



# The GLOBE Academy

## Board of Directors Meeting

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### Date and Time

Tuesday June 21, 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\\_UPIVsqmmRHSJYPvD24RbEw](https://us02w eb.zoom.us/webinar/register/WN_UPIVsqmmRHSJYPvD24RbEw)

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.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>	Discuss	Drew Reynolds	
<b>B. Call the Meeting to Order</b>		Drew Reynolds	
<b>C. Vision, Mission and Core Values</b>	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"> <li>• Community: We are inclusive, and we nurture and support one another.</li> <li>• Respect: We treat ourselves and each other with kindness and dignity.</li> <li>• Empathy: We strive to understand and share the feelings of others.</li> <li>• Sustainability: We aim to conserve our resources for optimal use in the present and future.</li> <li>• Trust: We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.</li> </ul>			
<b>II. Public Comment</b>			<b>7:05 PM</b>
A. Public Comment	FYI	Drew Reynolds	5 m
<p><b>Please note:</b> Each speaker may speak for up to two minutes. Speakers are cautioned from making comments that involve an individual staff member, a personnel action, a student disciplinary matter, a complaint about an individual 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>			
<b>III. Consent Agenda</b>			<b>7:10 PM</b>
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 April 25, 2022			
<b>IV. PTCC Report</b>			<b>7:20 PM</b>
A. PTCC Report	FYI		5 m
<b>V. Administration and Committee Reports</b>			<b>7:25 PM</b>
A. Executive Director Report	FYI	Christi Elliott-Earby	15 m
B. Academic Committee Report	Discuss	Catherine Schwenkler	15 m
C. Governance Committee Report	Discuss	Teri Williams	10 m
D. Finance Committee Report	Vote	Luis Pacheco	10 m
E. Facilities Committee Report	Discuss	Chip White	10 m
F. Strategic Planning Committee Update	Discuss	Kimberly Henshaw	10 m
<b>VI. Committee Updates - Written Reports Only</b>			<b>8:35 PM</b>
A. Committee Reports	FYI		
<b>VII. Old Business</b>			<b>8:35 PM</b>
A. Board Resolution to Renew Charter w/ DCSD	Vote	Drew Reynolds	5 m

	Purpose	Presenter	Time
<b>VIII. New Business</b>			<b>8:40 PM</b>
A. Resignation of Meghann Adams	Vote	Drew Reynolds	5 m
B. Board Member Election: Michelle Hayes	Vote	Drew Reynolds	5 m
C. Board Member Election: Michelle Hayes, Co-Chair of Development Committee	Vote	Drew Reynolds	5 m
D. Amend SY 22-23 Calendar	Vote	Drew Reynolds	5 m
Amend the SY 22-23 calendar to include a holiday on June 19th (Monday) in observance of the Federal Holiday, Juneteenth.			
E. Propose FY 22-23 Board Meeting Calendar	Vote	Drew Reynolds	5 m
<b>IX. Executive Session</b>			<b>9:05 PM</b>
A. To discuss personnel matters.	Discuss	Drew Reynolds	20 m
<b>X. Closing Items</b>			<b>9:25 PM</b>
A. Adjourn Meeting	Vote	Drew Reynolds	

# Coversheet

## Record Attendance and Guests

**Section:** I. Opening Items  
**Item:** A. Record Attendance and Guests  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Executive Session Affidavit2022\_06\_21.pdf



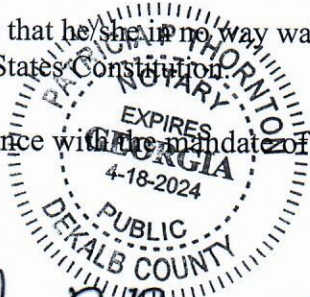
**EXECUTIVE SESSION AFFIDAVIT**

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

The undersigned presiding Board Officer of the GLOBE Academy Board of Directors, under oath hereby states and certifies that at the Board meeting held on the 21 day of June, 2022, the following:

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

This 13 day of July, 2022.



And D. [Signature]  
PRESIDING OFFICER

# Coversheet

## Approve Minutes

**Section:** III. Consent Agenda  
**Item:** B. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on April 25, 2022

APPROVED



## The GLOBE Academy

### Minutes

#### Board of Directors Meeting

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#### **Date and Time**

Monday April 25, 2022 at 7:00 PM

#### **Location**

To attend the meeting virtually, please click on the following link to

register: [https://us02web.zoom.us/webinar/register/WN\\_dpPdgzWWSguxZi-TnPSGYw](https://us02web.zoom.us/webinar/register/WN_dpPdgzWWSguxZi-TnPSGYw)

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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.

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#### **Directors Present**

C. Schwenkler (remote), 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), T. Barnes (remote), T. Williams (remote)

#### **Directors Absent**

M. Adams

#### **Ex Officio Members Present**

R. Hudak (remote)

#### **Non Voting Members Present**

R. Hudak (remote)

#### **Guests Present**

Aaron Pirrotta (remote), Adrienne McMillon (remote), Alison Rodden (remote), Ashley Morris (remote), Bailey Douque (remote), C. Elliott-Earby (remote), Camille Dorsey (remote), Christina Bowden (remote), Damon McMillon (remote), E. Oliver (remote),

Farah Chang (remote), K. Holder (remote), Kacy Weakley (remote), Katie Patel (remote), L. Hancock (remote), L. Hertz (remote), Lauren Lindquist (remote), Marisa Lawton (remote), Meg Brown (remote), S. Schmidt (remote), Vilma Villalobos (remote)

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## 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 Apr 25, 2022 at 7:03 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

J. Clark made a motion to approve the minutes from Board of Directors Meeting on 02-28-22.

L. Ferro Borges seconded the motion.

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

## IV. PTCC Report

### A. PTCC Report

There was no formal report this month, but Laura provided an oral report on the following items:

**GLOBE Day!** - GAP PAC planned and organized GLOBE Day - campus beautification, Earth Day, International Fest, and Screen on the Green all rolled into one

**Electronics Recycling** - April 22-24 - Declutter your house getting rid of old electronics. Bin under the awning at the Lower Campus flagpole carpool

