

The Ivy School
4212 NE Prescott St
Board of Directors—Regular Meeting Minutes
March 16, 2015

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

Board Members Absent: Johanna Keith, Billy Ladd

Administration Present: Karie Breyne, Anne O'Neal, Amy Stuhr

Observers Present: Stephen Bachara, Laura Jeness, Keith Norris, JacQueline Sanchez, Betty Skundrick

6:03pm: Meeting called to order.

6:03pm: Karilyn Wax moves to accept the February, 2015 board meeting minutes. Lisa Larpenteur seconds, all members in favor, motion carries, minutes accepted.

6:04pm: Treasurer's Report: February's reconciliation will be done next week. Going forward, Lisa would like to present quarterly reports to the board, the next one being in April. Lisa has met with Kathy Swift at Capital Pacific to discuss refinancing the loan on the Prescott building. We would need to revise our multi year projections and get an appraisal that shows a 65% loan to value ratio. In a refinance, we would likely have the same debt service coverage ratio (DSCR) or tighter.

We are unable to use the \$55,000 currently in the capital campaign account to make a balloon payment to People's Ministries because it would put us out of compliance with the DSCR. Proceeds from a targeted capital campaign to pay off the principal of the loan could possibly be excluded from the DSCR.

Lisa recommends that we consider renegotiating with Karl in addition to seeing if we can refinance with Capital Pacific. Karie Breyne and Lisa will meet with Karl at People's Ministries to discuss this.

Karilyn Wax proposes adding a discussion of the Capital Campaign goal to the agenda for the April meeting.

6:16pm: Leadership Report: Amy Stuhr gave the leadership report. The leadership team is working to get the calendar and the budget to the board.

The capital campaign was discussed and Karilyn Wax feels the timing of the proposed kickoff dinner might be too difficult for the teachers. She would like to re-evaluate the dinner and focus on crowd-funding the capital campaign this year.

The leadership team is working out the renewal calendar and will be doing a lot of work with Kate Pattison at ODE. The Ivy School received a unanimous yes vote to renew our charter. We should receive the first draft of our charter on March 31.

We received an \$18,000 grant for Chromebooks from the Oregon Department of Education.

The lottery drawing will be held on April 15th.

Whole Foods has offered us a table at their Seed Bomb event. Alby Salsa will be following up with Whole Foods.

The Facilities Committee will be meeting with Ali at the church to discuss Laurie Simpson's proposals for the Morris space. With most students returning, Morris could see an enrollment of 150 plus students. Laurie has proposals ranging from painting, to a new fence and doors, to a two classroom addition.

The leadership team will be working on the calendar to ensure that instructional hours meet new state law. They propose lengthening the school days on Fridays and will need the board to approve that change once the final details are determined.

6:34pm: Goals Committee Report: Amie Robar Chally reported that she has entered all of the board's goals, and the tasks needed to meet the goals, in Asana. The board will use Asana as a tool to track how we are addressing all of the goals we set. Amie will send invitations from Asana to all board members so they can begin using it. Classroom observations need to be completed by April 2. Amie informed the board of the Charter Renewal Presentation on April 8 where Karilyn Wax and the rest of the renewal team will present the renewal video to the parents and discuss what our renewal means for Ivy's future. All board members are encouraged to attend this event.

6:40pm: Outreach Committee Report: Alby Salsa will be collecting information from Karie Breyne to update key statistics on student applicants. We would like to collect data on all applicants, not just those that end up being selected through the lottery, so we will ask Ellen to add fields to the application in order to track our outreach efforts. Karilyn Wax would like to include the new Director in creating an equity statement and identifying our core values. Karie Breyne is looking into how we are able to balance classrooms when there is an opening to be filled in terms of gender, age, according to our legal requirements.

6:50pm: Karilyn Wax opened the discussion of the Executive Director search by stating the qualities she feels we are looking for in a director which include: someone who is a collaborator, can enrich our community culture and can ensure every voice is heard. Alby Salsa added that he is looking for someone who is a strong leader for the staff and is

approachable for parents and reiterated that it should be a full time position. Kari proposed the following timeline of action:

- Create and post job listing by end of March - Kari
- Review resumes as they come in - Kari, Alby and Amie
- Begin phone interviews - Kari, Alby and Amie
- Narrow down candidates to two or three
- Schedule interview panels with teachers, parents and students in May
- Select Director by June 1 - Board vote

7:09pm: Comments from Observers

In regards to outreach:

It was suggested that when reaching out to diverse communities, having the majority of our application information and materials online can be a barrier. We need to bring paper copies of brochures, fliers and applications to our outreach events and to be sure our information gets out in ways other than just online. It was also suggested we improve signage at Morris and that we distribute a modified newsletter to the neighborhood to increase awareness of our school in the community.

In regards to the director search:

- Agree that the director position should be full time
- The director does not need to be an autocrat but we do need a figurehead for the parents
- Would like the director to have a solid Montessori background
- Would like to have two admin, one at each campus that anyone (parents, teachers, students) can go to
- Need a really good communicator
- We also have an opportunity to use our current teachers for curriculum development

Other comments:

Laura Jeness supports adding time to Fridays to increase instructional hours, ensuring a full work cycle. In response to a question about increasing services for students if the number of students on free and reduced lunch increases, Amy Stuhr feels we need to find an advocate within PPS to help us access services such as nutrition and transportation.

7:45pm: Meeting adjourned