



# The GLOBE Academy

## Board of Directors Meeting

### Date and Time

Monday February 24, 2020 at 7:00 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
<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
<p>Vision: To develop globally minded citizens who have the knowledge, skills, and attitudes to effect positive change in our world.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Community: We are inclusive, and we nurture and support one another.</li> <li>• Respect: We treat ourselves and each other with kindness and dignity.</li> <li>• Empathy: We strive to understand and share the feelings of others.</li> <li>• Sustainability: We aim to conserve our resources for optimal use in the present and future.</li> <li>• Trust: We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.</li> </ul>			
<b>II. Public Comment</b>			<b>7:05 PM</b>
<b>A. Public Comment</b>	FYI	Sharon Camara	5 m
<p><b>Please note:</b> 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</p>			

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.

<b>III. Consent Agenda</b>			<b>7:10 PM</b>
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 January 27, 2020			
C. Approve Minutes	Approve Minutes	Sharon Camara	5 m
Approve minutes for Board of Directors - Special Meeting on February 10, 2020			
<b>IV. Executive Session</b>			<b>7:25 PM</b>
A. To discuss a legal matter.	FYI		30 m
<b>V. PTCC Report</b>			<b>7:55 PM</b>
A. PTCC Report	FYI	Christina Waide	5 m
<b>VI. Administration and Committee Reports</b>			<b>8:00 PM</b>
A. Executive Director's Report	Discuss	Christi Elliott-Earby	5 m
B. Academic Committee Report	Discuss	Drew Reynolds	5 m
C. Finance Committee Report	Discuss	Luis Pacheco	5 m
D. Facilities Committee Report	Discuss	Ryan Hudak	5 m
E. Development Committee Report	Discuss	Meghann Adams	5 m
F. Communications Committee Report	Discuss	Anita Patel	5 m
G. Governance Committee Report	Discuss	Sharon Camara	5 m
H. Strategic Planning Committee Report	Discuss	Katie Monroe	5 m
I. Diversity Committee Report	Discuss	Monique Hudson	5 m
J. Executive Director Evaluation and Support Committee Report	Discuss	Ryan Hudak	5 m
<b>VII. Old Business</b>			
<b>VIII. New Business</b>			<b>8:50 PM</b>
A. Election of New Board Member	Vote	Ryan Hudak	5 m
<b>IX. Closing Items</b>			<b>8:55 PM</b>
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 January 27, 2020



# The GLOBE Academy

## Minutes

### Board of Directors Meeting

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#### **Date and Time**

Monday January 27, 2020 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. Rogers, C. White, D. Reynolds, J. Garcia, K. Monroe, L. Pacheco, M. Adams, R. Hudak, S. Camara

#### **Directors Absent**

A. Patel, M. Hudson

#### **Directors Arrived Late**

D. Reynolds

#### **Directors Left Early**

K. Monroe

#### **Guests Present**

Amy Sue Mann, Angelina Jeffers, C. Elliott-Earby, Christina Steiner, Cutia Blunt, J. Clues, Jeremiah Byars, K. Holder, L. Hancock, LaTasha Adams, Meghan Cottrell, Natalie Scott, Robyn Brandman

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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 Jan 27, 2020 @ 7:00 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**

Robyn Brandman commented on the progress of the discipline policy for 6th and 7th grade. She also commented on the deliverables that have not been fulfilled, such as the Legacy Wall which has not been updated since 2015. She urged that deliverables be established that are realistic.

**III. Consent Agenda**

**A. Approve Agenda**

The agenda and minutes were approved by consent without objection.

**B. Approve Minutes**

J. Garcia made a motion to approve the minutes from. Board of Directors Meeting on 12-16-19

M. Adams seconded the motion.

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

**IV. PTCC Report**

**A. PTCC Report**

A formal report was included in the agenda packet. The oral report was given by Laura Hancock.

**V. Administration and Committee Reports**

**A. Executive Director's Report**

D. Reynolds arrived late.

Cutia Blunt provided a report on the highlights from Lower Campus. Marsha Huitt provided a report on the highlights from Upper Campus. A formal report was included in the agenda packet. A discussion was held about the 2020-2021 school calendar. Sharon commented on how the inclement weather days were numbered on the calendar. Aba asked about possibly noting when the following school year would begin. Christi said the goal is to have the school calendar established two years out instead of one and that perhaps during the summer, the school calendar for the following year could be discussed and approved.

Aba made a motion to approve the 2020-21 school calendar. Motion seconded by Luis. **Motion approved by all present.**

There was a brief discussion regarding the job descriptions for ED, HOS, AHOS and coordinators and the roles/responsibilities chart from teachers to executive director. Ryan stated that Christi delivered them on time as agreed to, but indicated that he would prefer more time to review them more thoroughly. Consideration of them will be held until the next Board meeting.

**B. Academic Committee Report**

A formal report was included in the agenda packet.

**C. Finance Committee Report**

Financials were included in the agenda packet. Luis indicated that at the next meeting the timeline for next year's budget will be put forth. The goal is to have the budget presented no later than the end of March. There will be two public budget meetings.