**New Purchases** - Purchased an ice maker for each campus for the staff lounges. Will be purchasing new recess equipment for Upper Campus next week. Will be purchasing two sets of the "A Kids Book About..." series



**GLOBE 101 (April 28), Kindergarten Roundup (May 2/3) & New 1st - 3rd Welcome (May 4)** - PTCC is supporting the school with these events for new kids and families, but they need help to welcome new families and kids. See sign-ups in the weekly newsletter

**GLOBE Auction** - Auction Catalog is now live! Amazing donations from around our community! Silent Auction starts this Friday (April 29) and closes Saturday (April 30th), 8 p.m. - 8 p.m. In person event includes live auction of class art, wine wall, food trucks, free deserts on April 30th at 7 p.m. Wild Heaven in Avondale Estates. Tickets are \$40

**Field Day** - May 12 & May 16 - plans are in progress for the 2022 Field Day. More information to come. Be on the lookout for a sign-up for volunteers

**Staff Appreciation** - May 2 - 6 - a week of love with treats each day. Asking students to send love notes to staff on Wednesday

**AAPI** - Volunteers needed to make posters celebrating AAPI figures and themes to display at both campuses. Look for information in newsletter and on Facebook

**PTCC Officer Elections** - Link for elections will be in this week's newsletter. Please take a moment to read the fantastic volunteers running for PTCC officer positions

**Help Needed!** - All of these events cannot happen without volunteers - PAC leads, event leads, event volunteers - reach out to [ptccofficers.globeacademy@gmail.com](mailto:ptccofficers.globeacademy@gmail.com)

## V. Administration and Committee Reports

### A. DEI Committee

There was no formal report this month, but Tiki reported the following:

Committee prioritizes DEI and impacting the Strategic Plan DEI goals:

#### 1. Create diversity, equity, and inclusion vision and goals

- Reviewed and provided feedback on tentative Vision Statement
- Awaiting status update

#### 2. Strengthen and build capacity to execute student behavior plan

- Determine GLOBE's current discipline plan
- Ensuring equity across language tracks, student demographics, etc

#### 3. Implement "strong start" school culture plan

#### 4. Develop staff DEI competencies

- Budgeting for professional development around DEI for consistent and ongoing workforce development with innovative financial sponsors
- Partner with Academic Committee to determine PD/WFD opportunities

**Next Meeting:** Will review and develop recommendations for SMART goals throughout the Strategic Plan DEI points to establish performance metrics to determine successful outcome for initiatives

### B.

## **Facilities Committee Report**

Lillian and Chip provided the following HVAC Task Force Update on the progress of items since the last Board meeting:

- Hired a Construction Project Management firm to lead RFP process for HVAC repair
- In the course of looking at scope of work, uncovered that all options would be very costly (\$1.5M - \$2M+) and not guaranteed to fix humidity issues
- Completed a walk-through to look at potential options to help improve targeted classrooms - install AC units
- Focus on ensuring ongoing comfort and safety of all students, teachers, and staff while pivoting to Master Planning of Facilities to get us to a more permanent solution
- Air quality testing completed in March 2022. Nothing unusual or worrisome from the results
- New Director of Operations is starting on May 1st

In addition, the end of summer plan was discussed, which included the following initiatives:

- Installing 110v AC units for three affected classrooms
- Industrial dehumidifiers will continue to run 24/7 on lower level
- Any emergency breaks or leaks will be repaired as quickly as possible, and the area fully remediated
- Throughout summer, planning regular checks on humidity, and any signs of moisture or mold
- July 2022 - air quality testing and any specific remediation/deep clean to occur prior to school opening

Drew discussed Master Facilities Planning, which is a plan to position GLOBE to make long-term facilities investments, including additional instructional space and addressing ongoing maintenance challenges. The members of the Master Facilities Planning Committee are: Drew, Lillian, Luis, Chip, Leigh, Christi, Denise, and Cortney Flowers. The next steps for the MFP Committee are developing and distributing RFP for project management firm to guide the process, making investments in development, and developing process for including the community's voice.

## **C. Finance Committee Report**

There was no formal report, but Luis reported on the following items:

- Revenue always exceeds expenses (safe/conservative measures as well as to meet the debt covenants)
- Peak in FY 19-20 (DCSD reduced drastically the revenue per FTE)
- Success from careful planning and enrollment
- Preliminary budget for FY23 is ready for public review. The two public budget meetings will take place on Wednesday, May 11th at 6 p.m. and Wednesday, May 18th at 9 a.m.
- Final budget ready by end of May. Budget would be passed in June Board meeting or if there is a special Board meeting in May

## **VI. Committee Updates - Written Reports Only**

### **A.**

### **Committee Reports**

Committee updates were included in the agenda packet.

## **VII. Closing Items**

### **A. Adjourn Meeting**

The next scheduled meeting is set for June 21, 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 9:06 PM.

Respectfully Submitted,

K. Holder

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

- 2022\_04\_12\_dei\_committee\_meeting\_\_2021-2022\_\_minutes.pdf
- 2022\_04\_20\_pre\_board\_of\_directors\_finance\_meeting\_minutes.pdf
- 2022\_03\_17\_globe\_development\_committee\_meeting\_minutes (1).pdf
- 2022\_04\_19\_communications\_committee\_meeting\_minutes.pdf

# Coversheet

## Finance Committee Report

<b>Section:</b>	V. Administration and Committee Reports
<b>Item:</b>	D. Finance Committee Report
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Budget FY2023.pdf



