

**GEORGIA CYBER ACADEMY (GCA)**

**BOARD OF DIRECTORS MEETING**

**MINUTES | SEPTEMBER 29, 2017 | 3:30 pm – 5:30 pm**

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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>

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**Board Attendees:** Ryan Mahoney (Board Chair), Dr. Erica Fener-Sitkoff (Board Vice Chair), Angela Lassetter, Ben Brumfield, Charlie Harper, Jeff Gates

**Board Member Absentee:** Jemelleh Coes

**Staff attendees:** Dr. Andrew Oberg (Head of Schools), Veronica Clemons (Deputy Head of Schools), Andre Hopewell (Finance Manager), Aundrea Dickerson (High School Principal), Rosie Lowndes (Middle School Principal), Maria Waters (Elementary Principal), Michelda Watson (FAST Manager), Allison Yawn (Operations Manager), Kristy Howard, Jennifer Mitchell, Joan Wilson, Veronica Okpani, Maria Blencowe, Ashley Cline, Michelle Blackwell, Janet Wheeler, Stacey Porter, Leah Falls, Taylor Lord, Brian Daughtry

**Other Attendees:** Vincent Russo (Board Attorney), Mark Middleton (K12 Lobbyist), Karen Ghidotti (K12 Southern Region Vice President)

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**SUMMARY OF ACTIONS:**

	<b>Motion</b>	<b>Second</b>	<b>Vote</b>
Motion for move to Executive Session – (Personnel & Legal)	Charlie Harper	Dr. Erica Fener-Sitkoff	Unanimous Approval
Motion for approval of August Board Minutes to be deferred to October Board Meeting	Angela Lassetter	Charlie Harper	Unanimous Approval
Motion to approve appointment of Dr. Andrew Oberg as new Head of School	Ryan Mahoney	Dr. Erica Fener-Sitkoff	Unanimous Approval
Motion to approve updated Complaint Procedures	Angela Lassetter	Dr. Erica Fener-Sitkoff	Unanimous Approval
Motion to approve amended Student Enrollment Policy	Angela Lassetter	Dr. Erica Fener-Sitkoff	Unanimous Approval

Motion to amend K12 contract to codify Executive Director position	Charlie Harper	Dr. Erica Fener-Sitkoff	Vote Passed: R. Mahoney – yes Dr. E. Fener-Sitkoff – yes Charlie Harper – yes Ben Brumfield – yes Jeff Gates – yes Angela Lassetter - nay
Motion to Adjourn meeting at 5:35 PM	Ben Brumfield	Angela Lassetter	Unanimous Approval

- I. **CALL to ORDER** at 3:30 PM by R. Mahoney
- II. **EXECUTIVE SESSION** at 3:35 PM | Motion – C. Harper | Second - Dr. E. Fener- Sitkoff
- III. **REGULAR SESSION** resumed at 4:15 PM
- IV. **REVIEW and APPROVE MINUTES** – voted to defer approval to next board meeting for recommended revisions. Motion – A. Lassetter | Second - C. Harper
  - i. Importance of newly approved class engagement policy is to protect flexibility , focus on performance level, and define virtual engagement;
  - ii. K12 tool does not provide feature to capture duration of student’s time with recording;
  - iii. K12 could not provide additional eighty-two teachers to meet new instructional live class size policy; therefore, Board voted to approve selected staff; Request breakdown of approved staff in August minutes.
- V. **HEAD of SCHOOL (HoS) REPORT** *delivered by Dr. Andrew Oberg:*
  - a. **Open Positions** (School Accountability Manager ; School Psychologist ; Speech Pathologist ; Special Education Teacher ; Executive Director for Board ; High School – Science (2) / Math (2); Middle School ELA ; Elementary Assistant Administrator; Advisor); in absence of Speech Pathologist, school outsources services ;
  - b. **Enrollment** closed on September 15, 2017 ; as of September 27, 2017 total student population 14,668 ; new enrollment policy allows for rolling enrollment of siblings and McKinney-Vento compliance ;
  - c. **Assessments:** MAP Growth testing window September 18-29, 2017. Extensive technical difficulties experienced. Staff commended for making adjustments in working with families to complete assessment. HOS pleased with MAP Growth completion percentages. Board requests MAP Growth results presentation, how school is addressing deficits, and how students obtain MAP log-ins for skills; PSAT October 11, 2017. Board expressed students getting financial support for PSAT and school not limiting seats. PSAT report in board packet states students take PSAT at no cost to them. Board requests process on 504 plans approvals through College Board ;
  - d. **Announcements:** NACSA , Oct 16-19, 2017 > Attending Board Members – Ryan Mahoney, Board Chair, and Angela Lassetter, Governance Chair ; iNACOL Conference, Oct 23-25, 2017 > Attending Board Members – Angela Lassetter, Governance Chair and Ben Brumfield, Board Member ; State Charter School Commission (SCSC) Meeting - Oct

