

INNOVATIVE

ARTS ACADEMY

Board Meeting

Wednesday, September 16, 2020

Minutes for

Component	Agenda Items														
<p>Opening Exercises</p>	<ul style="list-style-type: none"> ● Call to Order: 6:06 PM ● Notice of Meeting <ul style="list-style-type: none"> ○ Proper notice was published in <i>The Morning Call</i> on Monday, July 21, 2020. ● Flag Salute ● Roll Call <table border="1" data-bbox="402 590 1279 814"> <thead> <tr> <th>Administrative Member</th> <th>Attendance</th> </tr> </thead> <tbody> <tr> <td>David Rank, President</td> <td>Present</td> </tr> <tr> <td>Robert Sirmans, Treasurer</td> <td>Present</td> </tr> <tr> <td>Brian Taylor, General Counsel</td> <td>Present</td> </tr> <tr> <td>Danny Youssef, Secretary</td> <td>Present</td> </tr> <tr> <td>Bradley Schifko, CEO</td> <td>Present</td> </tr> <tr> <td>Tom Taylor, Accountant</td> <td>By phone</td> </tr> </tbody> </table>	Administrative Member	Attendance	David Rank, President	Present	Robert Sirmans, Treasurer	Present	Brian Taylor, General Counsel	Present	Danny Youssef, Secretary	Present	Bradley Schifko, CEO	Present	Tom Taylor, Accountant	By phone
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<p>Old Business</p>	<p>Approval of board meeting minutes from August 19, 2020:</p> <ul style="list-style-type: none"> ○ Motion to approve: Danny Youssef ○ Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> ■ Unanimously approved. <p>Approval of August 2020 financials:</p> <ul style="list-style-type: none"> ○ Motion to approve: Dave Rank ○ Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> ■ Unanimously approved. 														
<p>Executive Session</p>	<p>Enter Executive Session to discuss pending legal matters and personnel matters at: 6:15 PM</p>														
<p>Return to Regular Session</p>	<p>Return to Regular Session at: 6:46 PM</p>														
<p>Enrollment Update</p>	<ul style="list-style-type: none"> ● Enrollment (as of 9/14/20) <ul style="list-style-type: none"> ○ End-of-year enrollment (545 - 41 seniors + 8 non-grads): 512 ○ Current number re-enrolled: 419 ○ Current number of definite non-returnees: 86 ○ Current number of remaining potential re-enrollments: 5 ○ Current number of new enrollments: 122 ○ Current number of new enrollments in 6th grade: 59 ○ Current total enrollment for '20-'21: 542* <p>* 1 Returning student has withdrawn already, started the year * <u>ACTUAL</u> current total enrollment = 541</p>														
<p>Chief Executive Officer Report</p>	<ul style="list-style-type: none"> ● Marketing, Recruiting, and Branding <ul style="list-style-type: none"> ○ Currently enrolling students by appointments virtually, as well as in-person. <ul style="list-style-type: none"> ■ Contact is being made for a few prospects to try to schedule them this week. ■ Appointments will be posted on the calendar. ○ Three email campaigns are currently underway to directly address enrollment. ○ Digital enrollment advertising campaigns are currently underway across multiple platforms. ○ Continued social media outreach for enrollment, general promotion/branding, and information distribution. ○ Website updates to reflect 2020-21 school year information and documents. 														

