



# The GLOBE Academy

## Board of Directors Meeting

### Date and Time

Monday March 25, 2019 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<br>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<br>Camara | 5 m |
| B. Approve Minutes | Approve<br>Minutes | Sharon<br>Camara | 5 m |

Approve minutes for Board of Directors Meeting on February 25, 2019

## 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<br>Elliott-<br>Earby | 5 m |
| B. Academic Committee Report           | Discuss | Ryan<br>Hudak                | 5 m |
| C. Finance Committee Report            | Discuss | Chip<br>White                | 5 m |
| D. Facilities Committee Report         | Discuss | Juan<br>Archila              | 5 m |
| E. Development Committee Report        | Discuss | Will Acree                   | 5 m |
| F. Communications Committee Report     | Discuss | Anita<br>Patel               | 5 m |
| G. Governance Committee Report         | Discuss | Stacey<br>Moore              | 5 m |
| H. Strategic Planning Committee Report | Discuss | Katie<br>Monroe              | 5 m |
| I. Diversity Committee Report          | Discuss | Monique<br>Hudson            | 5 m |

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

**VI. Old Business**

**VII. New section**

**VIII. Closing Items**

<b>A. Adjourn Meeting</b>	Vote	Sharon Camara	
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# 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 February 25, 2019

APPROVED



## The GLOBE Academy

### Minutes

#### Board of Directors Meeting

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#### **Date and Time**

Monday February 25, 2019 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**

C. White, J. Archila, K. Monroe, R. Hudak, S. Camara

#### **Directors Absent**

A. Patel, M. Hudson, S. Moore, W. Acree

#### **Guests Present**

Amy Bingham, Anna Woodbury, Beth Farrell Oppenheim, C. Elliott-Earby, Christina Steiner, Gabriel Zaragoza, K. Holder, Kimberly Henshaw, Lauren Boden, Marla Talbot, Meg Brown, Meghann Adams, Robyn Brandman, Sue Friesen

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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 Feb 25, 2019 at 7:02 AM.

### **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 on the necessity of ensuring there is an effective exit interview process for teachers who leave The GLOBE to work elsewhere. Sharon asked each of the guests at the meeting to introduce themselves and provide some brief background information.

## **III. Consent Agenda**

### **A. Approve Agenda**

The agenda and minutes were approved by consent without objection.

### **B. Approve Minutes**

K. Monroe made a motion to approve minutes from the Board of Directors Meeting on 01-28-19 Board of Directors Meeting on 01-28-19.

J. Archila seconded the motion.

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

## **IV. PTCC Report**

### **A. PTCC Report**

There was no report provided this month.

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

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

A formal report was included in the agenda packet. Christi gave a presentation on The GLOBE's MAP data. A discussion was held about the 2018-19 school calendar. Juan noted that the draft school calendar has the first day of school as beginning on August 7th, yet the text in the margin has the first day of school beginning on August 5th.

Chip made a motion to approve the 2018-19 school calendar. Motion seconded by Juan. Motion approved by all present.

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

A formal report was included in the agenda packet.

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

There was no formal report this month. Chip discussed the proposed amendments to the budget and the financials through January 31, 2019. Chip noted that moving forward there will be a less conservative approach on the budgeting, as the process for accounting for student attrition becomes more predictable. Chip noted that this week an RFP will be published for auditing services for the school. Chip stated that the current auditor made it known that he will put in a bid to continue providing his services. Chip also said that there will be one public hearing on the budget in April and another one in May.

Ryan made a motion to amend the current fiscal year's budget, as recommended by the Finance Committee. Motion seconded by Juan. Motion approved by all present.

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

A formal report was included in the agenda packet. Juan presented the floor plans for the UC interior renovation and elevator retrofit.

Chip made a motion to approve the DBIA Design-Build Change Order Form, as written. Motion seconded by Katie. Motion approved by all present.

Juan stated that Jerry Ross has been hired as the on-site part-time Facilities Director. Christi said that Jerry will serve as the point person for the school's renovation projects.

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

There was no formal report this month. Meghann reported that \$67K was raised for the phase two goal of the playground project. Publix awarded \$500 that will be put toward the playground project. There are pending grants for Lowe's, Home Depot, Wal-Mart and Sam's Club. There will be a parent-led \$1K grant for playground equipment. A grant for \$10K will be submitted to Georgia Power for the playground project. The grant opportunity for the American Academy of Dermatology requires that a local dermatologist to recommend The GLOBE. Meghann indicated that there has been some difficulty identifying needs and asked the Board to submit feedback.

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

There was no formal report this month. Sharon noted that Anita had to travel to Washington, D.C., which is why she was not in attendance at the meeting. Sharon also indicated that there were still some outstanding items that were in need of completion and updates will be hopefully provided on them at a future meeting.