# BUDGET FY2023

June 20th 2022

# BUDGET



**The GLOBE Academy, Inc.  
OPERATIONAL BUDGET (PRO FORMA)  
FY2022-2023**

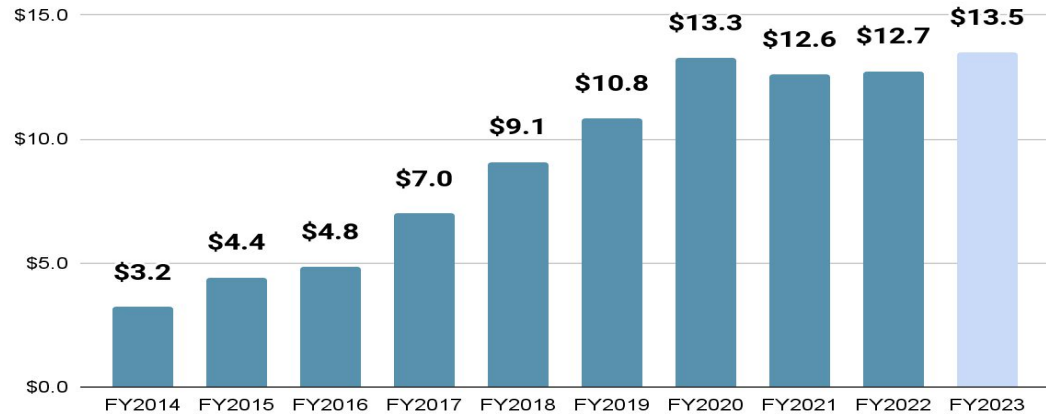
<b>FTE (BOY)</b>		<b>FY 2022-23</b>	
		<b>1,075</b>	
<b>Income</b>			<b>per FTE</b>
QBEF	\$12,080,000		\$11,237
Grants	\$334,000		
Donations & Fundraising	\$332,000		
After School Program	\$500,000		
Child Nutrition	\$125,000		
Other	\$115,000		
<b>Total Income</b>	<b>\$13,486,000</b>		
<b>Expenses</b>			<b>% of QBEF</b>
Instruction	\$7,890,000		65%
General & School Administration	\$1,890,000		16%
Maint & Oper-Plant Services	\$1,600,000		13%
Support Services & Training	\$564,000		5%
Student Services	\$351,000		3%
Donations & Fundraising	\$23,000		
After School Program	\$560,000		
Child Nutrition	\$125,000		
Debt Services	\$114,000		
<b>Total Expenses</b>	<b>\$13,117,000</b>		
<b>Net Operating Income</b>	<b>\$369,000</b>		
<b>Anticipated Cash Balances</b>			
BOY	\$4,000,000		
<b>Anticipated CapEx</b>	<b>\$600,000</b>		
EOY	\$3,400,000		

- We are expecting a significant increase in QBE per FTE, almost recovering to 2020 levels.
- As usual we are using the bulk of the funds in Instruction (65% of QBE Funds)
- MOP a little higher than last year but in line with expectations
- The Funds covers the main operation of the school while After School and Nutrition are self-funded
- We added a Capital Expenditure budget this year
  - \$150k for LC HVAC + \$250k for UC Modulars + \$200k for Debt Amortization

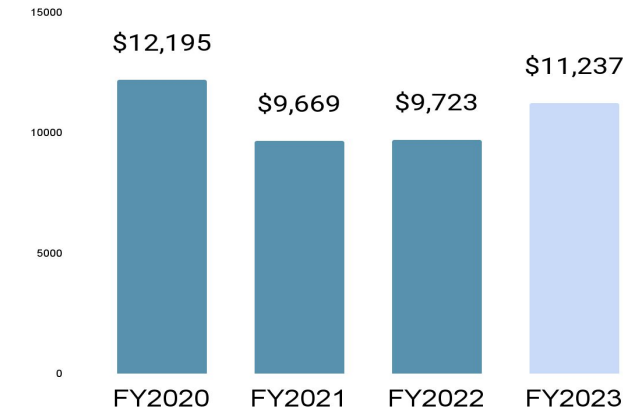
# THE GLOBE ACADEMY FINANCIALS



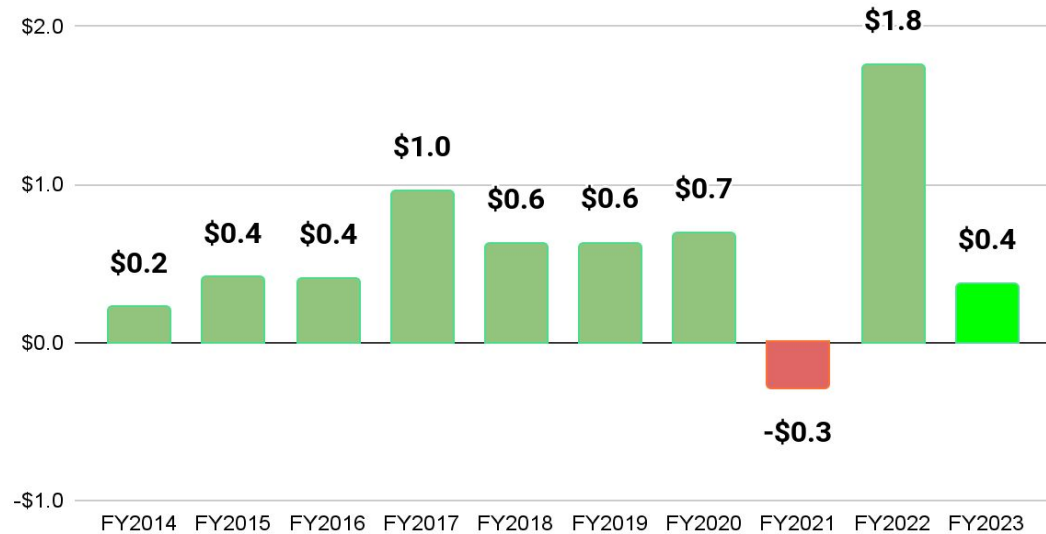
Revenue ( in USD\$MM)



