



# IMSA Governing Board

## Minutes

### Board Meeting

Board Meeting

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#### Date and Time

Saturday October 21, 2023 at 10:00 AM

#### Location

7435 N. Keystone Avenue  
Indianapolis, IN 46240

Room 107

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#### NOTICE

**THIS MEETING WILL BE HELD IN PERSON AT  
7435 N. Keystone Ave., Indianapolis, IN 46240**

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#### Directors Present

B. Valentine-Watts, D. Pierson, J. Sparks, N. Coleman, T. Miller (remote)

#### Directors Absent

C. Frazier, F. Abamislilimova

#### Ex Officio Members Present

B. Garrett, E. Kersey, H. Dulgeroglu (remote), J. Brown, M. Arslan, M. Atlihan, R. Huddle

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### Non Voting Members Present

B. Garrett, E. Kersey, H. Dulgeroglu (remote), J. Brown, M. Arslan, M. Atlihan, R. Hurrle

### Guests Present

M. Office

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

J. Sparks called a meeting of the board of directors of IMSA Governing Board to order on Saturday Oct 21, 2023 at 11:13 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

B. Valentine-Watts made a motion to adopt the agenda.

T. Miller seconded the motion.

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

## II. Approval of Minutes

### A. Approval of September 16, 2023 Board Meeting Minutes

D. Pierson made a motion to approve the minutes from Board Meeting on 09-16-23.

B. Valentine-Watts seconded the motion.

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

## III. Finance Committee

### A. IMSA North September 2023 Financials

#### IMSA North Financial Overview:

- H. Dulgeroglu reports IMSA North's revenue at approximately 20%, with expenditures around 18%.
- No major issues were noted.

#### October Expenses:

- Several large expenses were incurred during October.

**BVW Purchases:**

- Clarification sought on BVW purchases over \$5,000 being one-time expenses.
- Response from HD: Affirmed as one-time expenditures.

**Vouchers - Finance Committee:**

- Payments to the sub-company discussed.
- Covered substitute teachers for absenteeism and professional development.

**International Teachers and Sub Expenses (August):**

- Paid for substitutes for 3 international teachers in August.
- Savings in the general fund; insurance and benefits covered by the sub-company.

**Decision on Small Bus Purchase:**

- Board's decision to replace rental vans with another small bus.
- Details are to be provided by Mr. Johnson.

**Van Acquisition Process:**

- Utilizing a company to find a certified activity bus.
- Budget allocated: \$50,000.

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

N. Coleman seconded the motion.

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

**B. IMSA West September 2023 Financials**

**H. Dulgeroglu's Financial Overview:**

- IMSA West received approximately 18% in revenue with expenditures at approximately 20%.
- No major items requiring attention were identified.
- Noted several large expenses in October, including Smart Boards.

**B. Valentine-Watts' Inquiry:**

- Asked if purchases over \$5,000 were one-time expenses.

**H. Dulgeroglu's Response:**

- Confirmed that purchases over \$5,000 are one-time expenditures.

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

N. Coleman seconded the motion.

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

### **C. Travel Reimbursement Policy Update Discussion**

#### **Travel Policy Updates - H. Dulgeroglu:**

- Acknowledged outdated staff payment rates.
- Proposed change: Use the IRS mileage rate of 65.5 cents per mile (up from 50 cents).
- Annual review on July 1 for IRS mileage rate adjustments.
- Hotel rate adjustment: \$120 to \$130 per night.
- Proposal for staff to submit purchase requests for hotel bookings for cost efficiency.
- Proposed meal rate increase from \$40 to \$60 per day.
- Exception process: Approval is needed from the School Principal.

#### **Discussion - N. Coleman:**

- Inquiry about contacting the Principal before exceeding the \$60 meal limit.
- Questioned if post-approval by the Principal is possible when pre-approval is not feasible.

#### **Committee Insights - J. Sparks:**

- Emphasized the committee's focus on feasibility for staff.
- Proposed feedback section on reimbursement form for staff input.

#### **Clarification - B. Valentine-Watts:**

- Sought confirmation on the mileage increase from 50 to 65.5 cents.
- Clarification: Annual review of IRS mileage rates.

#### **Vote - H. Dulgeroglu:**

- Called for a vote on proposed travel policy changes.