**D. Facilities Committee Report**

There was no formal report this month. Ryan indicated that the committee met two weeks ago. The committee has been focused on the master plans. The priorities for UC were the focus of the meeting, particularly safety and security. Quotes will be solicited for security cameras and options for enclosing the front entrance. Next steps for LC are to conduct a prioritization exercise for that campus as well, despite not owning the property. Meghann indicated that last summer a grant was awarded for security cameras. The grant award was \$40K and will be used by April. Christi stated they are in the process of soliciting for RFQs to determine what the total cost will be.

**E. Development Committee Report**

A formal report was included in the agenda packet.

**F. Communications Committee Report**

There was no formal report this month. Sharon mentioned that there will be a future discussion with Anita about possibly discontinuing this committee.  
K. Monroe left early.

**G. Governance Committee Report**

There was no formal report this month. Sharon and Aba stated that they will meet to discuss the work of this committee and subsequently, establish committee meeting dates that will be posted on the school's calendar and BoardOnTrack.

**H. Strategic Planning Committee Report**

There was no formal report this month. The next update from the strategic plan will be given at the March Board meeting.

**I. Diversity Committee Report**

A formal report was included in the agenda packet.

**J. Executive Director Evaluation and Support Committee Report**

There was no formal report this month. Ryan stated that Christi has draft goals and they are working to finalize them. They will also schedule her mid-year review for February.

**VI. Closing Items**

**A. Adjourn Meeting**

The next scheduled meeting is set for February 24, 2020 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 8:00 PM.

Respectfully Submitted,

K. Holder

### **Documents used during the meeting**

- 2020.01.27 PTCC Report.pdf
- 2020.01.27 Executive Director's Report.pdf
- 2020.01.27 Academic Committee Report.pdf
- 2020.01.27 Finance Committee.pptx
- 2020.01.27 Development Committee Report.pdf
- SWOT Analysis Diagram.jpg
- 2020.01.27 Diversity Committee Report.pdf

# Cover Sheet

## Approve Minutes

**Section:** III. Consent Agenda  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors - Special Meeting on February 10, 2020





# The GLOBE Academy

## Minutes

### Board of Directors - Special Meeting

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#### **Date and Time**

Monday February 10, 2020 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 and O.C.G.A. § 50-14-1(d)(2).

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#### **Directors Present**

C. White, D. Reynolds, K. Monroe, L. Pacheco, M. Adams, M. Hudson, R. Hudak, S. Camara

#### **Directors Absent**

A. Patel, A. Rogers, J. Garcia

#### **Guests Present**

Angelina Jeffers, K. Holder

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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 10, 2020 @ 7:07 PM at  
4105 Briarcliff Road NE  
Atlanta, GA 30345

### **II. Upper Campus**

**A. Approve Refinancing UC**

A brief discussion was held regarding the refinancing of UC.

C. White made a motion to approve a loan from CenterState Bank for up to \$3.1 million to refinance Upper Campus.

K. Monroe seconded the motion.

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

**III. Closing Items**

**A. Adjourn Meeting**

M. Hudson 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 7:17 PM.

Respectfully Submitted,

K. Holder

# Cover Sheet

To discuss a legal matter.

**Section:** IV. Executive Session  
**Item:** A. To discuss a legal matter.  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Executive.Session.Affidavit.02242020.pdf



**EXECUTIVE SESSION AFFIDAVIT**

*(In accordance with O.C.G.A. § 50-14-4(b))*

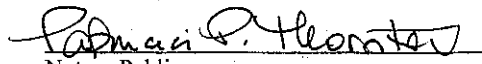
The undersigned presiding Board Officer of the GLOBE Academy Board of Directors, under oath hereby states and certifies that at the Board meeting held on the 24<sup>th</sup> day of February, 2020, the following:

1. The Board properly entered executive session as permitted by O.C.G.A. § 50-11-3. The only matters discussed during such executive session of its meeting as allowable under O.C.G.A. § 50-14-2 and 50-14-3 were as follows:
  - To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings or other judicial actions;
  - To discuss tax matters which are confidential by state law;
  - To authorize negotiations to purchase, dispose of, or lease property;
  - To authorize the ordering of an appraisal related to the acquisition or disposal of real estate;
  - To enter into a contract to purchase, dispose of or lease property, subject to approval in a subsequent public vote;
  - To enter into an option to purchase, dispose of, or lease real estate, subject to approval in a subsequent public vote;
  - To discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a public officer or employee, but not when receiving evidence or hearing argument on charges filed to determine disciplinary action;
  - To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50.
2. To the best knowledge and belief of the undersigned, no other matters than those of a purely personal and/or non-governmental nature were discussed during said executive session.
3. By executing this affidavit, the undersigned does hereby state that he/she in no way waives any rights granted under the Fifth Amendment to the United States Constitution.
4. This affidavit is executed solely for the purpose of compliance with the mandate of O.C.G.A. § 50-14-4(b) and shall serve no other purpose.

This 24<sup>th</sup> day of February, 2020.

  
PRESIDING OFFICER

SUBSCRIBED AND SWORN TO  
before me this 24 day of February, 2020

  
Notary Public

My commission expires: 4/18/2020



# Cover Sheet

## PTCC Report

**Section:** V. PTCC Report  
**Item:** A. PTCC Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2020.02.24 PTCC Report.pdf

# PTCC MONTHLY REPORT

## FEBRUARY 24, 2020

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### Teacher/Staff Grants

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PTCC distributed just under \$20,000.00 in teacher/staff grants after CEE and panel review/designation.

