

# International Charter School of Atlanta

## Board Meeting Minutes

April 12, 2017

A meeting of the Governing Board (the “Board”) of The International Charter School of Atlanta (the “School”) was held on April 12, 2017 at 7:00PM at the School. The meeting began at 7:07PM.

The following members of the Board were present: Marisa Kashapov, Christen Ramo, Makenzie Clement (arrived at 7:12PM), Michael McConnell, and Tricia Marsh. Michele Neely was not present in person, but she joined the meeting via phone.

The following members of the administration were present: Tanya Parker.

### **Minutes of Previous Meeting**

The Board:

#### VOTED:

To approve the draft minutes of the last Board meeting held on March 15, 2017 in the form previously circulated. The vote was motioned by Tricia seconded by Mike, and unanimously approved.

### **Public Comments:**

Uli Ingram stated publicly her concerns about the German program, specifically the perceived lack of transparency from the school about the program and if/what classes will be merged. She is also concerned about the use of the paraprofessional in a specific German class, the enforcement of the amount of time spent speaking in German versus speaking in English, and the few number of students being recommended for the gifted program.

### **Overview of Cash Flow:**

Given by Acuity. Current student enrollment is 552. QBE true-up funding for FY17 student count was finalized in February. ICSAtlanta will receive \$561,976 over the remainder of the 2016-2017 school year. ICSAtlanta has received approximately \$81,000 to date in total donations, approximately \$66,000 of which came from the Fall Giving Campaign. The After School Care Program has a year-to-date net profit of approximately \$108,000. The net income year-to-date is approximately \$440,000.

### **Administration Update:**

Given by Tanya Parker: Recent happenings at the school parent/teacher conferences as well as the close of yearbook and book fair sales. All Titles II funds have been drawn down (\$6,201). The first Title I drawdown was \$52,788, and the Special Education drawdown was \$50,972.

Teachers are being incentivized to use SLDS through the administration's 'Click'n for Chick'n' Program. Training for SLDS by the state department is scheduled for May 10. All TKES evaluations are complete, and the summative assessments are due May 15. The in school 'March to Milestones' tutoring program, which has been a successful endeavor, ends Friday, April 14. The school is preparing for the Milestone testing in that the final notification letter was sent home with students today, April 12. Administration spoke to the students to discuss the importance of Milestone testing, and a Milestone pep rally will be held on Friday, April 14. The first IB application has been submitted to the IB program, and the application fee has been paid. Final approval should be received in June. The IB coordinator is attending three trainings over the summer, and the administration is working to acquire training for the teachers during the 2017-2018 school year. Proficiency testing for K-1 will be on April 26. All students taking the STAMP language test will take the written assessment in order to yield a more accurate assessment of students' writing proficiencies. The ICSAtlanta Language Proficiency Target policy has been completed. The final of 3 benchmark tests will be given to students in May. Teachers' requests for curriculum materials are due to the administration by April 26. Permission letters for students to participate in the health unit for fifth grade students will go home Friday, April 14 or Monday, April 17. Contracts and employment agreements have been given to staff members. Administration has held many interview for various positions and is close to reaching a decision on them, including the Middle School Assistant Director position. The current staff members have been informed of the new middle school's probable location: 1675 Hembree Road, Alpharetta, GA 30009.

#### **PTO Report:**

Given by Uli Ingram: The PTO and its volunteers are working diligently to prepare for the upcoming events: MayFest and the Talent Show.

