



The GLOBE Academy

Board of Directors Meeting

Date and Time

Monday April 25, 2022 at 7:00 PM EDT

Location

To attend the meeting virtually, please click on the following link to register: https://us02w eb.zoom.us/webinar/register/WN_dpPdgzWWSguxZi-TnPSGYw

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	Drew Reynolds	
B. Call the Meeting to Order		Drew Reynolds	
C. Vision, Mission and Core Values	Discuss	Drew Reynolds	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	Drew Reynolds	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	Drew Reynolds	5 m
B. Approve Minutes	Approve Minutes	Drew Reynolds	5 m
Approve minutes for Board of Directors Meeting on February 28, 2022			
IV. PTCC Report			7:20 PM
A. PTCC Report	FYI		5 m
V. Administration and Committee Reports			7:25 PM
A. DEI Committee	FYI	Tiki Barnes	10 m
B. Facilities Committee Report	Discuss	Chip White	15 m
C. Finance Committee Report	Discuss	Luis Pacheco	10 m
VI. Committee Updates - Written Reports Only			8:00 PM
A. Committee Reports	FYI		
VII. Old Business			
VIII. New Business			
IX. Closing Items			
A. Adjourn Meeting	Vote	Drew Reynolds	

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 February 28, 2022

DRAFT



The GLOBE Academy

Minutes

Board of Directors Meeting

Date and Time

Monday February 28, 2022 at 7:00 PM

Location

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register: https://us02web.zoom.us/webinar/register/WN_J5Ni1b1rTYe1n4H6RK8bjA

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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

C. White (remote), D. Reynolds (remote), J. Clark (remote), K. Henshaw (remote), L. Ferro Borges (remote), L. Long (remote), L. Norton (remote), L. Pacheco (remote), M. Adams (remote), M. Hudson (remote), T. Barnes (remote)

Directors Absent

None

Ex Officio Members Present

R. Hudak (remote)

Non Voting Members Present

R. Hudak (remote)

Guests Present

Adrienne McMillon (remote), Ashley Morris (remote), C. Elliott-Earby (remote), Catherine Schwenkler (remote), Christina Steiner (remote), Farah Chang (remote), Jesus Figueroa (remote), K. Holder (remote), L. Hancock (remote), Lauren Lindquist (remote), Melanie

Marks (remote), Stephanie Gumbis (remote), T. Williams (remote), Tasha Axam (remote), Vilma Villalobos (remote), Will Tsai (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Reynolds called a meeting of the board of directors of The GLOBE Academy to order on Monday Feb 28, 2022 at 7:02 PM.

C. Vision, Mission and Core Values

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

II. Public Comment

A. Public Comment

There were no public comments.

III. Consent Agenda

A. Approve Agenda

The agenda and minutes were approved by consent without objection.

B. Approve Minutes

C. White made a motion to approve the minutes from Board of Directors Meeting on 01-31-22.

K. Henshaw seconded the motion.

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

IV. Board Chair Comments

A. Board Chair Comments

Drew thanked Ryan for his leadership and advancing the Board during his time as chair, lauded The GLOBE Academy's academic outputs, but also highlighted some areas of opportunity, and discussed the importance of the Board members to bring the full measure of their abilities for the purposes of fulfilling their core responsibilities.

V. PTCC Report

A. PTCC Report

Stephanie provided a report on the following items:

- GLOBE Nurses Day: Thanks to all who helped make the days special for our nurses on February 11th
- Science Week: Virtual GLOBE Science Week February 28th through March 4th at the GLOBE Community Facebook page

