

**September 21, 2020 Board Meeting**

Location: <https://matchbooklearning.zoom.us/j/81371971260>

Time: 5:00pm

**Board in Attendance**

Sajan George - Board Chair – On Phone  
Russell Menyhart- On Phone  
Ali King - On Phone  
Maureen Donohue Krauss – On Phone  
Mike Cosack – On Phone  
Jenny Davis Poon -.On Phone  
Starla Hart – On Phone  
Bill Taft – On Phone  
Dr. Kurt Nelson – On Phone

**Non Board Members Attending**

Dr. Amy Swann, Matchbook Learning CEO & Head of School  
Don Stewart, Matchbook Learning Director of Finance  
Eric McGuire, Matchbook Learning Director of Personalization

**5:00 pm: Welcome. Roll call for attendance must be done with recorded verbal responses noted in the minutes. Additionally, any Board votes must also be done via roll call and recorded.**

<b>Attendance Roll Call</b>	
<b>Sajan George</b>	<b>Present</b>
<b>Russell Menyhart</b>	<b>Present</b>
<b>Ali King</b>	<b>Absent</b>
<b>Maureen Donahue Krauss</b>	<b>Present</b>
<b>Mike Cosack</b>	<b>Present</b>
<b>Jenny Davis Poon</b>	<b>Present</b>
<b>Starla Hart</b>	<b>Present</b>
<b>Bill Taft</b>	<b>Present</b>
<b>Dr. Kurt Nelson</b>	<b>Present</b>

<b>Vote to Accept Douglas Hairston resignation from board</b>	
<b>Sajan George</b>	<b>Motion</b>
<b>Russell Menyhart</b>	<b>Approve</b>
<b>Ali King</b>	<b>Absent</b>
<b>Maureen Donahue Krauss</b>	<b>Approve</b>
<b>Mike Cosack</b>	<b>Second</b>
<b>Jenny Davis Poon</b>	<b>Approve</b>

Starla Hart	Approve
Bill Taft	Approve
Dr. Kurt Nelson	Approve

The motion to accept the board resignation of Douglas Hairston carries.

Vote to Approve linked [July 2020 Board Minutes](#).

Vote to Approve Minutes	
Sajan George	Motion
Russell Menyhart	Approve
Ali King	Absent
Maureen Donahue Krauss	Second
Mike Cosack	Approve
Jenny Davis Poon	Approve
Starla Hart	Approve
Bill Taft	Approve
Dr. Kurt Nelson	Approve

The motion to approve th July 2020 Board minutes carries.

**5:05 pm - COVID Updates**

Eric McGuire will present some of our procedures and processes so that the board is aware of them. Additionally, we have begun to review our behavior policies and handbook to ensure that everything is aligned for our virtual students per the recommendation of the Academic Committee.

**Discussion: Dr. Swann explained ISDH COVID data dashboard and school's current status. Explained ISDH data is suppressed when case numbers are less than 5.**

**McGuire gave guidance on close contacts, Stewart explained process for extra cleaning, and notification of positive cases.**

**Board discussion around the number of cases, process and steps within school, and the Shalom guidance and exclusion chart.**

**5:15 pm - FINANCE COMMITTEE REPORT.**

Our current cash position is \$1,658,277 with \$1,158,277 as cash on hand and \$500,000 in our COVID Recession fund. Based on our finance committee goals, we are currently in a strong position for now. Legislatures and researchers have predicted that while state school funds have not yet changed, the upcoming school year will see cuts and the predicted decreases in funding will continue through 2025.

Restructuring is likely necessary due to the financial cuts coming and the board will be updated on the financial cuts as soon as we are aware of the amounts. The finance committee feels that the current financial goals remain the right goals with a shift from Future Needs Funds to COVID Recession Funds. **Vote to approve the linked [Current Financial](#) position and the [2020-21 dashboard financial goals](#), both of which Mike Cosack is prepared to discuss.**

<b>Vote to Approve Current Financial Position (all three)</b>	
<b>Sajan George</b>	<b>Approve</b>
<b>Russell Menyhart</b>	<b>Approve</b>
<b>Ali King</b>	<b>Approve</b>
<b>Maureen Donahue Krauss</b>	<b>Approve</b>
<b>Mike Cosack</b>	<b>Motion</b>
<b>Jenny Davis Poon</b>	<b>Second</b>
<b>Starla Hart</b>	<b>Approve</b>
<b>Bill Taft</b>	<b>Approve</b>
<b>Dr. Kurt Nelson</b>	<b>Approve</b>

The motion to approve all three current financial position documents carries.

