



Board of Directors Meeting Agenda

Drexel Foundation for Educational Excellence, Inc.

DBA Thea Bowman Leadership Academy School

3401 W. 5th Avenue, Gary, IN 46406

Wednesday, January 31, 2024

6:00 PM CT

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
 - a. Approval of Board Agenda
 - b. Approval of Board Minutes from November 29, 2023
- IV. Open Communication/Public Comments**
- V. CMO Report**
 - a. Principal's Report
 - b. Academic Board Report
 - c. Enrollment Update
 - d. HR Update
 - e. Financial Report
 - f. ESSER and Federal Grant Update
- VI. Authorizer Report (Trine University/Education One LLC)**
- VII. Old Business**
- VIII. New Business**
 - a. Approval to Submit a Charter Facility Grant Application
 - b. Approval to Change the February 2024 Board Meeting Date
- IX. PTA**
- X. Meeting Adjourned**

The next board meeting is scheduled for February 28, 2024 at 6:00 PM CT.

IV. Open Communication/Public Comments

- None

V. CMO Report

a. Principal’s Report

Principal Marisa Simmons, presented the November Admin Report with updates on academics, professional learning communities (PLCs), differentiated workstations, small group instructions, recent activities, and upcoming events. Principal Simmons encouraged all attendees to subscribe to the WTBA Thea Bowman Academy News YouTube channel!

b. Academic Board Report

Melissa Morris presented the academic board report and shared the Common Formative Assessments (CFA) data on Close Reading, K-2 Math Foundational Skills, Eureka Math, and intervention.

c. Financial Report

Eva Spilker presented the financial review with an overview of the income statement with revenue, expenses, and net income, the balance sheet with cash balances, accounts payable balances, days cash, and the enrollment budget.

Trustee Dickerson inquired about pre-ESSER days of cash, and grant income.

VI. Authorizer Report (Trine University/Education One LLC)

Caitlin Hicks shared the authorizer’s accountability update, academic, financial, and organizational performance, and upcoming events.

VII. Old Business

a. Representatives from MECA shared an update and the rendering design for the building expansion project.

b. Ms. Troupe provided an update on the bus transportation.

VIII. New Business

a. Approval of Amended Lawn Care Contract

The board made a motion to approve the amended lawn care contract.

Motion: Jason Beres

Support: Cedric Steele

Yays: 5

Nays: 0

The board unanimously voted to approve the amended lawn care contract to include snow removal.

b. Approval to Cancel the December Board Meeting

The board made a motion to approve the cancellation of the December 20, 2023 board meeting with the contingency to call a special board meeting, if needed.

Motion: Jason Beres

Support: Cedric Steele

Yays: 5

Nays: 0

The board unanimously voted to approve the December board meeting and to reconvene in January.

IX. PTA

PTA President, Tanisha Smith, provided the PTA update. A meeting was not held in November due to the Thanksgiving holiday. The next meeting is scheduled for Tuesday, December 19th at 7 PM via Zoom. The meeting information can be found on the website and TBLA Facebook page.

X. Meeting Adjourned

A motion was made to adjourn the meeting.

Motion: Jason Beres

Support: Michelle Dickerson

The meeting was adjourned at 7:01 PM.



Thea Bowman Leadership Academy

January Administration Team Report

Academic Updates:

The following has taken place:

- Staff Professional Development
 - Staff PLCs-various topics
- Testing
 - NWEA
 - Horizon Mid-Year

December & January Events & Activities:

The following events took place this month:

- Winter Showcase
- Parent Conferences
- Literacy Night
- Girls' Senior Night-Basketball, cheer, dance

Upcoming Events:

The following events will take place in February:

- Valentine Fundraiser-January 29-February 9, 2024
- PD Day-February 2, 2024
- Boys' Senior Night-February 12, 2024
- Mobile Dentist-February 21, 2024
- Black History Program-February 27, 2024

Athletic Updates:

- Basketball season
- Track and baseball conditioning
- Visit our website for more information

Safety & Security:

- Transportation procedures
- Monthly drills

Enrollment:

The following is the current enrollment for the 2023-2024 School Year:

Grade	# of Scholars
K	46
1st	49
2nd	53
3rd	72
4th	42
5th	53
6th	75
7th	80
8th	80
9th	80
10th	68
11th	61
12th	60
Total	819



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Continuous Improvement

NWEA

3 Times a Year Benchmark

Due to variations in curriculum and assessment windows, most schools experience a "Winter V." This means scores dip in the winter before a greater incline in the spring. TBLA experienced a 1%-2% increase in proficiency scores in all categories. We will need to grow an additional 3% this spring to hit our reach goals.

Total School

Fall 23-24 % of Students Above Grade Level RIT

ELA 32%	Math 23%
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Winter 23-24 % of Students Above Grade Level RIT

ELA 34%	Math 24%
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Grades 3-8

Fall 23-24 % of Students Above Grade Level RIT

ELA 34%	Math 21%
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Winter 23-24 % of Students Above Grade Level RIT

ELA 36%	Math 22%
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Grades K-2

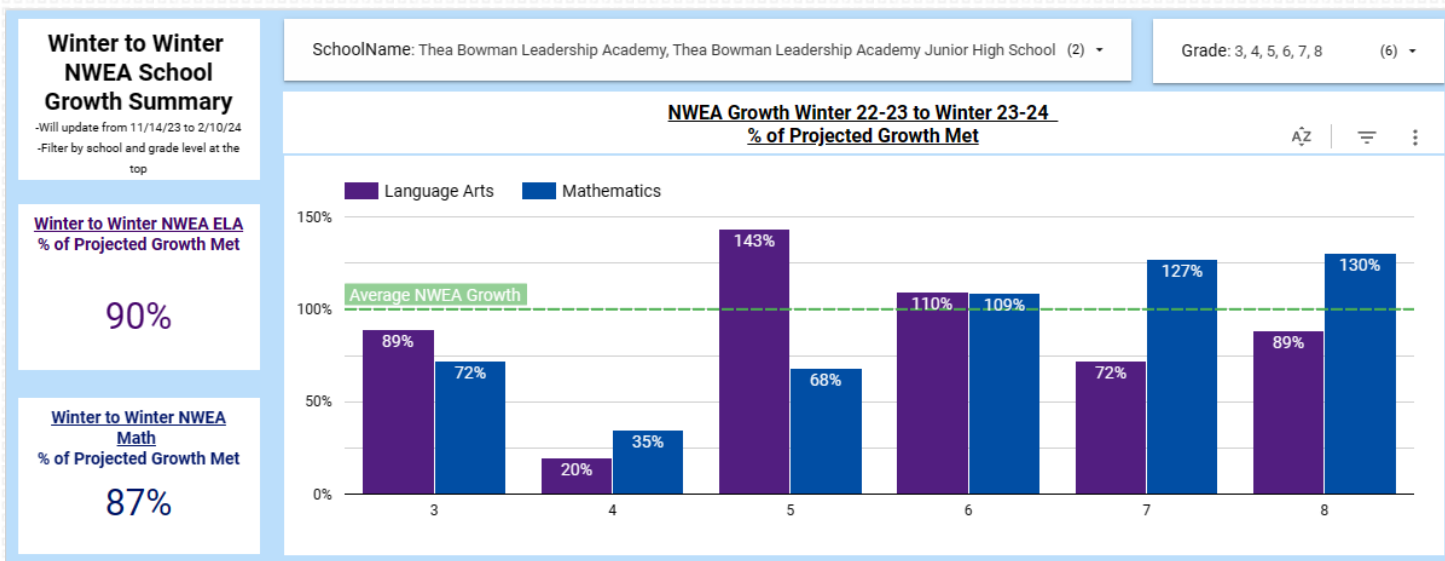
Fall 23-24 % of Students Above Grade Level RIT

ELA 26%	Math 28%
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Winter 23-24 % of Students Above Grade Level RIT

ELA 28%	Math 29%
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Growth



Math:
Grades 6,7 & 8 are closing achievement gaps in Math
Notable: Grade 4

ELA:
Grades 5 and 6 are closing achievement gaps in ELA
Notable: Grade 4

SY 23/24 TBLA Enrollment & Withdrawal Data*

* As of 1/30/2024

Current Enrollment

Current Waitlist

Grade Level	Total in Grade
0	46
1	49
2	52
3	72
4	42
5	52
6	75
7	80
8	80
9	80
10	68
11	61
12	60
Total	817

TBLA	
Grade	Waitlist
K	10
1st	14
2nd	11
3rd	15
4th	13
5th	9
6th	18
7th	29
8th	22
9th	35
10th	21
11th	19
12th	13
TOTAL	229

Student Transfers

Reason for Leaving	# of students	% of Transfers
Out of State	21	57%
New IN School	8	22%
Homeschool	7	19%
Out of Country	1	2%
	37	
COUNT DAY TOTAL	850	

Filling the Seats

At the current time we are working to fill seats for grade levels that have open seats. We are conducting thorough dives into attendance records, transcripts/report cards, and discipline records for scholars that are interested in enrolling now. Some seats have already been filled. There are open seats in 4th and 5th grade.