Some highlights: 6 IPADS for Coach Corso's PE programming.

Specialized Training @ College Level for Kindergarten teacher \$2000.00

Multiculturalism & Multiliteracy Training for 5th Grade Spanish for \$3800.00

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### Spirit Nights

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Spirit Night was at Skyzone on Monday, February 17 it was well attended-no final numbers yet.

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### Auction

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-We are still looking for sponsorships and donations!

-March 28, 2020 at Spring Hall

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### Wonderful Wednesdays

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-To show appreciation for staff

-They happen every month





# Cover Sheet

## Executive Director's Report

**Section:** VI. Administration and Committee Reports  
**Item:** A. Executive Director's Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020.02.24 Executive Director's Report.pdf





## Executive Director Report 2/24/20

### Updates

Strategic Plan - Job descriptions for Admin and Roles and Responsibilities for Faculty

Link to access the Board dashboard: Emailed to the board

### Enrollment

	Aug	Out/+	Aug	Sept	Oct	Nov	Jan	Feb
K: 144			144	144	144	144	144	144
1: 144			144	144	144	144	144	144
2: 145	-1		144	144	144	144	144	144
3: 137	-1		136+1	137	137	137 -2	135 -2	133
4: 116	-1		115	115 -1	114	114 -1+1	114	114
5: 57			57	57	57	57 +1	58	58
6: 96			96	96	96	96 -1 +1	96	96
7: 93			93	93	93	93 -1	92	92
8: 67	-2		65	65	65	65	65	65
Total:	999		994	995	994	994	992	990

### Lottery -

February 28th

Kindergarten	open spots	144/77	applied 618	preference seats	67
1st		0	208		6
2nd		2 Sp	4Sp, 6Fr, 1Ma		0
3rd		2 Fr	12Sp, 5Fr, 3Ma		0
4th		1Sp, 2Fr, 2Ma	1Sp, 2Fr, 2Ma		0
5th		0	5Sp, 2Fr, 0Ma		0
6th		39/19	174		20

### GLOBE 101 -

March 11th - All parents of students who were drawn in the lottery will be invited to experience the DLI classroom. They will also hear us go deeper about being part of the community.

### Professional Development -

Continuing Responsive Classroom training March 13th

# Cover Sheet

## Finance Committee Report

**Section:** VI. Administration and Committee Reports  
**Item:** C. Finance Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020.02.24 Finance Committee Report.pptx

# The Globe Academy – Finance Committee - Agenda

Item	Purpose
Upper Campus Loan Refinancing	Vote
Financial Policies Amendment – Staff and Travel Expenses	Vote
Financial Statements – FY2020	FYI
FY2021 Budget Timeline	FYI

## The Globe Academy – Finance Committee – Upper Campus Refinancing

- CenterState is offering us a better loan option than the current one for the Upper Campus Building and we would like to get approval for the board to refinance **up to 4.5M**
- New Loan would be fixed rate (~4.22% APR) for 20 years instead of 4.49% for the next 4 years and variable rate (Prime + 0.5% = Currently 5.25%) for the next 20 years—we would save approximately \$850K in interest expense for the life of the loan.
- The Bank has asked us for the following language to appear in the BOD minutes:
  - *“A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve up to \$4,500,000 loan by CenterState Bank for the refinancing of the Upper Campus building. “*

# The Globe Academy – Finance Committee – Staff & Travel Expenses Amendment

- Here is the original language from XV.STAFF AND TRAVEL EXPENSES that we are looking to amend. We would also like the amend all reference to HOS in the Financial Policies be changed to ED (Executive Director)

Original Text	Proposal (Changes highlighted)
<p>All out-of-town travel shall be approved by the Head of School in advance. All staff shall submit travel reimbursement forms by which they request reimbursement. Travel reimbursement forms shall be submitted to the Business Manager for review. Submitted travel reimbursement forms shall be reviewed by the Business Manager for:</p>	<p>All travel reimbursement requests submitted by staff shall be approved by the Executive Director and the Business Manager. Submitted travel reimbursement forms shall be reviewed by the Business Manager for: (a) accuracy, (b) completeness of required receipts; and (c) adherence to established policies. All reimbursement requests submitted by the CEO, the OS, the Business Manager, or the CFO shall be approved by the Executive Director and the Business Manager.</p>

