



# The GLOBE Academy

## Board of Directors Meeting

### Date and Time

Monday October 29, 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>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>	Discuss	Sharon Camara	
<b>B. Call the Meeting to Order</b>		Sharon Camara	
<b>C. Vision, Mission and Core Values</b>	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.

- |  | Purpose | Presenter | Time |
|--|---------|-----------|------|
| • Trust: We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same. |         |           |      |

**II. Public Comment 7:05 PM**

- |                   |     |               |     |
|-------------------|-----|---------------|-----|
| A. Public Comment | FYI | Sharon Camara | 5 m |
|-------------------|-----|---------------|-----|

**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 7:10 PM**

Academic

- |                    |                 |               |     |
|--------------------|-----------------|---------------|-----|
| 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 September 24, 2018

**IV. PTCC Report 7:20 PM**

CEO Support And Eval

- |                |     |  |     |
|----------------|-----|--|-----|
| A. PTCC Report | FYI |  | 5 m |
|----------------|-----|--|-----|

**V. Administration and Committee Reports 7:25 PM**

Charter Renewal

- |  |         |                       |     |
|--|---------|-----------------------|-----|
| 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 |

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>J. Head of School Evaluation and Support Committee Report</b>	Discuss	Sharon Camara	5 m

**VI. Old Business**

**VII. New Business**

**8:15 PM**

<b>A. Nomination and Election of New Board Member</b>	Vote	Sharon Camara	5 m
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**VIII. Closing Items**

**8:20 PM**

<b>A. Adjourn Meeting</b>	Vote	Sharon Camara	
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# Coversheet

## Public Comment

**Section:** II. Public Comment  
**Item:** A. Public Comment  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Letter From French Track Parents and Teachers.pdf

October 29, 2018

The GLOBE Academy  
2225 Heritage Drive  
Atlanta, GA 30345

Encl: 10/23 email, amendment, additional signatures

Dear GLOBE Academy Board Members and Administration,

As parents and teachers of the GLOBE 3rd graders in the French track, we write to you with concern over the status of the trailers for the two homeroom classes. It is nearly 3 months into school and our students are still having instruction in the Village Plaza. This is nowhere near the ideal learning environment for students, especially in a language immersion program.

We have had no regular official communication/updates on the status of the trailers and as time goes on, we are left wondering if we will be in our classrooms at all this school year. Our teachers have done a tremendous job working under these conditions and creating the best learning environment they can, under the circumstances. This does not mean, however, that it hasn't been incredibly difficult for them to create the organized classroom environment that they most want for the children.

We are also unaware of the number of hurdles still left to clear before this project is done. Our understanding in September was that there was county paperwork holding up the project, but after that there were a few short steps toward completion. However, it seems like the list of items to finish is unclear at best, and continues to grow at worst.

We recognize that the hurricane created some difficulty with GA Power, but as that appears to be only one element of the project, we do not understand why the delay continues for so long.

Our cohort has been very patient as we already had to deal with their Lead Teacher being in France due to his visa issues for almost 3 months last year. At that time, it was also a wait and see game.

At this time, we are requesting a clear timeline for when our children will be in their classrooms, with all of the steps outlined. We also request weekly status updates so that we are not left hanging. It is time for our teachers and children to be settled.

Sincerely,

Tanine Allison  
Namita Agravat  
Sanjay Agravat  
Luis Aguilar  
Virginia Autret  
David Berhanu  
Amy Bingham  
Azalia Boyd  
Paul Coburn  
Sara Coburn  
Rida Fatima  
Vrinda Fernandes  
Emily Goldstein  
Jason Goldstein  
Imran Hussain  
Marc Joyner

Tonya Joyner  
Danita Mank  
Stephen Mank  
Hoda Mardon  
Clement Mardon  
Rachel May  
Daniel May  
Dawn Mccafferty  
Eric Moore  
Ping Moore  
Mickaël Ngankori  
Adithya Rao  
Ludmila Voyles  
Patricia Washington  
Weslee Washington  
Sarah Wilson

Amendment:

Please see additional concerns voiced by teachers and parents:

