we receive

it. As Don Stewart can explain to the board overall the audit was very thorough and very good. There were a few items that they wanted us to correct/get better at moving forward including two signatures on invoices and organizing our invoices based on vendors instead of by date so that they are easier for their review.

Finance committee is discussing a cell phone supplement for school leadership because they expected to utilize their personal cell phones, both phone minutes and data, for work during the school day (there aren't individual phones in leadership team offices, on nights, and weekends in order to stay connected to and support school and community needs.

The leadership merit pay discussed by the board in March of 2019 will be discussed in executive session.

**Amy discussed the overview of the financials to the board. Discussed the true up for count day and the possibility of amending the budget when the true up comes out for the next board meeting. Mike from the finance committee discussed some of the highlights from the finance committee meeting. Don spoke about the audit and discussed when the results could come out. Amy discussed the possibility of a stipend for admin personnel for their cell phones.**

**Maureen motion to approve cell phone stipend seconded by Ali King all approved.**

**Sajan made a motion to approve October financial package seconded by Starla all approved.**

5:25pm **ACADEMIC UPDATE**

Sheila Corbin will give the academic update from the October Academic Committee meeting.

Sheila Corbin will discuss how Project Based Learning is going and how the [Employability Skills](#) are being assessed K-8.

[According to OEI, for Core Question 3](#) and [Core Question 1](#), we met or exceeded all of their indicators for the 2018-19 school year. The Governance and Leadership Performance Framework, outlined in Core Question 3, gauges the academic and operational leadership of schools. Core Question 3 consists of six indicators designed to measure schools on how well their school administration and board of directors comply with the terms of their charter agreement, applicable laws, and authorizer expectations.

We have been hosting parent iRead 3 bootcamp sessions that will continue until the iRead 3 assessment this winter. We are working on a 3 part approach this year with targeted small group instruction, personalized learning leveraging Lexia, and helping our parents to understand and help their children learn the needed skills to pass iRead 3.

We also purchased and are starting to utilize the AirWays assessments with our students. The assessments are the same platform (except for some of the colors) as the iLearn assessment. Additionally, the questions come from the same item bank as iLearn which will help our students overcome the comfort barriers/fears with the format of the test and the way questions are asked.

Additionally, Tom VanderArk, author of Getting Smart as well as members of the Kauffman Foundation and educators from Kansas City visited our school on Nov. 12th and were really impressed and excited about our academic and restorative practices models. In fact, the Getting Smart team is already Tweeting about their visit and looking at including us in a blog soon.

Marian University is currently working on our full academic audit reviewing documents, interviewing staff, students, and parents, as well as observations of classes and meetings. The board will receive their audit report as soon as it is made available.

**Shiela spoke about the standards and the PBL projects. Teachers are using the employability 21<sup>st</sup> century skills for the standard and grading. Discussed if this standard would be reflected in iLearn. Discussed with the board if any of the board members would allow our teachers to allow our teachers to get knowledge of the industry. Ali said she would work on this with her committee. Trying to get our teachers the knowledge of jobs in a real world application. Amy discussed the academic audit and the OEI core question. Amy also spoke about getting smart and the group that came to our school. Marian will have academic audit out on Thursday and will share with the board.**

5:45 pm **OPERATIONS UPDATE**

The linked [Board 2019-20 Dashboard Goals](#) have been updated for review. We are on track for the majority of our goals. One of the two areas that need work in order to be met or on track are the number of teachers participating in leadership roles/activities. We believe that we will be able to meet and exceed this with the new Trauma Team that is being put together with training funded by our McKinney Vento Consortium. The other area is in Community Engagement. We have active partners for all areas however the in the area of Materials and Financial resources, we currently only have one partner and our goal is to have 4. We would love to have the Board support us and help us to increase our partners in this area.

Sajan George and Dr. Amy Swann discussed the Board Dashboard 2019-20 Goals once voted on and finalized, should be how the board evaluates Dr. Amy Swann and added to a new CEO contract for her. This can be further discussed in the Executive Session.

In discussions with IPS, community members, and the leadership team, it is recommended that Matchbook submit to IPS a letter of intent for restarting and/or expanding on the west side of Indianapolis in the next two years. IPS is now accepting 2-year letters of intent instead of just 1 year and as Jamie VanDeWalle pointed out, the letter of intent would not obligate Matchbook to restarting or expanding, it would merely open the possibility. We would not be ready for this next year as we are still laying the foundations and working on getting the data to show that we are moving in the right direction.

**Amy discussed the board goals and how the cyber threats have affected our attendance. Amy also discussed the competency-based report cards. Working on getting partners for financial and materials area on the dashboard for the board members. Sending list to board of items needed by the school. Amy discussed IPS wanting us to do a letter of intent to have another startup 2 years out. Amy also discussed appealing the grade from a D to a C.**

6:25 pm PUBLIC **COMMENTS.**

6:30 pm Adjourn