Please note that we do not enroll for Kindergarten due to it being January and the beginning of the year skills are critical to be successful for the remainder of the year. For high school we also don't enroll 11th or 12th graders due to not being able to meet their graduation requirements this late in the year.

The biggest issue we're running into now is that a lot of the scholars on the waitlist are parts of families and we can't accomodate the entire family. Parents are asking to be kept on the list for a spot for the 24-25 school year.

TBLA Leavers 2023-2024

Exit Date	Term Reason Code	Reason
8/11/2023	VOLUNTARY TERMINATION	Workload
8/31/2023	INVOLUNTARY TERMINATION	Conduct
9/25/2023	VOLUNTARY TERMINATION	Personal
9/27/2023	VOLUNTARY TERMINATION	Workload
9/28/2023	VOLUNTARY TERMINATION	Personal
10/3/2023	VOLUNTARY TERMINATION	Personal
11/10/2023	INVOLUNTARY TERMINATION	Conduct
11/27/2023	INVOLUNTARY TERMINATION	No Call, no show
12/1/2023	INVOLUNTARY TERMINATION	No Call, no show
12/19/2023	VOLUNTARY TERMINATION	Other job opportunity
12/29/2023	VOLUNTARY TERMINATION	Other job opportunity
1/8/2024	INVOLUNTARY TERMINATION	No Call, no show
1/9/2024	VOLUNTARY TERMINATION	Other opportunity

13 total leavers

5 termed No call, no show or conduct

8 resignations Workload or other opportunity

Thea Bowman - Financial Reviewas of: **12/31/2023**

The packet includes the balance sheet, income statement, cash flow statement, accounts payable listing and voucher register - key financial data are below:

1) Income Statement**Revenue - year to date:**

\$	8,410,616	actual	12/31/2023
	9,225,316	budget	12/31/2023
\$	(814,700)	below budget YTD (negative to budget)	

Expenses - year to date:

\$	7,260,199	actual	12/31/2023
	8,889,456	budget	12/31/2023
\$	1,629,257	below budget YTD (positive to budget)	

Net Income - year to date:

\$	1,150,417	actual	12/31/2023
	335,860	budget	12/31/2023
\$	814,557	above budget YTD (positive to budget)	

2) Balance Sheet:**Cash Balances:**

\$	4,852,245	12/31/2023
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Accounts Payable Balances:

\$	71,688	12/31/2023
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Days Cash:

139

3) Enrollment

Budget	825
Actual - September Count Day	849
	24 above budget (positive to budget)

Phalen Leadership Academy - Indiana

Thea Bowman Leadership Academy

Balance Sheet

	Actual 12/31/2023	Actual 06/30/2023
ASSETS		
CURRENT ASSETS		
Cash	4,852,244.54	4,958,792.41
Restricted Cash Bond	207,884.23	173,675.17
Accounts Receivable	46,000.00	220,942.74
Grants Receivable	3,355,949.71	3,882,121.09
Prepays	253,814.97	104,265.23
Deposits	24,612.60	24,612.60
Total	8,740,506.05	9,364,409.24
PROPERTY AND EQUIPMENT		
Land	859,885.95	859,885.95
Building Improvements	17,522,933.79	17,398,767.47
Building Construction in Progress	706,593.87	0.00
Textbooks	628,311.73	506,097.41
Equipment	1,876,172.00	1,636,704.60
Computers	2,365,843.48	2,364,251.91
Software	182,096.62	145,547.58
Furniture	842,646.48	840,499.77
Buses	295,910.00	0.00
Equipment Leases	679,076.88	679,076.88
Accumulated Amortization	(389,054.87)	(367,574.73)
Accumulated Depreciation	(12,433,902.97)	(12,089,278.07)
Total	13,136,512.96	11,973,978.77
OTHER ASSETS		
Bond Debt Reserve Fund	1,173,531.75	1,173,536.38
Bond Discount	248,293.56	252,193.46
Bond Issuance Costs	766,572.14	778,612.54
Deferred Expense	0.00	2,950.00
Total	2,188,397.45	2,207,292.38
Total Current Assets	24,065,416.46	23,545,680.39
Total Assets	24,065,416.46	23,545,680.39
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	71,687.90	658,105.99
Accrued Expenses	14,400.00	125,017.85
Payroll Liabilities	370,315.78	282,480.39
Bonds Payable - Short Term	205,000.00	205,000.00
Equipment Leases - Short Term	255,882.53	255,229.21

Phalen Leadership Academy - Indiana
Thea Bowman Leadership Academy

Balance Sheet

	Actual 12/31/2023	Actual 06/30/2023
Total CURRENT LIABILITIES	917,286.21	1,525,833.44
 LONG TERM LIABILITIES		
Bonds Payable	16,570,000.00	16,570,000.00
Equipment Leases - Long Term	34,139.48	56,272.94
Total	16,604,139.48	16,626,272.94
 Total Liabilities	17,521,425.69	18,152,106.38
 NET ASSETS		
Unrestricted Net Assets	6,543,990.77	5,393,574.01
Total	6,543,990.77	5,393,574.01
 Total Net Assets	6,543,990.77	5,393,574.01
 Total Liabilities and Net Assets	24,065,416.46	23,545,680.39
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	5,393,574.01	2,436,079.40
 NET SURPLUS/(DEFICIT)	1,150,416.76	2,957,494.61
 ENDING NET ASSETS	6,543,990.77	5,393,574.01

Phalen Leadership Academy - Indiana

Thea Bowman Leadership Academy

Income Statement

	Actual 12/01/2023 - 12/31/2023	Actual 07/01/2023 - 12/31/2023	Budget 07/01/2023 - 12/31/2023	Favorable (Unfavorable)	Annual Budget	Budget Remaining
INCOME						
Federal Funding						
Title I	466,328.12	755,355.46	678,171.96	77,183.50	1,356,344.00	600,988.54
Title II	0.00	10,112.11	43,304.04	(33,191.93)	86,608.00	76,495.89
Title IV	1,940.04	73,281.05	58,020.00	15,261.05	116,040.00	42,758.95
SPED	0.00	69,814.76	83,840.04	(14,025.28)	167,680.00	97,865.24
Federal Lunch Reimbursement	46,000.00	331,963.87	248,337.48	83,626.39	496,675.00	164,711.13
ESSER II	0.00	869,657.44	290,130.48	579,526.96	580,261.00	(289,396.44)
ESSER III	1,196,742.39	1,715,953.04	3,683,338.56	(1,967,385.52)	7,366,677.00	5,650,723.96
Total Federal Funding	1,711,010.55	3,826,137.73	5,085,142.56	(1,259,004.83)	10,170,285.00	6,344,147.27
State Funding						
Basic Support	601,503.32	3,796,985.20	3,505,527.48	291,457.72	7,011,055.00	3,214,069.80
Charter School Grant	0.00	595,000.00	515,625.00	79,375.00	1,031,250.00	436,250.00
Remediation Grant	0.00	10,495.60	0.00	10,495.60	0.00	(10,495.60)
Performance Awards	31,805.76	31,805.76	37,587.48	(5,781.72)	75,175.00	43,369.24
Textbook Reimbursement	0.00	0.00	27,023.04	(27,023.04)	54,046.00	54,046.00
Career and Technical Education	0.00	164.73	0.00	164.73	0.00	(164.73)
State Lunch Match	0.00	0.00	4,197.00	(4,197.00)	8,394.00	8,394.00
Early Intervention	19,522.85	19,522.85	0.00	19,522.85	0.00	(19,522.85)
Total State Funding	652,831.93	4,453,974.14	4,089,960.00	364,014.14	8,179,920.00	3,725,945.86
Other Revenue						
Student Fees	1,842.00	14,314.00	7,097.52	7,216.48	14,195.00	(119.00)
Athletics	7,066.00	28,327.00	33,128.52	(4,801.52)	66,257.00	37,930.00
Other Income	(2,313.00)	24,204.00	9,987.48	14,216.52	19,975.00	(4,229.00)
Interest Income	(14,988.59)	57,977.84	0.00	57,977.84	0.00	(57,977.84)
Contributions	0.00	450.00	0.00	450.00	0.00	(450.00)
Student Fundraising Income	403.11	4,459.37	0.00	4,459.37	0.00	(4,459.37)
Insurance Reimbursements	0.00	771.66	0.00	771.66	0.00	(771.66)
Total Other Revenue	(7,990.48)	130,503.87	50,213.52	80,290.35	100,427.00	(30,076.87)
Total Income	2,355,852.00	8,410,615.74	9,225,316.08	(814,700.34)	18,450,632.00	10,040,016.26