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

There was no formal report this month. Sharon noted that Stacey was unable to attend the meeting due to falling ill over the weekend. Sharon also indicated that is arranging some time to meet with Stacey in the not-so-distant future.

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

A formal report was included in the agenda packet. Sharon noted that there is a Parent Coffee Talk - Strategic Planning session scheduled for 2/28 at 8:15 a.m. Katie also stated that the final strategic plan and implementation plan would be presented at the April Board meeting.

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

A formal report was included in the agenda packet.

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

There was no formal report this month. Ryan stated that the committee met with Christi to discuss her mid-year review.

### **VI. New section**

#### **A. Board Retreat**

Sharon discussed the need to have a Board Retreat in either March or April. Each Board member checked their availability and April 27th was set as the agreed upon date. Sharon said the retreat would last from 9 a.m. until 2 p.m.

### **VII. Closing Items**

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

The next scheduled meeting will be held on March 25, 2019 at 7 p.m. at Upper Campus.

R. Hudak 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 8:24 PM.

Respectfully Submitted,

K. Holder



# Coversheet

## Head of School Report

**Section:** V. Administration and Committee Reports  
**Item:** A. Head of School Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2019.03.25 HOS Report.pdf

# HOS Report

# 3/25/19

## Updates

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### Enrollment

	Dec	Out/+	Jan	Feb	March
K:	144	-1	143	143	143
1:	144	-2	142	142	142
2:	132		132	132	132
3:	121		121 -1	120	120
4:	50		50	50	50
5:	72		72	72	72
6:	97		97	97	97
7:	85	-1	84 -1	83	83
8:	55		55 -2	53	53
Total:	900		896	892	892

### Lottery

Economically disadvantaged status got 2.2 times the weight in our lottery. We reached our goal of growth by 4% in Kindergarten but not 6th.

Grade	Total Applicants	Open Seats	F/R applicants	F/R siblings	Total	Selected
K	571	142	77	5	82	32
1	205	1	30	0	30	0
2	13	2	2	0	2	0
3	14	13	2	0	2	1
4	10	24	2	0	2	2
5	5	46	0	0	0	0
6	177	23	38	1	39	2

## 2nd-5th Grade LT breakdown

Grade	Total Open Seats	# of Applicants
Kindergarten	142	571
1st	1	205
6th	23	177
2nd Spanish	2	10
2nd French	0	1
2nd Mandarin	0	2
3rd Spanish	6	7
3rd French	2	4
3rd Mandarin	5	3
4th Spanish	10	5
4th French	10	4
4th Mandarin	4	1
5th Spanish	25	5
5th Mandarin	21	0

## Waitlist

K: 4/429 (We are now on #4 of our waitlist from the lottery)

1: 0/204

2 Spanish: 1/9

2 French: 0/1

2 Mandarin: 0/2

3 Spanish: 0/1

3 French: 0/2

3 Mandarin: 0/0

4 Spanish: 0/0

4 French: 0/0

4 Mandarin: 0/0

5 Spanish: 0/0

5 Mandarin: 0/0

6: 0/153

# Coversheet

## Academic Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** B. Academic Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2019.03.25 Academic Committee Report.pdf



**The GLOBE Academy**  
**Academic Committee Report**

**25 March 2019**

**Committee Chair:** Ryan Hudak

**Report Type:** Update

**Attendees:** Lisa Adler, Lauren Boden, Christi Elliott-Earby, Drew Reynolds, Jill Weaver, Katie Monroe, Karen Padron, Ryan Hudak

**Updates:**

**International Trips**

1. Ryan informed the committee that he has drafted a PowerPoint template for the Board presentation. Ryan will meet with Katie and Sandra to finalize the presentation. Christi shared that there is a GLOBE parent, Megan Brown, who works at Mt. Vernon School in Sandy Springs. She organizes international trips for the school. Christi will send intro email.

**Middle School Model**

2. Jill presented a script of questions for calls to other DLI schools and the committee provided feedback. Jill will create a Google Doc with the questions for each school and assign committee members one school each to call and interview through the Google Doc. Non-staff committee members agreed to handle all of the calls to relieve staff of additional work.

**Dashboards for Board Reporting**

3. Committee members gave feedback on the data presented at the Board meeting. Drew volunteered to help with data reporting.

