



# IVY PREPARATORY ACADEMY<sup>SM</sup>

## Kirkwood Girls

Meeting of the Board of Trustees  
Tuesday, March 24, 2015, 8:41 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

### 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
- KWG is operating at a loss of \$55,000
- A number of teacher side expenses, much is reimbursable
- Contract services number is high, but also reimbursable
- Legal services- final payment for bond work
- Food services has been operating at a loss, but procedures are now in place

### Executive Director's Report

**Victoria Wiley**

- See Report and Dashboard
- Operations- current students enrolled
- Academics-
- We have 375 students. Target 460 students- applications stand at 316 (gap of 144)
- We feel confident the Commission will approve an expanded attendance zone to include APS
- 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. Looking to leverage Grady for on-call nurse

### 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**

- Ivy met with the Kirkwood tenants and started a good relationship (will be meeting monthly)
- Christopher has asked Phil Andrews to explore security options the campuses and construction site
- Expect new signage in the parking lot regarding private property.
- Build-out is experiencing a permitting issues. DeKalb is considering us to be a private school. The attorneys on the board agreed to help with this.

**Governance Committee**

**Committee Chair Bryon Chambers**

- Welcomed our five new members
- There will be a board breakfast (social) on April 9<sup>th</sup> 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 1<sup>st</sup> 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**

**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 1<sup>st</sup> at Gwinnett 1-4 pm
- Adjourned at 9:08

**Public Comment**

- none

**Adjournment** at 9:00 PM

**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