



# The GLOBE Academy

## Board of Directors Meeting

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### Date and Time

Monday December 18, 2017 at 7:00 PM EST

### Location

2225 Heritage Drive NE, Atlanta, GA 30345

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Vision, Mission and Core Values			5 m
<b>Vision:</b> To develop globally minded citizens who have the knowledge, skills, and attitudes to effect positive change in our world.			
<b>Mission:</b> The GLOBE Academy fosters Global Learning Opportunities through Balanced Education for children of all backgrounds. With a focus on dual-language immersion, an experiential-learning model, and a constructivist approach, GLOBE inspires students to be high-performing lifelong learners equipped to make a positive impact in the world.			
<b>Core Values:</b> The GLOBE Academy's core values are expressed in the acronym, CREST: Community, Respect, Empathy, Sustainability and Trust. These values are expected of the governing board, faculty, staff, parents, and students. They are woven into daily life at GLOBE and incorporated into the curriculum.			
<ul style="list-style-type: none"><li>• Community: We are inclusive, and we nurture and support one another.</li><li>• Respect: We treat ourselves and each other with kindness and dignity.</li><li>• Empathy: We strive to understand and share the feelings of others.</li><li>• Sustainability: We aim to conserve our resources for optimal use in the present and future.</li><li>• Trust: We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.</li></ul>			
<b>II. Public Comment</b>			<b>7:05 PM</b>

	Purpose	Presenter	Time
Academic			
<b>A. Public Comment</b>	FYI		20 m
	<ul style="list-style-type: none"> <li>Limited to 10 speakers. Each speaker is limited to two minutes.</li> <li>Speakers may sign up via email at <a href="mailto:boardofdirectors@theglobeacademy.net">boardofdirectors@theglobeacademy.net</a> or at the meeting.</li> </ul>		
<b>III. Consent Agenda</b>			<b>7:25 PM</b>
CEO Support And Eval			
<b>A. Approve Agenda</b>	Vote	Sharon Camara	
<b>B. Approve Minutes</b>	Approve Minutes	Sharon Camara	
<b>IV. Administration and Committee Reports</b>			<b>7:25 PM</b>
Charter Renewal			
<b>A. Head of School Report</b>	Discuss	Christi Elliott-Earby	5 m
<b>B. Academic Committee Report</b>	Discuss	Ryan Hudak	5 m
<b>C. Finance Committee Report</b>	Discuss	Chip White	5 m
<b>D. Facilities Committee Report</b>	Discuss	Juan Archila	5 m
<b>E. Development Committee Report</b>	Discuss	Anita Patel	5 m
<b>F. Strategic Planning Committee Report</b>	Discuss	Sharon Camara	5 m
<b>G. Charter Renewal Committee Report</b>	Discuss	Sharon Camara	5 m
<b>H. Communications Committee Report</b>	Discuss	Anita Patel	5 m
<b>I. Diversity Committee Report</b>	Discuss	Monique Hudson	5 m
<b>V. New Business</b>			<b>8:10 PM</b>
Communications			
<b>A. Mobile Modular contract</b>	Vote	Juan Archila	5 m
<b>B. BOD Code of Ethics</b>	Vote	Sharon Camara	5 m
<b>C. DeKalb County Charter Governing Board Orientation</b>	FYI	Sharon Camara	5 m

	Purpose	Presenter	Time
<b>VI. Closing Items</b>			<b>8:25 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Approve Minutes

**Section:** III. Consent Agenda  
**Item:** B. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** 2017.11.27. BOD Minutes v.D1.pdf

**The GLOBE Academy**  
**Board of Directors Meeting Minutes**  
2225 Heritage Drive NE, Atlanta, GA 30345  
Monday Nov 27, 2017

**In attendance**

Juan Archila, Sharon Camara, Ryan Hudak, Monique Hudson, Stacey Moore, Anita Patel, Chip White, Christi Elliott-Earby (Absent: Will Acree, Brian Williams)

**Summary of Board Meeting**

Meeting was called to order at 7:03pm. Vision, Mission and Core Values were read by board members. No public comments were made. Sharon asked if there were any items on the consent agenda that need to be removed/added for discussion. Edit requested under New Business by Chip to discuss an update to the financial policy. Sharon asked if there were any objections to approving the consent agenda. Hearing none, the consent agenda was approved. Motion made by Monique to move to executive session to discuss a real estate matter. Motion second by Anita. Motion approved by all present. Moved to executive session at 7:09pm. Motion to leave executive session made by Monique. Second by Ryan. Motion approved by all present. Return from executive session and meeting called back to order at 7:32pm.

**Administration and Board Committee Reports**

- Head of School Report: Christi Elliott-Earby. See report details.
  - **Additional comments:** CCRPI scores are final. Board presentation of data at the January board meeting. MAP testing will begin next week. All of Upper Campus will go on a field trip on Nov 28<sup>th</sup> to see the film *Wonder*. On Nov 29<sup>th</sup> the GA DOE will be at the school to film select children, teachers and administrative staff for a video highlighting DLI. GLOBE Academy was the only school to be asked to do this by the GA DOE. The school choice fair is next weekend. Tours will be conducted at Upper Campus on Dec 5<sup>th</sup> and at Lower Campus on Dec 6<sup>th</sup>. Parent coffee on Immersion will be held on Dec 8<sup>th</sup>. Sandra will provide a presentation. Winter break is Dec 21-Jan 3. Early release on Dec 20<sup>th</sup> and Jan 3<sup>rd</sup> is a teacher workday. GLOBE Academy will be hosting DLI in a Day event on Jan 27, 2018.
- Academic Committee Report: Ryan Hudak – no formal report this month
  - **Additional comments:** The next academic committee meeting is December 6th
- Finance Committee Report: Chip White. See report for details
  - **Additional comments:** Committee met on Nov 27<sup>th</sup>. Denise and Patti are getting acclimated with the new payroll system. The new system appears to be a much easier system. The goal is to get all of the staff on the fiscal year for their contracts rather than starting after the fiscal year, which will make payroll align with the fiscal year.
- Development Committee Report: Anita Patel – no formal report for this month
  - **Additional comments:** Committee met in Nov. Had additional discussions about the Advisory board. GLOBE trot is at \$120,000, which does not represent the final amount. The final amount is expected to be higher. Annual Fund is at \$52,000. GLOBE Rocks! planning is underway. Ticket sales start on Dec 1. The event will be held in Jan 2018. The auction date is March 17, 2018. This year's theme is nerds.
- Strategic Planning Committee Report: Sharon Camara – no formal report for this month
  - **Additional comments:** none
- Charter Renewal Committee Report: Sharon Camara. See report details
  - **Additional comments:** Received GA DOE response requesting explanation of suspension data. Counsel suggested a response with an outline that includes an annual review of the data, training of the staff and follow-up on the action plan. Finalized response due to GA DOE by noon of Nov 28<sup>th</sup>. Ad hoc committee will be created to review discipline

data by the end of Jan 2018. Anita asked about the timeline for fully implementing the new Behavior Management Plan. Monique stated it is being trialed now through the end of Jan 2018, with plans to fully implement during the next school year.

