

# THE MAIN STREET ACADEMY

## GOVERNING BOARD REGULAR MEETING MINUTES TUESDAY OCTOBER 30TH, 2018 @7:00 PM

2861 LAKESHORE DRIVE

PROJECTED DURATION: 2 HOURS AND 31 MINUTES

### ATTENDANCE SUMMARY

Name	Status	Arrival Time	Departure Time
Erin Rodgers	present	On Time	At Adjournment
Dr. Kelly Johnson	not present		
Dr. Olamide Moore	present	On Time	At Adjournment
Farrah Brown	not present		
Jennifer Fine	not present		
Dr. DeAndre S. Pickett	not present		
Tha Vin	present	On Time	At Adjournment
Britton Bateman	present	On Time	At Adjournment
Chandra Graves	present	On Time	At Adjournment
Heather Wells	present	On Time	At Adjournment
Rebecca Dearolph	present	On Time	At Adjournment
Cheryl Parker	present	On Time	At Adjournment
Virginia Smith	present	On Time	At Adjournment
Bridgett Bell	present	On Time	At Adjournment

### WELCOME AND CALL TO ORDER

Once a quorum is established, the meeting will be called to the order.

Britton Bateman called the meeting to order at 7:09p.m.

### APPROVAL OF AGENDA

So that there is agreement between board members on the agenda, and the amount of time spent on the meeting, the board shall vote to approve an agenda for the meeting. To the best of its ability, it will follow that agenda, and allow for the chair to move the board through the agenda as specified.

**Passed Motion:**

Amend the agenda to include action item in Governance Committee Report

By: **Tha Vin** Seconded by: **Rebecca Dearolph**

**Discussion:**

There was no notable discussion on the motion.

**Passed Motion:**

Amend the Agenda to go into executive session

By: **Erin Rodgers** Seconded by: **Britton Bateman**

**Discussion:**

There was no notable discussion on the motion.

**Passed Motion:**

Approve Agenda as Amended

By: **Britton Bateman** Seconded by: **Erin Rodgers**

**Discussion:**

There was no notable discussion on the motion.

## APPROVAL OF MINUTES

Approval of September 25, 2018 Board meeting minutes.

Approval of September 27, 2017 special called Board meeting minutes.

**Passed Motion:**

Approve the minutes of the September 25, 2018 Board meeting

By: **Tha Vin** Seconded by: **Rebecca Dearolph**

**Discussion:**

There was no notable discussion on the motion.

**Passed Motion:**

Approve minutes of September 27, 2018 special called Board meeting.

By: **Heather Wells** Seconded by: **Tha Vin**

### **Discussion:**

There was no notable discussion on the motion.

## **FACULTY REPORT**

This report comes from the staff elected faculty member to the board.

Ms. Monti highlighted recent achievements and successes for Fourth Grade; use of new Chrome Book by Seventh Grade and upcoming class trips. She also shared information on the upcoming NFL Super Kids- Super Sharing program.

## **PUBLIC COMMENT**

Our Public Comment period is for members of the public to address the board. Each member of the public may sign up to comment at the meeting, and will be allotted two minutes. The board will listen, but may not directly respond to any comments. Our meetings are open to the public and public record. As such, if your comment is about a private matter, please contact the board via email, or speak to the board chair privately.

No public comment was given.

## **PRINCIPAL REPORT**

The school leader reports on the status of the school.

Ms. Parker discussed an Instructional Awareness Walk was conducted on October 4, 2018 by Charter School Principals and other Georgia Department of Education specialist. Results and comments were shared with the Board.

Ms. Parker conducted a discussion about the Annual Report and related waiver inclusions. Review of top three waivers was conducted and discussed.

To accept and approve three waivers to be included in the 2018 Annual Report Form and to authorize submittal to GA DOE **(voting item)**

Updates on the Leader in Me program were presented. Student ITBS assessments occurred this week. Results will be shared by November 30, 2018.

### **Passed Motion:**

To accept and approve three waivers to be included in the 2018 Annual Report Form and to authorize submittal to GA DOE

By: **Tha Vin** Seconded by: **Bridgett Bell**

### **Discussion:**

There was no notable discussion on the motion.

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## PTO REPORT

Report given by the PTO President.

Ms. Graves reported that the most recent PTO fundraiser raised fifteen thousand dollars (\$15,000.00) with a six percent (6%) profit. Upcoming fundraisers include the fruit/citrus sale.

Next meeting is November 8, 2018.

## FINANCE COMMITTEE REPORT

This report is submitted by the Treasurer, Bridgett Bell.

### Financial Review

- a. FY18 YTD Audit Update - 2018 audit is complete and no significant issues were reported
- b. FY19 Financials – July 1, 2018 – September 30, 2018 – Avolon Accounting. 2019 financial comparisons look good.
- c. Holiday Party Committee Request - To increase staff celebration budget from \$1k to \$2k (**voting item**)
- d. Modification of crime/theft insurance policy (**voting item**). Ms. Smith led a discussion on increasing crime/theft insurance coverage from \$100,000 to \$500,000. This would entail an \$837.00 annual increase in payments.

### Fundraiser, Sponsorship, & Grant Updates

- a. FY19 Facility Grant – Award update. TMSA received a \$100,000 award for safety improvements. Several projects will be completed by April 2019. Currently, classroom door locks are being changed to push button locks.

