



The GLOBE Academy

Board of Directors Meeting

Date and Time

Monday June 28, 2021 at 7:00 PM EDT

Location

To attend the meeting virtually, please click on the following link to register: https://us02web.zoom.us/webinar/register/WN_NvePLCDZTQiqjLmipFPJ5A

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

Special note: This meeting was conducted remotely, due to the declared national and state public health emergencies in response to the novel coronavirus known as COVID-19.

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests	Discuss	Ryan Hudak	
B. Call the Meeting to Order		Ryan Hudak	
C. Vision, Mission and Core Values	Discuss	Ryan Hudak	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.

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • 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			7:05 PM
A. Public Comment	FYI	Ryan Hudak	5 m
<p>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.</p>			
III. Consent Agenda			7:10 PM
A. Approve Agenda	Vote	Ryan Hudak	5 m
B. Approve Minutes	Approve Minutes	Ryan Hudak	5 m
Approve minutes for Board of Directors Meeting on May 24, 2021			
IV. PTCC Report			7:20 PM
A. PTCC Report	FYI		5 m
V. Administration and Committee Reports			7:25 PM
A. Executive Director's Report	FYI	Christi Elliott-Earby	5 m
B. Finance Committee Report	FYI	Luis Pacheco	5 m
C. Development Committee Report	Vote	Meghann Adams	5 m
D. Communications Committee Report	FYI	Leigh Long	5 m
E. Strategic Planning Committee Report	FYI	Katie Monroe	5 m
F. Academic Committee Report	FYI	Drew Reynolds	5 m
G. Diversity Committee Report	FYI	Monique Hudson	5 m
H. Governance Committee Report	FYI	Aba Rogers	5 m
I. Facilities Committee	FYI	Chip White	5 m

	Purpose	Presenter	Time
J. Executive Director Evaluation and Support Committee Report	FYI	Ryan Hudak	5 m

VI. Old Business

VII. New Business

8:15 PM

A. Transition to CharterBoards	FYI	Ryan Hudak	5 m
B. Board Meeting Structure	Discuss	Ryan Hudak	5 m
C. SY 2021-22 Board Meeting Calendar	Vote	Ryan Hudak	5 m
D. BoardOnTrack Board Member Action Items	FYI	Ryan Hudak	5 m
E. Board Term Renewal: Drew Reynolds	Vote	Ryan Hudak	5 m

Term expires on June 30, 2021

F. Board Term Renewal: Leigh Long	Vote	Ryan Hudak	5 m
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Served the remainder of Jonathan's unexpired term. Term expires June 30, 2021

VIII. Executive Session

8:45 PM

A. To discuss legal and personnel matters.	Discuss	Ryan Hudak	15 m
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IX. Closing Items

9:00 PM

A. Adjourn Meeting	Vote	Ryan Hudak	
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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 May 24, 2021

APPROVED



The GLOBE Academy

Minutes

Board of Directors Meeting

Date and Time

Monday May 24, 2021 at 7:00 PM

Location

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_oLLET5fdTuqNDwMZF8aX3Q

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

Special note: This meeting was conducted remotely, due to the declared national and state public health emergencies in response to the novel coronavirus known as COVID-19.

Directors Present

A. Rogers (remote), D. Reynolds (remote), K. Monroe (remote), L. Long (remote), L. Pacheco (remote), M. Adams (remote), M. Hudson (remote)

Directors Absent

C. White, R. Hudak

Directors who arrived after the meeting opened

M. Hudson

Guests Present

C. Elliott-Earby (remote), Christina Steiner (remote), David Thompson (remote), Jen Parker (remote), K. Holder (remote), L. Hancock (remote), L. Hertz (remote), L. Norton (remote), Melanie Marks (remote), Michelle Gibson (remote), Robyn Brandman (remote), Tramaine Quarterman (remote), Vilma Villalobos (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

L. Pacheco called a meeting of the board of directors of The GLOBE Academy to order on Monday May 24, 2021 at 7:05 PM.

C. Vision, Mission and Core Values

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

II. Public Comment

A. Public Comment

Robyn Brandman made the following comment:

Thank you for guiding us through this very difficult year and appreciate all the board has done navigating our reopening plan safely. With a return to a “new” normal, I hope the board initiatives will be picked back up- specifically the strategic plan. The stakeholders funded this very expensive plan and while i understand that the pandemic put some initiatives on hold, i feel some others could have been worked on. In fact,, I couldn’t even find the current plan on the website or BOT. This absolutely does not align with the boards commitment to transparency.

We are at least two years post 70k plus payment on this plan, and it still feels like we have not moved forward with the even organizational structure. With the new plan, we changed our organizational structure and created an executive director position creating open positions which have not been filled. I (and I know many other stakeholders) would like to have a clear understanding of the purpose of this position- especially when we do not have a permanent UC head of school or permanent LC AHOS. These positions are not even advertised on our site. Is the plan to have interim HOS and AHOS for the foreseeable future?

I ask that the board specifically address this including how the board has gotten comfortable with having the appropriate level oversight on the school strategy and how you can reconcile spending 70k+ on a plan that is not being implemented. While continuing to ask for money.

According to the Sept 2020 minutes for the Strategic plan committee, (not documented on the BOT calendar) Christi and Katie are preparing for meeting with NorthStar to realign Strategic Plan timeline.

At the Feb 2021 meeting (also not documented on the BOT calendar)- the minutes say:

Due to budget constraints, we are not actively working with NorthStar right now. Focus over the next several months will be to document progress, update goals, and have a launching point for next year.

I do want to acknowledge that other committee meeting minutes have much more robust notes, and I am actually able to discern what was accomplished in the meeting and how they are moving forward with their strategic plan initiatives.

I have asked many times for a strategic plan “checklist” so that stakeholders know what has been accomplished, what is being worked on, and what we are still striving for. The minutes for this committee is lacking and I hope to see improvement.

For a family that has been with the school since the beginning and has supported and personally volunteered raising money for the school- this feels like a critical juncture. I am incredibly vested in the GLOBE and frankly concerned and disappointed and VERY hesitant to donate any money that is not going directly to the classrooms and teachers via the PTCC.

Without permanent leadership, some best practices for education have also fallen through the gap. We have struggled with teacher retention. For the French track, we have looped with our language teachers 3 times in 8 years. This last year, it seems we are looping again, making it 3 years with the same teacher. In no way is this preparing our students for high school and beyond. I realize that it is hard to find language teachers, but this is a problem that has been in the pipeline for years and the admin does not put forth creative efforts to address this. Good educational practices is not just good teachers but good forward thinking and globe is not doing that. Perhaps that is also connected to the strategic plan that is not being worked on.

We advertise ourselves first and foremost a language immersion school and we offer no support, no clubs, no easily found resources for language practice.

It would be greatly beneficial for Language teachers or TA's to offer support both before and after school - perhaps once before school and once after school- for free and for afterschool language clubs to be free or affordable for all. We used to have this and it was very successful in helping the kids use the target language outside a classroom setting.

Ultimately the Strategic plan is a core responsibility of the board. Assuring that management and other stakeholders are executing the plan and defining and holding people responsible are key components. Based on my review of the info available it does not appear that the committee or the board are doing this. As we return to our new normal, I hope the board reviews and revises it's goals and the strategies we are using to accomplish them.

III. Consent Agenda

A. Approve Agenda

The agenda and minutes were approved by consent without objection.

B. Approve Minutes

D. Reynolds made a motion to approve the minutes from Board of Directors Meeting on 04-26-21.

M. Adams seconded the motion.

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

IV. PTCC Report

A. PTCC Report

There was no formal report this month.

V. Administration and Committee Reports

A. Executive Director's Report

A formal report was included in the agenda packet.

B. Academic Committee Report

A formal report was included in the agenda packet. An oral report was provided by Laura Hancock.

C. Diversity Committee Report

There was no formal report this month. Monique reported that the committee canceled its last meeting, due to her illness.

D. Finance Committee Report

There was no formal report this month. Luis reported that the QBE funds per pupil equaled to \$9,455, which is 2.5 percent down from the prior year. In addition, Luis noted that the first public budget meeting was held on Thursday, May 20th and provided a reminder that the second public budget meeting will be held on Thursday, May 27th at 6 p.m. The final budget will be presented for Board approval at next month's Board meeting.

E. Development Committee Report

A formal report and minutes from the committee's previous meeting were included in the agenda packet.

F. Communications Committee Report

A formal report and minutes from the committee's previous meeting were included in the agenda packet.

G. Governance Committee Report

A Board Byte slide was included in the agenda packet.

H. Strategic Planning Committee Report

There was no formal report this month. Katie reported that preparation is underway for the kick-off meeting for the next academic year. At the upcoming session in June, the stakeholders will do the following things: update the status of the Strategic Plan initiatives; review priorities; and delineate the roadmap/timeline for the next academic year. The goal is to get the Strategic Plan priorities for the upcoming academic year to the respective committees to coordinate in the planning of their goals. The Kick-off meeting is scheduled for June 10, 2021 from 11:30 a.m. until 1 p.m.

M. Hudson arrived.

I. Facilities Committee

There was no formal report this month. Christi reported that the committee is working on getting the house that is adjacent to UC knocked down.

J. Executive Director Evaluation and Support Committee Report

There was no formal report this month.

VI. New Business

A. Election of Communications Committee Chair

M. Hudson made a motion to elect Leigh Long as the chair of the Communications Committee.

M. Adams seconded the motion.

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

VII. Closing Items

A. Adjourn Meeting

The next scheduled meeting is set for June 28, 2021 at 7 p.m.

D. Reynolds made a motion to adjourn the meeting.

L. Long 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 8:04 PM.

Respectfully Submitted,
K. Holder

Documents used during the meeting

- 2021.05.24 Executive Director's Report.pdf
- 2021.05.24 Academic Committee Report.pdf
- 2021.05.19 Finance Committee Meeting Minutes.pdf
- 2021.05.20 Development Committee Meeting Minutes.pdf
- 2021.05.24 Development Committee Report.pdf
- 2021.05.07 Communications Committee Meeting Minutes.pdf
- 2021.05.24 Communications Committee Report.pdf
- Globe Bite Size-Contract Execution.pptx

Cover Sheet

PTCC Report

Section: IV. PTCC Report
Item: A. PTCC Report
Purpose: FYI
Submitted by:
Related Material: 2021.06.28 PTCC Report.pdf



PTCC MONTHLY REPORT

June 28, 2021

PTCC Goals

Increase PTCC Volunteerism

2020-2021 event planning in virtual environment while continuing to create and support our community

Enhance accessibility of PTCC events for all GLOBE families.

Support teachers and admin for a successful distance learning environment

Establish a collaborative effort with the GLOBE board

Open Positions

Co-chair (1), Treasurer (1)

Elections will open July 5

Announce new PTCC officers July 30

PTCC Structure Evaluation

Have held meetings with current PTCC leadership team, previous PTCC officers, Chrsi Elliott-Earby and Ryan Hudak to re-evaluate the structure of PTCC. Changes to the organization will be announced on July 30 with the election results.

Volunteers Needed

PTCC is looking for Parent Action Committee (PAC) leads for the following PACs: Global Awareness (1), Fundraising (2), Community Outreach (new committee! - 2)

Parent Mixer

Current planning a mixer for parents (no children!) the second Saturday after school starts. More details to come.

Used Uniform Sales

Used Uniform sales are going well with only 10 people in the "store" at a time.

PTCC year in review

Would like to send a stand-alone email at the end of July listing all that PTCC has done this past year with funds and volunteers hours from parents and staff.

Cover Sheet

Executive Director's Report

Section: V. Administration and Committee Reports
Item: A. Executive Director's Report
Purpose: FYI
Submitted by:
Related Material: 2021.06.28 Executive Director's Report.pdf



Executive Director Report 06/28/21

Updates

We will begin working on our charter renewal to present to the County and State, fall of 2022.

DEI (diversity, equity, and inclusion) - Starting in July, we will continue training with our leadership team to continue the work we have started.

Global Seal of Biliteracy - THANK YOU to Sandra Daniel for making this possible. This year our 8th grade students were eligible for the Global Seal of Biliteracy. **We had over a third of our 8th grade class earn this seal.**

We are credential with the Global Seal of Biliteracy. The Global Seal of Biliteracy is an international credential that conveys proficiency with language skills in two or more languages for our students. This credential offers a competitive advantage for our students by helping them earn scholarships, higher pay, college credit, increased study abroad opportunities and so much more. The Global Seal is and will be FREE for all. To learn more about the Global Seal of Biliteracy visit their website at www.theglobalseal.com.

