

Meeting of the Board of Trustees  
Tuesday, June 23, 2014, 6:30 PM  
Ivy Preparatory Academy at Kirkwood Campus

June 2014 Board Minutes  
Submitted by Cindy Jacoby, Secretary

**Welcome and Call to Order**

Meeting was called to order at 6:30 by Monty Green.

Board members present: Cindy Jacoby, Bryon Chambers, Monty Green, Christopher Kunney (phone), Sheila Jordan

Others present: Victoria Hudson Wiley, Kendra Shipmon, Clifton Myles, Phil Andrews, Joy Treadwell, Nina Gilbert

Board members absent: Susan Moseley, Marquita Minot, Alexa Ross

Prospective new member: Avis and Bruce Taylor were unable to come to tonight's

**Approval of April and May Board Minutes**

There were no questions regarding monthly minutes. Both were approved in separate votes.

**Controller Report- Phil**

**Gwinnet P&L:**

- Expenses- line 110= teacher salaries \$10,000 higher than usual in May (bonuses)
- Line 300 Professional Service- catch-up payments to Phil's firm
- Repair and Maint- infrastructure work on Internet
- Copier rentals and phone is two months worth of bills (paid end of May)
- Category-890
- Bottom line- -\$17,500- in the RED
- Bryon asked how these numbers compared to budget. Reporting will now include last month, current month and variance. Suggested we add budget that will include what will be covered in grants too.

**Gwinnet Balance Sheet:**

- Reconciliation are continuing. Balance sheet balances!
- 102.0 has been closed

**Boys School P&L**

- Income items- title 1 money and title 2A funding (making revenue a little be higher than normal)
- 1995- other local revenues- pen and pencil funding revenue
- Expense items- 300.5- 3 items Dr. Lucky, YMCA, Boys 1/3payment to Phil's firm
- 8616- West Ed- educational program for boys school
- End of year activity
- \$46,000 in black this month
- 101.6 need details (doesn't' seem to add up)

### **Boys Balance Sheet**

- Balance sheet balances!

### **Kirkwood girls P&L**

- 1995- some reimbursements
- Title grant money came in
- Expenses- year end bonuses/incentive pay
- Contracted services YMCA, Phil's firm, Dr. Lucky and for North Star (academic coaches)- Bryon asked how success was measured with these consulting firms. Dr. Myles assured the board, that assessment was part of the consulting engagement (noted in the school's improvement plan)
- Fun-raising expenses used for field day and end of year
- 890s – year end festivities
- Bottom line- \$36,250 in the black

### **Kirkwood Girls Balance Sheet**

- We are in balance

### **Executive Director Report- Victoria Wiley**

Kendra Shipmon went over dashboard- presented updates to framework of dashboard (see attached)

**Gwinnett:** (See dashboard) Enrollment is 333 (Target 400)

**Kirkwood Boys:** (see dashboard) Enrollment 321 (Target 350)

**Kirkwood girls:** (see dashboard) Enrollment 327 (Target 350)

### **Victoria Hudson Wiley**

- Explained the visiting teachers/students on campus that we are hosting
- Title 1 allocation have increased significantly due to better data entry
  - \$117000 for Kirk Girls
  - \$72000 for Gwinnett
  - \$113,000 for YMLA Boys
- Dissemination Grant (Gwinnett)- in the hands of our authorizer deadline extended to October
- Scope of Work for Connections- request for approval
  - Laptop maintenance decisions (Connections or managed service model from outside)
  - Joy Treadwell expressed concern to the board that we want to ensure proper support for our students
  - Christopher offered assistance in helping find an alternative vendor (Victoria accepted his offer and asked for suggestions). Monty agreed to help
- Connections:
  - Victoria and Joy met with Connections Georgia to share information regarding the platform. We are looking into sharing some Georgia Connection Courses they have developed for Georgia (through mapping)
  - Christopher mentioned we brought to Connections attention some potential gaps in their curriculum to GA standards. He believes our contract should address any possible gaps.
  - Nina Gilbert suggested that Common Core requirements be included in the Connections curriculum (which it looks to be in there). Nina also suggests we see the alignment tool.
- Enrollment
  - Victoria handed out enrollment strategy developed for Gwinnett but will be extended to Kirkwood schools.
    - July 8<sup>th</sup> at noon- Ambassador Luncheon
    - July 17 & 18 Ebby will be back for another visit
    - Monty asked us to ponder the need in the community for HS and what differentiates us

- Victoria pointed out our empty space that needs to be built out with technology in order to use for HS.
  - Christopher suggested we talk about this in our strategic committee holistically
- Auditor- coming next week
- Expansion of attendance zones update- typically you have to go through district first. Greg Stevens will follow up with that concept
- Strategic Planning – July 12 or July 27 (everyone is available for July 12- Christopher is unsure)

## **Board updates**

### **Facilities committee (Christopher)**

- Received revised agreement from Carter from Gwinnet, now under review, which extends lease two years
- Monty asked if we had a bond finance date. Christopher said the closing date is scheduled for Mid- July

### **Governance committee (Bryon)**

- Avis Dickey and Bruce Taylor were both invited in attending tonight but couldn't. We have invited them to join in July
- We are moving forward with ED job description
- High bar- Governance Committee suggests we move forward with High-Bar. Victoria suggested the Finance Committee vet the cost. Christopher suggested we set up one more session for those interested.

### **Marketing and PR (no current committee)**

### **Finance Committee (Monty)**

- Monty presented the budgets for the three schools
- Christopher asked about discretionary money for the board to use
- Victoria and Monty agreed to re-visit the budget
- Victoria pointed
- Monty move we approve the budget as is tonight
  - Cindy- yes
  - Christopher- yes
  - Monty- yes
  - Bryon – no
  - Christopher-n0

### **Fundraising task force (Sheila)-**

- Sheila and Nina will meet to leverage each committees

### **Foundation-**

- Nina will bring a report to next board meeting.

Meeting concluded at 8:45 pm

Next meeting is July 22<sup>th</sup> Gwinnett Campus

Action Items:

Calvin – Add budget comparison to financial reports, in addition to monthly variances

Monty- investigate Pen and Pencil account for all schools

Monty- help Victoria find alternative to laptop maintenance

Kendra- add to dashboard, charter goals

Kendra- separate all charter goals into one section (clearly on its own tab for each school)

Kendra- look into online enrollment

Kendra- add enrollment target and numbers to dashboard

Victoria- follow up with IT vendor about managed services for laptops

Victoria- will look at Gwinnett Connections agreement for Common Core standards

All- attend Ambassador Luncheon in Gwinnett on July 8<sup>th</sup> at noon

Christopher- check your calendar for July 12<sup>th</sup>