

# The GLOBE Academy

## Board of Directors Meeting

### Date and Time

Monday September 24, 2018 at 7:00 PM EDT

### Location

4105 Briarcliff Road NE, Atlanta, GA 30345

Notice of this meeting was posted at both campuses and on the GLOBE website in accordance with O.C.G.A. § 50-14-1.

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>07:00 PM</b>
A. Record Attendance and Guests	Discuss	Sharon Camara	
B. Call the Meeting to Order		Sharon Camara	
C. Vision, Mission and Core Values	Discuss		5 m

Vision: To develop globally minded citizens who have the knowledge, skills, and attitudes to effect positive change in our world.

Mission: 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.

Core Values: 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.

- Community: We are inclusive, and we nurture and support one another.
- Respect: We treat ourselves and each other with kindness and dignity.
- Empathy: We strive to understand and share the feelings of others.
- Sustainability: We aim to conserve our resources for optimal use in the present and future.
- Trust: We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.

### II. Public Comment

**07:05 PM**

A. Public Comment	FYI	Sharon Camara	5 m
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**Please note:** Each speaker may speak for up to two minutes. Speakers are cautioned from making comments that involve an individual staff member, a personnel action, a student disciplinary matter, a complaint about an individual student or any pending legal matter for which The GLOBE is engaged. Speakers are asked to state their remarks in a courteous manner. As a matter of protocol, Board members will not respond to public comments.

### III. Consent Agenda **07:10 PM**

A. Approve Agenda	Vote	Sharon Camara	5 m
B. Approve Minutes	Approve Minutes	Sharon Camara	5 m

Approve minutes for Board of Directors Meeting on August 27, 2018

### IV. PTCC Report **07:20 PM**

A. PTCC Report	FYI		5 m
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### V. Administration and Committee Reports **07:25 PM**

A. Head of School Report	Discuss	Christi Elliott- Earby	5 m
B. Academic Committee Report	Discuss	Ryan Hudak	5 m
C. Finance Committee Report	Discuss	Chip White	5 m
D. Facilities Committee Report	Discuss	Juan Archila	5 m
E. Development Committee Report	Discuss	Will Acree	5 m
F. Communications Committee Report	Discuss	Anita Patel	5 m
G. Governance Committee Report	Discuss	Stacey Moore	5 m
H. Strategic Planning Committee Report	Discuss	Sharon Camara	5 m
I. Diversity Committee Report	Discuss	Monique Hudson	5 m
J. Head of School Evaluation and Support Committee Report	Discuss	Sharon Camara	5 m

### VI. Old Business **08:15 PM**

A. Board Administration Status Report	Discuss	Kevin Holder	5 m
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### VII. New Business **08:20 PM**

A. Annual Sunshine Laws Review	FYI	Stacey Moore	5 m
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### VIII. Closing Items **08:25 PM**

**A. Adjourn Meeting**

**Vote**

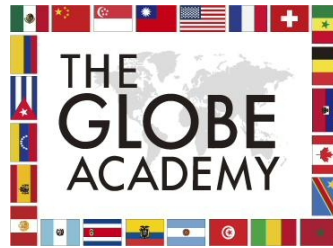
**Sharon  
Camara**

# Cover Sheet

## Approve Minutes

**Section:** III. Consent Agenda  
**Item:** B. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on August 27, 2018

APPROVED



## The GLOBE Academy

### Minutes

#### Board of Directors Meeting

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##### **Date and Time**

Monday August 27, 2018 at 7:00 PM

##### **Location**

4105 Briarcliff Road, Atlanta, GA 30345

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Notice of this meeting was posted at both campuses and on the GLOBE website in accordance with O.C.G.A. § 50-14-1.

