



The GLOBE Academy

Board of Directors Meeting

Date and Time

Monday January 28, 2019 at 7:30 PM EST

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
I. Opening Items			07:30 PM
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

07:35 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 **07:40 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 November 26, 2018

C. Approve Minutes	Approve Minutes	Sharon Camara	5 m
--------------------	--------------------	------------------	-----

Approve minutes for Board of Directors Meeting - Special Meeting on December 20, 2018

IV. PTCC Report **07:55 PM**

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

V. Administration and Committee Reports **08:00 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	Katie Monroe	5 m
----------------------------------------	---------	-----------------	-----

I. Diversity Committee Report	Discuss	Monique Hudson	5 m
-------------------------------	---------	-------------------	-----

J. Head of School Evaluation and Support Committee Report	Discuss	Ryan Hudak	5 m
--------------------------------------------------------------	---------	---------------	-----

VI. Old Business

VII. New section **08:50 PM**

A. Election of Academic Committee Chair	Vote	Sharon Camara	5 m
-----------------------------------------	------	------------------	-----

VIII. Closing Items

**08:55
PM**

A. Adjourn Meeting

Vote

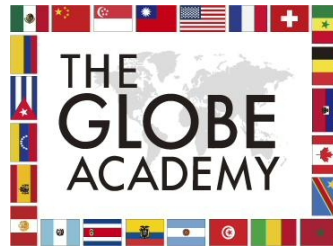
Sharon
Camara

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 November 26, 2018

APPROVED



The GLOBE Academy

Minutes

Board of Directors Meeting

Date and Time

Monday November 26, 2018 at 7:00 PM

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.

Directors Present

B. Williams, C. White, J. Archila, K. Monroe, M. Hudson, R. Hudak, S. Camara

Directors Absent

A. Patel, S. Moore, W. Acree

Guests Present

C. Elliott-Earby, Christina Steiner, Christina Waide, Drew Reynolds, J. Garcia, K. Holder, Kimberly Henshaw, Namita Agravat, S. Mellage

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 Nov 26, 2018 @ 7:01 PM at 4105 Briarcliff Road NE, 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

Namita Agravat requested that the Board consider a "Plan C" whereby students at lower campus who are affected by the situation with the lower modulars will have an alternative placement. Namita also requested that students who will be moving to Upper Campus next year not be affected by the future construction.

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 10-29-18.

K. Monroe seconded the motion.

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

IV. PTCC Report

A. PTCC Report

Christina Waide reported that the UC Book Fair raised \$1,700 Scholastic dollars, which will be used to purchase more books. Makers Market and Vendor Fair was held on November 3rd. This year's event was planned over the course of five weeks and served as a test run. The event raised \$2,800, which will be used for improvements to GLOBE's outdoor space.

V. Administration and Committee Reports

A. Head of School Report

There was no formal report this month. Christi gave a presentation about CCRPI. The presentation was included in the agenda packet.

B. Academic Committee Report

There was no formal report this month. The November meeting was canceled because it conflicted with GLOBE Trot.

C. Finance Committee Report

There was no formal report this month. Chip indicated that he would send out a PDF version of the current financials.

D. Facilities Committee Report

A formal report was included in the agenda packet. Chip asked if there was anything that could be done to put more pressure on Georgia Power to complete their work. A brief discussion on the topic. Ryan floated the idea of contacting DeKalb County Commissioner Jeff Rader. Juan suggested giving Georgia Power until the end of the week before attempting to contact anyone for assistance regarding this matter.

E. Development Committee Report

There was no formal report this month.

F. Communications Committee Report

There was no formal report this month.

G. Governance Committee Report

A formal report was included in the agenda packet.

H. Strategic Planning Committee Report

A formal report was included in the agenda packet. In addition, Katie gave a presentation about the school's current strategic plan purpose and process. The presentation was also included in the agenda packet.

I. Diversity Committee Report

A formal report was included in the agenda packet.

J. Head of School Evaluation and Support Committee Report

A formal report was included in the agenda packet. Sharon indicated that the committee would be holding their third meeting before the end of the month.