**Discussion:** Dr. Swann noted that the school is in a strong position and that the committee reviewed the goals. Mike Cosack noted the budget regarding transportation noted the need for transportation out of pocket all year, and stated that this will be impacted by IPS' decision to return starting October 5, 2020. Mike also commented regarding the status of PPP loan. Dr. Swann noted the increased line item costs for technology and textbook fees as a function of operating school under two educational models during COVID.

<b>Vote to Approve Financial Goals</b>	
<b>Sajan George</b>	<b>Approve</b>
<b>Russell Menyhart</b>	<b>Approve</b>
<b>Ali King</b>	<b>Absent</b>
<b>Maureen Donahue Krauss</b>	<b>Approve</b>
<b>Mike Cosack</b>	<b>Motion</b>
<b>Jenny Davis Poon</b>	<b>Approve</b>

<b>Starla Hart</b>	<b>Approve</b>
<b>Bill Taft</b>	<b>Second</b>
<b>Dr. Kurt Nelson</b>	<b>Approve</b>

**The motion to approve the 2020-2021 Financial Goals carries.**

A financial item discussed with the finance committee, the academic committee, and the Board Chair is the possibility of allowing the new [Teacher Professional Relations Group](#) to be empowered with a budget of \$2,400 per month that they would be allowed to collectively spend on increasing staff morale, supporting and celebrating staff, and working on internal culture and community engagement. **Vote to approve a monthly budget for the Teacher Professional Relations Group.**

**Discussion: Mike Cosack and Sajan George discussed teacher professional relations group and monthly budget. Dr. Swann shared the idea for teachers to be empowered to use this particular funding for internal staff culture. Sajan noted the necessity for staff involvement in determining how to address COVID specific needs to support internal morale.**

<b>Vote to Approve Teacher PRG Monthly Budget</b>	
<b>Sajan George</b>	<b>Motion</b>
<b>Russell Menyhart</b>	<b>Approve</b>
<b>Ali King</b>	<b>Approve</b>
<b>Maureen Donahue Krauss</b>	<b>Approve</b>
<b>Mike Cosack</b>	<b>Absent</b>
<b>Jenny Davis Poon</b>	<b>Approve</b>
<b>Starla Hart</b>	<b>Second</b>
<b>Bill Taft</b>	<b>Absent</b>
<b>Dr. Kurt Nelson</b>	<b>Approve</b>

**The motion to approve the monthly budget for the Teacher Professional Relations group carries.**

**6:35 pm ACADEMIC UPDATE**

We will begin with an academic look at where we are currently that Eric McGuire put together for us to help with the framing of the academic committee's conversations and goal setting.

The academic committee met and reviewed the goals for Student Success, Staff Recruitment, Staff Development, and Staff Retention. The goals that the committee felt should be adjusted or noted that Jenny & Kurt can speak to are the following:

- The 95% attendance rate will remain the goal because students can attend both virtually and in person however we are putting an \* with a notation that COVID may affect the rate.

- The goal for behavior incidents leading to suspension last year was fewer than 550. Since our total incidents were much lower than this, the committee decided to dramatically decrease the goal to fewer than 200 incidents leading to suspensions.
- The committee also split apart the goal for 80% of students achieving at least 1 year's worth of growth on the Performance Series assessment into separate line item goals with one for math and one for reading.

The updated goals are in the [linked draft board goals dashboard](#) for the board to vote on.

**Discussion: Eric McGuire provides updated slides to discuss review of academics. Jenny Poon commented on COVID slide and the consistent drop in starting scores across the nation. Dr. Swann updated the board regarding the increase in virtual enrollment. Eric McGuire shared the academic engagement updates and attendance rate YTD.**

**Jenny Poon shared rationale for not lowering standards or academic goals for every student. The academic committee did not want to lower expectations for kids at a most crucial moment.**

**Dr. Nelson shared the need not to lower goals on attendance rates due to attendance as well as lowering goals for discipline from 550 to less than 200. Dr. Nelson also pointed to the 80% of 1 year growth goal separated for both mathematics and reading.**

<b>Vote to Approve Academic Revised Goals</b>	
<b>Sajan George</b>	<b>Approve</b>
<b>Russell Menyhart</b>	<b>Approve</b>
<b>Ali King</b>	<b>Approve</b>
<b>Maureen Donahue Krauss</b>	<b>Approve</b>
<b>Mike Cosack</b>	<b>Approve</b>
<b>Jenny Davis Poon</b>	<b>Motion</b>
<b>Starla Hart</b>	<b>Approve</b>
<b>Bill Taft</b>	<b>Approve</b>
<b>Dr. Kurt Nelson</b>	<b>Second</b>

**The motion to approve the 2020-2021 revised academic goals carries.**

#### **6:50 pm COMMUNITY UPDATE**

The Community Committee will be meeting later this month and will have an update in the next board meeting. Really exciting updates include Eagle Church doing a bucket and supply drive to ensure our teachers and classes had individual kids supplies when we opened.

