

Ivy School Board Meeting Minutes
January 27, 2025
Google Meet

Board Members Present: Jim Livermore (President); Jessie Fox; Dawnnesha Lasuncet; Cat Galimidi; Tom Bull

Staff: Nikki Mitchell; Amy Stuhr; Jenea Dennis

PTA: Samantha Nagmay

Guests: Dave Coffman; Glen Kearns (Accuity, LLC) Christen Kelly (ODE Charter School Specialist)

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- Welcome and Call to Order
 - The meeting was called to order by Jim Livermore, and a quorum was present.
 - Review Agenda
 - The agenda was reviewed, and no additional items were added.
 - 3. Approval of November Meeting Minutes
 - The minutes from the November meeting were reviewed. Jim made a motion to approve, seconded by Tom. The motion was approved unanimously.

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- Reports
 - Executive Director's Report
 - Welcome to Christen Kelly: ODE's Charter School Specialist joined the meeting, highlighting collaboration opportunities.
 - Enrollment Updates: Applications for the 2025-26 school year opened on January 25, with approximately 50 applications received, primarily for K-1. There is also promising interest in 6th-year students.
 - Upcoming Open House: Scheduled for March 20, 5:00–6:00 PM, to engage prospective families with staff and programs.
 - Lottery Information: The enrollment lottery is set for April 15, with details forthcoming.
 - Charter Renewal Process: A public hearing was held, and a site visit is scheduled for February 4. Key upcoming dates include the State Board renewal decision in March and April, followed by contract negotiations.
 - Semester Updates: The new semester begins tomorrow, with schedule changes for middle and lower grades. Families have been notified.
 - Staffing Updates: One Assistant Teacher vacancy remains open, and recruitment is ongoing. Camila Cox is in training to cover Antonia's maternity leave.
 - Administrative Retreat: Scheduled for March 20-22, focusing on planning for the 2025-26 school year, including budget, staffing, curriculum, and calendar updates.

- o Treasurer's Report / Finance Update
 - Dave Coffman provided the financial report:
 - Enrollment Impact: The budget was based on 290 students, but current enrollment stands at 270, aligning with a broader enrollment decline in Portland schools.
 - Budget Shortfall: The school is approximately \$100K under budget due to lower enrollment. The overall shortfall is about \$80K.
 - Revenue: December revenue was \$217,651, falling \$24,318 below budget. Year-to-date (YTD) revenue is \$944,666, which is \$78,727 under budget. Key factors include lower-than-expected Activity & Supplies Fee collections and under-enrollment in Children's House Tuition. However, the school lunch program is fully funded by the state and exceeding expectations.
 - Expenses: December expenses totaled \$271,332, which is \$14,404 under budget. YTD expenses are \$1,405,682, exceeding budget by \$16,431 due to increased IT service needs, legal fees, and higher-than-expected utility and maintenance costs.
 - Net Operating Loss: December saw a net operating loss of \$53,681, which is \$14,404 worse than budgeted. YTD, the net operating loss is \$461,016, exceeding projections by \$95,158.
 - Cash Position: The school had approximately \$700,000 in available funds at the end of December, a decrease of \$69,000 from the previous month, which aligns with expected State Funding distribution patterns.
 - Audit Results: The audit was clean, with no compliance issues or concerns raised by the auditing company.

- o PTA Report (Presented by Samantha Nagmay)
 - Ice Skating Event: Scheduled for Friday. PTA will subsidize tickets, reducing the cost from \$14 to \$10 and covering costs for students in need.
 - Advertisement Kiosks: The second advertisement kiosk has been installed to increase outreach.
 - Reading & Writing-a-thon: Scheduled after Black History Month. It is the biggest fundraiser of the year, aiming to raise \$70K-\$80K. Communication will begin soon.
 - February Events: A slow month, but a movie night is planned for the end of February.

- Old Business

- o Board Recruitment and Retirements

- Board Transition: Jim will retire in June. A new president and treasurer should be identified by March.
- Departing Members: Eric, Margie, and Paul have stepped down.
- Board Size: The board requires 3-9 members; two additional members are needed.
- Desired Skills: The board is looking for individuals with expertise in legal affairs, conflict resolution, finance, technology, and human resources.

- Emeritus Plan: Consideration of asking departing board members to serve as emeritus members.
 - Treasurer Recruitment: Efforts are ongoing to recruit a treasurer. The board is encouraged to spread the word.
 - o Relationship with New Apartment Building to the South
 - Discussion on whether to establish a formal relationship with the new apartment complex and potential collaboration opportunities.
 - o Academic Freedom Policy
 - Leadership: Jessica and Jim will take the lead on drafting the policy.
 - Approach: The policy committee will meet at the school and virtually, ensuring community involvement.
 - Subcommittee Formation: Dawnnesha will assist with the development process.
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- New Business

- o Charter School Renewal Process
 - Christen Kelly, Charter School Specialist, is supporting the process.
 - A site visit is scheduled for next month. In March, the State Board will review the renewal before finalizing the decision.
 - o Exploring AI for Note Summaries and minutes
 - Testing AI tools to streamline meeting summary processes.
 - o Addressing Complaints
 - Jessie and Cat will meet with Nikki to gain insights into complaint-handling procedures.
 - o Discussion on communication strategies with the new administration.
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- Public Comments

- o No public comments were made.

- Closing Comments

- o The Executive Director reassured the board of the continued focus on educating students, ensuring safety, fostering a culture of love and joy, and supporting the school community.

- Adjournment

- o The meeting was adjourned.