



# IMSA Governing Board

## Minutes

### Board Meeting

Board Meeting

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#### Date and Time

Saturday March 16, 2024 at 11:00 AM

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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

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

#### Directors Absent

*None*

#### Ex Officio Members Present

B. Garrett, E. Kersey, J. Brown, M. Arslan, M. Atlihan

#### Non Voting Members Present

B. Garrett, E. Kersey, J. Brown, M. Arslan, M. Atlihan

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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 Mar 16, 2024 at 11:11 AM.

- J. Sparks - Introduced Alonzo Ross as the new board member. The following members provided brief introductions and outlined their roles and tenure on the board:
- C. Frazier - Serving on the board for 6-7 years, serving on the Academic Excellence committee.
- N. Coleman - Serves on the Academic Excellence & Governance Committee.
- B. Valentine-Watts - Chair of the Academic Excellence committee, serving on the board for approximately 8 years.
- D. Pierson - Member of the Academic Excellence & Governance committees, serving on the board for about 8 years.
- J. Sparks - Board Chair and serves on the Finance & Governance Committees.
- M. Arslan - Superintendent with 10 years of board experience.
- J. Brown - Working with the board for 8 years.
- Y. Abamislimov - IT Manager at the North school, here assisting with technology.
- B. Garrett - Currently serving as Principal, I have held various positions at IMSA over the last 12 years.
- M. Atlihan - Principal at IMSA West.
- E. Kersey - Government Analyst with OEI since July.
- T. Miller - Finance chair, on the board for about 8 years.
- H. Dulgeroglu - Treasurer with 14 years of experience working with the schools.
- A. Ross - **Thank you for the introductions and the opportunity to work with IMSA. I am in my 8th year in education. I am a student as well. I serve as a board member for the Starfish Initiative. I just completed cohort 3 with the Circle City Rise program.**

### 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 to adopt the agenda.

C. Frazier seconded the motion.

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

## II. Public Input

### A. Public Input

The Board noted that no public input was received during the meeting.

## III. Approval of Minutes

### A. Approval of February 17, 2024 Board Meeting Minutes

C. Frazier made a motion to approve the minutes from Board Meeting on 02-17-24.

D. Pierson seconded the motion.

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

## IV. Finance Committee

### A. IMSA North February 2024 Financials

- H. Dulgeroglu - Provided an update on school enrollment and financial status:
- Current student enrollment stands at 643, approximately 23 students less than projected. However, the receipt of additional grants has helped maintain a balanced budget.
- Budgetary comparisons indicate that the projected deficit will not affect the school.
- Cash on hand is reported at 54 days.
- We have received approximately 65% of our revenue. Some revenue is still pending due to delays in the receipt of certain grants requiring amendments, while 62% of expenses have been incurred.
- No significant expenses have been identified.
- Vouchers were presented.

D. Pierson made a motion to approve the IMSA North financials.

B. Valentine-Watts seconded the motion.

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

### B. IMSA West February 2024 Financials

- H. Dulgeroglu - Provided an update on school enrollment and financial status:
- Current student enrollment stands at 545, which was our ADM target.
- Based on the plans, we will spend about \$100,000 more than planned due to some maintenance items.
- Cash on hand is reported at 72 days.
- We have received approximately 69% of our revenue. Some revenue is still pending due to delays in the receipt of certain grants requiring amendments, while 65% of expenses have been incurred.
- No significant expenses have been identified.

- Vouchers were presented.

J. Sparks addressed Toby regarding any additional contributions and recommendations from the committee.

T. Miller expressed his intention to focus on Average Daily Membership (ADM), noting it as the largest shift in numbers in recent years. He volunteered to work with the enrollment committee to increase ADM figures. He plans to visit the schools after Spring break to explore strategies for improving enrollment, including understanding factors about student retention, attraction, and withdrawals. Miller outlined a goal to raise the day's cash on hand to 75 and proposed future training sessions to refine investment strategies. The finance committee endorsed the approval of financial matters.

J. Sparks prompted discussion regarding the presentation of the school's financial rating letter.

H. Dulgeroglu clarified the school's financial rating as BA3, which remains favorable, with Moody's annual reviews maintaining stability due to bond obligations.

B. Valentine-Watts inquired about strategies for increasing student numbers.

T. Miller emphasized the importance of supporting leadership to boost enrollment, citing efforts to understand why certain students leave and how to retain them.

C. Frazier sought clarification on documenting reasons for student withdrawals.

J. Brown confirmed documentation of reasons for student withdrawals and proposed a forthcoming report on the matter for the board's review.

J. Sparks emphasized the importance of school branding and maintaining high academic standards to attract and retain students.

C. Frazier asked whether rigorous academics contributed to student departures.

J. Brown noted that while rigorous academics may play a role, student departures often stem from insufficient credits for graduation as well as moving.

N. Coleman suggested implementing parent surveys to gather feedback.

M. Arslan confirmed the availability of surveys such as Panorama and 5 Essentials, with leadership reviewing results to inform strategic decisions.