How does the Global Seal of Biliteracy differ from the U.S. State Seals of Biliteracy?

The Global Seal of Biliteracy is universal, it crosses state lines and can be issued in any country whereas the U.S. State Seals are generally available to students graduating from a public school in a state and individual district or school that has adopted the program (with some exceptions). The Global Seal of Biliteracy credentials all qualifying language learners, including those who have already graduated from high school, but would like to certify their language skills for academic or work purposes. The Global Seal is often used in partnership with state Seals to provide earlier benchmark awards or an alternative award to language learners above or below state Seal criteria. Schools often adopt both programs. Georgia does have a State Seal of Biliteracy for 11th and 12th graders.

Reopening

We will enter the SY 21/22 with a 5 day a week in person learning environment. At this time, we will be wearing masks in the building until all students have had the opportunity to be vaccinated.

We are thrilled to announce a new partnership with Emory University's Rollins School of Public Health (RSPH) that will provide return-to-campus planning and COVID-19 communication support to the GLOBE community. A big Thank YOU to parents Lauren Christiansen-Lindquist and Dabney Evans for bringing this opportunity to us. Rachael Lewis, a Master of Public Health student at Emory will be working under the mentorship of these two GLOBE parents

Cover Sheet

Finance Committee Report

Section: V. Administration and Committee Reports
Item: B. Finance Committee Report
Purpose: FYI
Submitted by:
Related Material:
2021.06.23 Pre Board of Directors Finance Meeting Minutes.pdf
FY22_GLOBE BUDGET_Draft v.4_FINAL Public.pdf

DRAFT



The GLOBE Academy

Minutes

Pre Board of Directors Finance Meeting

Date and Time

Wednesday June 23, 2021 at 8:30 AM

Location

<https://zoom.us/j/7511546917?pwd=aWpydERERIRxVzRHUG1GYWNMdWZRdz09>

Meeting ID: 751 154 6917

Passcode: 497742

Vision, Mission and Core Values

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.

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 - ⌚ 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.
-

Committee Members Present

C. Elliott-Earby (remote), D. Clayton-Purvis (remote), L. Pacheco (remote), R. Hudak (remote)

Committee Members Absent

A. Haas, L. Li, M. Williams

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Pacheco called a meeting of the Finance Committee of The GLOBE Academy to order on Wednesday Jun 23, 2021 at 8:36 AM.

II. Finance

A. FY2021 Current Financials

PPP loan has been converted to grant (revenue)

2 facilities grant has been approved and put on receivables and the revenue has been recognized (not received yet)

B. FY2022 Budget

Our current budget is a conservative view due to the uncertainties with the QBE funds

Staff will present the Budget during our Board meeting on Monday

C. Expenses that Need Board Approval

None that needs approval

III. Other Business

A. Loan Repayment

We have decided to keep the loan for now to maintain our financial flexibility in case a future opportunity arises. We will revisit this item in the future.

B. House Bill 146

The new law provides the benefits (3 weeks paid leave) to mothers and fathers following the birth, adoption or foster placement of a child. Employees who have worked for the state for at least six months are eligible

The administration is adding the benefit to the employees of the school. The expected impact is less than \$50K

C. Student Transportation funded by GLOBE

We have agreed on study the feasibility of the transportation and survey. Hire somebody for a feasibility

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,
L. Pacheco

The GLOBE Academy, Inc.**OPERATIONAL BUDGET****FY2021-2022**

	FY 2021-22
FTE (BOY)	1096
Income	
1215 Club Dues	5,000
1220 Donations	31,000
1225 Fund raising/Misc. Sales	300,000
1340 After School Program Revenue	509,000
1611 Lunch Payments	0
1701 Field Trip	92,000
1910 Rental Income	0
3120 Total Quality Basic Education F	11,100,000
4300 Categorical Grants - Direct from Fed Gov	15,000
4510 Child Nutrition Program Svc Grant	0
4520 DOE Grant Income	110,000
5510 Grants Other than State and Federal	0
5995 Other Income	0
Total Income	12,162,000
Expenses	
Total 10-1000 Instruction	7,274,000
Total 10-2100 Pupil Services	435,000
Total 10-2210 Improvement of Instruct Service	1,000
Total 10-2213 Instructional Staff Training	50,000
Total 10-2220 Educational Media Services	76,000
Total 10-2300 General Administration	383,000
Total 10-2400 School Administration	1,155,000
Total 10-2500 Support Services-Business	290,000
Total 10-2600 Maint & Oper-Plant Services	1,405,000
Total 10-2900 Fundraising Activities-	22,000
Total 10-3100 School Nutrition Program	33,000
Total 10-3300 ASP Operations	548,000
Total 10-5100 Debt Services	128,000
Total Expenses	11,800,000
Net Operating Income	362,000

Cover Sheet

Development Committee Report

Section:	V. Administration and Committee Reports
Item:	C. Development Committee Report
Purpose:	Vote
Submitted by:	
Related Material:	2021.06.28 Development Committee Report.pdf 2021.06.17 Development Committee Meeting Minutes.pdf 2021-2022 GLOBE Academy Development Plan.pdf



Fund Development Plan

FY 2021-2022

Created: May 2021

Board Approved: XXX

Main Contact:

Meghann M. Adams, GPC

Board of Directors, Development Committee Chair

madams@theglobeacademy.net

About The GLOBE Academy

Purpose of GLOBE's Fund Development Plan

With the participation of The GLOBE Academy's Board of Directors, Executive Director, administration, staff, faculty, and volunteers, the following plan serves as a guide for development initiatives through June 30, 2022. It is intended that this plan is assessed, revised, and updated on an annual basis. This plan supports GLOBE's Strategic Plan and Charter, and as changes are made to those documents, this Fund Development Plan will also be updated to reflect those revisions.

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.

Unique Value Proposition

Studies show that two-way language learning gives children a variety of economic, cultural, cognitive, and psychosocial advantages. Students of the Dual Language Immersion Model (1) achieve higher proficiency in the second language than traditional foreign language instruction; (2) perform as well as or better than English-only students on standardized tests in English; and (3) are more aware of and generally show more positive attitudes towards other cultures.

Multi-Year Fund Development Goals

1. Maintain a strong fundraising program through targeted cultivation and stewardship of donors, active recruitment and retention of volunteers, and better use of the Board committees and Parent Teacher Community Council (PTCC).
2. Embrace and celebrate philanthropy at GLOBE by educating all constituents about ways to give and the importance of annual giving and the school's fundraisers.
3. Explore creative, alternative methods to increase revenue in the era of COVID-19.

Overall Fund Development Goal FY 21-22: \$300,000*

Components of the Fund Development Plan

1. Annual Fund		\$150,000
Major Gifts/Individuals	\$50,000	
Board Giving	\$5,000	
One-time Donations	\$32,000	
Recurring Donations	\$30,000	
Corporate Giving/Sponsorships	\$25,000	
General Operating Support Grants	\$5,000	
Miscellaneous Donations/Income	\$3,000	
2. School-led Fundraising Events		\$150,000
GLOBE Trot Fun Run Event	\$140,000	
Square 1 Art	\$4,000	
GLOBE Rocks Charity Concert	\$6,000	

Fundraising Expenses

Expense	Amount	Notes
Services	\$1,750	Bloomerang donor software/database management annual subscription
Donor Recognition/ Incentives	\$2,000	Donor thank you event costs, materials, and small thank you gifts for different donor levels
Printing	\$1,250	Donor solicitation/recognition letters, recognition banners, sponsorship packets
Postage	\$100	For donor and prospect relations
GLOBE Trot	\$12,000	Raffle prizes, donor incentives, marketing materials, supplies, postage, fundraising platform
GLOBE Rocks	\$5,000	Band, venue, t-shirts, marketing materials, supplies, postage
TOTAL:	\$22,100	

*Needed to realize the fundraising goal in the 2021-2022 school operating budget.

FY 2021-2022

Fund Development Plan Components

Annual Fund: **\$150,000**

MAJOR GIFTS/INDIVIDUALS: *Major gifts are defined as donations totaling \$1,000 or more during the school year.*

Goal: Cultivate/steward a minimum of 20 major donors to give to the Annual Fund throughout the year.

Revenue Target: \$50,000

Projected Expenses: \$500 (donor recognition, printing and postage costs)

Timing: Solicitations in August, December, April & June

Methods/Activities:

1. Research and implement cultivation methods that offer an opportunity to thank major donors for their commitment to the Annual Fund as well as to help them see the bigger picture of how the Annual Fund helps to meet GLOBE's operating budget goals and further the school's mission. Invite major donors to school events like GLOBE Trot and GLOBE Rocks.
2. Ensure the Executive Director and/or Board Chair signs donor acknowledgements and thank you letters and calls to personally thank and check-in with major donors at least three times a year.
3. Continue to identify potential grandparents, extended family, or other community donors with the capacity to give a major gift.
4. Provide an electronic donation acknowledgement immediately upon receipt of the donation (including donations not given online). Send donor thank you letters at the end of GLOBE's fiscal year (June 30) to thank donors for their total contribution(s) over the year.

Key Performance Indicators:

- Achieve budgeted goal of \$50,000
- Cultivate/steward a minimum of 20 major donors
- Conduct a minimum of three donor touchpoints throughout the year
- Track new major donors through reports in Bloomerang
- Track year-to-year change in giving by current major donors

Accountability Assignments: Development Committee Chair, Annual Fund Subcommittee, Board Chair, Executive Director, and CFO

BOARD OF DIRECTORS GIVING: *Board gifts are defined as donations from current Board of Directors members.*

Goal: Steward the Board of Directors to ensure 100% participation to the Annual Fund during the school year.

Revenue Target: \$5,000

Projected Expenses: \$0 (none anticipated unless major donor)

Timing: Solicitations in August, November, February & May

Methods/Activities:

1. Set the annual giving expectations/goals with the Board of Directors at the beginning of the school year and encourage board to give through monthly giving.
2. Send out quarterly targeted appeals reminding Board members of the goals and progress throughout the school year. Provide status of current giving to Board members during these appeals to ensure 100% participation goal.
3. Follow-up with targeted solicitations to Board members who have not given to the fund to reach 100% participation goal.
4. Work with the Board to identify donor/sponsor prospects and/or matching gift opportunities throughout the year.
5. Ensure the Executive Director and/or Board Chair signs donor acknowledgement and thank you letters and calls to personally thank board members for their donations.
6. Provide a donation acknowledgement immediately upon receipt of the donation (including donations not given online). Send donor thank you letters at the end of the GLOBE's fiscal year (June 30) to thank donors for their total contribution(s) over the year

Key Performance Indicators:

- Achieve budgeted goal of \$5,000
- Achieve 100% participation from the Board of Directors (any amount)
- Conduct a minimum of four donor touchpoints throughout the year
- Track year-to-year change in giving by current Board members

Accountability Assignments: Development Committee Chair, Annual Fund Subcommittee, Board Chair, and Executive Director

ONE-TIME DONATIONS: *One-time donations are defined as a single gift received from a donor either online, via mail, or given in-person during the school year that are not part of the school-led fundraising events GLOBE Trot, GLOBE Rocks and Square One Art. Donations to the PTCC's Annual Auction are also not counted under one-time Annual Fund donations.*

Goal: Become more proactive in Annual Fund donor solicitations to increase participation and gift amounts with current families and GLOBE staff members.

Revenue Target: \$32,000

Projected Expenses: \$800 (printing, postage, donor thank you gifts, and donor recognition banners)

Timing: Solicitations in July to October, January & April to June

Methods/Activities:

1. Continue Annual Fund Donor Recognition Levels to include donors who give \$100 or more.
2. Continue donor circles that recognize major donors who give two or more consecutive years and sustaining donors who give any amount for three or more consecutive years to encourage yearly giving to the fund.
3. Encourage company matches to increase giving to the fund over the entire school year.
4. Send out targeted appeals reminding families of the goals and progress throughout the school year. Reiterate the goal to achieve 100% participation by all families (any amount).
5. Send out targeted appeals to teachers and staff with a goal of achieving 100% participation.
6. Implement classroom contests at the beginning of the school year to encourage families to give. The class that reaches 100% participation first or the class with highest percentage at the end of the contest period wins an ice cream or pizza party. This is combined with recurring donations if families enroll in recurring donations online, they must make their first installment during the contest period.