**Next meeting:** May 10, 2019 at 1:30 p.m. – Lower Campus, Conference Room

**End of Report**

# Coversheet

## Finance Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** C. Finance Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Proposed Amended Budget\_no comments\_20190222.pdf  
Summary Financials\_through 20190228.pdf  
Section XXVI Amended\_Proposed.pdf  
Stipend Policy\_PROPOSED\_20190322.pdf

# The GLOBE Academy

## FY2018-19 Annual Budget

### Proposed Amendments

	Budget	Proposed Amendment	% Change	Amended Budget
<b>Income</b>				
<b>10-000 Revenues</b>				
10-5510 Grants Other Than State Or Federal	0			0
1215 Club Dues		15,530		15,530
1225 Fund raising/Misc. Sales	250,000	213,591	-15%	213,591
1340 After School Program Revenue	421,569	530,000	26%	530,000
1701 Field Trip	47,300	94,047	99%	94,047
1910 Rental Income		11,000		11,000
3120 Total Quality Basic Education F	9,009,614	9,910,799	10%	9,910,799
<b>Total Income</b>	<b>9,728,483</b>			<b>10,774,967</b>
<b>Gross Profit</b>	<b>9,728,483</b>			<b>10,774,967</b>
<b>Expenses</b>				
10-1000 Instruction	5,865,333			5,865,333
10-2100 Pupil Services	299,590	331,874	11%	331,874
10-2210 Improvement of Instruct Service	245,025	80,000	-67%	80,000
10-2213 Instructional Staff Training	245,025	150,000	-39%	150,000
10-2220 Educational Media Services	61,049			61,049
10-2300 General Administration	139,517	175,000	25%	175,000
10-2400 School Administration	964,582			964,582
10-2500 Support Services-Business	232,536	281,164	21%	281,164
10-2600 Maint & Oper-Plant Services	872,180	940,000	8%	940,000
10-2900 Fundraising Activities-	17,100			17,100
10-3100 School Nutrition Program	80,000			80,000
10-3300 ASP Operations	448,249	530,000	18%	530,000
10-5100 Debt Services	0	202,366		202,366
<b>Total Expenses</b>	<b>9,225,162</b>			<b>9,326,103</b>
<b>Net Income</b>	<b>503,321</b>			<b>1,448,864</b>
<b>Net Margin</b>	<b>5%</b>			<b>13%</b>
<b>ADDITIONAL ITEMS - Capitalized</b>				
	<b>Asset</b>	<b>Liability</b>		
10-2312 Buildings Owned	3,500,000			
10-5211 Charter Loan 4105 Purchase		3,040,000		
10-2212 Leasehold Improvements - BUMC	750,000			
10-5212 Charter LOC		500,000		



# The GLOBE Academy

## PROFIT AND LOSS

July 2018 - February 2019

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	TOTAL
<b>Income</b>									
10-000 Revenues	828,753	911,389	929,979	889,922	1,033,791	901,202	913,531	846,908	\$7,255,475
<b>Total Income</b>	<b>\$828,753</b>	<b>\$911,389</b>	<b>\$929,979</b>	<b>\$889,922</b>	<b>\$1,033,791</b>	<b>\$901,202</b>	<b>\$913,531</b>	<b>\$846,908</b>	<b>\$7,255,475</b>
<b>GROSS PROFIT</b>	<b>\$828,753</b>	<b>\$911,389</b>	<b>\$929,979</b>	<b>\$889,922</b>	<b>\$1,033,791</b>	<b>\$901,202</b>	<b>\$913,531</b>	<b>\$846,908</b>	<b>\$7,255,475</b>
<b>Expenses</b>									
10-1000 Instruction	428,260	552,970	483,809	483,965	498,398	507,339	484,890	467,228	\$3,906,858
10-2100 Pupil Services	21,295	29,014	27,203	23,518	33,998	49,910	25,147	27,802	\$237,887
10-2210 Improvement of Instruct Service		7,200	9,000	9,135	9,246	9,290		498	\$44,369
10-2213 Instructional Staff Training	2,510	17,047		1,745	4,400				\$25,702
10-2220 Educational Media Services	1,848	5,084	4,955	5,672	6,054	6,076	5,672	5,733	\$41,094
10-2300 General Adminstration	6,780	34,641	14,631	8,126	43,957	19,018	27,615	20,596	\$175,363
10-2400 School Administration	88,888	84,502	85,037	79,074	76,229	76,214	79,431	76,945	\$646,320
10-2500 Support Services- Business	22,443	26,309	21,513	21,359	21,779	24,535	23,627	23,332	\$184,897
10-2600 Maint & Oper-Plant Services	116,264	158,048	63,443	111,409	57,585	94,595	30,527	51,040	\$682,912
10-2900 Fundraising Activities-	95	95	95	5,397	3,768	317	2,045	884	\$12,696
10-3100 School Nutrition Program		8,381	8,561	8,128	7,341	6,573	7,485		\$46,468
10-3300 ASP Operations	40,442	55,242	39,474	60,328	34,711	38,797	52,159	50,367	\$371,518
10-5100 Debt Services	11,754	11,754	11,754	11,754	13,308	11,754	21,715	36,948	\$130,740
<b>Total Expenses</b>	<b>\$740,578</b>	<b>\$990,287</b>	<b>\$769,474</b>	<b>\$829,609</b>	<b>\$810,777</b>	<b>\$844,417</b>	<b>\$760,312</b>	<b>\$761,373</b>	<b>\$6,506,826</b>
<b>NET OPERATING INCOME</b>	<b>\$88,175</b>	<b>\$ -78,897</b>	<b>\$160,505</b>	<b>\$60,313</b>	<b>\$223,015</b>	<b>\$56,785</b>	<b>\$153,220</b>	<b>\$85,535</b>	<b>\$748,649</b>
<b>Other Income</b>									
10-1995 Other Misc Income	1,609								\$1,609
<b>Total Other Income</b>	<b>\$1,609</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,609</b>
<b>NET OTHER INCOME</b>	<b>\$1,609</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,609</b>
<b>NET INCOME</b>	<b>\$89,784</b>	<b>\$ -78,897</b>	<b>\$160,505</b>	<b>\$60,313</b>	<b>\$223,015</b>	<b>\$56,785</b>	<b>\$153,220</b>	<b>\$85,535</b>	<b>\$750,258</b>