EXPENSES

Personnel Costs

Salary and Wages	496,766.47	2,589,166.93	2,829,225.00	240,058.07	5,658,450.00	3,069,283.07
Bonuses	78,500.00	219,206.25	247,067.52	27,861.27	494,135.00	274,928.75
Stipends	8,600.00	81,697.00	160,497.96	78,800.96	320,996.00	239,299.00
Payroll Taxes	54,104.24	233,558.46	254,630.52	21,072.06	509,261.00	275,702.54
Health Insurance	89,050.32	321,487.36	311,214.96	(10,272.40)	622,430.00	300,942.64
Retirement Expense	38,394.83	118,293.95	141,461.52	23,167.57	282,923.00	164,629.05
Substitutes	0.00	0.00	61,749.96	61,749.96	123,500.00	123,500.00

Phalen Leadership Academy - Indiana

Thea Bowman Leadership Academy

Income Statement

	Actual 12/01/2023 - 12/31/2023	Actual 07/01/2023 - 12/31/2023	Budget 07/01/2023 - 12/31/2023	Favorable (Unfavorable)	Annual Budget	Budget Remaining
Total Personnel Costs	765,415.86	3,563,409.95	4,005,847.44	442,437.49	8,011,695.00	4,448,285.05
Professional Fees						
SPED Services	0.00	35,121.57	77,499.96	42,378.39	155,000.00	119,878.43
Instruction Services	0.00	0.00	176,232.00	176,232.00	352,464.00	352,464.00
Staff Training & Recruitment	1,313.42	45,309.68	15,824.04	(29,485.64)	31,648.00	(13,661.68)
Accounting Fees	7,550.00	37,750.00	21,195.96	(16,554.04)	42,392.00	4,642.00
Admin Professional Services	1,400.00	(45,358.36)	0.00	45,358.36	0.00	45,358.36
EVE Management Fees	184,506.00	1,107,036.00	1,107,038.04	2.04	2,214,076.00	1,107,040.00
Legal Fees	2,000.00	28,307.31	12,500.04	(15,807.27)	25,000.00	(3,307.31)
Marketing	0.00	6,197.39	6,000.00	(197.39)	12,000.00	5,802.61
Honors Diploma	(199.95)	4,842.99	11,131.98	6,288.99	22,264.00	17,421.01
Total Professional Fees	196,569.47	1,219,206.58	1,427,422.02	208,215.44	2,854,844.00	1,635,637.42
Classroom Supplies & Materials						
Classroom Supplies & Material:	3,319.77	26,977.26	205,659.96	178,682.70	411,320.00	384,342.74
Curricular Materials	0.00	6,954.88	125,210.52	118,255.64	250,421.00	243,466.12
Total Classroom Supplies & Mater	3,319.77	33,932.14	330,870.48	296,938.34	661,741.00	627,808.86
School Breakfast & Lunch Expense						
School Breakfast & Lunch Expe	112,615.02	319,182.09	265,721.04	(53,461.05)	531,442.00	212,259.91
Total Breakfast & Lunch	112,615.02	319,182.09	265,721.04	(53,461.05)	531,442.00	212,259.91
Student Transportation Expenses						
Student Transportation Expens	18,320.00	99,982.50	116,988.00	17,005.50	233,976.00	133,993.50
Total Student Transportation	18,320.00	99,982.50	116,988.00	17,005.50	233,976.00	133,993.50
Student Uniform Expense						
Student Uniform Expense	0.00	125.60	261.48	135.88	523.00	397.40
Total Student Uniform	0.00	125.60	261.48	135.88	523.00	397.40
Extra-Curricular Expenses						
Extra-Curricular Expenses	26,725.36	80,205.14	115,325.04	35,119.90	230,650.00	150,444.86
Total Extra-Curricular	26,725.36	80,205.14	115,325.04	35,119.90	230,650.00	150,444.86
Technology Expenses						
Technology Expenses	72,963.31	271,940.78	233,000.04	(38,940.74)	466,000.00	194,059.22
Total Technology	72,963.31	271,940.78	233,000.04	(38,940.74)	466,000.00	194,059.22
Facility and Equipment Expenses						
Building Rent	24,811.17	176,798.55	251,273.04	74,474.49	502,546.00	325,747.45
Building Maintenance	11,731.17	47,454.95	156,003.00	108,548.05	312,006.00	264,551.05
Grounds Maintenance	4,153.00	15,103.00	21,806.04	6,703.04	43,612.00	28,509.00
Janitorial Services & Supplies	5,860.54	60,836.31	50,038.56	(10,797.75)	100,077.00	39,240.69
Security Services	1,061.72	128,319.88	277,740.00	149,420.12	555,480.00	427,160.12

Phalen Leadership Academy - Indiana

Thea Bowman Leadership Academy

Income Statement

	Actual 12/01/2023 - 12/31/2023	Actual 07/01/2023 - 12/31/2023	Budget 07/01/2023 - 12/31/2023	Favorable (Unfavorable)	Annual Budget	Budget Remaining
Equipment Rental	7,681.32	38,845.67	33,007.56	(5,838.11)	66,015.00	27,169.33
Equipment Expense and Maintenance	0.00	6,579.11	189,354.96	182,775.85	378,710.00	372,130.89
Trash Removal	4,590.87	28,516.90	23,454.96	(5,061.94)	46,910.00	18,393.10
Total Facility and Equipment	59,889.79	502,454.37	1,002,678.12	500,223.75	2,005,356.00	1,502,901.63
Utilities						
Utilities	15,207.88	82,058.27	113,646.96	31,588.69	227,294.00	145,235.73
Total Utilities	15,207.88	82,058.27	113,646.96	31,588.69	227,294.00	145,235.73
Other Expenses						
Authorizer Fees	18,054.56	108,327.36	105,477.00	(2,850.36)	210,954.00	102,626.64
Office Supplies	3,675.57	12,797.07	15,663.96	2,866.89	31,328.00	18,530.93
Insurance Expense	15,413.44	86,689.62	100,686.00	13,996.38	201,372.00	114,682.38
Bank Fees	387.51	2,210.73	750.00	(1,460.73)	1,500.00	(710.73)
Admin Travel	0.00	5,036.01	3,576.00	(1,460.01)	7,152.00	2,115.99
Other Food Purchases	5,629.40	17,752.90	10,791.48	(6,961.42)	21,583.00	3,830.10
Interest Expense	80,710.94	484,265.50	586,765.50	102,500.00	1,173,531.00	689,265.50
Postage	0.00	2,938.11	3,942.00	1,003.89	7,884.00	4,945.89
Student Fundraising Expenses	0.00	3,723.05	0.00	(3,723.05)	0.00	(3,723.05)
Membership Dues & Fees	47.76	1,520.75	5,961.48	4,440.73	11,923.00	10,402.25
Field Trips	0.00	0.00	37,305.00	37,305.00	74,610.00	74,610.00
Nurse Supplies	0.00	0.00	2,193.00	2,193.00	4,386.00	4,386.00
Other Event Expenses	0.00	1,875.26	17,850.00	15,974.74	35,700.00	33,824.74
Total Other Expenses	123,919.18	727,136.36	890,961.42	163,825.06	1,781,923.00	1,054,786.64
Depreciation & Amortization						
Depreciation Expense	40,234.63	344,624.90	369,996.96	25,372.06	739,994.00	395,369.10
Amortization Expense	2,656.75	15,940.30	16,737.00	796.70	33,474.00	17,533.70
Total Depreciation & Amortization	42,891.38	360,565.20	386,733.96	26,168.76	773,468.00	412,902.80
Total Expenses	1,437,837.02	7,260,198.98	8,889,456.00	1,629,257.02	17,778,912.00	10,518,713.02
Net Income (Loss)	918,014.98	1,150,416.76	335,860.08	814,556.68	671,720.00	(478,696.76)

