

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: |
|--------------------------|--------|--------|---------------|------------|--------------|
| 9-18-18 | 7:18pm | 9:09pm | 10-16-18 | 7:15pm | Lyn Carden |
| Meeting Location: | | | | | |
| IAS Conference room | | | | | |

| Attended by: | |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Cornell Longino Nana Boone Pam Spalla Marie Davis Nwakaego Nkumeh Grant Coleman | Katrina Brinker Zinta Perkins Nicole White Lyn Carden (via telephone) |

CALL TO ORDER 7:18pm

I. Administrative Functions

- Approval of Agenda – Ms. Boone added approval of the revised Oath of Office to the Governance Agenda. Ms. Davis made a motion to approve the agenda with changes, Ms. Boone 2nd, unanimously approved
- Approval of Minutes – Ms. Boone had grammatical edits to the minutes, approval of the minutes was tabled for corrections until next board meeting.

II. School Related Reports

- Chief Academic Officer Report – Ms. Brinker provided the CAO report
 - i. Ms. Brinker reported that enrollment was steady.
 - ii. She provided updates on staffing and professional development.
 - iii. Ms. Brinker told the board that MAP testing was underway, and slightly delayed due to provider and technical issues. Mr. Longino asked the number of hours a month the technology vendor was onsite.
 - iv. Ms. Brinker discussed parent and PTA events and activities that had taken place in the last month and provided an update on the school's PTA board.
 - v. Ms. Brinker reported on the authorizer Site Visit from the previous week. She notified the board that the SCSC made some recommendations for policy revisions that she would be presenting to the board at the next meeting adding that during the visit they mentioned that they were very pleased with the changes that had been made related to the policies and felt it was much better. She also informed the board that the technical glitch regarding Governance training had been corrected.

- Director of Operations Report – Ms. Perkins provided the DOO report
 - i. Ms. Perkins reported on the authorizer visit.
 1. She told the board that she discussed the schools innovative features and opportunities moving forward with the SCSC during their visit. She reported that she was told by the authorizer that if the school changed its innovative features they should consider doing it soon and amending the charter, opposed to waiting until renewal. That the authorizer did not object to making the change, with the understanding that ensuring good academics and implantations of the innovative feature with fidelity was the priority.
 2. She told the board that the authorizer recommended that while amending their charter they should re-evaluated their goals to ensure they line up with the district improvement plans and recommended they provide fewer goals as well as removing the goals related to IB.
 3. She discussed with the SCSC moving testing to 100% online and some policy recommendations that were made. She also received clarification on budget approval procedure requirements.

III. Financial Reports

- Finance Committee report – Mr. Longino provided the finance committee report, telling the board that the committee met with the auditor, reviewed finances and began the process of revising the 2018-2019 budget
 - i. Monthly Financial Reports –Ms. White presented the July 2018 financial report. Ms. Davis made a motion to accept the financial report as presented, Ms. Boone 2nd, unanimously approved
 - ii. Discussion of the proposed revised 2018-2019 budget –Ms. White and Mr. Longino led the discussion regarding a revised budget. The board discussed revised revenue projections and well as necessary purchases for the school year. Mr. Longino explained to the board some costs were unknown and would require research, he tasked committees to determine costs and present send to finance committee so they could present the first review at next month’s meeting.
 - iii. Auditors Report – Mr. Longino presented the auditor’s report. He told the board the audit was favorable, although they did have two findings. Finding 1) The school should enroll in the Ga Secure Deposit Program. 2) The school should monitor and record expenses on the bond account expenses. Mr. Longino added that the audit noted that internal controls are good and they were provided a good sample size. Ms. Spalla made a motion to accept the audit as presented, Mr. Coleman seconded, it was accepted unanimously

IV. Public Comment - no public comment

V. Committee Reports

- Academic Committee – Ms. Spalla presented the Academic committee report.
 - i. IAS Academic Strategic Strategy
 1. Ms. Spalla told that board the committee has met regarding the future academic curriculum of IAS and based upon all available information they were prepared to recommend IAS drop IB for the time being, for financial reasons, as well as the concern that the curriculum was not meeting the students’ needs currently. She added that the board should re-evaluate the IB option in 5 to 7 years. The board discussed the impact that decision would have and the strategy for moving forward. Ms. Brinker provided input as well as a report on a discussion she had with the authorizer regarding making this change. Motion was made to not to pursue the renewal of the IB designation. Mr. Longino, Ms. Spalla, Ms. Davis and Ms. Nkumeh approved, Ms. Boone opposed, Mr. Coleman obtained. The motion carried.
 2. Mr. Longino asked the Academic Committee to provide and plan and a timeline for moving forward by the next board meeting. He reminded them as

a part of that plan they would need parent, teacher, leadership input as well as focus groups and surveys.

3. The board agreed that once the decision was made regarding a new curriculum it would be important to engage the assistance of a marketing firm to help in the branding and marketing.

- Governance Committee – Ms. Boone presented the Governance Committee report
 - i. Ms. Boone discussed the proposed Onboarding and recruiting policy – A motion to accept onboarding and recruiting policy was made by Ms. Davis, 2nd Ms. Nkumeh and unanimously approved.
 - ii. Ms. Boone presented the proposed Board Succession Plan – A motion to approve the proposed plan was made by Mr. Coleman, 2nd by Ms. Davis, unanimously approved.
 - iii. Ms. Boone presented the revised Oath of Office to the board. Motion made by Ms. Davis to accept the revised Oath of Office, 2nd by Ms. Spalla, unanimously approved.
 - iv. Board member who were beginning their second term took the Oath of Office, led by Ms. Nkumeh - Mr. Longino, Ms. Boone, Mr. Coleman, & Ms. Davis took the IAS Oath of Office
- Operations Committee – The Operations Report was presented by Ms. Davis
 - i. Ms. Davis notified the board that she had asked Ms. Perkins track spending within operations budget and report it at each meeting.
 - ii. Ms. Davis provided an update on the roof repair cost, as well as maintenance of the AC unit.
 - iii. She reviewed the operations committee report noting that there were costs in the report that will need to be reviewed by the finance committee adding that there were some individual line items that will need to be voted upon by the board because of their financial threshold.
 - iv. Ms. Davis provided an insurance and plumbing update and told the board about the federal grant that had been made available to the school to add for video camera for security.

v.

VI. Old Business

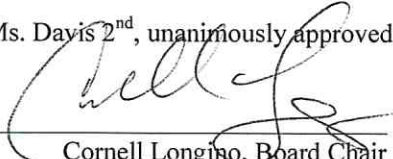
- The board discussed moving their meetings and agreed to allow them to remain on the third Tuesday of the month at 7:15pm but agreed to revisit the discussion in January.

VII. New Business

- Stakeholder Engagement Advisor position - tabled
- The board was reminded that the SCSC training for commission schools is November 27 & 28 at Lake Lanier Lodge in Buford and February 5 & 6 at The University of Georgia Continuing Education Center in Athens.

VIII. Next Meeting Date October 16th 7:15pm

ADJOURNMENT Ms. Nkumeh made a motion to adjourn, Ms. Davis 2nd, unanimously approved at 9:09pm.



Cornell Longino, Board Chair

Date: 10/16/18