## The GLOBE Academy Balance Sheet As of February 28, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10-1001 Operations - 198809196	2,976,303
10-1003 Fundraising - 198809238	310,137
10-1004 Aftercare Account - 198809279	711,074
10-1005 Field Trip Account - 733019163	7,027
10-1007 Clubs 3027459	8,813
10-1008 Paypal	5,402
10-1011 Operation Fund 87238	8,451
10-1012 After School 86622	187,579
10-1090 Staples Gift Cards	250
<b>Total Bank Accounts</b>	<b>\$ 4,215,037</b>
<b>Other Current Assets</b>	
10-181 Prepaid Expense	9,066
<b>Total Other Current Assets</b>	<b>\$ 9,066</b>
<b>Total Current Assets</b>	<b>\$ 4,224,103</b>
<b>Fixed Assets</b>	
10-211 Land	144,700
10-221 Leasehold Improvement	715,797
10-222 Accumulated Depreciation	-206,783
10-231 Buildings Owned	3,738,635
10-241 Furniture and Equipment	20,270
10-242 Accumulated Depreciation-Equipment	-5,350
10-251 Construction in Progress	10,718
<b>Total Fixed Assets</b>	<b>\$ 4,417,988</b>
<b>Other Assets</b>	
10-0315 Deferred Outflow of Resources - District Contributions	711,177
10-0317 DEFERRED OUTFLOW OF RESOURCES - Pension/OPEB Plan	2,711,612
10-182 Security Deposits	12,300
10-232 ACCUMULATED DEPRECIATION - BUILDINGS (CREDIT)	-2,989
<b>Total Other Assets</b>	<b>\$ 3,432,100</b>
<b>TOTAL ASSETS</b>	<b>\$ 12,074,191</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
10-421 Accounts Payable	-174,713
10-4220 Salaries Payable - Net	668,881
10-471 FIT Payable	62,892
10-472 Georgia Income Tax Payable	-33,696

10-473 TRS Payable	167,719
10-474 PSERS Payable	10
10-475 Group Health Ins Payable	132,201
10-476 Other Group Insurance Payable	33,483
10-477 FICA Payable	-8,879
10-479 OTHER PAYROLL WITHHOLDINGS PAYABLE	1,546
100-479 Other Payroll Whlds	495
<b>Total Accounts Payable</b>	<b>\$ 849,939</b>
<b>Other Current Liabilities</b>	
10-422 Payroll Liabilities	65
10-4221 Salaries Payable	-257
10-491 Deposits Payable	8,410
<b>Total Other Current Liabilities</b>	<b>\$ 8,218</b>
<b>Total Current Liabilities</b>	<b>\$ 858,157</b>
<b>Long-Term Liabilities</b>	
10-0517 DEFERRED INFLOW OF RESOURCES - Pension/OPEB Plan	59,629
10-0592 PROPORTIONATE SHARE OF NET PENSION/OPEB LIABILITY	5,596,036
10-5211 Charter Loan 4105	3,040,000
10-5212 Charter LOC	500,000
<b>Total Long-Term Liabilities</b>	<b>\$ 9,195,665</b>
<b>Total Liabilities</b>	<b>\$ 10,053,822</b>
<b>Equity</b>	
10-0717 NET POSITION - Net Pension/OPEB Liability (Obligation)	187,855
10-700 Opening Balance Equity	-10
10-711 Invested in Capital Assets, net of related debt	298,500
10-740 Unrestricted Net Assets	783,765
Net Income	750,258
<b>Total Equity</b>	<b>\$ 2,020,369</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 12,074,191</b>

