

The Ivy School Board
Prescott Campus: 4212 NE Prescott Street
Board of Directors Regular Meeting Minutes
September 25, 2017 5p-6p

Board Members Present: Colleen Roberts, Angela Fox, Lisa Larpenteur, Rob Coleman, Kim Carlson
Board Members Absent: None
Administration Present: Liz Caravaca
Observers Present: None

5:00pm Open meeting and approve August 2017 minutes

- **ACTION ITEM:** Colleen moves to approve minutes, Rob seconds the motion. All board members in favor. Motion carries.

5:03 August 2017 Treasurer Report – Lisa Larpenteur

- **Revenue:** Current month and year-to-date revenue are both slightly higher than budgeted.
- **Expense:** Current month and year-to-date expenses are both slightly under budget. Medical Insurance premiums were lower than anticipated.
- **NOI:** \$27,348 under budget year-to-date; mostly due to timing. Although ahead of budget currently, enrollment is lower than we would like it to be. Lower enrollment means lower revenue from state funding and we will be monitoring this closely. Our enrollment goal is 280; we budgeted 262, and are working to fill openings. Middle school enrollment is low at 30 students.
- **Current Cash Position:** Good; better than last year at this time

5:09 Leadership update – Liz Caravaca

- Enrollment is low; working through waiting list
- Annabeth, the Montessori Coach, is a huge asset this year.
- Strategic planning – need to consider facilities. Seem to be in good place for Morris lease if needed. Colleen will double check lease durations. Believe it was last signed in June 2016
- Playground at Prescott flooded again. Some gutter issues – the contractors are working to resolve.
- Morris campus going to Silver Falls for 2 nights this week.
- \$4,000 will be spent on new and improved radios to replace current radios with more robust radio system. Feel this is an area where it makes sense to invest since communication can be a safety issue
- Ivy school purchased an emergency kit for every student and staff member. Expire in 3-5 years.

5:25 Board Photo - Rob and Liz step out to take Rob's web photo

5:27 Board Goals for 2017/2018 discussion; Rob and Liz Return

Board members and leadership discussed possible goals for the year and agreed on five:

- Board Goal 1: **Support Fundraising**

- There has been a lot of ground work put in place – would like a group to form to support and help carry through fundraising plan. Kim, Colleen and Angela offered to help. Would like to include PTA fundraising chair in meetings to align calendar and plan
- **Board Goal 2: Increase diversity of board**
 - This is important not only for the strength of the board but to support the diverse student body of our school. Work on rekindling outreach events – recruit board member to focus on community outreach
- **Board Goal 3: Finalize Logo**
- **Board Goal 4: Increase Training for Board Members.** OSBA has online trainings available. All should pick 1 of the 3 free trainings. Equity trainings would be great.
- **Board Goal 5: Grow the board with committed new members**

5:30 Strategic plan discussions

Agree to continue discussion in October. Some things to consider:

- Facilities plan
- Feasibility of adding kindergarten
- Middle School assessment; Colleen will gather historical stats to help inform this

6:05 Rob leaves

6:13 Audit update – Liz Caravaca

- Completed audit on Friday. Last year we had 5 deficiencies. This year its looking like 0 deficiencies. Thank you to Dave Kauffman, our accountant.

6:15 Board Chair Renewal of Term

Colleen Roberts, our current board chair can commit to one additional year as board chair.

- **ACTION ITEM:** Lisa moves to approve Colleen as board chair for another year; Kim seconds. All board members in favor. Motion carries.

6:17 Executive Director Contract Update

- Liz's contract expires at end of year. More discussion to come. Need to have the contract renewal ready by January.

6:18 Meeting adjourns.