

GEORGIA CYBER ACADEMY (GCA)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES | November 15, 2017 | 6:00 pm

Robbins Law Offices, 999 Peachtree St. NE Suite 1120, Atlanta, GA 30309

Conference Call: 1 (515) 739 – 1469, access code 675050 #

Board Room <http://tinyurl.com/GCA-Board-Room>

Board Attendees: Ryan Mahoney (Board Chair), Dr. Erica Fener-Sitkoff (Board Vice Chair), Angela Lassetter, Ben Brumfield, Charlie Harper, Jemelleh Coes, Mike Kooi

Board Member Absentee: Jeff Gates

Staff attendees: Dr. Andrew Oberg (Head of Schools), Veronica Clemons (Deputy Head of Schools), Staci Kimmons (District Academic Administrator), Andre Hopewell (Finance Manager), Aundrea Dickerson (High School Principal), Maria Waters (Elementary Principal), Michelda Watson (FAST Manager), Allison Yawn (Operations Manager), Kristy Howard, Joan Wilson, Maria Blencowe, Michelle Blackwell, Janet Wheeler, Stacey Clendenen, Gentry Lowe, Alicia Kelly, Eve Mooney, Millicent Pilate, Trina Weaver, Janet Wheeler, Elizabeth Rose, Ellen Holland, Carol Varn, Cathryn Harris, Aleksandra Berry

Other Attendees: Alexa Ross (Board Attorney), Rob Fortson (K12 Lobbyist), Karen Ghidotti (K12 Southern Region Vice President)

SUMMARY OF ACTIONS:

	Motion	Second	Vote
Approval of August Board Minutes as amended	Charlie Harper	Jemelleh Coes	Unanimous Approval
Approval of September Board Minutes	Angela Lassetter	Charlie Harper	Unanimous Approval
Ratification of Financial Audits	Angela Lassetter	Jemelleh Coes	Unanimous Approval
Move to Executive Session (legal & personnel)	Charlie Harper	Angela Lassetter	Unanimous Approval
Adjourn meeting at 9:30 PM	Charlie Harper	Angela Lassetter	Unanimous Approval

- I. **CALL to ORDER** at 6:26 PM by R. Mahoney
- II. **REGULAR SESSION**
- III. **REVIEWED and APPROVED AUGUST MINUTES** – voted to approve with two amendments.
Motion – C. Harper | Second – J. Coes
 - i. Last bullet under the Finance Committee Report to include a statement that the Board had requested from K12 information regarding the actual cost of 85 additional teachers pursuant to the new Board policy relating to student teacher ratios;
 - ii. Second bullet under Governance Committee Report to include the positive feedback received from the Commission regarding their full support of hiring an Executive Director for the GCA board, that it was a necessary action, and offered their support to the Board in the implementation of that role.
 - iii. Board counsel advised that not providing additional teachers because of a lack of funding was not an option under the contract
- IV. **REVIEW AND APPROVE SEPTEMBER MINUTES** – voted to approve minutes. Motion – A. Lassetter – Second C. Harper
- V. **INTRODUCTION OF NEW EXECUTIVE DIRECTOR**
- VI. **HEAD of SCHOOL (HoS) REPORT** *delivered by Dr. Andrew Oberg:*
 - a. **90-day plan** – report identified nine items for moving forward; not meant to be an action plan; SWOT analysis included separately; two priorities: 1. Student growth 2. Renewal; intend to have something more concrete moving forward; Board expressed interest in seeing a plan to identify students that need to be moved forward to pass Milestones and how.
 - b. **Website development** – went live 10-27-17 included first priority on academic areas; second priority to go live 11-30
 - c. **Open House idea** – allowing board members to come in and see teachers actually teaching virtually and to ask questions; Board would also like to see from a student perspective
 - d. **Compliance issues** – Veronica indicated that DOE annual report had been returned for review and feedback yesterday and that staff will review and make suggested changes as needed to finalize with DOE and report to Board; Commission will be doing site visits soon and will provide a letter of findings and a letter of suggestions
- VII. **BOARD COMMITTEE REPORTS:**
 - a. **FINANCE** report delivered by Andre Hopewell, School Finance Manager -
 - i. Provided an update on Monthly Financials; upfront costs on things like laptops are decreasing as we move forward; need the more detailed monthly financial report and dashboard that usually gets vetted in Finance Committee to be provided for future board meetings; not one to one for computers yet in K-5;
 - ii. Financial Audit ratification approved – motion – A. Lassetter, second J. Coes, unanimous approval.
 - b. **GOVERNANCE** report delivered by Angela Lassetter, Governance Chair -
 - i. Importance of board review of bylaws, policies and strategic plan for potential

- changes at next meeting;
- ii. GCSA conference attendance;
- iii. Commission governance training in November and February (preferred); conflict of interest forms;
- iv. dissemination of board policies in January; school handbook;
- v. Board Complaint Procedure – need one complaint form that addresses state or federal law or regulation and one for complaints that does not necessarily involved a state or federal legal violation;
- vi. Board vacancies
- vii. Next board meeting rescheduled for December 13

c. **ACADEMIC OVERSIGHT** report delivered by Jemelleh Coes, AO Chair –

- i. New grading policy being developed to be discussed at next meeting
- ii. Missteps with MAP testing; working with NWEA
- iii. Four year cohort graduation rate – working with DOE and moving forward to make sure of accuracy
- iv. Second semester enrollment – No action was taken as the Board would need to act to allow second semester enrollment. Consequently, there will be no second semester enrollment. Board indicated that the challenges of newly enrolled student numbers, new enrollment and teacher-student ratios policies and current academic performance make it difficult to approve new enrollees; staff expressed concerns of financial impact of continuous decrease of students this year and next as a result of the new enrollment policies and requested the report that the ratios and enrollment policies were based upon.

VIII. **MOTION TO ADJOURN TO EXECUTIVE SESSION** at 8:04pm – motion – C. Harper, second – A. Lassetter

IX. **ADJOURNED** at 9:30 PM | motion – C. Harper , second - A. Lassetter

*To request November 2017 board packet, contact Mike Kooi, mkooi@gacyber.org
Board Packet Documents for November 2017:*

*November Board Agenda
August Board Minutes
September Board Minutes
Monthly Financial Report
Head of School Report
School Reports
Enrollment Report
Special Education Report
Operations Board Report
Family Academic Support Team Board Report
Standardized College Entrance Examination Report*

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