

Ivy School Board

Regular Board Meeting 11/27/2017

Prescott Campus at 4212 NE Prescott St

5pm – 6pm

Board Members Present – Angela Fox, Colleen Roberts, Kim Carlson, Lisa Larpenteur, Rob Coleman

Leadership Present – Liz Caravaca

Observers Present: Jenn Falco, Kat Latimer, Anthony Cast

5:00 Meeting opens.

ACTION ITEM: Colleen moves to approve minutes from 3 Board meetings: Regular meeting 10.23.2017, special board meeting 11.14.2017 and two executive sessions on 11.14.2017. Kim seconds. Motion carries

5:02 Treasurer Report– Lisa Larpenteur

Reviewed YTD budget (through October 2017). Lisa reports performance to budget is currently ON-TRACK

- **Revenue** is slightly under budget due primarily due to lower than expected enrollment. If low enrollment continues, variance will grow
- **Expenses** are slightly over budget due primarily to timing (which will even out by end of year) and furniture expenses which were higher than expected.
- **Net Ordinary Income** is slightly under budget, however lower than expected enrollment could impact this as the year progresses.
- **Current cash position** is strong and have made significant improvements over last year.

Audit Summary

- Very good results. Auditors were very impressed with our progress; expense management was reported to be very good.
- Lisa and Liz provided two documents to board members –
 - Communication to the Governing Body – Audit Summary for The Board
 - The Ivy School Financial Report for the year ended June 30, 2017

State of the School Report

- Lisa prepared a Treasurer’s State of the School Report which will be sent to the Ivy Community via email shortly.

Annual Fund

- Lisa and Kim collaborated on an Annual Fund Kickoff letter from the Ivy Board which will be sent out tomorrow.

5:10 Leadership Update - Liz

- Working on increasing enrollment and have offers currently out for 6 spots. Other charter schools are experiencing similar enrollment challenges. Exploring methods of ensuring more complete enrollment next year. Working with other PDX charter schools to see if we can sync up timing of lotteries.
- Ivy School lottery will open January 2nd. Will ask prospective parents to include self-addressed stamped postcard if they want confirmation the application was received.
- Liz recently completed Human Resource Law class, “Human Resource Law from Start to Finish”. Very helpful. Had Charter School subject matter experts available to answer specific questions.

- New campus coordinator will start 12/11. First few days will be training. Liz reports applicants were strong and leadership team is working on system for recording past applicants and interviews. Liz will send school wide announcement.
- Facilities – Retaining wall at Prescott and fence line needs attention. Lots of erosion and wear and tear. Work can't happen until better weather – likely springtime. 2nd drain was installed at Prescott along walkway. Seems to have solved issues.

5:20 Old Business - Colleen

- Policy updates are needed. Board to have a December 4th meeting (5:00 – Morris) to review policies. Angela to send out announcement via google group. Colleen will see if Deb can complete desk review of the new policies proposed. More info to come
- Equity team – Colleen would like to propose a standing agenda item for Equity team at Board meetings and have a representative from the Equity Team provide the board with update.
- Would also like to extend similar offer to the PTA leadership. Angela will bring this to PTA.
- Liz found some title 9 online board training – will provide links. Exploring training from PACE and will provide update at next regular board meeting.
- OSBA will not allow charter schools to be members next year. Not sure how that will affect PACE membership. Not sure if you need OSBA to have PACE. Will not have the legal support from OSBA. May want to consider joining with other charter school to pay for keeping Deb on retainer.
- Rob to schedule time for one-day Board strategic planning session in Jan/Feb and will work with Liz on logistics. Consider hiring a facilitator. Board members agree we can pay for facilitator as long as we can stay within budget.
- Celebration of Light for Montessori NW is on Feb 10 – looking for support for board.
- Celebration of Ivy March 17th. Looking for helping with planning/participating.

5:45 Review PERS for Administrative Staff - Liz

- Currently employees get 6% deducted from salary for PERS. For leadership team, Ivy has been paying the 6% on behalf of the leadership team. Would like a decision on whether this should be continued, if so documented policy is needed.
- Kim will do some research and bring back at next meeting. Would like to have a decision by March.

5:50 Consider proposed procedural documents - Angela

Angela presented two documents for Board review:

- *New Board Member Onboarding Checklist* – Board discussed changes needed. Angela to update links and review against Board application. Bring final version for approval to the Jan Board meeting.
- *Guidance for Ivy Board Member Email and Text Communications* – Feedback that the open meetings policy should be added to start of document and document should be expanded to cover all types of communication. Angela to update and bring version for review at policy review meeting on Dec 4th.

6:07 Public Comment

Equity Team

- Equity Team budget proposal handed to Board. Requested \$4,255 for Equity events/education funding for 2017/2018 school year. Discussion followed clarifying items on budget proposal. Lisa

will follow up with Dave to determine what budget is available and will report back in January with an update.

- Liz will provide some information to the board about what is currently in the budget today that might overlap.

After School Programs

Interest in restoring enrichment programs – Specifically STEM. Some research has been done – AKA Science and Saturday Academy. Have priced out some scenarios. Conducted surveys through facebook and google groups – about 17-19 families at both campuses that are interested in STEM and other topics. Primary obstacle is cost, logistics, space and scholarship/equity allowance. Here to understand where we are with enrichment programs and how we can move those forward at Ivy.

Liz reports that the current barrier is space. Every classroom is currently utilized after school for teacher planning. Liz will discuss with teachers – Provide information and update

6:35 meeting adjourns