- Black History Month: PTCC has supported the school for Black History Month activities and shared info and updates on social media related to observances
- Spirit Nights: March 24th from 2 p.m. until 6 p.m. at the Yellow River Wildlife Sanctuary
- GLOBE family-owned businesses: Several in the community have asked for a list of GLOBE-owned businesses. If you own a business and would love to compile a list to share with the community
- GLOBE Auction: This year's event will start on April 29th with a silent auction using mobile bidding. The silent auction will end on April 30th at an in-person, indoor/outdoor event at Wild Heaven in Avondale Estates. Participation in the silent auction will be free. Tickets to the in-person event will be \$40. Donations are needed for the silent auction.
- Help Needed: Volunteers are needed for the PTCC Communications Coordination team and party planners to help with the auction

VI. Administration and Committee Reports

A. Admissions and Lottery

Christi reported the following:

- Online, live tours: GLOBE hosted five, online webinars with 504 registrations
- Attendees: 88% of Lower Campus tour attendees were interested in kindergarten enrollment
- Data on how people heard about GLOBE: 1) DLI program, 2) other charter schools, 3) current GLOBE families, 4) friends and family, and 5) advertisements
- Lower Campus Ambassador video: Was shown as example of what was played during the tours

B. Facilities Committee Report

Chip and Lillian provided the following updates from the Lower Campus HVAC Task Force:

- The first meeting was convened
- There were not enough vendors to provide a quote for the RFP
- A Construction Project Manager is required to lead the work, which will be completed in two phases - Phase 1: lead the RFP process, provide options/trade-offs for various scopes of work to make a decision, obtain drawings, if needed and Phase 2: depending on scope of work we decide on, lead execution of the project to completion
- Next Steps: 1) vet and hire Construction Project Manager to lead RFP process (in progress), 2) five months is not sufficient to complete large scale HVAC/electrical overhaul (Construction Project Manager to serve up smaller scale measures to ensure readiness for SY 22-23), and 3) in the near-term use of de-humidifiers to keep classroom at safe humidity levels, solidify swing space options for any issues that may come up (realtor is actively looking)

C. Development Committee Report

A formal report was included in the agenda packet.

VII. Committee Updates - Written Reports Only

A. Committee Reports

Committee updates were included in the agenda packet.

VIII. New Business

A. Budget Process

A discussion was held regarding the budget process, including the following timeline:

- February: prepare for FY23 budget season
- March: discuss priorities in committees, send priorities to Board Chair and copy Treasurer
- April: discuss and narrow list of budget priorities, send to Treasurer, CFO, and executive director
- May: Board Chair works with Treasurer and staff to incorporate priorities into the budget
- June: vote on FY23 budget

B. Board Member Resignation - Monique Hudson

D. Reynolds made a motion to accept Monique's resignation from the Board of Directors, effective immediately.

L. Long seconded the motion.

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

C. Board Member Election - Catherine Schwenkler

L. Long made a motion to elect Catherine Schwenkler to the Board of Directors, effective immediately.

J. Clark seconded the motion.

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

D. Election of Academic Committee Chair

D. Reynolds made a motion to elect Catherine Schwenkler as the chair of the Academic Committee, effective immediately.

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

D. Reynolds made a motion to elect Catherine Schwenkler as the chair of the Academic Committee, effective immediately.

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

E. Board Member Election - Teri Williams

J. Clark made a motion to elect Teri Williams to the Board of Directors, effective immediately.

M. Adams seconded the motion.

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

F. Election of Governance Committee Chair

J. Clark made a motion to elect Teri Williams as the chair of the Governance Committee, effective immediately.

L. Long seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Executive Session

A. To discuss legal and personnel matters.

Motion made by Luis to move to executive session to discuss legal and real estate matters. Motion seconded by Jabari . **Motion approved by all present.** Moved to executive session at 9:22 p.m. Motion to leave executive session made by Luis. Motion seconded by Chip. **Motion approved by all present.** Returned from executive session and meeting called back to order at 10:00 p.m.

X. Closing Items

A. Adjourn Meeting

The next scheduled meeting is set for April 25, 2022 at 7 p.m.