VI. New Business

A. Lottery and Admissions

Motion made by Monique to amend the agenda to add a discussion about the weighted lottery and admissions as an item in New Business. Motion seconded by Ryan. Motion approved by all present.

A discussion was held about the implications of using the weighted lottery. Sharon noted that last year's goal for increasing the new students entering into kindergarten was 4% and the school improved by 5% - from 12% to 17%. The county's goal is for the school to be within 10% of the county number, which is 65%. The overall goal was to hit 20% within the charter term.

Motion made by Monique to use a weighted lottery for the 2019-2020 school year. Motioned seconded by Brian. Sharon, Juan, Ryan, Monique, Chip, Brian voted to approved the motion. Katie abstained.

An additional discussion was held regarding the school's admissions policy.

Motion made by Monique to amend the charter to allow for the acceptance of students in grades K-8 with the ability to determine the number of slots and the method of entry for those grades. Motion seconded by Katie. Motion approved by all present.

Motion made by Katie to accept students through open lottery for K-1 and 6th grade and use STAMP testing to determine eligibility for grades 2-5 for the 2019-2020 school year. Motion seconded by Chip. Motion approved by all present.

VII. Closing Items

A. Adjourn Meeting

The next scheduled meeting will be held on January 28, 2019 at 7 p.m. at Upper Campus.

C. White made a motion to adjourn the meeting.

B. Williams 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 8:55 PM.

Respectfully Submitted,

K. Holder

Cover Sheet

Approve Minutes

Section: III. Consent Agenda

Item: C. Approve Minutes

Purpose: Approve Minutes

Submitted by:

Related Material:

Minutes for Board of Directors Meeting - Special Meeting on December 20, 2018

APPROVED



The GLOBE Academy

Minutes

Board of Directors Meeting - Special Meeting

Date and Time

Thursday December 20, 2018 at 6:00 PM

Location

4105 Briarcliff Rd 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 and O.C.G.A. § 50-14-1(d)(2).

Directors Present

A. Patel, B. Williams, C. White, J. Archila, K. Monroe, S. Camara, S. Moore

Directors Absent

M. Hudson, R. Hudak, W. Acree

Guests Present

C. Elliott-Earby, Jason Bitar, K. Holder, Laura Hancock, Robyn Brandman, Stacey Stratigos, Vilma Villalobos

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 Thursday Dec 20, 2018 @ 6:08 PM at 4105 Briarcliff Rd NE, Atlanta, GA 30345.

II. Facilities Committee**A. Review Upper Campus Upgrade Plan**

Juan provided an update on the completed work on the LC modulars. Juan spoke about the preliminary site plan for UC and bridging documents provided by Stevens & Wilkinson.

Stacey made a motion to approve Colliers International for provision of services for program management for UC renovation and elevator retrofit. Motion seconded by Anita. Motion approved by all present.

Stacey made a motion to approve Hogan Construction Group for pre-construction services for UC for architectural/engineering design, pricing, bidding subcontractors, permitting, quality assurance/quality control, constructability reviews, scheduling, value engineering and other related services. Motion seconded by Anita. Motion approved by all present.

Stacey made a motion to approve Moreland Altobelli for the purposes of providing a traffic study and report for UC for potential intersection improvements. Motion seconded by Katie. Motion approved by all present.

Chip made a motion to approve the opening of an account in the form a certificate of deposit to be used as collateral until the overall property is revalued up to \$250K. Motion seconded by Brian. Motion approved by all present.

III. Closing Items

A. Adjourn Meeting

S. Moore 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 6:26 PM.

Respectfully Submitted,
K. Holder

Cover Sheet

PTCC Report

Section: IV. PTCC Report
Item: A. PTCC Report
Purpose: FYI
Submitted by:
Related Material: 2019.01.28 PTCC Report.pdf

PTCC MONTHLY REPORT

JANUARY 28, 2019

UPCOMING EVENTS

February – Black History Month

February 2 – Chinese New Year

February 26 – Science Night

March 23 – An Evening Around the GLOBE – Annual Auction

MONTHLY OVERVIEW

LC Book Fair – November 26 – 30

GLOBE held a very successful LC Book Fair. We expect the results in the Spring.

