



Ivy Preparatory Academy Girls at Kirkwood
Meeting of the Board of Trustees
Tuesday, June 2, 2015, 6:00 PM
Meeting location: Kirkwood

Welcome and Call to Order-

Vice-Chairman Monty Green

6:019 meeting called to order

Board members present: Cindy Jacoby, Lawanna Owens-Twaites, Monty Green, Bryon Chambers, Cheryl Treadwell. Christopher Kunney, Adwoa Awotwi, Angie Chesin, Tolton Pace

Via phone: Carrisa Baptiste, Rick Betts, Tolton Pace, Chris Beal

Not present: Bryon Chambers

Others Present – Ms. Shipmon, Joy Treadwell, Victoria Wiley

Approval of April Minutes: Unanimous approval

Controller report

Reporting process is being revamped

Executive Director Report

Victoria Wiley

See ED Dashboard.

Significant increase in academic performance for elementary and MS

Enrollment Data- currently is 453 target is 460 Leveraging all of network staff member for enrollment and recruiting, following Yard Stick's guidance.

We are now using School Mint software as a registration hub. Better lead tracking and follow-up.

HS academic strategic planning at noon at Ivy Gwinnett June 3rd

Secretary Report

List of outstanding action items

Facilities

- Received multiple RFPs for vendor for construction of Kirkwood.
- We still have some outstanding bills for some bond work. Christopher has asked for a copy of any outstanding invoice. Vendor is receptive to payment plan.
- School is planning for mobile classrooms as a contingency. We are running about a month late due to permitting issues.
- Third party vendor did HVAC assessment- We have had conflicting results from vendors. Regardless need a maintenance plan in place and Honeywell is preparing that plan

- Honeywell is also conducting a safety assessment

Education Committee

- **No new updates:**

Finance Committee-

Monty Green

- Meeting scheduled Thursday , June 4 with consultant to discuss board reporting and replacement of financial software.
- As of Thursday, May 21st the current CFO could no longer continue to work from home per his doctor's orders. Victoria Wiley has hired Yard Stick to cover the school's financial management/ CFO duties until June 30, 2015 at a cost of \$9,400 per moth. Yardstick's Dr. Howard. and Calvin Smith (current CFO) are currently transitioning the duties.
- Yard Stick has proposals for services in the following areas
 - 1) School operations (currently through Aug)
 - 2) Financial services
 - 3) Executive Search
 - 4) Marketing/retention/recruitment

Currently marketing/student retention is combined with the financial services proposal. The finance committee has a counter-proposal is to make marketing separate from financial services with separate deliverable.

Vote 1: Financial Management

The finance committee recommends a 12 month proposal to Yard Stick for \$12,500 per month instead of proposed 17,500 per month to take over the financial management of the school with an ending date of June 30, 2016. Allocated between all network schools.

Voted unanimously to present financial services proposals to Yard Stick as noted above

Vote: 2 Marketing/Student Retention Management

Finance committee recommends we retain the services of Yard Stick Consulting to provide marketing and student retention services for \$5,000 per month. Yard Stick is to focus on current marketing plan it its deliverables before IPA considers hiring a marking director. Allocated between all network schools.

Voted unanimously to present marketing services proposal to Yard Stick as noted above.

Finance committee noted that it is taking a second look at previous recommendation to change auditors. There are pros with keeping the previous auditor because of his familiarity with the school's audit. There are also pro's about changing firms. Finance committee will research and make a recommendation.

Governance Committee

Cindy Jacoby, Secretary

Vote 3: Board Meeting/ Committee Meeting Calendar

The governance committee proposed we adopt the new master calendar that splits the three Ivy Prep school board meetings into two separate meeting locations/days. IPA Gwinnett board meetings will meet on the Gwinnett campus and the Kirkwood Meetings would be held on the same evening at the Kirkwood campus

Voted unanimously to accept the calendar

Vote 4: ED Search Firm

Executive Director recruitment task Force, under the governance committee,

recommended we accept Yard Stick Consulting's proposal to conduct the search.

Recommendation added: 1) the task force tie deadlines to milestones 2) pay out spread over a couple of months

Accepted unanimously.

New Business

- Discussion regarding QBE budgeting and funding.
- New teacher recruitment
- Christopher requested governance committee add strategic planning onto the board calendar.

Announcements:

- June 24th Job Fair for teachers for all networks, held at Kirkwood school.
- Next Kirkwood meeting June 30th
- Next Ivy Prep Gwinnett Meeting: June 23rd

Public Comment-

- Ms. Shipmon discussed forward funding procedure

Meeting was adjourned 7:16

Action Items from May meeting:

1. Cindy/Governance work on Ivy email set up for all Board members
2. Finance committee will meet with new financial team in regards to board reporting.
3. Victoria to find out where new students are coming from (new attendance zones?).
4. Is Tolton Pace smarter than a 5th grader? Maybe!