**January 20, 2020 Board Meeting**

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

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| **Board in Attendance** | **Non Board Members Attending** |
| Sajan George - Board Chair  Russell Menyhart- Phone  Douglas Hairston -  Ali King - Present  Maureen Donohue Krauss - Phone  Mike Cosack - Phone  Jenny Davis Poon -. Phone  Starla Hart – Phone  Bill Taft - Phone  Dr. Kurt Nelson - Present | Dr. Amy Swann, Matchbook Learning CEO & Head of School  Don Stewart, Matchbook Learning Director of Operations |

**5:08 pm: Welcome.**

**Vote to** **Approve linked** [**November 2019 Board Meeting Minutes.**](https://docs.google.com/document/d/1TaohXWhRF_kF5aVMa-J9shRaWakuuZ8KjXsv8efQmPw/edit?usp=sharing)

**Motion to approve November board minutes by Mike Cosack seconded by Alli King. All approved**.

5:05 pm **FINANCE COMMITTEE REPORT.**

**Vote to Approve linked** [**December 2019 Financial Package**](https://drive.google.com/open?id=11M7lOcpC38xI_fKMwr4WnjTC2lPq9Jk9)**.**

Our current cash position is $1,124,696 with $624,696 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 December we were approximately $18K under budget. Payroll (salary + benefits + employer taxes) for the period ending 12.31.19 was $179K.

**Motion to approve financial package by Bill Taft seconded by Kurt Nelson all approved.**

Our current enrollment is 616. The second count day for the state is February 3. If we continue to hold at 616 we will get a further funding increase.

**Dr. Swann discussed enrollment and some students that will affect attendance**.

Donovan CPA firm acting as our Eternal Auditor began completing 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. The State Board of Education in collaboration with State Representatives changed the expectations/rules of the audit mid-year (mid-audit) to a full line item audit which has put Donovan behind for us and other charter schools. As soon as we receive the completed audit, hopefully by January 31st, we will send it to the board.

The conclusion of the audit was discussed by the board. Donovan has stated the audit will conclude by 31 Jan 2020.

Finance committee reviewed an [amended 2019-20 budget](https://docs.google.com/spreadsheets/d/1dMSJVLZ3CIZchRssZi8FBzflreJkXYxYW_fR_HiY1gc/edit?usp=sharing) with the increased per pupil funding based on our fall count of 609 students. **Vote to approve** [**amended 2019-20 budget**](https://docs.google.com/spreadsheets/d/1dMSJVLZ3CIZchRssZi8FBzflreJkXYxYW_fR_HiY1gc/edit?usp=sharing)**.**

**Bill Taft asked if the ammended budget would be affected by the increase in teacher salaries. Dr. Swann replied that the ammended budget would not be affected by teacher salaries. Dr. Nelson asked about the increase in budget for conferences. The upcoming conferences were discussed by Dr. Swann.**

**Maureen Klauss motion to approve ammended budget. Seconded by Jenny Poon. All approved.**

During the November board meeting the board in executive session determined a one time school leader bonus for a successful startup year that needs a vote to approve. **Mr. George made a motion to approve Head od School bonus. Bill Taft seconded and approved by the board**. Additionally, the board determined that moving forward other than the state TAG grant, the board would like to make teacher salaries competitive and not rely on a bonus structure.

In order to maintain having competitive salaries for teachers in a very competitive market, Matchbook Learning must look at being competitive with the new IPS 2020-21 salary schedule. The IPS teacher salary range for the 2020-2021 school year is $47,800 to $90,000.

Based on the new IPS salary schedule, it is proposed that for 2020-21 Matchbook Learning set a new base for teacher salaries to $47,800 and likewise give proportionately competitive increases to all teachers. In order for the board to understand the [long term implications of raising the salaries projections have been done (linked) through 2038.](https://drive.google.com/file/d/15E-Goq_8nE-Ws_Wyoke9tcAWdnHSb-uD/view?usp=sharing)

Included in the salary projections for 2020 and beyond are the additional positions that we feel are needed in order to take Matchbook Learning further along the path towards our vision of a great personalized school. Those positions include additional special education and and EL staff members to support our increasing needs and a new Director of Personalization. [The Director of Personalization](https://docs.google.com/document/d/1gIz2n5MBSEgqcWrVYDSV5cgAUNPNpnAaSeEWmuywLkU/edit?usp=sharing) will help to strategically pull data and processes together to ensure alignment to our vision and to monitor our ROI on approximately $1 million annually in staff, hardware, and software as well as $1.3 million annually in grants.  **Dr. Swann discussed all the different scinarios of teacher raises. She ran several different scinarios that the board discussed. Bill Taft discussed a concern of matching IPS salaries with our current teachers. Jenny Poon discussed the duties and how much our organization asks of our teachers. Mike Kosack stated that the state increase ratio should be considered in the teacher salary conversation. Expansion was discussed as a proposal to ensure the company and the school stays financialy feesable. Board proposed that Dr. Swann revise the budget exercise in some specific arenas with salaries and vote at the next board meeting. Discussed the role of the Director of Personalization and how it could assist with areas that need support. Motion to approve the new position’s Dr. Swann purposed by Sajan seconded by Bill Taft all approved.**

5:45pm **ACADEMIC UPDATE**

Marian University completed our [full academic audit](https://drive.google.com/open?id=1n8wmYme8LsrTMZ_2fnDk2sV6eqKSFn45) for OEI’s question 4. Overall the results were very good and the audit team repeatedly stated to us that we are running a really good school. In fact they stated that our SIT program could be a model for the state. **Dr. Swann discussed the outcome of the academic audit.**

From the academic audit as well as a review of our data we have determined the need to focus on reading training for our staff going into the 2020-21 school year. In order to do that we would like board approval to spend 80% of our PD budget ($62K) on the [linked professional development contract with Marian University](https://drive.google.com/open?id=10lpQf4k1g2FWhasZiIT2ebW36MsqQx5T). This would ensure that all of our staff who teach SIT reading groups will be Orton Gillingham trained, have the materials they need for the reading strategy, and coaching through the fall for personalized development.  **Dr. Swann and Jenny disccused that this is a big spend but that this will help our staff to assist the children we are assiting. Motion to approve Marian contract by Bill Taft seconded by Jenny Poon all board members approved Dr. Kurt Nelson from Marion obstained.**

6:05pm **OPERATIONS UPDATE**

The linked [Board 2019-20 Dashboard Goals](https://drive.google.com/open?id=15PHpliQkU6JGHOYD05Q4_AMIGxvNOeVZ) have been updated for review. We are on track for the majority of our goals. One of the two areas that we have not met is our attendance goal. A few of the days that contributed to our goal not being met by 1% were weather delay days. On one of the weather delay days we had a bus that did not show up to pick up the kids. A few of the parents brought their kids and others did not. **Dr. Swann discussed some reasons that attendance dropped to yellow (94%)**.

The linked draft of our [2020-21 Calendar](https://drive.google.com/file/d/1n4tm3uwq7j2q0VwhxaTW_Np15ktijxQ_/view?usp=sharing) has been reviewed by the leadership team and the PTO for input and approval.  **Motion to approve 2020-21 calander by Kurt Nelson seconded by Ali King. All approved.**

Additionally, our [Quarter 2 OEI Compliance Report](https://drive.google.com/file/d/13OY6-NDFeCn5jE3iHMOmDe-UklFF45a1/view?usp=sharing) shows that we are fully in compliance and have been on time with our reporting and documentation.

6:35 pm **PUBLIC COMMENTS.**

6:40 pm Adjourn.