Parent Speaker - November 29

Due to popular demand, the PTCC brought back Ben Halpert of Savvy Cyber Kids to conduct Parenting Program “Growing Up in the Digital Age - How to Stay Safe & Play It Smart”. The program was well attended and well received.

GLOBE Rocks – January 12

The GLOBE community came out to Napoleon’s and the Vista Room on Saturday, January 12 to eat, dance, and listen to some great music – all to raise money for GLOBE’s music department..



PTCC GOALS

- Increase PTCC volunteerism; inspire new volunteers
 - Building technical capacity of PTCC (PTOffice, Online sales)
-
-

Cover Sheet

Head of School Report

Section: V. Administration and Committee Reports
Item: A. Head of School Report
Purpose: Discuss
Submitted by:
Related Material: 2019.01.28 HOS Report.pdf

HOS Report

1/28/19

Updates

Snow Day tomorrow! We follow DCSD for weather closures. WSB best place to gain information about school closures.

We hosted the DLI in a Day confrence through the GADOE. We had a great turn out of 150 teachers and administrators for a day of learning.

Celebration of Life for Lovetta “Lovey” Brown Saturday.

Enrollment

	Dec	Out/+	Jan
K:	144	-1	143
1:	144	-2	142
2:	132		132
3:	121		121
4:	50		50
5:	72		72
6:	97		97
7:	85	-1	84
8:	55		55
Total:	900		896

Students signed up to take STAMP for 2nd-5th: 48
 22 have already taken the test with 18 passing

RTI and 504 data for this school year:

UC 504

August 45, Now 50 with 3 in the pipeline

LC 504

August 16, Now 22 with 0 in the pipeline at this time

LC RTI.	Tier 2	Tier 3	PCE
	19	23	11
UC RTI	20	16	4

MAP Growth Data will be given at the next board meeting in February.

Cover Sheet

Academic Committee Report

Section: V. Administration and Committee Reports
Item: B. Academic Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2019.01.28 Academic Committee Report.pdf



The GLOBE Academy
Academic Committee Report
January 28, 2019

Committee Chair: Ryan Hudak

Report Type: Update

Attendees: Christi Elliott-Earby, Drew Reynolds, Lisa Dibble, Ryan Hudak, Sandra Daniel, Zakia Funchess, Talia Dow

Updates:

1. Sandra presented information on a new vendor (Walking Tree) for international trips. It was proposed that trips begin in 2020 and rotate each language every three years. A French track and Spanish track trip would be offered in 2020 and then a Mandarin track trip would be offered in 2021. This proposal would simplify the planning process each year (one trip) and every student would have an opportunity to take a trip in either 6th, 7th or 8th grade. Ryan agreed to speak with Katie about scheduling a formal proposal to be put before the Board for consideration at an upcoming meeting.
2. Sandra presented DLI courses that have been approved by GaDOE. A discussion was held on the feasibility of offering some of them at the middle school in the future. Sandra, Christi and Judy will hold continued discussions and will be discussed again at the next meeting.
3. Next meeting: February 15th at 1:30 p.m. – Lower Campus, Conference Room

End of Report

Cover Sheet

Finance Committee Report

Section: V. Administration and Committee Reports
Item: C. Finance Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2019.01.28 Finance Committee Report.pdf



The GLOBE Academy
Finance Committee Report
January 28, 2019

Committee Chair: Chip White

Report Type: Update

Attendees: Chip White, Denise Clayton-Purvis, Leanna Cui

Update:

1. Chip will take the lead on getting an RFP together in preparation to interview the next auditor. The contract will begin for the 2018-2019. It is anticipated the contract will last for four years.
2. Denise will update the monthly check report so that each expense is accompanied by appropriate memo/description of that expense. It is currently showing correctly in QuickBooks, but not on the report.
3. Denise will research the excess cash policies of other charter schools in order to help The GLOBE's policy. The purpose of the policy will be to have a Board-approved plan in place for when cash reserves exceed three months of forward looking expenses. This will take place within the next two years. Next steps will be to write the policy and put it before the Board for approval.
4. Next meeting: February 19th at 8:30 a.m. – Upper Campus.

