

Meeting of the ICP Board of Directors

Friday, January 26, 2018

10:00 am

IC Imagine Main Campus

MINUTES

Avery Jones welcomed everyone and opened the meeting at 10:04 am. Present from the Board were Avery Jones, Katie Ledford, Janice Guazzo, Melissa Strong, and Jenn Townley. In addition, Ellen Girardi, Mia Strauss and Emily Jones were present.

The minutes from the October board meeting were approved.

Collegiate leaders Anne Beckett and Shannon Vaden presented their grant request for a professional development opportunity for the four Spanish collegiate leaders. They explained the value this would add to the methods being implemented at the school and answered questions from the board. Jenn endorsed this request stating it was a high priority for the school.

Avery Jones provided the President of the Board update. The first effort getting the bus sponsor ads on the buses didn't evolve as expected, so a new company, Sign 1, was contacted. Sign 1 will be fixing the decals and adding panels to allow for larger ad space (approx. 2'x4' per ad). Project should be complete by the end of February, weather permitting.

The Civic Center Volunteer Concession program is evolving. Funds raised from volunteers' efforts will be received as unrestricted funds unless otherwise specified based upon volunteers (e.g. band, EC). Upcoming events currently seeking volunteers include the Fed Cup tennis event, SoCon basketball tournament and two concerts. ICP makes 10% of food and non-alcoholic beverage sales, 5% of alcoholic sales and can set out a donation jar. Minimum of \$250 guaranteed.

Current parent Doug Hutchins owns Par-T-Perfect and has offered to assist with an event, perhaps this spring, to support the school. He carries insurance so there is the possibility to utilize off-campus location for the vent. Avery asked the board members to consider for discussion at a future meeting.

Avery reminded the board she has placed four policies, which will further govern ICP's efforts, for review in the shared ICP board folder. There is not an immediate urgency; however, board members should review and provide feedback in a timely manner. The goal is to approve these policies by the end of June so they will be implemented in the next fiscal year. A minimum of two additional documents will be forthcoming.

Avery reached out to current parent Matt Morton to inquire about Directors and Officers insurance. Matt has gathered applicable information and is getting a quote for the board to review. Avery will have that for the February board meeting.

A locked drop box has been purchased and installed at the front desk area. This provides a safe and secure way to collect ICP-related mail and forms. Avery has one key. The second is at the school with all other keys.

Head of School Jenn Townley provided a summary as to how the decision is made to delay or cancel school in the case of inclement winter weather. Many factors are considered and ICI makes its own decision. Jenn reminded the board that ICI determines its school year based on instructional hours.

Next, Jenn provided an update about the permanent campus. The project continues to move forward. Many facets of the project are happening concurrently (e.g. design, funding, permitting), which all rely on one another to get the school to closing. If all goes according to plan, construction should be underway in April.

Lastly, Jenn reminded everyone that open enrollment is underway, with tours being offered for the first time, and shared that the ICI Board is evaluating best options for space for next year. One option is to stay where we are with the second option leasing modulars for middle and upper school and placing them on the site of the future campus. ICI Board will be voting Monday.

Melissa Strong reported that she and Melissa Fox still need to work out details for the Middle School bathroom decals.

Melissa suggested we look at February's Early Release for a Uniform Consignment Sale. ICP could recruit champions who need volunteer hours to assist (e.g. National Junior Honor Society, Upper Schoolers). A suggestion was made to include in the Kindergarten and First grade newsletters since lots of smaller sizes and remind families to donate outgrown items before the proposed sale.

Melissa asked if ICP could push a reminder about collecting items for the Food Pantry the following week. Ingles gift cards are wonderful. Publix gift cards are being sent to Upper School to use. Board discussed idea of exploring Walmart and Target gift cards. Janice Guazzo agreed to check into Target and Walmart.

Emily Jones provided an update on Collegiate Leader Appreciation. Coffees, teas and hot chocolate were collected this week. The tentative plan for February is to offer a dinner one evening after an Open House. Upper school will be included as well.

Avery asked if there were any updates on the communications front. Lacey provided a written update and Janice confirmed everything is going well with all communication outlets (website, facebook, e-newsletters, and email).

Avery asked if there were any questions regarding the Financials as presented. She noted the continued success of the Annual Fund. An update will go in an upcoming e-newsletter. The

request for the reimbursement of paid sales tax (\$600) for 7/1/16-12/31/17 has been submitted.

Avery addressed the Benevolence fund account, which currently had \$548. She explained that it started as a way to assist families in need when requested by the school. She proposed the consideration of either using benevolence funds to assist with the Food Pantry or develop a strategy to set aside funds to help with the pantry in an effort to remove this “ask” from families. Board members should brainstorm and present ideas for discussion and voting next month.

Avery asked the board to begin thinking strategically about its budget and set items to fund in FY 18-19 so the appropriate budgeting can happen now. Board agrees it needs clarification on PBIS funding and needs to create a separate fund account for chorus (away from drama). Mia suggested the board consider setting aside funds for larger, more expensive long-term projects. The board agreed to proceed with setting aside \$5K for capital projects. Additional discussion is needed and will take place at a future board meeting.

Next, the collegiate leader grant requests were reviewed. Ellen Girardi summarized the OG efforts to fundraising and provide training to collegiate leaders. She indicated the OG grant on the table could be considered as 15 individual CL grants for their practicum (the next step in becoming a certified OG instructor). While this is a relevant proposal, Jenn could not endorse this funding as there may be a better place for OG funding that would reach more champions (e.g. upper lower school, middle school). Ellen said the practicum would start in February, but is done 5 times over the year, so there is not time sensitive.

After discussing all grants received, the board voted to approve the guided reading books, djembe drums, upper school book club, both EC requests, the document cameras and the grant for Spanish PD. The board is open to supporting the efforts presented that address music, OG, science and drama needs, but concurred that additional information is needed. Avery will follow-up with those departments. Art supply request can come from the Art fund account.

The meeting adjourned at 11:30 am.

Respectfully compiled and submitted by,
Katie Ledford