25, 2017 ; SCSC Governance Training , Nov 28-29, 2017 (UGA Ctr for Continuing Ed) and February 8-9, 2018 (Lake Lanier). All Board members and Head of School highly encouraged to attend training in Feb 2018 ; if not Feb 2018, then attend Nov 2017 training ;

- e. **Compliance:** SCSC notification of compliance lacking on website due to not posting FY18 Approved Budget and contact of Board for communication and complaints; notification not punitive for this reminder; school has updated website to add approved FY18 budget and Board has updated complaint procedures to recommend for voting tonight ; new auditor completed audit ahead of schedule ; FTE Count Date, Oct 3, 2017 ; Charter School Annual Report due Nov 1, 2017 ;
- f. **Accountability:** CCRPI 2017 4-Year Cohort Graduation Rate released at 50.15%; Board and staff clearly distressed over results; Board expressed data surprises must stop, data should be readily available, accurate, and K12 needs to address disconnects immediately; K12 announced they are committed to supporting HOS through solutions; staff will continue to work with DOE in securing a file for cohort confirmation.

#### VI. BOARD COMMITTEE REPORTS:

- a. **GOVERNANCE** report delivered by Angela Lassetter, Governance Chair -
  - i. Committee met on 09.29.17 at 2:30 pm; Requests unified website launch date from K12 asap. Board to review website before taking live ; Requests dissemination of new policies to all families via e-mail; Requests handbook edits for alignment to board policies; Requests prior minutes reflect new contact for request of board materials; Head of School Evaluation tool reviewed; recommendation to Board for amendment of Student Enrollment Policy adopted on 08.16.17 to add definitions for grade level new enrollment cap and grade level total enrollment cap > motion - A. Lassetter second – Dr. E. Fener-Sitkoff, unanimous approval ; recommendation to Board for approval of updated Complaint Procedures, motion- A. Lassetter, second-Dr. E. Fener-Sitkoff, unanimous approval;
- b. **ACADEMIC OVERSIGHT** report delivered by Angela Lassetter, Committee Member -
  - i. Committee met on 09.22.17 at 1:00 pm; Multi-Tier System of Supports MTSS (formerly known as RTI) presentation consistent with brick and mortar school practices ; Address what MTSS really looks like in a virtual environment for actual virtual impact and number of students being served ; Drafted academic dashboard favorable for staff to use starting next board meeting ; Draft grading policy with Academic Oversight Committee for review of staff comments and committee recommendations ;
- c. **FINANCE** report delivered by Andre Hopewell, School Finance Manager -
  - i. Christy Thomas, Finance Committee Chair resigned from Board; therefore, September monthly financial report provided at October board meeting; financial accountability on schedule for meeting SCSC Performance Framework; New auditor is a definite value add as audit completed weeks ahead of schedule and no findings at this time; schedule next Finance committee meeting to be held prior to NACSA (Oct 16, 2017).

#### VII. NEXT MEETING DATES / TIMES:

- a. Governance Committee Meeting – October 27, 2017 | 2:30 PM – 3:30 PM
- b. Board Meeting - October 27, 2017 | 3:30 PM – 5:00 PM

VIII. **ADJOURNED** at 5:35 PM | motion – B. Brumfield , second - A. Lassetter

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*To request September 2017 board packet, contact Veronica Clemons, [vgclemons@gacyber.org](mailto:vgclemons@gacyber.org)  
Board Packet Documents for September 2017:*

*September Board Agenda  
August Board Minutes  
Monthly Financial Report  
Head of School Report  
School Reports  
Enrollment Report  
FAST Report  
Special Education Report  
HR Report  
Guidance & Counseling Report  
Complaint Procedures (updated)  
Student Enrollment Report (amended)*

**(end)**