

The Ivy School  
4212 NE Prescott St  
Board of Directors—Regular Meeting Minutes  
February 23, 2015

Board Members Present: Billy Ladd, Lisa Larpenteur, Amie Robar Chally, Alby Salsa, Karilyn Wax

Board Members Absent: Johanna Keith

Administration Present: Karie Breyne, Rebecca Keith, Amy Stuhr

6:08pm: Meeting called to order.

6:05pm: Billy Ladd moves to accept the January, 2015 board meeting minutes. Alby Salsa seconds, all members in favor, motion carries, minutes accepted.

6:10pm: Leadership Report: Rebecca Keith gave the leadership report. She discussed progress on the space issues at Morris. Laurie Simpson will be meeting with admin from the church to discuss possible renovations to the Morris campus, to determine what is allowed and the potential cost. Anne O'Neal met with the PTA playground committee and they discovered a retaining wall will need to be built around the proposed play structure at Prescott to hold the bark chips in place.

The leadership team is talking with staff about their plans for next year; who is planning on returning. These meetings have been positive. The question of what the leadership team will look like next year needs to be addressed.

The plan for the Capital Campaign will be to replicate what was done last year with a letter writing campaign, a specific ask for contributions from Ivy families and the addition of a kickoff event--dinner with the teachers--which will take place on April 11th. Kari Wax is looking into reserving the Mercy Corps space for the event which will be catered.

The leadership team will be meeting on March 30th to plan the calendar for next year. They would like the start date to be September 8, with the first week of school being the staggered start orientation. The leadership team is working out how we will add the increased number of required instructional hours to the school year. One possibility is to add a half hour to Fridays, another would be to have a later release time throughout the week. Alby moves to approve the 2015 school-year start date of Tuesday, September 8. Kari Wax seconds the motion. All in favor. The September 8, 2015 start date is approved.

The leadership team is also working on the budget, enrollment forms and registration. After the lottery and notifications go out, new parents will be required to attend an

orientation meeting so they understand the commitment to Montessori. New students will be assessed in the spring and home visits will be conducted to talk with parents about where their children are and to give parents things they can work on with their child. In addition, a Montessori boot camp will be held over the summer. All of these things will be implemented to improve each child's opportunity for success in the Montessori environment at Ivy.

The leadership team will be adding parent ed events to next school year's calendar as well as more school-wide, cross-campus events.

Rebecca is working on the middle school program and would like to present a plan to the board at the March meeting. She is also working on the specials and will present the plan to integrate specials into the classroom to the board.

We are looking to get a commercial appraisal so we can refinance the Prescott building.

Rebecca discussed the possibility of helping to pay for teachers' state certification or Montessori training with the understanding that teachers could also bring what they learned back to the school to enhance other teachers' development as well.

6:45pm: Treasurer's Report: Lisa Larpenteur is working on the written format of the quarterly report. Karie Breyne and Lisa continue to work on the budget together. The budget will depend on the goals we set and wants to make sure it is well thought through. Karie informed the board that she and Lisa met to review reconciliation reports. Lisa suggests looking for a bookkeeper or bookkeeping service.

6:56pm: Goals Committee Report: Kari wax introduced the goals that the committee developed. The goals were reviewed by the board. Alby suggested a goal and tactics for outreach. The leadership team would like to utilize ODE resources to assist us in bridging the achievement gap. Rebecca is also working with families and one-on-one with students who have been identified as struggling. She is working up case studies for each student identified, to individualize their education as well as to help us see what we are missing. Billy Ladd moves to approve the goals discussed. Alby Salsa seconds the motion. All in favor. The board goals are accepted. (See attached document for approved goals.)

7:20pm: Teacher Retention Committee Report: Amie Robar Chally gave the retention committee report. The goal of the retention committee is to work with the teaching staff to identify strategies to improve retention, develop an improvement plan and bring recommendations to the administration and board. Amie met with the five teachers on the committee on Feb 20. The meeting was productive and informative. The committee is synthesizing their notes from the meeting and are outlining all of the issues

that were identified along with possible solutions/strategies. Once completed, the committee will present their recommendations to the leadership team and the board.

There are a few things that will probably be easy to address and a couple bigger issues that will require more work. One issue that Amie felt needed to be brought to the board immediately was teacher safety. The middle school teachers are feeling unsafe at times because of incidences of violence towards them by a student. Amie asked the leadership how they are addressing this issue. Amy Stuhr stated that the situations are being handled through mediation, conversations with parents and case workers and that students should be removed from the classroom if they are behaving unsafely. Amy will refine a plan for the teachers so they know how to handle different situations that arise. She feels that the leadership team could provide increased training for the teachers on child development and how to de-escalate situations. The leadership team will also work on solidifying policies across both campuses.

7:48pm: Kari walked through the process of hiring a new Executive Director. We need to post the opening in multiple places (at least three) and the posting needs to be up for a minimum of five days. The board will select two or three strong candidates and create interview panels. While the position's description needs to be discussed further, it was suggested that the Executive Director be a full-time position and that we also have the need for an Education/Cirriculum Coordinator on a part-time basis. Lisa Larpenteur moves that the board posts an open position for an Executive Director. Billy Ladd seconds the motion. All in favor. Motion passes, the open position will be posted by Kari Wax. The next board meeting will focus on the specific job description and selection criteria.

8:15pm: Amie Robar Chally presented a grievance letter to the board from Leah Cutler regarding procedures during Leah's interview for a board position. Kari Wax will reach out to Leah to discuss the matter further.

8:18pm: Meeting adjourned