1. As 3rd graders, these students will be taking the GA Milestones for the first time. This situation is causing stress on the teachers to have the kids prepared but also puts our kids in an adverse situation as their learning and focus is being interfered with.
2. Parents have voiced concerns about the big tree that is hanging next to the trailer but have not received feedback.
3. We have received minimal communication on the status (the last being on September 21). Please see below for all communications received to date:

**August 2**

*Good Afternoon*

*We look forward to seeing you tomorrow at orientation. I wanted to let you know that our Modular building will not be ready for you to enter tomorrow. We are awaiting a timeline for the last part of our construction.*

*No matter what the timeline becomes, we have a space for your classes to be a community and to learn. The teachers are anxiously awaiting your children and will make this a rewarding experience for all involved.*

*You will meet your teachers in the conference room after you enter through the Village Plaza.*

*Please reach out if you have any questions.*

*Christi Elliott-Earby  
Head of School  
The GLOBE Academy  
404-464-7040*

**August 29-September 7**

Informal via Facebook from Rachel May's communication with Juan and CEE

*"Yes, sorry you couldn't attend, as I provided an update then. Before Georgia Power can put a new power pole on the property they require an easement signed by Dekalb County Schools' legal department and the superintendent.*

*I got word today that we will have the signed forms tomorrow. Based on the time it takes to schedule/complete the work (our contractor has a few items to complete after Georgia Power is*



*done) I estimate at this time that we are 1-1.5 weeks from completion, provided we really do get the signed form tomorrow.*

*As I have stated in prior board meetings, I really appreciate everyone's patience. I really do understand everyone's frustration.*

*Thanks,*

*Juan”*

*“Christi asked me to pass along that they are 'getting close and hope to have a date and timeline today or Monday morning' for the rest of the work. She will be sending out an update to our classes as soon as that info comes in. Admin and the board are doing everything they can to get this finished.”*

### **September 13**

*Good Afternoon LC Parents:*

*As many of you know, 3rd grade French has been holding classes in the Village Plaza while our modulars are being finished. The good news is that the end is in sight. We passed our electrical inspection and GA Power will be out here at Lower Campus tomorrow. We have received word that the power will need to be turned off while work is performed tomorrow. We were hoping to have the work done after school hours, but this is not possible. It most likely will just be the power to the modulars but could be the whole building. It will only be for an hour or two. School will still go on. This will be an adventure and a day to remember for the students.*

*Our phones do not work while the power is out. If it is the whole building for an hour or two, our calls will be routed to UC. Pat Ferguson will then be able to call or text Talia Dow, AHOS for LC, to ensure any messages get to us.*

*Christi Elliott-Earby*

### **September 17**

*Informal from Lead English Teacher, Dawn McCafferty*

*As some of you may know GA Power were on site on Friday to work on the trailer. There is still a lot of work left to go but so far we are heading in the right direction. As soon as we have any more updates on power, plumbing, pathways, landscaping etc we will let you know. At this point it is looking like we may be moving in sometime in October...we'll keep you posted.*



## **September 21**

*Dear 3rd French Parents,*

*We are preparing for phase two of the modular building project which entails shutting power down to the main building which we will coordinate with Georgia Power. This is the phase where they are putting in an underground wire to attach to the main building. When we get an available date from Georgia Power we will inform everyone. This is the last step before the CO can be issued from the Fire Marshall and occupy the building. Once again thank you your patience.*

*Christi Elliott-Earby  
Head of School  
The GLOBE Academy  
404-464-7040*

## **October 29**

*Dear Namita and 3rd grade families,*

*Thank you for your thoughtful email. We understand your concerns and share your frustrations on this matter. This project has taken much longer than expected. As you know the school and the Board's facilities committee and have been working diligently to get this resolved - Juan and I continue to press on this daily with contractors and GA Power. At this time, there are a few more steps that need to happen before we can occupy the modular/trailer space:*

- 1. GA Power has to come in for the last phase. This work was originally scheduled for Oct 12 but the hurricane caused the company to cancel setting off a series of delays. We have been told that they will begin this work in the next week. Our contractor has been in close contact with GA Power and will be following up again on Monday to confirm plans for this week. This has been the most difficult step given that GA Power's service time is not in our control.*
- 2. Once GA Power's work is completed, our contractor will be taking care of final items to meet code (hand rails, fire alarm, handicap ramp to playground, fire marshall inspection etc). This is anticipated to take ~3 days to complete. These are being planned out now so that they may be completed quickly post GA Power's work.*

