



# Atlanta Smart Academy

# **Minutes**

## **Board Meeting**

### **Date and Time**

Monday November 1, 2021 at 5:30 PM

#### Location

Join Zoom Meeting

https://us02web.zoom.us/j/83776796974?pwd=UWhwWGVJWG1LTTIsT0FjaHNWSU1Cdz09

Meeting ID: 837 7679 6974

Passcode: HJ9SS0 One tap mobile

+19292056099,,83776796974#,,,,,0#,,262239# US (New York)

+13017158592,,83776796974#,,,,,0#,,262239# US (Washington D.C)

Dial by your location

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+1 346 248 7799 US (Houston)

Meeting ID: 837 7679 6974

Passcode: 262239

Find your local number: https://us02web.zoom.us/u/ku1iZHOh4

#### **Directors Present**

A. Tolliver (remote), I. Lee (remote), K. Willingham (remote), L. Harden (remote), M. Smith (remote), S. Fortson (remote), V. Williams (remote)

#### **Directors Absent**

T. Jackson

### Directors who arrived after the meeting opened

K. Willingham

#### **Guests Present**

P. Meadows (remote)

### I. Opening Items

#### A. Record Attendance

### B. Call the Meeting to Order

A. Tolliver called a meeting of the board of directors of Atlanta Smart Academy to order on Monday Nov 1, 2021 at 5:38 PM.

### C. Approve Minutes

- I. Lee made a motion to approve the minutes from.
- S. Fortson seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

S. Fortson Aye

L. Harden Aye

A. Tolliver Aye

T. Jackson Absent

M. Smith Aye

V. Williams Aye

I. Lee Aye

K. Willingham Absent

#### D. Whirl-around

### II. Workplan

### A. Share 4th Quarter Initiatives

K. Willingham arrived at 5:58 PM.

### **B.** Quarterly Rocks

1. Governance, Operations, and Training (Adam and Veronica)

- Working on the following:
  - Creating a training calendar for 2022
  - Setting up on-boarding for new board members
  - General governance training
- 2. Academic Oversight (Max, Veronica, and Patrice)
  - · Create an academic goals progress dashboard
  - Input diagnostic data from Fall 2021 into dashboard

Will create 1,3, and 5 year plan based on gathered data

- 3. Finance
  - · Create an investment policy statement
  - · Go over current financial policies and procedures and update as needed
- 4. Community Outreach and Engagement
  - Select a CRM system to track stakeholders
  - Group/Categorize existing partnerships
  - Collaborate wth School Development Task Force to draft a fundraising calendae
- 5. School Development
  - · Analyze current fundraising efforts
  - Giving Tuesday (11/30/2021). Will work with Patrice to create campaign for Giving Tuesday
  - Mapping out 2022 Annual Giving Goals and Campaign

#### C. To Do List

### III. School Leader Headlines (Patrice)

#### A. Operations

- Facility Projects: Doors, Security, Furniture/Technology Installation. Dack Parking Lots
- Fall Festival this Saturday--Parent Ambassdors Fundraiser
- FTE and CPI
  - 122 total, including 16 Students with Disabilities and 16 EIP
  - Extreme delays in getting staff clearances. Process began at end of June.
    Awaiting 5 clearance certificates, 1 teacher.
- Enrollment goals have been reached and maintained. Will receive funding based on enrollment rates.

- Need to hire two additional staff (1 special education teacher. 1 admin assistance/registrar)
- Enrollment Updates
  - · Begins 11/1/2021
  - Goal is 225 applications (2 classes of 5th grade, 4 classes of 6th grade; 2 classes of 7th grade; 1 class of 8th grade)
    - Ten applications submitted as of today.
  - Will need board participation in canvassing
- Academics (NWEA Map Growth Assessment)
  - Reading: 9 RIT points below national mean.
    - Typical growth occurs between 4 and 8 points a year. Goal is for higher than average growth (1.5 years in growth per year)
- Facilities
  - State Board approved facitility grant. Will receive \$53,000 to be used towards rent, intercom, and play area.
  - CSP grant extended to Sept 2022
  - Fundraising goal: \$250,000 for FY-2023

### IV. Treasurer's Report (Ivan)

#### A. Financials

- Will do month to month analysis to present to the board.
- Yearly contribution is \$1000 per board member. Provide contribution information to Ivan, Adam, and Veronica

#### V. Issues and Work Items

#### A. New Items and Proposals

None.

#### B. Outstanding and Lingering Items

- Complete Board Contact and Bylaws Acknowledgement forms by tonight (11/1/21)
  - Board Contact completed by Ivan, Adam, Veronica, Lauren & Shirlynn
    - https://docs.google.com/forms/d/e/1FAIpQLSf5oIExpPCdfpjoQgwZzcfiL9ZK6iJTYaDGTlq4brOoy8DgBg usp=sf\_link
  - ∘ Board Affirmation completed by Adam, Veronica, Ivan, Lauren, and Shirlynn
    - https://docs.google.com/forms/d/e/1FAIpQLSeFPcnJvmxVENIhSX1gK8yTObKe8QK-JUUi4afYUzIObs90BA/viewform?usp=sf\_link

- Governance Training to be completed. One training shall be completed virtually, the other in person. https://scsc.georgia.gov/document/document/fy-22-trainingcalendar-921pdf/download
  - Everyone needs to complete twelve (12) hours of training.

Veronica to follow up with tracker of board hour

### C. Key Decisions

None.

#### D. Items for Vote

None.

### VI. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:34 PM.

Respectfully Submitted,

P. Meadows

### B. Key Dates

Next Board Meeting: December 6, 2021 @ 5:30 PM