

APPROVED



## IMSA Governing Board

### Minutes

#### Board of Directors

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##### **Date and Time**

Saturday February 17, 2018 at 10:00 AM

##### **Location**

Indiana Math and Science Academy North, 7435 N. Keystone Avenue, Indianapolis, IN 46240

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##### **Directors Present**

D. Coats, D. Pierson, J. Sparks, M. Chisely, M. Gonulalan, R. Ernst, T. Miller

##### **Directors Absent**

B. Guler, B. Valentine-Watts

##### **Ex Officio Members Present**

H. Dulgeroglu (remote), J. Brown, M. Arslan, M. Atlihan, M. Dunn, O. Secen

##### **Non Voting Members Present**

H. Dulgeroglu (remote), J. Brown, M. Arslan, M. Atlihan, M. Dunn, O. Secen

##### **Guests Present**

K. Pattison, Shruti Shrivastava

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B.**

### **Call the Meeting to Order**

D. Coats called a meeting of the board of directors of IMSA Governing Board to order on Saturday Feb 17, 2018 at 11:04 AM.

### **C. Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

### **D. Adopt the Agenda**

D. Pierson made a motion to adopt the agenda.

T. Miller seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. Public Input**

D. Coats opened the floor for public input. No public input was given.

## **II. Approval of Minutes**

### **A. Approval of January 20, 2018 Board Meeting Minutes**

R. Ernst made a motion to approve minutes from the Board of Directors on 01-20-18 Board of Directors on 01-20-18.

T. Miller seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **III. New Business**

### **A. Enrollment Presentation**

M. Dunn shared the re-enrollment/enrollment presentation.

IMSA North and IMSA West both have approximately 70% of their re-enrollment forms turned in. There is an expected turn over of about 10% of the students. These numbers are about the same as last year, so we are trending on track. Our current methods of outreach to our parents and prospective parents are: Postcard mailings, Google Ads, Facebook. We have made some updates to our website so that it is easier for parents to enroll. R. Ernst asked if we do any student based marketing? O. Secen stated that they are working on some student and parent based incentives. They are looking for more ways to use parents and students for recruiting. T. Miller spoke about the zip code recruiting from the enrollment meeting he attended. He suggested that board members contact organizations that they have connections with in those areas. He also suggested getting the board more involved in getting to know the new students, having them go out and meet them possibly. M. Chisley asked what were we doing as far as outreach since we are basically half way through the re-enrollment process. They are calling the

parents to get the forms in, having teachers reach out to the student and/or the parent to get the forms turned in.

West currently has 366 out of 520 re-enrolled for 2018-19 school year

North currently has 358 out of 570 re-enrolled for 2018-19 school year

It was requested that we send the Enrollment Meeting schedule to the board, so they may attend if they are interested.

## **B. Student Fees Policy**

M. Dunn shared the updated Student Fees Policy with the board. The board asked what IPS student fees are and it was not known, but suggested that it was looked into. The fees were approved with the addition of the waiver statement added to the athletic fees.

D. Pierson made a motion to approve the Student Fees Policy with the one revision of the waiver statement added to the Athletic Fees.

M. Gonulalan seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **C. Dashboard - Deficiency Requirement**

M. Dunn shared the dashboard template. This is a deficiency item. K. Pattison had shared an example of what they are looking for and this was what was designed for IMSA. This is a monthly dashboard and therefore will be updated on a monthly basis. He asked that members start thinking of questions that they might have and that this is a work in progress and open to feedback and input from the board. D. Pierson asked that in addition to the dashboard that there be additional information on the items in red.

Green = Meets standards

Yellow = Approaching Standards

Red = Does not meet standards

M. Arslan suggested having a legend on the dashboard stating what each color represented.

R. Ernst asked for the responsible party to be added to the line items. It was discussed that the Principals are ultimately responsible for the items for their school. The responsible party depends on the level, there is school level, regional level and Concept level. D. Coats suggested that we get a better idea of how it is going to work and then decide about the responsible parties.