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- **Curriculum and Academics**
 - Tech issues being processed through Help Desk (email) and via phone. Initial issues were sign-on. Current issues more related to site navigation. Some tech issues still occur with personal devices.
 - “Tech Town Hall” to be conducted the week of 9/21 to review / go through login and navigation.
 - Parent passcodes to set up Schoology accounts being distributed starting 9/11.
 - Email to be sent home to all families with login directions and links to supporting documents in English and Spanish and to the school website
 - Lab-Aids Science curriculum integrated in Schoology. Teachers setting-up accounts and walking students through their set-up as well.
 - ELA / Social Studies integrated into Schoology. Teachers set rosters and work with students to set-up their accounts.
 - Initial EdGenuity classes rostered for PSSA support sections and some electives.
 - Clinics for Schoology and EdGenuity:
 - Will occur on Tuesdays & Thursdays to provide time to collaborate on learning, as well as utilizing Schoology and EdGenuity platforms with core curriculum.
 - A place for teachers to share, learn, and resolve challenges together.
 - Updated Attendance procedures.
 - Finished observational schedule for fall (2 informals and 1 formal per teacher).
 - Working on Wednesday Staff Meeting and Professional Development schedule.
 - Created rotational building sub availability for existing staff members.
- **Logistics and Operations**
 - PPE / deep cleaning:
 - Fogging:
 - Curis system runs at end of each week
 - Graco sprayers:
 - Completed bi-weekly
 - Solution disinfects and kills germs for 30 days
 - PPE supplies:
 - All supplies have been purchased and most items have been received
 - Still needed:
 - 7 hand sanitizer stands
 - 1 Liberator carpet cleaner
 - Deep cleaning:
 - Regular cleaning occurs daily
 - All bathrooms are cleaned every two hours
 - Graco sprayers every other Wednesday, carpet cleaning occurs on non-spraying Wednesdays.
 - Parking:
 - Staff / student parking passes have been ordered and received
 - Lot signage will be reviewed and ordered
 - Line painting / assigned parking spots
 - Create flyers to place in non-IAA vehicles
 - 2-week notice before towing will commence (Catty police is already onboard)
 - Graphic Design:
 - Currently lab set-up for 24 cpu’s

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	<ul style="list-style-type: none"> ■ Through “social distancing,” number will decrease to 18 cpu’s ■ Remaining cpu’s will be stored for future use ■ All electric run by our IAA maintenance staff, saving the school approximately 6k! ○ Mass Communications: <ul style="list-style-type: none"> ■ Current lab set-up for 12 cpu’s ■ Through “social distancing,” number will decrease to 6 cpu’s ■ Remaining cpu’s will be stored for future use ■ All electric run by our IAA maintenance staff, saving the school approximately 2k! ● Human Resources <ul style="list-style-type: none"> ○ All current vacancies have been identified and posted ○ Interviews and hiring has begun: <ul style="list-style-type: none"> ■ Interviewing prospective candidates to ensure that highly-qualified professionals are in place to educate our students for the 2020-2021 academic year. ○ Transition from current PTO system to “Earned Leave” draft proposal (document provided) <ul style="list-style-type: none"> ■ Discuss in greater detail at October meeting
<p>New Business</p>	<ul style="list-style-type: none"> ● Approval to grant Thomas Taylor the authority to apply for rent reimbursement: <ul style="list-style-type: none"> ○ Motion to approve: Danny Youssef ○ Motion seconded by: Dave Rank <ul style="list-style-type: none"> ■ Unanimously approved. ● Approval to add Brad Schifko, Thomas Taylor and Rob Sirmans to the current IAA bank account for check signing: <ul style="list-style-type: none"> ○ Motion to approve: Dave Rank ○ Motion seconded by: Danny Youssef <ul style="list-style-type: none"> ■ Unanimously approved. ● Approval for Adam’s Glass to begin replacement of exterior doors (i.e. alley doors and rear staff entrance - revised quote): <ul style="list-style-type: none"> ○ Motion to approve: Dave Rank ○ Motions seconded by: Danny Youssef <ul style="list-style-type: none"> ■ Unanimously approved. ● Approval to extend employee contracts to the following: 1243575, 1256745 and 1451276 <ul style="list-style-type: none"> ○ Motion to approve: Danny Youssef ○ Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> ■ Unanimously approved.
<p>Public Comment</p>	<p>Members from the public are invited to comment on items <u>that are listed on this agenda.</u> Each member from the public will have up to two minutes to address the Board of Directors. The board may choose to hear public comment without providing an immediate response. The two-minute time allotment per public member may be shortened if comments are made about items that are not listed on the agenda for today’s meeting.</p>
<p>Next Meeting</p>	<ul style="list-style-type: none"> ● Wednesday, October 16, 2020, at 6:00 pm.
<p>Adjourn</p>	<ul style="list-style-type: none"> ● Approval to adjourn board meeting: <ul style="list-style-type: none"> ○ Motion to adjourn: Rob Sirmans ○ Motion seconded by: Danny Youssef <ul style="list-style-type: none"> ■ Unanimously approved.