

## **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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
10/16/18	7:19pm	9:23pm	12/11/18	7:15pm	Lyn Carden
<b>Meeting Location:</b>					
IAS Conference Room					
<b>Attended by:</b>					
Cornell Longino Nana Boone Grant Coleman Zack Berman Marie Davis Pam Spalla			Katrina Brinker Zinta Perkins Lyn Carden		

*Prior to the board meeting, the board toured the facility to review recent repairs to the building.*

### **CALL TO ORDER**

#### **I. Administrative Functions**

- Approval of Agenda - Mr. Longino notified the board that he would like to add an executive session to the end of the board meeting agenda. Ms. Spalla made a motion to accept the agenda with the amendment, Mr. Berman 2nd, it passed unanimously
- Approval of Minutes - 8/21/18 & 9/18/18 – Ms. Boone made a motion to accept both sets of minutes as presented, Ms. Spalla 2nd, they were approved unanimously

#### **II. Public Comment – There was no public comment**

#### **III. School Related Reports**

- Chief Academic Officer Report - Ms. Brinker presented the CAO report
  - i. She provided a staffing and professional development update. The board asked Ms. Brinker for an overview of the state of the staff.
  - ii. Ms. Brink provided Map Winter testing schedule, and told the board that they had begun work on the Milestone preliminary schedule. Board asked about the new Milestone requirements, Ms. Brinker explained they had already started working on strategy to meet the new technology requirements.
  - iii. Ms. Brinker reviewed the most recent Map testing results and plans to improve results where students struggle.

- iv. Ms. Brinker updated the board on the CCRPI results, telling them results were slowly beginning to stream in. She reviewed the information she had so far.
  - v. Ms. Brinker & the board discussed the challenges of improving students Lexile numbers and some possible strategies.
  - vi. She told the board the school received a 100% score on the closing the gap category.
  - vii. Ms. Brinker provided the board with a PTA update as well as upcoming school events.
- Director of Operations Report - Ms. Perkins provided the Director of Operations Report
    - i. She updated the board on the roof and air conditioning, saying there are still the major issue providing specific examples and adding that hurricane Michael had delayed further work on the roof (the company is helping with disaster relief).
    - ii. Ms. Perkins provided the board with an update on federal program reports, including specifics on funding and allocation.
    - iii. Ms. Spalla informed Ms. Perkins that there may be additional Title 4 fund available from the state. Ms. Spalla told the board she would investigate and provide an update to Ms. Perkins.
    - iv. Ms. Perkins reminded the board about the upcoming Title 1 parent night adding that November is family engagement month – she discussed plans for that month and invited board 12/8 to the gift gallery and uniform sale.
    - v. Ms. Perkins reviewed the buildings financial obligation to the Cobb Village and what those fee's did and did not include.
    - vi. Ms. Perkins reviewed recent organizations that had become IAS Partners including Fortis University, Cumberland Christian Church. Mr. Berman offered to contact the director to help with that relationship, and Delta community credit union.

#### **IV. Financial Reports**

- Monthly Financial Report – Mr. Coleman reviewed the August financial report. Motion made by Ms. Davis to accept the financials as presented, 2<sup>nd</sup> by Ms. Boone, and they were unanimously accepted.
- Mr. Coleman presented the Proposed Revised 2018-2019 Budget – After some discussion Ms. Boone requested the vote be postponed until after the committee report, and the board agreed.

#### **V. Committee Reports**

- Academic Committee – Ms. Spalla presented the Academic Committee report.
  - i. She discussed the Plan and Timeline for Academic Strategic Plan. The board discussed the upcoming stakeholder survey.
  - ii. The board discussed the need to notify IB of their decision and they authorized Ms. Brinker to do so.
  - iii. LKES certification update – Ms. Davis told the board that she reached out to the DOE regarding LKES certification and was not able to attend the available dates, she was then directed to North Metro RESA. Ms. Brinker offered to assist her.
- Governance Committee – Ms. Boone provided the Governance Committee Report.
  - i. The governance committee requested commitment dates for the upcoming SCSC training, each board member provided them.
  - ii. Ms. Berman took the Oath of Office
- Operations Committee – Ms. Davis provided the Operations Committee report.
  - i. Ms. Davis updated the board on repairs to the roof and air conditioning units as well as outstanding damage. The Operations Committee recommended the board create an action plan for a full roof replacement. Ms. Davis asked Ms. Perkins to collect bids for a roof replacement.

- ii. Ms. Davis told the board the committee is reviewing the current technology agreement and considering need vs. costs adding that the board should anticipate a RFP or potentially being that responsibility in house.
- iii. Ms. Davis told the board they are also review the consulting contracts to ensure the needs of the school and the board are being met.

**VI. Old Business**

- Stakeholder Engagement Advisor – Mr. Longino reviewed the recently created Stakeholder Engagement Board position and asked Mr. Berman to accept the role, which he did. Ms. Spalla made a motion to ratify Mr. Berman as the boards Stakeholder Engagement Advisor, Ms. Davis 2<sup>nd</sup> and he was unanimously approved.

**VII. New Business**

- Revised Financial policy – Ms. Spalla made a motion to approve the Revised Financial Policy, Mr. Berman 2<sup>nd</sup>, it was unanimously approved
- Revised Uniform Policy – Mr. Berman made a motion to approve the revised uniform policy, Ms. Davis 2<sup>nd</sup>, it was unanimously approved
- Method for Conducting Technical Evaluations of Proposals – Ms. Davis made a motion to approve the Method of Conducting Technical Evaluations of Proposals, Mr. Berman 2<sup>nd</sup>, it was unanimously approved.
- School Nurse Policy – Mr. Berman made a motion to approve the School Nurse Policy, Ms. Davis 2<sup>nd</sup>, it was unanimously approved

**VIII. Revised Budget**

- Mr. Longino returned to the revised 2018-2019 school budget to the agenda. Ms. Boone and Mr. Berman offered questions regarding the marketing line item. The Operations Committee addressed all questions and the board voted. Ms. Davis made a motion to approve the revised budget, Ms. Boone 2<sup>nd</sup> and it was unanimously approved.

**IX. Executive Session**

- Ms. Davis made a motion to adjourn the board meeting and move into Executive Session to discuss a Personnel Issue, Ms. Spalla 2<sup>nd</sup> and it was unanimously approved at 8:53pm

**X. Return from Executive Session**

- Ms. Davis made a motion to return from Executive Session and open the board meeting, Mr. Coleman 2<sup>nd</sup> and the board unanimously approved at 9:12pm

**XI. Necessary Action Following Executive Session**

- Ms. Boone made a motion to approve adding Holiday Initiative to the budget, Mr. Berman 2<sup>nd</sup> and it was unanimously approved.

**XII. Next Meeting Date** – The board discuss the holiday conflict with the scheduled date of their next board meeting. It was agreed they would combine the November and December board meeting and meet December 11, 2018 at 7:15pm

**ADJOURNMENT** – Ms. Boone made a motion to adjourn, Ms. Spalla 2<sup>nd</sup> and it was unanimously approved at 9:23pm

  
Cornell Longino, Board Chair

Date: 12/12/18