

 **IVY PREPARATORY ACADEMYSM**

Ivy Preparatory Academy Kirkwood
Meeting of the Board of Trustees
Tuesday, Aug 25, 2015, 8:00 PM
Meeting location: Gwinnett Campus

Welcome and Call to Order- Meeting called to order 7:56

Christopher Kunney Chairman

Board members present: Cindy Jacoby, Chris Beal, Tolton Pace, Lawanna Owens-Twaites, Carrisa Jones

Via phone: Angie Chesin

Not present: Rick Betts, Adwoa Awotwi, Cheryl Treadwell, Monty Green,

Also present: Dr. Howard, Kendra Shipmon, Joy Treadwell, Ebbie Parsons, Nina Gilbert, other audience members

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 ending July

- **Current significant issues-**
- 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

Board voted unanimously to approve the financial policies and procedures manual submitted by Dr. Howard.

Executive Director Report

Alisha Morgan

- Enrollment 406/budgeted 397
- Shout out to our teachers for being Ivy Strong. Mrs. Dixon was thanked in particular for her offer to help the boys school and her positive attitude
- Ms. Morgan talked about the need for a security plan and is working with police to develop a security plan. She has hired a security staff (unarmed from 7-3) (armed from 3-7 in a patrol)
- Good news to share: Ms Shipmon is having a Chat and Chew this Friday. Literacy coach will start.
- 21 century grant (year 2 of 5)
- Thanks to Ms. Shipmon and Mrs. Joy Treadwell for their support during her transition.
- When she met with the Commission, they were very complimentary of our board.

Motion properly made and voted on unanimously to approve 21st century grant \$349,588

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

- Project manager was invited to join today’s meeting but has not called in.
- There was a recent meeting with Colliers. Christopher called our attention to proposed budget for expansion costs. Two costs in particular totally approx. \$600,000 which is funded by the bond. \$178,000 are non budgeted items. Christopher asked that any deficit be taken out of the construction budget, such as signage or perhaps some rooms will not be furnished. Christopher will come back with a revised budget.
- Dr. Howard and Ms. Morgan have been looking into having an unarmed security \$28,000 during school hours and armed guard after hours for \$35 per hour from 3 PM- 7PM
- We are talking with the tenants regarding property taxes and the sale of the Fitness Center business. Dr. Howard mentioned our tenants do not have updated leases with our legal name.

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, Tolton, Ms. Shipmon and Alisha to get committee schedule on track

Finance Committee-

Dr. Howard, Interim CFO, Yardstick

- 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
- Dr. Howard updated us on the new janitorial services.

Fundraising committee

Tolton Pace

- Lawanna has redrafted the fund raising plan
- Tolton has been reaching out to Foundation and other stakeholder to work together on a comprehensive strategy

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.

Foundation report

Nina Gilbert

- Foundation Board and Governing board joined together for a Hands on Ivy Day that was enjoyable
- Fundraising focus is on instructional support and professional development
- Foundation Board to meet with Ms. Morgan

New Business-

- none

Public Comment

- None

Announcements:

- Next meeting Sept. 29, 2015

Meeting was adjourned at 8:15 PM

Action Items from Sept meeting:

1. Board strategic planning meeting needs to be set
2. Governance Committee ED evaluation needs to be set.
3. Tolton to email hiring process document.
4. Fundraising Committee needs to have a comprehensive plan to report by next month
5. Phil or a representative needs to attend next meeting and provide up dates on tenant issues