T. Miller highlighted the impact of stable leadership on enrollment, citing positive outcomes at West.

J. Sparks acknowledged the complexity of ADM calculations, indicating the many factors influencing enrollment figures.

D. Pierson made a motion to approve the IMSA North financials.

B. Valentine-Watts seconded the motion.

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

### C. Services Provided By Concept Schools Finance Office - Training

H. Dulgeroslu provided an overview of the financial services offered by Concept:

- Finance Office Personnel: Along with myself, Murat Hujaev, & Zubeyde Ozdemir are responsible for financial management and purchasing for IMSA.
- Budget Management: Monthly monitoring of budgets

- Grant Management: IMSA receives approximately 17-18 state and federal grants, we monitor all the expenses for that grant, including submitting the reimbursements and end-of-year documentation.
- Audit Management: Auditors from Donovan CPA, serving for at least 10 years, conduct comprehensive reviews annually. This includes examination of policies, board minutes, ADM reports, and verification of student enrollment.
- Financial Reporting: Preparation of financial reports for the board, OEI, and other relevant stakeholders.
- Deposit Handling: Secretaries handle deposits and forward supporting documents to the finance office.

C. Frazier inquired about the auditing firm.

H. Dulgeroglu confirmed Donovan CPA as the auditing firm for the past decade.

J. Sparks expressed gratitude for the detailed information provided.

M. Arslan noted the use of QuickBooks.

H. Dulgeroglu affirmed QuickBooks as a financial management tool utilized by Concept.

## **V. Academic Excellence Committee**

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

B. Garrett reported IRead scores, indicating 81% for West and 41% for North. Discussion centered around student reading stamina and phonics needs. The committee recognized the necessity of addressing all components of reading and discussed potential collaboration with external partners for one-on-one reading support. It was noted that the state will reopen the IRead-3 test in June for eligible students.

M. Arslan inquired about Clearsite interim scores. Further actions are pending guidance from the Department of Education regarding new processes.

B. Garrett informed that Atlihan shared the scores for West but discussion on North's scores did not occur due to time constraints.

## **VI. Governance Committee**

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

J. Sparks provided updates from the morning's session, primarily focusing on board recruitment efforts. The majority of the meeting was dedicated to board recruitment strategies. It was emphasized that while considering new additions to the board, the aim is to strike a balance between adding a sufficient number without overwhelming the existing structure. The recent board recruitment event organized by the Mayor's office was noted as successful, with attendance from 22 charter schools. Emma (OEI) compiled a matchmaking list of potential candidates, with whom discussions were held during the event. Additionally, efforts were made to engage individuals not on the initial list. Nikki will

follow up with those unable to attend to gauge their interest. The intention is to arrange 30-minute Zoom meetings with interested candidates. This process should give us 2-3 strong candidates for consideration.

B. Valentine-Watts inquired about the candidates' fundraising experience.

J. Sparks confirmed that some candidates possess fundraising expertise.

Additionally, attention was given to revising the committee charter, adding several items to it.

## VII. Board Dashboard Review

### A. Monthly Dashboard

M. Arslan presented updates on the school's annual goals for IMSA North

**Attendance:** Year-to-date attendance stands at 90.8%, slightly below the goal range of 93-95%.

**ILearn Proficiency Rates:** ELA proficiency is at 20%, while math proficiency is at 7%.

B. Garrett - **Student Growth Data:** Growth data indicates 41% growth in ELA and 25% in math. Efforts are underway to support teacher development in the classroom. The goal is to double last year's IRead scores, with a focused approach for K-3 students aiming for a 50% or higher proficiency rate after June. Consistent leadership has been instrumental in driving progress.

**Graduation Rate:** Despite challenges post-Covid, the graduation rate has risen from 67% to 82%. Mrs. Brownn and Mrs. Elif are leading efforts to track and support students who leave the school.

B. Valentine-Watts inquired about student tracking efforts.

B. Garrett provided details on senior cohort tracking and graduation progress.

The participation in the Starfish program was confirmed.

Updates on FAFSA completion and expectations for a 95% graduation rate were discussed.

J. Sparks highlighted the display showcasing seniors accepted to multiple colleges.

B. Garrett reported on parent engagement initiatives and efforts to address suspensions and vaping issues. Strategies include collaboration with the Board of Health for educational interventions.

T. Miller commended the school's partnership with the MCPHD for its effective vaping program, acknowledging the efforts of Ms. Ruiz and Ms. Rhinehart in implementing the program and its positive impact on students' behavior.

M. Arslan provided a summary of the school's performance:

- West School has met its Average Daily Membership (ADM) target and is operating at full capacity.

- Attendance rate stands at 94.8%, within the 93-95% range set by OEI standards.
- The school's IRead proficiency goal is 80-90%, with the current pass rate at 81.3%.
- ILearn proficiency rates are reported at 45% for both ELA and Math.
- ClearSight growth rate goal is 50-55%, with current rates at 43% for ELA and 41% for Math.

M. Atlihan added further insights:

- **Suspension Rate and Strategies:**
  - Efforts are focused on reducing suspension rates from the previous year, with a redesigned recovery room to minimize suspensions.
  - Professional development sessions for teachers have emphasized Social-Emotional Learning (SEL), prioritizing its integration into classroom practices and building a positive school culture, with suspension as a last resort.

## VIII. School Updates

### A. Principal's Corner

J. Sparks invited the principals to share any final updates before concluding the meeting due to time constraints.

B. Garrett indicated that she would forward her presentation to Joy for distribution to the board.

M. Atlihan encouraged board members to follow the school's activities on Facebook.

## IX. Closing Items

### A. Survey of Attendance For The Next Meeting - 4/20/2024

- B. Valentine-Watts: Maybe
- N. Coleman: No
- T. Miller: Maybe
- A. Ross: Yes
- C. Frazier: Yes
- J. Sparks: Yes
- D. Pierson: Yes

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:35 PM.

Respectfully Submitted,

J. Brown