B. Valentine-Watts made a motion to accept and approve the new policy.

T. Miller seconded the motion.

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

### **D. Board Members Training - Income Categories/Understanding the ADM**

#### **J. Sparks**

- Requested a run-through of the first slide for board member training.

- Emphasized the importance of continuous learning for board members.

#### **H. Dulgerolu's Funding Overview:**

- Discussed receiving several grants, highlighting the Basic Education Grant and the State Tuition Rate.

#### **M. Arslan's Explanation:**

- Linked funding to the ADM (Average Daily Membership) process.
- Explained the certification process for claimed students, emphasizing the connection between ADM and funding.

#### **J. Sparks' Commentary:**

- Highlighted the agreement with Concept as managers and its value, showcasing an example of benefits derived from the agreement.

### **E. IMSA North & West Revised Budgets**

#### **H. Dulgeroglu's Report:**

- Presented the initial budget for IMSA West.
- Explained the need to transfer construction funds originally allocated for the 22-23 school year to the current year.
- Assured the board that the minus sign in the budget is not a cause for concern.

#### **Question by B. Valentine-Watts:**

- Inquired about the nature of the "Other Items" line item.
- Examples provided: Nursing items, copier costs, and auditors.

#### **Suggestion by M. Arslan:**

- Proposed breaking down and listing components of "Other Items" separately.

#### **Response by H. Dulgeroglu:**

- Confirmed the willingness to break down and list the components separately.

#### **Deficit Explanation by H. Dulgeroglu:**

- Noted that part of the deficit expenses is related to construction.

#### **BVW's Inquiry:**

- Questioned the increase in cleaning costs compared to the previous amount.

**Response by RH:**

- Explained the addition of a 2nd floor.
- Disclosed ongoing negotiations with the company regarding the matter.

**IV. Academic Excellence Committee**

**A. Academic Excellence Committee Report**

**B. Valentine-Watts' Overview:**

- Commended the committee's efforts in addressing various standards and grade levels.
- Expressed concern about potential teacher overwhelm due to multiple initiatives like STEM, 5Star, Science Fair, Rocketry, and Jr. Achievement.
- Highlighted the discussion on the Literacy Cadre, with a desire to assess progress in the coming months.

**N. Coleman's Input:**

- Impressed with the initiatives, noting teachers seeking coaching and real-time collaboration using an RTI form.
- Expressed overall satisfaction with the committee's work.

**D. Pierson's Contribution:**

- Discussed topics such as volunteer needs for the Science Fair.

**B. Valentine-Watts' Observation:**

- Recognized positive trends and tracking within the committee's activities.

**J. Sparks' Comment:**

- Expressed the need to ensure the committee is heading in the right direction.
- Acknowledged the challenge of making up ground and the uncertainty of the timeline.

**V. Governance Committee**

**A. OEI 2022 - 2023 Core Question 3 Accountability Report Review**

**J. Sparks' Overview:**

- Addressed the board's desire for a clearer understanding of board and partner responsibilities.
- Confirmed the committee's initiation of the process to create a charter.
- Expressed hope for the charter to serve as a template for future committees.

**M. Arslan's Update:**

- Discussed the draft created by the governance committee.
- Emphasized the committee's role in providing reference documents for other committees.
- Shared Mayor's office accountability indicators with positive results.
- Committed to continuous improvement through ongoing reviews.

**J. Sparks' Input:**

- Described the committee's brainstorming process aligned with Core Question 3.

**E. Kersey's Highlight:**

- Explained gray areas in the document resulting from item consolidation.
- Invited questions and clarification on the document.
- Announced the upcoming Board recruiting event in April, tentatively scheduled for March 6, 2023, 5-7 pm.
- Described logistics and efforts to pre-match candidates with schools

**VI. New Business**

**A. Major Incident Communication Plan**

**JS's Introduction:**

- Discussed the Major Incident Communication Plan (MICP) and proposed approval.

**MA's Update:**

- Added additional information since the last meeting.
- Suggested approval at this time.

**JS's Comment:**

- Emphasized the document as a living one for future adjustments.

**Discussion Points:**

- DP confirmed the changes and added lines for form submission.
- JB suggested the person submitting the document sign on the provided line.

- BVW appreciated the communication form, suggested a blanket statement, and liked the 24-hour response timeline.
- NC inquired about the timeline after submission to the Regional Office.
- MA explained it depends on the situation, with possible escalation.