Friday, Mar 22, 2019 08:57:58 AM GMT-7 - Accrual Basis

# The GLOBE Academy

## STATEMENT OF CASH FLOWS

July 2018 - February 2019

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	TOTAL
<b>OPERATING ACTIVITIES</b>									
Net Income	89,784	-78,897	160,505	60,313	223,015	56,785	153,220	85,535	\$750,258
Adjustments to reconcile Net Income to Net Cash provided by operations:									\$0
10-153 Accounts Receivable	-728	728	28,491						\$28,491
10-143 Intergovernmental Accounts Receivable - Local			259,160						\$259,160
10-181 Prepaid Expense	1,530	1,530	948	948	948	948	948	-4,652	\$3,147
10-421 Accounts Payable	85,133	11,319	15,544	-209,185	146,519	52,479	-176,173	-131,248	\$ -205,611
10-4220 Salaries Payable - Net	36,550	63,916	-3,264	1,918	-2,847	377,584	-183,082	-5,331	\$285,444
10-471 FIT Payable	2,669	8,929	-1,381	45,638	-80,116	0	6,969	80,170	\$62,878
10-472 Georgia Income Tax Payable	1,322	4,002	-318	-20,589	0	0	-18,120	0	\$ -33,703
10-473 TRS Payable	21,989	25,919	-573	950	4,508	3,636	4,622	25,748	\$86,798
10-474 PSERS Payable			10	0	0	0	0	0	\$10
10-475 Group Health Ins Payable	0	0	19,373	22,605	22,605	22,409	22,605	22,605	\$132,201
10-476 Other Group Insurance Payable	5,530	5,076	6,240	3,363	3,247	3,303	3,363	3,363	\$33,483
10-477 FICA Payable	2,700	2,330	535	-11,492	0	0	-9,207	-196	\$ -15,330
10-479 OTHER PAYROLL WITHHOLDINGS PAYABLE	687	687	555	-120	198	82	-306	144	\$1,928
10-4221 Salaries Payable							-257		\$ -257
10-491 Deposits Payable			200	200					\$400
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>157,383</b>	<b>124,433</b>	<b>325,520</b>	<b>-165,764</b>	<b>95,061</b>	<b>460,441</b>	<b>-348,638</b>	<b>-9,396</b>	<b>\$639,040</b>
<b>Net cash provided by operating activities</b>	<b>\$247,167</b>	<b>\$45,535</b>	<b>\$486,025</b>	<b>\$ -105,451</b>	<b>\$318,076</b>	<b>\$517,226</b>	<b>\$ -195,418</b>	<b>\$76,139</b>	<b>\$1,389,298</b>
<b>INVESTING ACTIVITIES</b>									
10-2312 Buildings Owned:4105 & 4106 Briarcliff Road	-3,524,619			305					\$ -3,524,314
10-182 Security Deposits							10,816		\$10,816
<b>Net cash provided by investing activities</b>	<b>\$ -3,524,619</b>	<b>\$0</b>	<b>\$0</b>	<b>\$305</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,816</b>	<b>\$0</b>	<b>\$ -3,513,498</b>
<b>FINANCING ACTIVITIES</b>									
10-5211 Charter Loan 4105	3,040,000								\$3,040,000
10-5212 Charter LOC				500,000					\$500,000
<b>Net cash provided by financing activities</b>	<b>\$3,040,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,540,000</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -237,453</b>	<b>\$45,535</b>	<b>\$486,025</b>	<b>\$394,854</b>	<b>\$318,076</b>	<b>\$517,226</b>	<b>\$ -184,602</b>	<b>\$76,139</b>	<b>\$1,415,800</b>

## XXVI. PURCHASING PRACTICES

Procedure: The school will use a competitive procurement process, which requires sound business practices for purchases less than \$1,000. For non- facility related purchases the school will select the best value by obtaining three written quotes for items greater than \$1,000 and less than \$5,000. For Facility related purchases three written quotes will be required for purchases greater than \$5,000. When a product is to be purchased that costs more than \$5,000, the head of school, or his or her designee, shall make every reasonable effort to secure quotes and product specifications from at least three providers of the product or a similar product. The head of school shall select from among these offers, and document the reasons for selecting the chosen option which shall include mention of the aforementioned factors that guide such selection. In the event that there is a single or limited set of providers for a given service, then that should be documented in the reasons for selecting the option. All contractual agreements shall be in writing, and signed and dated by the head of school or his or her designee. A formal bid process will be used for items greater than \$10,000, in which three bids will be received and evaluated using a formal evaluation process. The Charter School will execute a Purchase Order for all purchases and it shall be approved by the Business Manager for purchases less than \$5,000 and by the Charter HOS and the Business Manager for purchase greater than \$5,000.

Per school bylaws, all expenditures and contracts over \$10,000 must be authorized by two board members and over \$15,000 must be authorized by the board. As such, all contracts and expenditures in excess of \$10,000 that are executed both within budget and within the guidelines of these policies and procedures utilizing standard contracts or purchasing process approved by the GLOBE Academy Finance Committee, may be initiated by the Head of School and presented for review and final authorization at the subsequent board meeting. Any expenditures or contracts over \$10,000 that are requesting exception from the process outlined in this document (i.e., there is only a single vendor available) or using non-standard contracts or contract terms should be either discussed in advance with the board of directors for a pre-approved exception whenever reasonably possible and should be presented for authorization with all supporting documentation and justification. In the event that pre-approved exception cannot occur (due to time sensitivity or other reason in the best interest of The GLOBE Academy), exception should be sought from the Treasurer and final authorization presented to the board with all supporting documentation and justification.