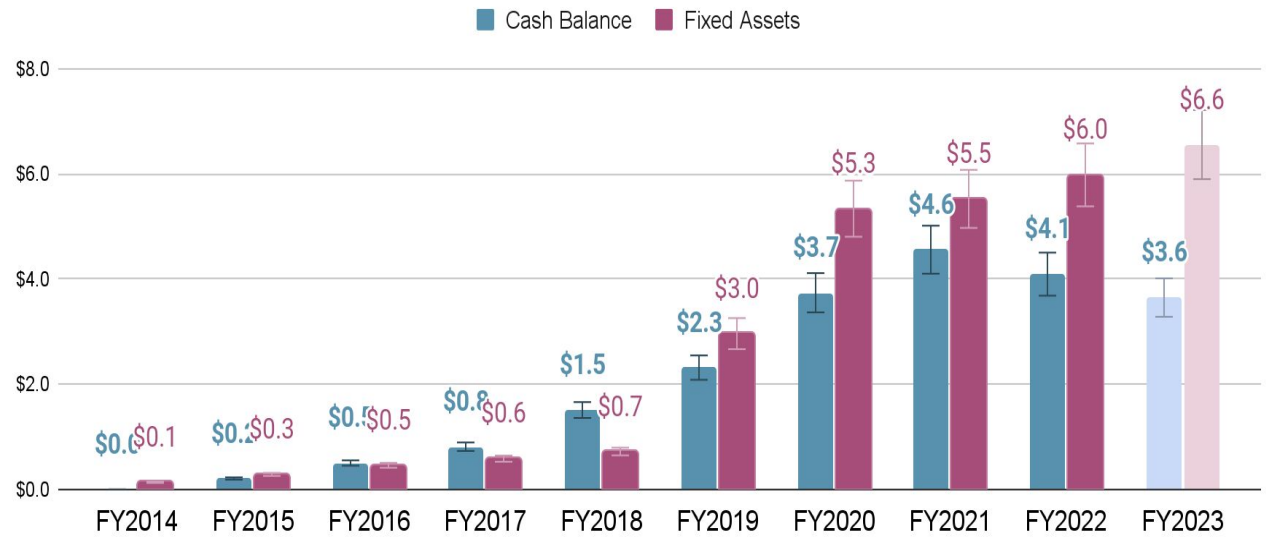
QBE Funds per FTE



Net Income ( in USD\$MM)



Selected Assets ( in USD\$MM)



# BUDGET (DETAIL)



FTE (BOY)		FY 2022-23	Change vs	% of Revs	Comments - for 2022/23
		1075	21-22 Budget		
<b>Income</b>					
					General 4% Inflation, 5.5% COLI
	1215 Club Dues	5,000	0.0%	0.0%	School sponsored teams and clubs
	1220 Donations	32,000	3.2%	0.2%	PTCC Donations
	1225 Fund raising/Misc. Sales	300,000	0.0%	2.2%	<b>Student growth; Need to update with Dev Comm</b>
	1340 After School Program Revenue	500,000	-1.8%	3.7%	Based on FTE
	1611 Lunch Payments	85,000		0.6%	Estimate from School Nutrition Director
	1701 Field Trip	95,000	3.3%	0.7%	Assumes field trips back to normal
	1910 Rental Income	15,000		0.1%	Assumes facility rental back to normal
	3120 Total Quality Basic Education F	12,080,000	8.8%	89.6%	State rev +3% and Local Rev +5%
	4300 Categorical Grants - Direct from Fed Gov	15,000	0.0%	0.1%	E-Rate
	4510 Child Nutrition Program Svc Grant	40,000		0.3%	Estimate from School Nutrition Director
	4520 DOE Grant Income	310,000	181.8%	2.3%	2 Facility + Title II & IV (\$60k) ongoing + \$100k of ESSER
	5510 Grants Other than State and Federal	9,000		0.1%	FACE + GADOE Sustaining Grant
	5995 Other Income	0		0.0%	
<b>Total Income</b>		<b>13,486,000</b>	<b>10.9%</b>	<b>100.0%</b>	
<b>Expenses</b>					
	Total 10-1000 Instruction	7,890,000	8.5%	58.5%	COLI + field trips + cost of new Tas
	Total 10-2100 Pupil Services	350,000	-19.5%	2.6%	COLI - moved field trips to function 100
	Total 10-2210 Improvement of Instruct Service	1,000	0.0%	0.0%	staff books for summer reading
	Total 10-2213 Instructional Staff Training	164,000	228.0%	1.2%	bumping back to 1% of revs + Title IV funds
	Total 10-2220 Educational Media Services	80,000	5.3%	0.6%	COLI + Inflation
	Total 10-2300 General Administration	440,000	14.9%	3.3%	COLI + Inflation + Devel Study + Monday.com
	Total 10-2400 School Administration	1,450,000	25.5%	10.7%	New perm UC HOS, C&I, Data, Lang Prog Dir
	Total 10-2500 Support Services-Business	320,000	10.3%	2.4%	COLI + Inflation
	Total 10-2600 Maint & Oper-Plant Services	1,600,000	13.9%	11.9%	New Dir of Ops and No Fac Mgr
	Total 10-2900 Fundraising Activities-	23,000	4.5%	0.2%	Inflation
	Total 10-3100 School Nutrition Program	125,000	278.8%	0.9%	COLI + Inflation
	Total 10-3300 ASP Operations	560,000	2.2%	4.1%	COLI + Inflation
	Total 10-5100 Debt Services	114,000	-10.9%	0.8%	Interest only portion of loan
<b>Total Expenses</b>		<b>13,117,000</b>	<b>11.2%</b>	<b>97.2%</b>	
<b>Net Operating Income</b>		<b>369,000</b>	<b>1.9%</b>	<b>2.8%</b>	
<b>Anticipated Cash Balances</b>					
	Approximate Available Cash on hand BOY	4,000,000			\$1.5mm reserved per loan rqmt; approx \$500k toward Accounts Payable
	Expected Capital Expenditures	600,000			\$150k for LC HVAC + \$250k for UC Modulars + \$200k for Debt Amortization
	Approximate Available Cash on hand EOY	3,400,000			



# Coversheet

## Strategic Planning Committee Update

**Section:** V. Administration and Committee Reports  
**Item:** F. Strategic Planning Committee Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2022.06.21 Strategic Planning Committee Report.pdf



# GLOBE Board Meeting Strategic Planning Committee Update

June 21, 2022



# Strategic Planning Update

- Split SP Committee into 2 (Implementation & Development)
- Held Meetings with Initiative Leads in March, April, & May
- Invited Board Members to SP Dashboard on Monday.com
- Investigating additional ways to utilize Monday.com for various operations



## Today's Objectives

- Review of Strategic Planning Initiatives & Work (Dec. '21 - June '22)
- Next Steps for both committees