Key Performance Indicators:

- Achieve budgeted goal of \$32,000
- Achieve 100% family and staff participation in Annual Fund giving (any amount)
- Conduct a minimum of eight donor touchpoints throughout the year
- Track the number of online gifts
- Track the number of increased gifts
- Track the year-to-year change in giving by families and staff

Accountability Assignments: Development Committee Chair, Annual Fund Subcommittee, Board of Directors, Board Chair, Executive Director, and CFO

RECURRING DONATIONS: *Recurring donations are defined as multiple gifts received on a defined schedule from a donor either online, via mail, or given in-person during the school year. Multiple donations sent through payroll deduction programs are also considered recurring.*

Goal: Steward current recurring donors and actively seek new recurring donors to increase participation and gift amounts with GLOBE families and staff members.

Revenue Target: \$30,000

Projected Expenses: \$300 (printing, postage, donor thank you gifts, and donor recognition banners)

Timing: July - October

Methods/Activities:

1. Continue Annual Fund Donor Recognition Levels.
2. Continue donor circles that recognize major donors who give two or more consecutive years and sustaining donors who give any amount for three or more consecutive years to encourage yearly giving to the fund.
3. Encourage monthly giving and company match opportunities to increase giving to the fund over the entire school year. Follow-up with recurring donors who have inactive credit cards linked to their monthly payments.
4. Send out a minimum of four targeted appeals reminding families and board members of the goals and progress throughout the school year.
5. Follow-up with targeted appeals to families, Board members and staff who have not given to the fund to reach 100% participation goal.
6. Implement donor benefits to motivate and recognize donors throughout the year.
7. Implement big Annual Fund launch at the beginning of the school year so parents and staff know how to enroll in recurring online donations.

Key Performance Indicators:

- Achieve budgeted goal of \$30,000
- Achieve 100% family and staff participation in Annual Fund giving (any amount)
- Conduct a minimum of four donor touchpoints throughout the year
- Track the number of online gifts
- Track the number of increased gifts
- Track the year-to-year change in giving by families and staff

Accountability Assignments: Development Committee Chair, Annual Fund Subcommittee, Board of Directors, Board Chair, Executive Director, and CFO

CORPORATE GIVING/SPONSORSHIPS: *Corporate giving is defined as donations received from businesses/organizations through one-time, recurring, or matching gift donations or sponsorships. Sponsorships are gifts made by an individual, business, or organization to further GLOBE's mission and are generally recognized by GLOBE with an acknowledgment that the sponsor has supported the school's Annual Fund by displaying the sponsor's logo and/or name and providing applicable sponsor benefits.*

Goal: Cultivate a minimum of 12 sponsors and/or corporate match partners to give to the Annual Fund throughout the year.

Revenue Target: \$25,000

Projected Expenses: \$500 (printing and postage costs)

Timing: Solicitations in July-December

Methods/Activities:

1. Develop sponsorship packet and prospect list to solicit local businesses and organizations who are aligned with GLOBE's mission.
2. Continue Annual Fund Donor Recognition Levels to be more attractive to potential sponsors.
3. Send out a minimum of four targeted appeals reminding families, Board members and staff about the potential for matching donations with their companies/ organizations.
4. Ensure the Executive Director and/or Board Chair are signing sponsorship acknowledgement and thank you letters and calling to personally thank and check-in with sponsors at least three times a year.
5. Provide a donation acknowledgement immediately upon receipt of the donation (including donations not given online). Send donor thank you letters at the end of the GLOBE's fiscal year (June 30) to thank donors for their total contribution(s) over the year.
6. Work with the Communications Committee to ensure corporate sponsors are being recognized and linked or tagged on the website and social media platforms.

Key Performance Indicators:

- Achieve budgeted goal of \$25,000
- Cultivate/steward a minimum of five sponsors/corporate partners
- Conduct a minimum of three sponsor/partner touchpoints throughout the year
- Track new sponsors and corporate match businesses/organizations
- Track year-to-year change in giving by current corporate/organizational funders/sponsors

Accountability Assignments: Development Committee Chair, Annual Fund Subcommittee, Board of Directors, Board Chair, Executive Director, and CFO

GENERAL OPERATING SUPPORT GRANTS: *General operating support grants are defined as an unrestricted sum of money given to the GLOBE Academy to specifically support the Annual Fund. Grants for restricted projects are not counted as part of this goal.*

Goal: Research, write, and submit a minimum of five grant proposals requesting support for the Annual Fund.

Revenue Target: \$5,000

Projected Expenses: \$0 (none anticipated)

Timing: Solicitations primarily from July - March

Methods/Activities:

1. Develop a grant calendar and prospect list of grant funders that supports GLOBE's Annual Fund.
2. Draft grant proposals requesting unrestricted support for the school.
3. Provide a donation acknowledgement and thank you letter immediately upon receipt of the donation.
4. Manage grant awards by maintaining a grant management calendar and process to ensure all funders are receiving updates and grant reports in a timely manner.

Key Performance Indicators:

- Achieve budgeted goal of \$5,000
- Submit a minimum of five general operating support grant proposals
- Create an annual grant calendar for the school
- Track new grant funders
- Ensure grant funders receive grant reports on time

Accountability Assignments: Development Committee Chair, Grants Subcommittee, Director of Communications

THIRD PARTY FUNDRAISING/MISCELLANEOUS UNRESTRICTED DONATIONS: *Third party fundraising and miscellaneous donations are defined as unrestricted donations that do not fall into any of the previous categories listed above. They also are typically unsolicited and can be recurring and expected each year.*

Goal: Ensure that all unrestricted miscellaneous donations are categorized correctly.

Revenue Target: \$3,000

Projected Expenses: \$0 (none anticipated)

Timing: Year-round

Methods/Activities:

1. Work with the CFO to get monthly reports on miscellaneous donations to ensure they are categorized correctly.
2. Review supporters giving miscellaneous donations and see if they can be considered to solicit as a sponsor or major donor.

Key Performance Indicators:

- Achieve budgeted goal of \$3,000
- Track and review all miscellaneous donations

Accountability Assignments: Development Committee Chair and CFO

School-led Fundraising Events: \$150,000

GLOBE volunteers, Board members, and staff spend a significant amount of time planning and executing fundraising events throughout the school year to further GLOBE's mission and raise funds for specific departments. Three annual school-led fundraising events, GLOBE Trot, Square 1 Art, and GLOBE Rocks, traditionally bring in significant revenue for The GLOBE Academy. GLOBE Trot raises unrestricted funds for the school that are separate than the Annual Fund goal and include fun and motivating incentives for donors. Square 1 Art proceeds directly benefit the art department and GLOBE Rocks proceeds directly benefit the music department. There will be improved communication about how these events are separate from the Annual Fund and how they benefit GLOBE. Each event will have a planning committee made up of volunteers, board members, and staff to increase outreach to potential participants and maximize revenue. Each fundraising event planning committee will develop its own goals and evaluation plan.

Overall Fundraising Event Goals:

- To highlight the students, staff, and programs throughout GLOBE to gain financial and volunteer support for GLOBE.
- To plan events purposefully to ensure good attendance and success, highlight the accomplishments of GLOBE, and effectively use the Board of Directors, Executive Director, and Development Committee time and efforts.
- To celebrate philanthropy, donors, and the impact of successful fundraising on GLOBE.

EVENT 1: GLOBE TROT FUN RUN: GLOBE students run, walk, skip, race, and exercise their way around the track while parents and supporters line the course to cheer them on. There are various prizes and goodies for students, families and staff who help to raise funds during the event. *Please note that GLOBE Trot donations come with fun incentives for the students, and they do count towards the school's overall \$300,000 unrestricted fundraising goal. However, GLOBE Trot donations do not count towards a family's Annual Fund donation and donor recognition/benefits.*

Revenue Target:	\$140,000
Projected Expenses:	\$12,000
Timing:	Solicitations primarily in October/November

EVENT 2: SQUARE 1 ART: Square 1 Art is an annual fundraiser for the art department, and it puts 100% of the proceeds into the hands of GLOBE's young artists. GLOBE's partner, Square 1 Art focuses on the accomplishments of the student, creates conversations between parent and child, as well as memorable keepsakes family members cannot resist. When all is said and done, the child's creativity is affirmed, the parents have a lasting memory, and the GLOBE raises valuable funds for our art classes. While this fundraiser portion of this event is typically held

exclusively online in the past, the art teachers at GLOBE created the art projects while students were in class in the months prior to the event.

Revenue Target: \$4,000
Projected Expenses: \$0
Timing: Solicitations primarily in November/December

EVENT 3: GLOBE ROCKS BENEFIT CONCERT: GLOBE Rocks is a 21+ benefit concert for the music department at The GLOBE Academy and it puts 100% of the proceeds into the hands of our young musicians. This fun concert features awesome raffle prizes, a free photo booth to enjoy with friends, a cash bar throughout the night, and a chance to make new friends and listen to amazing music, all rolled into one unforgettable night.

Revenue Target: \$6,000
Projected Expenses: \$5,000
Timing: Solicitations primarily in January

Fund Development Goals with No Fiscal Objectives:

Goal 1: Increase volunteer involvement in GLOBE’s fundraising activities.

Strategies:

1. Assure that volunteer training is effective, well-conceived, and uses volunteers’ time wisely.
2. Keep volunteers and solicitors “in the know” with financial updates and status reports during monthly Development Committee meetings.
3. Take the time to attend and participate in school-wide events, such as Open House and orientation, to talk about the Annual Fund, its significance and importance to GLOBE, and how parents can get involved.
4. Look at ways to work together with the PTCC to meet the ultimate goal of providing the necessary resources for GLOBE and its students, staff, and families.

Goal 2: Improve prospect research and donor stewardship through new, comprehensive donor database (Bloomerang) and fundraising platform (GiveButter).

Strategies

1. Maintain a clean, updated database containing all available constituent information for accurate and timely reports, receipts, and to execute the acknowledgement and recognition

process.

2. Ensure all database changes are directed to the Development Committee Chair or CFO for consistency and to maintain the database integrity.
3. Create and distribute standard monthly fundraising reports to the Development Committee, Board of Directors, Executive Director, and PTCC as needed.
4. Develop a process for successful gift reporting of and crediting to foundations and the donors connected to the school's charitable giving vehicles.
5. Ensure there are no fundraising-associated red flags in GLOBE's annual audit.
6. Maintain good relations with the CFO and Business Office.
7. Review the database protocol and areas of improvement on a quarterly basis.
8. Create a protocol sheet for all involved in the database process.
9. Advise the Board Chair and Executive Director when a major gift is received and have them send the donor a personal note or conduct a personal phone call to thank them.
10. Continue database cleanup as time allows.

Goal 3: To recognize, acknowledge, and thank those who give GLOBE their time, in-kind and/or financial resources.

Strategies

1. Develop an acknowledgement plan, specifically designed to more personally thank current family donors who give \$1,000 or more to the Annual Fund.
2. Acknowledge and thank volunteers, especially those who have continually given throughout the year, including Development Committee members and volunteers from other Board committees.
3. Work with the Communications Director to write quarterly donor spotlights and/or donor articles.
4. Send occasional VIP letters from the Executive Director to all donors in the leadership circles to encourage their ongoing participation.
5. Continually review and discuss the program, evaluate new ideas, and best practices.
6. Discuss fundraising goals and achievements in staff meetings, board meetings, and during monthly Development Committee meetings.

Communications Strategies

1. **Website**: The website is updated monthly, ensuring current information is always available. Updates include new donor recognition and links to appropriate locations to encourage online giving and fundraiser participation.
2. **Social Media Platforms**: GLOBE has internal and external Facebook communities as well as a Twitter and Instagram account. Volunteers are solicited through social media, and donors/ sponsors are also highlighted when appropriate.
3. **Weekly Updates**: The Development Committee provides weekly fundraising updates highlighting accomplishments and upcoming activities. Donors are highlighted on a quarterly basis. The content in the newsletter links back to the website and fundraising platform.
4. **Public presentations**: Both the Executive Director and members of the Board of Directors increase the number of presentations about GLOBE to target key communities to solicit donations, partnerships, and/or sponsorships.
5. **Major Donor Communications**: All major donors (those who give \$1,000 or more per year) are asked their communications preferences (email updates, phone calls, personal meetings). Staff provide timely information to all major donors according to their preferences. Regardless of other communications methods, the Executive Director or Board Chair calls each major donor to check in at least three times a year.