- Motion made by Anita to submit response to GA DOE regarding charter renewal and second clarification letter. Second by Stacey. Motion approved by all present.
- Sharon discussed the performance goals and standards set forth in the new charter contract. A full discussion was held on each item. Monique, Anita, Chip and Ryan provided input on the items for which they felt clarification is needed. Sharon stated she would report back once she receives feedback.
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- Communications Committee Report: Anita Patel – no formal report for this month
  - **Additional comments:** none
- Diversity Committee Report: Monique Hudson – no formal report for this month
  - **Additional comments:** Next committee meeting will be held on Nov 30<sup>th</sup>.
- Facilities Committee Report: Juan Archila – See report for details
  - **Additional comments:** A space audit was completed on the existing Upper Campus. Walkthrough completed by Josh, the broker, and Christi. Juan and Brad attended a pre-submittal meeting with DeKalb County officials. Initial feedback was positive. Still on schedule for submitting the plans to the county by the end of the year. Sharon mentioned the additional modulars are not to make changes for which grades will be on the respective campuses, only necessary to support growing in place for next year.

#### **New Business**

##### **Real estate discussion – Project Monde**

Motion made by Anita to approve Project Monde based on the terms discussed in executive session. Motion second by Monique. No additional discussion. Motion approved by all present.

##### **Financial policy amendment**

Motion made by Anita to amend the 2016 financial policy to include language that it is the policy of the GLOBE Academy not to grant wage or salary advances to any employee or individuals. Second by Stacey. No additional discussion. Motion approved by all present.

##### **Schedule next BOD meeting**

A tentative meeting was set for Monday, Dec 18<sup>th</sup> at 7:00 pm at Lower Campus. Meeting time and date will be adjusted, if necessary. Motion made by Anita to adjourn. Second by Chip. Motion approved by all present. Meeting adjourned at 8:38pm.

# Coversheet

## Academic Committee Report

**Section:** IV. Administration and Committee Reports  
**Item:** B. Academic Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** The GLOBE Academy Academic Committee Report 17-1206.pdf

The GLOBE Academy  
Academic Committee Report  
December 6, 2017

**Committee Chair:** Ryan Hudak

**Report Type:** Update

**Attendees:** Ryan Hudak, Christi Elliott-Earby, Zakia Funchess, Lisa Dibble, Susan Malloway, Lindsay Mann, Judy Limor

**Update:**

1. Staff provided an update on international trip. Since we were close to reaching the minimum number of students needed for the trips, but didn't quite meet the goal, we worked with EFT to extend the deadline to commit to the trips to January 12, 2018.
2. Staff disseminated a survey to capture families' feedback about the proposed trips, including what they are excited about and their concerns.
3. We will use the survey data to consider future trip offerings.
4. We briefly discussed the potential need and challenges to changing the middle school model.
5. Staff committed to developing a project plan and timeline for presenting a proposal to the Board in the new year.

**End of Report**



# Coversheet

## Facilities Committee Report

**Section:** IV. Administration and Committee Reports  
**Item:** D. Facilities Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2017-12-18 FC Meeting & Report.pdf



## The GLOBE Academy

### Facilities Committee Report

December 18, 2017

**Committee Chair:** Juan Archila

**Report Type:** Meeting Report. No Board Action Required.

**Committee Meeting Date:** December 5, 2017.

**Attendees:**

Juan Archila, Jason Bitar, Sharon Camara, Christi Elliott-Earby, Darren Fagan, Brad Jones, Judy Limor, Susan Malloway, James Minderhout, Chip White, Delilah Wynn-Brown

**I. Call to Order and Roll Call**

Mr. Archila called the meeting to order at 6:35pm

**II. Public Comment**

No one spoke.

**III. Task List Review**

**A. Lower Campus Fall 2018 Modulars:**

1. Pond & Company is working on the final design for permitting and are coordinating directly with Mobile Modular. Mobile Modular has provided a preliminary quote but are working on a final quote based on our plumbing count and desired layout. The quote should arrive before our meeting and I would like Board approval tonight (Monday, 12/18/17).
2. In our initial proposal request, Mobile Modular beat out Vanguard and Modspace based on price, responsiveness, and size of the proposed modular units.
3. We are still anticipating submission to the County for permitting by the end of the year, at which time we will bid out the site work package to a minimum of three contractors. Juan has reached out to one interested contractor so far.

**B. Master Planning:**

1. We had an initial brainstorming session as a group, with Jeff Chemerly from Perkins+Will on hand, who will put together some conceptual plans for how we might be able grow on our existing lower campus.
2. Perkins+Will is an internationally-recognized architecture firm, with a focus on K-12 educational spaces, and has a pro bono contract with GLOBE.
3. Specific concerns include parking, carpool, upkeep and improvements to existing buildings, and potential addition of permanent buildings including a gymnasium and classroom buildings (to replace modulars).

#### **IV. Adjournment**

The committee voted to adjourn the meeting at 8:00pm

**Next Meeting: Tuesday, January 9, 2018 at 6:30pm in the Lower Campus conference room**

#### **End of Report**

cc: Jason Bitar, Denise Clayton-Purvis, Doreen DeFlavis, Christi Elliott-Earby, Darren Fagan, Josh Gregory, Ryan Hudak, Brad Jones, James Minderhout, Elizabeth Oliver, Amy Stone, Denise Procida, Chip White, Mira Williams, Anna Witte, Delilah Wynn-Brown

DRAFT

# Coversheet

## Charter Renewal Committee Report

**Section:** IV. Administration and Committee Reports  
**Item:** G. Charter Renewal Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** THE GLOBE ACADEMY Lottery Policy w.rlf edits.pdf

# **THE GLOBE ACADEMY LOTTERY, WAITLIST AND ENROLLMENT POLICY AND PROCEDURES**

approved \_\_\_\_\_

The GLOBE Academy is a tuition free public school. GLOBE does not admit or limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

In order to properly plan, the School will routinely inquire with parents in January through letters of intent to ascertain if students will return to GLOBE the following year. An online application for new students is available on the School website at [www.theglobeacademy.org](http://www.theglobeacademy.org). This application can be accessed via any internet capable or mobile phone device. If needed, assistance is always available by contacting the Admissions Director at the school at (404) 464-7040.

## **APPLICATIONS**

There will be a 30-day period of open applications each winter (the “Open Application Period”), during which GLOBE will accept applications for new students residing in the DeKalb County School District for the following school year. Once enrolled, a student is not required to re-apply during subsequent Open Application Periods. Following the Open Application Period, the School shall enroll each eligible student who submits an application within this period, unless the number of applications exceeds the number of available spaces of a program, class, grade level, or building (hereinafter “Grade Level”). Because GLOBE incorporates language immersion at all grade levels, enrollment of new students is only available in Kindergarten, First and Sixth Grades.

A parent/guardian may make an application, after the date of the lottery, but will not be included in the lottery and will be added to the end of the waitlist for the designated school year. If a student is not accepted for enrollment during the current year for which it was made, then a new application for the following school year must be made during the Open Application Period to be eligible for the following school year.

If the number of applications exceeds the capacity of a program, class, grade level, or building, a lottery shall be held as set out herein. To be eligible to enroll and matriculate upon admittance via the lottery, a student must verify his/her residency in the DeKalb County School District in accordance with the deadlines set by GLOBE, and otherwise meet all rules and requirements as set out for enrollment.

All applications shall be made and submitted to GLOBE electronically. All notifications by GLOBE shall be made electronically by email (as directed by the parent/guardian at the time of application) to the parent/guardian. By making an application, each Applicant shall be deemed to have agreed to the sole use of electronic communications. All responsive communications shall be made electronically.