Denise M. Clayton-Purvis

CFO

The GLOBE Academy







## The GLOBE Academy STIPEND POLICY

- I. **PURPOSE** The Board of Directors (BOD) recognizes that stipends may be paid for certain activities. Stipends are an allowance for additional duty that requires preparation and enhances curriculum or otherwise benefits the school community. The BOD believes that any stipends need to be fair, reasonable, consistent and non-discriminatory.
  
- II. **GENERAL STATEMENT OF POLICY** The Board of Directors has established the following initial guidelines for the payment of stipends. These policies may amended or adjusted at the discretion of the Head of School with notice to the Board.
  - A. All activities that qualify for a stipend must be a part of a planned program that has been approved by the Head of School (HOS).
  - B. When the HOS approves the activity, they will assign a stipend from the Stipend Payment Schedule (below) or designate the stipend if the activity is not on the schedule. Any new stipends will be subject to review and approval by the BOD.
  - C. Only employees of The GLOBE Academy are eligible for stipends. An exception is allowed for sports teams where non-GLOBE employees may act as Head or Assistant Coach as long as a GLOBE Employee is acting in the other capacity and is present at all practices.
  - D. For student-based activities the proposed activity to be considered for stipend must include at least 10 students and require a minimum of 6 consecutive hours above and beyond the regular school day. Only one daily stipend is allowed per day. For example, an overnight trip will only result in one 'Extra Day' stipend per 24 hour period.
  - E. If two staff members work on a project the stipend is per activity (split among participants). This does not apply to overnight field trips. An exception is allowed for sports team where a staff member is required to be present at all practices when the head coach is not an employee. In this case, a head coach stipend will be paid to both the head coach and the staff member. An additional exception is allowed for a secondary stipend for an assistant coach. However, no more than two stipends will be paid per sport.

- F. After school clubs must have at least 6 members, be at least 12 weeks long, and meet for a minimum of one time per month in order to be eligible for an hourly stipend. All details of club must be provided to HOS and AHOS for approval a minimum of 3 weeks before anticipated start date. Sponsors must coordinate with Facilities Administrator regarding available space and Business Manager regarding proper record-keeping for payroll at least 2 weeks before start date.
- G. All stipends will be paid through payroll.

### III. STIPEND PAYMENT SCHEDULE

Type	Extra Days(incl. Space Camp)	Gifted	ESOL	Grade Level Chair	Head Coach / Assistant Coach	Mentor	Band, Chorus, Orchestra Director Extra Activity	After School Club Sponsor
Amount	\$100	\$500	\$500	\$1,000	\$1,500 / \$500	\$500	\$1,500	\$35/hr.
How Often	day	annual	annual	annual	seasonal	annual	annual	hourly
Notes	Must be at least 6 consecutive hours	Must provide PSC proof of certification	Must provide PSC proof of certification	Paid at end of year	Paid at end of season	Paid at end of year	Paid at end of year	Paid with regular payroll
* There will be no pro-rating if employment terminates before the end of the school year * Band, Chorus and Orchestra Directors do not receive Extra Days stipend in addition to Extra Activity Stipend								

Policy approved: \_\_\_\_\_



# Coversheet

## Facilities Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** D. Facilities Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2019.03.25 Facilities Committee Report.pdf  
The GLOBE Academy - Change Order - Basement Abatement.pdf  
2019.03.19 GMP Meeting Notes.pdf  
2019.03.25 The GLOBE Academy Mail - GLOBE Narrative.pdf



## The GLOBE Academy

### Facilities Committee Report

March 25, 2019

**Committee Chair:** Juan Archila

**Report Type:** Report. Board Action Required.

**Committee Meeting Date:** 3/19/19

**Attendees:**

Juan Archila, Johnny Garcia, Brian Swenson, James Minderhout (via telephone)

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

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

**II. Public Comment**

No one spoke.

**III. Task List Review**

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

1. Work is not complete. We had the contractor price additional work. The idea was the work would be at a discounted price because they would be able to handle it at the same time as the open items, which, now that the weather will be warmer/nicer, would happen soon. Administration must decide if they would like to move forward with this additional work.

