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)

- 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.

- 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.

- 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.

- 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
  - 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.
    - 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.
    - 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.

- New Business
    - 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.
    - Exploring AI for Note Summaries and minutes
        - Testing AI tools to streamline meeting summary processes.
    - Addressing Complaints
        - Jessie and Cat will meet with Nikki to gain insights into complaint-handling procedures.
    - Discussion on communication strategies with the new administration.

- Public Comments
    - No public comments were made.
- Closing Comments
    - 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
    - The meeting was adjourned.