Thea Bowman Leadership Academy

Statement of Cash Flows

	<u>Actual</u> <u>12/31/2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
NET SURPLUS/(DEFICIT) FOR PERIOD	\$1150416.76
ADJUSTMENTS TO RECONCILE NET INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$1379848.10
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(\$1360664.64)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	(\$19183.46)

Phalen Leadership Academy - Indiana

Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
ADT Commercial									
ADT Commercial	153221008	12/14/2023	12/14/2023	\$92.02	\$0.00		\$92.02	12/14/2023	17
<i>Totals for ADT Commercial:</i>				\$92.02	\$0.00		\$92.02		
AKA Comp Solutions									
AKA Comp Solutions	6899	05/01/2023	05/01/2023	\$1958.00	\$0.00		\$1958.00	05/16/2023	229
AKA Comp Solutions	6263	05/01/2023	05/01/2023	\$7071.85	\$0.00		\$7071.85	05/16/2023	229
AKA Comp Solutions	6672	06/01/2023	06/01/2023	\$5225.50	\$0.00		\$5225.50	06/16/2023	198
<i>Totals for AKA Comp Solutions:</i>				\$14255.35	\$0.00		\$14255.35		
Brandy's Safe & Lock									
Brandy's Safe & Lock	50856	12/01/2023	12/01/2023	\$66.30	\$0.00		\$66.30	12/11/2023	20
Brandy's Safe & Lock	49202	12/01/2023	12/01/2023	\$9.94	\$0.00		\$9.94	12/11/2023	20
Brandy's Safe & Lock	50379	12/01/2023	12/01/2023	\$11.85	\$0.00		\$11.85	12/11/2023	20
Brandy's Safe & Lock	50725	12/01/2023	12/01/2023	\$29.50	\$0.00		\$29.50	12/11/2023	20
Brandy's Safe & Lock	49198	12/01/2023	12/01/2023	\$156.64	\$0.00		\$156.64	12/11/2023	20
Brandy's Safe & Lock	51081	12/20/2023	12/20/2023	\$29.20	\$0.00		\$29.20	12/30/2023	1
<i>Totals for Brandy's Safe & Lock:</i>				\$303.43	\$0.00		\$303.43		
Chartwells Dining Services									
Chartwells Dining Services	k63728005	12/31/2023	12/31/2023	\$53149.51	\$0.00		\$53149.51	01/10/2024	0
<i>Totals for Chartwells Dining Services:</i>				\$53149.51	\$0.00		\$53149.51		
Gold Medal Chicago ML30									
Gold Medal Chicago ML30	407229	12/21/2023	12/21/2023	\$2001.89	\$0.00		\$2001.89	01/05/2024	0
Gold Medal Chicago ML30	2012138	12/20/2023	12/20/2023	\$29.63	\$0.00		\$29.63	01/04/2024	0
Gold Medal Chicago ML30	408663	12/20/2023	12/20/2023	\$1147.52	\$0.00		\$1147.52	01/04/2024	0
Gold Medal Chicago ML30	409151	12/21/2023	12/21/2023	\$1040.35	\$0.00		\$1040.35	01/05/2024	0
Gold Medal Chicago ML30	409812	12/14/2023	12/14/2023	\$655.39	\$0.00		\$655.39	12/29/2023	2
<i>Totals for Gold Medal Chicago ML30:</i>				\$4874.78	\$0.00		\$4874.78		
Haggard, Arthur									
Haggard, Arthur	12.20.2023	12/21/2023	12/21/2023	\$66.99	\$0.00		\$66.99	12/31/2023	0
<i>Totals for Haggard, Arthur:</i>				\$66.99	\$0.00		\$66.99		
Main Sporting Goods									
Main Sporting Goods	112210	12/21/2023	12/21/2023	\$240.00	\$0.00		\$240.00	12/31/2023	0
<i>Totals for Main Sporting Goods:</i>				\$240.00	\$0.00		\$240.00		
Sports Physical Medicine & Rehab									
Sports Physical Medicine & Rehab	2023-003	12/01/2023	12/01/2023	\$2688.96	\$0.00		\$2688.96	12/01/2023	30
<i>Totals for Sports Physical Medicine & Rehab:</i>				\$2688.96	\$0.00		\$2688.96		

Phalen Leadership Academy - Indiana

Open Invoice Report

Vendor Name	Invoice Number	Invoice Date	Post Date	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due	Invoice Due Date	Days Past Due
United Rentals (North America), Inc.									
United Rentals (North America), Inc.	790007227-029	12/22/2023	12/22/2023	\$777.57	\$0.00		\$777.57	12/22/2023	9
<i>Totals for United Rentals (North America), Inc.:</i>				\$777.57	\$0.00		\$777.57		
Warehouse Direct									
Warehouse Direct	5638106-0	12/28/2023	12/28/2023	\$1725.47	\$0.00		\$1725.47	01/12/2024	0
<i>Totals for Warehouse Direct:</i>				\$1725.47	\$0.00		\$1725.47		
GRAND TOTALS:				\$78174.08	\$0.00		\$78174.08		

Unapplied Credit Memo Schedule

Vendor Name	Credit Memo Number	Credit Memo Date	Description	Post Status	Post Date	Ending Credit Balance
AT&T	8975241808	08/19/2023	Credit	Posted	08/19/2023	\$5879.82
<i>Total unapplied credit for AT&T:</i>						\$5879.82
Impact Networking Indiana, LLC	171397	11/03/2022	Sales Order RMA108443	Posted	11/03/2022	\$569.80
<i>Total unapplied credit for Impact Networking Indiana, LLC:</i>						\$569.80
United Rentals (North America), Inc.	06.30.2022CM	06/30/2022	Balance to Vendor	Posted	06/30/2022	\$36.56
<i>Total unapplied credit for United Rentals (North America), Inc.:</i>						\$36.56
GRAND TOTALS:						\$6486.18