# The Globe Academy – Finance Committee – Financial Statements

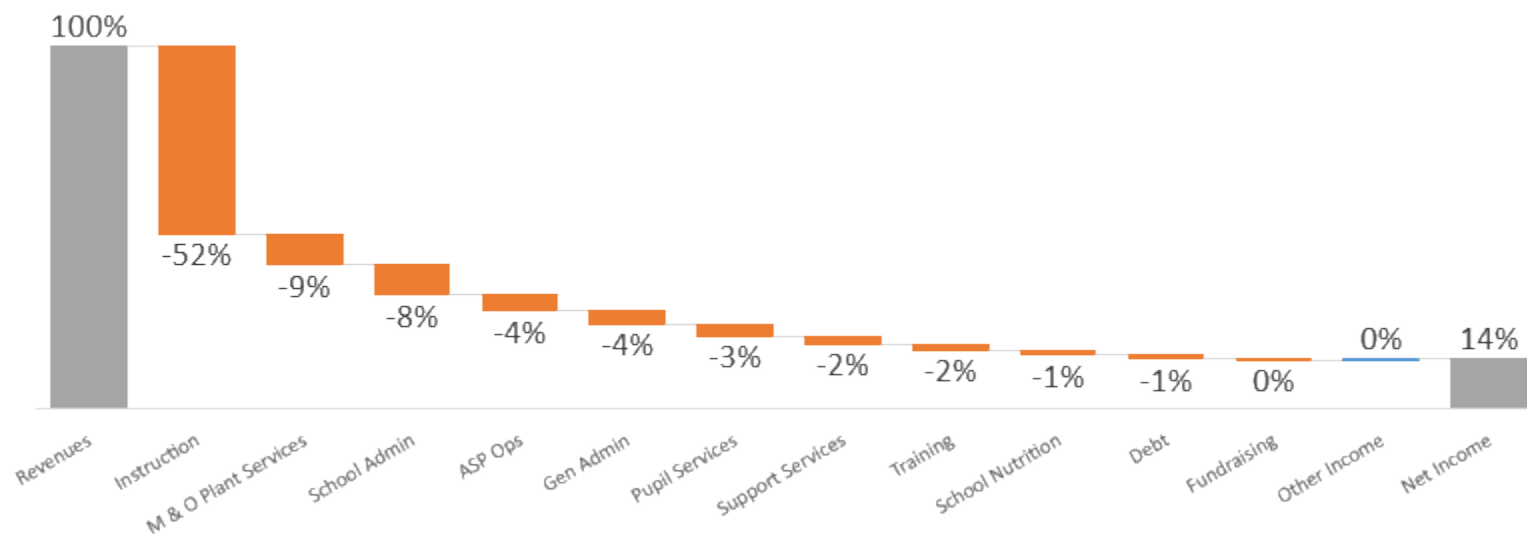
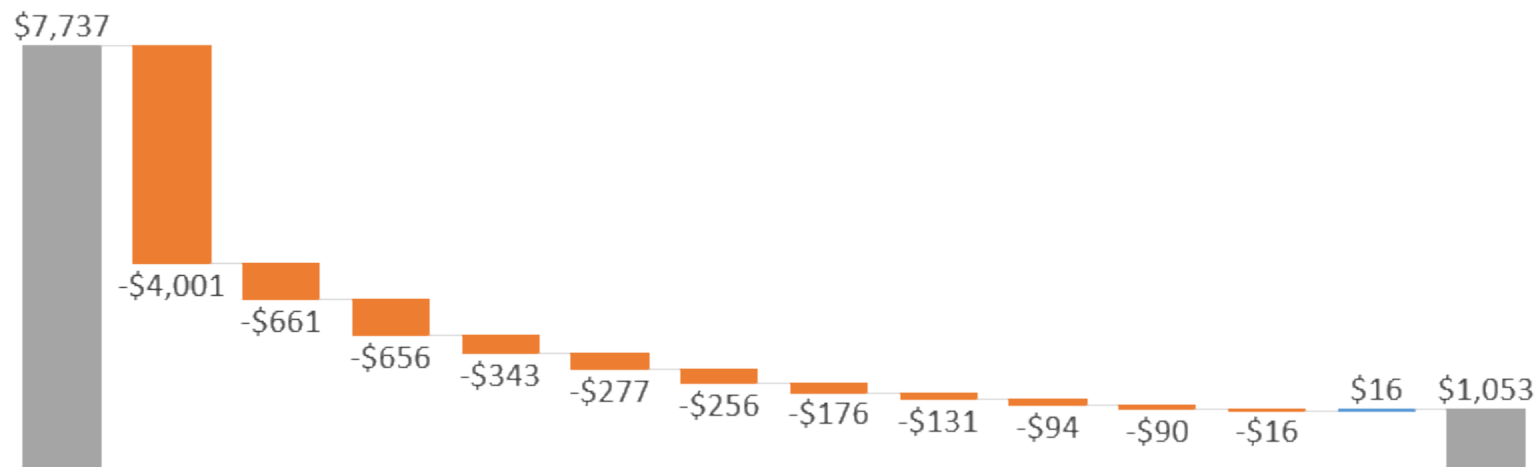
## Globe Academy Financial Statement FY 2020

(Figures in '000s unless otherwise stated)

	Previous YTD	Current YTD	Budget Y/Y	Budget YTD	Δ	Current - Budget %
<b>Revenues</b>		<b>\$6,413</b>	<b>\$7,737</b>	<b>21%</b>	<b>\$7,159</b>	<b>\$578 8%</b>
<b>Expenses</b>		<b>\$5,739</b>	<b>\$6,700</b>	<b>17%</b>	<b>\$6,236</b>	<b>-\$487 -8%</b>
Instruction		\$3,453	\$4,001	16%	\$4,025	\$25 1%
Pupil Services		\$211	\$256	22%	\$275	\$18 7%
Training and Improvement		\$105	\$131	24%	\$109	-\$22 -20%
General Administration		\$155	\$277	79%	\$168	-\$109 -65%
School Administration		\$572	\$656	15%	\$707	\$51 7%
Support Services-Business		\$162	\$176	9%	\$171	-\$5 -3%
Maint & Oper-Plant Services		\$607	\$661	9%	\$322	-\$339 -105%
Fundraising Activities		\$12	\$16	37%	\$9	-\$7 -72%
School Nutrition Program		\$46	\$94	103%	\$51	-\$43 -84%
ASP Operations		\$325	\$343	5%	\$250	-\$93 -37%
Debt Services		\$91	\$90	-2%	\$149	\$59 40%
Total Other Income		\$2	\$16	901%	\$0	\$16 0%
Total Other Expenses		\$0	\$0	-100%	\$0	\$0 0%
<b>Net Income</b>		<b>\$676</b>	<b>\$1,053</b>	<b>56%</b>	<b>\$923</b>	<b>\$130 14%</b>

