

**Matchbook Learning**  
**September 20, 2021 Board Meeting**

**Location:** In Person at: 1163 N Belmont Ave, Indianapolis IN 46222

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

**Time:** 5:00pm

**Board in Attendance**

Sajan George - Board Chair  
 Ali King  
 Maureen Donohue Krauss  
 Mike Cosack  
 Jenny Davis Poon  
 Bill Taft  
 Dr. Kurt Nelson  
 John Polk  
 Kayla Moody-Grant

**Non Board Members Attending**

Dr. Amy Swann, Matchbook Learning CEO & Head of Schools  
 Don Stewart, Matchbook Learning Director of Finance

**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.**

Attendance Roll Call	
Sajan George	Present
John Polk	Present
Ali King	Present
Maureen Donahue Krauss	Absent
Mike Cosack	Absent
Jenny Davis Poon	Present
Bill Taft	Absent
Dr. Kurt Nelson	Present
Kayla Moody-Grant	Present

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

Vote to Approve May Board Meeting Minutes	
Sajan George	Motion
John Polk	Second
Ali King	Approve
Maureen Donahue Krauss	Absent
Mike Cosack	Approve
Jenny Davis Poon	Approve
Bill Taft	Absent
Dr. Kurt Nelson	Approve

Kayla Moody-Grant	Approve
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**The motion to approve July 2021 board minutes carries.**

**5:35 pm - COVID Updates**

Eric McGuire will update the board on our current status based on the most recent information from the health department. At this point we are fully masked and have had more staff and student cases in comparison to last year but are still operating well in person with the case transmissions being traced from outside of the school.

**Dr. Swann briefed that the schools current risk level is Green based on MCPHD guidance.**

**5:40 pm - FINANCE COMMITTEE REPORT.**

Our current cash position is \$2,425,113 with \$925,113 as cash on hand and \$1,500,000 in our Future Needs Fund. Based on our finance committee goals and the goals OEI has for us, we are currently in a strong financial position.

An additional note is that we are one of 3 districts in the state that have just been awarded a 5 year annual Project Aware Grant! Matchbook’s allocation for this coming year will be \$113,498.32 (\$75,000 for a Mental Health Coordinator + \$38,498,32 per pupil allocation that we can use for GoGuardian to help us stay on top of student mental health needs). This will be amended into the budget next Board meeting, at which time we will need to vote on an amended 2021-22 budget.

**Ali King asked about the flags for Go Guardian and Dr. Swann explained the flagging and the safeguards.**

**John Polk discussed the possibility of interest bearing accounts. Don is working with the accountants to get the appropriate answer.**

**Vote to approve the linked [Current Financial Position](#).**

Vote to approve current financials	
Sajan George	Approve
John Polk	Motion
Ali King	Second
Maureen Donahue Krauss	Absent
Mike Cosack	Absent
Jenny Davis Poon	Approve
Bill Taft	Approve
Dr. Kurt Nelson	Approve
Kayla Moody-Grant	Approve

**The motion to approve current financial position carries.**

**5:55 pm COMMUNITY UPDATE**

Since the last board meeting we helped to co-host the Black and Brown Get Down that also launched the community engagement with the historically reinvisioned Belmont Beach.

Also, the Friday before school started we had our outdoor back to school bash with fun activities and food such as ice cream sundays from Young Days for kids, bike races with Nine13, community partners for family support, and job booths for parents. One of the groups Natalie Woods ensured was at the bash to help our families was the IU's Child Passenger Trainer Program and they were able to:

- Complete 18 inspections
- Replace 18 car seats
- Serve 8 families

### **6:00 pm ACADEMIC UPDATE**

We have now started doing monthly Instructional Rounds which include academic and nonacademic members of leadership as well as two teachers per round. If any Board member would like to join us for Instructional Rounds, please reach out and Dr. Swann will send an invite for the next month. For a description of the what, why, and how procedures/protocols we utilize for instructional rounds, please see the linked [Copy of Instructional Rounds](#) document. (Note that due to COVID each classroom is observed for 10 minutes vs the traditional 20 minutes.)

From the first round we discovered:

#### **Our 3 Observed Strengths:**

1. **Visuals** -- helping students know what they are doing, for how long, and the why/objectives/standards
2. **Platform Engagement** -- students remaining engaged on the academic platforms during personalized time; students were not surfing random sites.
3. **Strong academic vocabulary utilized**

#### **Our 3 Areas to Work On:**

1. **Procedures** -- How do students know what to do? How do we encourage engagement?
2. **Engagement via Accountability** -- How are we holding students accountable to their learning and tasks at hand?
3. **Rigor** -- How are we challenging students?
  - a. From our observations, we noted that  
High rigor = High engagement  
low rigor = low engagement

The results of our Instructional Rounds will be shared with the faculty in our next staff meeting, presented by the teachers that participated along with strategies to support the first two areas we need to work on. The 3rd area, rigor, will be worked on through weekly PLCs and ongoing training and support throughout the year utilizing the Rigor and Relevance research and resources.

**Board discussion: Jenny Davis Poon asked what happens after the Instructional Rounds. Dr Swann explained the next steps when it comes to coaching in between the next Instructional Rounds.**

Jenny Davis Poon also asked about an opportunity to ask systemic questions to our educators. Dr. Swann explained how leadership can address these systemic questions.

**6:10 pm OPERATIONS UPDATE**

Linked is the [OEI report](#) showing that we met or exceeded all of their operational goals for the 2020-21 school year. Also linked is the Board's [Goal Tracking Dashboard for 2021-22](#). The goals were sent to the Board for review in July and have been updated by the Academic Committee with changes they wanted to see for 2021-22.

**Sajan George discussed the possibility of placing I-LEARN targets as well as Performance Series.**

Vote on Goals for 2021-22	
Sajan George	Motion
John Polk	Approve
Ali King	Approve
Maureen Donahue Krauss	Absent
Mike Cosack	Absent
Jenny Davis Poon	Approve
Bill Taft	Absent
Dr. Kurt Nelson	Approve
Kayla Moody-Grant	Second

The motion to approve board goals for 2021-22 carries.

Dr. Swann shared with the board that Trine University has sent the Charter contract for the High School. Kayla Moody-Grant is going to review the contract.

**6:15 pm - Executive Session for Dr. Swann's Annual Review**

**6:35 pm - 3% pay increase for the current year retroactive to July 1 2021 . \$1,000 dollar retention bonus approved by the board.**

**7:00 PUBLIC COMMENTS.**

**7:05 pm Adjourn.**

Vote to Adjourn	
Sajan George	Motion
John Polk	Approve
Ali King	Second

<b>Maureen Donahue Krauss</b>	<b>Absent</b>
<b>Mike Cosack</b>	<b>Absent</b>
<b>Jenny Davis Poon</b>	<b>Approve</b>
<b>Bill Taft</b>	<b>Absent</b>
<b>Dr. Kurt Nelson</b>	<b>Approve</b>
<b>Kayla Moody-Grant</b>	<b>Approve</b>