##### **Directors Present**

B. Williams, J. Archila, R. Hudak, S. Camara, S. Moore, W. Acree

##### **Directors Absent**

A. Patel, C. White, M. Hudson

##### **Guests Present**

April Fields (PTCC), Ashley Bachar, C. Elliott-Earby, Cristina Steiner, David Gumbis, K. Holder, Karen Padron, Katie Monroe, Laura Hancock, Meghann Adams, Mireille Etienne, Robyn Brandman, Roei Bachar, Tiki Barnes, Vilma Villalobos

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

S. Camara called a meeting of the board of directors of The GLOBE Academy to order on Monday Aug 27, 2018 @ 7:20 PM at 4105 Briarcliff Road, Atlanta, GA 30345.

##### **C. Vision, Mission and Core Values**

Vision, Mission and Core Values were read by board members.

## II. Public Comment

### A. Public Comment

Robyn Brandman commented that it would helpful if there were more opportunities for parents to provide their input on various matters at the school She also stated that greater transparency is necessary.

## III. Consent Agenda

### A. Approve Agenda

The agenda and minutes were approved by consent without objection.

### B. Approve Minutes

B. Williams made a motion to approve minutes from the Board of Directors Meeting on 08-06-18.

J. Archila seconded the motion.

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

## IV. Executive Session

### A. Employment matter

Motion made by Juan to move to executive session to discuss an employment matter.

Motion seconded by Ryan. Motion approved by all present. Moved to executive session at 7:30 p.m. Motion to leave executive session made by Juan. Motion seconded by

Stacey. Motion approved by all present. Returned from executive session and meeting called back to order at 7:41 p.m.

## V. PTCC Report

### A. PTCC Report

A formal report was included in the packet. April Fields provided an oral report during the meeting.

## VI. Administration and Committee Reports

### A. Head of School Report

A formal report was included in the agenda packet. Christi stated that the county will be at the school next Thursday to conduct the 20-day count. Sharon noted that the rule allowing language immersion schools to accept children after their entry year and require language experience either from prior language immersion schooling or native language is in the queue for approval by the state BOE. The rule will be formally taken under consideration by the state BOE in September and voted on in November. Sharon also indicated that the state was working on providing the school with a written document to accept those students in the meantime. Christi said that there is a policy in the works regarding that and once it is finalized, it will be brought before the Board.

### B. Academic Committee Report

A formal report was included in the agenda packet. Ryan said that there will be a review conducted on how to move forward on putting together the international trips.

### C. Finance Committee Report

There was no formal report this month.

**D. Facilities Committee Report**

There was a formal report included in the agenda packet.

**E. Development Committee Report**

There was a formal report included in the agenda packet. Will inquired about a listing of the parents and their employers. Christi said that there are pieces of that information available. Will mentioned working with PTCC to gather that information. Will stated that he met with the CEO of the U.S. Soccer Foundation about installing a mini-pitch at the school, as they are looking for more urban areas to install them across the metro Atlanta area.

**F. Communications Committee Report**

There was no formal report this month. Christi stated that the committee met and is in the process of selecting a vendor to assist with the branding campaign. Christi said that hopefully a final decision will be made soon.

**G. Governance Committee Report**

There was no formal report this month. Stacey stated that the committee is working on the following items: creating a Board applicant calendar, a compliance calendar for all of the governance protocols under charter school rules and regulations, revisions to the bylaws to include changes to Board operations, conducting a Sunshine Law review (set tentatively for the next Board meeting), creating a committee meeting schedule for the year and prioritizing any other outstanding policies deemed critical.

**H. Strategic Planning Committee Report**

There was a formal report included in the agenda packet. Sharon stated that a survey on the prospective strategic planning vendors will be sent out to the Board members who were present for the interviews with the prospective vendors.

Motion made by Stacey to approve a budget of \$50K in total for the engagement of vendors for the equity audit and strategic plan. Motion seconded by Juan. Motion approved by all present.

Motion made by Stacey to approve the Strategic Planning Committee to select the strategic plan vendor and equity audit vendor subject to the agreed budget of \$50K in consultation with Monique. Motion seconded by Brian. Motion approved by all present.