# 2018-2023 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



- 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



- 2.1 Design and implement a master plan for LC facilities
- 2.2 Improve UC facilities
- 2.3 Create the conditions for excellent facilities Management
- 2.4 Determine Plan for 3 new properties near UC



- 4.1 Create Diversity, Equity and Inclusion vision and goals
- 4.2 Strengthen and build capacity to implement student behavior plan
- 4.3 Implement "strong start" school culture plan
- 4.4 Develop staff Diversity, Equity and Inclusion competencies
- 4.5 Strengthen Diversity in Gifted/Advanced Cohorts





# 1) Organizational Development

## Organizational Development

The GLOBE Academy - Board of Directors Meeting - Agenda - Tuesday June 21, 2022 at 7:00 PM

Subitems Status

Target Finish Date

1.1 Implement a 5-yr Staffing Plan			▶ 11	Aug 23, '21 - Dec...		Dec 31
1.2 Clarify Roles & Responsibilities			▶ 7	Apr 28, '21 - Dec ...		May 19, 2023
1.3 Implement Communication Strategy			▶ 7	Oct 12, '21 - May...		Oct 31
1.4 Implement Performance Mgt System for Teachers & Staff			▶ 9	Aug 2, '21 - Aug ...		Aug 4, 2023
1.5 Strengthen Teacher Recruitment, Hiring, Onboarding			▶ 8	Jan 1, '21 - Jul 2...		May 26, 2023
1.6 Codify Organizational Operations, Processes, Procedures			▶ 4	Sep 1, '21 - Dec 1...		Dec 16
1.7 Implement Continuous Improvement System			▶ 5	Sep 1, '21 - Dec 2...		Dec 29, 2023

## Accomplishments

- Developed strategy for the path of TAs to become lead teachers
- Developed living pictorial representation of roles & responsibilities
- Finalized GLOBE Branding and Style Guide, rolled out and communicated
- Communicated to staff and board how to access standard operating procedures (SOPs)
- Assigned owners to parts of the dashboard

					Subitems Status	Target Finish Date
1.1 Implement a 5-yr Staffing Plan			▶ 11	Aug 23, '21 - Dec...		Dec 31
1.2 Clarify Roles & Responsibilities			▶ 7	Apr 28, '21 - Dec ...		May 19, 2023
1.3 Implement Communication Strategy		SB	▶ 7	Oct 12, '21 - May...		Oct 31
1.4 Implement Performance Mgt System for Teachers & Staff			▶ 9	Aug 2, '21 - Aug ...		Aug 4, 2023
1.5 Strengthen Teacher Recruitment, Hiring, Onboarding			▶ 8	Jan 1, '21 - Jul 2...		May 26, 2023
1.6 Codify Organizational Operations, Processes, Procedures			▶ 4	Sep 1, '21 - Dec 1...		Dec 16
1.7 Implement Continuous Improvement System			▶ 5	Sep 1, '21 - Dec 2...		Dec 29, 2023

## Next Steps

- Design communication materials around job descriptions, roles, and responsibilities
- Train staff on communication best practices
- Ensure systems and staff in place for strong ongoing communication
- Design document management system for organizing standard operating procedures (SOPs)



## 2) Facilities



## Facilities

2.1 Design & Implement a Plan for LC Facilities			▶ 12	-		-
2.2 Improve UC Facilities			▶ 10	Sep 14, '21 - Jul ...		Mar 31
2.3 Create Conditions for Excellent Facilities Management			▶ 7	Jul 1, '21 - Jul 31...		Aug 1
2.4 Determine Plan for 3 New Properties near UC			▶ 1	-		

## Accomplishments

- UC Gym HVAC completed
- Completed RFP Process for future project manager overseeing LC projects and future properties
- Hired and onboarded new Director of Operations

## Next Steps

- Define key facilities systems that need to be maintained & lay out process for regular facilities audits, maintenance, and improvement procedures
- Hire company to lead RFP and Master Planning including development of LC and new properties across from UC



## 3) Core Instruction

3.1 Develop BIC Academic & Immersion Model/Curriculum		SA	▶ 16	Jun 1, '19 - May ...		May 19, 2023
3.2 Define & Calibrate Excellent Teaching		SM	▶ 6	Aug 1, '21 - Aug ...		Aug 10
3.3 Implement Comprehensive Professional Development Strategy			▶ 8	-		-
3.4 Support Student Development Into Global Citizens		LD	▶ 7	Sep 1, '21 - May ...		May 20, 2023

## Accomplishments












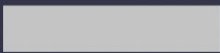



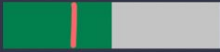




- Completed Vision of Teaching Excellence
- Finalized math curriculum K-8 using Open Up Resources

## Next Steps

- Backward design the “Profile of a GLOBE Graduate” to include responsibilities of all staff for students to reach this milestone
- Translate math curriculum in all languages and train instructional staff
- Discuss & launch expanded sequence of Global Learning experiences including a capstone experience



# 4) Diversity, Equity & Inclusion

4.1 Create DEI Vision & Goals			▶  6	Aug 6, '19 - May ...		May 21
4.2 Strengthen & Build Capacity to Implement Student Behavior Plan			▶  16	Aug 5, '19 - Oct 2...		Jan 15
4.3 Implement "Strong Start" School Culture Process			▶  13	-		-
4.4 Develop Staff DEI Competencies			▶  6	Aug 1, '19 - Oct 1...		Oct 16
4.5 Strengthening Diversity in Advanced/Gifted Cohorts			▶  9	Sep 28, '21 - May...		May 19, 2023

## Accomplishments

- Got community input on DEI Vision via DEI Committee
- Started working sessions to revise the Vision of Teaching Excellence to include DEI competencies

## Next Steps

- Schedule additional working sessions to create and design GLOBE's DEI competencies and mindsets
- Complete DEI goals and publish to website and share with stakeholders



# Strategic Planning Committee (Implementation & Development) Next Steps

- Bring as many initiatives as possible to closure this next school year. Even a small victory is still a victory. “Just keep swimming!”
- Earmark initiatives we know need more time, development, financial support and resources to be included in the next 5-yr plan. (2.4, 3.3, 4.3)
- Solidify process for kicking off the development of the next 5-yr Strategic Plan (during SY 2023-2024)
  - SP committee recruitment and stakeholder involvement
  - Monday.com dashboard for the developmental year