*We sincerely apologize that this has taken the time that it has and appreciate the efforts of our teachers and the patience of our students and families in this situation. We can't promise a timeline, but please know that this is the highest priority for the school and the Board to have completed. We will send an update at the end of this week to provide you with info on any progress that has been made. We are hopeful that this work is*

*completed very soon and we have no additional delays.*

*Best,*

*Christi Elliott-Earby, Head of School*

*CC:*

*Sharon Camara, Chair, Board of Directors*

*Juan Archila, Facilities Chair, Board of Directors*

**Christi Elliott-Earby**  
Head of School

**Dr. Sharon Camara**  
Chair  
Board of Directors



Dear Namita and 3rd grade families,

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1. GA Power has to come in for the last phase. This work was originally scheduled for Oct 12 but the hurricane caused the company to cancel setting off a series of delays. We have been told that they will begin this work in the next week. Our contractor has been in close contact with GA Power and will be following up again on Monday to confirm plans for this week. This has been the most difficult step given that GA Power's service time is not in our control.
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Best,  
Christi Elliott-Earby, Head of School

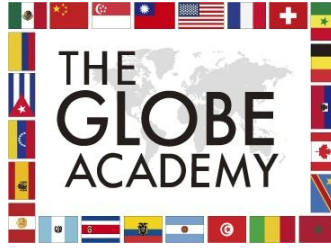
CC:  
Sharon Camara, Chair, Board of Directors  
Juan Archila, Facilities Chair, Board of Directors

# Coversheet

## Approve Minutes

**Section:** III. Consent Agenda  
**Item:** B. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on September 24, 2018

APPROVED



## The GLOBE Academy

### Minutes

#### Board of Directors Meeting

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#### **Date and Time**

Monday September 24, 2018 at 7:00 PM

#### **Location**

4105 Briarcliff Road NE, 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.

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#### **Directors Present**

A. Patel, C. White, J. Archila, M. Hudson, S. Camara, S. Moore

#### **Directors Absent**

B. Williams, R. Hudak, W. Acree

#### **Guests Present**

Aba Rogers, C. Elliott-Earby, Johnny Garcia, K. Holder, Kady Weingart (PTCC), Katie Monroe, Kimberly Henshaw, Laura Hancock, Lorea Montgomery, Luis Pacheo, Robyn Brandman, Vilma Villalobos, Z. Funchess

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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 Sep 24, 2018 at 7:02 PM.

### **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 the Academic Committee should create more opportunities for all students and the administration should craft clean and concise disciplinary guidelines.

## **III. Consent Agenda**

### **A. Approve Agenda**

The agenda and minutes were approved by consent without objection.

### **B. Approve Minutes**

A. Patel made a motion to approve minutes from the Board of Directors Meeting on 08-27-18 Board of Directors Meeting on 08-27-18.

C. White seconded the motion.

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

## **IV. PTCC Report**

### **A. PTCC Report**

A formal report was included in the packet. Kady Weingart provided an oral report during the meeting.

## **V. Administration and Committee Reports**

### **A. Head of School Report**

A formal report was included in the agenda packet. Zakia Funchess, the school's data coordinator, gave a presentation on MAP data.

### **B. Academic Committee Report**

There was no formal report this month. Sharon reported that the committee met the previous Friday and the minutes from the meeting will be submitted.

### **C. Finance Committee Report**



There was no formal report this month. Chip stated that the upcoming committee meetings have been set for the rest of the year. The funding model has been simplified, as it is the total amount of money that DeKalb County will spend on the school system divided by the number of children and it equals the rate of dollars per student. Last year, DeKalb County shorted the school \$875K and has since given the school \$610K of that money. DeKalb County indicated it would give the school an undisclosed amount of the remaining money. The budget will be amended for two reasons: to account for the remaining money once received by DeKalb County and to adjust for the current enrollment level (budgeted for 860 students, currently 906 students enrolled). The final financials for 2017 and the audit will be presented at the October meeting.