THEA BOWMAN LEADERSHIP ACADEMY
ACCOUNTS PAYABLE VOUCHER REGISTER
December 2023

Payment Date	Payment Number	Vendor name	Amount	Description
12/04/2023	93425	Indiana American Water	\$585.61	Dom Services 10/13-11/14
12/06/2023	93427	Nextiva	\$1,200.26	Tech Support
12/06/2023	93426	EventLink Services	\$5,000.00	Event Services
12/07/2023	93429	Human Capital Concepts	\$271,062.54	Batch 202365/202362
12/07/2023	93419	INPRS	\$64.07	TRF 11/24 Adjustment
12/07/2023	93418	INPRS	\$3,778.90	TRF 11/24 Payroll
12/07/2023	93420	INPRS	\$10,511.71	11/24 Payroll
12/07/2023	10346	Troupe, Antoinette	\$178.64	Mileage Reimbursement for Security Training
12/07/2023	10329	ADT Commercial	\$92.02	Services 12/14/23-1/12/24
12/07/2023	10337	Entrepreneurial Ventures in Education, Inc.	\$184,506.00	Dec 2023 (FY24) Mgmt Fee
12/07/2023	10332	CINTAS Corporation	\$692.04	Supplies
12/07/2023	10335	Edmentum	\$24,969.00	Library License
12/07/2023	10343	PowerSchool Group LLC	\$21,224.00	Subscription 7/1/2023-6/30/2024
12/07/2023	10339	Harris Law Firm, P.C.	\$2,000.00	December Services
12/07/2023	10348	Warehouse Direct	\$1,725.47	Maintenance Supplies
12/07/2023	10331	Brandy's Safe & Lock	\$23.70	6 Best J's
12/07/2023	10331	Brandy's Safe & Lock	\$5,918.17	Keys, Locks, Labor and Services
12/07/2023	10342	Midwest Telecom of America, Inc	\$27,468.15	IT Support
12/07/2023	10347	Urban Elevator Service, LLC	\$384.42	Monthly elevator Services
12/07/2023	10333	Donovan CPAs/Advisors	\$7,550.00	Installment #5 of 5 Audit Progress Billings
12/07/2023	10346	Troupe, Antoinette	\$90.92	Reimbursement (Staff Breakroom Items)
12/07/2023	10338	Haggard, Arthur	\$32.59	Basketball Tournament Reimbursement
12/07/2023	10344	Swish City Show Down	\$65.00	Boys Middle School Tournament
12/07/2023	10345	Toney, Fenecia	\$178.64	Travel Reimbursement (Security Training)
12/07/2023	10349	Williamson, Tremell	\$178.64	Reimbursement (Security Training Mileage)
12/07/2023	10345	Toney, Fenecia	\$215.54	Reimbursement (Security Training)
12/07/2023	10334	Dowdell, Keith	\$293.41	Reimbursement (Security Training)
12/07/2023	10349	Williamson, Tremell	\$139.19	Reimbursement (Security Training Travels)
12/07/2023	10346	Troupe, Antoinette	\$129.36	Reimbursement (Security Training Travels)
12/07/2023	10330	Blue Onyx Consulting LLC	\$3,037.50	Consultant
12/07/2023	10348	Warehouse Direct	\$133.50	Supplies
12/07/2023	10341	Limines, Inc	\$4,988.50	Edulastic Enterprise
12/07/2023	10336	Education One, LLC	\$18,054.56	Admin Fees November 2023
12/07/2023	10340	Impact Networking Indiana, LLC	\$102.59	Supplies
12/11/2023	10350	MECA	\$104,954.70	Professional Services 10/31/2023 (Project # IN-63-380)
12/11/2023	10350	MECA	\$36,519.51	Professional Services 8/31/2023 (Project # IN-63-380)
12/12/2023	93428	PEX	\$5,000.00	Charges
12/13/2023	93430	Human Capital Concepts	\$33,465.75	Batch 202369
12/14/2023	10353	CINTAS Corporation	\$692.04	Supplies
12/14/2023	10355	Daniel Sprouse	\$224.29	Poetry Night Reimbursement
12/14/2023	10358	K-12 Tech	\$330.00	Chrombook Parts
12/14/2023	10356	EverBank, N.A	\$5,857.48	Equipment Rental
12/14/2023	10352	Arrow Pest Control	\$480.00	Semi-Annual Services
12/14/2023	10352	Arrow Pest Control	\$111.00	Monthly Services
12/14/2023	10362	Power Sports Network	\$390.00	POM Team Uniforms
12/14/2023	10366	Zuniga's Lawncare LLC	\$391.00	Salting
12/14/2023	10366	Zuniga's Lawncare LLC	\$812.00	Salt Treatment
12/14/2023	10362	Power Sports Network	\$1,705.00	Cardigans
12/14/2023	10363	RSI Truck & Bus Repair Inc.	\$9,225.00	Career Cneter
12/14/2023	10354	College Board	\$1,746.99	PSAT/SQT
12/14/2023	10365	West Side Leadership Academy	\$100.00	Entry Fee
12/14/2023	10360	Learning A-Z	\$442.73	RP-School Waz & Vocab Licenses
12/14/2023	10359	Korellis Roofing, Inc.	\$2,600.00	Job #43556 - Preventative Maintenance
12/14/2023	10359	Korellis Roofing, Inc.	\$1,508.85	Job #44038
12/14/2023	10361	Pitney Bowes Global Financial Services LLC	\$47.76	Late Payment
12/14/2023	10361	Pitney Bowes Global Financial Services LLC	\$888.04	Lease Charges
12/14/2023	10357	Impact Networking Indiana, LLC	\$102.59	Contract Invoice
12/14/2023	10364	Typing.com	\$1,866.00	Annual License
12/14/2023	10363	RSI Truck & Bus Repair Inc.	\$1,610.00	Athletic Trip
12/14/2023	10351	Agape Union Transport	\$900.00	Transportation Ending 12/1/2023
12/14/2023	10351	Agape Union Transport	\$900.00	Transportation Ending 11/17/2023
12/15/2023	93431	Human Capital Concepts	\$1,134.82	Batch 202370
12/18/2023	10367	Infinite Connections, Inc.	\$1,400.00	E-Rate Consulting Services 7/1-10/31/2023
12/18/2023	93411	NIPSCO	\$1,979.38	Gas Services
12/18/2023	93413	NIPSCO	\$2,433.36	Portable Account
12/18/2023	93412	NIPSCO	\$9,248.76	Electric Services
12/19/2023	93417	Pitney Bowes Global Financial Services LLC	\$47.76	Late Fee
12/19/2023	93416	Pitney Bowes Global Financial Services LLC	\$47.76	Late Fee
12/19/2023	93414	Pitney Bowes Global Financial Services LLC	\$888.04	Lease Charges
12/20/2023	93434	Human Capital Concepts	\$39,717.89	Batch 202371/202372
12/21/2023	93433	Human Capital Concepts	\$278,569.07	Batch 202368/202373
12/21/2023	10377	EZ Flex Sport Mats	\$3,940.00	Carpet Roll

