

The Ivy School-Regular Board Meeting Minutes

5420 N Interstate Ave.

Monday November 27, 2023

Regular meeting 5:00-6:00pm

Phone: [+1 956-413-7322](tel:+19564137322) PIN: 957447635 Virtual: meet.google.com/dxy-fvtc-ddo

Board members present: Tom Bull, Margie Sollinger, Jim Livermore (Chair), Paul Clerc

Board members absent: Eric McNair Scott

Admin: Nikki Mitchell, Jenea Dennis

Other: Julia and Mark attending o/b/o teachers

Meeting Facilitator: Jim Livermore

October 2023 Minutes

- **Move to approve October minutes**
- **All in favor – Meeting notes approved**

Leadership Report

- Building update
 - Interstate gate now has a key fob entry that works
 - IT is working to fully automate the gate
 - Once working, this is where parents will do pick-up and drop-off outside of regular hours
 - Parents should ring the doorbell at that entry and Miss Cassandra will buzz people in
- Security film has been installed on windows, garage doors and back door
 - Film makes it less prone to shattering during a break-in attempt
 - Will be adding film to the multi-purpose room (MPR) after the new year
- PPS strike
 - Strike is over and teachers are back to work as of today
- Financial audit
 - Auditors are not quite ready with their report to the Board; expect them to attend January meeting
- i-ready
 - testing happening for upper elementary next week through December (completing before the winter break)
 - Use results to drive instruction in the classroom; don't publish results externally, although do go over numbers with ODE (state tests are published)
- Festival of Lights happening December 14th from 5pm-7pm
- ODE visit
 - Kate Patterson coming for an informal site visit on December 10. She's particularly interested in seeing the new from-scratch lunch program in action
- Several assistant teachers left earlier this school year
 - Left for a variety of reasons, like the work being too stressful, wanting to focus on schooling, and finding other opportunities
 - Admin has instituted a new component to interviews, which has candidates observe classroom so they have a better sense of what the work entails and can better judge whether the job is a good fit
 - Also continue to use scenarios in interviews

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- Nikki sent out a Giving Tuesday letter to Ivy community asking for donations

Treasurer Report

- Revenue Summary
 - October Revenue of \$422,391 is \$17,636 over budget. Year-To-Date (YTD) Revenue of \$479,952 is \$1,802 over budget.
 - The current month and YTD variance results from the following:
 - Activity Fees are under budget YTD due to the timing of payments.
 - Afterschool Care and Children's House Tuition are under budget as enrollment is lower than anticipated.
 - Donation Income is over budget in October due to timing and on budget YTD.
 - Lunch Income is over budget for October and YTD due to increased program participation.
 - State Grants is over budget for October and YTD due to the receipt of the unbudgeted Kitchen Equipment Grant.
 - Furniture and Equipment expense is over budget by a similar amount.
- Expense Summary
 - Total expenses for October of \$287,105 is \$13,626 under budget for the month. Total expenses YTD of \$924,012 is \$37,916 over budget.
 - The current month and YTD variances result from the following:
 - Instructional Expenses in October \$8,668 under budget, YTD \$4,665 under budget.
 - Assistant wages are under budget due to open positions.
 - Medical Insurance is over budget due to higher than anticipated plan enrollment.
 - Supplies & Materials is under budget for October and over budget YTD due to the timing of spending.
 - Support Services Expenses in October is \$4,914 under budget, YTD \$21,896 over budget.
 - Administration Wages are over budget as some of these funds were budgeted in Administrative Consulting, which is under budget.
 - Clerical Wages is under budget due to the timing of payments.
 - Medical Insurance is over budget YTD due to higher than anticipated plan enrollment.
 - Computer Software/Hardware is over budget YTD due to increased spending needs.
 - Security Systems is over budget in October and YTD due to the setup of the new security system.
 - Maintenance Services and Maintenance Supplies are over budget due to the timing of spending.
- No cause for concern- nothing abnormal for this time of year.
- In general- good shape with cash position with 2-4 months cash available for operations.
- **Zifi- business checking account opportunity**
 - Can park operating funds that not using for interest. They are paying over 4.25%. Insured up to a quarter million.

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- Paul explained that only requirement in this context is that banking institution is FDIC insured, which Zifi is (up to \$250,000)
- Margie asked whether ORS 295.002 applies to the school's funds. This statute appears to require that the public body's banking institution be insured *and* also have a head office or branch in Oregon. Paul suggests continuing discussion offline.
- Since last meeting, Zifi is putting any new accounts on hold and establishing a waitlist. Paul and Dave Coffman will be looking around for other business checking opportunities that have better interest rates than Ivy is currently getting through Umqua Bank.
- Tom moves to permit Paul and Dave to apply to open business checking accounts with better interests rates, while the Board will continue to confirm what requirements, if any, apply to this situation. No funds will be transferred until further vote from the Board.
 - motion passes - all in favor

PTA

- Christmas greenery fundraiser
 - pick-up hours have been shortened due to lack of volunteers
 - Will have extra wreaths, etc. on hand for last-minute purchases
 - Also selling wooden Ivy School ornaments
- Organizing a staff potluck for December 1st

Old/continuing Business

- Tom sent out recruitment posting to Ivy community; Jenae has received a couple of responses that she will forward to Tom
- Margie will put time into tuition reimbursement policy and have an update in December, hopefully

Public Comments

- None

Motion to adjourn passes - all in favor