End of Report

Cover Sheet

Facilities Committee Report

Section: V. Administration and Committee Reports
Item: D. Facilities Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2019.01.28 Facilities Committee Report.pdf



The GLOBE Academy

Facilities Committee Report

January 28, 2019

Committee Chair: Juan Archila

Report Type: Report. No Board Action Required.

Committee Meeting Dates: 11/27/18, 12/11/18, 1/8/19, 1/22/19

***See attached meeting notes emailed to the committee previously.**

I. Task List Review

A. *Lower Campus Fall 2018 Modulars:*

1. Certificate of Occupancy was granted on 12/21/18 and the modulars were occupied at the beginning of Spring semester.
2. Work is not complete, however, and we are working with the contractor to complete sidewalk, seeding, and site clean-up.

B. *Upper Campus Interior Renovation and Elevator Retrofit:*

1. After two separate RFQ/RFP processes, Colliers International was selected as our Program Manager and Hogan Construction / Houser Walker Architecture was selected as our Design/Build team.
2. A design kick-off meeting was held on January 22 where a preliminary schedule was laid out. The interior renovations, which consist of outfitting classrooms on the lowest level for 8th grade, must be complete for the Fall semester while the elevator, which has a long lead time, may lag behind. Separate permitting may be pursued so that the elevator does not slow down the interior work.

C. *Upper Campus Site Master Plan:*

1. Upper Campus exterior improvements, including but not limited to parking lot improvements, playground modifications, fencing, site access, athletic field, etc., will be taken on in the short term as a master planning exercise.
2. Our committee will solicit proposals for a landscape architect to design all facets, with a detailed focus on the house site conversion to an athletic field.
3. Our committee will solicit input from stakeholders along the way through our regularly scheduled meetings, but for now costs/funding sources have not been identified for all projects that we may contemplate. Some projects may be stand-alone as fund-raising items and some may tie into a larger project to be tackled during a semester or school-year break.

Next Meeting: Tuesday, February 5, 2019 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, 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 <juanarchila@theglobeacademy.net>

GLOBE Facilities Committee Meeting Notes, 12/11/18

1 message

Juan Archila <juanarchila@theglobeacademy.net>

Thu, Jan 10, 2019 at 8:58 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>, Dana Stone <dana229@gmail.com>, Darren Fagan <dfagan@irishpubcompany.com>, Delilah Wynn-Brown <delilah@wynnbrown.com>, Denise Clayton-Purvis <cfo@theglobeacademy.net>, Denise Procida <Denise.Procida@perkinswill.com>, drgarcia <drgarcia@i2wc.com>, Elizabeth Oliver <elizabethgoliver@gmail.com>, Ghassan Bitar <gasbitar@aol.com>, James Minderhout <jm@atlantaproav.com>, Jed Dennard <jdennard.globe@gmail.com>, Jen Millarker <jparker@theglobeacademy.net>, Josh Gregory <josh.gregory@colliers.com>, Judy Limor <jlimor@theglobeacademy.net>, Kevin Holder <kholder@theglobeacademy.net>, 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>, Tyler Goforth <tgoforth@theglobeacademy.net>

All, apologies for the delay in sending these notes. I will send notes for our meeting on Tuesday, 1/8, shortly.

Attendees: Juan Archila, Darren Fagan, James Minderhout, Judy Limor

Meeting called to order at approximately 6:30pm

1. Updates for the Group:

A. Upper Campus Renovation Project for Fall 2019: Colliers Program Management proposal looks good to go. We will recommend board approval ASAP (completed: 12/20/18). We are set for Design-Build team interviews on 12/18/18.

2. Updates from the Group / Discussion:

A. Site Plans: Brad sent conceptual site plans for both campuses for our review. We focused on the Upper Campus and agreed that this needs to be prioritized for Fall 2019 as a separate project but added to Colliers PM scope.