**I. Diversity Committee Report**

There was no formal report this month.

**VII. Old Business**

**A. Staff Retreat Invoice - B. Williams**

W. Acree made a motion to approve the payment of Brian's invoice for services rendered at the staff retreat.

R. Hudak seconded the motion.

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

**Roll Call**

S. Moore Aye  
A. Patel Absent  
C. White Absent  
W. Acree Aye  
B. Williams Abstain  
S. Camara Aye  
J. Archila Aye

R. Hudak Aye  
M. Hudson Absent

**B. Board Retreat**

The listing of the action items from the 8/18 Board Retreat was included in the agenda packet.

**VIII. New Business**

**A. HOS Evaluation and Support Committee**

R. Hudak made a motion to create the Head of School Evaluation and Support Committee.

S. Moore seconded the motion.

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

The Head of School Evaluation and Support Committee will consist of the following Board members: Monique, Ryan and Sharon.

**B. Tentative Calendar of Committee Meetings**

Sharon stated that the meeting dates for the respective committees would be compiled and published.

**C. HOS Employment Matter**

R. Hudak made a motion to approve the action proposed regarding the Head of School's compensation.

J. Archila seconded the motion.

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

**IX. Closing Items**

**A. Adjourn Meeting**

The next scheduled meeting will be held on Monday, September 24, 2018 at 7 p.m. at Upper Campus.

J. Archila made a motion to adjourn the meeting.

S. Moore seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:31 PM.

Respectfully Submitted,  
K. Holder



# Cover Sheet

## PTCC Report

**Section:** IV. PTCC Report  
**Item:** A. PTCC Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2018.09.24 PTCC Report.pdf

# PTCC MONTHLY REPORT

## SEPTEMBER 24, 2018

### UPCOMING EVENTS

September 22 – International Fest

October – Hispanic Heritage Celebration

October 20 – Fall Grounds Clean Up and Screen on the Green

October 29-November 2 – UC Book Fair

### MONTHLY OVERVIEW

#### **Back to School Work Day Part 2 – September 8, 2018**

High demand for an additional facilities work day to complete back to school ‘honey do’ lists for LC/UC classrooms

#### **2018-2019 PTCC Budget Finalization**

LT will vote on 2018-2019 PTCC Budget last Monday September 24<sup>th</sup>. If approved, will go up for vote by all of PTCC Friday September 28<sup>th</sup>.

#### **PTCC Leadership Team Public Meeting Minutes**

PTCC will begin to post leadership team meeting minutes on website to promote transparency.

#### **New Fundraiser – GLOBE Academy Marketplace Artesian and Vendor Fair**

Saturday, November 3, 2018 at the UC gym. Reaching out to GLOBE families with small business to participate. Funds raised at this event will be earmarked to supplement classrooms with more supplies.

#### **PTCC Communications Strategy**

Focused this year on creating a more professional and streamlines communication strategy for marketing and promoting PTCC events.

### PTCC GOALS

- Increase PTCC volunteerism; inspire new volunteers
- Building technical capacity of PTCC (POffice, Online sales)
- Pass the 2018-2019 PTCC Budget by September 2018



# Cover Sheet

## Head of School Report

**Section:** V. Administration and Committee Reports  
**Item:** A. Head of School Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.09.24 HOS Report.pdf

# HOS Report

# 9/24/18

## Updates

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Safety Drills - Fire Drills and Lock Down Drills. New security system at LC, soon this will be the same up at UC.

International Fest - Wonderful time at UC, thank you to all the volunteers

Teacher Planning Days - all teachers received a time to think how started the year to plan for the second half of the semester.

Conference Days - October 3-4 - Teachers are looking forward to showing parents the status of their children.

PSAT - We are included in the DeKalb contract for all 8th graders.

