

 **IVY PREPARATORY ACADEMYSM**

Ivy Preparatory Academy Girls at Gwinnett
Meeting of the Board of Trustees
Tuesday, July 21, 2015, 6:00 PM
Meeting location: Gwinnett Campus

Welcome and Call to Order- Meeting called to order 6:10

Monty Green, Board Vice Chairman

Board members present: Cindy Jacoby, Chris Beal, Rick Betts, Tolton Pace, Monty Green, Carrisa Baptiste, Adwoa Awotwi, Angie Chesin,

Via phone: Christopher Kunney, Lawanna Owens-Twaites

Not present: Cheryl Treadwell

Also present: Dr. Howard, Joy Treadwell, Chaz Patterson, Harman Hall- Yardstick , Via phone: Ebbie Parsons - Yardstick

Approval of June Minutes: unanimously approved

Board Update:

CFO Report-

Dr. Howard, Interim CFO, Yardstick

Dr. Howard reviewed her report and how the board report will be set up for this is and future meetings. See attached report

- **Current significant issues-**
 - focus on accounting policies and procedures.
 - There was a Title 1 audit and auditors felt comfortable I the direction of Board bringing in third party operations consultant. One issue with drawn-down that was done without proper documentation (\$13,000)
 - Moved to QuickBooks desktop version (from online version)
 - Dr. Howard predicts a failing audit for 2014-2015 but is cleaning up process to ensure a positive audit in 2015-2016
 - Implementing P.O. system that ensures principals sign off all money sent
 - Restructuring debt card usage by principals
 - bringing payroll in house
- **Matters for approval**
 - Working on correct balanced/budget with initial focus on teacher salaries. Dr. Howard warns us that 90% of our income is spent on salaries, which leaves 10% to educate the kids
 - Paid time off policy needs a closer look
 - Each school in the red \$300,000. Dr. Howard is addressing this via janitorial and maintenance and supplies purchases cost. Dr. Howard suggest we can save almost \$88,000 per school if we bring in 3 of our own to handle cleaning and maintenance.
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- Risk and compliance Issues; None
- Other Matters: none
- Financial Report: none

Academic Update:

Joy Treadwell, Chief Academic Officer

- Each school making great strides in hiring. Looking for 4 teachers 5th grade, HS math, ELA
- Joy asked the board to reach out to their networks
- Aug 3- Students will be on campus.

- Joy voiced concerned about access to classrooms so they can set up
- Enrollment: about 40 seats vacant

Update on ED Search

Ebbie Parsons, Yardstick

- ED transition update. Monday- July 27 second round of interviews. We have added Alisha Thomas Morgan
- Asked Board members to be present and on-time
- Tolton Pace requested some behavioral type questions regarding academic be included

Finance Committee-

Monty Green, Committee Chair

- Moving in the right direction but we are not there yet.
- Priorities included getting through Title1 audit and opening of school
- Budget delivered by next week at Kirkwood Board meeting

Governance Committee-

Cindy Jacoby, Governance Committee Member

- Board retreat- July 31 and August 1
- Cindy announce Bryon Chambers has resigned from the board
- Committees restructuring will be addressed at retreat

Foundation

No report

Facilities committee

Christopher Kunney, Committee Chair

- Fire marshal had cited some issues of concern about door related (need panic bars and automatically locking door).
- Dr. Howard will address this issue with landlord
- Honeywell recommended we contact a third party to handle the door lock changes
- Ivy has first right of refusal should Carter want to sell the building.

Vote: Recommendation not to pursue purchase of Gwinnett building. Motion passed unanimously

Review of action items:

Cindy Jacoby, Secretary

Update on ED Search

Ebbie Parsons, Yardstick

- 100 + resumes
- 3 main candidates now
- salary cap has made it an challenge

Public Comment-

Mr. Patterson announce that each school can now sign off on DPI reports

No Comments

Announcements:

- Next meeting August 18, 2015

Meeting was adjourned 7:41

Action Items from July meeting:

1. Monty to forward Dr. Howard's financial report.
2. Dr. Howard to email to Christopher latest janitorial contract (A-1) / and to Facilities Committee
3. Cindy to send distribution list to Dr. Howard
4. Board to reach out to its network to hire last few teachers