

# THE MAIN STREET ACADEMY

## GOVERNING BOARD REGULAR MEETING MINUTES TUESDAY JULY 30TH, 2019 @7:00 PM

2861 LAKESHORE DRIVE

PROJECTED DURATION: 2 HOURS AND 11 MINUTES

### ATTENDANCE SUMMARY

<b>Name</b>	<b>Status</b>	<b>Arrival Time</b>	<b>Departure Time</b>
Dr. Olamide Moore	not present		
Farrah Brown	present	On Time	At Adjournment
Jennifer Fine	present	On Time	At Adjournment
Chandra Graves	present	On Time	At Adjournment
Rebecca Dearolph	not present		
Cheryl Parker	present	On Time	At Adjournment
Bridgett Bell	present	On Time	At Adjournment
Britton Bateman	present	On Time	At Adjournment
Heather Wells	present	On Time	At Adjournment
Dr. Kelly Johnson	not present		
Kristal Ramirez	present	On Time	At Adjournment
Carla Wagner	present	On Time	At Adjournment
Mitch Foster II	present	On Time	At Adjournment
Kelly Brokenburr	present	On Time	At Adjournment
Satonja Gilbert Scott	present	On Time	At Adjournment
Kristin Jackson	present	On Time	At Adjournment
Willie G. Davis, Jr.	present	On Time	At Adjournment
Dr. Olamide Moore	present	On Time	At Adjournment

### WELCOME AND CALL TO ORDER

The meeting will be called to the order by the President of the Governing Board

### 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.

## PUBLIC COMMENT

No public comments provided

## APPROVAL OF MINUTES FROM JUN 25, 2019

### **Passed Motion:**

Approve the minutes amending Jessica Monti present at June 25th Board Meeting.

By: **Heather Wells** Seconded by: **Willie G. Davis, Jr.**

### **Discussion:**

Cheryl Parker provided correction that Jessica Monti was present

## APPROVAL OF MINUTES FROM JUL 15, 2019

### **Passed Motion:**

Approve the minutes as submitted

By: **Mitch Foster II** Seconded by: **Heather Wells**

### **Discussion:**

There was no notable discussion on the motion.

## PRINCIPAL REPORT

Report out by Principal Parker:

- New Teachers started last week
- Returning Teachers started back Monday, July 29<sup>th</sup>
- Providing Breakfast to teachers on Monday, July 29<sup>th</sup> and Lunch to teachers on Wednesday, July 31<sup>st</sup>
- TMSA received a certificate for Georgia Milestones; Heather Wells asked Principal Cheryl Parker to email information about the certificate to put it on Fulton County's radar for TMSA highlights and recognition
- Georgia Milestones Spring results have been released
- Outstanding needs: 4<sup>th</sup> Grade Teacher and Spanish Teacher; Still in interview process.
- Open House (Monday, August 5th): Kindergarten 12pm-2pm; 1<sup>st</sup>-4<sup>th</sup> grade 3:30pm-5:30pm; 5<sup>th</sup>-8<sup>th</sup> grade 4:00pm-6:00pm
- Curriculum delivered 7/30/19

## FACULTY REPORT

Report out by Dr. Olamide Mark

- Faculty concern for the Car Pool Line- Suggestions put forth:

1. Provide quasi transportation. Dispatch buses to meet students/parents at a central location where parents drop off and pick up away from campus
2. Primary Center and Middle School stagger and begin at different times

## FINANCE COMMITTEE REPORT

PTO Report- Report out by Chandra Graves

1. Membership forms and back to school night. Working to get parents and staff signed up for PTO

Financial Review- Report out by Bridgett Bell

1. Finalize new banking option at the August 2019 meeting.
2. A lump sum payment will be made toward HVAC balance in 1st quarter FY20.
3. FY20 budget updates.
4. FY19 audit will be completed on schedule.
5. Update on filling open positions.
6. Provide brief details of financial oversight, checks and balances, transparency measures in financial stewardship for new board members [Report out by Virginia Smith]

Facility Improvements- Report out by Bridgett Bell

1. Grant application was submitted to begin basement renovations.
2. The stairwell treads will be replaced and the hallway treads will be updated to match.

Other Items- Report out by Bridgett Bell

1. Approval of breakfast and lunch for faculty and staff for new school year.
2. Natural gas providers.
3. Approved Mitch Foster, II and Willie Davis, Jr. as Finance Committee members.

### **Passed Motion:**

Motion: Approve board sponsored breakfast and lunch for faculty and staff for new school year not to exceed \$1,653 and to approve purchase of teacher and staff supplies using the board reserved fundraising not to exceed \$2,000.

