

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:
12/11/18	7:15pm	8:30pm	1/15/18	7:15pm	Lyn Carden
Meeting Location:					
IAS Conference Room					

Attended by:	
Cornell Longino Nana Boone Marie Davis Pam Spalla Nwakaego Nkumeh Zach Berman Katrina Brinker via teleconference	Lyn Carden, EIP

CALL TO ORDER 7:15pm

I. Administrative Functions

- Approval of Agenda - Ms. Spalla made a motion to approve the agenda, Ms. Davis 2nd, unanimous approved
- Approval of Minutes –Mr. Berman made a motion to accept the October meeting minutes, Ms. Nkumeh 2nd, unanimous approved

II. Public Comment- No public comment

III. School Related Reports

- Chief Academic Officer Report – The board reviewed the CAO report.
 - i. CCRPI results – They discussed the CCRPI results and noted improvement.
 - ii. School Events/Activities report – Ms. Brinker reviewed the in-school events since the last board meeting and how well attended they had been.
 - iii. Ms. Brinker told the board the school was fortunate to receive more than expected funding for the Scholastic Book Fair and was able to purchase a large volume of books and material for students as a result.
 - iv. Board asked about behavior therapist and Ms. Brinker provided an update
- Director of Operations Report – The board was told the DOO had an emergency prior to the board meeting and as a result they were asked to review her report and direct questions to the head of the operations committee.

- i. Ms. Davis provided a facility update including HVAC and roofing and told the board she would be meeting with Ms. Perkins to discuss RFPs
 - ii. Budget adjustments – Ms. Davis reviewed some potential budget adjustments needed for operations
 - 1. Ms. Davis told the board that one of the line items operations wanted the board to consider adding was for a on-site ‘handy man/maintenance person’. Ms. Davis has instructed Ms. Perkins to track those expenses (as they are currently being out-sourced) to determine the best solution.
 - iii. Mr. Longino notified the board that the monthly allotment the school had anticipated was \$27,000 short of what was expected. Upon investigation with the authorizer they were told the issue was being discussed with the DOE but they the board needed to plan for that shortfall each month for the remainder of the school year. Mr. Longino told the board a revised budget was being prepared for presentation and would be ready by the next board meeting.
 - Operations Committee
 - i. Lottery process and procedure update – The committee had been reviewing lottery process and procedure in preparation for the upcoming enrollment.
- IV. Executive Session** – To discuss a legal matter (OCGA 50-14-2) - Ms. Nkumeh made a motion to close the board meeting and enter into executive session to discuss a legal matter, Ms. Spalla 2nd, it was unanimously approved at 7:47pm
- V. Required Actions following Executive Session** Ms. Boone made a motion to return from Executive Session, Ms. Nkumeh 2nd, it was unanimously approved at 8pm
- VI. Financial Reports** – There was no financial report
- VII. Committee Reports**
- Academic Committee – Ms. Spalla provided the report from the meeting. She notified the board that due to technical issues she was still unable to get onto the LKES platform to file her reports and Ms. Davis is still trying to get LKES certified
 - Governance Committee
 - i. 3-year Board Strategic Plan Review & Update – Ms. Boone told the board the Governance committee is prepared to conduct their strategic planning session. She would like to poll the board for a Saturday after the SCSC training from 9-3, she asked EIP to moderate.
 - ii. SCSC Training –Ms. Boone updated the board on the reimbursement policy for the training from the SCSC. She reminded the board that if they hadn’t already they needed to register for the training.
 - Stakeholder Engagement – Mr. Berman updated board on stakeholder and community partners and that he was working to identify new partners.
- VIII. Old Business**
- Lyn Carden from EIP provided the board with the results of the recent stakeholder strategic planning survey and provided the time line for focus groups and next steps
- IX. New Business-** Ms. Boone reminded about the teacher appreciation Christmas party
- X. Next Meeting Date** January 15, 2018 7:15pm

ADJOURNMENT – Motion made by Ms. Spalla to adjourn, 2nd my Ms. Davis and unanimously approved at 8:30pm

Cornell Longino, Board Chair

Date: _____

DRAFT