



IVY PREPARATORY ACADEMYSM

IPA Gwinnett

Meeting of the Board of Trustees
Tuesday, March 24, 2015, 6:00 PM
Meeting location: Gwinnett Campus

Welcome and Call to Order- Meeting called to order at 6:05 PM

Secretary Cindy Jacoby

Board Members Present:, Cheryl Treadwell , Cindy Jacoby, Bryon Chambers,
Adwoa Awotwi, Rick Betts, Carrisa Baptiste, Lawanna Twaites, Tolton Pace, Chris Beal, Monty Green
Executive Director Victoria Wiley

Board Members present via phone: Christopher Kunney, Angie Chesin

Other attendees: Joy Treadwell, Kendra Shipmon

Motion: There was a motion to move into executive session to discuss personnel matters. Ebbie Parsons, YarkStick Consulting to present recommendations

Approval of previous Minutes

Motion: To approve both January and February Minutes was passed unanimously

Controller Report

Finance Chair- Monty Green

- See monthly financial reports
- Ivy is operating in the black
- There was some discussion around QBE funding- Gwinnett got a slight increase than what was planned.

Executive Director's Report

Victoria Wiley

- See Report and Dashboard
 - Operations- 310 current students enrolled
 - Academics-
We have 392 applications is the target 272 is current applications.
Transportation is our biggest issue with attendance. We feel confident the Commission will approve an expanded attendance zone.
- Title 1 monitoring visit earlier this month
- Milestone Assessment prep taking place
- Commission had a pop-up visit from the commission- they noticed we did not have a nurse. Staff has all been trained in CPR. Victoria is searching for volunteer/retire nurses.
- The commission staff had a great visit yesterday. Monty and Cindy attended on behalf of the board.

Board update

Chairman Christopher Kunney

- Review Action Items from previous board meetings (see below)

Finance Committee

Monty Green

- Audits found three areas of audits: - There were no material findings, but there were procedural (lack of internal control) issues.
- Internal control issues were also found in our grants
- Organizational issues including some non-compliance issues that have already been addressed.

Motion- It has been moved that we accept the finance committee's board response to the auditors findings- motion approved unanimously.

Facilities Committee

Committee Chair Kunney

- Christopher is talking with Carter about their refinancing plan.
- We need to address security non-compliance regarding external doors on building one and two door. Commission will give a compliance date.
 - Christopher has asked Phil Andrews to explore security options for both campuses.

Governance Committee

Committee Chair Bryon Chambers

- Welcomed our five new members
- There will be a board breakfast (social) on April 9th at 7:30 AM at West Egg on Howell Mill Rd
- Committee is reviewing the new by-laws for any gaps
- Conflict of interest forms were handed out to be signed
- Drop Box has been set up for pre-meeting reports
- Cheryl gave some tips for keeping in compliance with Opens Record Act

Education Task Force

Victoria

- Discussion of viability of HS. Connections is coming in next week to hear success concerns. Victoria recommended to wait until the Connections meeting is complete before making a decision,. If the decision is made to dissolve HS, Victoria will recommend having a one year transition, to give families time to plan. Meeting is scheduled for Wednesday, April 1st at 2 PM.
- Monty- remarked as we make this decision, we need to look at ALL options for success at Ivy Prep to fulfill our mission to go to college. (such as partnering with colleges)
- Christopher requested a report of ALL options and the viability of those working, along with a final recommendation

IPA Fund Raising Taskforce

(not present)

IPA Foundation Update

Victoria

- Foundations is sponsoring a trip to a local college fair.
- Five of 10 Seniors have been accepted into college

New Business

Board Chair

- Christopher spoke of Board fundraising effort where each Board member contributes to the school at an amount that is comfortable to them. Finance committee will oversee.

Announcements

Board Members

- Date for next meeting – April 28, 2015 at Kirkwood.
- Graduation is scheduled for May
- Career Day is April 1st at Gwinnett 1-4 pm

Public Comment

- none

Adjournment at 8:40 M

Board Chair

Minutes taken by Cindy Jacoby

The undersigned hereby certifies that she is a Director or Officer of Ivy Preparatory Academy, a public charter school organized and existing under the laws of the State of Georgia, and that the above is a true and correct copy of the meeting minutes of the Board of Trustees of said organization.

The minutes were adopted by the Board of Trustees at a meeting held _____ at Gwinnett Campus

IVY PREPARATORY ACADEMY

By: _____

Approved by

Date

Actions Items for March

1. Academic team- come up with HS options that include budget needed to make it work. Victoria will invite Board members to help with these solutions
2. Governance to oversee that Ivy Board members need to have real email accounts dedicated to Ivy.
3. Finance Committee to over see board giving effort
4. Victoria to send out How Much is It Worth information to new board members
5. Adwoa and Cheryl to contact DeKalb attorney office to move permitting along.
6. Calvin to look at recording of payable and receivables are correct on balance sheet
7. All board members are encouraged to attend principal interviews
8. 9:00 AM on Saturday is the lottery
9. Governance committee to create calendar of major events

Action Items for February

1. Finance committee will work to reconcile budget expenditures, such as food service, insurance, delayed billing issues and any other outliers.

Action Items for January

2. Finance committee to submit a continuity plan for CFO back-up
3. All committee leads must have a back up plan in place
4. School leadership needs to comeback with a plan for HS by March meeting make recommendation.
5. Bryon to send out committee members and leads to board.

Action Items for December:

6. Phil/Calvin- Deliver controller report with summary one week ahead so we can have a record.

From November

7. Victoria to get comparison data from Connections and make target goals for improvement