By: **Bridgett Bell** Seconded by: **Mitch Foster II**

### **Discussion:**

There was no notable discussion on the motion.

## COMMUNICATIONS REPORT

**Updates for the board meeting:**

- Marketing collateral has been completed
- Community Survey Results are completed (240 respondents)
- Staff Survey Results (staying open until August 12 to allow returning staff to respond)
- Website updated
- RFP is still open until August 15
- Communications training on Thursday, August 1
- Mascots Results rolled out with Video Announcement
- One person inquire about the RFP - Posted on design freelance sites, and will repost
- Day One Readiness and Communication
- New Marketing Communications Mngr has been hired

### **Communications Training:**

1. - Activity
  2. - Review ReBrand Deck
  3. - Talk about the new comms mngr coming in and more processes rolling out in the first 9 weeks
  4. - Review Communications Policy
  5. - Communicating with Parents + Colleagues Scenarios (2 colleague/admin; 2 parents)
- 24 hour response time
  - Lead with Consideration and Kindness
  - Listen first, respond later. Customer Service is key!
  - Customer Service and Communications is a key focus for the Governing Board at all levels.
  - We are all Brand Ambassadors for TMSA. Be the brand (value proposition).
  - Platforms currently using: Edlio, Class Dojo
    1. - Hands-on Edlio Teacher Pages training
  - Creating your page
  - Contact lists and emailing parents
  - Standard info for parents with weekly updates

## **ACADEMIC & SCHOOL PERFORMANCE COMMITTEE REPORT**

None given..

## **GOVERNANCE COMMITTEE REPORT**

The Governance Committee met on July 23, 2019.

Need to send communication from board to all stakeholders. Will work with Communications Committee

Report out by Heather Wells:

- Updated the policy manual (Policy Manual includes: Communications Policy, code of conducts, Ethics). Arianna confirmed that it has been uploaded to the website
- Bi-laws are updated
- Responsibilities/needs of each board member:
- Short bios needed for each board member. Forward to Farrah Brown/ Lisa Simon. A component of the re-charter process.
- Update your LinkedIn accounts with TMSA Board Membership.
- Kristal will be responsible for ensuring board members are tracking volunteer time.
- Each Board Member needs to Turn in paperwork: Ethics; background checks;
- Headshots- Will look into a in-kind donation to cover the headshots. Arianna recommended Lisa Simon as a photographer. Governance will solidify a time before an upcoming board meeting.
- Regular communication from the board to stakeholders and parents. Whether monthly or quarterly governance will facilitate this endeavor if the board feels this would be a beneficial addition.
- Volunteer hours can no longer be required and standardized hours can no longer be enforced; Can not be included in new charter; Need to remove any language where volunteer hours are a requirement. Will continue to track parent and teacher volunteer time but it will not be a requirement to volunteer.
- Revisions needed in the Student Parent Handbook (Priority #2):
  1. Cell phone Pg. 31
  2. "Other volunteer hours to fulfill parents..." Pg.34
  3. Dress Code Policy- Can't enforce reprimands and need to edit language
- Please make edits/revisions and bring them to attention of governance committee. Working on consistency with all documents that need to be scrubbed.

## PRESIDENT'S REPORT

Report out by Jennifer Fine:

Training for Board Members:

- Financial Governance Training
- 6 hour training at TMSA (Date TBA for Saturday)
- School Board Education Monthly Meetings; A complete list of meetings will be circulated for the board to divide and have representation
- State of Charter Schools August 19<sup>th</sup> 10am-1pm Lunch is provided; no fee to attend

## FUTURE BUSINESS

None given...

## THE MEETING WAS ADJOURNED

The meeting adjourned at approximately 8:33 pm

**Passed Motion:**

Motion to adjourn

By: **Britton Bateman** Seconded by: **Kristin Jackson**

**Discussion:**

There was no notable discussion on the motion.

## OTHER ITEMS FOR DISCUSSION

Discuss and approve the goals (organizational, finance, and student achievement) for the FCS re-charter.

2016-2019 Strategic Plan update .

**Proposed Motion:**

Approve the goals (organizational, finance, and student achievement) for the FCS re-charter.

By: **Heather Wells** Seconded by: **Britton Bateman**

**Discussion:**

There was no notable discussion on the motion.

**Passed Motion:**

Commence a strategic planning update process to begin during the 2019-2020 school year.

By: **Jennifer Fine** Seconded by: **Britton Bateman**

**Discussion:**

There was no notable discussion on the motion.