#### **D. Facilities Committee Report**

A formal report was included in the agenda packet. A discussion was held about the ongoing talks regarding the possible expansion plans for Lakeside High School. Next steps include submitting a letter to the DeKalb BOE clearly stating the school's position.

#### **E. Development Committee Report**

There was no formal report this month. GLOBE Trot is set for November 16th. The glitch in the system for Annual Fund has been resolved. Annual Fund currently stands at \$18,500, but will increase to \$21K once outstanding items are reconciled. Mary Busbee has volunteered to handle the logistics with matching funds.

#### **F. Communications Committee Report**

There was no formal report this month. The committee is in the final stages of vendor selection for brand management.

#### **G. Governance Committee Report**

There was no formal report this month. The next scheduled committee meeting will be October 9th.

#### **H. Strategic Planning Committee Report**

There was no formal report this month. Sharon indicated that there was follow-up, using the input from committee members and staff, with one vendor regarding the strategic plan. Sharon and Monique are working on the Equity Audit portion as well.

#### **I. Diversity Committee Report**

There was no formal report this month. Committee held an interest meeting this month for new members. Committee members will branch out to stay abreast of the work of other committees. Proposals for a potential Equity Audit vendor have been received and work is being completed to choose the vendor. At the next committee meeting, future committee meetings will be decided upon and subsequently posted online.

#### **J.**

### **Head of School Evaluation and Support Committee Report**

There was no formal report this month. Sharon said that she will be meeting with Ryan this week to discuss the work of this committee.

### **VI. Old Business**

#### **A. Board Administration Status Report**

A formal report was included in the agenda packet.

### **VII. New Business**

#### **A. Annual Sunshine Laws Review**

A formal outline was included in the agenda packet.

### **VIII. Closing Items**

#### **A. Adjourn Meeting**

The next scheduled meeting will be held on Monday, October 29, 2018 at 7 p.m. at Upper Campus.

J. Archila made a motion to adjourn the meeting.

C. White 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 8:20 PM.

Respectfully Submitted,

K. Holder

# Coversheet

## PTCC Report

**Section:** IV. PTCC Report  
**Item:** A. PTCC Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2018.10.29 PTCC Report.pdf

# PTCC MONTHLY REPORT

## OCTOBER 29, 2018

### UPCOMING EVENTS

October 29-November 2 – UC Book Fair and Peace Week

November 3 – GLOBE Academy Marketplace Artesian and Vendor Fair

November 16 – GLOBE Trot

November 26 – 30 – LC Book Fair

### MONTHLY OVERVIEW

#### **International Fest – September 22**

GLOBE held their annual International Fest inviting the entire GLOBE community to share their heritage with food, performances, music, and a variety of arts and crafts booths.

#### **Hispanic Heritage Celebration – October 12**

GLOBE celebrated National Hispanic Heritage Month with special projects and performances shared with the entire student body and parents. Students celebrated in a variety of ways including dancing, singing, performing plays, and completing cultural projects.

#### **2018-2019 PTCC Budget Finalization – October 23**

The PTCC Budget was voted on and approved Tuesday, October 23. The PTCC was provided the budget along with a list of frequently asked questions prior to and during the voting process.

#### **Grow Your Roots at GLOBE – October 27, 2018**

The GLOBE community gathered for a fall grounds cleanup to enhance the outside areas of our school for safety, functionality, and aesthetics. Volunteers built an outdoor classroom, added mulch to areas with playground equipment, removed tree stumps, and landscaped the flagpole garden.

### PTCC GOALS

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



# Coversheet

## Academic Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** B. Academic Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.10.29 Academic Committee Report.pdf