Notwithstanding the foregoing, a paper application may be requested prior to making application, due to a bona fide hardship, in receiving or making electronic communications. GLOBE may

offer, or schedule upon request, times for applicants to come in and receive assistance with the online application. Alternate communications are available via regular USPS First Class Mail which may be requested prior to making a paper application. All official notifications shall be made in writing and may not be made verbally via telephone.

**(PLEASE NOTE: DUE TO THE TIME NECESSARY TO SEND LETTERS VIA USPS, IT IS STRONGLY RECOMMENDED THAT ALL PARTICIPANTS UTILIZE ELECTRONIC COMMUNICATIONS. THERE IS A POSSIBILITY THAT YOU MAY NOT RECEIVE A NOTIFICATION LETTER VIA USPS WITHIN THE 10 BUSINESS DAYS REQUIRED FOR A RESPONSE). BY REQUESTING NON-ELECTRONIC COMMUNICATIONS, THE APPLICANT ACKNOWLEDGES AND AGREES THAT SUCH APPLICANT IS ACCEPTING THE RISK INHERENT IN NON-ELECTRONIC COMMUNICATIONS AND BEARS ALL RESPONSIBILITY FOR MISSED RESPONSE DEADLINES.**

## **PREFERENCES AND WEIGHTED LOTTERY**

As allowed by state law and in accordance with GLOBE’s charter, GLOBE will give enrollment preferences (Priority) in the following order:

1. Any student whose parent or guardian is a member of the governing board of the school or is a full-time teacher, professional, or other employee at the school;
2. A sibling of a student enrolled in the school
3. Children who matriculate from a pre-kindergarten program which is associated with the school, including but not limited to programs which share common facilities or campuses with the school or programs which have established a partnership or cooperative efforts with the school; and

Additionally, beginning with the first year of GLOBE’s charter renewal (selecting students for the 2019-20 academic year), the school’s lottery will also include the option for a weighted lottery to provide an increased chance of admission to students who are economically disadvantaged, as defined by State Board Rule. The goal of this policy is to increase GLOBE’s percentage of newly enrolled students who are economically disadvantaged by 20% (4% during each year of the charter term) or until GLOBE’s total percentage of economically disadvantaged students is within 10% of the DeKalb County School District average.

To facilitate the weighted lottery, applicants can indicate their “economically disadvantaged” status on the admissions application and such status will be verified as part of the registration process using the attached form, which shall include a sworn statement by the parent/guardian confirming accuracy. The weight for economically disadvantaged students shall be calculated annually as follows:

1. Identify the % of Kindergarten students for the current school year who are eligible for Free or Reduced Price Lunch (F/RL).
2. Identify the goal % of Kindergarten F/RL students for the upcoming school year by adding .04 to the current year’s percentage.
3. Identify the number of open spots available in Kindergarten for the upcoming lottery.
4. Multiply the number of available spots by the F/RL percentage identified above to determine the number of new F/RL students needed to meet the F/RL goal.
5. Identify the number of preference students in the upcoming lottery who will be given priority and who also qualify for F/RL.
6. Take next year’s goal number of new students and subtract the F/RL preference from “new admissions needed” to indicate the number of new F/RL lunch students needed to meet the goal. (**N**)
7. Identify the number of spots available in the upcoming lottery, after preferences. (**S**)
8. Calculate the total number of applications received that are non-preference. (**A**)
9. Within A, calculate the number of applications identified as F/RL. (**F**)
10. Calculate the percent of F/RL students that needs to be pulled from the available slots after preferences (N/S) (**P**)
11. Determine the weight required for F/RL non-preference applications according to the according to the formula below.

$$W = \frac{P(A - F)}{F(1 - P)}$$

\* Weight will applied across all grade levels with openings.

**Formula Summary**

- N = New F/RL lunch students needed
- S = Spots available after preferences
- A = Number of non-preference applications
- F = Number of non-preference F/RL applications
- P = Percent F/RL needed to be pulled to meet goal
- W = F/RL weight

**Example**

1. Current year Kindergarten % F/RL = .10
2. F/RL Kindergarten Goal for Upcoming year = .14
3. Number of open Kindergarten spots for upcoming year = 144
4. Number of spots times goal = 144 \* .14 = 20
5. Siblings who qualify for F/RL = 8
6. New F/RL needed = 20 - 8 = 12 **N**
7. Spots after preference = 100 **S**
8. Total non-preference applications = 200 **A**
9. F/RL applications within A = 20 **F**
10. % Pulled needed to meet goal (N/S) - 12/100 = 12% **P**
11. Solve for W to determine Weight

$$W = \frac{P(A - F)}{F(1 - P)}$$

In this example, solving for W = 1.23

$$W = \frac{.12 * (200 - 20)}{20 * (1 - .12)}$$

$$W = 1.23$$

**LOTTERY PROCEDURE**

In the event a greater number of applications is received than spaces available after all priority students have been offered admission, a random electronic selection process (hereinafter “Lottery”) shall be used to determine which students will be admitted. All eligible applicants will be placed in the lottery. Eligible applicants are those students who reside in the DeKalb County School District, meet age requirements for Kindergarten and First Grade enrollment, and submit a timely application. Of the names not selected for admittance, the Lottery shall also be used to establish a waiting list based upon the order drawn, which will be used to admit students to enrollment in the event a seat becomes available (the “Waitlist”).



Unless otherwise cancelled or withdrawn by the Applicant, all eligible applications submitted during the Open Application Period will be placed into the Lottery held each spring on a date selected by GLOBE. The order in which grades will be drawn will be determined by ordering the grades beginning with the grade where the applications received exceed the available spots by the highest percentage and ending with the grade for which the opposite is true.

Priority applicants are ranked based on the order outlined above and will be assigned lottery numbers ahead of all other applicants.

Prior to the Lottery drawing, GLOBE will identify any/all open seats available for the upcoming year for Grade Levels K, First and Sixth Grade. Following the Lottery drawing, students in each grade level will be offered a seat starting with the lowest number and progressing to the highest number until all available seats in each class, in each Grade Level, are filled.

Each parent/guardian of each student who has received a winning lottery number will receive notice of the winning drawing and an offer of acceptance. Parents/guardians will then have until 4:00 PM on the 10th business day from the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 4:00 PM on the 10th business day from the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next lottery number. All non-electronic communications and responses shall be subject to the same deadlines for response and acceptance.

The lottery will be held on or before the first of March each year.

### **WAITLIST**

Once all seats are filled, all other eligible applicants are assigned a Waitlist number based on the number drawn in the lottery. GLOBE will notify each parent/guardian and advise them that the Lottery results are available and a Waitlist has been established. Parents/guardians can then log into the website at any time to view and monitor their child's position on the Waitlist. As openings become available at the applicable grade level, students will receive an "offer" based on their Waitlist number. Parents/guardians will then have until 4:00 PM on the 10th business day following the date of sending such notice and offer of acceptance in which to either accept or decline the offer. Acceptance must be made in writing via electronic communication unless communicated as otherwise authorized herein. After 4:00 PM on the 10th business day following the date of sending such notice, an available seat which has been neither declined nor accepted shall be deemed declined and may be offered to the next parent/guardian based on the next Waitlist number.

Current year waiting lists shall terminate at end of the school day on the last day of each school year.

In the event there is an open seat which cannot be filled from the Waitlist, or applications for the current year, then the School will fill the seat on a first come, first served basis as additional applications are received.

All applications received outside the Open Applications Period will be placed on the end of the Waitlist in the order received.