Meeting adjourned at approximately 7:30pm



Juan Archila <juanarchila@theglobeacademy.net>

GLOBE Facilities Committee Meeting Notes, 1/8/19

Juan Archila <juanarchila@theglobeacademy.net>

Thu, Jan 10, 2019 at 9:29 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>, Dana Stone <dana229@gmail.com>, Darren Fagan <dfagan@irishpubcompany.com>, Delilah Wynn-Brown <delilah@wynnbrown.com>, Denise Clayton-Purvis <cfo@theglobeacademy.net>, Denise Procida <Denise.Procida@perkinswill.com>, drgarcia <drgarcia@i2wc.com>, Elizabeth Oliver <elizabethgoliver@gmail.com>, Ghassan Bitar <gasbitar@aol.com>, James Minderhout <jm@atlantaproav.com>, Jed Dennard <jdennard.globe@gmail.com>, Jen Millarker <jparker@theglobeacademy.net>, Josh Gregory <josh.gregory@colliers.com>, Judy Limor <jlimor@theglobeacademy.net>, Kevin Holder <kholder@theglobeacademy.net>, 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>, Tyler Goforth <tgoforth@theglobeacademy.net>, "Brooks, Scott" <Scott.Brooks@colliers.com>

Attendees: Juan Archila, Scott Brooks (Colliers), Christi Elliott Earby, Brad Jones, Elizabeth Oliver

Meeting called to order at 6:35pm

1. Updates for the Group:

A. Upper Campus Interior Renovation and Elevator Retrofit: Scott Brooks was introduced as our program manager from Colliers International. Christi signed his contract. Scott mentioned that he will begin to press Hogan Construction, our selected Design/Build contractor, to get a draft of their contract ASAP. Kevin Richardson will also be on the PM team. Moving forward, we will need to establish cadence of meetings and how to provide timely design feedback. The idea of remote meetings (Skype) was discussed.

2. Updates from the Group / Discussion:

A. Certificate of Occupancy: Grease trap inspector made a visit to GLOBE and indicated that we may be in violation of our Certificate of Occupancy. Christi forwarded me the email and Tyler was to send me further communications (completed, 1/10/19). It appears that we may be OK, as we have not done any new construction since the purchase, but GLOBE needs to call the plan review department to potentially update our Certificate of Occupancy to show that we own the site outright and are not sharing space with the church.

B. Upper Campus Exterior Work: The Board voted to put collateral into a CD, freeing up the house property to be redeveloped into an athletic field. A topo/tree survey was completed and the group reviewed challenges/opportunities including the presence of specimen trees and steep/hilly grades that may prevent a full-width level field. We agreed that Colliers should add this project to their PM scope - we are expecting an additional service proposal.

C. Steeple removal: Final approval was granted to take the main steeple down over the bells. Juan to let Dana know to have Murty-Alcott pull the proper permits and schedule the work.

D. Lower Campus Modulars: The modulars are now occupied, however, the site work is incomplete. Brad sent Mark Howell Inc. a list of items to complete. We need to stay on top of him to get these completed, as the site is far from looking presentable.

Meeting adjourned at 7:45pm



Juan Archila <juanarchila@theglobeacademy.net>

GLOBE Facilities Committee Meeting Notes, 1/22/19

Juan Archila <juanarchila@theglobeacademy.net>

Sun, Jan 27, 2019 at 9:58 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 <celliott-earby@theglobeacademy.net>, Dana Stone <dana229@gmail.com>, Darren Fagan <dfagan@irishpubcompany.com>, Delilah Wynn-Brown <delilah@wynnbrown.com>, Denise Clayton-Purvis <cfo@theglobeacademy.net>, Denise Procida <Denise.Procida@perkinswill.com>, drgarcia <drgarcia@i2wc.com>, Elizabeth Oliver <elizabethgoliver@gmail.com>, Ghassan Bitar <gasbitar@aol.com>, James Minderhout <jm@atlantaproav.com>, Jed Dennard <jdennard.globe@gmail.com>, Jen Millarker <jparker@theglobeacademy.net>, Josh Gregory <josh.gregory@colliers.com>, Judy Limor <jlimor@theglobeacademy.net>, Kevin Holder <kholder@theglobeacademy.net>, Mira Williams <mirawilliams1973@gmail.com>, Ryan Hudak <rhudak.globe@gmail.com>, Ryan Hudak <rhudak@theglobeacademy.net>, Sharon Camara <scamara@theglobeacademy.net>, Tyler Goforth <tgoforth@theglobeacademy.net>