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

1. A design meeting was held on 3/21/19 where an updated budget was presented. I presented to the Board in the January meeting that as part of the interview process, contractors gave ballpark pricing based on preliminary drawings by our pro bono architect (Bridging Documents), with the selected Design/Builder estimating about \$750K. As the design has progressed, however, numerous unforeseen conditions have arisen and some scope has been added at the request of the GLOBE Academy. Therefore, based on true subcontractor bids, the project budget is now just shy of \$1.1 million. Please see attached meeting minutes and list of items contributing to the project budget increase. Administration has options for being able to fund this within the school's budget. Bidding is not complete, however, and there's a chance to realize some savings as more bids come in, but to maintain schedule we need to sign a Guaranteed Maximum Price (GMP) contract in the next week. A GMP contract is essentially a "worst-case scenario" contract and if actual costs end up being lower, GLOBE will keep the

- savings. I would like to seek Board approval for GLOBE to sign a GMP contract for up to \$1.1 million (\$1,100,000). This includes a contingency of ~\$50K.
2. The board has previously approved an expenditure of ~\$61K for the first phase of the Design/Build project, for pre-construction services, and ~100K for Change Order #1 (elevator order). These costs are included in the \$1.1 million.

C. *Upper Campus Site Master Plan:*

1. A landscape architect has been chosen to do the work and is waiting for GLOBE to internally review scope and provide direction.
2. A traffic engineering company has begun the traffic study and should have results in the next couple of weeks.

**IV. Adjournment**

The committee voted to adjourn the meeting at 7:30pm.

**Next Meeting: Tuesday, April 16, 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, Jerry Ross, Chip White, Mira Williams, Anna Witte, Delilah Wynn-Brown



## Design-Build Change Order Form

Change Order Number: 02	Change Order Effective Date: 03/25/2019 <small>(date when executed by both parties)</small>
Project: The GLOBE Academy: Upper Campus Interior Renovation & Elevator Retrofit	Design-Builder's Project No: 11903
Owner: The GLOBE Academy 2225 Heritage Drive NE Atlanta, GA 30345	Date of Agreement: 1/29/2019 Design-Builder: Hogan Construction Group, LLC 5075 Avalon Ridge Parkway Norcross, GA 30071

Scope of the Change: This Change Order reflects the addition of abatement in only the basement level. This work is to be performed between April 1<sup>st</sup> and 7<sup>th</sup>. The work will include the abatement of a classroom floor and floor tiles in two locations within the main corridor. The area of work will be encapsulated, and no one may enter. The area will be certified clear, cleaned and have temporary finishes installed prior to school beginning again on April 8<sup>th</sup>. Hogan will bill this change order upon completion of the work.

Original Contract Price:	\$ <u>61,380.00</u>
Net Change by Previous Change Order No(s): <u>\$116,134.00</u> to:	\$ <u>177,514.00</u>
This Change Order Increase:	\$ <u>10,702.00</u>
New Contract Price:	<b>\$ <u>188,216.00</u></b>

Original Contract Completion Date:	<u>TBD</u>	2019__
Adjustments by Change Order No(s) 2 to:	<u>TBD</u>	(calendar days)
This Change Order Contract Time Increase/Decrease:	<u>TBD</u>	(calendar days)
Revised Substantial Completion Date:	<u>TBD</u>	<u>2019__</u>

By executing this Change Order, Owner and Design-Builder agree to modify the Agreement's Scope of Work, Contract Price and Contract Time as stated above. Upon execution, this Change Order becomes a Contract Document issued in accordance with DBIA Document No. 535, *Standard Form of General Conditions of Contract Between Owner and Design-Builder*, (2010 Edition).

<p><b>OWNER:</b></p> <p>By: _____</p> <p>Printed Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>DESIGN-BUILDER:</b></p> <p>By: _____</p> <p>Printed Name: <u>Paul Hogan</u></p> <p>Title: <u>President</u></p> <p>Date: _____</p>
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**GLOBE Academy – Renovations and Elevator Retrofit**

GMP Meeting

Date/Time: Tuesday March 19, 2019 @ 4:30 PM

**Meeting Key Notes**

- I. Drawings Review – Bridging vs. Permit Set Comparison Review - Houser Walker  
There were some changes between the Bridging Documents and the Permit Set that will be presented to the county. One of the items distributed in this meeting was a breakdown within each scope that details the differences. There is still room for improvement within certain scopes, particularly the MEPs, and we will get a better understanding of what these looks like once we have a complete permit set of drawings to present to the subcontractors.
  
- II. GMP Cost Review – Hogan
  - a. VE Opportunities / Voluntary Deductive Alternates-  
A document was provided that broke down the VE possibilities for this project, both adds and deducts. One of the main deducts to look at was changing the ceiling in the corridor from act to a gyp ceiling to achieve a smoke rating. Barry will be looking at this cost change to determine if there are any potential savings and what the impacts on the other scopes would be. An additional VE that was not on the document would be to remove the closers on all the classroom doors. This will be incorporated into VE #8 which has been accepted.  
Additionally, VE 4, 5, 6, & 7 have been conditionally accepted and will be reviewed by the board on Monday. These changes do not impact the overall scope of the project, nor will they effect the permit drawings.
  - b. Other alternates  
The toilets currently have partitions, just no doors or a pilaster. We will explore the costs savings of using the existing partitions and fabricating a door and pilaster.
  