## **ENROLLMENT**

After confirming acceptance following the Lottery, the Applicant who has received a winning lottery seat shall be sent the registration materials. The applicant will have until not later than 3:00 PM on the 21st calendar day beginning on the day following an offer acceptance to return all completed registration materials. GLOBE acknowledges that medical records may not be available within said 21 day period. For reasonable cause shown, the time within which to produce medical records as required by law may be extended until no later than the 2nd Thursday of June each year.

Request for an extension of the 21 day period shall be made in writing and delivered to the school not later than 3:00 PM on the 21st day. In the event an applicant does not provide the required registration documentation and no extension request has been received by GLOBE, then GLOBE shall remove said applicant from the list and offer the seat to the next person on the Waitlist.

An applicant is deemed provisionally enrolled upon submitting registration documentation, but is subject to be removed from the list of provisionally enrolled students upon the Applicant failing to produce all completed and requested registration documentation in a timely fashion. Provisional Enrollment shall not extend longer than 30 days unless extended in writing by GLOBE for extenuating circumstances. Enrollment is deemed complete upon the Applicant providing all required registration documentation, the registration materials being reviewed, approved and accepted by GLOBE, and the student's name is listed on the student rolls of the School.

**NOTE:** As part of the registration process, **ALL** parents/guardians of new students must submit a proof of residence document with their registration paperwork on or before the stipulated deadline to be eligible for enrollment. Failure to meet this deadline will cause the student(s) to be dropped from the acceptance list and the seat will be offered to the next student on the waiting list. GLOBE will make good faith efforts to confirm residency in a timely manner upon acceptance but shall have no obligation to re-administer the lottery if an accepted student's failure to provide appropriate documentation of residency (and subsequent removal from the acceptance list) results in a lower or higher percentage of economically disadvantaged students being accepted into the School.

Questions should be directed to GLOBE's principal, Christi Elliot-Earby, via phone at (404) 464-7040 or email at [celliot-earby@theglobeacademy.net](mailto:celliot-earby@theglobeacademy.net).

# Coversheet

## Diversity Committee Report

**Section:** IV. Administration and Committee Reports  
**Item:** I. Diversity Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** GLOBE DIVERSITY COMMITTEE MINUTES\_112017\_1-1.pdf

# DIVERSITY COMMITTEE MINUTES

**Call to order - 6:34 p.m.**

A meeting of **GLOBE Diversity Committee** was held at **Lower Campus** on **November 30<sup>th</sup>, 2017**.

## Attendees

Attendees included:

Christina Catinella

Jymiela Ervin

Monique Hudson

Susan Malloway

Susan Mellage

Matt Williams

## Topics

Introductions of members in attendance

**Purpose of the Meeting:** To confirm that the existing committee members are committed to moving forward with creating avenues to impact diversity and inclusion at GLOBE.

**Diversity Plan** -

**Ethnic/Rational Demographics** - briefly spoke to demographic statistics as outlined in the plan (pg 8).

**Discipline Plan** - brief discussion around suspension statistics (referenced in Diversity Plan)

**Socioeconomics** - high-level discussion regarding the current socioeconomic distribution at GLOBE - as with other topics surrounding the diversity plan, the discussion was informational in nature.

**Recruitment/Retention** - high-level discussion regarding possible recruitment strategies to increase diversity. Possible solutions include (but are not limited to) recruiting from preschools in specific geographies, utilizing GLOBE yard signs with current families. Susan Mellage to send her plan and ideas for recruitment for the upcoming school year (done), to the committee for weigh-ins. Also, mentioned was the importance of customer service and on-boarding for new/incoming families.

**Exit Interviews** - Determined that there is currently a process for exit interviews. Mentioned that families who choose not to stay, may not be inclined to engage. Spoke about methods that may generate more participation (e.g., anonymous surveys, home visits).

Students with IEPs and Learning Differences: Discussed working with the Academic Committee to ensure that students with learning differences are being served appropriately and equitably.

**Trainings** - Talked about offering GLOBE staff trainings on diversity. One time vs on-going? Additionally, there was discussion around offering classes on diversity for GLOBE families. Several methods of knowledge sharing were discussed (e.g., online training, trainings lead by someone with expertise in the areas of diversity and inclusion). Also brought up, that overall, parent participation for after-school meeting and educational sessions, is relatively low.

**Speakers** - Possible Speaker, Matisse Haynes

**Activities** - Aside from trainings, it was mentioned that GLOBE may consider providing an avenue where GLOBE parents could share their experiences, concerns and feedback as they relate to Diversity. Possible methods included: a shared email account to receive feedback from parents, anonymous or otherwise, an event where families could “air out” their issues in a semi-public forum. The question was raised: Is the forum necessary for illustrative purposes or should the committee proceed forward based on its own existing knowledge and understanding of GLOBE’s opportunities for improvement.

Monique to send link to New Schools Venture Fund page on “Diversity, Inclusion and Equity” resources.

There will be a meeting in December. Date TBD.

**Adjourn - 8:17 p.m.**

# Coversheet

## BOD Code of Ethics

**Section:** V. New Business  
**Item:** B. BOD Code of Ethics  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** GLOBE BOD Code of Ethics.pdf

## **CHARTER SCHOOL GOVERNING BOARD MODEL CODE OF ETHICS**

The GLOBE Academy Governing Board (the board) desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each member of the board agrees that he or she will:

### **Domain I: Governance Structure**

1. Recognize that the authority of the board rests only with the board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the board may bring to the board.

### **Domain II: Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education and the board.

### **Domain III: Board and Community Relations**

1. Seek regular and systemic communications among the board and students, staff, and the community.
2. Communicate to the board and the school leader expressions of public reaction to board policies and charter school programs.

### **Domain IV: Policy Development**

1. Work with other board members to establish effective policies for the charter school.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs

and performance.

### **Domain V: Board Meetings**

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the charter school, during executive session of the board.
6. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

### **Domain VI: Personnel**

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.
2. Support the employment of persons best qualified to serve as employees of the charter school and insist on regular and impartial evaluations of charter school staff.
3. Comply with all applicable laws, rules, regulation, and all board policies regarding employment of family members.

### **Domain VII: Financial Governance**

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of the charter school.

### **Conduct as a Board Member**

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow board members.
4. Take no private action that will compromise the board or charter school administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education.
6. In the annual report, submitted to the Department, disclose the status of board member compliance with the Code of Ethics.



## **Conflicts of Interest**

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws and State Board of Education Standard, rules and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused board member may bring witnesses on his or her behalf to the hearing, and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the board that the accused board member has violated this Code of Ethics, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.

# Coversheet

## DeKalb County Charter Governing Board Orientation

**Section:** V. New Business  
**Item:** C. DeKalb County Charter Governing Board Orientation  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** DCSD Charter Governing Board Orientation 2017.pdf



# CHARTER SCHOOL GOVERNANCE BOARD ORIENTATION

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AUGUST 2017



# Today's Topics

1. Overview of DCSD Chartering Approaches
2. Governance Theory
3. Charter Law
4. Performance Assessments
5. Financial and Personnel Matters
6. Monitoring and Enforcement
1. State Compliance
1. Observation Process
1. Best Practices



# DCSD CHARTERING APPROACHES

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# What is a Charter School?

A charter school is a public school that operates according to the terms of a five year charter, or contract, that:

1. has been approved by a local board of education (LEA) and the State Board of Education, and
2. is held accountable for meeting the performance-based objectives specified in the charter.

