

MEETING MINUTES

Board: Learning Center Foundation of Central Cobb, Inc.
Board Meeting: Governing Board International Academy of Smyrna

The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
5/15/18	7:18pm	9:51pm	6/19/18	7:15pm	Lyn Carden
Meeting Location:					
IAS Conference Room					

Attended by:	
Cornell Longino Nana Boone Grant Coleman Pam Spalla Marie Davis Zach Berman	Chad Mote, EIP Shaun Kerr, EIP Lyn Carden, EIP (via teleconference)
Highlights: Annual Meeting, Office elections	

CALL TO ORDER

The meeting commenced

I. Administrative Functions

- Approval of Agenda – Motion made to approve the meeting agenda by Mr. Berman, 2nd by Ms. Davis and unanimously approved
- Motion made by Ms. Davis to approve both the April 17th and April 28th minutes as presented, 2nd by Mr. Berman and unanimously approved.

II. Public Comment – There was none.

III. School Related Reports

- Ms. Schrock provided the Principals Report –
 - i. Ms. Schrock reviewed the continued increase in enrollment
 - ii. She provided the board with an event calendar through the rest of the year and discussed the success of the Jump Rope for Heart event that had just been completed.
 - iii. Ms. Schrock updated the board on the accreditation process adding that the school was on track for next year's review.
 - iv. Ms. Schrock provided an update on the commission's corrective action plan
 - v. Ms. Schrock reviewed the preliminary milestones numbers with the board explaining that they indicate the school hit most of its goals.

- vi. She told the board that the school wide title proposal for federal programs was accepted
- vii. And the board reviewed the requirements of the supplemental funding provided to the school by the legal advocacy fund from GCSA.

IV. Financial Reports Mr. Longino presented an abbreviated monthly financial report. The schools CFO has been gone due too personal leave. The board requested that another school level employee be identified to provide financial information and board updates until the CFO returns.

V. Committee Reports

- Academic Committee – Committee discussed the CCRPI impact based upon the preliminary milestone results and identified for the board improvement opportunities for next year. Ms. Spalla reported on the committees comparison of MAP testing results to the Milestone results to see if in fact they were a good indicator of outcomes.
- Operations Committee – The operations committee reported that repairs on the roof had begun. The board was told the original roof installers immediately identified the issue and are working with the school to make necessary repairs. The board was told that the installers warned the school these issues will probably continue to happen because of the nature of the installations and that the roof will need regular maintenance. The board discussed long term solutions for the roof. It was agreed that they would wait until the roofers completed the current project before having a discussion about a maintenance plan.
- Governance Committee –
 - i. The Governance committee discussed the Uniform policy. It was agreed that the board would create the policy then the school would create the code and then seek RFP's for vendor.
 - ii. Policy “The International Academy of Smyrna will have the following uniform requirements: monogrammed colored shirts and khaki bottoms. For the 2018-2019 school year the color of the shirt would be the same as the 2017-2018 school year.” Motion was made by Ms. Spalla to approve the policy and written, 2nd by Ms. Davis and approved unanimously.
 - iii. The governance committee request the board provide potential candidates to fill 3 open slots on the board. Board members discussed possible board candidates and specifics of what was needed as well as the process for recruitment and selection of candidates.

VI. Executive Session – As permitted by O.C.G.A. § 50-14-1 – Personnel

Mr. Berman made a motion to close the meeting and move into executive session, Ms. Spalla 2nd and the board unanimously approved at 8:14pm

VII. At 9:21 Ms. Spalla made a motion to return to open session, Ms. Boone 2nd, the board approved unanimously.

VIII. Mr. Longino announced there was no actions necessary following Executive Session

IX. Old Business

- Candidate Search Committee – Mr. Longino discussed with the board the process of identifying and hiring for the open Director of Operations Position. Because of summer scheduling problems it was agreed that moving forward 2 board members, who were available at the time, would join with the incoming Head of School, the Federal Programs Director and a consulting team member work through the process.

X. New Business

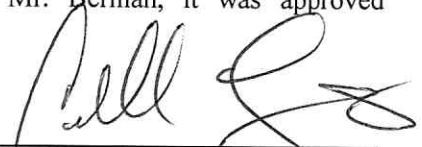
- The board reviewed the Head of School Job Description and requested minor clerical changes. Ms. Spalla recommended approval of the proposed job description, Ms. Boone 2nd and it was approved unanimously.
- The board reviewed the Director of Operations Job Description and requested minor clerical changes. Ms. Spalla recommended approval of the proposed job description, Mr. Berman 2nd and it was approved unanimously.
- Ms. Davis and Mr. Longino reported to the board about a meeting they had with Forum Communications, a marketing consulting firm the board is considering to provide support to improve enrollment and awareness. The board reviewed the proposed scope of work, time line and fees. The board instructed Mr. Longino to execute a 4 month contract with Forum Communications.
- Mr. Longino discussed the upcoming IAS Town Hall May 21st with the board explaining that in previous years this was conducted by the school leader, but because of the change it would be the responsibility of the board to host. Mr. Longino recommended to the board introduce the new Head of School at that event. Mr. Longino requested that those on the board who can, should plan to attend at 6:45pm.

XI. Annual Meeting Business

- Signing of Conflict of Interest Forms – Each board member signed the Code of Ethics/Conflict of Interest form
- Elections of Officers – The board conducted its annual election of officers:
 1. Ms. Boone nominated Mr. Longino as Chairman, the nomination was 2nd by Ms. Davis. No other candidates were nominated. The board approved unanimously. Mr. Longino accepted the position, telling the board that this would be his final year as board chair.
 2. Mr. Longino nominated Ms. Boone as Vice Chair; it was seconded by Ms. Davis. Mr. Berman nominated Mr. Coleman as Vice Chair. Mr. Coleman declined. No other nominations were offered. The board approved the election of Ms. Boone as Vice Chair unanimously. Ms. Boone accepted.
 3. Ms. Boone nominated Ms. Davis as secretary, Mr. Longino 2nd, no other nominations were offered. The board approved unanimously, Ms. Davis accepted the secretary position.
 4. Ms. Boone nominated Mr. Coleman as Treasurer, Mr. Longino 2nd. There were no other nominations, the board approved unanimously. Mr. Coleman accepted.
- Committee Assignments – Mr. Longino reviewed the committees with the board and discussed assignments:
 - i. Finance Committee –Chair: Mr. Coleman, Member: Mr. Longino
 - ii. Operations Committee – Chair: Ms. Davis, Members: Mr. Berman and Mr. Coleman.
 - iii. Governance Committee – Co- Chair: Mr. Longino and Ms. Boone
 - iv. Academic Committee- Chair: Ms. Spalla, Member: Ms. Davis
 - v. Ms. Longino reminded the board that they were recruiting new members and those individuals selected for the board would be assigned committee membership based upon their skill sets.
- The board reviewed the proposed Board Meeting Calendar for the 2018-2019 year. Ms. Davis made a motion to approve the calendar as presented, Ms. Boone 2nd and it was approved unanimously.
- Mr. Longino asked the board to provide potential board member candidate and have resumes circulated by May 31st.

XII. Next Meeting Date June 19th, at 7:15pm

XIII. Motion made for adjournment by Ms. Davis, 2nd by Mr. Berman, it was approved unanimously at 9:51pm.



Cornell Longino, Board Chair