# APPENDIX



# 1) Organizational Development



# 1.1 Implement a 5-Yr Staffing Plan (Christi Elliott-Earby)



Initiative Target Completion: ☐ Fall 2022

## Accomplishments



- Designed Year by Year org charts including updates and new positions
- Identified budget implications of all updated org charts

## Next Steps / Milestones



- Document rationale and communication strategy for org chart changes
- Develop strategy for the path of TAs to become lead teachers
- Document rationale on importance of developing TA-> Teacher pipeline
  - Next Milestone Timeline/Target Completion: Fall 2022



# 1.2 Clarify Roles & Responsibilities

(Denise Clayton-Purvis & Cortney Flowers)

Initiative Target Completion: ☐ May 2023

## Accomplishments



- Designed job descriptions for all positions
- Designed org chart showing managerial relationships

## Next Steps / Milestones



- Share draft descriptions with staff/board for input
  - Next Milestone Timeline/Target Completion: Fall 2022
- Design communication materials to drive clarity
  - Next Milestone Timeline/Target Completion: May 2023



# 1.3 Implement Communication Strategy (Simon Butler)

Initiative Target Completion: ☐ May 2023

## Accomplishments ●

- Finalized GLOBE Branding and Style Guide. Rolled out and communicated.
- Promote the above to encourage brand consistency throughout, with particular focus on all external comms.
- Collected feedback and iterated as needed

## Next Steps / Milestones ●

- Train staff on communication best practices
  - Next Milestone Timeline/Target Completion: Fall 2022
- Ensure systems and staff in place for strong ongoing communication
  - Next Milestone Timeline/Target Completion: May 2023

# 1.4 Implement Performance Management System for Teachers & Staff (Christi Elliott-Earby)



Initiative Target Completion: ☐ Summer 2023

## Accomplishments



- Completed Vision for Teaching Excellence (3.2)

## Next Steps / Milestones



- Research examples of teacher/leader perf. mgt. systems and select design that aligns with GLOBE's goals
- Connect admin staff perf. mgt. cycle to staff expectations
- Connect instructional staff perf. mgt. cycle to expectations
  - Next Milestone Timeline/Target Completion: Summer 2023



# 1.5 Strengthen Teacher Recruitment, Hiring, Onboarding (Christi Elliott-Earby)

Initiative Target Completion: ☐ Summer 2023

## Accomplishments

- Created a recruitment strategy for hiring.
- Designed hiring process with clear objectives for each step of process

## Next Steps / Milestones

- Implement recruitment strategies
- Develop onboarding process/toolkit based on knowledge, skills, experiences, beliefs, and policies for teacher certification needed at GLOBE
  - Next Milestone Timeline/Target Completion: Summer 2023



# 1.6 Codify Organizational Operations, Processes, Procedures (Denise Clayton-Purvis & Courtney Flowers)

Initiative Target Completion: ☐ December 2022

## Accomplishments ●

- Identified most impactful/most often repeated operation, processes, and procedures
- Gathered existing documentation/codification of operations, processes, and procedures

## Next Steps / Milestones ●

- Design document management system for organizing standard operating procedures (SOPs)
  - Next Milestone Timeline/Target Completion: December 2022
- Communicate to staff and board how to access SOPs
  - Next Milestone Timeline/Target Completion: December 2022



# 1.7 Implement Continuous Improvement System

(Christi Elliott-Earby)

Initiative Target Completion: ☐ May 2023

## Accomplishments



- Dashboard to collect school data KPIs completed
- Designed annual school cycle for reflecting on progress against Strategic Plan, action planning for upcoming quarter/year (Every Dec. & June)

## Next Steps / Milestones



- Audit existing data systems and ID gaps in systems and processes to populate dashboard
- Implement data dashboard (use in staff meetings, Board meetings, perf mgt systems, coaching cycles, etc.)
  - Next Milestone Timeline/Target Completion: May 2023



## 2) Facilities





# 2.1 Design & Implement Plan for LC Facilities

(Mark Bollinger & Cortney Flowers)

Initiative Target Completion: □ Dependent on DCSD & GLOBE Master Plan

## Accomplishments



- Our broker spoke to the county regarding the sale of lower campus - likely on hold till legal matters resolved
- Plan designer is prepared to make changes once a sale has been established
- Completed RFP Process for future project manager overseeing LC projects

## Next Steps

- Continue to work through broker to speak with DCSD, but likely will not lead anywhere soon
- Consider options for utilizing new properties to supplement or replace LC
  - Next Milestone Timeline/Target Completion: Dependent on DCSD & GLOBE Master Plan



## 2.2 Improve UC Facilities (Mark Bollinger & Cortney Flowers)

Initiative Target Completion: ☐ Dependent on LC & GLOBE Master Plan

### Accomplishments

- Field house torn down
- Security fence around new playground installed
- Installation of A/C in gym completed

### Next Steps / Milestones

- Hire company to lead RFP and Master Planning including development of LC and new properties across from UC
  - Next Milestone Timeline/Target Completion: Dependent on LC & GLOBE Master Plan



## 2.3 Create Conditions for Excellent Facilities Management (Meghan Cottrell)

Initiative Target Completion: ☐ May 2023

### Accomplishments



- Hired Director of Operations
- Onboard Director of Ops

### Next Steps / Milestones



- Define key facilities systems that need to be maintained & lay out process for regular facilities audits, maintenance, and improvement procedures
  - Next Milestone Timeline/Target Completion: August 2022

# 2.4 Determine Plan for 3 New Properties Near UC



(Cortney Flowers)

Initiative Target Completion: ☐ Dependent on LC & GLOBE Master Plan



## Accomplishments



- Hired Director of Operations

## Next Steps / Milestones



- Hire company to lead RFP and Master Planning including development of LC and new properties across from UC
  - Next Milestone Timeline/Target Completion: Dependent on LC & GLOBE Master Plan

While this initiative is important to the long-term development of GLOBE, other initiatives must be completed to move this initiative forward.

With the school year 2022-2023 ending our current Strategic Plan, this initiative will be a priority going into the development of our next Strategic Plan.



