



Governing Board

**Meeting Minutes for 10/8/2020 | 7p.m.
186 Hunter Street, Norcross, GA 30071**

CALL TO ORDER

Call to order at 7:03p.m. by Adam Caskey.

MEMBERS PRESENT: Adam Caskey, Walter Bell, Veronica Johnson, Zennie Lynch, Kelly Mandy, Via Jones, Katie French, Gregg Stevens Sean Kerr, Jennifer Bradley

I. Administrative Functions

- A. Motion to approve meeting minutes from September 10, 2020
 - 1. Zennie Lynch – 1st; Kelly Mandy – 2nd; Unanimous approval.
- B. Motion to approve meeting agenda for October 8, 2020
 - 1. Zennie Lynch – 1st; Kelly Mandy – 2nd; Unanimous approval.

II. Public Comment

- A. No one present. No public comments.

III. Academic Related Reports

- A. Head of School Report
 - 1. Enrollment
 - a. Solid numbers with 545 enrolled students.
- B. Academic Committee Report – Viva Jones & Katie French
 - 1. 94.5% Student attendance rate.
 - 2. Reading Levels for K – 5th
 - a. Utilizing Fountas & Pinnell
 - b. Special Education student numbers increased at 4th and 5th grade.
 - c. 4th grade data was not compiled / ready as of the time of the meeting.
 - d. Will look into how data was assessed at 5th grade to understand apparent drop.
 - 3. Reading Levels for K – 8th
 - a. NWEA MAP data reviewed.
 - 4. Math levels:
 - a. NWEA MAP data reviewed.
 - 5. Federal Programs
 - a. 8% of students receiving services under IDEA.
 - b. 9% of students identified as ESOL.
 - 6. Some data was missing for a few grade levels. Admin has already addressed internally.
 - 7. Common ELA & Math assessments will be developed through USA Test Prep.

8. Induction 7 Mentoring Program Handbook created.
9. Virtual PBL Night went well.
10. Virtual Title 1 Parent Engagement Event – Oct. 7 @ 2p.m. with 170 views.
11. NO COVID-19 INCIDENTS TO DATE!

IV. Finance Committee Report – Zennie Lynch

- A. Monthly Reports
- B. Meeting on 9/29/2020
 1. Cash Flow Statement: School has solid liquidity.
 2. Budget to be presented and hopefully approved tonight but will likely go through a revision.
 3. Slight reduction in revenues received vs. the budgeted amount which is based on lowered revenue from the State Charter Commission. Will re-examine as this may change.
 4. Will need to make plans around building maintenance / repairs.
 5. Principal payments to begin at the end of the year.
 6. Normally, we would have had our audit by now. Covid has slowed down of the process. It is due by Nov. 1, 2020; may have to have a Special Called Meeting.

V. Operations Committee Report – Walter Bell

- A. FTE and CPI sent in on time.
- B. Amended CLIP was approved.
- C. Title 1 budgets should be completed this week.
- D. Discussion around opening more seats
 1. Conversations are happening with teachers to get their thoughts.
 2. Discussion around perhaps doing additional parent surveys.
- E. Need to remind parents of the agreements that they signed at the beginning of the year as it relates to attendance, wellness checks, wearing masks, etc.
 1. Students coming to school without masks; many are forgetting.
 2. Parents are not always completing wellness checks each morning.
- F. Meeting 10/8/2020 @ 2pm..
 1. P.O. needed to bring in a consultant scope out the work for the HVAC and prepare to put the work out to bid via RFP.
 2. Lori Parrish to create by 10/9/2020.
 3. Alarm system: Still in progress but close to being completed.
 4. Outdoor classroom. Will be out front near the garden; provide an opportunity for students to be outside for learning sometimes.
 5. PPE supplies. Our stockpile is in good shape.
 6. Discussion around student caps in each classroom.

VI. Governance Committee Report – Adam Caskey

- A. Michael Walker has resigned from the Board.
- B. Recommendation to identify potential future Board members in order to build up pipeline.
- C. Board Training Needs
 1. Board Recruitment
 2. Charter Renewal
 3. Gregg Stevens to follow-up

VII. Consultant’s Report (Ed Innovation Partners) – Sean Kerr, Gregg Stevens

- A. Will meet with marketing team next week

1. Digital designs have been created by Forum and Julie Tolbert has approved.
- B. Data collection
 1. Utilizing recommendations from Children’s Healthcare and the American Academy of Pediatrics to guide decisions and processes.
- C. 545 enrolled students; working to ensure we are fully funded for all of them.
- D. Working to develop strategies to support MTSS and General Education students.
- E. Charter Renewal Measures
 1. Hopeful to be able to use Beacon (which is a formative assessment tool)
 2. The key is to get enough districts to buy in to the program for it to be useable
 3. Charter renewal will actually take place in year 6

VIII. **New Business**

- A. Second Public Hearing Fiscal Year 2020 – 21 Budget
- B. Motion to move into 2nd Public Hearing of 2020 – 2021 Budget
 1. Walter Bell – 1st; Veronica Johnson – 2nd. Unanimous approval.
- C. Budget Review by Zennie Lynch.
- D. Motion to move out of 2nd Public Hearing of 2020 – 2021 Budget
 1. Walter Bell – 1st; Veronica Johnson – 2nd. Unanimous approval.
- E. Motion to approve proposed budget for 2020 – 2021
 1. Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous approval.
- F. Motion to move into Executive Session
 1. Zennie Lynch – 1st; Kelly Mandy – 2nd. Unanimous approval.

IX. **Executive Session for the Purpose of Discussing Personnel**

- A. Motion to move into Executive Session
 1. Zennie Lynch 1st; Kelly Mandy – 2nd. Unanimous approval.
- B. Motion to move out of Executive Session
 1. Kelly Mandy - 1st; Walter Bell – 2nd. Unanimous approval.

X. **Additional Items**

- A. BIA New Hires for Approval
 1. Lea Fisher – 4th grade teacher
 2. Andrice Turner – 5th grade teacher
 3. Morgan Armstrong – 6th/7th grade ELA teacher
- B. Approval of stipends
- C. Approval of HOS contract renewal
- D. Motion to approve new hires and staff stipends of ~\$5300 for 2020 – 2021 school year.
 1. Kelly Mandy – 1st; Zennie Lynch – 2nd. Unanimous approval.
 2. Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous approval.
- E. Authorization for Chairman to enter into contract to extend Head of School Contract
 1. Walter Bell – 1st; Kelly Mandy – 2nd. Unanimous approval.

XI. **Next Regular Meeting Date: November 12, 2020 at 7:00p.m.**

XII. **ADJOURNMENT**

A. Motion to adjourn at 8:20p.m.

1. Zennie Lynch – 1st; Kelly Mandy – 2nd. Unanimous approval.