## **IV. Governance Committee**

### **A. Governance Committee Report**

D. Coats, the Mayor's office has requested that we add a lawyer to our board. If anyone knows an attorney please reach out to them. The best option is through personal knowledge, J. Sparks, what kind of questions would come up for a legal person. K.

Pattison, it would be more so that board can keep their finger on the pulse. Legal people tend to be very strategic thinkers. They can bring this thinking to the board. It may not be something that you want to do, but it is something you should do as it is part of the deficiency letter.

D. Coats suggested that at the May meeting be a board retreat, a time to sit down and have deeper discussions and reflections. It would start at 9 am and go until about 2 pm., with a lunch. R. Ernst suggested that there be a committee to put this event together, it would be the Board Chair and the Committee Chairs, D. Coats, R. Ernst, T. Miller, J. Sparks. There will be more information to follow.

## **B. What Was Learned From IMSA South Closing**

The Board went into Executive Session at the end of the regular meeting to discuss this.

## **V. Academic Excellence Committee**

### **A. Academic Excellence Committee Report**

M. Chisley passed out a survey to the Academic Excellence Committee members to see which of the six topics on the list were their preference to tackle first. They were to order the items from 1 - 6 with 6 being the most important one to them and 1 being the least. He then passed it out to the other members to fill out if they chose to. M. Chisley will be looking for articles and information on the topics for discussion and he will send them to J. Brown and she will send them out to the members prior to the meeting so that they have time to read them and develop notes and questions. M. Dunn went over the growth numbers for North. It was decided that they would go with the 3 - 5 % target to submit to the Mayor's office. They will of course work towards a higher percentage.

## **VI. Finance Committee**

### **A. Approval of January 2018 Financial Reports for North**

T. Miller talked about the revised budget for North, they started off with a \$1200 deficit and brought that to a \$3500 profit at the end of the 17-18 fiscal year. There was a little increase in salary, as well as money spent on Chromebooks. West will be absorbing some of the marketing costs. After attending the budget review meeting, T. Miller said he understood more clearly the need to improve the enrollment as well as improve our school grade. These two items will make a big difference.

There was nothing unusual on the vouchers, one thing that did come up is that they use teachers as substitutes and that cost is \$90 per day where a sub costs \$125 per day. We also talked about how much they spend on pizza and how we could turn that into a positive for the school. The recommendation from the committee was made to approve the items as is.

T. Miller made a motion to approve the financials for IMSA North.

J. Sparks seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **B. Approval of January 2018 Financial Reports for West**

T. Miller talked about the revised budget for West, they started off with a \$3400 deficit and brought that to a \$9800 profit at the end of the 17-18 fiscal year. One difference is that West is paying their management fees. They will also be receiving the 21st Century grant and that is \$200,000 for three years. He has lots of confidence in the way they can make budget changes without affecting academics.

There were not items that stood out in the vouchers except that they are spending \$96,000 a year for cleaning. It was suggested that maybe there was a way to reduce that amount by having it a work study program.

There was nothing unusual on the vouchers and the recommendation from the committee was made to approve the items as is.

T. Miller made a motion to approve the financials for IMSA North.

J. Sparks seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VII. Development Committee**

### **A. Development Committee Report**

J. Sparks, talked about fundraising and what type of things they can do, items suggested were:

- Papa Johns event night
- IMSA Golf Shirts
- Calendars - student generated artwork

Non fundraising - Attendance - how can we increase our profile

These items will be discussed at the next Development Committee meeting. D. Coats, I am very positive about these items.

## **VIII. Principals' Corner**

### **A. School Updates**

O. Secen passed out an event calendar, and shared that they had received approval for the 21st Century grant.

M. Atlihan shared that they are getting ready for ISTEP and that one of their students took first place in an essay contest for IMPD.

## **IX. Closing Items**

### **A. Adjourn Meeting**

12:25 the Board moved into the Executive Session.

D. Pierson made a motion to adjourn the meeting.

T. Miller seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:50 PM.

Respectfully Submitted,

J. Brown