# The Globe Academy – Finance Committee – Financial Statements

## The Globe Academy - Net Income Waterfall FY2020



# The Globe Academy – Finance Committee – FY2021 Budget Timeline

- We would have the preliminary budget for approval by the April BOD’s meeting
- Public Budget meeting between April’s and May’s meetings
- Final Budget by the May BOD’s meeting

	Week																
	2/2/2020	2/9/2020	2/16/2020	2/23/2020	3/1/2020	3/8/2020	3/15/2020	3/22/2020	3/29/2020	4/5/2020	4/12/2020	4/19/2020	4/26/2020	5/3/2020	5/10/2020	5/17/2020	5/24/2020
	2/8/2020	2/15/2020	2/22/2020	2/29/2020	3/7/2020	3/14/2020	3/21/2020	3/28/2020	4/4/2020	4/11/2020	4/18/2020	4/25/2020	5/2/2020	5/9/2020	5/16/2020	5/23/2020	5/30/2020
Estimate of Projected Cost	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow											
Estimate of Projected Revenue		Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow									
Addition / Substraction of projects							Yellow	Yellow	Yellow	Yellow	Yellow						
Preliminary Discussion with the Financial Committee											Blue						
Preliminary Budget presented to Board												Blue					
Public Meeting to Discuss Budget and make changes													Light Blue	Light Blue	Light Blue	Light Blue	
Final Budget Approval																	Green



# Cover Sheet

## Facilities Committee Report

**Section:** VI. Administration and Committee Reports  
**Item:** D. Facilities Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020.02.24 Facilities Committee Report.pdf



**The GLOBE Academy Facilities Committee  
Meeting Minutes  
February 11, 2020**

- I. Opening Items
  - a. Attendees: Christi Elliott-Earby, Jerry Ross, Chris Stevens, Ryan Hudak, Monica Burrell
  - b. Meeting called to order at 6:34
- II. Facilities
  - a. HVAC noise remediation solutions
    - i. Jerry secured quotes for five different noise reduction options for the Upper Campus HVAC unit ranging from \$5,000 to \$40,000.
    - ii. Committee determined that low cost solutions are unlikely to make a difference and high cost solutions are cost prohibitive for the organization. We will continue to explore options but are not taking action at this time.
  - b. Upper Campus Security System
    - i. Jerry secured three quotes for upgrading the UC security system to include cameras, access control, and an alarm system. Quotes range from \$30,000 to \$42,000. Grant funding will cover up to \$30,000. We are awaiting one more quote and will review quotes in more detail at next meeting.
  - c. Upper Campus Fence to Secure entryway
    - i. Jerry secured three quotes for enclosing the walk-way between the main building and the cafeteria at UC. All quotes were ~\$5,000 and include a standard 8 foot steel fence with a 4-5 foot gate. Jerry is going to investigate different fence options that include a visual barrier in addition to the physical barrier/security features.
    - ii. We also discussed the possibility of moving the fence out further from the walk-way to secure a larger area.
    - iii. Jerry will also secure quotes for adding access control and a camera to any new gate that is installed.
  - d. Lower Campus Fire Panel and Code Upgrades
    - i. Lower campus currently has two separate fire panels – one for the main building and one for the portables. Jerry is considering having them integrated/connected. He has one quote for ~\$2,000.
    - ii. The building is currently grandfathered in and exempt for some current fire codes. Jerry secured two quotes to bring the building up to code ranging from \$50,000 to \$90,000. We will keep this upgrade on our list of capital improvement but are not taking action at this time.
  - e. Lower Campus Chiller Compressor
    - i. The Lower Campus Chiller needs a new compressor. Jerry has one quote for \$30,000. We are moving forward with replacing it before the weather gets hot and we risk losing AC during the end of the school year.
- III. Closing Items
  - a. Meeting adjourned at 7:42.

# Cover Sheet

## Development Committee Report

**Section:** VI. Administration and Committee Reports  
**Item:** E. Development Committee Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020.02.24 Development Committee Report.pdf  
GLOBE Fundraising Policy Revised 2020.pdf



**Development Committee Report  
18 February 2020**

**Committee Chair:** Meghann Adams

**Report Type:** Update

**Updates:**

**1. Operational Budget/Fundraising Goals**

- a. 2019-2020 Fundraising Goal: \$250,000; 2% of operating budget
- b. Fundraising Expenses to date: \$16,159
- c. GLOBE Trot: \$135,162.52
- d. Annual Fund: \$84,942 received to date
- e. GLOBE Rocks: \$9,206.50
- f. Total Raised (does not include unpaid pledges): \$229,311.02; 92% of fundraising goal

**2. Fundraising Policy**

- a. Made small grammatical revisions, removed mentions of old dates and changed HOS to ED
- b. Added information regarding sponsorships and made updates to current fundraising efforts
- c. Requesting approval from the board

