

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:
1/15/19	7:15pm	8:46pm	3/1/19	7:00am	Lyn Carden
Meeting Location:					
IAS Conference Room					

Attended by:	
Cornell Longino Nana Boone Grant Coleman Marie Davis Zach Berman Nwakaego Nkumeh	Katrina Brinker Tabitha Stroud Shaun Kerr Danny Brewington (via telephone) Lyn Carden (via telephone)

Call to Order 7:15pm

I. Administrative Functions

- Approval of Agenda – Ms. Nkumeh made a motion to approve the agenda as presented, Mr. Berman 2nd it was unanimously approved
- Approval of Minutes – Ms. Boone made a motion to accept the minutes as presented, Mr. Berman 2nd, it was unanimously approved

II. Public Comment – no public comment

III. School Related Reports

- Testing Coordinator – Tabitha Stroud presented the schools preliminary plan for GMAS testing. She informed the board that ‘Save the Date’ cards were going home to parents soon to make them aware of the timing of this year’s testing. She also told the board that there was some concern about students experience with taking the test online, Ms. Brinker added additional concern about students experience using a keyboard, as a result the school was offering GMAS practice schedules to allow student the opportunity to prepare for taking the test. Ms. Brinker said that teachers who have identified students who had not yet learned to type were offering opportunities for typing instruction. The board reviewed the schedule for testing.
- Chief Academic Officer Report – Ms. Brinker provided the Head of School Report.

- i. She told the board that the school was happy to be piloting a program for math fluency called Envision which is being offered for free to the school through the rest of the year.
 - ii. Ms. Brinker reported on several positive incentive initiatives to help encourage students to model good behavior. Amongst them was “Scholar Dollars” the board was asked to help identify and collect rewards for the program.
 - iii. Ms. Brinker discussed the winter Bench Mark results with the board and explained that these are a good predictor of GMAS outcomes. She provided the board with plans and strategies for supporting students who have been identified for additional academic support.
 - iv. She discussed with the board that the school’s parent organization would like to disband as a “PTA” and create a “PTO” for reasons of support and cost savings.
- Director of Operations Report
 - i. Director of operations was not present but the board reviewed the written report by the DOO
 - ii. Ms. Davis provided a facility update with a needs assessment for facility repair

IV. Financial Reports

- Monthly Financial Committee Report – Mr. Coleman provided the financial committee report notifying the board that the Bond payment was on target. He also reviewed insurance reimbursement that has been provided to the school to replace the damaged items from the flooding.
- Revised Budget Update – Mr. Longino notified the board that there would be no need for a budget revision as the allotment was being correct to where it had been budgeted originally versus the shortfall the school had received the previous two months.
- Finance report
 - October Financials
 - November Financials
 - Ms. Boone made a motion to accept the October and November finances as a package, Ms. Nkumeh seconded, they were unanimously approved.

V. Committee Reports

- Academic Committee – The Academic Committee Chair was not present to file a report, the board reviewed the written report
- Governance Committee – Ms. Boone presented the Governance Committee update
 - i. Strategic Planning Session – Ms. Boone recommended March 16th as a board strategic planning date. The board agreed they would meet from 8:45am – 2:30pm
 - ii. Ms. Boone discussed the proposed public comment policy and sign-up sheet scheduled to be approved later in the meeting.
 - iii. SCSC Mandatory training February 4-5. Ms. Boone reminded the board that they needed to register and set up their hotel for the training immediately before space was no longer available.
- Operations Committee – Ms. Davis provided the Operations Committee Update
 - i. She notified the board that the committee was reviewing technology needs and expenses as well as the schools contracts
 - ii. Marketing Plan – Ms. Davis told the board that the committee worked with leadership to outline a task list for the Marketing consulting firm and provided that list to the board.

VI. Old Business

- Academic Strategic Plan – Ms. Brinker and Mr. Brewington reviewed the results of the combination of stakeholder survey, focus groups, board and school leadership and academic committee discussions about the Academic Strategic Plan Moving forward. She walked the board through what the results meant regarding the focus of the school moving forward.
- Meeting calendar – The board agreed to move their meetings to a Friday morning once per quarter to allow those who could not attend at night an opportunity to attend board meetings. The first such meeting was then scheduled for March 1, 2019 at 7am

VII. New Business

- Director of Operations search time line – Mr. Longino and Ms. Davis updated the board on the potential search for a 2019-2020 Director of Operations, as it was the understanding of the board when putting the current DOO in place that she would only be able to serve for one year. Since that time the current DOO has expressed an interest in remaining. The Operations Committee is reviewing the financial feasibility of that opportunity and will provide the board and update at the next meeting.
- Policy Amendment - Disciplinary Consequences, Suspensions, and Disciplinary Hearings. Ms. Nkumeh made a motion to approve the revised policy, Ms. Davis 2nd, it was unanimously approved
- Policy Amendment: Promotion and Retention Policy: Action – Ms. Davis made a motion to approve the revised policy pending recommended changes, Mr. Berman 2nd it was unanimously approved.
- Policy Amendment: Public Comment: Mr. Berman made a motion to approve the Public comment policy and sign-up sheet as presented, Ms. Boone 2nd, it was unanimously approved.
- SCSC Site Visit Report and corrective action plan – Ms. Carden provided the board a timeline and strategy update for creating a CAP response for the authorizer to the Site Visit report
- Ms. Boone requested the board discuss starting their meetings at 6:30pm. Mr. Longino asked that it be added to the agenda for the board’s next meeting.

VIII. Next Meeting Date March 1, 2019 7:00am

ADJOURNMENT Ms. Davis made a motion to adjourn, Ms. Boone 2nd it was unanimously approved at 8:46pm

Cornell Longino, Board Chair

Date: _____