C. White made a motion to adjourn the meeting.

L. Pacheco 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 10:01 PM.

Respectfully Submitted,
K. Holder

Cover Sheet

DEI Committee

Section: V. Administration and Committee Reports
Item: A. DEI Committee
Purpose: FYI
Submitted by:
Related Material:
2022_04_12_dei_committee_meeting__2021-2022__minutes.pdf

DRAFT



The GLOBE Academy

Minutes

DEI Committee Meeting (2021-2022)

Date and Time

Tuesday April 12, 2022 at 6:30 PM

Location

Virtual

In 2018, the Diversity Committee adopted a definition of diversity that represented GLOBE's actual and aspirational values. At GLOBE we recognize that:

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical and learning abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Source: <http://www.qcc.cuny.edu/diversity/definition.html> (edited to include "learning" abilities).

It is in the spirit of this definition that the Diversity Committee will continue to make recommendations to the GLOBE Board of Directors and leadership on governance and policy issues involving matters of DEI.

Committee Members Present

M. Hudson (remote), M. Konomos (remote), S. Schmidt (remote), T. Barnes (remote)

Committee Members Absent

C. Blunt, C. Catinella, C. Elliott-Earby, D. Reynolds, J. Limor, M. Rodi, T. Quarterman

Guests Present

M. Brown (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

T. Barnes called a meeting of the Diversity Committee of The GLOBE Academy to order on Tuesday Apr 12, 2022 at 6:32 PM.

II. Business & agreed upon initiatives

A. Admissions update

- Lottery/admissions
 - Per Meg: GLOBE actively enrolling. Initial wave has passed since lottery has run. As folks do not meet requirements we are going down the waitlist.
 - Still enrolling free and reduced lunch students but not at the same rate, because their spot on the waitlist is solidified when the lottery is run.
 - Increased numbers of free and reduced lunch students being offered seats.
- Ambassadors
 - Discussion around having ambassadors in other parts of Dekalb for recruitment purposes.
 - Suggested putting materials in Clarkston clinics in addition to preschools
 - Liaison with PTCC perhaps the Global PAC for ambassadors typically used for new enrollment can also be used for recruitment
 - Meg has a survey out that inquires of parents whether they want to be involved and also if there are barriers (language or otherwise) to participating.
- GLOBE 101 (Thursday April 28)
 - Planning to have it in person limiting attendance to one parent.
 - It will also be offered virtually
 - Inquiry: Ask CEE about the insightful "flower activity" she raised.
 - Inquiry: Will there be an expression of GLOBE's commitment to DEI principles during the session.
 - Point: It should be clear to prospective parents how discipline is administered. But GLOBE needs to be consistent as well.

B. Transportation

CEE not present to give update.

Tiki: Reports that it is a top priority with the Board Chair and would like to bring a line item to the budget conversations for 23-24. Open to conversation about short term goals.

C. Strategic Planning DEI focus status

The Strategic Planning (SP) Chair (Kimberly H) wishes to broaden the scope of the strategic plan beyond just 5 years, to consider what GLOBE should look like in 10 or 15 years.

Tiki: The DEI committee will need to contribute to the SP beyond just attending SP meetings.

Suggestion: Review points/goals under DEI bucket and help (through research and consultation with experts) develop SMART goals throughout the DEI points. How do we know if we hit the initiatives?

Question: What is the status of the Vision Statement that the DEI committee commented on?

Question: What is GLOBE's behavior plan beyond the Dekalb policy? How does GLOBE address micro-aggressions, racial slurs, etc.? Where is GLOBE with Positive Discipline? Is it consistently applied? Is a policy needed to ensure there is equity across language tracks, races, etc.

D. Academic committee partnership

Mila: Next meeting is this Friday. At the last sub-committee meeting Lisa and Mila discussed further about expanding curriculum to be more inclusive/representative. Mila is pushing more training/professional development for teachers that is free or has other incentives.

Stacie: Focus on engaging diverse families and how Read Across America Day engaged communities to share their pride in who they are.