MAP data from Zakia Funchess

## Enrollment

	May	Out/+	July		Aug
K:	143		144	-	144
1:	144	+1	144	-	144
2:	129	-5	139	-7	132
3:	60	-3	126	-4	122
4:	77	-9	51	-	51
5:	67	-5	72	-	72
6:	96	+29	96	+1	97
7:	61	-6	90	-3	87
8:	N/A	-4	57	-	57
Total:	777		919		906

New data coming in October for enrollment

# Cover Sheet

## Facilities Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** D. Facilities Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.09.24 Facilities Committee Report.pdf



## The GLOBE Academy

### Facilities Committee Report

September 24, 2018

**Committee Chair:** Juan Archila

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

**Committee Meeting Dates:** September 4, September 19

**\*See attached meeting notes for each, emailed to the committee previously.**

#### I. Task List Review

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

1. Georgia Power obtained the easement to work on the property on 9/4. They then had to get permits from Dekalb County to perform the work – for both overhead and underground work (two different crews). They got permits the week of 9/10 and performed overhead work on 9/14. The contractor and Georgia Power met onsite and determined that additional underground work had to be done by the contractor’s electrician in order for Georgia Power’s underground crew to come out – this was to ensure that when Georgia Power comes out they do not run into problems that would shut down power to the school for days. The contractor’s electrician completed the work late last week and we expect Georgia Power’s underground crew to come out this week.
2. I empathize and concur with everyone’s frustration surrounding this project. We have no choice as a school but to continue to stay on top of the contractor to wrap this up – and remain patient. We really are nearing the end. I call and text the contractor daily and administration has a direct line of communication with them also. It turned out to be a much more complex project than originally envisioned, and the amount of time we have had to wait for approvals has been crippling, and some missteps along the way, have been crippling.

##### B. Upper Campus:

1. We are moving forward on planning the improvements that need to be made for Fall 2019 and, with the help of our pro bono architecture firm, putting together documents for a Design/Build team to run with.
2. We are also looking at a long-term solution for traffic and the intersection of Shallowford and Briarcliff – in addition to short term needs related to pedestrian access.
3. The cross and stained glass in the auditorium have been removed.

**Next Meeting: Tuesday, October 9, 2018 at 6:30pm in the Upper Campus AHOS Office**

**End of Report**

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

DRAFT



Juan Archila <juanarchila@theglobeacademy.net>

## GLOBE Facilities Committee Meeting Notes, 9/4/18

1 message

Juan Archila <juanarchila@theglobeacademy.net>

Thu, Sep 13, 2018 at 8:05 PM

To: Amy Stone <amyplauche@gmail.com>, Anna Witte <annawitte@hotmail.com>, Brad Jones <rbjonesy@gmail.com>, Chip White <chipwhite@theglobeacademy.net>, Chip White <cwhite.globe@gmail.com>, Christi Elliott-Earby <celliottearby@theglobeacademy.net>, Darren Fagan <dfagan@irishpubcompany.com>, Delilah Wynn-Brown <delilah@wynnbrown.com>, Denise Clayton-Purvis <cfo@theglobeacademy.net>, Denise Procida <Denise.Procida@perkinswill.com>, Elizabeth Oliver <elizabethgoliver@gmail.com>, Ghassan Bitar <gasbitar@aol.com>, James Minderhout <jm@atlantaproav.com>, Jed Dennard <jdennard.globe@gmail.com>, Josh Gregory <josh.gregory@colliers.com>, Mira Williams <mirawilliams1973@gmail.com>, Ryan Hudak <rhudak.globe@gmail.com>, Ryan Hudak <rhudak@theglobeacademy.net>, Sharon Camara <scamara.globe@gmail.com>, Sharon Camara <scamara@theglobeacademy.net>, Dana Stone <dana229@gmail.com>, drgarcia@i2wc.com

All,

You should have received an email invite from Christi for our next committee meeting, which is next Wednesday, 9/19 at 6:30pm at Upper Campus. In the meantime, I wanted to type up some quick notes from our meeting on 9/4. This will be the basis for my report for the Board meeting on Monday, 9/24. Let me know if there are any additions/corrections.

