



Ivy Preparatory Academy Girls at Gwinnett
Meeting of the Board of Trustees
Tuesday, Aug 18, 2015, 6:00 PM
Meeting location: Gwinnett Campus

Welcome and Call to Order- Meeting called to order 6:02

Monty Green, Board Vice Chairman

Board members present: Cindy Jacoby, Chris Beal, Tolton Pace, Monty Green, Angie Chesin, Lawanna Owens-Twaites

Via phone: Carrisa Jones, Christopher Kunney

Not present: Rick Betts, Adwoa Awotwi, Cheryl Treadwell

Also present: Dr. Howard, Chaz Patterson, Joy Treadwell, Ebbie Parsons via phone, other audience members

Monty thanked the board members who worked to help get schools open on time.

Approval of July Minutes: Properly moved and accepted unanimously

Board Update:

CFO Report-

Dr. Howard, Interim CFO, Yardstick

Dr. Howard reviewed her report. See attached report

- **Current significant issues-**
 - 2015 security deposit of \$130,00 is due for Gwinnett- Board leadership is working with landlord to have a payment plan.
 - Canceling ADP as our payroll vendor created some issues during our payroll and TRS funding. Checks for personnel were produced manually and as independent contractors in order to pay our staff on time. We are looking to solve issues regarding pension payments.
 - Audits are now separate for each school, which poses issues as many of our finances are under a network umbrella. There is a significant amount of data that needs to be entered. Our goal is to have state audits completed on time, which has not been the norm.
- Matters for approval
 - Financial policies and procedures manual is due to the State and compliance entities
- Risk and compliance Issues: None
- Other Matters: none
- Financial reports: See attached

Executive Director Report

Alisha Morgan

- Alisha met with Commission today who were very complimentary of the Gwinnett school and the Ivy governing board
- Enrollment numbers:
 - Middle School: 247
 - High School 44
 - Total 291
- We don't have an assessment tool that gives timely school-wide data, which is a top priority.
 - MAP assessment- \$6,000 per school (approx). Training costs are \$7,000- onsite two-day

- Security and safety remedies, such as panic bars on exit doors are still underway
- Financial report from staff perspective- We have not been timely with some of our reports. Two direct debits (HR & ADP) were initiated unexpectedly which impacted payroll. Poor communication of new processes meant a hold up in payroll. Burdon is on HR and CFO to train teachers in how to complete and submit forms.
- Alisha publically thanked Dr. Howard and her hardworking staff for getting things entered into the system
- We now have a plan in place to avoid these issues. She has extended hand-written thank-yous to each staff members.
- Overall network: Inherited a lot issues in process and compliance. She is working to make sure staff are trained in operational issues.
- Substantial list of compliance issues as a result of surprise Commission visit.
- We need to restructure our HS program. Connections contract is not affordable or sustainable. We need to start looking for another vendor. Alisha has been talking with scholars about their likes and dislikes of the platform
- Valmets donating a number of items, like conference tables and furniture and projectors. Thank you!
- Four fundraisers planned for year. PTO board members are very excited to get started.
- Thanks to CFO and team, the board for our support, the teachers and staff who have endured a lot. Our staff is Ivy Strong and will become leaders in innovation.

Review of action items:

Cindy Jacoby, Secretary

- Only one outstanding action item- Committees need to name a chair and back-up

Board Committee Reports

Facilities committee

Christopher Kunney, Committee Chair

- Still in conversation with our landlord about negotiations to acquire the property by a third party. The front-runner has interest and experience with charter schools.

Governance Committee-

Cindy Jacoby, Governance Committee Chair

- Board Training- Mandatory training Nov. 4th & 5th. There is a make up training in February
- Board Recruiting Calendar- presented and asks everyone to recruit 3 new board members for consideration
- Ivy emails- Please check your email everyday and make a commitment to have it working properly

Education Committee

- Needs to regroup with new CAO position. Angie Chesin volunteered to meet with CAO to get committee schedule on track

Finance Committee-

Monty Green, Committee Chair

- Monty apologized for the tardiness of the financial report. There is a backlog of requests for data, plus day-to-day operations and now the audit are all competing for our time. The report was sent to the board during the meeting.
- Committee is in sync and has been working very closely with CFO
- Audit season- we have a new auditor and it has already requested data and reports. That data will need to be de-coupled information from network to individual schools and will be a long process that will require resources.
- Committee will send recommendation this week as to how to handle this task.
- Committee is looking at other cost saving areas
- Yardstick's contract is expiring at the end of this month- Operations: management of documenting operational policies, all functions other than HR and finance and marketing. \$12,000

Vote: Finance recommends we continue with Yardstick for an operational contract and with a month-to-month contract. At 12,000 per month or less. Motion was unanimously approved.

- There is a plan to create a Panhellenic support council

Fundraising committee

New Business-

- Board contribution is a tradition. Christopher asked finance committee to create a suggested
- Need a formal contract established with our ED. Tolton suggested we have a contingency plan in case negotiations fail.
- There is disagreement on whether or not school employees need contracts. Our authorizer had mentioned having contracts took us out of compliance

Public Comment-

- Ebbie Parsons- stated that for employments, all that is needed an offer letter and an employee paperwork and a handbook
- Dr. Lashawnda Hawkins- asked what the Board's goals were. Monty Green responded emphasizing financial security, academic success and compliance. There are a lot of new teachers and their morale is down. What is the board doing?
- **Julie Carroll-** First teacher hired here in 2008. Concerned about staff morale and payments drawn out of an account when she had not yet been paid. Those monies were to be used to keep her certification. We are used to working with poor finances. First time we have felt unsure about where our pay is coming. Worried about staff turnover and therefor fewer students. She is representing the teachers and wants us to see a face.
- **Chaz Patterson-** Please continue to give to the school. Chaz asks teachers and parents as well. There is a new enthusiastic PTO board. Teachers do not have handbooks, nor does Mr. Patterson.
- Read by Chaz: Counselor is concerned about not receiving a paycheck and dropping of benefits without notice. Brand new teacher- concerned about paychecks not being paid on time affecting her automatic bill pay.

Announcements:

- Next meeting Sept. 22, 2015

Meeting was adjourned at 8:02

Action Items from August meeting:

1. All board members to review procedures and policies manual (from Dr. Howard) and provide input before Kirkwood board meeting. The manual is included in the board financial report sent.
2. Alisha to clarify TRS draw amount
3. Alisha to send Commission findings
4. Alisha to send fundraising plans to Fundraising committee.
5. Cindy to get board bios to website
6. Angie and Tolton and Joy to ramp up education committee
7. Finance Committee to send recommendation for audit resources
8. Finance committee to set board contribution suggestion
9. Governance to speak with commission regarding contracts and compliance
10. Monty to send letter that stated we are out of compliance for Cindy to follow up with authorizer on.