Tiki: Will determine whether there is a budget for professional development around DEI issues. Noted past efforts by PTCC sponsoring professional development. Board action around this would require discussions when budget is set.

III. Other Business

A. DEI with a side of BA

- DEI is the minimum tenant for an inclusive community
 - DEIBA- Diversity, Equity, Inclusivity, Belonging, and Accessibility
 - Will discuss additionally re: BA
 - Stacie: reoccurring theme: people want to be heard. There should be time for reflection and then follow up. Perhaps that should be included in a policy.
- Committee focus - prioritize DEI and impacting strategic plan and committee initiatives
 - Continued and new priorities - look ahead 2022-23 DEI priorities
- Continue to develop framework for addressing equitable issues not identified as priorities
 - Direct stakeholders to appropriate liaison to meet their needs (i.e. PTCC, GLOBE Admin, BOD)
 - Mila working with CEE to come up with a plan to implement tangible and practical solutions for issues. A safe place for parents to go when they have issues and get resolutions and solutions. Related to the Communication Plan but aimed at tangible solutions.

B.

Call for committee membership

Tiki: noted that the committee is open for membership. Open to community members of all races.

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 7:52 PM.

Respectfully Submitted,
M. Hudson

Next meeting May 10, 2022 at 6:30pm

Cover Sheet

Finance Committee Report

Section: V. Administration and Committee Reports
Item: C. Finance Committee Report
Purpose: Discuss
Submitted by:
Related Material:
2022_04_20_pre_board_of_directors_finance_meeting_minutes.pdf

DRAFT



The GLOBE Academy

Minutes

Pre Board of Directors Finance Meeting

Date and Time

Wednesday April 20, 2022 at 8:30 AM

Location

Luis Pacheco is inviting you to a scheduled Zoom meeting.

Topic: The GLOBE Academy Pre Board of Director Finance Meeting

Time: Apr 20, 2022 08:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95888049245?pwd=UDZ5Tk41MzNINmRNSGFxcG9xNFY5dz09>

Meeting ID: 958 8804 9245

Passcode: JC2cc0

Vision, Mission and Core Values

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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.

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-

Committee Members Present

A. Haas (remote), C. Elliott-Earby (remote), D. Clayton-Purvis (remote), D. Reynolds (remote), L. Pacheco, M. Williams (remote)

Committee Members Absent

L. Li

I. Opening Items

A. Record Attendance - Introduce ADRIENNE MCMILLON

B. Call the Meeting to Order

L. Pacheco called a meeting of the Finance Committee of The GLOBE Academy to order on Wednesday Apr 20, 2022 at 8:34 AM.

II. FY 2022-2023 Budget

A. Timeline for the budget: Preliminary budget ready for review

1. Preliminary Budget with \$13.4M for Revenue (\$12M for QBF) vs. \$13.0M for Expenses with a net income of 0.35M
2. Including a basic Capital Budget with \$150K for Lower Campus plus a buffer for contingencies
3. Wednesday May 11th, 6:00 pm
4. Wednesday May 18th, 9:00 am
5. Final Budget ready by end of May. Budget would be pass for approval in the June's Meeting or in a special Meeting in May if needed

III. Finance

A. FY2022 Financials

- Financials in good shape, Net Income \$250K YTD (\$330K Budget FY) with \$9.68M in Revenue vs \$9.43M in Expenses
- Financial swap for the loan is on the money. The CFO / Treasurer / FinComm recommendation is to keep the loan at the current favorable rate and

B. Expenses that Need Board Approval

None

IV. Other Business

A. Lower Campus Capital Improvement - Update

The Board would give a detail explanation and plan for this issue. For the Budget next year we have allocated approx \$200K in Capital Expenditures

B. Student Transportation funded by GLOBE

Considering that the strategic focus and capital is going to be around Lower Campus, we are "parking" this item for the foreseeable future. We would recover it at some point during the next Fiscal Year