PURPOSE – to improve student achievement through educational and/or organizational innovation

The GLOBE Academy - Board of Directors Meeting - Agenda - Monday December 18, 2017 at 7:00 PM

# DCSD is intentional about charter selection

1. To provide high quality, innovative and standards based opportunities for students

*Requires Quality Authorizing Processes*

2. To replicate successful practices throughout the system, thus accelerating student learning

*Requires Effective Monitoring Practices and Avenues for Innovation Diffusion*

# Good Authorizer/Governing Board communications is key

## GOVERNING BOARD TO DCSD

- Changes to Articles of Incorporation or Bylaws
  - Changes in key personnel
  - Safety issues
  - Transportation issues
  - Unanticipated financial difficulties
  - Enrollment issues
  - Legal issues
  - Facility Additions or Reductions
  - General Questions
- finances
  - Changes in Key Personnel
  - Emergency Notifications
  - Legal Actions
  - Important Deadlines

## DCSD TO GOVERNING BOARD

- Changes in District policy or





# GOVERNANCE THEORY

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# Governing Boards are limited

- Law
- Contract
- Community
- Practicality

Authority  
Limits



GB Authority is not complete or unlimited



# ...making decisions about “something”

- Financial
- Resource Allocation
- Personnel
- Curriculum and Instruction
- School Improvement Goals
- School Operations

## Authority Areas



# “...a body that has authority”

## The GB Group speaks with “One Voice” or not at all

Individuals  
have no  
authority

Conflict must  
be concept  
centered and  
constructive

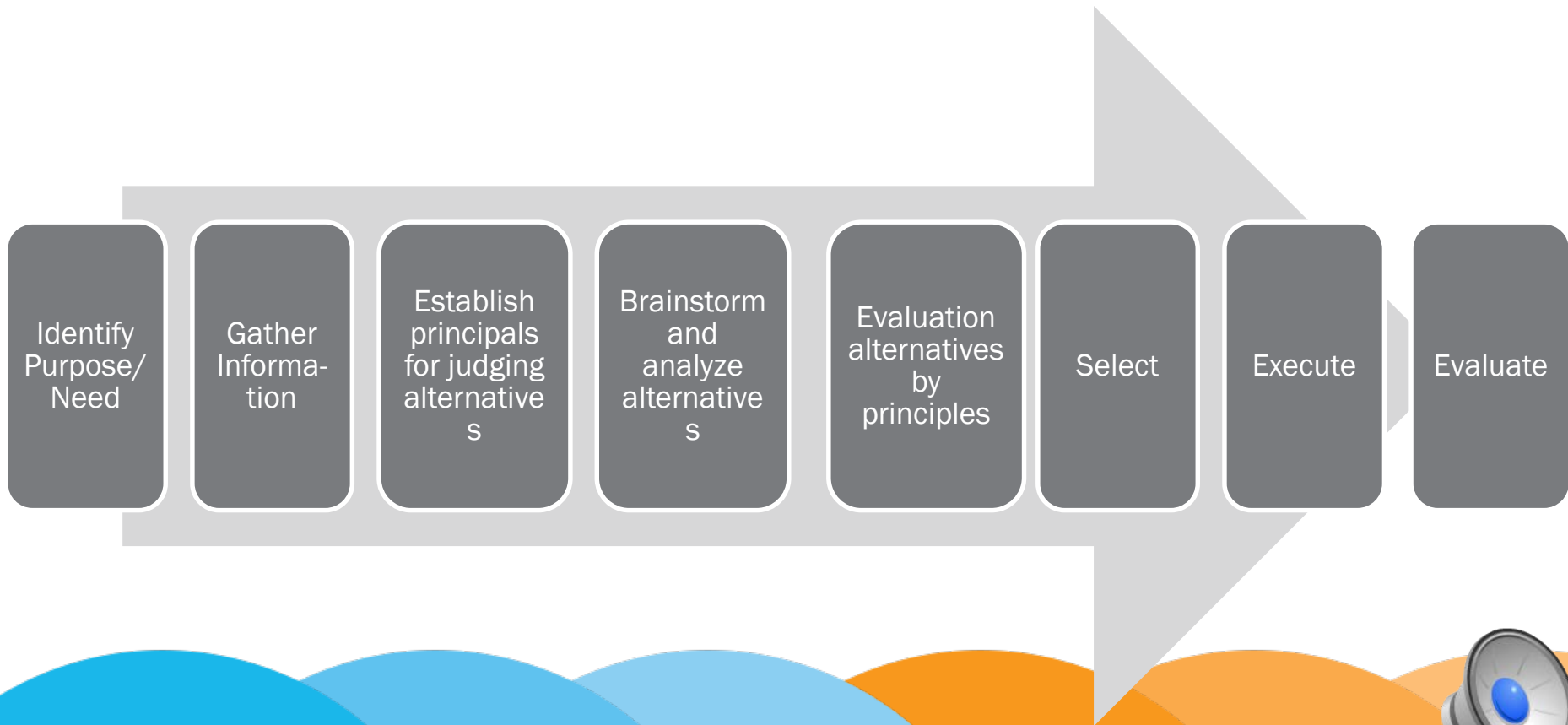
When a  
decision is  
made, all  
members must  
respect it

Decisions can  
only be  
changed by  
the entire GB

The GB authority is delegated by DBOE.