Attendees: Christi Elliott-Earby, Johnny Garcia, Tyler Goforth, Brad Jones, Judy Limor, James Minderhout, Jason Smith, Dana Stone

Meeting called to order at 6:31pm

### 1. Updates for the Group:

A. Lower campus and Georgia Power: Easement was signed by Dekalb County and delivered to Georgia Power on 9/4. Georgia Power to obtain necessary permits and schedule crews (underground and overhead) as soon as possible.

B. Last board meeting and expression of lack of communication regarding facilities: Discrepancy between what school prioritizes and what parents prioritize, for example:

The school is prioritizing projects that support a functioning school for Fall 2019 (fencing per safety and security grant and usable educational space on the ground floor). Most feedback from parents centers around "de-churching" and creation of green space. The de-churching, which consists of removing crosses and stained glass in the auditorium and replacing exterior signs will happen soon and is independent of the permitting/design/construction efforts for Fall 2019. James and Dana have volunteered to help Tyler with getting the large cross in the auditorium down and Johnny has taken the lead on getting the signs replaced.

### 2. Updates from the Group:

A. Upper campus projects - overall. Jason Smith from Stevens & Wilkinson has as-built drawings and will begin to work on Bridging Documents that can be used by a Design/Build team to complete. Interior and exterior projects to be split for permitting purposes but most to be executed as one construction contract. An exception to this would be the demolition of the house at 4069 Briarcliff, which can be done directly by a demolition/grading contractor.

B. Brad Jones will try to present a new parking layout for the next meeting, however, so far it does not look like additional parking spaces would be gained, as the current layout seems as efficient as it can be.

C. Jason and Brad have both talked to the Dekalb County traffic department and they are open to reconfiguring the Briarcliff-Shallowford exit to allow a direct entrance into GLOBE at the light. However, this project could take several years, and would begin with a traffic study. Brad has obtained a quote for a traffic study from Pond & Co. Two more quotes will need to be obtained per our financial policies.

D. Financial Policies: Currently any project over \$1,000 requires three quotes. Many in the group felt that this is too low. KIPP, for example, has a \$25,000 threshold. Based on the size of GLOBE, the number \$10,000 seemed appropriate to the group. Ryan noted he would discuss this with a couple of Board members and see how this may be approached.

Meeting adjourned at 8:00pm (?) Sorry I did not note this.

Thank you,  
Juan





Juan Archila <juanarchila@theglobeacademy.net>

## GLOBE Facilities Committee Meeting Notes, 9/19/18

1 message

Juan Archila <juanarchila@theglobeacademy.net>

Sun, Sep 23, 2018 at 8:14 PM

To: Amy Stone <amyplauche@gmail.com>, Anna Witte <annawitte@hotmail.com>, Brad Jones <rbjonesy@gmail.com>, Chip White <chipwhite@theglobeacademy.net>, Chip White <cwhite.globe@gmail.com>, Christi Elliott-Earby <celliottearby@theglobeacademy.net>, Darren Fagan <dfagan@irishpubcompany.com>, Delilah Wynn-Brown <delilah@wynnbrown.com>, Denise Clayton-Purvis <cfo@theglobeacademy.net>, Denise Procida <Denise.Procida@perkinswill.com>, Elizabeth Oliver <elizabethgoliver@gmail.com>, Ghassan Bitar <gasbitar@aol.com>, James Minderhout <jm@atlantaproav.com>, Jed Dennard <jdennard.globe@gmail.com>, Josh Gregory <josh.gregory@colliers.com>, Mira Williams <mirawilliams1973@gmail.com>, Ryan Hudak <rhudak.globe@gmail.com>, Ryan Hudak <rhudak@theglobeacademy.net>, Sharon Camara <scamara.globe@gmail.com>, Sharon Camara <scamara@theglobeacademy.net>