**THEA BOWMAN LEADERSHIP ACADEMY
ACCOUNTS PAYABLE VOUCHER REGISTER
December 2023**

Payment Date	Payment Number	Vendor name	Amount	Description
12/21/2023	10381	K-12 Tech	\$258.00	Chromebook Parts
12/21/2023	10389	Willscot	\$4,944.86	Contract #1001667799
12/21/2023	10389	Willscot	\$4,797.06	Contract #1001665522
12/21/2023	10389	Willscot	\$4,691.68	Contract # 1001665510
12/21/2023	10368	25th Ave Ace Hardware	\$89.44	Plastic Buckets
12/21/2023	10368	25th Ave Ace Hardware	\$3.96	Supplies
12/21/2023	10379	Haggard, Arthur	\$92.00	Reimbursement for 12/16 Away Game
12/21/2023	10381	K-12 Tech	\$284.00	Chromebook Parts
12/21/2023	10369	Amazon Capital Services	\$428.39	Office Supplies
12/21/2023	10386	RSI Truck & Bus Repair Inc.	\$2,220.00	Dec Basketball Travels
12/21/2023	10374	Education One, LLC	\$18,054.56	Admin Fees December 2023
12/21/2023	10382	Main Sporting Goods	\$776.00	Embroidered Jackets
12/21/2023	10375	Electro-Mech Scoreboard Company	\$92.00	Parts
12/21/2023	10373	CINTAS Corporation	\$676.06	Supplies
12/21/2023	10380	Johnson Controls Security Solutions	\$877.68	December Servies
12/21/2023	10388	Universal Lighting of America, Inc	\$12,675.00	Backlit Panels
12/21/2023	10386	RSI Truck & Bus Repair Inc.	\$525.00	Field Trip for 2nd Grade
12/21/2023	10384	Midwest Telecom of America, Inc	\$254.99	IT Services
12/21/2023	10369	Amazon Capital Services	\$117.32	Class Supplies
12/21/2023	10386	RSI Truck & Bus Repair Inc.	\$2,940.00	MS & HS Sports Travel
12/21/2023	10369	Amazon Capital Services	\$1,001.02	Class Supplies
12/21/2023	10372	Chartwells Dining Services	\$61,032.15	11/30/2023 Meals
12/21/2023	10371	BSN Sports	\$1,941.48	BBall Art 307808157
12/21/2023	10371	BSN Sports	\$2,151.80	BBall At 307807579
12/21/2023	10371	BSN Sports	\$399.98	Art 307698202
12/21/2023	10371	BSN Sports	\$559.68	VBall
12/21/2023	10371	BSN Sports	\$379.99	Art 307160510
12/21/2023	10372	Chartwells Dining Services	\$165.50	Staff Meals for November 2023
12/21/2023	10372	Chartwells Dining Services	\$280.25	Staff Meals October 2023
12/21/2023	10372	Chartwells Dining Services	\$338.50	Staff Meals September 2023
12/21/2023	10370	Brandy's Safe & Lock	\$31.60	Best J
12/21/2023	10390	Zuniga's Lawncare LLC	\$2,950.00	Lawn Services 7/10-8/7/2023
12/21/2023	10387	TLC Plumbing, Inc	\$370.00	Repairs on 11/30/2023
12/21/2023	10376	Elite Sportswear LP	\$879.60	Chasse Flip
12/21/2023	10369	Amazon Capital Services	\$62.66	Class Supplies
12/21/2023	10369	Amazon Capital Services	\$2,870.85	Office Supplies
12/21/2023	10369	Amazon Capital Services	\$165.54	Class Supplies
12/21/2023	10369	Amazon Capital Services	\$489.37	Class Supplies
12/21/2023	10369	Amazon Capital Services	\$145.69	Office Supplies
12/21/2023	10383	MECA	\$70,993.28	Professional Services November 30, 2023
12/21/2023	10385	Quinlan & Fabish Music Company	\$59.96	VFSRHTS Corpmaster
12/21/2023	10385	Quinlan & Fabish Music Company	\$279.65	Soprano Recorder
12/21/2023	10385	Quinlan & Fabish Music Company	\$287.00	Flute Repairs
12/21/2023	10385	Quinlan & Fabish Music Company	\$726.68	Parts and Services for Repairs
12/21/2023	10369	Amazon Capital Services	\$27.98	Class Supplies
12/21/2023	10369	Amazon Capital Services	\$139.72	Office Supplies
12/21/2023	10369	Amazon Capital Services	\$256.06	Janitorial Supplies
12/21/2023	10378	Gary Sanitary District	\$827.90	Service Period 10/12-11/14/2023
12/22/2023	93435	Bank Fees	\$180.12	Service Charge (BMO)
12/22/2023	93424	Indiana American Water	\$132.87	Fire Services 11/2-12/1/2023
12/26/2023	93410	Waste Management	\$4,590.87	Trash Services 12/1-12/31/2023
12/29/2023	93421	Bank Fees	\$80.00	Business Online Banking
12/29/2023	93422	Bank Fees	\$50.00	Sweep Fee
12/29/2023	93423	EventLink Services	\$5,000.00	Event Services
			<u>\$1,363,497.96</u>	

ALLOWANCE OF VOUCHERS

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date

We have examined the vouchers listed on the foregoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the register such vouchers are hereby allowed in the total amount of \$1,363,497.96



Federal Grants Update

Thea Bowman Leadership Academy

Jan 2024





January 2024 ESSER Update

Grant Program	Amount Awarded	Status Update
ESSER II	\$5,412,288.78	<ul style="list-style-type: none">● Original application approved on 5/4/21● FY23 budget amendment 1 approved on 1/23/23● FY23 budget amendment 2 approved on 5/15/23● Final budget amendment approved on 7/10/23● Finance confirmed spending complete
ESSER III	\$12,155,535.91	<ul style="list-style-type: none">● Original application approved on 6/29/21● FY23 final budget amendment approved on 5/15/23● FY24 budget amendment 1 approved on 11/27/23● Finance leading collaborative sustainability planning



ESSER Overview

Federal Grant (Legislative Act)	TBLA Grant Award	Period of Availability/ Reimbursement Period
ESSER II (CRRSA)	\$5,412,288.78	March 2020 - September 2023
ESSER III (ARP)	\$12,155,535.91	March 2020 - September 2024

Allowable Uses:

- Address **learning loss** related to the impact of the pandemic on students and school communities, examples include:
 - implement evidence-based instructional programs and activities
 - purchase supplemental curriculum and supplies
 - administer high-quality assessments and track student progress
- Ensure a **safe and healthy learning environment**
 - address facility designs that impede social distancing
 - provide facility improvements to reduce virus transmission
 - purchase sanitizer and cleaning-related supplies
- Provide **continuity of services**
 - ensure that personnel are secure and staffing reflect the needs of the school as related to addressing learning loss and social-emotional needs
 - provide students and staff with technology needs when at-home instruction is required



ESSER II: Use of Funds

Category	Description	Budget
Tier II Interventions	<ul style="list-style-type: none"> • Reading Advantage • Math Advantage 	\$694,207.74
Curriculum & Supplies	<ul style="list-style-type: none"> • Science, Math, and Spanish curriculum • Supplemental Classroom Kits & Instructional Supplies • Printer, laminator, & cutting machine 	\$226,767.94
Workforce Development Programming	<ul style="list-style-type: none"> • Career Pathway Program for pre-nursing pathway 	\$32,544.00
Staff Development & Retention	<ul style="list-style-type: none"> • PD - National Academic Conference stipends • Retention Stipends & Summer PD Stipends 	\$218,000.00
Social Emotional Development	<ul style="list-style-type: none"> • Dean of Students & Enrichment Instructors 	\$291,509.90
Technology	<ul style="list-style-type: none"> • Leadership MacBooks • CTE computers for student programming • Smart boards 	\$317,549.17
Learning Environment	<ul style="list-style-type: none"> • Portables • Stairwell improvements & HVAC improvements • Expansion of outdoor playground • Shuttle buses • Security services 	\$1,887,393.00
Continuity of Services	<ul style="list-style-type: none"> • Budgeted personnel 	\$1,744,317.03
Total		\$5,412,288.78

ESSER III: Use of Funds



Category	Description	Budget
Tier II Interventions	<ul style="list-style-type: none"> Reading Advantage & Math Advantage 	\$789,684.27
Curriculum & Supplies	<ul style="list-style-type: none"> Digital Media Software subscription Supplemental Classroom Kits & Instructional Supplies Math and Reading curricula 	\$498,875.37
Workforce Development Programming	<ul style="list-style-type: none"> Career Pathway Program for pre-nursing pathway Transportation costs for CTE programs 	\$68,745.00
Staff Development & Retention	<ul style="list-style-type: none"> PD for SAT Tutoring & Beginning of Year Processes Retention & Summer PD stipends Instructional coaches 	\$454,485.70
Social Emotional Development	<ul style="list-style-type: none"> Enrichment instructors and materials Family and community engagement 	\$641,368.56
Technology	<ul style="list-style-type: none"> Student laptops 	\$310,323.73
Extended Learning Time Programming	<ul style="list-style-type: none"> Summer learning 	\$305,435.00
Learning Environment	<ul style="list-style-type: none"> Additional classrooms, staff offices & restrooms Rooms for Art, Music, Computer, Science Additional locker rooms & media center/library Expansion of Kitchen and Cafeteria Partitions for Girls Locker Room & School-wide Restrooms Shuttle Bus 	\$7,721,497.00
Continuity of Services	<ul style="list-style-type: none"> Budgeted personnel 	\$1,365,121.28
Total		\$12,155,535.91



Title IV - Stronger Connections

Grant Amount	Period of Availability/ Reimbursement Period	Status
\$57,000	Encumbrance deadline: 04/30/2026 Reimbursement deadline: 06/30/2026	<ul style="list-style-type: none"> •Funds awarded •School leadership refining budget