### Facility Improvements

- a. HVAC – Updates. HVAC system is about 85% complete
- b. Capital Improvement Project – Updates. Hand-dryers have been installed in all restrooms

#### **Passed Motion:**

Approve the increase in the Holiday Party Board contribution from \$1000 to \$2000.

By: **Tha Vin** Seconded by: **Erin Rodgers**

#### **Discussion:**

There was no notable discussion on the motion.

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**Passed Motion:**

Approve a new Theft/Crime Insurance Policy increasing coverage from \$100,000 to \$500,000

By: **Tha Vin** Seconded by: **Erin Rodgers**

**Discussion:**

There was no notable discussion on the motion.

## ACADEMIC & SCHOOL PERFORMANCE COMMITTEE REPORT

This report is submitted by the ASPC Chair.

No report provided. Mr. Bateman indicated he would schedule an upcoming meeting and Dr. Johnson is willing to serve as interim chair.

## GOVERNANCE COMMITTEE REPORT

Governance Committee October Report is attached.

Ms. Dearolph presented the report including the committee's five (5) goals. A discussion of amending the by-laws regarding PTO/faculty ex-officio status as it related to compliance occurred. Proposed language was shared for the Board's consideration. Committee will report back in November with a proposed amendment.

Ms. Dearolph led a discussion regarding recruitment and need to gather complete lists of committees for tracking and Academic & School Performance committee updates.

Discussion regarding Dr. Jackson to serve as Interim Chair of Academic & School Performance Committee, which hasn't met in quite some time.

**Tabled Motion:**

Approve amending the By Laws for TMSA to remove the Teacher Rep and PTO Rep from being ex-officio members.

**Discussion:**

There was no notable discussion on the motion.

**Passed Motion:**

To elect Dr. Kelly Johnson as interim chair of the Academic & School Performance Committee

By: **Tha Vin** Seconded by: **Bridgett Bell**

**Discussion:**

There was no notable discussion on the motion.

# COMMUNICATIONS REPORT

This report is submitted by the communications chair.

Mr. Vin presented updates on upcoming events and training. Edlio teacher pages will be done by November 8, 2018 then we can begin working on getting parents to subscribe. Sangha, the Edlio mobile application will be rolling out in November.

Discussion about the need to incorporate the Communications Strategy, previously shared with the Board, into the 2018-2019 Student-Parent Handbook occurred.

Mr. Vin led a discussion of the communications playbook, communication sub-committees and the need to move forward on branding projects. At this time the playbook needs to be revised to address the potential re-organization of the Communications Committee and its sub-committees.

Mr. Vin presented the Board with a proposal for the creation of a new staff position at the school to address public relations, branding and development. A discussion was had regarding how to move forward with creating such a position.

## **Passed Motion:**

To incorporate the Communications Strategy document, as presented, into the 2018-2019 Student-Parent Handbook and other Handbooks

By: **Bridgett Bell** Seconded by: **Rebecca Dearolph**

## **Discussion:**

There was no notable discussion on the motion.

# PRESIDENT'S REPORT

The report was presented by Vice President, Britton Bateman.

1. Re-chartering preparation. Current school charter term is July 1, 2015- June 30, 2020
  - October 24, 2018 conversation with Elisa Falco and Principal Parker about strategy, timeline, tasks, GA BOE documents, etc.
  - Conversation with Thomas van Soelen and Associates on October 24, 2018 to discuss scope of services and budget.
  - Establishment of Re-Charter petition task force and regular meeting schedule with anticipated submittal in June 2019.
  - Principal Parker to begin compiling year-by-year performance data for required Accountability spreadsheet
  - Gearing up for new Performance Framework review area for re-chartering. Internal review of governance documentation and process (Board and committees) - meeting announcements, agenda setting, posting of action items decisions, posting of minutes, etc.
  - Elisa Falco to reach out to GA DOE rep regarding availability of new renewal docs
1. Establishment of short, weekly Risk Management calls with President, Vice President, Principal and Director of Business Operations
2. Committees to establish no more than 5 measurable goals to present and ratify at the October Board meeting
3. Recruitment for Board and Committee positions. Emphasis on candidates with education/academic backgrounds. This should be a focus of Governance Committee.

## FUTURE BUSINESS

This is to add new business to next month's agenda.

Ms. Parker noted that CCRPI scores were released on Monday (10/29/18) and should be discussed with Board prior to November Board meeting.

The Board then discussed the need to discuss a personnel item in Executive Session

## EXECUTIVE SESSION

To discuss personnel issues.

A vote was taken to go into executive session after a 5-minute break.

### **Passed Motion:**

To approve the Board going into executive session to address personnel issues

By: **Bridgett Bell** Seconded by: **Erin Rodgers**

### **Discussion:**

There was no notable discussion on the motion.

### **Passed Motion:**

To adjourn executive session and resume the regular Board meeting

By: **Heather Wells** Seconded by: **Rebecca Dearolph**

### **Discussion:**

There was no notable discussion on the motion.

## RE-CONVENE REGULAR BOARD MEETING

Upon conclusion of Executive Session, the Regular Board meeting reconvened at 9:13 p.m.

## THE MEETING WAS ADJOURNED

The meeting adjourned at approximately 9:15 pm

### **Passed Motion:**

Motion to adjourn

By: **Heather Wells** Seconded by: **Rebecca Dearolph**

### **Discussion:**

There was no notable discussion on the motion.