

The Ivy School, 4212 NE Prescott St.
Board of Directors-Regular Meeting Minutes
January 28, 2013

Present: Johanna Keith, Board Chair, Tanja Lux, Treasurer, Colleen Roberts, Secretary
Rachel Burdon, Dave Stevens

Absent: Rebecca Keith, Laurie Simpson

Administration present: Mary Zigman

Audience: Rachel Powers, Kathy Swift-Capital Pacific

6:08pm Meeting called to order by Johanna Keith.

6:09pm Johanna moves to approve November regular meeting minutes and the January 19 Special meeting minutes. Rachel seconds, all board members in favor, motion carries, minutes approved.

6:10pm Kathy Swift-Capital Pacific Bank. Discussed and reviewed loan terms. See attached presentation.

6:53pm Administration report highlights-delivered by Mary Zigman. ODE had a site visit at Ivy today. They met with administration, staff and board members. Discussed compliance issues with teacher certifications. Annual report was presented in Salem. Oaks testing has started. Reviewing curriculum challenges. Redesigning report cards.

7:42pm Development Committee report delivered by Rachel Burdon. Donor pyramids. Set a goal for each board member to contribute to capital campaign. **ACTION ITEM:** Contract Rachel Powers to be capital campaign manager. Colleen Roberts moves for pay to not exceed \$8,000.00. Dave Stevens seconds the motion. All board members in favor. Motion carries.

8:10pm Treasurer report highlights-delivered by Tanja Lux. Reviewed the need for contingency plans (i.e. Portland Family Funds). Reviewed need for cash flow projections.

8:32pm Reviewed Emergency Plan. Tabled voting on policy until next board meeting.

8:35pm Update on enrollment. Colleen reported we still have a few middle school openings. Will continue to advertise and recruit. Discussed the need for board member recruitment. Will advertise in the newsletter.

8:45pm Meeting adjourned.