

## Kirkwood Girls

Meeting of the Board of Trustees

Tuesday, April 28, 2015

Meeting Location: Kirkwood Campus

**Welcome and Call to Order:** Meeting called to order at 6:38 p.m.

**Board Members Present:** Monty Green, Bryon Chambers, Lawanna Twaites, Christopher Beal, Cheryl Treadwell, Angie Chesin

Executive Director, Victoria Wiley

**Board Members Present via phone:** Christopher Kunney

**Other Attendees:** Nina Gilbert, Kendra Shipmon, Joy Treadwell, Phil Andrews

### Approval of Previous Minutes

**Motion:** March minutes was passed unanimously

### Controller Report

### Finance Chair – Monty Green

- See monthly financial reports
- Financials cover February and March 2015
- Revenue – difference is that the mid-term adjustment was applied. Amount should remain constant for a couple of months. June should be a bit higher
- Line 570 – the food service costs for Feb & March have narrowed with revenue due to controls put in place.
- Line 300.5 – 25-30K in expenditures. Yardstick consulting costs
- Operating significantly in the black
- Based on reporting from the audit need to create a secondary report with respect to the Grants
- Balance sheet: Must have a reconciled financial statement prior to each board meeting.

### Executive Director's Report

### Victoria Wiley

- See Report and Dashboard
- Enrollment: 371, no new students, 2 students withdrew
- 2015-2016: Current enrollment at 415
- Milestones Update (Ms. Davis):
  - KG: Successful administration
  - GG: Problem 1<sup>st</sup> day with internet connection. Successful rest of week
  - KB: Had problems with access codes in part of 5<sup>th</sup> and 8<sup>th</sup> grade. Unable to take assessments in required order. Contacted vendor (CTB/McGraw) and still not fully resolved due to unique codes not available for each section. Have to call each day for reset. Temporary solution came

from Department of Education (not only school affected). Those students will not complete until Friday. Approximately 50 students impacted.

- The Commission is sending representatives to each school to monitor the testing coordinators. Not sent to all Ivy schools but are present at KB and aware of the issues.
- Lottery was successful
- Commission had some onsite comments. ED has responded and pending response
- State Commission meeting is tomorrow. ED unable to attend due to Milestones testing and meeting Commission representatives

## Board Update

### Facilities

- Kirkwood Construction Update: Collier Report
  - Permit Approved by DeKalb County this week
  - Bid released to General Contractors. 4 Responded and narrowed down to 2.
  - Targeting Thursday to provide recommendation to Ivy Prep
  - Reviewing pricing of furniture, fixtures, equipment. Additional competitive pricing requested.
  - Costs are over budget at this point but looking at areas to be more cost effective – not uncommon
  - Expecting contractor price modifications this week and will quickly need Board approval to stay within schedule
  - Schedule update – currently showing completion in mid-September but that was based on late June receipt of permit from DeKalb County. Will review and expedite the process for a revised date. Important to minimize impact on students and the start of the school year.
  - ED is already looking at costs for temporary trailers for the month of August
- Property Management Update: Phil Andrews
  - Met with tenants – good discussion
  - Marquis sign bulbs replaced
  - GA Power replaced lights in front and back
  - Discussion of security – ongoing conversations
  - Grady Facilities Manager will investigate use of their security officers

### Education Taskforce

**Victoria Wiley**

- See Update/Report
- Note: Purchase of laptops for each HS scholar: GG (60) \$24K, KG (40) \$16K, YMLA (40) \$16K. If pursued funds will be needed in July,
- High school math is changing in the state of Georgia. Asked Connections for alignment guide to determine track.

## **Governance Committee**

## **Governance Chair – Bryon Chambers**

- Committee Assignments – responses received and the assignments will be forwarded to the board.
- Master calendar – will be in review for May and a formal recommendation made at the May board meeting for adoption in June
- By-Laws are under review. Legal is consolidating comments to bring back to GC

## **IPA Foundation Update**

## **Nina Gilbert**

- Preparing for commencement ceremony
- Legislation (See Report)
  - HB 91 – Eliminates HS graduation exams
  - HB 131 – End to Cyberbullying Act
  - SB89 – Digital Classroom Act
  - SB 132 – College Credit to high schoolers
  - SB 133 – Opportunity School District Help for Failing Schools
    - This is the one with the most impact to Ivy Prep
    - Ivy Prep must
      - Immediately set high academic goals and standards
      - Decide on best and most effective delivery model
      - Define, redefine, and cement a mission aligned culture
      - Create a budget to support the turnaround plan
      - Communicate plan/strategy and solicit buy-in

## **Finance Committee**

## **Finance Chair – Monty Green**

- Next year's budget in progress but funding formula has not been released yet so it is difficult to get an accurate picture.
- Expense side is difficult also. Need to insure that all line items are properly coded and reconciled.
- Started audit process for FY 2016.
- Working with Yardstick for online tracking of invoices
- Operating accounts and payroll will be moved to Atlanta Capital by next board meeting

## **New Business**

- Fund Raising Task Force – additional discussion and thoughts needed. Tolton Pace possibly a good candidate for Chair

## **Announcements**

- No announcements

## **Public Comment**

- Elizabeth Marshall comments

- Feel behind on things and realize that get updates at the board meetings. Lot of parents are asking questions because they don't know anything.
- Need update on Yardstick
- Meeting minutes – still only see December's minutes online. Keep updated minutes on website.
- Great recommendation on the financials for reconciliation.
- Operations report – numbers of high school students Pass/Fail not discussed
- Excellent idea about the calendar
- Ms. ?
  - What is going on with the YMLA to improve the academics?
  - As a parent can see how the school is failing. Teaching model for girls don't work in the boys school.
  - Board is working on this with new models and making changes now.

#### Date for Next Meeting

26 May, 2015 at the Gwinnett Girls School

#### Adjournment

Meeting adjourned at 8:42 p.m.