



Ivy Preparatory Academy YMLA  
Meeting of the Board of Trustees  
Tuesday, Aug 25, 2015, 6:30 PM  
Meeting location: Gwinnett Campus

**Welcome and Call to Order-** Meeting called to order 6:32

**Christopher Kunney, Board 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

### **Board Update:**

#### **CFO Report-**

**Dr. Howard, Interim CFO, Yardstick**

- Matters for approval (none)
- Significant Issues
  - 1) terminated ADP services; it caused a snag with ADP processing for last payment to teachers and staff; Mr. Kunney thanked everyone for patience of staff and diligence of team

#### 2) grant reconciliation

End of Sept marks end of cycle so Dr Howard is working with Ms Morgan and principals to iron out issues and challenges; report denoted in 3 areas: budget, budget narrative, reconciliation; Need for staff to turn in updated reconciliation reports as soon as possible.

#### 3) School year end audit report

Affects many areas of school functionality; We have to ensure by Oct 1 that our reports are turned in...however prior to June, particular data needed for audit was not keyed into the system properly or at all...process to rectify is underway now

We need to put together a plan of action for audit plan to clean everything up; we were in a similar position last year related to this particular audit need - a list of needs was made last year

Mr Kunney question/comment: seems like we went through this process last year of paying someone to help iron out our books and create protocols so that we would be ready this year/in the future...so you're saying that we are back in this space again? Has this been mentioned to finance? It has...

Item to be turned into state:

- Risk & Compliance
  - 1) reports for the state
    - DE46 Form...tells what we did with reconciliation of QBE funds; last year this time we were in a negative fund balance with respect to this; when we are in this position, there should share public notice of this; if we need an extension for theses reports, then the ED has to request on official letterhead; we need an extension to be requested was the response to CK question as to if we need to request an extension
- Other Matters

1) none

- Financial Reports (see attached)  
End July 2015  
1) \$118,549.57 - cash on hand  
2) \$364,361.93 - (note: confirm what this figure is with Dr. Howard)

\$676,156.12 Accounts Payable  
\$695,572.06 Other liabilities owed

Income for July \$267,591  
\$113,169.14 Expenses  
\$154,421.21 Total Net Income

Forecast Aug 31,2015  
\$89,776.57 end deficit

## Executive Director Report

Alisha Morgan

- Alisha - refreshing to see team members here, kudos to them
- Enrollment  
\*378 currently for boys school, target is 416
- Boys principal released  
Asst Principal has pitched in and done a great job - really doing two jobs according to Alisha and doing a great job. Had a parent meeting related to Principal change. Parents are concerned about change in leadership and other areas; classroom management is being addressed as a concern; security is an area of concern; culture of the school is an area of concern; 73% turnover in staff at YMLA.
- Alisha met with the commission last week
- (CCRPI data is not very strong - math, SS, Sci are some of the weaker areas); in renewal process, commission is looking at data and wants to see gains in November...Milestone data will not be available then...not until Decmeber...Mr. Kunney asked will we have any data? Alisha responded yes we will...we will be purchasing MAP assessment to show our gains/data/etc; commission wants to see performance data and a clear narrative about our turnaround process, not necessarily wanting to see our finances at this point...Alisha has entertained proposals from consultants around developing this narrative effectively; commission is expecting an on-time audit; Ms Owens-Thwaites asked if commission understands that since GA milestones was in pilot year - Alisha says yes
- Sept. 27th, commission will visit...wanted to hear about innovation and performance; Alisha mentioned we need to be very transparent about where we are but also where we are going
- Our scholars are going to Georgia Tech weekend for STEM foundation; relationship with Khan foundation, re: Global Poverty
- Sent out communication to parents about ways they can be involved:
- Innovation grant opportunity that students will be hands-on with....They will drive the grant as far as writing it, researching, etc; Support for our teachers
- Good news: Governors Office of Student Achievement - Alisha has secured a partnership wherein they will provide us a Literacy Coach for 3 years for free
- Mr. Kunney asked - what's the recruitment process?
- Alisha - received resumes...have two candidates that we are bringing in; will involve parents, pre-screen, writing and data assessment, and multi-stakeholder panel...goal: within 45 days

7:09pm quorum achieved

Approval of July Minutes: Motion by Lawanna Owens-Thwaites, 2nd by Cindy Jacoby  
Motion carries/approved

(Minutes taken by Tolton Pace. Cindy Jacoby takes over of notes from here)

**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. 4<sup>th</sup> & 5<sup>th</sup>. 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 Pace, Ms. Shipmon and Ms. Morgan to get committee schedule on track

**Finance Committee-**

**Dr. Howard reported**

- 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-**

- Board contribution is a tradition. Mr. Kunney asked finance committee to create a suggested contribution amount
- 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**

- None

**Announcements:**

- Next meeting Sept. 29, 2015

**Meeting was adjourned at 7:55 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