

MEETING MINUTES

Board: Learning Center Foundation of Central Cobb, Inc.
Board Meeting: Governing Board Meeting
School(s): 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:
8/21/18	7:01pm	10:37pm	9/18/18	7:15pm	Lyn Carden
Meeting Location:					
IAS Conference Room					

Attended by:	
Cornell Longino Nana Boone Marie Davis Grant Coleman Pam Spalla Zach Berman Nwakaego Nkumeh	Katrina Brinker, via Telephone Zinta Perkins Talisha Stroud Chad Mote, via telephone Lyn Carden

CALL TO ORDER

I. Administrative Functions

- Approval of Agenda –Amended to move new board member to after administrative functions and move Forum Communications to after Public Comment. Motion to approve the agenda with amendments made by Ms. Davis, 2nd by Mr. Berman, unanimously approved.
- Approval of Minutes: July 9, 2018 & August 3, 2018 – Motion to approve minutes as presented made by Mr. Berman, 2nd by Ms. Boone, unanimously approved.

II. New board member elections – Nwakaego Nkumeh was introduced as a new member candidate. Ms. Davis made a motion to add Ms. Nkumeh as a board member, 2nd by Mr. Berman. Unanimously approved. Ms. Nkumeh took the IAS Oath of Office. Mr. Longino assigned her to the governance committee.

III. Public Comment – There was no public comment

IV. Matt from Forum presented – Full service strategic marketing agency. Ms. Davis and Mr. Longino are going to work together to determine the schools marketing priorities. Bring presentation to the board at the next board meeting.

V. School Related Reports

- Head of School Report – Ms. Brinker provided the school report.
 - i. Enrollment is up
 - ii. Updated on staffing changes and the addition of contracted Special Education services. The board discussed requirements for special education, the contract specific services provided and school level needs. Board recommended leadership that all Special Education teachers on staff get professional development, Ms. Brinker agreed and said a plan was being created.
 - iii. Ms. Brinker provided the board an update on benchmark testing
 - iv. Board was reminded Milestones must be 100% online this year and suggested they be mindful of potential laptop and broadband needs to complete that requirement. The board requested an inventory be completed by the technology consultant. Ms. Perkins said she would get one provided for the next board meeting. Mr. Longino asked the school leadership to devise a plan for administering Milestones with what the school currently had, as well as a plan for getting new laptops.
 - v. Ms. Brinker provided the board with an update on the schools Partners in Education:
 1. Atlanta DREAM- Is providing tickets for the students
 2. Fortis College – The details are still being worked out on partnership opportunities.
 - vi. Ms. Brinker provided the board with calendar dates for upcoming school events.
 - vii. Ms. Brinker notified the board of the dates of the upcoming authorizer visit as well as documents the authorizer had requested.

VI. Financial Reports

- Monthly Financial Reports - Mr. Longino present the June financials.
 - Ms. Boone made a motion to approve the financials as presented, Ms. Spalla seconded, they were approved unanimously.
- Finance Committee report- Mr. Longino provided an update on the schools audit process.

VII. Committee Reports

- Academic Committee – Ms. Spalla provided the Academic Committee Report.
 - i. She told the board that the Academic Committee reviewed the final benchmarks from last year adding that the MAPP testing was an excellent predictor of outcomes, which will help this year.
 - ii. The board discussed the benefits and drawbacks of the continuation of the IB program. Tabitha Stroud provided an inventory of where the school stands on IB and what would be needed to maintain IB status. She told the board that the deadline for providing evidence to IB is 12/1. The board discussed the impact of losing the IB on the charter and stakeholders. The academic committee is going to put together other options. As well as a game plan for maintaining IB. Mr. Longino told the board that if changes were going to be made they would need to have a Town Hall meeting to discuss it with parents. The AC committee is to return a report to the board in a week.
- Governance Committee- Ms. Boone provided the Governance Committee report.
 - i. Onboarding process and procedure will be brought to the board next month.
 - ii. The board asked if there was a way to contact parents about board openings. Ms. Brinker suggested infinite campus.
 - iii. Ms. Boone asked Ms. Brinker if she had any recommendations and Ms. Brinker said she did.
- Operations Committee – Mr. Coleman provided the Operations Committee Report.
 - i. He reported repairs to the roof continue. The board discussed being proactive and getting a maintenance plan. Mr. Coleman said that previously the roof company

recommended against that, but he would see. Mr. Coleman told the board that the estimated insurance claim for damages was \$70,000.

- ii. Mr. Longino notified the board that the Insurance carrier was dropping the school in November but that the broker was able to find a new provider.
- iii. Ms. Davis reviewed the new insurance plan with the board.
- iv. Ms. Davis said the Operations committee was working toward scheduling their monthly meetings.

VIII. Executive Session – Ms. Spalla made a motion to adjourn to executive session to discuss personnel (OCGA 50-14- 3(b)(2), Ms. Davis 2nd, it was unanimously approved at 9:11pm.

Ms. Davis made a motion to adjourn executive session and return to open session, Mr. Berman 2nd and it was unanimously approved at 10:13pm.

IX. Required Actions following Executive Session

- Motion made by Ms. Boone to approve staffing adjustment Option 5, seconded by Nkumeh and was approved unanimously.

X. Old Business

- Policy – Health Screening – Motion made to approve the health screening with recommended adjustments made by Ms. Boone, 2nd by Mr. Berman, unanimously approved.

XI. New Business

- Special Education Policy Manual – Motion made by Ms. Davis to approve the Special Education Policy Manual as presented, 2nd by Mr. Berman, unanimously approved.
- Revised Financial Policy – Motion made by Ms. Boone to approve revisions to the schools financial policy, 2nd by Mr. Berman, unanimously approved.
- System Wide Testing Policy – Motion made by Ms. Davis to approve the system wide testing policy as presented, 2nd by Ms. Boone, unanimously approved
- Safe Touch Policy – Motion made by Ms. Spalla to approve the Safe Touch policy as presented, 2nd by Mr. Berman, unanimously approved.
- Internal Controls Policy – Motion made to approve Internal Control Policy with recommended formatting changes by Ms. Spalla, 2nd by Mr. Coleman unanimously approved.
- Promotion and Retention Policy – Motion made to approved the Promotion and Retention Policy as presented, 2nd by Mr. Coleman, unanimously approved.
- Board Meeting calendar - tabled

XII. Next Meeting Date 9/18/18 7:15pm

ADJOURNMENT – Motion made by Mr. Coleman to adjourn, 2nd by Ms. Davis, unanimously approved at 10:37pm



Cornell Longino, Board Chair

Date: 10/16/18