APPROVED

Atlanta SMART Academy

Minutes

Academic and Governance Committee Meeting

Date and Time
Monday March 20, 2023 at 4:30 PM

Committee Members Present
A. Tolliver (remote), P. Meadows (remote), R. Price, V. Williams (remote)

Committee Members Absent
None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

V. Williams called a meeting of the Academic Oversight and Governance Committee Committee of Atlanta SMART Academy to order on Monday Mar 20, 2023 at 4:37 PM.

C. Approve Minutes

Motion to approve the minutes from Academic and Governance Committee Meeting on 02-27-23.
The committee **VOTED** to approve the motion.

II. Academic Oversight and Governance Committee

A.

Board Engagement and Succession Planning

Board members are not active
Need to increase engagement
Understand responsibilities - training annually
Suggestion to meet in person - maybe quarterly or top of each semester; retreat in person as well
1:1 meetings with each board member and Chair
Re-enroll in commitment and continue recruiting; revisit vision for recruiting board members
Improve onboarding
Clear on school leader vs. board roles

B. Complaints

Mandated reporter - teacher resigned; no findings; and new teacher hired

Expelled student - student placed on behavior contract around December; allegations of sexual harassment to another student; conducted an investigation and allegations filed to be true - followed student code of conduct - student suspended 10 days; tribunal held; parent stated she would withdraw student and has since done so; AT to respond via email to parent

EEOC complaint - PM working with our attorney to resolve this matter; HR consultant poses conflict of interest; how to avoid this in the future - may need to review policies; add statement to contracts moving forward re: conflict of interest

C. School Leader Contract and Duties

PM conduct time study for admin team
PM/VC/AT to review school leader contract/duties - what needs to come off and what needs to be added; what additional roles are needed ie: CFO, executive assistant, business manager
PM to share latest school leader contract

D. Financial Support for Board and School Leader

work with 4-5 people at Avalon; Jasmine would meet bi-weekly with PM and Joselyn and other persons as needed;

requested Jasmine/Candy to be at board meeting; communicated with Ivan re: overinvolvement of school leader; lack of response re: 5 year projections - takes too long

to get what we need; behind on paying vendors; PM fielding billing phone calls; reviewing contracts for other CFOs

E. Academic Update

met w/ Christa for support with coaching and evals; shared resources
created plan for upcoming school year; curriculum vetting tools; snacks still needed for Saturday school and tutoring

III. Other Business

A. Performance review findings

We must participate in performance review process; Questionnaire to be sent this week; April 26-27 school requested to attend SCSC meeting

B. Grant Writing Course

VC to sign up for course to assist with grant writing for school

C. BoardonTrack

discussed renewal

D. GCSA Conference

E. Communication to stakeholders

PM does share updates with staff weekly and newsletters to subscribers

F. MidYear LKES Evaluation

IV. Closing Items

A. Adjourn Meeting

Board recommendations and updates:

- budget 101 training
- move to 2x/semester in person
- look for new CFO; PM to share quotes with board
- 1:1 meetings with each board member
- snacks/lunch needed for Saturday school and tutoring
- Updates on complaints/statuses
- CPF findings and how to prevent
- BoardonTrack renewal special
- Highlights from GCSA conference

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:42 PM.

Respectfully Submitted,
V. Williams