

Meeting of the Board of Trustees Ivy Prep Gwinnett  
Tuesday, October 28, 2014, 2014, 6:30 PM  
Meeting location: Ivy Preparatory Academy Kirkwood

October 2014 Board Minutes  
Submitted by Cindy Jacoby, Secretary

### **Welcome and Call to Order**

Meeting was called to order at 6:35 by Governance Chair Bryon Chambers  
Board members present: Cindy Jacoby, Christopher Kunney (phone) Bryon Chambers, Angie Chesin, Adwoa Awotwi, & Bruce Taylor. Monty Green (late)  
Others present: Victoria Hudson Wiley, Phil Andrews, Barry Herrin  
Board members absent: Sheila Jordan

**Approval of Board Minutes-** September approved unanimously

**Controller Report-** Phil Andrews  
(Refer to controller report for specifics)

**P&L:** Sept. rev. \$244,000 (lower because of non recurring events that happened last month)  
Net loss \$25K (accrued loss)

### **Balance Sheet:**

- Not accurate due to reconciliation underway by Calvin and Doug Irwin. Expected to be cleaned up by next month

**Executive Director Report- Victoria Wiley** (see dashboard)

- **Gwinnet Academic-** Power school issue have incorrect data- Ms. Wiley will correct.
- Operations performance was reviewed

### **Gwinnett Enrollment**

- **Total enrollment** 307- Not up to budgeted number of 360
- **New students-** 7
- **Withdrawals-** 6

**Testing** Ready Step exam and PSAT test were given this month

**Transportation-** Cooper Global transportation provider to help with athletics and may be a potential partner for home to school transportation as well.

Audit is still in progress- goal is to finish by next week

DEO 46 form must be completed by Friday. Two temps are hired to help.

FTE and CPI report is due tomorrow to the state

### **Committee updates**

**Facilities committee (Christopher)-** Conversation with our landlord Carter. Want to talk to us about purchasing that facility. Board must meet and decide overall strategy first. First weekend in December is proposed strategic planning session.

**Governance Report-** End of the year board elections- board members need to nominate or self-nominate for Chair, Vice Chair, Secretary and committees

**Cindy Jacoby** reported takeaways from SCSC training, including having all reports (controller, executive director, school dashboard and all board and committee minutes submitted to the board chair, and send to each board member, one week before next board meeting. Board members are expected to come to the meeting prepared to vote on proposals. Also, Cindy stressed the need for an academic oversight committee.

Committee nominated Cheryl Treadwell – Vote: 5 yay, 0 nay, 2 abstentions (Angie and Adowa)

**Finance Committee** (Monty) – Audit discussion

**Fundraising task force** (Sheila)- no update

**Foundation-** will help with graduation fees according to Victoria

New Business- Strategic planning meeting- proposed Dec 5th and 6<sup>th</sup> (full day)

Public comment- none

Meeting concluded at 7:50 pm

Next meeting is November 18<sup>th</sup> Gwinnett Campus

Call reports and committee minutes are due: November 11th

**Action Items:**

Victoria- Clean up Power school report and end confirmation to board (Gwinnett)

Victoria- ensure all board members have Ivy Prep Email accounts and instructions how to access

Bryon to send email regarding board officers

Phil/Calvin- submit financial reports and summary of talking points one week prior to board meeting. (November 11<sup>th</sup>)

All committee- submit meeting minutes/reports one week prior to board meeting. . (November 11<sup>th</sup>)

Victoria- submit ED report one week prior to board meeting . (November 11<sup>th</sup>)

Christopher- send board packet and agenda one week prior to board meeting. . (November 11<sup>th</sup>)