## 3) Core Instruction



# 3.1 Develop BIC Academic & Immersion Model/ Curriculum (Sandra Daniel)

Initiative Target Completion: ☐ May 2023

## Accomplishments



- Math curriculum for 6-8 - Open Up Resources
- ID Math curriculum for K-5 - Open Up Resources
- Identified 2 consultants to research academic & immersion models in AY 23-24

## Next Steps / Milestones



- ID team leader to work on GLOBE graduate expectations/definition
- Translations of new math curriculum and standards over the summer with additional training for teachers before Fall start
- 2022-2023: Evaluate/modify current math curriculum in regards to new standards. Implementation, school year 2023-2024.
- Revisit the profile of a GLOBE "Global Citizen" graduate (knowledge, skills, habits)



## 3.2 Define & Calibrate Excellent Teaching

(Sabrina Manns)

Initiative Target Completion: ☐ Fall 2022

### Accomplishments



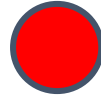
- GLOBE Vision of Teaching Excellence (VTE) completed (Virtual & In-Person)
- Calibration sessions and protocol reviews completed
- Communication documents reformatted to follow style guide

### Next Steps / Milestones



- Upload VTE documents to website for 2022-2023 school year
  - Next Milestone Timeline/Target Completion: Fall 2022

# 3.3 Implement Comprehensive Professional Development Strategy



While this initiative is important to the long-term development of GLOBE, other initiatives must be completed to move this initiative forward.

With the school year 2022-2023 ending our current Strategic Plan, this initiative will be a priority going into the development of our next Strategic Plan.

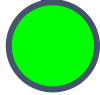




# 3.4 Support Student Development Into Global Citizens (Lisa Dibble)

Initiative Target Completion: ☐ May 2023

## Accomplishments



- Sister School Program launched in all three language tracks

## Next Steps / Milestones



- Design sequence of Global Learning experiences based on the “Global Citizen” graduate profile (3.1)
- Discuss & launch expanded sequence of Global Learning experiences Including capstone experience for students
  - Next Milestone Timeline/Target Completion: May 2023



# 4) Diversity, Equity & Inclusion



## 4.1 Create DEI Vision & Goals (Christina Catinella)

Initiative Target Completion: ☐ Fall 2022

### Accomplishments



- Work with School Counselors to capture input from students (January)
- Work with Monique Hudson (Board chair of the DEI committee) to capture input from parents and other stakeholders (January)
- Draft DEI vision statement and goals with stakeholder input (2/28)

### Next Steps



- Complete Vision statement and goals
- Publish to website and share with stakeholders
  - Next Milestone Timeline/Target Completion: Fall 2022



## 4.2 Strengthen & Build Capacity to Implement Student Behavior Plan (Joan Marks & Kim Chung)

Initiative Target Completion: ☐ June 2023

### Accomplishments



- Met with Christi for approval of small committee and honing of focus

### Next Steps / Milestones



- Build upon current behavior plan based on CREST and DCSD Code of Conduct
  - Next Milestone Timeline/Target Completion: June 2023

## 4.3 Implement "Strong Start" School Culture Process



While this initiative is important to the long-term development of GLOBE, other initiatives must be completed to move this initiative forward.

With the school year 2022-2023 ending our current Strategic Plan, this initiative will be a priority going into the development of our next Strategic Plan.



## 4.4 Develop Staff DEI Competencies (Christina Catinella)

Initiative Target Completion: ☐ May 2023

### Accomplishments



- Started working sessions on revising Vision of Teaching Excellence to include DEI competencies

### Next Steps / Milestones



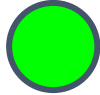
- Schedule working session for creating and designing DEI competencies and mindsets



# 4.5 Strengthen Diversity in Advanced/Gifted Cohorts (Linda Flynn & Lois Hertz)

Initiative Target Completion: ☐ May 2023

## Accomplishments



- Those flagged at the beginning of the school year fall closely to the school populations.(+)
- Researched and found we are unable to change gifted testing criteria within DCSD, or add any additional metrics to classify as gifted.

## Next Steps / Milestones



- Review end of year gifted testing data to identify if noticeable drop offs and discrepancies.
- If discrepancies between gifted testing results and those who qualify, aim to strategically place the “almost” qualified with gifted students to support their growth.
  - Next Milestone Timeline/Target Completion: Fall 2022

# Coversheet

## Committee Reports

**Section:** VI. Committee Updates - Written Reports Only  
**Item:** A. Committee Reports  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:**  
2022.6.16.\_Development\_Committee\_Report.pdf  
2022\_05\_19\_globe\_development\_committee\_meeting\_minutes.pdf  
2022.06.21 Communications Committee Report.pdf





**The GLOBE Academy**  
**Development Committee Report**  
**16 June 2022**

**Committee Co-Chairs:** Meghann Adams & Lorena Ferro

**Report Type:** Update

**Fundraising Update**

<b>2021-2022 Unrestricted Fundraising Goal: \$300,000</b>			
<b>As of 5/31/2022</b>	<b>Goal</b>	<b>Raised</b>	<b>%</b>
<b>Annual Fund</b>	<b>\$ 150,000</b>	<b>\$ 178,004</b>	<b>119%</b>
Major Gifts/Individuals	\$ 50,000	\$ 57,793	116%
Board Giving	\$ 5,000	\$ 5,423	108%
One-Time Donations	\$ 32,000	\$ 75,663	236%
Recurring Donations	\$ 30,000	\$ 24,783	83%
Corporate Giving/Sponsorships	\$ 25,000	\$ 12,846	51%
General Operating Support Grants	\$ 5,000	\$ 500	10%
Miscellaneous Donations/Income	\$ 3,000	\$ 996	33%
<b>School-led Fundraising Events</b>	<b>\$ 150,000</b>	<b>\$ 134,201</b>	<b>89%</b>
GLOBE Trot	\$ 140,000	\$ 130,900	94%
Square 1 Art	\$ 4,000	\$ 3,301	83%
GLOBE Rocks	\$ 6,500	\$ -	0%
<b>OVERALL GROSS</b>		<b>\$ 312,205</b>	<b>104%</b>
Fundraising Expenses (includes CC fees)		\$ 20,624	7%
<b>OVERALL NET</b>	<b>As of 5/31/2022</b>	<b>\$ 291,581</b>	<b>97%</b>

See Committee Meeting Minutes for specific fundraising updates and next steps.