**3. Donor Prospect Videos**

- a. Filming completed on 2/10 and 2/11
- b. 8-10 weeks for postproduction

**4. Donor Relations/Database Management**

- a. Creating centralized worksheet that includes Annual Fund, GLOBE Trot and GLOBE Rocks
- b. Annual Fund Donor Data
  - a. Lifetime Major Donors \$5K+: 10 (6 families; 4 organizations)
  - b. Lifetime \$3K+ Total Donors: 19 (17 families/2 organizations)
  - c. Lifetime \$1K+ Total Donors: 111 (100 families/11 organizations)
  - d. \$1K+ in a Single Gift Donors: 81 (68 families/13 organizations)
  - e. 5-Year Sustainer Donors: 17 families
  - f. 4-Year Advocate Donors: 24 families
  - g. 3-Year Supporter Donors: 67 (61 families & 6 organizations)
- c. Single Donor Database – committee researching options
- d. Send out thank you at end of school year for entire year of giving
- e. Donor wall – recommend moving to digital recognition on large monitors at each campus
- f. Working on updating “support” pages on GLOBE website

**5. Grant Management Update**

- a. GADOE Facility Grants (one grant per campus)
  - i. LC grant spent on phase II of playground project
  - ii. UC grant was allocated entirely to putting on a new roof (\$59K project and grant was for little over \$40K) – Biggest need to address

- b. GADOE Security Grant (one grant for entire school)
  - i. Jerry waiting on one final bid from a vendor before the purchase is made
  - ii. He's aware of 4/30/20 deadline to submit for reimbursement

**6. GLOBE Auction – Saturday, March 28 at 6:30pm**

- a. Tickets range between \$55-\$65 (available now online)
- b. Spring Hall (7130 Buford Hwy NE #100)

**7. Next Development Committee Meeting via Zoom: Tuesday, March 17, 2020 @ 7:30 pm**

**END REPORT**



## The GLOBE Academy Fundraising Policy

### Purpose

The GLOBE Academy, Inc. (GLOBE) seeks to strengthen ties within the school's community and the broader DeKalb community, to enhance the resources and opportunities available to GLOBE students. Such resources supplement those provided by DeKalb County and other governmental entities. Through the procedures governing

GLOBE's fundraising activities, the school aims to:

- Build resources that improve educational programs and benefit all GLOBE students;
- Create greater awareness about GLOBE in the DeKalb County community;
- Protect students, parents, administrators from fundraising efforts that are excessive, exploitative, lacking in educational merit or detrimental to the educational process;
- Implement a smooth and understandable procedure for how fundraising decisions are made;
- Assure that public funds are protected and accounted for in a transparent manner, providing color on how funds are used; and
- Confirm that all fundraising and expenditures comply with county, state and federal laws.

### Guiding Principals

All revenue-generating activities must support GLOBE's vision and mission. Fundraising proposals should answer the following questions:

- What is the purpose for the additional funds?
- How much revenue is the fundraiser intended to generate?
- How does the fundraiser align with our vision and mission?

### Scope

This policy applied to all GLOBE administrators, board members, educators, staff members, students, organizations affiliated with the school and volunteers. All activities must follow GLOBE's core values of Community, Respect, Empathy, Sustainability and Trust.

### General Fundraising Guidelines

- The Executive Director, and the Board of Directors, reserve the right to restrict or limit any fundraising activities associated with GLOBE.
- Faculty and student participation is typically voluntary. However, employees may be asked to supervise some activities as a part of their employment duties.

- Students are not required to participate in fundraising to belong to a club or team. In addition, participation in a fundraising activity shall not affect a student's treatment or classroom performance in any way.
- Classroom prizes for fundraising must be approved by the Executive Director.
- Sales quotas may not be imposed on GLOBE families, and families are not required to pay for any unsold items that are returned to GLOBE.
- Fundraising activities that could expose GLOBE to the risk of financial loss or liability are discouraged. Such fundraisers require Board approval.
- Existing school accounting systems and procedures are used for all school-level (GLOBE) fundraising activities. Records of fundraising efforts, including accurate reporting on participation levels and financial outcomes, is open to parents, students and donors. However, personal fundraising information is not released outside of school administration, the Development Committee and the Board of Directors. The GLOBE Academy, Inc. is not responsible for providing accounting oversight of school-affiliated fundraisers run by others (PTCC, athletic teams, clubs or other groups).

### **Fundraising Approval Process**

GLOBE families are targeted for many fundraisers through multiple channels. ~~In an effort to control~~ To strategically plan the number of asks from the GLOBE community, all fundraising requests must be preapproved by the Executive Director and reviewed by the Development Committee.

To minimize requests from GLOBE families, any major new fundraising request should replace an existing fundraising effort whenever possible and as determined by the Development Committee and Executive Director.

### **Fundraising Goals**

~~Every January, f~~ Fundraising goals for the following school year are defined ~~in the January by the~~ by the Development Committee. The Executive Director and the school's Chief Financial Officer set the targeted fundraising goals in conjunction with the Development Committee.

