

Ivy Hawn Board
February 28th, 2019
MINUTES

ATTENDEES:

Kelly Conway, April Atkinson, Michelle Chin, Greg Ruffin, Desiree Drager, Annette Martinson, Angelo Patane

Meeting was called to order by at 6:15 pm by Michelle Chin

Approval of Minutes

The minutes from the December 13th, 2018 meeting were read and discussed:

- Motion to approve – April Atkinson
- Seconded the motion – Annette Martinson
- All approved.

A vote was called to temporarily accept Terri Hoag's resignation from the board for 6 months. As vice chair, Angelo Patane was offered the chair position and accepted. Michelle Chin will serve as vice chair and treasurer.

- Motion to approve – Annette Martinson
- Seconded the motion – Michelle Chin
- All approved.

Public Comment

None

Principal's Report

Mrs. Conway discussed student and teacher accolades. The school-wide spring performance schedule was presented. Additionally, Mrs. Conway gave an update on the school projects and fundraisers that are currently in progress, including the CHOPS community service project our STEM program is working on in collaboration with Lake Helen. The new traffic pattern for the parent pick up loop and timeline for implementation was explained. Mrs. Conway gave an update on the construction and move into the new wing.

Ms. Martinson asked about the current schedule for the maintenance worker. Mrs. Conway explained that we currently have a maintenance worker on site 4 days a week. She further explained that with the additional facilities and classrooms we are seeing a dramatic increase in the amount of maintenance requests. Ms. Martinson suggested that the board put out an advertisement for a full time maintenance person and hold an interview to select the candidate.

Management Company Contract

Annette Martinson expressed concern is that the school needs to have \$540,000 cash on hand for the next 2 years and then the number increases to \$810,000. She offered to work with Melissa Arnold in order to put out RFPs to potential management companies with lower fees. Greg Ruffin asked to make a board presentation regarding Ed Futures' fees and the services they cover before the board puts out RFPs. Michelle Chin suggested having a special meeting in March for the Ed Futures presentation.

Update of Bond Requirements

The Ivy Hawn Bond compliance report was passed out by Mr. Ruffin. Natalie Turpin (by phone) went through the report, explaining when each report was due and what reports have been submitted already. One requirement Ivy Hawn must abide by is that we need a preliminary budget set by May 31st, 2019. It was suggested that the board look at the budget at the end of April to meet this deadline.

Financial Reports

The board discussed an updated budget balance sheet as of January 31st, 2019. This is the first balance sheet that was presented since the purchase of the building. We have received a grant from the state for damage sustained during hurricane Irma. We are eligible for \$21,000.

Main Office Relocation/Build Out

From the bond, we have about \$210,000 left to spend on capital projects. Mr. Ruffin asked the board to approve Mrs. Conway to research and pick a contract for the main office build out based on 3 bids as long as project does not exceed \$203,000 with a \$7,000 cost for the architect plans. \$200,000 was suggested in order to give a small buffer.

Motion to allow Mrs. Conway to select a contractor for the main office build out as long as the cost is less than \$200,000

- Motion- Annette Martinson
- Seconded the motion – April Atkinson
- All in favor.

March 28th, 2019 will be a special meeting for the Ed Futures presentation. The board is looking to schedule the next regular meeting tentatively for April 25th, 2019.

Motion to Adjourn: Michelle Chin at 8:02pm