Attendees: Juan Archila, Sharon Camara, Darren Fagan, Judy Limor, James Minderhout

Meeting called to order at 6:35pm

1. Updates for the Group:

A. Upper Campus Interior Renovation and Elevator Retrofit: A design kickoff meeting was held immediately preceding this meeting, with representatives from Colliers, Hogan Construction, and Houser Walker Architecture. Juan represented The GLOBE Academy. Agenda and minutes were sent to the Facilities committee on 1/27/19. An electronic schedule for design and construction will be sent early next week (week of 1/28). The priority is turning in a permit set for the interior work ASAP. One or two more touch points with GLOBE will be needed (in-person or virtual meeting) before then and the team will reach out, through Kevin Richardson at Colliers, to schedule.

2. Updates from the Group / Discussion:

A. Upper Campus Exterior Work: After further discussion with administration, the group agrees that the new part-time facilities person, to be hired in the next few weeks, shall be the point of contact for this effort, which will begin as a master plan for the entire campus (including fencing, parking lot improvements, playground modifications, athletic field conversation at house site). Brad will get at least three proposals from landscape architects and we hope to have a recommendation to the Board for the February meeting.

B. Part-Time Facilities Person: The school has received several resumes of very qualified applicants. Based on the applicant pool, the successful candidate will be able to run multiple projects of varying complexity, with the largest being the Upper Campus exterior master plan. Juan recommended someone to apply and therefore has recused himself from the selection process. In fact, Juan doesn't know if this person even ended up applying.

Meeting adjourned at 7:45pm

Cover Sheet

Strategic Planning Committee Report

Section: V. Administration and Committee Reports
Item: H. Strategic Planning Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2019.01.28 Strategic Planning Committee Report.pdf



The GLOBE Academy

Strategic Planning Committee Report

January 28, 2019

Committee Chair: Katie Monroe

Report Type: Update

Update:

1. Leadership team has been meeting weekly via conference call.
2. Data collection was completed in December (existing school data, in-person data collection, surveys of parents, staff, equity audit).
3. Strategic Planning Design Meeting # 1 was held 1/15/19 from 2p-5:30p.
 - a. Data collection synthesis was presented to guiding team with strengths and areas for growth identified.
 - b. Strategic priorities were discussed.
4. Upcoming dates
 - a. 1/28 – Community meeting and presentation of draft strategic plan to Board
 - b. 1/29 and 2/6 – Teacher feedback on strategic priorities
 - c. 2/26 – Design Workshop # 2
 - d. 3/1 – Final strategic plan
 - e. 3/15 – Design Workshop # 3 to develop implementation plan
 - f. 3/31 – Final implementation plan

End of Report

Cover Sheet

Diversity Committee Report

Section: V. Administration and Committee Reports
Item: I. Diversity Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2019.01.28 Diversity Committee Report.pdf



The GLOBE Academy
Diversity Committee Report
January 28, 2019

Committee Chair: Monique Hudson

Report Type: Update

Update:

