



**Governing Board**

**Meeting Minutes for 9/10/2020 | 7p.m.  
186 Hunter Street, Norcross, GA 30071**

**CALL TO ORDER**

Call to order at 7:06p.m. by Adam Caskey.

**MEMBERS PRESENT:** Veronica Johnson, Fred Schroer, Michael Walker (phone) Zennie Lynch, Julie Tolbert, Viva Jones, Katie French, Lori Parrish, Sean Kerr, Jennifer Bradley

**I. Administrative Functions**

- A. Motion to approve meeting minutes from August 13, 2020
1. Fred Schroer – 1<sup>st</sup>; Michael Walker – 2<sup>nd</sup>; 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 542 enrolled students.
    - b. Attendance issues with virtual students. Many students are at home by themselves. Students have the devices that they need, so we know that is not the issue. Upper school students tend to have more absences. Some students are logging in for some classes but not others.
    - c. Difficulties with Infinite Campus being able to track attendance data appropriately by class. Working with Infinite Campus trying to get accurate attendance numbers. There's a need to check attendance at the beginning of the school day and teachers are also expected to check attendance for each class. Some students may not connect right at the beginning; challenging to capture those who may join later.
    - d. G-Suite Enterprise will be rolling out an automatic extension that will track attendance, per Sean Kerr.
      - a. Breakout rooms
      - b. Attendance
      - c. Blur backgrounds
      - d. Additional features
  2. MAP Testing
    - a. Data appears to be skewed in students' favor, primarily in early elementary grades. EIP teachers will begin using data and rubrics to qualify students for services. 5<sup>th</sup> and 6<sup>th</sup> grade scores seem more in line with expectations and historical patterns.
    - b. K teachers are in process of entering GKIDS data into the state's platform.

3. Virtual Curriculum Night
  - a. Well-attended virtual event was held on September 8, Tuesday. Session 1 was at 5p.m. and Session 2 was 6p.m.
  - b. Recorded presentation with live Q&A will be available online.
4. No COVID-19 incidents to date!
  - a. Every Friday, the school has to fill out a form to show the # of virtual and face-to-face students as well as any COVID incidences.
5. Milestones Testing
  - a. Georgia **will** be administering this year per the U.S. Dept of Education.
  - b. 5<sup>th</sup> grade Social Studies has been eliminated per a bill passed in the state of Georgia.

**B. Academic Committee Report – Veronica Johnson**

1. Most topics covered by Julie.
2. Accreditation Process
  - a. BIA school accreditation process has begun.
  - b. A Readiness Diagnostic has been completed. This is a self-evaluation tool. Evidence / artifacts had to be provided; those have been upload to Cognia.
  - c. A Readiness Review is scheduled for Sept 22 after which a determination will be made whether to proceed to the Engagement Review step.
  - d. After becoming accredited, renewal is every 5 years.

**IV. Finance Committee Report – Zennie Lynch**

**A. Monthly Reports**

1. Per student revenue is up slightly to \$9800 per student.
2. No principal amount due on our bond yet, only interest payments at this time.
3. Final 50% of funds from Boosterthon last year has been paid for playground equipment.
4. We will receive \$79,000 instead of \$71,000 for SPED (these numbers do not include carry-over from prior year).
5. Title 1: \$65K (these numbers do not include carry-over from prior year).
6. Parent Council
  - a. Discussion surrounding PTO, budgeting and funding.

**V. Operations Committee Report – Walter Bell**

**A. Virtual SCSC Monitoring Visit – Sept 9, 2020 @ 3p.m.**

**B. Accreditation Process**

1. 1<sup>st</sup> meeting (Readiness Review) with Cognia – Sept 22 @ TBD
  - a. Readiness Diagnostic has been completed in advance of the meeting
  - b. Documentation had to be uploaded as artifacts to support their self-evaluation
  - c. Positive feedback on the Diagnostic.
2. Following Readiness Review, Engagement Review will take place.
3. Internal calendar is set to ensure that all reports and data are turned in on time. Plan is to have data ready ahead of due dates.

**C. Facilities**

1. Loss of refrigerant in several systems which can cause problems in the classrooms with heating and cooling.
  - a. Southern Mechanical price quote is \$3K for investigation. The refrigerant itself is expensive, however.
  - b. Vendor will need to identify where the leaks are occurring.

- c. The building needs at least a temporary repair.
    - d. There is no effect on air quality.
  - 2. Recommendation: Have engineering firm work on the repairs and maintenance that they were already going to work on simultaneously with handling the refrigerant issue. Prior approval of \$15K to proceed with engineering repairs agreed upon by the Board.
  
- VI. **Governance Committee Report**
  - A. No additions or resignations to the Board.
  - B. We are in our charter renewal year (2020 – 2021)
    - 1. Academics, Finance, Operations, Governance (4 areas we will be assessed on).
  
- VII. **Consultant’s Report (Ed Innovation Partners)**
  - A. Nothing to report.
  - B. EIP will be extending assistance to Committee Chairs.
  
- VIII. **New Business**
  - A. First Public Hearing Fiscal Year 2020 – 21 Budget
    - 1. Charter Commission Revenue = ~\$9800/student.
    - 2. \$40K+ likely increase in federal funds.
    - 3. CARES Act funding has been allocated towards utilities.
    - 4. Interest payments on the bond; no principal payment due yet.
    - 5. Public hearing closed at 8:02p.m.
  - B. October 2020 Spending Resolution
    - 1. Motion to approve spending resolution.
    - 2. [Veronica Johnson](#) – 1<sup>st</sup>; [Fred Schroer](#) – 2<sup>nd</sup>. Unanimous approval.
  
- IX. **Executive Session for the Purpose of Discussing Personnel**
  - A. Motion to move into Executive Session
    - 1. [Michael Walker](#) – 1<sup>st</sup>; [Fred Schroer](#) – 2<sup>nd</sup>. Unanimous approval.
  - B. Motion to move out of Executive Session
    - 1. [Zennie Lynch](#) – 1<sup>st</sup>; [Walter Bell](#) – 2<sup>nd</sup>. Unanimous approval.
  
- X. **Additional Items**
  - A. **BIA New Hires for Approval**
    - 1. Morgan Tolbert – Kindergarten Teacher
    - 2. Robert Piacentino – EIP Teacher
  - B. Stipend Request for Approval
    - 1. 51 full-time staff members - \$500 One-Time Payment
    - 2. 10 staff members - \$1000 Leadership Stipends
    - 3. 1 staff member - \$3,000 lower school coding stipend
    - 4. 1 staff member - \$1,000 school website management
    - 5. Fiscal Impact: \$40,072
  - C. Motion to approve new hires and staff stipends.
    - 1. [Michael Walker](#) – 1<sup>st</sup>; [Fred Shroer](#) – 2<sup>nd</sup>. Unanimous approval.

XI. **Next Regular Meeting Date: October 8, 2020 at 7:00p.m.**

XII. **ADJOURNMENT**

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

1. Fred Shroer – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.