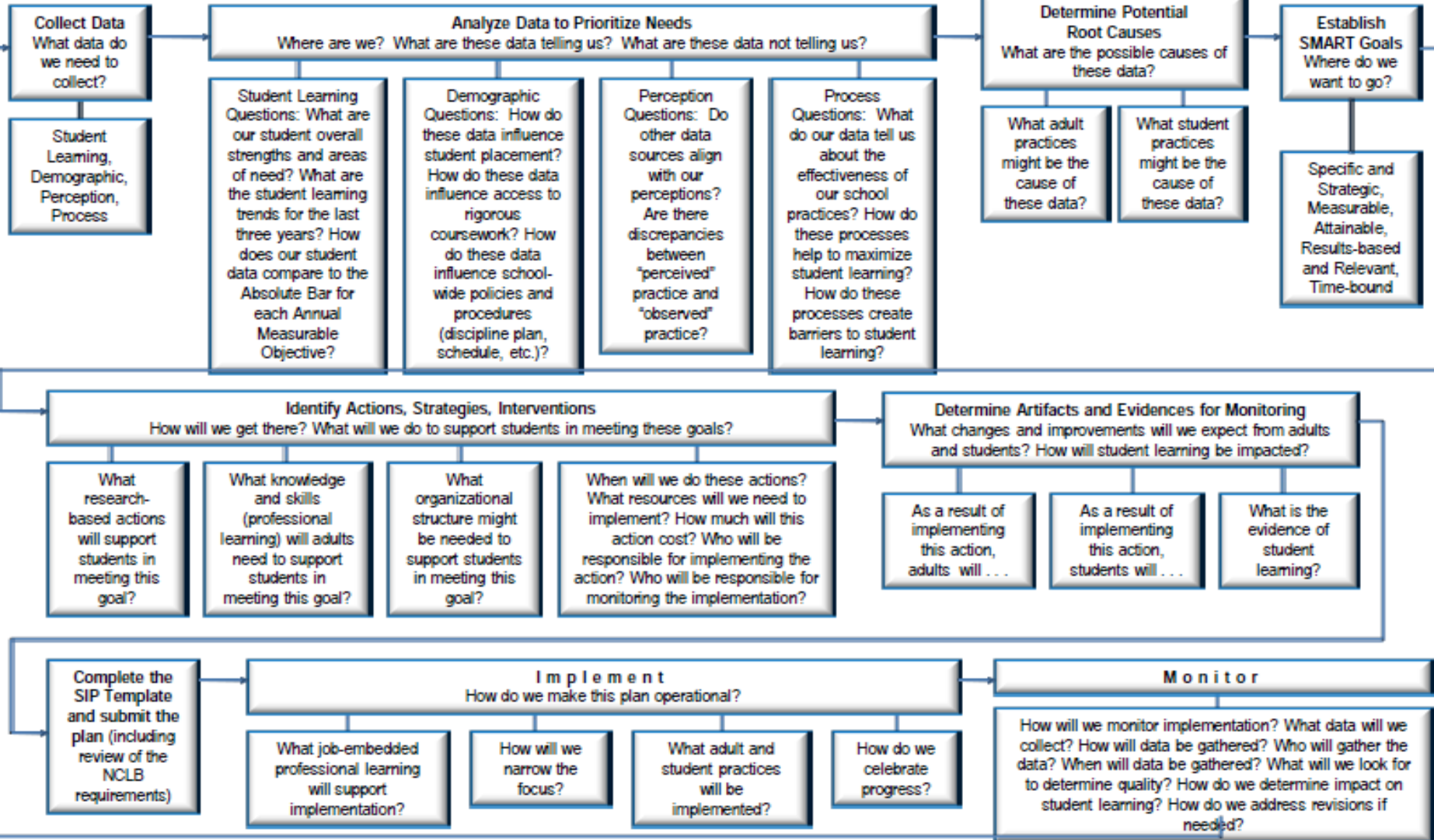
# There are many decision making models



# There are many Decision Making Models



# School Improvement Process



# Governance is not Management

## MANAGEMENT

Responsibility is to **LEAD** and **MAKE** the school perform

Executing –

“How will we meet our goal?”



## BOARD

Responsibility is to **ENSURE** the school performs.

Ensuring –

“What is the goal?”

“How well are we meeting the goal?”





# We can identify a strong CB by their questions



**Vision** -  
What is success for our school?



**Process Driven** -  
How do we achieve success?



**Collaborative**  
Who/what should manage the steps toward success?



**Analytical** -  
Does the data measure success or failure?



**Transparent** -  
How can we improve?

**Academic and Organizational Improvement**



# Governance Theory is impactful

The GB needs to agree on the scope of the work, protocols, and the process for decision making.

The GB is not a group of individuals.

Principals and members will come and go; the GB remains.

The GB works for two bosses: The GB spends the monies of the taxpayer to educate the children of the community.

**All members  
must speak  
with one voice.**

# CHARTER LAW

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# Be aware of these primary sources

1. O.C.G.A. TITLE 20 EDUCATION, Chapter 2. Elementary and Secondary Education, Article 31, Charter Schools Act of 1998
2. GADOE Rule 160-4-9-.04 Charter Schools.
3. Guidance to Accompany Charter Schools Rule

# 2017 Charter Law Amendments

- Added requirement for the State Board of Education and the State Charter Schools Commission (SCSC) to jointly establish a code of principles and standards of high-quality charter school authorizing, to provide for the training of State Board staff and local board members on these principles and standards, as well as for an annual independent review of local boards for adherence to the principles and standards of high-quality charter school authorizing practices.
- Allows locally-approved charter schools to petition the State Charter Schools Commission (SCSC) for authorization if the local board of education fails to meet the principles and standards of charter school authorizing established by the State Board of Education and the SCSC for two (2) consecutive years.
- Added requirement that local charter schools must certify all data collected for QBE funding purposes, including enrollment data and certified personnel information, prior to a local board of education submitting the data to the State Board.
- Added requirement for local school systems to distribute to each local charter school the proportionate amount of federal funds for which a school is eligible under each federal program, or to provide in-kind services to the school upon agreement between the parties.
- Added requirement for local boards of education to post on the websites the calculation of earnings for each local charter school, including federal funds.
- Allows for the termination of a charter school contract if the local board of education fails to meet the principles and standards of high-quality charter school authorizing for two (2) consecutive years and the SCSC approves the transfer of the charter school's authorization to the Commission.
- Added the definition of "Unused Facility" and provides for an annual facilities grant for local charter schools, state chartered special schools, and state charter schools.

# Governing Boards are limited

## By Federal Law

- All federal programs
- ESSA
- IDEA
- All civil rights laws
- Due Process
- Health and Safety

## By DCSD

- The Letter of Assurances

## By State Law

- Charter Schools Act of 1998
- State Board of Education  
Charter Schools Rule
- Shall Not Charge Tuition
- Unlawful Conduct in or near a  
Public School
- Reporting Requirements
- Brief Period of Quiet Reflection
- Open and Public Meetings
- Inspection of Public Records

# DCSD Department Guide for Charter School Interactions

- 1. Full In-Kind Departments**
- 2. Partial In-Kind Departments**
- 3. Optional Departments**
- 4. Restricted Departments**

**DCSD WILL:**

**THE CHARTER SCHOOL WILL:**

	<b>DCSD WILL:</b>	<b>THE CHARTER SCHOOL WILL:</b>
<b>Budget Allocations</b>	<ul style="list-style-type: none"> <li>• No Action: This department does not directly allocate to schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Allocate dollars to meet school and student needs</li> </ul>
<b>Resource Allocations</b>	<ul style="list-style-type: none"> <li>• Provide Communications resources and training as needed to ensure charter understands protocols in emergency situations and for Media Relations</li> </ul>	<ul style="list-style-type: none"> <li>• Hire appropriate personnel in the area of Communications</li> <li>• Require personnel to use related resources in a responsible manner and in alignment with DCSD expectations</li> <li>• Follow the emergency notification protocols and Media Relations protocols</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>• Include charter school employees in any related District training programs</li> <li>• Provide guidance to charter staff in the event of emergency communications</li> <li>• Include charter information in District reports and general informational notifications to the public</li> <li>• Include charter schools in District notifications to the community</li> </ul>	<ul style="list-style-type: none"> <li>• Attend any District trainings</li> <li>• Follow all District emergency communications protocols</li> <li>• Include the District in community notifications as appropriate</li> </ul>
<b>Monitoring Practices</b>	<ul style="list-style-type: none"> <li>• Communicate to charter school personnel using DCSD protocols</li> <li>• Monitor complaints from community members and document school responsiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate to Communications personnel using DCSD protocols</li> <li>• Cooperate with the District to resolve concerns from parents, school or District staff</li> <li>• Participate in the annual DCSD department survey</li> <li>• Inform Communications personnel of any concerns in the Communications area</li> <li>• Provide feedback on District operations in a timely manner</li> </ul>
<b>Enforcement Practices</b>	<ul style="list-style-type: none"> <li>• Require immediate mandatory remediation in cases of serious violations such as inaccurate or incomplete information being distributed by the charter</li> <li>• Participate in the annual Charter Compliance Survey. This is used to share compliance performance via an annual report. These reports will contain Commendations, Suggested Improvements and</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperate fully with mandatory DCSD directives, policies and practices</li> <li>• Ensure that all emergency contact information shared with the District, local safety officials and the state is current and correct</li> <li>• Participate in the Department Service Survey. This is used to document department performance via an annual report.</li> </ul>