**The GLOBE Academy**  
**Academic Committee Report**  
**29 October 2018**

**Committee Chair:** Ryan Hudak

**Report Type:** Update

**Meeting Date:** 10/19

**Attendees:** Sandra Daniel, Zakia Funchess, Ryan Hudak, Judy Limor, Kevin Holder, Melissa Murphy, Karen Padron

**Update:**

1. The committee the discussed the current plan for the capstone trip. After working through a few plans, the final option that is being finalized is a trip to Savannah. During the trip, students will visit the National Museum of the Mighty Eighth Air Force, the Wormsloe Historic Site, the Tybee Island Marine Science Center and the First African Baptist Church, which is the oldest Black church in North America.
2. The committee discussed the framework for future capstone trips. A plan was put forth to offer single country rotation trips. For the first year, two trips (French and Spanish) will be offered, but for each subsequent year only one trip will be offered.
3. The committee discussed the preliminary research results of schools across the county that offer immersion in middle school. While the initial results were helpful in guiding the discussion, it was agreed that more research was needed before the committee crafted a final recommendation.
4. The committee discussed Zakia's progress on properly coding EL, gifted and students with disabilities in MAP and gaining access to Milestones through Infinite Campus. In the future, the goal is to merge data in a pivot table.
5. **Next meeting:** November 16, 2018 from 1:30p-2:30p (subject to change, as this is the same day as GLOBE Trot)

**End of Report**



# Coversheet

## Facilities Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** D. Facilities Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.10.29 Facilities Committee Report.pdf



## The GLOBE Academy

### Facilities Committee Report

October 29, 2018

**Committee Chair:** Juan Archila

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

**Committee Meeting Dates:** October 2, October 16

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

#### I. Task List Review

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

1. Georgia Power's underground crew was scheduled to be on site on Friday, 10/12, but had to cancel due to Hurricane Michael. At the time of this writing, crews were still in Florida and parts of Georgia and the work has not been rescheduled, although we heard there was a chance that they could show up on Saturday, 10/27 (not confirmed). They did come unannounced on Wednesday, 10/24 to install a transformer, which was part of what needed to be done.
2. I continue to empathize with everyone affected by this very unfortunate delay and try to stay on top of the contractor to remain in contact with Georgia Power and do everything he can to complete work that doesn't depend on them. Based on what else is needed (fire alarm, handrails, seeding/planting, fire marshal inspections), the contractor has agreed to be complete in three business days after Georgia Power is complete, but we must be ready in case other issues arise (not anticipated but we must be prepared).

##### B. Upper Campus:

1. We are continuing the planning for 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 continuing to look 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. We are getting three quotes for removing the cross/steeple at the front of the property (above the bells).
4. We are getting three quotes for demolishing the house at 4069 Briarcliff and leveling it for a playfield.

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

**End of Report**

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

DRAFT



Juan Archila &lt;juanarchila@theglobeacademy.net&gt;

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## GLOBE Facilities Committee Meeting Notes, 10/2/18

1 message

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**Juan Archila** <juanarchila@theglobeacademy.net>

Fri, Oct 26, 2018 at 9:30 AM

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>, Judy Limor <jlimor@theglobeacademy.net>, Dana Stone <dana229@gmail.com>, drgarcia <drgarcia@i2wc.com>, Tyler Goforth <tgoforth@theglobeacademy.net>, Jen Millarker <jparker@theglobeacademy.net>, Jason Smith <jsmith@stevens-wilkinson.com>

Attendees: Juan Archila, Darren Fagan, Brad Jones, Judy Limor, James Minderhout, Jason Smith (S&W)

Meeting called to order at 6:35pm

### 1. Updates for the Group:

A. Lower campus and Georgia Power: Georgia Power has not been onsite to perform the work as yet. However, they have allowed our contractor to do some of the work that Georgia Power was originally going to do, so that sidewalks can be poured before they come out, saving some time.

B. Stevens & Wilkinson (Pro bono architectural planning services): Traffic study quotes received. Work continues on elevator bridging documents.

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

A. Upper Campus Pedestrian Safety: Darren and Judy discussed the current issues and proposed various solutions that were to be implemented by GLOBE as soon as possible. Dekalb County must still address signage at Shallowford.

Meeting adjourned at 8:00pm



Juan Archila <juanarchila@theglobeacademy.net>

## GLOBE Facilities Committee Meeting Notes, 10/16/18

Juan Archila <juanarchila@theglobeacademy.net>

Fri, Oct 26, 2018 at 9:30 AM

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Attendees: Juan Archila, Darren Fagan, Johnny Garcia, Brad Jones, Brenda Marsh (S&W), James Minderhout, Elizabeth Oliver, Jason Smith (S&W), Dana Stone

Meeting called to order at 6:34pm

### 1. Updates for the Group:

A. Lower campus and Georgia Power: Georgia Power was scheduled to complete their work on Friday, 10/12 but had to cancel due to Hurricane Michael, as crews were deployed to Florida and the southern part of Georgia to help with recovery. The contractor had not poured sidewalks prior to 10/12 because he thought Georgia Power would end up damaging freshly-poured sidewalks but after this cancellation he decided he will go ahead and do it - as it could be several days (note: it is now 10/26 and they still haven't rescheduled the underground portion although they came out on 10/24 to change out transformers).