Any other GLOBE related organizations, which may include the PTCC, athletic teams, clubs or other groups, should also provide a budget for the following school year to the Executive Director and Chief Financial Officer ~~in January of each year for prior to~~ end of the ~~following current~~ school year. If funds are to be raised from the GLOBE parent and student body to meet their needed revenues, the Executive Director must approve their budget. If it is not possible to anticipate the needs so far in advance of the following school year, the previous year's budget can be used as a proxy.

### **Use of Funds**

The Development Committee provides as much color and clarity regarding the intended use of raised funds as possible to increase transparency for the school's donors. In many

cases, funds may be needed for an unexpected need not anticipated in the annual budget. GLOBE's Board of Directors and administration have the right to allocate and shift funds to best meet identified school needs unless they are directed funds (see next section).

### **Directed Funds**

Except for funds raised through grants, directed funds are not accepted without the approval of the Board of Directors and the Executive Director.

### **Advertising and Sponsorships**

Any equipment, materials, funds or contributions that include the donor's corporate logo does not constitute an implicit endorsement of that business or organization. The acceptance of school advertising from an advertisement agency does not imply an endorsement of the advertiser's business. GLOBE does not make any representations or warranties regarding business advertisements made in, or around, school property.

School sponsorships from individuals or organizations is the act of supporting an event or the school financially through the provision of products, services or activities, in exchange for rights (including naming rights) or certain specified benefits (such as logo placement or public acknowledgement). Sponsorships can provide a mutually beneficial and purposeful relationship between individuals, organizations and the GLOBE Academy.

Sponsorship activities of \$5,000 or more must be approved by the Development Committee and Executive Director to ensure the GLOBE Academy is engaging in sponsorship activity that:

- promotes and improves educational outcomes;
- supports corporate and school goals and objectives;
- increases effectiveness of strategic educational programs;
- engages or builds relationships with key stakeholders; and/or communicates key messages to target audiences.

### **DEVELOPMENT COMMITTEE MEMBERS**

The Development Committee is a standing committee of the Governing Board. The Development Committee Chair shall invite other members to join the Development Committee as appropriate in his/her discretion.

In addition to the Development Committee Chair (which shall be a current Board member), the Development Committee may include:

- Executive Director;
- Chief Financial Officer;
- Chairman of the Governing Board;
- Representative of the Parent Teacher Community Council (PTCC);  
Annual Fund Lead or Representative; and
- Volunteers.

The Development Committee may collaborate with the PTCC to spearhead various fundraisers. In these instances, the PTCC member leading the fundraiser reports to the Chair of the Development Committee, or his/her designee, at each relevant Development Committee meeting regarding the event's progress.

If there are concerns about any fundraiser, the Development Committee reserves the right



to remove any individual running such fundraiser and identify a replacement.

### **Existing Annual Fundraisers**

**Annual Fund** – This annual fundraiser, ~~which is held in the fall,~~ is the backbone of GLOBE’s fundraising effort. Every year, GLOBE contacts members of the GLOBE community and companies ~~who may want to support GLOBE,~~ to raise the funds necessary to meet the school’s operational budget goals. ~~From 2013-2016, GLOBE has held a “Fun Run” to support multiple school fundraising needs. Going forward, the Fun Run is considered a part of GLOBE’s Annual Fund, as one large fundraiser.~~ The Annual Fund is GLOBE’s largest annual fundraiser. As a public charter school, GLOBE receives some of its funding from DeKalb County; however, charter schools do not receive the same level of funding as traditional public schools. The Annual Fund supports the continued educational excellence and continued growth of the GLOBE community. Every unrestricted dollar contributed is used to provide for the outstanding faculty, programs, and improved facilities that directly benefit GLOBE students every day. GLOBE families are asked to give directly to the Annual Fund each year.

**GLOBE Trot** – The GLOBE Trot Fun Run provides another opportunity to raise money for GLOBE’s Annual Fund. GLOBE students are asked to get donations from external audiences, including grandparents, extended family, neighbors, friends, etc., as part of an event. Students run, walk, skip, race and exercise their way around a track while parents and supporters line the course to cheer them on.

**GLOBE Rocks** – Families are encouraged to attend GLOBE Rocks, an annual music benefit concert. All dollars raised in this portion of the Annual Fund go directly to the GLOBE’s music program.

**Auction** – The school’s auction, which is the major spring fundraising event, consists of a live auction, a silent auction and a raffle event. Auction tickets are made available to GLOBE families, potential GLOBE families and other interested parties. GLOBE parents and community members may support the auction through the purchase of tickets, donation of auction items, purchase of items at the auction and recruitment of auction attendees. A portion of the net proceeds raised from the Annual Fund and/or the auction, as determined by the Executive Director and Board of Directors, is allocated to school- related organizations such as the PTCC. The amount allocated is determined based on their respective budgets and other factors as determined by the Executive Director and Board of Directors. ~~For the 2016-2017 school year, a~~All net proceeds from the auction shall go to support the PTCC’s goals and efforts.

### **Ongoing Fundraising Efforts:**

**Grants** – Seeking, and submitting, grants is a time-consuming process. Each January, the Development Committee receives specific needs from the Executive Director which frame the school’s grant focus. The grant process involves ~~four-six~~ steps: generating an idea, finding funding, developing a proposal, submitting a proposal, managing the award and sharing the results. ~~building/maintaining a grant database, researching grants, completing/submitting grants and networking in the non-profit/business community.~~ A

subcommittee of the Development Committee is charged with leading the school's grant efforts and provides updates at each Development Committee meeting.