Attendees: Denise Clayton-Purvis, Christi Elliott-Earby, Darren Fagan, Brad Jones, James Minderhout

Meeting called to order at 6:36pm

### 1. Updates for the Group:

A. Lower campus and Georgia Power: Georgia Power obtained permits from Dekalb County to perform the work necessary and the overhead crew has come out and completed their portion. The underground crew is now on deck and were supposed to come out later this week (editor's note: it did not happen. I am told it will be the week of 9/24).

B. Cross and stained glass in auditorium have been removed. Thank you to all who were involved. It looks good and no damage was observed.

C. Stevens & Wilkinson (Pro bono architectural planning services): Have sent out RFPs for a traffic study (first step in reconfiguring Shallowford-Briarcliff intersection, a long-term project) to Long, Moreland, and A&R. Deadline for response is Monday, 9/24. Bridging documents for elevator design will be sent next week. Jason from S&W is confirming whether the elevator company can provide these services knowing that they would have to bid against at least two other companies. The elevator would have to be ordered by January 1, 2019 in order to keep schedule due to long lead time in manufacturing process.

### 2. Updates from the Group / Discussion:

A. Financial Policies: We discussed with Denise and all agreed that for construction projects, \$1,000 is too low a number to require three bids. \$10,000, which was the number discussed at our previous meeting, may be appropriate but would require further study. We also discussed the difficulty in getting vendors (specifically architects and contractors) to, in this economy, have the desire to work on the projects the size that we are working on. We would like to explore a "Task Order" type contract for contractors that would allow, based on a qualifications-based process with fee as a strong factor, "on call" services to be performed rather than get three bids for every small job, which creates delay and discourages contractors from coming to the table. We also discussed the possibility of drawing the total amount of our line of credit from our upper campus purchase, as the loan must be funded within 90 days of purchase and we are not in a position to spend parts of it or to have estimates yet either.

B. Brad Jones presented a new parking layout, however, additional parking spaces would be gained. We may just re-stripe the parking lot as is but eliminate any unnecessary (per code) ADA parking spaces.

C. Johnny Garcia was installing temporary signage at Upper Campus during the meeting. The group went outside after the meeting and reacted favorably. Thanks to Johnny for taking the bull by the horns.

Meeting adjourned at 8:05pm

Thank you,  
Juan

# Cover Sheet

## Board Administration Status Report

**Section:** VI. Old Business  
**Item:** A. Board Administration Status Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.09.24 Board Administration Report.pdf



**The GLOBE Academy**  
**Board Administration Report**  
**24 September 2018**

Status updates for the following Board administration items are listed below:

**Background Checks:** After a few false starts, Cogent has successfully added The GLOBE Academy as an education agency onto its system, whereby national fingerprint-based background checks can be arranged for school personnel and members of the Board. A how-to guide has been completed and will be placed in the non-public section of BoardOnTrack.

**Board Operations Calendar:** Initial notification was sent to Board members. Still awaiting responses in order to complete the calendar. The tentative deadline for completed is September 30, 2018.

**Committee Rosters - BoardOnTrack:** The following committee(s) have submitted their membership rosters so the respective members could be added to BoardOnTrack: Academic Committee, Head of School Evaluation and Support Committee and Finance Committee. The rosters of the remaining committees have not been submitted, as of this writing. If and when additional committee members are added, those should be submitted as well. Similarly, when an individual discontinues their involvement with a committee, then those should be submitted so that individual's profile can be deleted from BoardOnTrack.

**Conflict of Interest Annual Statements:** All were received for the previous fiscal year. Copies for completion for the current fiscal year will be on hand at the Board meeting.

**Mandatory Financial Governance Training:** Initial notification sent in August. Two options are September 26 or during conference being held December 5-6. Brian, Will and Stacey need to attend.