DRAFT Budget (to be updated)	Budget
<ul style="list-style-type: none"> • Mental Health Professional Development - suicide prevention, anxiety awareness & anti-bullying strategies, drug/vaping prevention 	\$15,000
<ul style="list-style-type: none"> • Family Engagement - events/speakers/resources related to healthy lifestyle 	\$15,000
<ul style="list-style-type: none"> • Professional Development focused on reducing exclusionary discipline practices 	\$12,000
<ul style="list-style-type: none"> • SEL Professional Development/ Teacher training (vendor purchases) 	\$8,000
<ul style="list-style-type: none"> • SEL Professional Development/ Teacher (travel/mileage reimbursement) 	\$7,000
Total	\$57,000



Charter Facility Grant

Grant Amount	Period of Availability/ Reimbursement Period	Status
\$567,374	TBD until application released	<ul style="list-style-type: none">• Requesting Board approval to move forward with submitting an application• Application to be released by early February

Allowable Uses:

- **Facility & Capital Projects**
 - construction, repair, replacement, remodeling, or maintenance of a school facility, including sports facilities
- **Service contracts**
 - janitorial/custodial services, maintenance services, seasonal services such as winter weather & spring/summer lawn care, pest control; other routine services needed maintenance of school facility
- **Technology**
 - Purchase, lease, upgrade, maintain, or repair technology for the facility
- **Rental Payments**
- **Debt Service**



Key Contacts

Name	Title	Email	Topics
Johnny Jin	Chief Strategy & Development Officer	jjin@phalenacademies.org	Grant budgeting, guidelines, applications, amendments
Eva Spilker	Chief Financial Officer	espilker@phalenacademies.org	Grant spending, reimbursements, general fund coordination

Number sentence: 4 plants + 3 plants = 7 plants
Answer: 7 plants

2. Color one half red. Color one third blue. Color one sixth green.

Thank you for your partnership!

North

Aa Bb Cc Dd Ee Ff Gg Hh

Today is 09-18-18
Tuesday (Sun) Summer
September 18, 2018

I CAN..
identify and use operation signs by drawing.

Our Focus Words

GOOD MEET

F

Xx Yy Zz 0 1 2 3 4 5 6

Daily



DIRECTORS' RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
DREXEL FOUNDATION FOR EXCELLENCE IN EDUCATION /
THEA BOWMAN LEADERSHIP ACADEMY, APPROVING THE SUBMISSION OF A
CHARTER FACILITY GRANT APPLICATION**

WHEREAS, Drexel Foundation for Excellence in Education, operating as Thea Bowman Leadership Academy (hereinafter, "TBLA"), is governed by a Board of Directors; and

WHEREAS, TBLA seeks to serve the needs of children and families in the community, including the need to provide a safe and nurturing school learning environment; and

WHEREAS, the Board of Directors has reviewed the enclosed draft guidance for the new Charter Facility Grant administered by the Indiana Department of Education (IC 20-24-14); and determined that applying for this grant will support TBLA's mission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DREXEL FOUNDATION FOR EXCELLENCE IN EDUCATION, OPERATING AS THEA BOWMAN LEADERSHIP ACADEMY, THAT:

The Board shall move to approve the submission of the Charter Facility Grant application on behalf of TBLA.

IN WITNESS WHEREOF, we have electronically affixed our names as the Board of Directors of the Drexel Foundation for Excellence in Education, operating as Thea Bowman Leadership Academy, this _____ day of January, 2024.

Board President

Board Secretary



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Members, Indiana State Board of Education
From: Ronald Sandlin, Sr. Director of School Performance & Transformation
Date: January 10, 2024
Subject: Charter School Facility Grant Administrative Procedures & Allocations

Public Law 189-2023 established the Charter School Facility Grant Program and outlines the requirements of the program.

- **Allowable uses (IC 20-24-14-4)** include those activities outlined in IC 20-40-9-6 for which a school corporation may use money in the debt service fund, and IC 20-40-18-7 for which a school corporation may use money in the operations fund.
- **Eligible recipients (IC 20-24-14-5(a))** include Indiana charter schools that apply in the manner established by the Indiana State Board of Education (SBOE), submit a budget detailing expenses for which the money from the grant award would be used, and submit a facilities master plan and an associated facilities budget plan. This program does not apply to a virtual charter school or adult high schools (IC 20-24-14-1).
- **Grant awards (IC 20-24-14-5(b))** are calculated pursuant to a legislatively-prescribed formula. For the purposes of calculating awards for the current fiscal year, the Indiana Department of Education (IDOE) used the Fall 2023 ADM counts as determined by IDOE.

Recommendation:

1. Direct IDOE, on behalf of the SBOE to administer the Charter School Facility Grant Program pursuant to IC 20-24-14.
2. Approve the proposed per pupil allocation calculated pursuant to the formula outlined in IC 20-24-14-5.
3. Direct IDOE to provide a report on the outcome of the Charter School Facility Grant Program that includes the funding distributed to each eligible charter school, the complete application materials for each grant recipient, any eligible charter schools that did not receive an award under the program, and an explanation for why no funds were awarded to these schools by no later than June 30, 2024.



Indiana Department of Education

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STEP 1: Calculate the per-pupil allocation.

a. Total amount appropriated by the General Assembly	\$25,000,000.00
b. Fall 2023ADM count for all charter schools, not including students receiving virtual instruction or students enrolled in adult charter schools	37,454
c. Divide the result of 1a. by the result of 1b	\$667.49

STEP 2: Calculate the total award for each eligible charter school. *

a. Fall 2023 ADM count for the eligible school, excluding students receiving virtual instruction
b. Multiply the result of 2a. by the result of 1c

** School specific allocations will be calculated and communicated directly to each school.*

Eligible charter schools will have ten days from the day they receive their calculated allocation amount to appeal the calculations to IDOE.

IDOE will consider appeals under the following instances:

1. A school appeals to be included in the list that is not included in the attached list of award recipients.
2. A school appeals their ADM calculation.

IDOE will create a form through which a school may submit an appeal and guidance on the required documentation to support a successful appeal. Final award allocations, including any updates made pursuant to the appeals process, will be included in the final report to be submitted to the SBOE by no later than June 30, 2024.

First Name	Last Name	Title
Email	Phone Number	

School Name	School Number	Organizer Name (Official Non-Profit Name)
School Address	School Phone Number	

Overall Grant Award:		
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Brief Description of Facility Needs: Provide a brief description of the facility needs included in the application materials (500 words or less)

Facilities Master Plan: Please attach your facilities master plan. You must use the IDOE Facilities Master Plan template.
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Charter School Facility Grant Budget Summary: Please attach the completed budget summary. You must use the IDOE Charter School Facility Grant Budget Summary template
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Governing Board Resolution: Please attach a signed governing board resolution demonstrating that the majority of the governing board has reviewed and approve of the submitted application.
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Signature of Applicant: _____ Signature of Board Chair/President: _____

Charter Facility Grant – Facilities Master Plan Template

A facilities master plan can be considered a strategic plan for an organization’s facilities and facility needs. The facilities master plan document considers the long-range growth, goals, development, and vision of the organization’s buildings and infrastructure. Key drivers of a facilities master plan include, but are not limited to:

- Addressing facility structural or HVAC deficiencies
- “Right-sizing” your facilities for growth
- Capitalizing on initiatives for future-ready learning
- Improving public perception of upkeep and quality
- Capturing debt reduction.

This facility master plan is pursuant to the charter school facility grant outlined in IC 20-24-14. Therefore, the information included in the plan will be evaluated only against the proposed budget accompanying this plan, both submitted along with the required program application.

This master plan template is separated into 4 sections: Data Projections, Physical Conditions Summary, Education Adequacy Assessment, and Short- and Long-Term Priorities. Applicants are encouraged to review the entire facilities master plan template before completing the document.

DATA PROJECTIONS

This section requires the applicant to provide data & information related to current and projected facilities needs and demands. Applicants are encouraged to use their best judgement, historical trends, and existing strategic plans to inform the information that is submitted in this section reflects a defensible estimate of current and future needs.

Current: Provide the most accurate information available for each category as of September 30, 2024. Any capital projects that are underway but not yet complete should be reflected in the short-Range projections, as that is likely when the additional space will come available.