**End of Report**

DRAFT



# The GLOBE Academy

## Minutes

### GLOBE Development Committee Meeting

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#### **Date and Time**

Thursday May 19, 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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#### 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. Reynolds (remote), L. Clark (remote), L. Ferro Borges (remote), M. Adams (remote), M. Hayes (remote)

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### **Committee Members Absent**

*None*

### **Guests Present**

Alison Rodden (remote), Bailey Douque (remote), Melissa Lewis (remote)

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## **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 May 19, 2022 at 12:02 PM.

### **C. Approve Minutes from 3/17/2022**

L. Ferro Borges made a motion to approve the minutes from GLOBE Development Committee Meeting on 03-17-22.

M. Hayes seconded the motion.

Minutes from previous meeting approved as written

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

## **II. Athletics Presentation**

### **A. Melissa Lewis Athletics Director UC - Budget presentation**

Melissa went through the Athletic Budget presentation where she shared a quick review of the year: from where they started to all their accomplishments in the year

She shared that the program was funded this school year by parents ( fee charge per student per sport \$150). They were able to raise \$30K during the year that allow them to cover the common expenses for the teams

Melissa has great expectations for the future including : adding 2 new sports and focus on some important updates on the gym for around \$25K

She is looking for our support to help her raising annually 16K- to 20K for Athletics

(Campaign :help Owls Nest)

LF explained the limited amount of people on the development committee, however, offered to create a Fundraising form on Bloomerang where all funds raised will be earmarked for Athletics. LF will schedule a meeting next week with Melissa to work through the next steps (customize the form, working with Simon on adding this to the website, QR code, etc)

MA wanted to make sure this is not added as additional funds to our goal of 300K

Melissa agreed to make sure Athletics takes over the fundraising part and she will create a committee in order to make that happen

### **III. Fundraising Update**

#### **A. YTD Fundraising Update**

Fundraising results were presented by MA

- Annual Fund at 115% of the Goal
- Events at 89% of the goal . Actuals affected by cancellation of GLOBE Rocks event

### **IV. General Development Committee Priorities**

#### **A. Development Committee Transition/Training**

MA shared that she will be stepping down from her Co-Chair Board role and her last day will be June 30th.

MH has accepted the role as Co-Chair of the Development Committed and will be voted on the next Board meeting in June 21st

#### **B. 2022-2023 Fund Development Plan**

MA shared last year's Fund Development Plan with the intention that LF, MH and the committee members read it and make all the necessary changes in the coming weeks.

The new Fund Development Plan for FY 22/23 will be presented during August Board meeting for approval

Some of the necessary updates will include:

- Removal of grants goal
- Update events ( add Athletics )
- Expenses to keep it at the same level

### **V. Subcommittee Discussions**

#### **A. Fundraising Events Subcommittee**

LF discussed the need to look for a new Platform to run the fundraising event GLOBE Trot next year . She has identify the ones already integrated with Bloomerang ( Give Butter, Zapier, Kindful and QGive). She also have created a document that includes the minimum requirements we would like the platform to have.

She is looking for a committee members to help her on setting up the demos and make the decision on the platform during the summer and before schools starts . LF wants to tackle sponsors early on, so want to see if Drew could help her with his connections with PTCC to get the list of Companies own by parents. Drew will discuss with the in the coming weeks.

DC explained to LF that PTCC is a separately 501 (c) 3 organization and databases and funds cant be combined.

DC confirmed that Athletics will be part of the 300K annual Goal and we should add 10K on the Fund Development Plan

#### **B.**

### **Grants Subcommittee**

MA let us know that we did not get either the Impact Summit grant or Award (LF confirmed)

MA things that grants at the moment is not paying off the efforts because we are not eligible for a lot of them due to having a low free or reduced lunch percentage at GLOBE

MH Regions grants is in the making, some additional information required from teachers. MH will ask final details to Darcy

### **C. Annual Fund Subcommittee**

MA would like to start thinking and working towards Annual Fund Challenge that is the biggest contributor towards the total annual fund goal ( we did amazing this past year !)

Wrap up of this Scholar year : Send final letter, order Banners for Donor recognition to be ready 1st day of School / Orientation day

Revisit donors level for next year to ensure we have appropriate benefits

MA also would like to invite committee members to be part to the Annual Fund sub-committee in order to help with the logistics of the Annual Fund challenge 22/23

MA recommended to order prizes for the challenge in advance as they take time to customized

## **VI. Closing Items**

### **A. Committee Next Steps**

- LF to schedule a meeting with Melissa Lewis to work on Athletics fundraising form
- MA to schedule a separate annual fund sub-committee meeting to discuss next steps
- Read Fund Development Plan and provide feedback in the coming weeks
- LF is looking for committee member to help her with the selection of the new Platform for GLOBE Trot

Next Development Committee Meeting - Thursday, June 16, 2022, at 12:00 pm via Zoom

Next GLOBE Board Meeting - Tuesday June 21, 2022, at 7:00 pm via Zoom

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:02 PM.

Respectfully Submitted,  
M. Adams



**The GLOBE Academy  
Communications Committee Report  
21 June 2022**

**Committee Chair:** Leigh Long - [llong@theglobeacademy.net](mailto:llong@theglobeacademy.net)

**Report Type:** Update

**Updates:**

Recent projects

- Completed new logo for GLOBE Trot, to better align with school branding
- Sent end-of-year survey and reviewed results internally
- Sent community update on lawsuit with DCSD

In progress

- Summer email from board, recapping board meeting and MFP status
- Summer email from Christi, addressing parent feedback in survey
- Calendaring letters at top of newsletters to elevate key voices
- Sponsorship packet updates
- Tweaks to brand guide

On the horizon

- Set meeting cadence for 2022–23 school year
- Review charter renewal materials
- Connect with PTCC re: aligning communications
- Ongoing facilities communications

**End of Report**