B. Stevens & Wilkinson (Pro bono architectural planning services): Proposed elevator drawings and specifications were passed out for the group's review. It appears to be the minimum size needed to comply with today's codes and is said to be the most economical, although three bids would have to be obtained. It also has a shallow pit (4'), which helps minimize construction impact. S&W also passed around a draft RFQ for Design/Build services for the ground floor work that will take place this summer (including the elevator). Juan noted that he is also looking at getting a Program Manager on board, as these projects are too large and too complex for the committee or the school to manage.

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

A. Upper Campus Site: Brad noted that any project that we take on at the Upper Campus that requires a permit will require a site plan with topography. Our current survey, which was performed as part of the sale, does not have topography, but the surveyor has given us a quote to add it. Juan agreed to forward this quote to administration for approval. Dana will get three bids on demolishing the house at 4069 Briarcliff for a playfield.

B. Upper Campus Electronic Sign: The school is interested in using this electronic sign again, but there is an apparent power issue (non-functional). The school will look into this.

C. Campus Security Grant: No word on the status of this grant, but the group discussed what would need to be done regardless. The main idea is that we might want to focus our resources on entrances and think of improvements as more of a branding / welcoming effort as opposed to "putting up walls." Brad will come up with different ideas for the next meeting.

D. Focus of Next Two Meetings: 10/30: Space planning at upper campus / determining the scope of the interior work needed for Fall 2019 and incorporating into the RFQ for Design/Build. 11/13: Site planning for upper campus / determining what can be done for Fall 2019 as a separate effort from the interior work. It will be critical to have GLOBE administration present in order to convey the need.

Meeting adjourned at 7:56pm

# Coversheet

## Strategic Planning Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** H. Strategic Planning Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.10.29 Strategic Planning Committee Report.pdf





**The GLOBE Academy**  
**Strategic Planning Committee Report**  
**29 October 2018**

**Committee Chair:** Sharon Camara

**Report Type:** Update

**Meeting Date:** 10/16

**Attendees:** Denise Clayton-Purvis, Katie Monroe, Lisa Dibble, Sharon Camara, Sandra Daniel, Zakia Funchess

**Summary**

- A.** Reviewed final strategic planning proposal  
Team reviewed the contents and steps in the strategic plan proposal
- Discussed what roles should be represented in the Guiding Team
- Classroom teacher language and english teacher
  - Middle School and elementary school
  - Specials
  - Special ed – (Cat)
  - Counselor
- We should give an overview at a staff meeting of what will happen, solicit or present contacts for each role and let folks know they can provide input through representative contacts
- When we ask for participants make sure we say Here is time commitment, here is when meetings will be
- B.** Reviewed next steps with vendor  
When meeting with vendor later this week, will add Denise to the invite. Will clarify what roles and how many people will be in the Guiding Team.
- Expect participation to include our committee, board members, PTCC representation
- C.** Established weekly check-in meetings with Strategic Planning Vendor
- D.** Planning Guiding Team kickoff for 11/6 from 4:30-6pm

**End of Report**

# Coversheet

## Diversity Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** I. Diversity Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.10.29 Diversity Committee Report.pdf