# DCSD Mandated Program Departments

## Full In Kind Departments

Division	Departments
Superintendent's Office	<ul style="list-style-type: none"> <li>• Board of Education</li> <li>• Superintendent</li> <li>• Charter Schools, School Governance, &amp; Flexibility Office</li> </ul>
Academics and Accountability	<ul style="list-style-type: none"> <li>• Federal Programs</li> <li>• Title II</li> <li>• Professional Development                             <ul style="list-style-type: none"> <li>○ Mandated training</li> </ul> </li> <li>• Exceptional Education                             <ul style="list-style-type: none"> <li>○ Special Education</li> <li>○ GLRSGNETS</li> </ul> </li> <li>• School Scheduling</li> <li>• Assessments                             <ul style="list-style-type: none"> <li>○ Testing</li> <li>○ SLOs</li> <li>○ Data Access</li> </ul> </li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>• Management Information Systems                             <ul style="list-style-type: none"> <li>○ Student Accounting/ SIS</li> <li>○ Infinite Campus</li> <li>○ School Scheduling</li> </ul> </li> <li>• Enterprise                             <ul style="list-style-type: none"> <li>○ User Provisioning (GADOE accounts, Infinite Campus, Email)</li> </ul> </li> <li>• Records</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• School Safety Plans</li> </ul>
Student Support & Intervention	<ul style="list-style-type: none"> <li>• ELL</li> <li>• Public Safety</li> <li>• Student Relations</li> <li>• Support Services</li> <li>• Nursing</li> <li>• Student Advancement</li> <li>• 504, RtI, IEP/REP, SST</li> </ul>

# Partial In Kind Departments

Division	Functions
Superintendent's Office	<ul style="list-style-type: none"> <li>▪ Regional Superintendents</li> </ul>
Communications and Community Relations	<ul style="list-style-type: none"> <li>○ Emergencies</li> <li>○ Community Notifications</li> <li>○ Media Relations</li> </ul>
Academics and Accountability	<ul style="list-style-type: none"> <li>▪ Professional Learning (mandated)</li> </ul>
Finance	<ul style="list-style-type: none"> <li>▪ Budget Department                             <ul style="list-style-type: none"> <li>○ Annual Budget</li> <li>○ Review Annual Audit</li> </ul> </li> <li>▪ Accounting                             <ul style="list-style-type: none"> <li>○ Monthly Wires</li> </ul> </li> <li>▪ Purchasing (Title I only)</li> <li>▪ School Allotments</li> </ul>
Human Capital Management	<ul style="list-style-type: none"> <li>▪ Certification compliance and notifications</li> <li>▪ Background checks</li> <li>▪ Employment Services                             <ul style="list-style-type: none"> <li>○ Use of PATS (online job posting)</li> <li>○ Classified Personnel Information Reports</li> <li>○ TKES/LKES</li> </ul> </li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>▪ Information Systems                             <ul style="list-style-type: none"> <li>○ Access</li> <li>○ Training</li> <li>○ Support</li> <li>○ Scheduling</li> <li>○ Records Retention</li> <li>○ Data Entry</li> <li>○ State Reporting</li> </ul> </li> <li>▪ Instructional Technology (mandated assessments)                             <ul style="list-style-type: none"> <li>○ Access</li> <li>○ Training</li> <li>○ Support</li> </ul> </li> <li>▪ Enterprise Systems                             <ul style="list-style-type: none"> <li>○ School Safety</li> <li>○ GA DOE access</li> <li>○ Emergency notification systems</li> </ul> </li> </ul>
Operations	<ul style="list-style-type: none"> <li>▪ Facilities Management                             <ul style="list-style-type: none"> <li>○ District approval and signatures for building and construction, and/or inspections</li> <li>○ Forecast &amp; Planning</li> </ul> </li> <li>▪ Warehouse Operations</li> <li>▪ Purchase Surplus District furniture</li> </ul>
Student Support & Intervention	<ul style="list-style-type: none"> <li>▪ Student Advancement                             <ul style="list-style-type: none"> <li>○ Career Technology &amp; Agriculture (Perkins)</li> </ul> </li> </ul>

# PERFORMANCE ASSESSMENTS

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# DCSD is required to assess charters

- 1. Review and act on local charter school petitions;**
- 2. Enforce clear expectations for, and ensure achievement of, performance goals set forth in the charters;**
- 3. Review annual budgets for local charter schools;**
- 4. Ensure that local charter schools comply with the accountability provisions of O.C.G.A. § 20-14-30 *et seq.* and federal accountability requirements;**
- 5. Evaluate a local charter school's performance in relation to the expectations and goals set forth in the charter and take appropriate action based on this evaluation;**
- 6. Distribute applicable federal, state, and local funding to local charter schools in a timely manner and in accordance with law and ensure that funds are spent according to applicable laws, rules, policies, and guidelines, including requirements for the monitoring of the use of federal funds; and**
- 7. Ensure that the requirements of the Individuals with Disabilities Education Act (IDEA) are met. The local board must have a plan to ensure that the local system shall: (i) Serve students with disabilities attending the local charter school in the same manner as it serves all other students with disabilities in its other local schools; (ii) Provide funds to local charter schools on the same basis as it provides funds to its other local schools, including proportional distribution based on relative enrollment of children with disabilities; and (iii) Nothing in this section shall prevent a local board from providing services to students with disabilities at a central location, if that is standard practice for students with disabilities from other local schools in the local school system.**



# DCSD is required to assess charters



Assess compliance with all the federal and state requirements at least weekly, sometimes daily

Assess personnel qualifications bi-annually

Assess financial practices via an annual audit

Assess academic progress annually

Assess School and Governing Board Operations thru Informal and Formal Observations

# Charters are assessed academically

## CCRPI: 100 points

- Academic Measures (50%): GA Milestones/EOCT, Career Pathways, Graduation Rate
- Progress Measures (40%): Student Growth Percentiles
- Achievement Gap (10%): Progress of lowest 25%; delta from state average
- Challenge Points (10%): ED/EL/SWD or Exceeding the Bar Innovations
- (Financial and School Climate FYI Only)

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Accountability/Pages/default.aspx>



# Charters must “Beat The Odds”

**Performs as well or better than all “similar schools” in Georgia**

## Student-based Factors

% African American

% Students with Disabilities

% White

% Other

**% Free/Reduced Lunch**

% Hispanic

% Talented and Gifted

% English Learners

% Male

## School-based Factors

School Size (FTE)

Student/Teacher Ratio

School Configuration (i.e. Elem, Middle, High)

Locale Type (i.e. City, Town, Rural)

District Performance (fixed effect)



# Charters are evaluated financially

## Liquidity Ratio

- indicates the charter's ability to meet short term obligations.

## Sustainability Ratio

- compares the amount of resources that aren't already assigned (unrestricted assets) to the average monthly expenses

## Occupancy Expenses

- indicate the percentage of the charter schools' total revenue that goes toward facility costs.

## Debt to Assets Ratio\*

- indicates the extent the charter is reliant on debt.

\*This measure was not included in the May 2009 NASCA "National Consensus Panel on Charter School Operational Quality".