It is imperative that the entire GLOBE community become advocates and raise funds for GLOBE. It is the job of every board and staff member to be involved in the fundraising process. This Development Plan was created in support of the goals of the GLOBE Academy's Strategic Plan that is available on GLOBE's website (<https://theglobeacademy.org/Board-Of-Directors>) under the Board of Directors section that leads to the full document stored on Board on Track.

DRAFT



The GLOBE Academy

Minutes

Development Committee Meeting

Date and Time

Thursday June 17, 2021 at 12:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/5572643765?pwd=ak1NMWtaeCszcnE0SXBGbGcxdkhIQT09>

Meeting ID: 557 264 3765

Passcode: 9i9bph

Vision, Mission and Core Values

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.

Committee Members Present

D. Clayton-Purvis (remote), D. Robb (remote), E. Dudkiewicz (remote), J. Raymond (remote), L. Clark (remote), L. Ferro Borges (remote), M. Adams (remote)

Committee Members Absent

L. Hancock, L. Hise, L. Long, L. Norton, M. Hayes, R. Hudak

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Adams called a meeting of the Development Committee of The GLOBE Academy to order on Thursday Jun 17, 2021 at 12:01 PM.

C. Approve Minutes from 5/20/2021

L. Ferro Borges made a motion to approve the minutes from Development Committee Meeting on 05-20-21.

D. Robb seconded the motion.

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

D. Fundraising Update

M. Adams shared the most recent fundraising results through 5/31/2021, which will also be shared at the next Board of Directors meeting on 6/28/21.

II. General Development Committee Priorities

A. Fund Development Plan

M. Adams reviewed the Fund Development draft for the 2021-2022 school year and discussed the changes the committee recommended. L. Ferro Borges recommended adding an activity to track in-kind donations. L. Clark recommended creating a wish list for the website. The committee discussed the pros and cons of asking for specific wish list items. The committee agreed it was ready to bring to the GLOBE board for approval at the June 28 board meeting. M. Adams to send it to the board for review prior to the meeting and to add it to the agenda to vote to approve.

B. Brief Bloomerang Training

M. Adams reviewed Bloomerang, the new donor database, with the committee members during a brief training. She explained that committee members had access to update constituent information and not donation information. Committee members can add interactions, tasks, notes and relationships and are encouraged to do so throughout the year when they interact with donors. M. Adams explained that GLOBE pays for Bloomerang by the number of households in the database, so only current or past donors should be entered into the database. Deceased and inactive donors still count towards the total households used. M. Adams mentioned that most of the recurring donors have moved over to Bloomerang.

III. Subcommittee Discussions

A. Fundraising Events Subcommittee

L. Ferro Borges announced that the 2021 GLOBE Trot will take place on October 22. The subcommittee updated the GLOBE Trot sponsorship packet and can begin seeking sponsors for the event. She has also spoken with three vendors to get quotes for the new fundraising platform. GiveButter is the best option since it integrates directly with Bloomerang. GLOBE does not need to start paying the

subscription fee until closer to the event date. L. Ferro Borges is pulling together a timeline of tasks and asked any committee members able to help to reach out so she can assign tasks over the summer. She will be out on maternity leave from mid July to September.

B. Grants Subcommittee

M. Adams shared that there are over 30 prospects that need to be vetted further to update the grant calendar. She needs help looking further into the details for each and the subcommittee will divide up the tasks in the grant calendar.

C. Annual Fund Subcommittee

M. Adams shared that she has been meeting with the Bloomerang rep every week as part of her training with the database launch. She has an hour long coaching session scheduled next week to review the process to send out end of year donation thank you letters. M. Adams has reconciled all the donations received through Aplos and has set up Bloomerang for the new school year. Most of the recurring donors from Aplos have moved over to Bloomerang, and any that have not moved over by 6/30 will be automatically cancelled. M. Adams is finalizing a donor list for donor recognition for the 20-21 donor levels and advocate and leadership circle donors. She got quotes for printing the two recognition banners that will be at each campus. The donor monitors and website PDF will also be updated. L. Long will help with the layout of the website list. The committee discussed how to implement an incentive program to encourage participation in the campaign during the first month of school. M. Adams to check with C. Elliott-Earby to get approval to move forward with the Annual Fund Challenge.

IV. Closing Items

A. Committee Next Steps

The group agreed that the next steps for the Committee are as follows:

1. Fund Development Plan - M. Adams to send to the board for approval at the next meeting.
2. Fundraising Events Subcommittee - L. Ferro Borges will develop a timeline of actions to keep sponsorships and GiveButter tasks moving while she's out on maternity leave.
3. Grants Subcommittee - The group will divide up the grant prospects in the grant calendar to make sure they are a fit for GLOBE and update as needed.
4. Annual Fund Subcommittee - M. Adams to send out end of fiscal year donor thank you letters through Bloomerang, update donor monitors, website and order banners for both campuses. Committee will work on developing marketing materials for the launch of the Annual Fund Campaign.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,
M. Adams



The GLOBE Academy

Development Committee Report

17 June 2021

Committee Chair: Meghann Adams

Report Type: Update

Updates:

A. Fundraising Update

2020-2021 Unrestricted Fundraising Goal: \$300,000			
As of 5/31/2021	Goal	Raised	%
Annual Fund	\$ 158,500	\$ 124,024	78%
Major Gifts/Individuals	\$ 26,000	\$ 43,343	167%
Board Giving	\$ 3,000	\$ 4,439	148%
One-Time Donations	\$ 50,000	\$ 32,493	65%
Recurring Donations	\$ 45,000	\$ 28,633	64%
Corporate Giving/Sponsorships	\$ 20,000	\$ 12,028	60%
General Operating Support Grants	\$ 8,500	\$ 750	9%
Miscellaneous Donations/Income	\$ 6,000	\$ 2,338	39%
School-led Fundraising Events	\$ 141,500	\$ 107,327	76%
GLOBE Trot	\$ 130,000	\$ 104,546	80%
Square 1 Art	\$ 4,000	\$ 2,781	70%
GLOBE Rocks (CANCELLED)	\$ 6,500	\$ -	0%
OVERALL GROSS		\$ 231,351	77%
Fundraising Expenses		\$ 12,529	5%
OVERALL NET	As of 5/31/2021	\$ 218,822	73%

B. General Updates

1. Approve draft of the 2021-2022 Fund Development Plan
2. Sponsorship packet – awaiting new student data to include before finalizing
3. Bloomerang set up complete – conducting training with staff and committee members

C. Fundraising Events Subcommittee

1. Lorena Ferro Borges has taken the lead with the subcommittee
2. GLOBE Trot will be on Friday, October 22
3. Moving forward with GiveButter vendor for new fundraising platform – directly integrates with Bloomerang, so we will have all our donor information in one place starting this school year
4. Revised the GLOBE Trot sponsorship packet – Beginning to seek sponsorships

D. Grants Subcommittee

1. Further researching more than 30 grant prospects that have been identified
2. Update 21-22 Grant Calendar

E. Annual Fund Subcommittee

1. Revising fundraising webpages
2. Donor recognition tasks – sending out end of school year thank letters, updating website list and donor recognition on monitors at each campus, purchasing recognition banners for each campus
3. 21-22 Annual Fund Campaign Challenge – working on marketing materials for orientation and start of school

F. Next Development Committee Meeting: Thursday, July 15 at 12 pm via Zoom

End of Report

Cover Sheet

Communications Committee Report

Section: V. Administration and Committee Reports
Item: D. Communications Committee Report
Purpose: FYI
Submitted by:
Related Material: 2021.06.15 Communications Committee Meeting Minutes.pdf
2021.06.28 Communications Committee Report.pdf

DRAFT



The GLOBE Academy

Minutes

Communications Committee Meeting

Date and Time

Tuesday June 15, 2021 at 2:00 PM

Location

Please use the following link to access the meeting: meet.google.com/dhu-tswq-xga

Vision, Mission and Core Values

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.
-

Committee Members Present

C. Elliott-Earby (remote), L. Long (remote)

Committee Members Absent

R. Hudak

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Long called a meeting of the Communications Committee of The GLOBE Academy to order on Tuesday Jun 15, 2021 at 2:00 PM.

II. Communications

A. Review Parent Survey Updates

L. Long sent summary of updates to K. Mines after last meeting. Many were made, but the survey has not yet been finalized. C. Elliott-Earby will seek latest version for internal review next week and distribution soon after.

Results will be used to inform communications recommendations (and other Board recommendations) moving forward.

B. Facebook Updates

Larger conversation regarding social media is tabled until parent survey responses are received. We, however, discussed ways to sustain and manage the current channels in the interim, as well as ways to potentially make the website easier to navigate.

C. Strategic Communications Plan

Strategic communications plan will be updated and circulated upon receipt of parent survey results and confirmation of communications-related roles and responsibilities.

D. Parent Handbook

C. Elliott-Earby will share the parent handbook with L. Long for review and potential design updates.

E. Personnel Updates

C. Elliott-Earby shared that Meg Brown will take on some additional communications responsibilities, and we will look to retain a contractor to provide approximately 10 hours of support per week.

L. Long will work on a job description for the contractor role and ultimately will support C. Elliott-Earby in reviewing candidates for the role.

C. Elliott-Earby also shared that GLOBE received a grant from Emory University, and as a result, we have a graduate student in Emory's Rollins School of Public Health who will lead GLOBE's Covid-related communications over the next six months.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:45 PM.

Respectfully Submitted,

L. Long



The GLOBE Academy

Communications Committee Report

28 June 2021

Committee Chair: Leigh Long - llong@theglobeacademy.com

Report Type: Update

Updates:

- End-of-Year Survey
 - Completed updates to end-of-year survey and distributed to parents.
 - Responses are due July 1 and will inform communications recommendations for upcoming year.
- Parent Handbook
 - Making updates to handbook for distribution on July 1.
- Personnel Updates
 - Meg Brown has assumed some communications responsibilities and will continue with those.
 - Looking to retain a contractor for an additional 10 hours per week of communications support.
 - Received a grant from Emory University, and as a result, a graduate student in Emory's Rollins School of Public Health will lead Covid-related communications for the next six months.
- Partnership Packet
 - Finalized partnership packet, incorporating feedback from Denise Clayton-Purvis.
 - Will update packet as soon as 2020–2021 academic points of distinction are made available.

End of Report

Cover Sheet

Strategic Planning Committee Report

Section: V. Administration and Committee Reports

Item: E. Strategic Planning Committee Report

Purpose: FYI

Submitted by:

Related Material:

2021.06.28 Strategic Planning Committee Report.pdf

Strategic Plan Update 06_28_2021.pdf

[BOARD] Strategic Plan Implementation Dashboard.GLOBE .pdf

GLOBE Virtual Learning Teacher Practices.pdf



The GLOBE Academy

Strategic Planning Committee Report

28 June 2021

Committee Chair: Katie Monroe

Report Type: Update

Updates:

- Executive Director and staff went through all key activities of Strategic Plan to update their current status at the end of May
- Working session that included Executive Director, staff, Board Chair, and board committee representatives was held on June 10
- Objectives of June 10 session include
 - o Update status of Strategic Plan initiatives
 - o Review priorities o Delineate roadmap/timeline for next academic year
- End-of-Year Update included in Board Presentation and packet
- Strategic Plan Implementation Dashboard will viewable on the website and in Board on Track.

End of Report



High Impact Virtual Learning Practices

1 Establish Class Structure & Routines

Student Vision of Excellence:

- Students & families know when & where to look for assignments and participate in class each week.
- Students organize their time and personal schedules each day.
- Students prepare themselves for new learning and/or remediation using recommended resources.
- Students create a productive/quiet learning space.
- Students follow microphone/video expectations: unmute to participate, camera on when possible.
- Students help themselves by seeking assistance and asking for help in a timely manner via email, office hours, tutoring, etc.

Teacher Practices:

- **Design a predictable class structure & routines** - Maintain a scheduled routine each day, with the recommended minutes of instruction for each class, following GLOBE guidance for your grade level.
- **Post lessons & submit plans** - Ensure lessons are posted to Google Classroom by Friday each week.
- **Review lessons** - Regularly review lessons for the week with students and answer any questions.
- **Co-create & reinforce virtual classroom norms** - Work with students to establish norms for the virtual classroom that will help everyone reach those goals (e.g. students are appropriately clothed within the video frame, students meet deadlines). Reinforce expectations for physical space, muting, use of camera, etc. so that students know how to be professional when on video.