**The GLOBE Academy**  
**Diversity Committee Report**  
**29 October 2018**

**Committee Chair:** Monique Hudson

**Report Type:** Update

**Attendees:** Brandi Jenkins, Christina Catinella, Judy Limor, Monique Hudson, Nakita Hunter, Sharon Camara

**Meeting Date:** 10/24

**Updates:**

**A. Equity Audit**

- a. Set to begin with Kick Off meeting on Wednesday, October 31<sup>st</sup> at 9 a.m.
- b. Expected attendees: HOS, AHOS (UC & LC), Board Chair, Diversity Committee Chair, Data Coordinator, Administration designees, if desired
- c. Discussion to include: schedule of the audit (anticipated completion in December 2018), keys to success, designation of logistic coordinator for both campuses and site visit
- d. Diversity Committee concerns/comments/suggestions (comments will be shared during Kick Off meeting)
  - i. Diversity Committee will be cheerleaders/promotion ambassadors for written survey participation
  - ii. Ensure that diverse faculty understand survey tools (consider group surveys or interviews)
  - iii. Willing to assist with age appropriate surveys, if necessary (smiley faces, raised hands, etc)
  - iv. Suggested completion during tech class for LC
  - v. Suggested completion during homeroom for UC
- e. Equity Audit proposal will be available on BoardOnTrack and possibly the GLOBE website

**B. Community Forum**

- a. The forum relates to the town hall forum referenced in HOS October 11, 2018 email to the GLOBE community. Diversity Committee assisting with engagement of an outside/professional facilitator. Forum date and time TBD upon engagement and coordination with facilitator and school calendar.

- b. Discussion held regarding expectations of content, participants and format of the forum. Very different perceptions and expectations from committee members.
    - i. Q & A session regarding recent event
    - ii. Major concerns regarding privacy of families involved
    - iii. Policy regarding bullying
      - 1. How is it defined at GLOBE?
      - 2. What would GLOBE do in specific instances?
      - 3. What does GLOBE do proactively to address bullying?
    - iv. Who should be in attendance at the forum
      - 1. Faculty should be there. Parents want to know how those in charge at school address the situation and training they have received.
    - v. Format suggestions
      - 1. Perhaps questions could be submitted prior to allow thorough answers and grouping of similar issues by facilitator.
      - 2. Limited Q & A for those who additional questions with understanding that some questions may need follow-up.
    - vi. Expectations will be discussed with Administration and Board for communication with facilitator and organization of the forum.
- C. Committee Member Comments and Concerns
- a. Concern about faculty/staff training regarding historical matters in the U. S. and how they influence current culture. Example was given about how some foreign staff are unaware of the controversy around Columbus Day.
  - b. Hispanic Heritage, Chinese New Year, French celebration should somehow be blended and appreciated/celebrated across tracks. Consistent messaging with rationale among tracks and exposure to other students.
    - i. Many believe this is already being done. But some do not.
  - c. Suggested that International Fest do more to highlight different cultures and communities.
    - i. Suggested that food choices be set up in stations and guest travel to the various stations and learn about the culture in those places.
    - ii. Families can be encouraged to showcase their cultures.
  - d. Black History Month initiatives are underway by PTCC. Diversity Committee will reach out to see if we can be of assistance.
  - e. Suggested developing diversity-focused action items for teachers. Suggestions:
    - i. 5-minute Focus Topic suggestions from the Diversity Committee
    - ii. Diversity Committee newsletter
    - iii. Offer suggestions to HOS for her Cultural Competence communications
    - iv. Diversity Committee develop single sentence challenges.
- D. Other Items
- a. Communication will go out to Diversity Committee members regarding equity audit surveys.
  - b. **Next meeting:** December 3, 2018 at 6 p.m. – Upper Campus

## End of Report

# Coversheet

## Nomination and Election of New Board Member

**Section:** VII. New Business  
**Item:** A. Nomination and Election of New Board Member  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Candidate Profile - Katie Monroe.pdf



### **Profile of Board Candidate**

Dr. Katherine S. Monroe currently serves as the academic program director of the Anesthesiologist Assistant Program at the Emory University School of Medicine. Her research interests include applications of adult education and faculty development of clinician educators. Prior to current role at Emory, she served as the associate program director of the same program. Since 2002, she has practiced pediatric anesthesia as a certified anesthesiologist assistant, including serving for over five years as the chief anesthetist at Children's Healthcare of Atlanta at Egleston. Dr. Monroe earned a Doctor of Philosophy (PhD) in Higher Education Leadership from Mercer University and Master of Medical Science (MMSc) in Anesthesiology from the Emory University School of Medicine. Dr. Monroe is a member of the Georgia Society of Anesthesiologists/Georgia Academy of Anesthesiologist Assistants, American Society of Anesthesiologists and American Academy of Anesthesiologist Assistants.