Short-Range: 1-to-4-year projections of need/demand. Typically, short-range enrollment projections are the most accurate — and these short-range projections are essential when a school is making critical decisions to address imminent needs. A 1-to-3-year timeline is generally too short to justify the planning and building of permanent facilities, so these short-range facilities planning decisions may immediately include adding portables or securing less-permanent solutions as the charter school solidifies the reliability of mid-range projections.

Mid-Range: 5-to-10-year projections of need/demand. Mid-Range projections are not easy — a 5-to-10-year timeline is generally considered the limit within which reasonably accurate enrollment projections can be made. But with a 5-to-10-year perspective, the need for additional classroom space at existing schools, as well as the need for new schools (where, when and for what grades?) can be determined with a reasonable degree of certainty.

Long-Range: 10+-year projections of need/demand. While detailed long-range projections cannot be made with an assured high degree of reliability, a long-range perspective on future enrollment can provide information regarding the potential need to acquire new school sites and build new schools. Long-range projections should also reflect large ongoing maintenance projects and aspects of the school's and/or organization's overall strategic plan that would impact the facility needs.

Please complete the following table by providing the most accurate information based on your best judgement, historical trends, and existing strategic plans.

	Current	Short-Range (1-4)	Mid-Range (5-10)	Long-Range (10+)
Student Enrollment (Count)				
Grade Configuration				
Instructional Classrooms (Count)				
Administrative Space Demand (Ft²)				
Auxiliary Space Demand (Ft²)				
Cafeteria:				
Gymnasium:				
Library/Media Center:				
Arts:				
Other:				

Please provide a brief explanation for any large swings in short- or mid-range projections (no more than 500 words).

PHYSICAL CONDITIONS SUMMARY

This section requires the applicant to describe the current and future needs as it relates to the physical conditions of current facilities. The summary is broken up into 5 categories: site/physical building, mechanical/electrical, accessibility, life safety, expansion of technology. For each section, the applicant is asked to describe any current or projected needs that would inform the facilities master plan.

1. Site/Physical Building: Provide a brief description of current or projected needs related to the site any current facilities (expansion, remediation, demolition, grading and site preparation, etc) and any issues related to the exterior (paint, windows, façade maintenance, smokestacks, etc) or interior (paint, asbestos, lockers, ceiling, flooring, etc) of an existing facility that does not include life safety or accessibility.

2. Mechanical/Electrical: Provide a brief description of current or projected needs related to mechanical (plumbing and leaking pipes, gas pipes, HVAC and boilers, etc) and electrical (lighting, PA or central audio system, wiring, etc) for an existing facility.

3. Accessibility: Provide a brief description of current or projected needs related to accessibility, including the requirements of the Americans with Disabilities Act, for an existing facility.

4. Life Safety: Provide a brief description of current or projected needs related to life-safety (fire/emergency escape and response, double-entry door systems, access control, building surveillance, exterior door locks, severe weatherproofing, etc) for an existing facility.

5. Expansion of Technology: Provide a brief description of current or projected needs related to the expansion of technology (classroom A/V, additional drops, wireless access points, LAN network infrastructure, etc) for an existing facility.

6. Other Needs: Provide a brief description of current or projected needs that were not included in any of the categories listed in the application.

Education Adequacy Assessment

This section requires the applicant to evaluate existing site or facility's ability to support delivery of curriculum through its learning environments. This may include restructuring traffic patterns or entrances/exits, additional network access points in classrooms, access to appropriate rest rooms, room accommodations for specialized subjects (science, photography, shop, etc), and any other aspect of the current facility that are hindering teaching and learning. Applicants are encouraged to use field observations, principal interviews, staff surveys, and measuring the building against industry planning standards to inform this evaluation.

Education Adequacy Assessment: Provide a brief description of any aspect of the current facility that is hindering teaching and learning. This section should only include descriptions of those issues that the school intends to address as a component of the facilities master plan.

Short- and Long-Term Priorities

This section requires the applicant to outline at least the top five priorities (in no particular order) related to the organization’s current facilities situation. The applicant will also be required to provide a brief justification for each priority, relying significantly on the information provided in the prior three sections of the facilities master plan. This section does not have to align to the budget submitted for the charter facility grant; however, any capital improvements included in that budget should be outlined in the priorities below.

Priority #:	Give the priority a name or brief description.
Budgeted Items:	List major activities directly associated with the priority.
Explanation/Justification:	Provide a brief (200 words or less) justification for the priority.

Priority 1	
Budgeted Activities	
Explanation/Justification	

Priority 2	
Budgeted Items	
Explanation/Justification	

Priority 3	
Budgeted Items	
Explanation/Justification	

Priority 4	
Budgeted Items	
Explanation/Justification	

Priority 5	
Budgeted Items	
Explanation/Justification	

Subject: Preliminary Charter School Facility Grant Award



Sandlin, Ron <RSandlin@doe.in.gov>
to mmorris@phalenacademies.org, msimmons@theabowmanacademy.org

Wed, Jan 10, 8:52 PM (7 days ago)

You are viewing an attached message. Gmail can't verify the authenticity of attached messages.

Melissa Morris,

At their regularly scheduled business meeting today, the Indiana State Board of Education (SBOE) directed the Indiana Department of Education (IDOE) to administer the Charter Facility Grant program pursuant to the requirements of IC 20-24-14. This process will play out over the next two and half months across three phases:

- I. School Specific Allocations (January 10 – January 26)**
- II. Application Window (January 29 – February 23)**
- III. Application Review & Award Distribution (February 26 – March 29)**

The IDOE's goal is to distribute funds to eligible charters by the end of March. The information included in this email provides information about the first phase of this process and how to request a review of a preliminary award.

NEXT STEPS <by January 26, 2024>

- Review the preliminary award information provided below.

School Name (Corporation Number): **Thea Bowman Leadership Academy (9460)**

Fall '23 ADM Count	x	Per Pupil Allocation	=	Preliminary Award
850		\$667.49		\$567,374.14

- If after the review you determine the IDOE made a mistake in calculating the preliminary award or determining the school's, use this [REQUEST FOR REVIEW](#) (Closes 1/26) to request a review of the charter schools preliminary award or eligibility status.

I. School Specific Allocations (January 10 – January 26)

The table below outlines the statutory formula used to calculate the preliminary award for your school, along with the specific amount to be awarded to your school (Step 2b.):

STEP 1: Calculate the per-pupil allocation.

a. Determine the total amount appropriated by the General Assembly:	\$25,000,000.00
b. Determine the total current ADM for all charter school, not including students receiving virtual instruction:	37,454
c. Divide the result of 1a. by the result of 1b.	\$667.49

STEP 2: Calculate the total award for each eligible charter school.

a. Determine the total ADM for the eligible school, excluding students receiving virtual instruction.	850
b. Multiply the result of 2a. by the result of 1c.	\$567,374.14

Request for Review of Preliminary Award

Charter schools will have two weeks to request a review of their allocation pursuant to one of the following:

1. Inaccurate ADM Count – A charter school that believes the number of students used to calculate their total allocation (Step 2a. above) is inaccurate may request a review of their preliminary award. A request pursuant to this issue must be accompanied by official IDOE documentation from the September membership count that clearly shows an incorrect membership count was used to determine the school’s preliminary award.

2. Eligibility Status – A school that was not included in the award calculations but believes they are eligible under IC 20-24-14-1 may request a review of their eligibility status. A request pursuant to this issue must provide official documentation, such as the school’s charter agreement or artifacts, that demonstrates the school’s eligibility under the definition provided in the law.

Schools may use this form to submit a request for review: [REQUEST FOR REVIEW](#) (Closes 1/26)

Following this period, the IDOE will make any approved adjustments and then recalculate the final awards for every charter school in the state. Because the IDOE is required to distribute the funds using the statutory formula, any change to a school’s preliminary award will result in adjustments to the final award for every eligible charter school.

Attached to this email are the draft application materials that eligible charter schools will be required to complete to receive the charter facility grant. These materials are for your planning and information only and **should not be submitted to the IDOE**. Final application materials will be provided along with guidance on how to submit your application at the end of the first phase of this process.

If you have questions, please reach out to DOE Charter Programs (CharterPrograms@doe.in.gov).

Ronald D. Sandlin III

Senior Director, School Performance & Transformation

Indiana Department of Education

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