

**Matchbook Learning  
November 14, 2022 Board Meeting**

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

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1163 N Belmont Ave. Indianapolis, IN, 46222

**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  
Aaron Etherington, Matchbook Learning Principal  
Don Stewart, Matchbook Learning Director of Finance

**5:00 pm: Welcome. Roll call:**

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

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

Vote to Approve September Board Meeting Minutes	
Sajan George	Approves
John Polk	Approves
Ali King	Approves
Mike Cosack	Approves
Jenny Davis Poon	Approves
Bill Taft	Approves
Dr. Kurt Nelson	
Kayla Moody-Grant	

**Mike Motion to approve May Board Minutes Sejan Second the motion.**

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

Our [current cash position](#):

National Bank of Indianapolis	\$ 780,875
NBI-Future Needs Fund	\$ 1,500,000
Capital Improvement Project-Future Needs Fund	\$ 412,500
<b>Total Cash On Hand</b>	<b>\$ 2,693,375</b>

Based on the goals OEI has for us, we are currently in good shape. You can see this from [the linked OEI charts on their Core Question 2](#). Our current financials show the need to adjust the budget with the funds we accounted for and have not spent so far this year:

- Moving 60K from the 7210 salaries and wages line item and spread to Meals 8320 and Lodging 8330. 20K to meals and 40K to lodging.
  - This would accommodate the lower salary of the teachers because of the initial costs of the J1 Visa program.
  - This would also give us the room in the salary line to hire 4 more people at the 50K salary rate. The academic committee will be discussing the positions we still need to hire for and how we have been covering them during their meeting on the 15th.
- Moving 8,000 from 8230 equipment and rental maintenance to custodial for snow removal.
  - Hiring an hourly person on days when we need snow removal. This will become an issue with the portables and that aluminum ramp.

Our annual financial audit began today. We should have their report for you by the next Board meeting.

In doing our due diligence for benefits again this year we have found a PEO service provider Amplify that can provide all of the services that TriNet used to provide as well as less expensive health care costs for the upcoming year. We compared Amplify to our current providers and to GMS another PEO service provider. In doing the analysis we found that switching to Amplify will save us approximately \$74K per year while improving services for our employees by streamlining the HR, benefits, and payroll processes for them. The healthcare would switch from United Health Care to Aetna which provides comparable coverage, deductibles, and options for doctors and medical providers. Here is a link to the [financial comparisons](#) and a link to the [services the Amplify provides](#).

In switching to Amplify as our PEO we will also be moving our retirement plan from TriNet to Amplify which means that our retirement plans will be through Slavic 401K. The Slavic 401k Plan Custody - Plan funds are held in custody by Fidelity Investments and are traded through the Fidelity platform. **This switch needs a Board Resolution.**

**Board Resolution to move to Amplify as our PEO including health benefits and our 401k plans.**

**Vote:**

Vote to approve current financials and going over budget in the area of curriculum.	
Sajan George	Yes

John Polk	Yes
Ali King	Yes
Mike Cosack	Yes
Jenny Davis Poon	Yes
Bill Taft	Absent
Dr. Kurt Nelson	Absent

**Vote to approve linked [Current Financial Position](#) and budget adjustments.**

Vote to approve current financials and going over budget in the area of curriculum.	
Sajan George	Yes
John Polk	Yes
Ali King	Yes
Mike Cosack	Yes
Jenny Davis Poon	Yes
Bill Taft	Yes
Dr. Kurt Nelson	Absent
Kayla Moody-Grant	Absent

**Bill Motioned to approve current financial position Sejan Second the motioned Mike Motioned and Sejan Second the motion**

**5:45pm - Building/Land Updates:**

We have a purchase agreement for [1401 Indiana and 1151 W 16th St.](#) The building committee interviewed Construction Management groups and have selected Ameresco as the lead with Garmong supporting the construction side of the project. Our next steps are interviewing architects and finalizing our team.

- Financing update. Due to the fluctuating bonds and interest rates we are still working on looking at multiple financing options to ensure that we get the best rate possible.
- August Mack is completing a Phase 1 environmental study on the property for us.

[Vision Board for Matchbook College, Career, & Technical Institute Building.](#) Please send me any pictures or items that you want to add. We can create more pages together.

**Motion/Recommendation that the building committee proceeds in retaining Ameresco as our General Contract Management group, that the building committee can also select an architect, and that the building committee can proceed with the process to get to a guaranteed maximum price with the pre-development costs not to exceed \$500K \_\_\_\_\_**

Vote to approve	
Sajan George	Yes

John Polk	Yes
Ali King	Yes
Mike Cosack	Yes
Jenny Davis Poon	Yes
Bill Taft	Yes
Dr. Kurt Nelson	Absent
Kayla Moody-Grant	Absent

**Ali Motioned to approve Bill second the motion**

**4:45 pm COMMUNITY UPDATE**

Trunk or Treat was a huge success and we are thinking of ways to grow the event for next year.

Thanksgiving drive-thru dinner is November 17th from 5:45-7pm. We need additional help serving the food and handing it to cars as they pull up. Please let Swann or Woods know if you are willing to come and help.

- Eagle Church is providing the meal
- Ben/Redeemer Church is providing desserts

The Winter Celebration of Learning is taking place December 15th from 6:00-7:30 pm

-We will be doing toys for tots that day as well. We will need extra hands to hand out toys to families.

\*If you are willing to help please let Woods or Swann know.

-The Zionsville Moms have also decided that they want to help again with new or used toys. We will need extra hands with them as well to help parents select items for their kiddos.

-Ben/Redeemer Church are looking to host a coat drive as well so Families can pick-up coats at this event.

-Ben/Redeemer Church is also working on a winter needs list for teachers.

**5:25 pm ACADEMIC UPDATE**

We are still in need of 3 more intervention teachers and 3 certified classroom teachers. We are advertising and promoting these positions. 3 teachers were removed from classes after the year began and 1 new teacher was recruited to a different school.

Our observation data shows that while we are showing improvements over the last few months, we have a long way to go. The academic committee will be reviewing observation data and discussing ideas for improvement in our meeting on the 15th. In January we will be taking the MAP assessment and should have more initial interim data to share with the board.

**5:45 pm OPERATIONS UPDATE**

**The IPS renewal process has begun.** Our site visit went well and we are now working on scheduling a time to sit down and begin looking at the renewal terms. Once we have a contract from IPS that will be sent to our attorney Heather Haily and will be shared with the board. The vote for our renewal was initially to take place during the December IPS board meeting but with the delays in their restructuring plans, it

might not occur until the January board meeting. As soon as we have the dates we will let you know so that hopefully in town board members are able to come to the board meeting to support us.

[2022-23 Board Goals Dashboard](#)

**5:55 PUBLIC COMMENTS.**

**6:00 pm** Adjourn.

Vote to Adjourn	
Sajan George	Yes
John Polk	Yes
Ali King	Yes
Mike Cosack	Yes
Jenny Davis Poon	Yes
Bill Taft	Yes
Dr. Kurt Nelson	Absent
Kayla Moody-Grant	Absent

**Motion to adjourn meeting John. Meeting adjourned at 6:16PM.**