#### **Committee Reports:**

- **Finance Committee Report:** Given by Tricia. A public hearing was held today, April 12, 6:00-7:00PM in the ICSAtlanta school cafeteria to present and discuss the FY17 adjusted budget. The meetings to finalize the FY17 adjusted budget as well as present and discuss the preliminary FY18 school budget is scheduled for May 10, 2017 at 6:30PM in the ICSAtlanta school cafeteria.
- **Parent Relations Committee Report:** Given by Makenzie: All grades have a waiting list except 2<sup>nd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades.
- **Fundraising Committee Report:** Given by Michele via telephone: Run the World 5K and Fun Run was a huge success. Estimated net profit is \$5,000. 311 people registered for the run, and it was a wonderful community-building experience. There was a lot of positive feedback on the PTO Facebook page, as well as terrific photos and a video on the 5 Star website. Lessons learned: We have to use a private race company to make it a successful, professional race. We had several serious

runners who really enjoyed the event. Even though we had issues with materials at the beginning of the process, we will likely want to use 5 Star again. We ordered an overage of shirts but still ran out. We probably need to work with 5 Star to set aside shirts for anyone who registered but did not show up so that we can give them out after the race. We can still fit at Newtown Park next year. There is about a max of 250 runners per race - 5K and fun run. We will have 5 Star not display the results from the Fun Run because it set up an expectation for all placed runners to receive a medal. I don't think it is financially feasible to provide medals to all runners. (We do have some left if anyone needs one). Next steps: Committee meeting is Friday night to celebrate and talk about lessons learned, etc. Thank you baskets of cookies are going out to major sponsors from Tiff's Treats. We will follow up with personal thank you's to all sponsors/vendors. We are awaiting the financials from 5 Star. We will identify the list of sponsor prospects for next year and develop a timeline. Many large companies, like Waffle House and Chick Fil A, sponsor races like this, but we need to apply for sponsorship far in advance. Have ice cream party for top participating classes/give baskets to the teachers. The fundraising committee has decided to cancel the yard sale. The school does not really have space to store items, and we do not have the time/volunteers to do this well right now, especially after such a large event. The net profit was low last year. In lieu of the yard sale, I have set up an account at Southern Comforts consignment store. They accept a wide range of furniture and decor items on consignment. Sheron and Michele saw a demo of eTapestry and like it very much. It would be \$119/month. Michele is trying to pin them down on an annual import of data from Infinite Campus. Sheron is talking to someone from Infinite Campus, and the financial module may be available soon. The Scholastic Book Fair was very successful. Barbara should have the final numbers. We had some challenges finding enough volunteers. We do have someone who has agreed to be the coordinator for the fall with several return volunteer commitments.

- **Education Committee Report:** Given by Christen: Facilities planning is going well. The IB application has been submitted.
- **Governance Committee Report:** Given by Michele: The board is currently seeking out new board members from the community, especially those with education, legal, and accounting experience. Michele is creating board recruitment fliers to be sent to various organizations. The policy manual is in process and is being reviewed and edited.

**New Business:**

There being no further business to be transacted, the board voted to go in to executive session.

**Executive Session:**

The Board:

VOTED:

To go in to Executive Session to discuss or deliberate upon the appointment, or employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee or to interview applicants for the position of superintendent (O.C.G.A. 50-14-3(b)(2)). At 8:10PM, the vote was motioned by Christen, seconded by Makenzie, and unanimously approved.

**Open Meeting**

The Board:

VOTED:

To go back in to open meeting. The vote was motioned by Mike, seconded by Makenzie, and unanimously approved. The meeting was adjourned at 9:34PM.

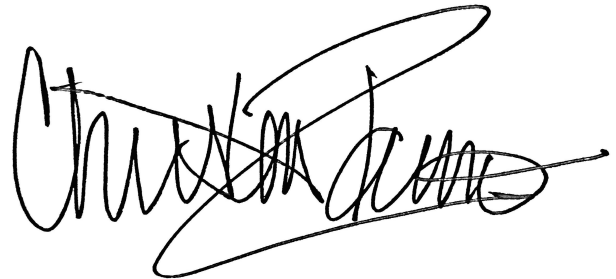
**Adjourn Meeting:**

The Board:

VOTED:

To adjourn the meeting. The vote was motioned by Trecia, seconded by Christen, and unanimously approved. The meeting was adjourned at 9:17PM.

Respectfully Submitted,



Christen Ramo, Board Secretary