V. 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 9:30 AM.

Respectfully Submitted,
L. Pacheco

Cover Sheet

Committee Reports

Section: VI. Committee Updates - Written Reports Only
Item: A. Committee Reports
Purpose: FYI
Submitted by:
Related Material:
2022_03_17_globe_development_committee_meeting_minutes (1).pdf
2022_04_19_communications_committee_meeting_minutes.pdf

DRAFT



The GLOBE Academy

Minutes

GLOBE Development Committee Meeting

Date and Time

Thursday March 17, 2022 at 12:00 PM

Location

Zoom: [https://us02web.zoom.us/j/5572643765?](https://us02web.zoom.us/j/5572643765?pwd=ak1NMWtaeCszcnE0SXBGbGcxdkhIQT09)

[pwd=ak1NMWtaeCszcnE0SXBGbGcxdkhIQT09](https://us02web.zoom.us/j/5572643765?pwd=ak1NMWtaeCszcnE0SXBGbGcxdkhIQT09)

Meeting ID: 557 264 3765

Passcode: 9i9bph

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-

Committee Members Present

L. Clark (remote), L. Ferro Borges (remote), M. Adams (remote), M. Hayes (remote)

Committee Members Absent

D. Clayton-Purvis, D. Robb, L. Hise

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Ferro Borges called a meeting of the Development Committee of The GLOBE Academy to order on Thursday Mar 17, 2022 at 12:25 PM.

C. Approve Minutes from 2/17/2022

M. Hayes made a motion to approve the minutes from GLOBE Development Committee Meeting on 02-17-22.

M. Adams seconded the motion.

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

D. Fundraising Update

L. Ferro updated the most recent fundraising results as of 2.28.2022. The school has raised \$166,827 (gross) or 111% percent of the goal for Annual Fund. Fundraising events have raised \$134,201 (gross) or 89% of the goal for GLOBE Trot, GLOBE Rocks and Square One Art. L. Ferro talked about the fundraiser she is planning to raise funds for the music department to make up for the lost revenue since GLOBE Rocks was cancelled this year. Overall, the school has raised \$301,028 (gross) or 100.3% of the total fundraising goal of \$300,000 for the school year.

II. General Development Committee Priorities

A. Sponsorship Packet - Update

M. Hayes pulled together the committee's feedback for edits that need to be made to the sponsorship packet. M. Adams suggested that she send the feedback to L. Long at the Communications Committee to make the edits and ask that the final packet be ready before the end of the school year.

B. Development Committee Updates

M. Adams shared that due to personal reasons, she will not be seeking a second three-year term on GLOBE's Board and will also be stepping down from her role as Co-Chair of the Development Committee effective June 30, 2022. The committee discussed the need to seek new volunteers to beef up the committee again before the new school year begins. L. Ferro suggested that M. Adams pull together a list of what she does to help with the transition. The committee discussed the need to focus mainly on Annual Fund and GLOBE Trot. M. Adams mentioned that the committee should be supporting the school's efforts by focusing on the fundraising aspects of these campaigns and letting the school staff do the implementation on campus. It is important that the committee and school staff are clear about the roles and responsibilities for each fundraising campaign at the start. The committee will put a call out for help in the weekly newsletter as well as ask former GLOBE Trot volunteers if they would like to become committee members.

III. Subcommittee Discussions

A. Fundraising Events Subcommittee

L. Ferro shared updates on the planning process for a possible fundraiser to help the music department purchase instruments. There were two ideas that came up including asking for donations during the end of the year concerts and a music-specific t-shirt campaign. There will be a series of concerts at the end of the year and they are looking to have students play music during carpool and have QR codes asking for donations to support those students. Donations can also be accepted during the concerts. LC will need parent volunteers to assist in the carpool days. This fundraiser will be communicated through Facebook and through the newsletter. For the t-shirt campaign, they need to create a music specific logo, but the parent who normally helps out is not available this year, so they are looking into other options, including reaching out to the Communications Committee for suggestions. The concert will be in person. The school will handle the logistics of the concerts, and the committee will focus on the fundraising tasks, such as setting up the Bonfire page and Bloomerang donation page.