2 Build a Safe Class Culture & Foster Student Engagement

Student Vision of Excellence:

- Students feel known, valued, and part of a safe virtual learning community to fully contribute their ideas, perspectives, and questions.
- Students engage with their teacher and peers during lessons and on online platforms in alignment with CREST and agreed upon classroom norms
- Students respect differences in learning styles, environment, and circumstances.
- Students interact with lesson content and each other in a variety of ways.
- Students are critically thinking, analyzing, and actively engaged from start to finish of each lesson.
- Students demonstrate composure, appropriately expressing and managing their emotions.
- Students demonstrate a growing global consciousness: making connections, asking questions, and generating ideas about global issues, world cultures, or histories.

Teacher Practices:

- **Cultivate Community** - Develop authentic relationships between students as a community of learners using Responsive Classroom techniques (e.g. Morning Meeting, Advisory, Brain Breaks).
- **Dissolve the screen** - Help students feel connected to you, the work, and each other by using language that includes yourself in the work.
- **Teach, model, and reinforce CREST values** - CREST values are for always, not just in-person school!
- **Plan engagement strategies & patterns** - Use cold call*, fist-to-five*, collaborative tasks, "1-2-3 show me," and strong pacing to build & maintain engagement; use breakout rooms for discussions; have students annotate, use a whiteboard (real or virtual), and/or share screens to explain their thinking. Be intentional about *when* and *how* students will engage with lesson content and one another.
- **Acknowledge the environment** - Check-in on students' levels of focus; incorporate "brain breaks" and "mindfulness minutes*" to strengthen student attention on academic tasks.



High Impact Virtual Learning Practices

3 Create Standards–Aligned, Culturally Relevant Content

Student Vision of Excellence:

- Students spend the majority of their time reading, writing, and speaking in Literacy, Social Studies, and Language; texts are appropriately complex for the grade and reflect cultures/languages studied.
- Students spend the majority of their time solving high quality problems & tasks during math.
- Students engage in problem-solving and inquiry-based learning during science.
- Students actively participate in language classes
- Students have opportunities to speak, communicate and share in multiple languages, as appropriate. Students speak and write in the language when required.
- Students complete learning activities that support previous and current grade level standards.

Teacher Practices:

- **Prioritize grade/course level standards**** - Prioritize teaching grade/course level standards and content; when necessary, provide “just in time” scaffolds and/or previous grade content to address unfinished learning before resuming grade-level instruction.
- **Diverse materials** - Provide students with consistent opportunities to engage with rigorous and diverse texts, problems, and perspectives
- **Performance-based objectives & criteria for success** - Students should be clear on what they’re learning, how they’ll demonstrate this learning, and what objective mastery looks like.
- **Chunk content** - Keep learning objectives and lessons manageable for the allotted time and virtual learning environment
- **Align activities** - Virtual and hands-on activities should align with and support learning objectives.
- **Use language intentionally:** Speak, write, communicate, and facilitate to set a high standard for language use (English, Spanish, French, and/or Mandarin), to engage students in learning, and to support students in developing a command of both English and a second language.
- **Incorporate Core Actions** & Foundational Skills** - Use standard-aligned techniques in lessons.
- **Create self-directed learning opportunities** - Students should be able to easily access these activities, and the activities should help them master old and new concepts.
- **Develop your virtual instruction skills** - Participate in PD on pivoting to online instruction.
- **Develop Global Citizenship:** Find opportunities to help students understand the wider world around them and take action to improve it (e.g. connect to current events, consider community impact).

4 Monitor Learning & Support Student Needs

Student Vision of Excellence:

- Students communicate what they understand to their teachers and to each other.
- Students receive and acknowledge feedback, using it to revise their work during & outside of class.
- Students with additional needs— ELL, EIP, IEP, Gifted, etc.— receive appropriate support, including small groups.

Teacher Practices:

- **Check for understanding during the lesson** - Use private chats, whiteboards, fingers in the air, Google Docs, and other technology to keep a close pulse on whether students are learning.
- **Create multiple opportunities to demonstrate learning** - Use both formative & summative assessments; provide opportunities for self-assessment and peer feedback.
- **Provide individual feedback** - Consistently provide student feedback via adding comments to their Google docs, using private chats, and public praise (finger snaps, virtual applause 🙌, etc.).
- **Ensure access & success for all students** - Include English language supports on Google Classroom page. Ensure lessons include supports for ELL, EIP, IEP student needs. Check in frequently with students who have special needs— and their caseworkers— to ensure needs are being met.



High Impact Virtual Learning Practices

- **Monitor student progress** - Conduct progress monitoring checks as outlined in MTSS plans.

5 Engage & Support Families in Virtual Learning

Teacher Practices:

- **Lean into CREST values** - Our values—Community, Respect, Empathy, Sustainability and Trust—are expected of the entire GLOBE community (board, faculty, staff, parents, and students).
- **Set family engagement boundaries and norms** - Account for family circumstances (e.g., health, work, multiple children in different grades) when designing a family engagement plan. Communicate clear expectations and boundaries about how and when families and teachers will interact.
- **Communicate clearly** - Simply express what you want families to do daily/weekly to support student learning. Use Google Classroom to limit the need for one-off emails.
- **Collaborate** - Work with the ESOL, Special Education, Gifted, and MTSS staff to ensure communication and translations are accurately worded for parents.
- **Empower families and students** - Encourage families to give students opportunities for independence, even when that involves productive struggle. Share simple and short activities families can do at home to reinforce academic and social-emotional learning (no more than 2 each week).

* See attached glossary for definitions.

**See attached appendix for additional explanations, resources, and examples.



High Impact Virtual Learning Practices

GLOSSARY: Sample Strategies for the Virtual Teacher

Circles	A strategy for facilitating the sharing of emotions, thoughts, and ideas. Supports SEL.
Cold calls	Teacher selects students to speak instead of waiting for volunteers.
Dissolve the screen	Establishing a connection to students through the work so they feel both accountable and connected at the same time. (“I’m looking forward to doing this with you today.” “Snap it up for those who had perfect scores on yesterday’s HW [names are posted on screen].”)
Fist to Five	A technique for quickly getting feedback or gauging consensus during a meeting. After a question is posed, the teacher asks students to indicate their level of agreement by showing a number of fingers: a “fist” means 0 and shows strong disagreement, and five fingers shows strong agreement.
Lesson Scripting/ Rehearsing	Planning & practicing questions, comments, directions, shout outs and other teacher moves. This ensures your lesson is crystal clear for students.
Mindfulness minute	Short meditation exercises that help students focus on the present moment.
Whip Around	A strategy for SEL check-ins, checking for understanding, or summarizing. After a question is posed, students write down as many answers as possible. The teacher then “whips” around the room, calling on one student at a time. Have students share one of their responses. When called on, students should not repeat a response; they must add something new.



High Impact Virtual Learning Practices

Appendix: Best Practice Examples & Further Reading

Class Structures & Routines	
Virtual Classroom Expectations	Link to online learning etiquette suggestions
Tips for Student Spaces	Physical environment recommendations
Safe Class Culture & Student Engagement	
"Keep it Personal": nonverbals	Embracing the Nonverbal
Dissolving the Screen	Teach Like a Champion: Dissolving the Screen Article & Video Examples
Circle Prompts for SEL	Youth Circle Check-Ins
Online Instruction Training	Training Video from Relay GSE
Creating videos	How to Make Effective Videos for Learning
Virtual Instruction Examples	Relay Online Teaching Videos (A)synchrony: Hybrid Lesson
Grade/Course level, Relevant, Standards Aligned Instruction	
The Case for Acceleration vs. Remediation	TNTP Rationale & Tips for Learning Acceleration Important Prerequisite Math Standards (ANet)
"Just in Time" Learning	Learning Acceleration Guide
Core Actions from Student Achievement Partners	Foundational Literacy Skills ELA Math HS Math SS/History Science
Culturally Relevant Texts	10 Culturally Responsive Books for Elementary 22 Diverse Book Choices for All Grade Levels Research: How to Identify & Use Culturally Relevant Literature You have Culturally Relevant Texts. Now What?
Monitor Learning & Support All Students	
Students with IEP's	Improve Distance Learning for Students with IEP's
General Supports	Strategies to Support Students who are Below Grade Level
English Language Learners	Scaffolds for Writing & Discussion Developing Math Language Routines
Engage & Support Parents in Virtual Learning	
Clear Family Expectations	Virtual Learning Expectations for Families



Strategic Plan Update

June 28, 2021

2020-2025 Strategic Plan

Community, Respect, Empathy, Sustainability, Trust



- 1.1 Implement 5-year staffing plan
- 1.2 Clarify roles and responsibilities
- 1.3 Implement communication strategy
- 1.4 Implement perf. mgmt. system for teachers and staff
- 1.5 Strengthen teacher recruitment, hiring and onboarding
- 1.6 Codify org operations, processes, and procedures
- 1.7 Implement cont. improvement system



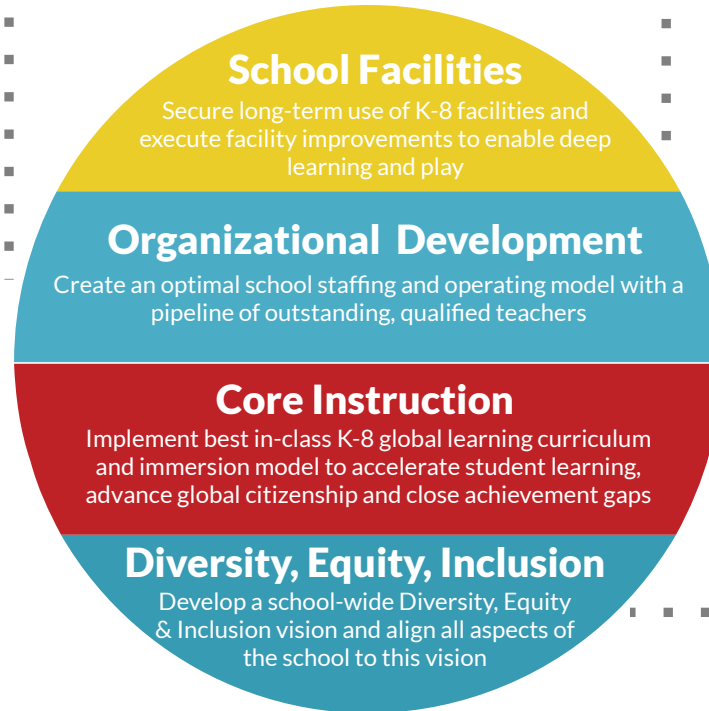
- 2.1 Design and implement a master plan for lower campus facilities
- 2.2 Design and implement a master plan for upper campus facilities
- 2.3 Create the conditions for excellent facilities management



- 3.1 Develop best-in-class academic, immersion and global citizenship model and curriculum
- 3.2 Define and align on a common vision for excellent teaching
- 3.3 Implement a comprehensive professional development strategy
- 3.4 Support students to develop into global citizens







- 4.1 Create Diversity, Equity and Inclusion vision and goals
- 4.2 Strengthen and build capacity to execute student behavior plan
- 4.3 Implement "strong start" school culture plan
- 4.4 Develop staff Diversity, Equity and Inclusion competencies



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.