**Classroom Supplies**– School staff members and teachers have needs that arise specific to their classroom or project. The following protocol should be followed:

**Supplies:**

- a.) Basic classroom supplies should first be funded and sourced through GLOBE's operating budget. In an effort to create uniformity, the Executive Director, or someone appointed by the Executive Director, works with teachers and classroom parents to understand each class' specific needs. There should be a uniform "ask" of the parent body for classroom needs at designated times of the year. Funds may not be collected unless cleared by the Executive Director outside of the designated times. Amounts collected by room parents for each classroom should not exceed total limits as directed by the ~~Development Committee~~Executive Director.
- b.) Any additional classroom needs must be approved by the Executive Director. Mini-grants can be requested from the PTCC. If an additional ask of classroom parents is deemed necessary, the Development Committee should be notified to track how much is being asked of GLOBE families throughout the year.

**Staff/Teacher Gift Fundraising:**

- a.) Staff/teacher gift fundraising (for birthdays, end of semester gifts, etc.) may be coordinated by the PTCC through classroom room parents or through centralized funds collected at open house. The amount gifted to teachers from these funds are communicated by the PTCC at the beginning of each school year. Amounts collected for each classroom should not exceed total limits as directed by the ~~Development Committee~~Executive Director.
- b.) Parents may choose to provide additional gifts to teachers at their own discretion.

**Additional Fundraisers**

Any additional fundraising requests must be approved by the Executive Director and the Development Committee. However, fundraisers below \$2,000 can be approved by the Executive Director without the Board's approval. Ideally, any major fundraising request replaces an existing fundraising effort. Requests made to GLOBE families should be kept to a minimum.

**Donor Tracking and Recognition**

- a.) The Development Committee is responsible for tracking all external fundraising requests from GLOBE and affiliated organizations across all fronts. All administrative, board-level, classroom-level or school organization requests must be shared with the Development Committee. This helps avoid donor fatigue with the local community and businesses. The school needs to make sure it understands all of its donor touch points.
- b.) At minimum, all donations to GLOBE given by an individual or organization over

~~the course of a single school year that total in excess of \$1,000 or more receive a personalized thank you from the Executive Director and/or Chairman of the Board of Directors. Donations to GLOBE of over \$2,000 receives a thank you from the Chairman of the Board of Directors.~~

- c.) Affiliated organizations are responsible for providing receipts and thank you for donations to such organizations.
- d.) In addition to items a) and b) above, all fundraisers are encouraged to have donor appreciation plans in place to foster and sustain donor relationships.
- e.) All receipts for donations to GLOBE are generated by the school's administrative office, in accordance with tax rules and regulations.

### **Master Calendar**

The school administration keeps a master calendar for all fundraising events. Any new fundraisers, or date changes, must be added to the calendar by the Executive Director or a designee of the Executive Director. No new events are approved without first consulting the calendar for conflicts or closed periods. For recurring/annual events, the Development Committee establishes the event dates in conjunction with school administration before the start of the school year.

### **Fundraising Excess**

If the targeted goal for any fundraiser is exceeded each year, the Fundraising Chair, Development Committee, the Executive Director and/or the Finance Committee proposes to the Board of Directors how excess funds raised should be used. Any decision must receive Board approval.

### **Class Trip and School Organization Fundraisers**

- a.) This section pertains to classroom field trips, sports teams, school clubs and other organizations.
- b.) To encourage inclusivity, dues for any school organizations should be kept to a minimum.
- c.) Extracurricular groups, and classroom opportunities, are an essential part of a well-rounded education. In some cases, clubs or groups affiliated with GLOBE may have an event that requires funding that may be excessive for some families.
- d.) When possible, the Executive Director should be notified of these events at least three months in advance.
- e.) While families tied to these events provides some financial support, additional fundraisers can be used when approved by the Executive Director.
- f.) Each group may also apply for a mini grant from the PTCC for funding support if funds are available.

- g.) There is a limit of two fundraisers per club or group per year. These may include the sale of goods or services to GLOBE parents, students and staff. It may also include privileges offered (ex. no uniform day, or pizza lunch) to fellow students.

### **Community-Based Fundraisers**

A key tenant of GLOBE's CREST is "Community." The GLOBE school community believes it is important to teach children to help those around us.

- a.) The best way for GLOBE students to help others is through community service. Efforts to support local charities, or causes, should focus on service projects first.
- b.) Any service projects sponsored by or promoted to the GLOBE community by GLOBE must be approved by the Executive Director. While the school wants to encourage its children to help others, maintaining the safety of its students is paramount.
- c.) The collection of goods (i.e., canned goods or clothing) to support various charities is acceptable. Such efforts are limited to no more than three events in a given school year. They operate on a first come, first serve basis requiring Executive Director approval.
- d.) Authorized community-based fundraisers can be referenced in GLOBE weekly or other news publications.
- e.) Direct communication for fundraising or solicitation of goods is limited and must be approved by the Development Committee.

### **Unanticipated Scenarios**

The Development Committee acknowledges that the GLOBE Fundraising Policy may not anticipate every issue or scenario that may arise. For that reason, the Board of Directors reserves the right to impose restrictions or limitations regarding any and all fundraisers. These may be in addition to those set forth in this policy.