L. Ferro created a document with minimum requirements needed for the new GLOBE Trot platform. It lists the must haves and like to haves and she will discuss more with D. Clayton-Purvis about what is needed from the finance angle.

B. Grants Subcommittee

M. Adams gave an update on the Building Hope grant she is working on and will submit by March 26. L. Ferro is working on the award nomination for Drew Reynolds. M. Hayes is working with D. Robb on the Regions Bank grant. They have reached out to the parent who works at Regions and he is open to sponsoring GLOBE's application again this year. M. Adams suggested that since the committee is so small now that we focus more on Annual Fund and GLOBE Trot and let the school administration focus on grants moving forward since we are not seeing a lot of revenue come in from this area.

C. Annual Fund Subcommittee

No report.

IV. Closing Items

A. Committee Next Steps

The committee members decided to cancel the April 21 meeting and reconvene on May 19. Any work in the meantime will be conducted via email. The committee next steps are:

1. Grants - Submit Building Hope grant (M. Adams), award (L. Ferro) and Regions Bank grant (M. Hayes/D. Robb)
2. Partnership Packet - Send the requested revisions to the Communications Committee to finalize (M. Hayes)
3. Fundraisers - Review the GLOBE Trot platform document L. Ferro sent out and provide feedback. L. Ferro to work with music department and admin to finalize details for concerts and t-shirt campaign to raise money for instruments.

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

DRAFT



The GLOBE Academy

Minutes

Communications Committee Meeting

Date and Time

Tuesday April 19, 2022 at 10:00 AM

Location

Video call link: <https://meet.google.com/kcr-zewp-pmv>

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

Committee Members Present

D. Reynolds (remote), L. Long (remote), S. Butler (remote)

Committee Members Absent

None

Guests Present

C. Elliott-Earby (remote), J. Figueroa (remote), M. Brown (remote)

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 Apr 19, 2022 at 10:03 AM.

C. Approve Minutes

D. Introductions

Welcome to Jesús Figueroa, a new volunteer interested in engaging with the communications committee.

II. Communications

A. PTCC support

Committee discussed how we can support the PTCC in their efforts on behalf of the school:

- L. Long to invite PTCC co-presidents to use top real estate in newsletter to promote upcoming events and volunteer needs and point readers to PTCC Facebook page.
- L. Long to join D. Reynolds in meeting next week with PTCC co-presidents. Will continue conversation around recruiting and recognizing volunteers, making the most of available communications channels.

B. Communications calendar

Four newsletters remain this academic year. Committee discussed how to use these effectively to elevate key voices and address important issues.

C. End-of-year survey

- Survey will be sent in May 11 newsletter, then resent in May 18 newsletter and in teacher-issued communications, in an effort to maximize respondents.
- C. Elliott-Earby, S. Butler, and L. Long to meet to refine the survey for this year, shortening it considerably and focusing on the areas that we most want feedback on (recognizing that this is not the only way for parents to provide feedback). Survey will be sent to D. Reynolds to review survey design and C. Schenkler (to review academic questions) as well.
- Charter-required question will be moved to top of survey. Will look into possibility of capturing survey responses if people don't make it to end of survey.

D. Outstanding brand items

S. Butler has done an excellent job supporting Admissions-related needs. Committee is also creating branding for GLOBE Day and other upcoming PTCC initiatives.

Will continue working on updated development packet and templates for teachers.

L. Long put a call for graphic design volunteers in newsletter but received no responses. Exploring approach to recruiting volunteers in the new academic year.

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 11:00 AM.

Respectfully Submitted,
L. Long