

 **IVY PREPARATORY ACADEMYSM**

Ivy Preparatory Academy Girls at Gwinnett
Meeting of the Board of Trustees
Tuesday, Sept 23, 2015, 6:00 PM
Meeting location: Gwinnett Campus

DRAFT MINUTES THAT HAVE NOT BEEN REVIEWED OR APPROVED BY THE BOARD

Welcome and Call to Order- Meeting called to order 6:12

Christopher Kunney Chairman

Board members present: Cindy Jacoby, Chris Beal, Tolton Pace, Lawanna Owens-Twaites, Adwoa Awotwi, Christopher Kunney

Via phone: Carrisa Jones

Not present: Angie Chesin, Rick Betts, Monty Green, Cheryl Treadwell,

Also present: Chaz Patterson, Joy Treadwell, Alisha Morgan, Kendra Shipmon, Jacoby Cole and others

Approval of August Minutes: Properly moved and accepted unanimously
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Board Update:

CFO Report-

Dr. Howard, CFO, Yardstick

Dr. Howard reviewed her report. See attached report August 2015

- **Current significant issues-**
 - Landlord informed us of an additional security deposit of 133,000 which cannot be met
 - Landlord informed us of an outstanding balance, @1,525 which was paid
 - IT issues- Food service requires internet access to register which scholars have been served. When interest goes down, it must be done manually
- **Matters for approval**
 - none
- **Risk and compliance Issues:**
 - Audit prep and DE46 year end is coming up. ED had requested an extension
- **Other Matters:** None
- **Financial reports: (Draft- need to confirm with financial report)**
 - Balance Sheet- \$6,3220 in bank. Some items on report are “under review” by audit team
 - \$1667407 total assets
 - Liabilities- \$7,29600
 - P & L
 - Income \$2,39451
 - Expenses: 1,53324
 - \$8,6127 in the black

Executive Director Report

30, 60, 90 Day goals and wants to work with Board for future reporting formats

Alisha Morgan

- Organizational structure- Establish clear structure by 10/31
 - Jacob Cole was promoted to Chief of Staff and is working with metrics
 - Found problems with phone bill and other services we are paying for and are not using. Has asked IT director and operations director to audit our services.
 - Top goal is to identify cost savings in budget to find more dollars for student support.

- Compliance
 - Goal is to submit at least 70% of reports submitted to state and local and federal agencies on time
 - One issue is with Registrar supporting 3 schools
 - Out of compliance with Title 1 (student services) and Title 2 (teacher support and development) in regards to reporting.
 - Goal is to submit 100% staff reports to board on time

- Academic Achievement
 - We have purchased MAP assessment tool and have been trained.
 - Goal for all schools have a framework aligned with the commission rules
 - Instill a joy factor in learning for scholars and teachers.

Other issues

We hired a consultant for pre-audit clean up and we are almost complete with this to turn over to our auditors. Good news- every grade level will attend college trips. HS will visit Hyatt for hotel operations presentation Payroll is an issue and we are looking for new vendor HS Program is a concern with another challenge.

- Enrollment numbers:
 - Middle School: 260
 - High School 43
 - Total : 303

- Ms. Morgan further explained Jacob Cole’s role
- Board Member Mr. Pace asked several questions regarding janitorial services, payroll services
- Board Member Mr. Beal asked questions regarding job junction and personnel

Review of action items:

Cindy Jacoby, Secretary

- Only one outstanding action item- Committees need to name a chair and back-up

Board Committee Reports

Facilities committee

Christopher Kunney, Committee Chair

- In conversations with Carter and Red Hook for potential sale of this property from Carter to Red Hook.
- Red Hook has some expertise in charter schools, but lease terms will most likely stay in tact
- Still some questions

Governance Committee-

Cindy Jacoby, Governance Committee Chair

- Tentative date for Strategic Planning meeting is January 19th in coordination with existing Board meeting.

- Board Training- Mandatory training Nov. 4th & 5th. There is a make up training in February
- Board Recruiting Update- Thank you Tolton for your nominees.

Academic Committee**Tolton Pace**

- Met with Angie and CAO and principals and ED which brought up issues with current HS model (blended model). There is not a lot of positive progress. Committee asked for additional data regarding student achievement

Finance Committee-**Not present**

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Vote: Finance recommends we continue with Yardstick for an operational contract and with a month-to-month contract. At 12,000 per month or less. Motion was unanimously approved.

Foundation report**Nina Gilbert****Fundraising committee****Ms. Morgan & Mr. Pace**

- 100th Day- State of the School event- Ms. Morgan will kick off a 100% participation fundraising event
- Fundraising committee is trying to meet with all stakeholder to look for an Ivy Campaign and grant opportunities.
- Mr. Pace has reached out to a fund raising expert to get some coaching for the committee.

New Business-

- None

Public Comment-

- None

Announcements:

- Next meeting Oct. 20, 2015

The board voted properly to enter into executive session to discuss two issues: 1) Personnel matter 2) An administrative matter.

The matters discussed in Executive Session both require more committee research before a vote can be taken by the board.

Meeting was properly adjourned at 8:50**Action Items from September meeting:**

1. Cindy to clarify who is responsible for setting contract policy (ask Gregg)
2. Contract for ED?
3. Ex officio officers?
4. Fundraising committee- need to set a figure for Board Contributions by end of school year
5. Fundraising committee- please look at current campaign and assess and revive.
6. Fundraising committee- please identify two specific grants on which we can focus