**JS's Proposal:**

- Raised the question of readiness to vote or suggested holding off.
- <sup>TM</sup> asked about the inclusion of the crisis communication plan.

**MA's Response:**

- Confirmed crisis communication begins upon form receipt.
- Agreed to include crisis processes in the document.

**BVW's Inquiry:**

- Asked about future document adjustments.

**MA's Confirmation:**

- Agreed to bring back an updated version at the next board meeting.
- Assured the board they have started using the form and will provide the final version.

**JS's Decision:**

- Proposed holding off approval until the next meeting.

**B. P-31 Performance-Based Compensation (Existing policy) - Change**

**M. Arslan's Proposal:**

- Presented a change request to shift from performance-based to appreciation-based bonuses for a healthier working environment.
- Eligibility for those staff/teachers returning to school the following year.
- Proposed bonus amounts: \$1,000 for teachers, and \$500 for support staff.
- Bonus payout timing: December payroll.

**N. Coleman's Inquiry:**

- Explored the possibility of providing extra incentives for high performers.

**R. Hurre's Clarification:**

- Noted the current wording allows for adjustments.



- Emphasized recognition for excellent teachers, leaving room to reward high performers.

**N. Coleman's Concern:**

- Expressed the importance of recognizing and motivating high-performing teachers.

**R. Hurrell's Response:**

- Clarified the intentional decision to leave the wording open during discussions the previous week.

**N. Coleman's Motivation Point:**

- Advocated for motivating teachers with bonuses to retain them and address disparities in recognition.

D. Pierson made a motion to approve the change from a Performance-based bonus policy to an Appreciation-based Bonus policy.

N. Coleman seconded the motion.

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

## **VII. Board Dashboard Review**

### **A. Monthly Dashboard**

**M. Arslan's Update:**

- Presented the updated version of the Monthly Dashboard, with finance items covered by Halil.
- North enrollment at 659, 96.95% of the target (680) but deemed manageable.
- Compared current enrollment to the previous year's 1st ADM number of 637.
- Noted attendance at 92.1%, slightly below the 93-95% goal.
- Expressed uncertainty about the accuracy of the IREAD assessment for Iread scores.
- Absence of graduation and FAFSA data.
- Highlighted upcoming parent engagement events: Back to School night and conferences.
- Mentioned CYSP's parent breakfast.

**IMSA West Update:**

- Reported enrollment exceeded the goal at 551 against a target of 545.
- Highlighted academic-related data in yellow.
- Attendance is in the 93-95% range, an improvement from the previous month.
- Financial data covered by Halil.

- Green highlights indicated school-specific goals reported to the mayor's office.

**M. Atlihan's Input:**

- Provided insight into the tardy rate, suggesting the possibility of achieving the goal.

**VIII. School Updates**

**A. Principal's Corner**

**M. Atlihan's Social Media Update:**

- Introduced the new Social Media person, Mrs. Melrose, who posts regularly on Facebook.
- Highlighted recent events, including the Pumpkin Patch field trip in Danville.
- Upcoming Kings Island trip for students who passed their ELA & Math ILEARN.
- Noted the presence of Pre-K kids for about 6 years, currently totaling 21.
- Mentioned the CYSP breakfast with around 100 student participants.
- Shared details of a recent staff outing at the Back Nine golf club and a group photo in the new gym.
- Announced the addition of a new ELL assistant with proficiency in Haitian Creole and another staff member fluent in Yoruba.
- Reported on Data Dive Day, staff changes, and successful recruitment efforts, including a teacher from New Jersey.

**W. Watson's CYSP Update:**

- Noted 168 students signed up for CYSP this year.
- Upcoming Science Fair event.

**B. Garrett's Literacy Nights:**

- Zack organized two successful literacy nights with significant attendance.

**W. Watson's Achievements:**

- Celebrated the soccer team's first-time participation in the championships.
- Highlighted Mrs. Stephens' class Starbucks reading day.

**R. Hurre's Introduction:**

- Introduced Jennifer Rhinehart, our new Assistant Principal of School Culture. She will start this position on Nov. 1. She was formerly one of our high school English teachers.

## **IX. Closing Items**

### **A. Survey of Attendance For The Next Meeting - 11/18/2023**

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:51 PM.

Respectfully Submitted,  
J. Brown