1. CommunityBuild Ventures (CBV) SCCEA Review Team conducted a School Culture, Climate & Equity Assessment (SCCEA/equity audit) from October 31 - December 6, 2018.
2. Data collection was completed by site visit, surveys, document review (desk audit), and interviews of community (students, parents, teachers, staff, admin, board).
3. CBV held debriefing with The GLOBE Head of School, Assistant Heads of School, CFO, Board Chair, and Diversity Committee Chair on December 13, 2018.
4. Supplemental reports provided in December 2018 and January 2019.
5. Board Chair and Committee Chair to submit additional request for clarification and final report by end of February 2019.
6. SCCEA results presently used to inform Strategic Planning where relevant.
7. Upcoming dates:
 - a. 2/19 - Clarification and final SCCEA
 - b. 3/19 - Diversity Committee action items/priorities to be developed based on SCCEA findings/recommendations
 - i. To be reconciled with Charter goals/Diversity Plan
 - c. 3/19- Summary of SCCEA made available to community (report or presentation TBD)
 - i. To be included in Strategic Planning implementation
8. **Next Meeting: February 21, 2019 6:00pm Location: TBD**

End of Report

Cover Sheet

Head of School Evaluation and Support Committee Report

Section: V. Administration and Committee Reports
Item: J. Head of School Evaluation and Support Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2019.01.28 HOS Evaluation and Support Committee Report.pdf



The GLOBE Academy
Head of Schools Evaluation and Support Committee Report
January 28, 2019

Committee Chair: Ryan Hudak

Meeting Date: November 30, 2018

Attendees: Ryan Hudak, Sharon Camara, Monique Hudson, Christi Elliott-Earby

Update:

1. The committee discussed targets for the following performance goals:
 - a. MAP score targets
 - i. 70% of all students meet growth target for Fall to Spring
 - ii. Long-term goal is to have targets by grade and subject. We need to build the data infrastructure first.
 - b. Milestones targets
 - i. Move 3% of students who scored 2 on Math Milestones in SY17-18 to 3 for SY18-19 (4th through 8th grade).
 - ii. Move 3% of students who scored 2 on ELA Milestones in SY17-18 to 3 for SY18-19 (4th through 8th grade).
 - iii. Long-term goal is to have targets by grade for all levels (e.g. 1, 2, 3, and 4). Need data infrastructure first.
 - c. STAMP targets
 - i. Norm referenced test. 2nd through 8th grades. All languages.
 - ii. Last year was first time taking it
 - iii. We will look at scores by grade, year over year, and by grade longitudinally.
 - iv. We will use our growth from SY17-18 to SY18-19 to set growth targets for SY19-20.
 - d. Teacher and student retention
 - i. Christi needs to provide targets
 - e. Staff, student, and family satisfaction
 - i. Sharon will send us the survey to review.
 - f. Financial sustainability metrics
 - i. Clean audit report with no material weaknesses or deficiencies
 - ii. Balanced budget for SY18-19
 - iii. 3 months COH
2. Christi requested a 360 evaluation at the end of the year to collect feedback from her direct reports. We agreed to conduct a 360 evaluation in January for her mid-year review in order to test the tool in Board on Track.



3. The committee discussed performance evaluations for the Head of Schools' direct reports.
4. Next meeting: Wednesday, December 19, 2018.

Meeting Date: December 19, 2018

Attendees: Ryan Hudak, Sharon Camara, Monique Hudson, Christi Elliott-Earby

Update:

1. We discussed teacher attrition metrics. We agreed to review desirable and non-desirable attrition from SY14-15, SY15-16, SY16-17, and SY17-18 for teachers, non-teachers, and leadership in January in order to set targets for SY18-19 during our Mid-Year Review.
2. We discussed student attrition metrics. We agreed to measure attrition from 20-day-count to 20-day-count. Susan will collect historical data for this committee to review in January. We will set targets for SY18-19 during our Mid-Year Review.
3. The committee agreed to use the Effective Teaming competencies from the Ed Fuel Leadership Rubric for Leadership Competencies for SY18-19.
4. Ryan will draft a comprehensive Head of Schools performance evaluation tool to discuss in the the Mid-Year Review.
5. Sharon and Christi will work with NorthStar partners to develop new student, family, and staff surveys.

Meeting Date: January 23, 2019

Attendees: Ryan Hudak, Sharon Camara, Monique Hudson

Update:

1. We reviewed the HoS Performance Management tool format.
2. We discussed the current draft goals.

Next Meeting: Head of Schools Mid-Year Review on Wednesday, January 30, 2019.

End of Report