Implementation Roadmap

	Year 0 SY2018-19	Year 1 SY2019-20	Year 2* SY2020-21
 <p>1. Organizational Development (Ryan, Christi, Denise, Amy)</p>	<ul style="list-style-type: none"> 1.2- Design clear job descriptions for priority positions 1.3 - Address immediate communication gaps w/staff and parents 1.6 - Design school dashboard of KPIs for all functions & data review process 	<p><i>Semester 1</i></p> <ul style="list-style-type: none"> 1.2 - Design clear job descriptions, management relationships and roles and responsibilities for all positions 1.3 - Expand communication strategy to drive inclusion and consistency <p><i>Semester 2</i></p> <ul style="list-style-type: none"> 1.1 - Create staffing vision, year-by-year org chart and budget implications 1.5 - Design and implement recruitment strategy, hiring process and certification requirements; strengthen onboarding process 1.6 - Streamline and codify organizational processes and procedures (HRIS, hiring, student data, etc.) 1.7 - Design and implement continuous improvement school review cycle 	<p><i>Semester 1</i></p> <ul style="list-style-type: none"> 1.4 - Design performance management system for staff 1.5 - Implement standardized teacher on-boarding process 1.6 - Refine organizational processes and procedures <p><i>Semester 2</i></p> <ul style="list-style-type: none"> 1.4 - Implement performance management system with staff 1.7 - Expand continuous improvement school review cycle to include annual school strategic planning cycle
 <p>2. School Facilities (TBD, Megan, Jerry)</p>	<ul style="list-style-type: none"> 2.1 - Plan for lower campus location 	<ul style="list-style-type: none"> 2.1 - Develop long-term facility plan; complete master plan for lower campus and implement prioritized renovations 2.2 - Complete master plan for upper campus; implement planned renovations to upper campus 2.3 - Establish regular facility and audit procedures 	<ul style="list-style-type: none"> 2.1 - Continue to implement master plan for lower campus 2.2 - Continue to implement master plan for upper campus
 <p>3. Core Instruction (Katie, Judy, Sabrina, Cutia)</p>	<ul style="list-style-type: none"> 3.1 - Fully adopt phonics program for English in K-2; Common Math curriculum for K-5 and 6-8; Full implementation of Readers and Writers workshop 	<p><i>Semester 1</i></p> <ul style="list-style-type: none"> 3.1 - Define profile of a graduate; Launch taskforce to research global learning curriculum and K-8 immersion model 3.2 - Define vision for excellent teaching with teachers and staff <p><i>Semester 2</i></p> <ul style="list-style-type: none"> 3.1 - Develop implementation plan for global learning curriculum and K-8 immersion model 3.2 - Calibrate on vision for excellent teaching 3.3 - Design comprehensive professional development system aligned to vision for excellent teaching 3.4 - Launch capstone experiences and sister schools 	<ul style="list-style-type: none"> 3.1 - Implement global curriculum and K-8 immersion model (in phases) 3.3 - Launch redesigned PLC model and coaching 3.4 - Align academic systems, learning/enrichment opportunities to graduate profile
 <p>4. Diversity, Equity & Inclusion (Monique, Fatimah, Zakia)</p>	<ul style="list-style-type: none"> 4.2 - Hold responsive classroom trainings and incorporate updating student behavior plan 	<ul style="list-style-type: none"> 4.1 - Design DEI vision statement 4.2 - Implement student behavior vision and plan 4.3 - Design "strong start" school culture plan 4.4 - Develop staff DEI competencies 	<ul style="list-style-type: none"> 4.3 - Implement "strong start" school culture plan 4.4 - Continue to develop staff DEI competencies

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* Years 3-5 - Implement Annual Planning Cycle to develop annual goals, priorities and action plans

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Implementation Roadmap

Year 3 SY2020-21	Year 4 SY2021-22	Year 5 SY2022-23
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1. Organizational Development (Ryan, Christi, Denise, Amy)

- Semester 1*
- 1.3 - Expand communication strategy to drive inclusion and consistency
- Semester 2*
- 1.1 - Create and communicate staffing vision, year-by-year org chart and budget implications
 - 1.5 - Design recruitment strategy, hiring process and certification requirements
 - 1.6 - Design school dashboard of KPIs for all functions & data review process
 - 1.7 - Design and implement continuous improvement school review cycle

- Semester 1*
- 1.5 - Implement recruitment strategy, hiring process and certification requirements
 - 1.6 - Streamline and codify organizational processes and procedures (HR, hiring, student data, etc.)
 - 1.6 - Implement school dashboard of KPIs for all functions & data review process
- Semester 2*
- 1.7 - Expand continuous improvement school review cycle to include annual school strategic planning cycle

- Semester 1*
- 1.2 - Design clear job descriptions, management relationships and roles and responsibilities for all positions (Teachers/TAs/Etc.)
 - 1.5 - Implement standardized teacher on-boarding process
 - 1.6 - Refine organizational processes and procedures
- Semester 2*
- 1.4 - Design performance management system with staff
 - 1.7 - Continue to expand continuous improvement school review cycle



2. School Facilities (Megan, Jerry)

- 2.1 - Develop long-term facility plan; complete master plan for lower campus and implement prioritized renovations
- 2.2 - Complete master plan for upper campus; implement planned renovations to upper campus
- 2.3 - Establish regular facility and audit procedures

- 2.1 - Finalize long-term facility plan;
- 2.3 - Establish regular facility and audit procedures

- 2.2 - Implement planned renovations to upper campus and lower campus



3. Core Instruction (Katie, Judy, Sabrina, Cutia)

- Semester 1*
- 3.1 - Define profile of a graduate; Launch taskforce to research global learning curriculum and K-8 immersion model
 - 3.2 - Define vision for excellent teaching with teachers and staff
- Semester 2*
- 3.1 - Develop implementation plan for global learning curriculum and K-8 immersion model
 - 3.2 - Calibrate on vision for excellent virtual/hybrid teaching
 - 3.3 - Design comprehensive professional development system aligned to vision for excellent teaching

- 3.2 - Continue to calibrate on vision for excellent instruction
- 3.3 - Launch redesigned Professional Learning Community (PLC) model and coaching

- 3.1 - Implement global curriculum and K-8 immersion model (in phases)
- 3.4 - Launch capstone experiences and sister schools



4. Diversity, Equity & Inclusion (Monique, Fatimah, Zakia)

- 4.1 - Design DEI vision statement
- 4.3 - Design "strong start" school culture plan
- 4.4 - Develop staff DEI competencies

- 4.1 - Calibrate on DEI vision statement
- 4.4 - Continue to develop staff DEI competencies

- 4.3 - Implement "strong start" school culture plan
- 4.2 - Implement student behavior vision and plan
- 4.4 - Continue to develop staff DEI comp

Responding to the Pandemic for SY20-21


Prioritized these Initiatives:

- Ensuring the safety for all students and staff
- Communicating with families to inform re-opening
- Meeting academic and social-emotional needs of all students
- Providing Diversity, Equity and inclusion training for all staff
- Delivering effective virtual instruction

Strategic Plan update:

- We made little progress on other initiatives outside of DEI on our strategic plan as written.
- Our committee got together this June to revise our plan to move forward.

Example: Virtual Learning Vision of Excellence



High Impact Virtual Learning Practices

1 Establish Class Structure & Routines

Student Vision of Excellence:

- Students & families know when & where to look for assignments and participate in class each week.
- Students organize their time and personal schedules each day.
- Students prepare themselves for new learning and/or remediation using recommended resources.
- Students create a productive/quiet learning space.
- Students follow microphone/video expectations: unmute to participate, camera on when possible.
- Students help themselves by seeking assistance and asking for help in a timely manner via email, office hours, tutoring, etc.

Teacher Practices:

- **Design a predictable class structure & routines** - Maintain a scheduled routine each day, with the recommended minutes of instruction for each class, following GLOBE guidance for your grade level.
- **Post lessons & submit plans** - Ensure lessons are posted to Google Classroom by Friday each week.
- **Review lessons** - Regularly review lessons for the week with students and answer any questions.
- **Co-create & reinforce virtual classroom norms** - Work with students to establish norms for the virtual classroom that will help everyone reach those goals (e.g. students are appropriately clothed within the video frame, students meet deadlines). Reinforce expectations for physical space, muting, use of camera, etc. so that students know how to be professional when on video.

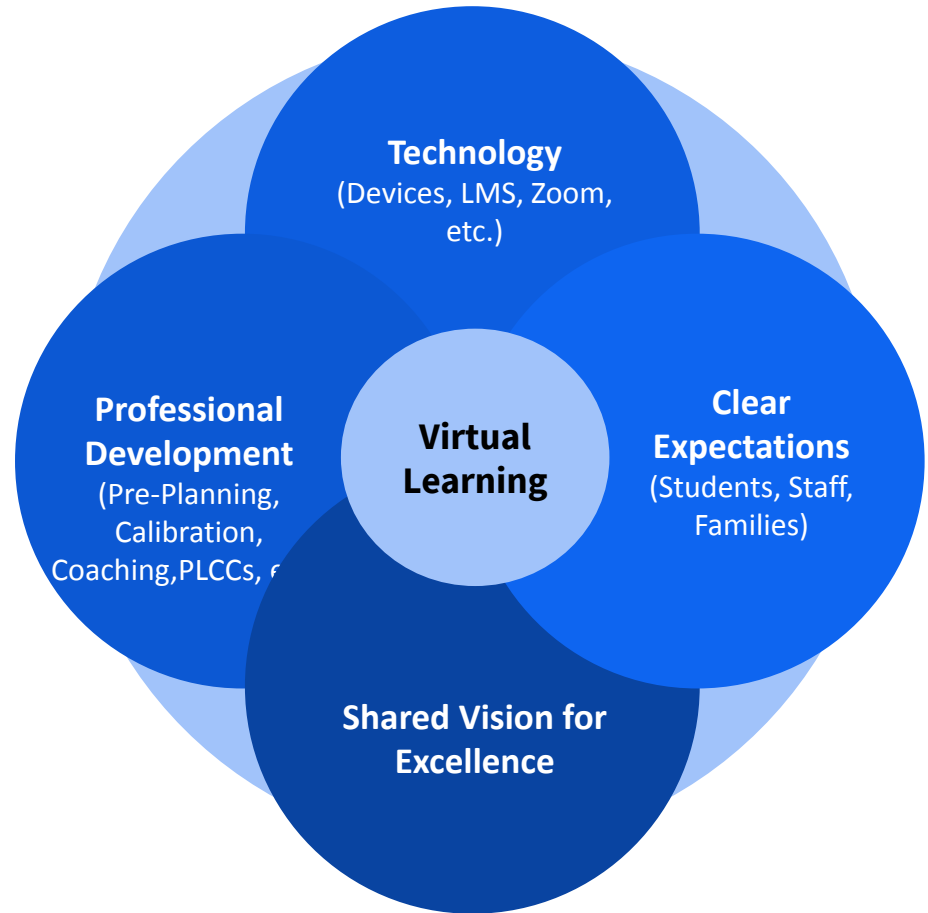
2 Build a Safe Class Culture & Foster Student Engagement

Student Vision of Excellence:

- Students feel known, valued, and part of a safe virtual learning community to fully contribute their ideas, perspectives, and questions.
- Students engage with their teacher and peers during lessons and on online platforms in alignment with CREST and agreed upon classroom norms
- Students respect differences in learning styles, environment, and circumstances.
- Students interact with lesson content and each other in a variety of ways.
- Students are critically thinking, analyzing, and actively engaged from start to finish of each lesson.
- Students demonstrate composure, appropriately expressing and managing their emotions.
- Students demonstrate a growing global consciousness: making connections, asking questions, and generating ideas about global issues, world cultures, or histories.

Teacher Practices:

- **Cultivate Community** - Develop authentic relationships between students as a community of learners using Responsive Classroom techniques (e.g. Morning Meeting, Advisory, Brain Breaks).
- **Dissolve the screen** - Help students feel connected to you, the work, and each other by using language that includes yourself in the work.
- **Teach, model, and reinforce CREST values** - CREST values are for always, not just in-person school!
- **Plan engagement strategies & patterns** - Use cold call*, fist-to-five*, collaborative tasks, "1-2-3 show me," and strong pacing to build & maintain engagement; use breakout rooms for discussions; have students annotate, use a whiteboard (real or virtual), and/or share screens to explain their thinking. Be intentional about when and how students will engage with lesson content and one another.
- **Acknowledge the environment** - Check-in on students' levels of focus; incorporate "brain breaks" and "mindfulness minutes**" to strengthen student attention on academic tasks.



