

The Ivy School Board
Prescott Campus: 4212 NE Prescott St
Board of Directors Regular Meeting Minutes
October 23, 2017 5p-6p

Board Members Present: Kim Carlson, Angela Fox, Colleen Roberts, Rob Coleman
Board Members Absent: Lisa Larpenteur
Administration Present: Liz Caravaca
Observers Present: Nick Ridell PTA treasurer

5:05 Open Meeting

ACTION ITEM: Colleen moves to approve September minutes. Rob seconds. All in favor. Motion Carries

5:05 Treasurer Report

Reviewed September 2017 Financial Report

- **Revenue** YTD is over budget by \$22,274 primarily due to Activity/Supply fee timing and higher than expected Summer Camp enrollment
- **Expenses** YTD and for the month of September are slightly over budget. YTD we are over budget by \$10,330; the month of Sept is over budget by \$13,338. This is primarily due to higher than budgeted IT (website redesign), Janitorial (facilities improvements) and Advertising; timing of spending in several areas; and off-set by lower than budgeted Medical Insurance, Utilities and PERS. Expenses are on-track and should even-out by end of the year.
- **Net Ordinary Income** YTD is \$19,519 higher than budgeted. We are still behind in enrollment which could impact NOI as we continue through the school year. Will continue to monitor this situation closely.
- **Cash position** is good: better than last year.

Lisa not present but communicated to Colleen that she does not have concerns this month.

Budgeted \$80K in fundraising – Annual fund has not launched yet.

5:10 - Leadership Update - Liz

- Signed on with Montessori NW as a luminary sponsor. Would like Board attendance on Feb 17th at the Celebration of Light.
- Montessori NW has a mature board onboarding and training 4-9pm on Fri and 9-4 on Saturday for a strategic retreat. Liz will provide update at next meeting to see if there are best practices Ivy Board can adopt
- There have been updates to the recommended board policies and all board members should have received policy update notification email from OBSA. If not, email Liz.
- Board will need a work session around policy update – goal is to review before the end of the November.
 - Board members read ahead of time
 - Review one hour on December 4th at 5:00 pm in lieu of board meeting. Colleen to announce.
 - Should ask Deb for a desk review – next year. Keep track of this for next year.
- Liz suggests Board complete Title 9 training – 8 hours training. Details TBD. There's some documentation to review. Kate Patterson is working on a training. Liz to provide update at next meeting
- ODE superintendent for state of OR stepped down. Colt Gil stepped in as interim, formerly Chief Innovation Officer.
- Liz presents a draft revised organizational structure for review. Board provides positive feedback. May require some agreement from the state to initiate. Liz is moving forward to make it happen.
- Two interviews on Friday to fill vacant position. More info to come.

5:30 Facilities

- There was land in Laurelhurst neighborhood referred by current Ivy parent. Cost of land and development was found to be prohibitive. Facilities search continues for buildings that would fit our current enrollment.
- Goal to get Board strategic planning session on the calendar for early January. Open possibilities and generate scenarios. Rob offers to schedule 2-hour session.

5:45 Discuss Exec Director Review Timeline

- Angela and Kim met with Liz to discuss the timeline, framework and process. Kim recommends that Exec Director Evaluation is conducted annually in May
- Kim is working with Liz on rubric.
- More details to come.

5:51 Equity team

- Equity team is requesting a non-voting seat on the board and have extended an invitation to board to have a seat on the equity team. Board open to this idea. Liz will communicate back to the equity team.

5:54 Public Comment

Comment that there's a rumor that there's a budget shortfall. Colleen explains that to be fully enrolled, our middle school would have 42 students, we currently have 30 students. Expect that would result in about \$40K shortfall in revenue, but we have cushions in place and are not concerned at this time. We do have an \$80K budget for fundraising – last year we made \$70K in fundraising.

Question about the number of families enrolled. Liz explains 280 kids currently enrolled – about 225/230 families. We don't count families per-se.

Parents are interested in applying for grants. We do have reasonably good data on % free and reduced lunch. Liz can provide. Nowhere near title-one eligible. There's the possibility of grant writer in parent community.

Question as to whether there is a meeting space at Prescott. Liz informs that every space is taken.

Question about facilities. Rob provides update on building search. Lots of looking, but there's such limited availability that meet occupancy and zoning requirements. Portland public school does not allow charter schools to use their space.

6:12 ACTION ITEM: Colleen moves to close meeting. Kim seconds. **Meeting Adjourns**