

Meeting of the Board of Trustees Kirkwood School for Girls
Tuesday, October 28, 2014, 6:30 PM
Meeting location: Ivy Preparatory Academy Kirkwood

October 2014 Board Minutes
Submitted by Cindy Jacoby, Secretary

Welcome and Call to Order 8:46 PM Vice Chair Monty Green

Board members present: Cindy Jacoby, Christopher Kunney (phone) Bryon Chambers, Angie Chesin, Adwoa Awotwi, & Bruce Taylor.

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: reviewed

Balance Sheet: reviewed. Reconciliation almost complete

Executive Director Report- Victoria Wiley (see dashboard)

- **Kirkwood Academic-** 83% passing all classes. In danger 5% (failing more than 1 class)
- Operations performance was reviewed

Kirkwood Enrollment

- **Total enrollment 386**
- **New students-** 9
- **Withdrawals-** 7

Testing Ready Step exam and PSAT test were given this month

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

Completed corrective actions for Title 1 monitoring visit

SACS Accreditation process beginning

Ilene Dodd (our PR person has heard from several national media outlets)

Ribbon-Cutting is Saturday at 11 AM

Commission meeting tomorrow at 10 AM

Committee updates

Facilities committee (Christopher)- Phil is working as our property manager on a month to month basis. We need to decide how to move forward.

Moved to keep Phil as property manager for another month. Approved unanimously

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

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

There is state mandated board training in February 5th and 6th 2015.

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.

Finance Committee (Monty) – Audit discussion. We owe our attorney \$35K. Finance committee proposed a \$10K per month payout plan. Motion passed: All yes votes with one abstention (Monty)

Fundraising task force (Sheila)- no update

Foundation- Nina Gilbert introduced Cornell Hazelton the new Vice Chair. Next week Foundation is hosting Howard Fuller (noted author) Nov. 5 at 6:30PM. And Lucy McBath?, mother of boy recently in the news for getting shot for playing his music too loud. Fundraiser is also planned for early December

New Business- Strategic planning meeting- proposed Dec 5th (half day) and 6th (full day)

Announcements

Public comment- Three parents participated in public comment.
Concerns: 1) safety of the carpool lanes at the Kirkwood campus
2) presence of non-school related people on campus and in the parking lot.

Meeting concluded at 9:30 pm

Next meeting is November 18th Gwinnett Campus
Call reports and committee minutes are due: November 11th

Action Items:

Bryon to send email regarding board officers
Cindy – email training dates for SCSC in Feb
Victoria ask Ilene to submit a communication plan for national media
Victoria Invite new board members to ribbon cutting
Victoria to send proposals for property management.
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 11th)
All committee- submit meeting minutes/reports one week prior to board meeting. . (November 11th)
Victoria- submit ED report one week prior to board meeting . (November 11th)
Christopher- send board packet and agenda one week prior to board meeting. . (November 11th)