- III. Schedule Review – Hogan
  - a. Abatement status / considerations- The Hogan team would like to be able to do the abatement of the basement during the Globe Academy’s spring break, to save some time during the summer. There would be a cost impact on this due to the multiple mobilizations, but it might be worth doing because of the time it will save over the long run. JP will have a better understanding of the cost impact by COB Wednesday.
  - b. Next steps- Hogan will be providing a rough order of magnitude for the hallway cost so we can make the decision and proceed with the permit drawings.

Hogan Construction Group, LLC.  
5075 Avalon Ridge Parkway, Norcross, Georgia 30071  
Telephone (770) 242-8588 Fax (770) 242-7741

## **GLOBE Academy – Renovations and Elevator Retrofit**

GMP Meeting

Date/Time: Tuesday March 19, 2019 @ 4:30 PM

Page 2 of 2

c. Additional Notes-

There are to be no visitors before 3pm between April 16<sup>th</sup> and May 1<sup>st</sup> due to testing going on at the school.

The school requests that the gym doors can be locked to prevent unauthorized access during events.

There is a wired bell system throughout the building that needs to remain in place.

IV. Schedule of next meeting- TBD



Juan Archila <juanarchila@theglobeacademy.net>

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## GLOBE Narrative

1 message

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**Killen, Adam** <AKillen@hoganconstructiongroup.com>

Fri, Mar 22, 2019 at 4:38 PM

To: Juan Archila <juanarchila@theglobeacademy.net>

Cc: "Cercione, Barry" <BCercione@hoganconstructiongroup.com>, "Chandonia, John-Paul" <JChandonia@hoganconstructiongroup.com>, "Richardson, Kevin" <Kevin.Richardson@colliers.com>

Juan,

As discussed, below is a list of the items that contributed to the cost difference from the bridging documents to today. I know you have your board meeting Monday so feel free to buzz me over the weekend if you need anything.

1. The elevator shaft had to be moved at least two feet away from the building to avoid the existing building footings. This increased our work area accordingly and added to site work, shoring and underpinning of the building footing, demo, and we have to of course build that portion of the building at all levels, foundation to roof.
2. Asbestos Abatement: in addition to what we've already added for the abatement we'll be adding a little more cost for air monitoring and clearance and a separate mobilization during spring break.
3. Addition of a rated door to gym to address egress issue. This also has abatement impact.
4. Treatment of the peeling paint found to contain lead on the basement level, 5 classrooms south wall. (moisture blocking paint)
5. Added flooring and base to one carpeted classroom, this also affects demo and abatement. (shown on the bridging documents as having VCT that would be stripped and waxed)
6. The amount of work to rework the air handling unit and move the cooling tower in the basement was much more than originally anticipated. In addition to reworking the air handler we are having to move electrical and fire sprinklers to accomplish the air handler rework. Additional concrete work is also required to increase the size of the cooling tower base.
7. An increase in what we had estimated to upgrade the corridor walls to smoke walls. We have had a subcontractor who specializes in sealing for fire barriers look at the job and give us a cost proposal.
8. A sink was added in Nurse office.
9. The elevator cost increased to move to a machine room less unit to keep interior square footage for classrooms.

10. Subcontractor participation was low on some of the larger trades. We are already pushing for more quotes.

Thanks,

**Adam Killen** | Vice President

**Hogan Construction Group LLC**

5075 Avalon Ridge Parkway | Norcross, GA 30071

T: 770-242-8588 F: 770-242-7741 M: 678-620-9120

The logo for Hogan Construction Group, featuring the word "Hogan" in a serif font with a stylized 'H'.

**Hogan Construction Group** | [LinkedIn](#) | [Instagram](#) | [YouTube](#)



# Coversheet

## Strategic Planning Committee Report

**Section:** V. Administration and Committee Reports  
**Item:** H. Strategic Planning Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2019.03.25 Strategic Planning Committee Report.pdf



## **The GLOBE Academy**

### **Strategic Planning Committee Report**

**25 March 2019**

**Committee Chair:** Katie Monroe

**Report Type:** Update

#### **Updates:**

1. Leadership team has been meeting weekly via conference call.
2. DRAFT Strategic Plan is nearing its final form – strategic initiatives are based around four domains:
  - a. Organizational development
  - b. School facilities
  - c. Core instruction
  - d. Diversity, equity and inclusion
3. Current conversation is focused on implementation plan (to build capacity to push the plan forward).
4. Discussion about bringing in external help for implementation, where needed
5. Final Guiding Team Meeting anticipated in May to work with key internal individuals involved in implementation.
6. Full presentation to the Board was planned for 4/29 meeting, but may be pushed back to May. We anticipate asking the Board to approve spending at 4/29 meeting for some external support for implementation.

**End of Report**