

 **IVY PREPARATORY ACADEMYSM**

Ivy Preparatory Academy Girls at Kirkwood
Meeting of the Board of Trustees
Tuesday, Sept 29, 2015, 6:00 PM
Meeting location: Kirkwood Campus

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

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

Monty Green Vice- Chairman

Board members present: Cindy Jacoby, Tolton Pace, Lawanna Owens-Twaites, Adwoa Awotwi, Angie Chesin, Monty Green, Carrisa Jones, Cheryl Treadwell

Via phone: Rick Betts, Christopher Kunney

Not present: Chris Beal

Also present: Joy Treadwell, Alisha Morgan, Kendra Shipmon, Jacob Cole, Ebbie Parson and others

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| 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-**
 - IT Provider services are spotty and we need that to work for food services.
- **Matters for approval**
 - none
- **Risk and compliance Issues:**
 - Year end audit is due in October. Have brought in outside auditor to help. An extension was granted
- **Other Matters:**
- **Financial reports:** (Draft- need to confirm with financial report)
 - Balance Sheet- \$739,154 cash in bank
 - P & L- Liabilities 429,570
 - Equity \$605,176
 - Income: 377,054
 - Expense 325,472

Executive Director Report

Alisha Morgan

- Mrs. Shipmon had her last day last month
- All 3 schools will be monitored this year for Title I and Title II

- Alisha Smith our coordinator will be responsible for compliance for all three schools. She may need outside help.
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- Monty mentioned that this was expected and may not be as painful as expected
- Tomorrow is commission meet
- MAP assessments have begun that will give us school-level data
- Gov Offic of student achievement has awarded us a literacy expert that will work with us for 3 years.
 - Our Kindergarten students are coming in struggling, so this will help us plan.
- Jacob Cole was promoted to Chief of Staff and is working with metrics- and they have set 10 goals for achievement and engagement
- 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.
- Her 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

Change in principal- Interim is Ms Sherry Miller who was the assistant principal. We may postpone a search for a replacement as we look at Ms. Miller.

Review of action items:

Cindy Jacoby, Secretary

- Only one outstanding action item- Committees need to name a chair and back-up
- Mr. Green reminded the committees to expand with other stakeholders.

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| Board Committee Reports |
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Facilities committee

Christopher Kunney, Committee Chair

- We are working with project team to get construction back on schedule. Our biggest obstacle is the cost of construction. We have asked that the team to give us a revised plan in budget. That has been submitted but not reviewed with the team.

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.

Finance Committee-

Monty Green, Finance Chair

- Operating at a steady state
- We have been in a contractual arrangement with Yardstick consulting that provided financial services. Those services will no longer be available, which leaves a gap. Ms. Morgan has submitted two proposals for financial service replacements: AABC is a contractor who is currently providing audit service for Gwinnett. This contract would include payroll services 12,000 per month CFO, accounting, automation behind payroll. There was a proposal submitted by Help Foundation: provide similar services for \$10,000 per month.
- Questions were raised about the current contract and whether or not we would be double-paying for financial services with two contracts overlapping

Finance Committee recommends we hire AABC. After much discussion a vote was taken.
 Owens-Twaites, Awotwi, Pace, Jones, Treadwell- voted to Abstain
 Jacoby, Kunney, Green, Chesin, Betts, voted YES
 The vote did **not** pass

Ms. Morgan thanked Dr. Howard for her hard work in setting up processes that will help us in the future for budget planning, executing financial decisions. Mr. Green reiterated appreciation

Foundation report

Nina Gilbert

Nothing to report

Fundraising committee

Ms. Morgan & Mr. Pace

- 100th Day- State of the School event- Ms. Morgan will kick off a 100% participation fundraising event that includes board members.
- 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.

Academic Committee

Tolton Pace

- Alisha Morgan- reviewed a thorough presentation regarding closing of the high school program, citing we are doing a disservice to our students who deserve a more robust program.
- Ms. Jones asked about financial impact, including teacher impact. Ms. Morgan suggested it would have a negative impact to try to keep HS. Ms. Morgan is working on a plan to work with teachers on other arrangements including tutoring.
- Ms. Treadwell asked about impact on the bond. Bond is tied to total enrollment.
- Mr. Green asked about the other schools our scholars might be attending. And mentioned as he spoke with teachers, they felt they exhausted all of their options.
- Mr. Pace also commented on how difficult this decision was.
- Kunney asked board to vote conscious and have a plan

Recommendation was made to close the HS based on the plan that was presented.
 All members voted affirmative with the exception of Chris Kunney who voted no

New Business-

- None

Public Comment-

- Ebbie Parsons addressed the board and thanked the Vice-chair for his kind words. Built his case for his qualifications.
- Frank Jackson- Kirkwood 10th grade student talked about his struggle but good learning experience. He tearfully thanked his teachers and said HS has been great for him.
- Ms. Dixon- reminded everyone why we are here- for the scholars. Asked the board to be mindful that the decisions it makes affect real people.
- Ms. Pagan- don't forget the human capital of the teachers. Your decisions impact us.
- Dr. Gilbert- asked for more than two minutes. Started with founding mission and describe the struggle but we still placed all 10 students in college. Ms. Gilbert rejected the idea that the colleges our scholars attended were sub-par. Ms. Gilbert challenged the board that we have not exhausted all of our resources in order to save the high school program
- Ms. Donna Alexander- reiterated Dr. Gilbert's sentiment. Felt we should have had this conversation before the vote was taken. Asked where is the Why behind the data?
- Travis Chapman- supports all of the concerns and questions. Feels we can provide quality education and we didn't dig deep enough. He proclaims to be an expert and is convinced that there was not enough process involved before the decision was made.
- Stacy Fony- network director of HS Programs. Feels insulted at the idea all ideas were not exhausted. The scholars deserve more than we are able to give. She thanked the board for their courageous decision and for supporting the school leadership.

Announcements:

- Ms. Morgan presented flowers, gift card and wished Kendra Shipmon a happy birthday and fond farewell
- Next meeting Oct. 27, 2015

Meeting was properly adjourned at 8:40 PM

Action Items from September meeting (may also include action items from the IPA meeting:

1. Cindy to clarify who is responsible for setting contract policy (ask Gregg)
2. Contract for ED?
3. Ex officio officers? (not sure what this means)
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
7. Facilities to set meeting with construction team for planning.
8. Calendar request for planning to be sent by Cindy
9. Monty to meet with Yardstick to negotiate exiting our agreement
- 10.