High Impact Virtual Learning Practices

Football as a metaphor for Strategic Plan Implementation



- Clear outcomes--move the ball down the field!
- Requires a team
- Quarterback plays a key role in communicating to the team and organizing everyone's actions
- Lots of falling down and getting back up--persistence is more important than perfection

June - Strategic Planning Work Session

Objectives

- Update status of Strategic Plan initiatives
- Review priorities
- Delineate roadmap/timeline for next academic year

Updated Board Dashboard

- Break down of each initiative
- New committee members and owners
- Place copy and updates to the website and Board on Track

GLOBE Vision 2025 Strategic Plan Implementation Dashboard

FOCUS AREA	STRATEGIC INITIATIVE	STATUS	BOARD LIAISON	DELIVERABLES	
1	Organizational Development	1.1: Implement a 5-year staffing plan	On Track	Ryan	
		1.2: Clarify roles and responsibilities	On Track	Ryan	
		1.3: Implement communication strategy	On Track	Ryan	
		1.4: Implement performance management system for teachers and staff	Not Started	Ryan	
		1.5: Strengthen teacher recruitment, hiring, and onboarding	On Track	Ryan	
		1.6: Codify organizational operations, processes, and procedures	Not Started	Ryan	
		1.7: Implement continuous improvement system	On Track	Ryan	
2	Facilities	2.1: Design and implement a plan for lower campus facilities	On Track	Chip	
		2.2: Improve upper campus facilities	On Track	Chip	
		2.3: Create the conditions for excellent facilities management	On Track	Chip	
3	Core Instruction	3.1: Develop best-in-class academic, immersion and global citizenship model and curriculum	On Track	Drew	
		3.2: Define and calibrate on excellent teaching	On Track	Drew	
		3.3: Implement a comprehensive professional development strategy	On Track	Drew	
		3.4: Support students to develop into Global Citizens	On Track	Drew	
4	DEI	4.1: Create DEI vision and goals	Not Started	Monique	
		4.2: Strengthen and build capacity to implement student behavior plan	On Track	Monique	
		4.3: Implement "strong start" school culture process	On Track	Monique	
		4.4: Develop staff DEI competencies	Not Started	Monique	

1.1 - Implement a 5-year staffing plan

OBJECTIVE: Create long-term staffing vision, with aligned year-by-year org chart and budget implications

Key Activities	Notes	Complete By	Status
Assess how current staffing levels support the Globe's Mission		10/1/2021	On Track
Leadership team coming together to look all aspects of staffing and what is missing.	Team meeting specifically to address	9/15/2021	On Track
Identify prioritized staffing needs by functional area		11/1/2021	On Track
Identify multi-year goals and strategic initiatives for each functional area (Facilities, Academics, Talent, Administration, Etc.) and develop 5-year staffing vision	Concious Roots will also be looking at these goals and initiatives for DEI flow through.	8/15/2021	On Track
Revise prioritized staffing needs by functional area		12/30/2021	On Track
Design year-by-year org charts (Realalistic)	We started this but had to pull back with budget concerns.	5/30/2022	On Track
Develop budget implications		5/30/2022	Not Started
Document rationale and communication strategy for org chart changes		5/30/2022	On Track
Develop strategy and steps for TAs to become teachers.		10/1/2022	Not Started
Write the rationale as to why this is improtant to develop internal pipline of instructors.		12/1/2021	Not Started
Develop Leadership pipeline internally and externally		10/1/2022	Not Started

1.2 - Clarify roles & responsibilities

OBJECTIVE: Design clear job descriptions, management relationships and roles and responsibilities for all positions

Key Activities	Notes	Complete By	Status
Identify admin roles and new roles to prioritize for increased clarity		12/21/2021	On Track
Design revised job descriptions outlining job outcomes, key roles and responsibilities for <u>key</u> positions that came from the data collected during the survey for instructional staff.	ED, HOS, AHOS, Coordinators	3/22/2021	Done
Design revised job descriptions outlining job outcomes, key roles and responsibilities for <u>all</u> positions		1/31/2022	On Track
Design org chart that shows clear managerial relationships		12/21/2021	Not Started
Develop pictorial representations of responsibility shifts (including board)		6/27/2022	Not Started
Design communication materials (posters, 1-pagers and website updates) to drive clarity		8/1/2022	Not Started

1.3: Implement communication strategy

OBJECTIVES: Design inclusive and comprehensive communication strategy and plan for all stakeholders; Ensure teachers, staff, board and families systematically receive relevant, timely, and easily-accessible information

Key Activities	Notes	Complete By	Status
Audit current communications to each stakeholder group		08/01/2021	On Track
Address immediate/prioritized communication gaps		12/1/2021	Not Started
Identify best-in-class communication methods, frequency and content to each stakeholder group		12/1/2021	On Track
Train staff on communication best practices (e.g., simple, jargon-free, etc.)		6/1/2022	Not Started
Ensure systems and staff capacity are in place to ensure strong on-going communication		6/1/2023	Not Started

1.4 - Implement performance management system for teachers and staff

OBJECTIVE: Design a performance management system aligned to GLOBE's unique values and academic model that supports teacher and staff growth and accountability

Key Activities	Notes	Complete By	Status
Refine administrative staff performance management cycle, aligned to staff expectations (1.2)	Start year 21/22, pilot 22/23, full implementation 23/24	5/30/2023	Not Started
Complete defining vision for excellent teaching (3.2)		5/30/2022	On Track
Review examples of teacher and leader performance management systems and select design that aligns with GLOBE's goals	Review at the end of 2023 and each year afterwards	5/30/2023	Not Started
Design performance management system in partnership with teachers, staff and community		5/30/2022	Not Started
Design annual performance management calendar		12/30/2021	Not Started
Train leaders and teachers in performance management system goals and processes		5/30/2023	Not Started
Launch teacher and leader performance management system		8/1/2023	Not Started

1.5 - Strengthen teacher recruitment, hiring, and onboarding

OBJECTIVE(S): Design and implement recruitment strategy, hiring process and certification requirements that attracts high-quality, diverse staff members; Design onboarding process for key staff roles

Key Activities	Notes	Complete By	Status
Research DLI teacher recruitment best practices by reaching out to HR leaders in DLI districts and schools; develop beliefs and policies for teacher certification		6/30/2022	On Track
Create recruitment strategy with clear timelines and owners		1/31/2022	On Track
Implement recruitment strategy		11/30/2023	Not Started
Research best practices in teacher hiring (identifying key competencies, mitigating bias)		12/30/2021	On Track
Design a hiring process including owners and participants for each step of the process (resume review, initial interview, candidate communication, etc.)		6/30/2022	Not Started
Identify knowledge, skills, and experiences all teachers should have within their first week, month, and semester at GLOBE		3/30/2022	Not Started
Design an onboarding process/toolkit aligned to knowledge, skills, and experiences teachers need to be successful at GLOBE		12/30/2022	Not Started

1.6 - Codify organizational operations, processes, and procedures

OBJECTIVE(S): Streamline and codify organizational processes and procedures; Develop SOPs (standard operating procedures) outlining all major operations, processes, and procedures

Key Activities	Notes	Complete By	Status
Identify most impactful/most often repeated operations, processes, and procedures		12/21/2021	On Track
Gather existing documentation/codification of operations, processes, and procedures		12/21/2021	On Track
Design document management system for organizing SOPs - (Standard Operating Procedures)		12/22/2022	Not Started
Communicate to all staff and board: how to access SOPs, timeline on which they'll be developed		12/22/2021	Not Started
Develop and publish SOPs on published timeline		6/30/2022	Not Started

1.7 - Implement continuous improvement system

OBJECTIVE(S): Design and implement continuous improvement school review cycle and annual planning cycle; Establish the data systems and review process to regularly track and respond to key performance indicators

Key Activities	Notes	Complete By	Status
Design school data dashboard that comprehensively tracks key performance indicators (see goals tab of this spreadsheet for potential starting point)	We have the outline of the dashboard	12/31/2021	On Track
Implement data dashboard (embed into recurring staff meetings, board meetings, staff check-ins, performance management systems, coaching cycles, etc.)	Leadership team to be trained on the use of the dashboard and then begin to use it SY 22/21, then train staff on the data we are collecting.	5/30/2023	Not Started
Audit existing data systems and identify gaps in systems and processes to populate dashboard	End of 22/23 see what worked and what didn't before we move forward with the staff. Reevaluate yearly.	ongoing	Not Started
Develop multi-year plan to improve underlying data systems to ensure easy and accurate availability of data		5/30/2021	Not Started
Design annual school cycle for reflecting on progress against strategic plan, action planning for the upcoming quarter/year		5/30/2023	Not Started

2.1 - Design and implement a plan for lower campus facilities

OBJECTIVE(S): Develop long-term plan for lower campus; Complete master plan for lower campus and implement prioritized renovations

Key Activities	Notes	Complete By	Status
Negotiate plan to acquire lower campus with DeKalb	getting started by reaching out to the broker	8/21/2021	On Track
update on negotiations with DCSD		8/21/2021	
Secure board approval for extended lease and “payback” plan from DeKalb for any improvements if lower campus is NOT purchased		6/30/2022	Not Started
Hire architect to design master facilities plan	Designer is on Facilities board and has offered assistance to finish	6/30/2022	On Track
Finalize master facilities plan with community input		6/30/2023	Not Started
Develop multi-year implementation plan for implementing master facilities plan		12/30/2022	Not Started
Develop and execute capital campaign to raise required funding for each phase	This will be in conjunction with the Development Committee	5/30/2022	Not Started
Revisit which grades on which campus, transportation, etc.		6/30/2023	Not Started
Develop communication plan to keep stakeholders up to date on facilities improvement plan		3/30/2022	Not Started
Identify and re-engage stakeholders and committee members that need to be involved in facilities improvement plan.		9/30/2021	Not Started
Schedule a meeting and agenda for items that need to be included. Create comprehensive list of Facilities projects.		10/29/2021	Not Started
Hold meeting with stakeholders and committee members.		2/28/2022	Not Started

2.2 - Improve upper campus facilities

OBJECTIVE(S): Complete master plan for upper campus; implement planned renovations to upper campus

Key Activities	Notes	Complete By	Status
Finalize master facilities plan with community input (field, security fence, gym, etc.)		2/28/2022	On Track
Field- house tear-down		10/30/2021	On Track
Security Fence- intersection of Shallowford and Briarcliff		6/30/2023	On Track
Gym- air circulation, seating		8/30/2021	On Track
Develop multi-year implementation plan for implementing master facilities plan		6/30/2022	Not Started
Develop and execute capital campaign to raise required funding for each phase	In conjunction with Development Committee	12/30/2022	Not Started
Develop communication plan to keep stakeholders up to date on facilities improvement plan		6/30/2022	Not Started
Identify and re-engage stakeholders and committee members that need be involved in facilities improvement plan.	in conjunction with 2.1 LC	9/30/2021	Not Started
Schedule a meeting and agenda for items that need to be included. Create comprehensive list of Facilities projects.		10/29/2021	Not Started
Hold meeting with stakeholders and committee members.		2/28/2022	Not Started

2.3 - Create the conditions for excellent facilities management

OBJECTIVE(S): Establish regular facility and audit procedures

Key Activities	Notes	Complete By	Status
Identify board facilities committee lead and clarify board's role in facilities management	Chip White is now Board contact for Facilities.	10/1/2021	On Track
Hire and effectively on-board (context building, skill building in project mgmt software, etc.) Director of Operations	Currently not seeking a Director of Operations, but Mark Bollinger is serving as our staff Facilities and Security Manager. Reevaluate for SY 22/23	8/30/2022	On Track
Determine reporting relationships and management structure for Director of Operations	see above	12/30/2022	Not Started
Develop performance management system and goals for Director of Operations	see above	6/30/2023	Not Started
Design regular facilities audit, maintenance and improvement procedures	High level with the board committee and internal at the school level.	5/30/2022	On Track

3.1 - Develop best-in-class academic and immersion model and curriculum

OBJECTIVE(S): Define profile of a graduate; Launch task force to develop K-8 immersion model to match profile

Key Activities	Notes	Complete By	Status
Fully adopt phonics program for English in K-2;	English Phonics program has been adopted (foundations) / Lucy Calkins phonics program - professional development in early literacy LETRS training, fluency, phonics, phonemic awareness	8/21/2021	On Track
Complete final look during pre-planning with teachers to make sure it's being fully implemented		8/21/2021	On Track
Common Math curriculum for K-5 and 6-8; Full implementation of Readers and Writers workshop	math curriculum has been adopted (Eureka), R&W workshop is being implemented, Vertical alignment with teachers in the fall	9/21/2021	On Track
6-8 math curriculum expected to shift in Fall 2022. We should have awareness by December 2021.	Continue with K-5 - should be able to implement Sept 2021. 6-8: Be aware that changes are coming	8/1/2022	On Track
Lead a team of teachers, staff and stakeholders through a process to define the profile (knowledge, skill and habits) of a GLOBE graduate	Revisit and re-evaluate	9/21/2022	On Track
Pulling team back together to make sure we're still aligned on realistic expectations of GLOBE graduate (assessing 3 cohorts of graduates vs. 1 when work was started)	pull committee together end-August, early-September	10/1/2021	Not Started