**Posting of Tentative Schedule of Committee Dates:** The upcoming dates for the following committee(s) have been received and placed onto the school's calendar: Academic Committee. The dates for the remaining committees have not been submitted, as of this writing.

Respectfully submitted,

Kevin Holder

# Cover Sheet

## Annual Sunshine Laws Review

**Section:** VII. New Business  
**Item:** A. Annual Sunshine Laws Review  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Georgia Sunshine Laws.pdf

## **A Primer on Georgia's Sunshine Laws**

Georgia law has a strong bent toward favoring increased transparency in regards to its respective public institutions, which ultimately culminated in the amendment of the statutes for Opening Meetings and Open Records in 1998 and more substantive revisions in 2012. Below is a succinct look at the state's Sunshine Laws, as presently constituted, specifically regarding meetings.

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### **Who must comply with Sunshine Laws?**

The code provides a broad definition of the term "agency" and requires the following to transact business in the open: city councils, county commissions, regional development authorities, library boards, school boards, planning commissions, zoning boards and most committees of the University System of Georgia. See: O.C.G.A. § 50-14-1(a)(1)

In addition, the statute applies to any committees created by the above listed entities and are required to abide by the requirements of notice and admission to the public. See: O.C.G.A. § 50-14-1(a)(3)(A)(ii)

### **What constitutes a meeting?**

The code provides two essential elements to a meeting: 1) there is a quorum of the members of a governing board or of any committee of its members and 2) public business or policy is discussed, presented or any official action is taken. See: O.C.G.A. § 50-14-1

### **Meeting notices**

Regular meetings: The regular meeting time and place of agency or committee meetings shall be posted **at least one week in advance** in a conspicuous place at the regular meeting location and also on the agency's website. See: O.C.G.A. § 50-14-1(d)

Special and Emergency meetings: Meetings that are held outside the regular time and place require due notice **at least 24 hours in advance** at the regular meeting location and oral notification to the newspaper that serves as the official legal organ for the county. If the official legal organ is published fewer than four times a week, then written notice must be provided to any local media outlets. See: O.C.G.A. § 50-14-1(d)(2)

### **Meeting Agenda and Minutes**

Agendas: An agenda of any meetings shall be made available and posted **at a minimum of two weeks** prior to the scheduled meeting. See: O.C.G.A. § 50-14-1(e)(1)

Minutes: Minutes of any regular meeting must become public when approved at the next regularly scheduled meeting. In addition, minutes of closed meetings must be kept but do not have to be disclosed unless the agency consents or is otherwise ordered to do so by a court. See: O.C.G.A. § 50-14-1(e)

### **Meetings Conducted By Telephone**

Telephone meetings are allowed provided that they follow all public notification provisions and the public is able to access the telephone meeting. See: O.C.G.A. § 50-14-1(f)

### **Votes Held During Meetings**

The law requires that votes held during meetings must be public and the minutes accurately reflect the person making and seconding motions. Also, the minutes must record the name of each member who votes affirmatively for or in dissent of a proposal. See: O.C.G.A. § 50-14-1(b) and O.C.G.A. § 50-14-2(e)(2)(B)

### **Penalties**

Any actions that are taken during a meeting that violates the law are void and can be set aside if challenged **within 90 days of their discovery**. See: O.C.G.A. § 50-14-1(b)(2)

Anyone who “willfully and knowingly” conducts or participates in a meeting that does not comply with the law may be found guilty of a misdemeanor punishable by a fine not in excess of \$1,000.00. See: O.C.G.A. § 50-14-6

In addition, a court may impose a civil penalty not to exceed \$1,000.00 against anyone who negligently conducts or participates in a meeting outside the compliance of law. The court also may impose a civil penalty not to exceed \$2,500.00 for each additional violation committed within a year of the first violation. See: O.C.G.A. § 50-14-6