# FINANCIAL AND PERSONNEL MATTERS

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# Money for Special Education is distinguished

## Monthly Special Education Adjustments

Number of SPED Teachers required in FY17	0	Number of SPED parapro required in FY17	0
DCSD FY18 Avg. Salary/Benefits for Teachers	\$77,498.00	DCSD FY18 Avg. Salary/Benefits for Parapro	\$36,628.00
divided by	1	divided by	1
12 months	12	12 months	12
<b>Subtotal SPED Teachers</b>	<b>\$6,458.17</b>	<b>Subtotal SPED Parapro</b>	<b>\$3,052.33</b>

	July	August	September	October	November	December	January	February	March	April	May	June
Anticipated # of SPED teachers in FY18 per IEPs (Anticipated # - FY17 # * monthly salary)	0	0	0	0	0	0	0	0	0	0	0	0
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Anticipated # of SPED parapro in FY18 per IEPs (Anticipated # - FY17 # * monthly salary)	1	0	0	0	0	0	0	0	0	0	0	0
	\$3,052.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Monthly IEP SPED costs</b>	<b>\$3,052.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SPED costs</b>	<b>\$3,052.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Confidential database includes several required fields

FYEAR	CYCLE	ASSIGN_SITE_CD (School code)	ASSIGN_SITE_EXT_CD (Bldg Code)	SCHOOL NAME	DCSD Employee ID	SSN	Full Name	LAST_NAME	FIRST_NAME	MID_NAME							
FYEAR	CYCLE	ASSIGN_SITE_CD (School code)	ASSIGN_SITE_EXT_CD (Bldg Code)	SCHOOL NAME	DCSD Employee ID	SSN	Full Name	LAST_NAME	FIRST_NAME	MID_NAME							
NAT_BRD_CERT	STATE INSURANCE State Plan "Y" Other Plan "O" No Plan "N"		ASSIGN_TYPE_CODE Certified "C" Classified "N"	Teacher Ind	JOB NUMBER Multiple Jobs? Add addl. rows for each job	JOB DESCRIPTOR Must align with Code Number	SUBJECT CODE NUMBER	SUBJECT DESCRIPTOR Must align with Code Number	Addtl. Duties	PERCT. OF TIME spent in each Job Code Each employee must total 100%							
CERTIFIED JOB Full Time "1.0" Half Time "0.50" etc.	CERTIFIED_SALARY Annual XX,XXX.XX	FUNDING SOURCE	CERTIFIED_DAYS	CLASSIFIED JOB Full Time "1.0" Half Time "0.50" etc.	CLASSIFIED_SALARY Annual XX,XXX.XX	CLASSIFIED_DAYS		Date of Last Fingerprinting	GA Certificate Number (teaching, provisional or clearance)2	Cert. Issue Date							
Cert. Esp. Date	CERTIFICATE TYPE	CERT LEVEL	CERT. FIELD CODE NUMBER	CERT. FIELD CODE DESCRIPTOR Must align with Code Number	JOB CODE IN CERT. FIELD In field "I" Out of field "O" No Cert "blank"		DCSD IT Access Start Date	DCSD IT Access End Date	Job FTE	Charter School Issued Email	Selected by Charter for DCSD Issued Email	DCSD Issued Email (selected personnel only)	Email 1	Email 2	Password	Charter	Notes



# MONITORING AND ENFORCEMENT

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<u>AREA OF RESPONSIBILITY</u>	<u>CHARTER OBLIGATIONS</u>	<u>DUE DATE</u>	<u>ACCEPTABLE EVIDENCE</u>	<u>DCSD CONTACT INFORMATION/RECEIPT</u>	✓
<i>Governance Board</i>					
<i>Financial</i>	GB Approval of Budget	July 30	Copy of Approved GB Minutes (.pdf)	Charter Office	
<i>Legal</i>	GB Approval of DCSD LOA	July 30	Copy of Signed LOA	Charter Office	
<i>Financial</i>	End of Year Statements	July 30	YTD Income/Expense Statement and Balance Sheet (.pdf)	Charter Office	
<i>School Improvement Goals</i>	Response to Compliance Report	September 15	Written Response from GB	Charter Office	
<i>Operations</i>	Non-Profit Status	August 30	Copy of Current Certificate (.pdf)	Charter Office	
<i>Operations</i>	SACS/AdvancED Certification	August 30	Copy of Current Certificate (.pdf)	Charter Office	
<i>Financial</i>	Insurance	August 30	Copy of Current Policy Coversheet (.pdf)	Charter Office	
<i>Operations</i>	Listing of Current Board Members	September 15	GB Listing Spreadsheet	Charter Office	
<i>Operations</i>	GB Approval of GADOE Report and Academic Form	September 30	Copy of Approved GB Minutes (.pdf)	Charter Office	
<i>Financial</i>	Independent Audit	October 1	Audit (.pdf)	Charter Office	

# DCSD communicates to the public

- On request any time
- Included in all regular accountability reports
- Interim Compliance Report in the Spring (school website)
- GADOE Report and Audit in November (state website)
- Final State of the Charter Sector Report in January (district website)



# What does this mean for your GB?

- Post your Agenda, Meetings, Summary and Minutes on line as well as your contact information
- Document two-way communication practices
- Establish a “policy book”, a chart of accounts and spending authorities
- Follow a Strategic Plan and a Decision Making Model
- Complete state training and LKES training
- Follow ALL of DCSD directives when it comes to federal programs
- ASK QUESTIONS AND OVER-COMMUNICATE

## TRANSPARENCY

# STATE COMPLIANCE

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The GLOBE Academy - Board of Directors Meeting - Agenda - Monday December 18, 2017 at 7:00 PM

# THE GOVERNING BOARD WEBSITE SHOULD BE IN COMPLIANCE

1. Governing Board Membership
2. Governing Board and committee meeting calendar
3. Meeting agendas for upcoming Governing Board and committee meetings
4. Meeting minutes for past Governing Board and committee meetings unless the Georgia Open Meetings Act
5. Procedure for contacting the charter school's Governing Board and most senior school administrator.
6. Any admissions application utilized by charter school and notification of enrollment and admissions procedures, including the date, time, and location of any upcoming enrollment lottery.
7. A summary or line item version of the proposed and adopted annual operating budget.
8. The school's monthly financial statements.
9. A link to the school's financial efficiency ratings published by and found on the Governor's Office of Student Achievement's website, and a link to the local school system's financial information published by and found on the Department's website.
10. The school's Charter Contract.



# OBSERVATION PROCESS

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# THE OBSERVATION IS A PROCESS, NOT AN EVALUATION

- At least 1 observation during the School Year
- Unannounced observation using the DCSD Observation Tool
- Does not include executive session
- Feedback provided to Governing Board Chair and/or Designee
- Observation feedback shared with entire Board
- Submission of evidence due the next month



# BEST PRACTICES

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# DON'T MAKE THESE BOARD MISTAKES

## Not Keeping their Decision-Making Authority in the Forefront

When creating the agenda, remember the areas in which the Governing Board

## Not Creating and Distributing an Agenda Before the Meeting

The agenda should include specific amounts of time for each item on the agenda. Having a specific agenda not only makes the meeting run smoothly, but others to know the relative importance of each item on the agenda.

## Board Meetings Too Long

You may want to consider creating a consent agenda to save time, as these are items that can be dealt with quickly without discussion. If this approach is used, remember to provide Board members with reports and other information prior to the meeting so that they are well informed.

## The Wrong Type of Decisions

Utilize the decision making authority areas that you have as a Charter Board. Consider writing the authority area next to each agenda item to ensure that you are informed on all areas monthly.



# THANK YOU FOR YOUR TIME

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