An upcoming need that the board could help with is getting us bags of candy and ziplock bags to seal candy into so that we can do a drive through Trick or Treat event that is both socially distanced and safe for the community.

We are planning to still do our annual Celebrations of Learning only; they will be virtual this year and we look forward to updating the board further as we get closer to December.

**Discussion: Dr. Swann updated the board on the bucket and supply drive to ensure all students have supplies. Buckets are provided for all students for lunches and learning outside. Dr. Swann is looking for help from the board to support community Trick or Treat drive through. Also, Dr. Swann provided an update that the winter celebration of learning will be fully virtual.**

**Ali King provided a brief overview of City Life Wheels and the 7-9 students who are starting this program from Matchbook Learning.**

#### **6:50 pm OPERATIONS UPDATE**

We have our first [Matchbook Learning video of the 2020-21 school year](#), if you haven't watched it, enjoy!

We have begun drafting this linked [Whistle Blower Policy](#) for the board to review and give feedback on before we present it for a vote in the November board meeting.

The last thing that we would like the board to begin discussing and considering is the **possibility of expansion by opening a fully virtual school** for the 2021-22 school year. Our thoughts are two fold that we will have students who want to remain fully virtual past this school year and it is a possible way to raise revenue during the upcoming legislative budget cuts. When considering this we are thinking about 3 things. Is starting a virtual school:

- **Viability** - Lower overhead cost, lower state funds 85%, number of students to staff ratio)
- **Feasibility** - Do we have the academic, social emotional, special education, and EL supports to do this well? What charter authorizer would we utilize and what is the timeline?
- **Desirability** - # of kids who are currently virtual that want to remain virtual, # of kids that were at previous virtual schools that have switched to our virtual school option, support from the community

Is this an avenue the Board would like us to pursue? What are the questions the board would like answered?

**Discussion: Bill Taft raised a clarifying question about how our model might/would translate to fully virtual. What is our secret sauce? What is distinctive about Matchbook virtual vs. another brick and mortar Matchbook restart? Jenny Poon shared excitement about successes during virtual due to COVID in spring 2020, with the potential to continue that opportunity in future years. JP question 1: do no harm to MBL @ WP 63. How does MBL virtual impact MBL in regards to staffing, model, instruction, etc. JP another question regarding part time vs. full time enrollment, e.g. certain credits. Also funding based on completion of credits vs. ADM.**

**Ali King raised questions regarding success rates in virtual learning for similarly situated students for at-risk students. Sajan George noted the 'secret sauce' of Matchbook is the shared vision around community focus. Posed the option of fully virtual students with fully in person staff. This would be within a building to replicate the successes of Matchbook Learning while having students remain virtual.**

**Board is supportive of the move to formulate a feasibility plan for a fully virtual Matchbook Learning school, both from a planning process as well as compiling data around parent/student perceptions. Bill Taft focused on pros and cons of virtual only over restart.**

#### **6:25 pm PUBLIC COMMENTS.**

**B. Springstun (teacher) raised a question of schedule for UV wrapping and when that has been occurring. CEO and Director of Finance noted schedule within 3-5.**

**Sarah Terrell (teacher) raised a question about expansion of Pre K. Noted possible state level grants/funding to support this option.**

**6:30 pm Adjourn.**

<b>Vote to Adjourn</b>	
<b>Sajan George</b>	<b>Motion</b>
<b>Russell Menyhart</b>	<b>Approve</b>
<b>Ali King</b>	<b>Approve</b>
<b>Maureen Donahue Krauss</b>	<b>Second</b>
<b>Mike Cosack</b>	<b>Absent</b>
<b>Jenny Davis Poon</b>	<b>Approve</b>
<b>Starla Hart</b>	<b>Approve</b>
<b>Bill Taft</b>	<b>Absent</b>
<b>Dr. Kurt Nelson</b>	<b>Approve</b>