	<p>Objectives:</p> <p>Align on top 3-5 questions that need to be answered in order to make decisions about the K-8 DLI model</p> <p>Document current knowledge/research related to these 3-5 questions.</p> <p>Identify additional research that can be conducted internally (and assign ownership for doing this research).</p> <p>Identify additional research that would best be done by an external consultant.</p> <p>Review and give feedback on Key Activities in initiative 3.1.</p>	12/21/2021	Off Track
Lead team of instructional leaders to begin DLI model work		12/21/2021	
Contract with outside consultant to research and assess multiple Academic and DLI immersion models	-Sandra is recruiting staff to review models and propose something for staff to respond to	12/30/2021	On Track
Develop an integrated Academic model for stakeholder review and input	The following topics are planned for the April 14 staff meeting: 1) Share findings on immersion models 2) Gather input on recommended shifts to GLOBE's model. Revisit this from April 2020 to develop new timeline.	5/30/2022	Off Track
Launch UbD curriculum design process to develop integrated curriculum, assessments, pacing guides and curricular resources (Phase 1 for Q1 of SY22-23, Phase 2 for Q2 of SY22-23, etc.)		5/1/2023	Not Started
Implement revised model and curricular resources in phases		5/1/2024	Not Started

3.2 - Define and calibrate on excellent teaching

OBJECTIVE(S): Define and calibrate on vision for excellent teaching with teachers and staff

Key Activities	Notes	Complete By	Status
Review examples of observation frameworks and select design that aligns with GLOBE's goals	Done 2019-2020		Done
Revise current coaching/goal-setting framework (Vision of Teaching Excellence) in partnership with teachers, staff and community	Vision of Teaching Excellence was created in 2019-2020, we will revise and adapt at the beginning of the 2021-2022 school year	12/17/2021	On Track
Need to complete 3rd calibration protocol, then framework can be revised	See line 9	12/17/2021	Not Started
Collect additional footage of GLOBE teachers demonstrating behaviors in framework	We have two filmed lessons from 19-20 school year, we would like to film more footage from different classrooms in fall 2021	11/1/2021	Not Started
Schedule and hold calibration exercises with teachers (train on vision of excellence, watch footage, discuss alignment with revised vision of excellence) via staff meetings and PLCs	Two calibration protocols were done in the 19-20 school year, goal is to do two more calibration protocols during the 2021-2022 school year	1/22-4/22	Not Started

3.3 - Implement a comprehensive professional development strategy

OBJECTIVE(S): Design comprehensive professional development system aligned to vision for excellent teaching; launch coaching model

Key Activities	Notes	Complete By	Status
Design professional development system for LEADERS aligned to roles and responsibilities	Started with Job Descriptions and LKES to design.	5/30/2022	On Track
Review examples of professional development systems and select system that aligns with GLOBE's goals (Responsive Classroom, Engage NY, Vision for Excellent Teaching, DEI, Readers and Writers Workshop, etc.)	Vision of Teaching Excellence needs to be complete.	2/28/2022	Not Started
Design professional development system that results in deepening teacher content knowledge, strengthens instructional practices, supports curricular implementation and ensures teachers receive consistent feedback from content experts		10/21/2021	Not Started
Create PD calendar for weekly staff meetings, PLC meetings and coaching		11/21/2021	Not Started
Develop implementation plans and orientation materials to launch PD cycle in second semester of SY21-22		12/21/2021	Not Started
Train coaches in new PD model		12/21/2021	Not Started
Roll out coaching/PD system to all staff (with videos)		1/31/2022	Not Started
Launch comprehensive PD model (coaching + PLCs + data-driven instruction)		5/27/2022	Not Started

3.4 - Support students to develop into Global Citizens

OBJECTIVE(S): Launch capstone experiences and sister schools; Integrate Global Learning and experiences throughout K-8 experience, supporting students to understand the wider world and their place in it; Support students to take an active role in their community and work with others to make our planet more

Key Activities	Notes	Complete By	Status
Launch capstone experiences for GLOBE students	This has been launched. 8th grade will be attending May 7-10	5/30/2022	Off Track
Identify and launch sister-schools program	This needs to be postponed as many countries are still shut down and dealing with the Covid-19 pandemic. We will continue to work on virtual relationships with schools that speak our languages that we teach.	5/30/2023	Not Started
Design sequence of Global Learning experiences based on the "Global Citizen" section of the graduate profile.		3/1/2024	Not Started
Launch expanded sequence of Global Learning experiences	Can't be started until #3 is completed.	8/1/2024	Not Started

4.1 - Create DEI vision and goals

OBJECTIVE(S): Develop shared vision and goals to advance Diversity, Equity and Inclusion at GLOBE

Key Activities	Notes	Complete By	Status
Identify external facilitator to lead DEI vision and 3-year plan development process	The leadership team will be working with Conscious Roots during the FALL leadership retreat in July/August	1/1/2022	On Track
Assemble DEI Guiding Team	Invitations have been sent.	9/30/2021	On Track
Draft DEI vision and goals with community input	Will meet with vendor during the Leadership Retreat to draft an implementation plan on how to approach writing DEI vision and goals. Will meet with Board member, Monique Hudson (DEI committee chair) to discuss how to engage the community for input	9/30/2021	Not Started
Identify data-systems required to monitor progress towards DEI goals	Will meet with the vendor to get recommendations on data systems that can help our organization monitor progress toward DEI goals	12/17/2021	Not Started
Develop annual process for gathering, analyzing and reflecting on DEI vision and goals	Once data systems are in place, the Guiding Team will develop an annual process for gathering, analyzing, and reflecting on DEI vision and goals.	6/30/2022	Not Started

4.2 - Strengthen and build capacity to implement student behavior plan

OBJECTIVE(S): Hold Responsive Classroom trainings and incorporate updating student behavior plan; Address and close gaps in current student behavior plan; Build teacher and administrator capacity to effectively and equitably implement behavior plan

Key Activities	Notes	Complete By	Status
Hold Responsive Classroom trainings for teachers and leaders (summer + November + March)		5/15/2020	Done
Convene teachers and staff to review and identify gaps/challenges with current student behavior plan		1/30/2022	Not Started
Revise student behavior plan as needed		4/30/2022	Not Started
Integrate behavior plan expectations into vision for teaching excellence (3.2)		8/1	Not Started
Design admin and teacher PD scope and sequence to build capacity to implement plan		12/30	Not Started
Ensure clarity of roles and responsibilities for implementing plan (aligned to 1.2)		5/30	Not Started
Execute teacher and admin on-boarding training for updated plan		5/30	Not Started
Execute on-going teacher coaching and PD on behavior plan (aligned to 3.3)		8/1	Not Started
Collect feedback from teachers to iterate on behavior plan		12/1	Not Started

4.3 - Implement “strong start” school culture process

OBJECTIVE(S): Implement “strong start” school culture plan; Ensure GLOBE Academy establishes a strong and positive school and classroom culture within the first 6 weeks

Key Activities	Notes	Complete By	Status
Identify 3-5 observable indicators for strong classroom culture (aligned to 3.2)	Began work on this right as the shut down happened. Need 3.2 to be complete to implement this here for culture.	12/1/2021	Off Track
Develop “strong start” observation rubric and coaching plan aligned to 3-5 indicators		4/30/2022	Off Track
Develop plan to consistently observe and provide teachers with feedback and support over the first 6-weeks to ensure all classrooms progress towards demonstrating indicators		8/1/2022	Not Started
Develop a weekly data-collection and reflection process to analyze strong start data and refine coaching/support strategies as needed		12/1/2022	Not Started
Run pilot of "strong start" school culture process with small group of teachers.	Met with working group 5/26.	10/1/2021	On Track
Identify teacher training needs aligned to classroom culture indicators and arrange for teachers to participate in needed PD		8/1/2022	Not Started
Develop a framework for our philosophy and NOT a checklist.	Teachers intentionally gather data on what works and what does not work during first 6 weeks of August 2021 term	2/1/2022	On Track
Train teachers and leaders in strong start plan		2/1/2023	Not Started
Launch strong start school culture plan		8/1/2023	Not Started

4.4 - Develop staff DEI competencies

OBJECTIVE(S): Identify and cultivate the staff DEI competencies and mindsets required to effectively realize GLOBE's DEI vision

Key Activities	Notes	Complete By	Status
Identify external facilitator to support identifying staff DEI mindsets and competencies required to realize GLOBE's DEI vision	Conscious Roots	8/1/2020	Done
Engage staff in personal/internal DEI work to prepare upcoming competencies and mindset work	Will continue with the Leadership Team	5/30/2021	On Track
Integrate competencies and mindsets into GLOBE's vision for teacher excellence (3.2)		5/30/2022	Not Started
Design a development plan to develop competencies and mindsets (aligned to 3.3)		12/30/2022	Not Started
Implement development plan		8/1/2023	Not Started

Cover Sheet

Academic Committee Report

Section: V. Administration and Committee Reports
Item: F. Academic Committee Report
Purpose: FYI
Submitted by:
Related Material: 2021.06.11 Academic Committee Meeting Minutes.pdf

DRAFT



The GLOBE Academy

Minutes

Academic Committee Meeting

Date and Time

Friday June 11, 2021 at 1:30 PM

Vision, Mission and Core Values

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.

Committee Members Present

C. Blunt (remote), C. Elliott-Earby (remote), D. Reynolds (remote), J. Limor (remote), J. Nichols (remote), L. Sum (remote)

Committee Members Absent

C. Catinella, J. Varnell, K. Padron, L. Dibble, M. Huitt, R. Hudak, S. Daniel, S. Manns, Z. Funchess

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Reynolds called a meeting of the Academic Committee of The GLOBE Academy to order on Friday Jun 11, 2021 at 1:35 PM.

C. Approve Minutes

D. Reynolds made a motion to approve the minutes from Academic Committee Meeting on 04-16-21.

C. Elliott-Earby seconded the motion.

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

II. Academic

A. Strategic Planning

- Core Instruction group met for strategic plan: most items on target. Developed new items to add to strategic plan for years 3 through 5.
- Need to have work on race-conscious curricula represented in strategic plan
 - How DEI and Global Citizens work can be seen as intertwined
- Will review 3.1-3.4 strategic planning items at our next AC meeting.

B. GLOBE efforts on race-conscious curricula

- Discussed teacher survey - will prepare to share with committee later this summer.
- Current ideas:
 - Inventory of and building classroom libraries - publishers are improving. Will be working on this for next year.
 - K-5 classroom read-alouds
 - Coming to a consensus about what a diverse collection of books means.
 - Potential for Parent Volunteers
 - Improve check-out system for classroom texts to bring home.
- July: First leadership training with Conscious Roots. Will work alongside planning in next year to see where AC can support.

C. Committee: Additional Support for Target-Language Learning

- Identified three *potential* initiatives for next year:
 - Extracurricular after-school programming
 - Special education training to support target language learning
 - TA support for students

III. Other Business

A. Meeting Schedule

- Meetings to remain on 2nd Friday from 1:30pm - 2:30pm
- Cancelled July Meeting
- Will reconvene in August 13th 1:30-2:30. Agenda Posted.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:19 PM.

Respectfully Submitted,
D. Reynolds

Cover Sheet

Transition to CharterBoards

Section: VII. New Business
Item: A. Transition to CharterBoards
Purpose: FYI
Submitted by:
Related Material: BoT.CharterBoards.Comparison (1).pdf
CharterBoards Timeline.jpg



Cloud-based storage	✓	✓
Public portal	✓	✓
Agenda template	✓	✓
Digital Board packet	✓	✓
Scheduling of committee meetings	✓	✓
Minutes editor	✓	✓
Administrative controls on access	✓	✓
Private area for document storage	✓	✗
Supplemental training	✓	✗
Pre-meeting compliance checklist	✓	✗
Post and upload video recordings	✓	✗

August – mid September

Saving records from BoardOnTrack and transferring them to CharterBoards

September 15th

Board members fully engaged w/ CharterBoards

1

2

3

4

5

August

September 1st – 15th

October 19th

Sign up w/ CharterBoards
(1st month is free)

Informing BoardOnTrack of The GLOBE's intention to not renew the subscription (per contract must give 30-day notice)

BoardOnTrack subscription ends