

# INNOVATIVE ARTS

## ACADEMY CHARTER SCHOOL

### Board Meeting Minutes for Wednesday, September 19, 2018 at 6PM

Component	Agenda Items																																													
Opening Exercises	<ul style="list-style-type: none"> <li>Call to Order</li> <li>Notice of Meeting                             <ul style="list-style-type: none"> <li>Proper notice was published in <i>The Morning Call</i> on <b>Friday, June 22, 2018</b>.</li> </ul> </li> <li>Flag Salute</li> <li>Roll Call</li> </ul> <table border="1" data-bbox="500 569 1377 821"> <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, Member</td> <td>Present</td> </tr> <tr> <td>Keely Collins, General Counsel</td> <td>Present</td> </tr> <tr> <td>John Freund, General Counsel</td> <td>Absent</td> </tr> <tr> <td>Danny Youssef, Treasurer</td> <td>Present</td> </tr> <tr> <td>Douglas Taylor, Chief Executive Officer//Principal</td> <td>Present</td> </tr> <tr> <td>Tom Taylor, Accountant</td> <td>Absent</td> </tr> </tbody> </table>	Administrative Member	Attendance	David Rank, President	Present	Robert Sirmans, Member	Present	Keely Collins, General Counsel	Present	John Freund, General Counsel	Absent	Danny Youssef, Treasurer	Present	Douglas Taylor, Chief Executive Officer//Principal	Present	Tom Taylor, Accountant	Absent																													
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Executive Session	Approval to Enter Executive Session at 6:15PM																																													
Return to Regular Session	Approval to Return to Regular Session at 6:29PM																																													
Old Business	<ul style="list-style-type: none"> <li><b>Approval of board meeting minutes for August 22, 2018</b> <ul style="list-style-type: none"> <li>Motion to approve: Danny Youssef</li> <li>Motion seconded by: David Rank                                     <ul style="list-style-type: none"> <li><b>Unanimously Approved.</b></li> </ul> </li> </ul> </li> <li><b>Approval of August 2018 financials</b> <ul style="list-style-type: none"> <li>Motion to approve: David Rank</li> <li>Motion seconded by: Danny Youssef                                     <ul style="list-style-type: none"> <li><b>Unanimously Approved.</b></li> </ul> </li> </ul> </li> </ul>																																													
Enrollment Update	<ul style="list-style-type: none"> <li>As of Wednesday, September 19, 2018, there are <b>599</b> students enrolled for 2018-2019.</li> </ul> <table border="1" data-bbox="415 1314 1446 1633"> <thead> <tr> <th>Grade</th> <th>Total Seats by Grade</th> <th>Enrollment by Grade (18-19)</th> <th>Remaining Seats by Grade</th> <th>IEP by Grade (18-19)</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>120</td> <td>113</td> <td>7</td> <td>17</td> </tr> <tr> <td>7</td> <td>120</td> <td>115</td> <td>5</td> <td>23</td> </tr> <tr> <td>8</td> <td>120</td> <td>110</td> <td>10</td> <td>23</td> </tr> <tr> <td>9</td> <td>120</td> <td>107</td> <td>13</td> <td>19</td> </tr> <tr> <td>10</td> <td>90</td> <td>75</td> <td>15</td> <td>16</td> </tr> <tr> <td>11</td> <td>60</td> <td>55</td> <td>5</td> <td>12</td> </tr> <tr> <td>12</td> <td>60</td> <td>33</td> <td>27</td> <td>6</td> </tr> <tr> <td><b>Totals</b></td> <td><b>690</b></td> <td><b>599</b></td> <td><b>82</b></td> <td><b>116</b></td> </tr> </tbody> </table>	Grade	Total Seats by Grade	Enrollment by Grade (18-19)	Remaining Seats by Grade	IEP by Grade (18-19)	6	120	113	7	17	7	120	115	5	23	8	120	110	10	23	9	120	107	13	19	10	90	75	15	16	11	60	55	5	12	12	60	33	27	6	<b>Totals</b>	<b>690</b>	<b>599</b>	<b>82</b>	<b>116</b>
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Chief Executive Officer/Principal Report	<ul style="list-style-type: none"> <li><b>Marketing, Recruiting, and Branding</b> <ul style="list-style-type: none"> <li>The school hosted a new student orientation event in August 2018. Students were able to pick up their schedules, tour the facility, and meet their new teachers. The event was successful.</li> <li>The school will be hosting a back-to-school night for all students on September 28, 2018. The goal of this event is to provide the opportunity for all parents to meet their child's teachers.</li> <li>The school website remains a work-in-progress. Additional photos and information continues to be added on a weekly basis.</li> <li>School picture day is scheduled for the first week in October 2018.</li> </ul> </li> </ul>																																													

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- o The school will begin working on its marketing plan in October 2018 for a Spring 2019 launch.
- **Information Technology**
  - o The new speaker bell system has been installed and is fully functional on all three floors. The new bell tones have been effective.
  - o All classrooms now have an Apple TV package, which has been instrumental in implementing technology into all lessons.
  - o The school will be launching a 1:1 Chromebook campaign. All Chromebooks have been financed and leased through TEQlease Education Partners.
- **Facilities and Maintenance**
  - o Many classrooms received new whiteboards to facilitate improved instruction.
  - o A new Marley Mat dance floor was installed.
  - o Renovations have begun for the main stairwell. New sheetrock is being installed.
  - o All cafeteria equipment has arrived and is fully functional. The new cafeteria has improved operational success.
  - o Electrical work in the new cafeteria has been completed, as well as the installation of new AC units.
  - o The installation of the carpet tile is complete on all floors in the school. Several classrooms also received new floors.
  - o All air conditioning units have been installed and are fully functional.
- **Curriculum and Master Scheduling**
  - o All newly purchased curriculum materials have arrived and have been rolled out.
  - o Teachers have been working with the administration to review the curriculum materials and begin planning initial lessons for the first weeks of school.
  - o All staff worked with school administration during the staff orientation prior to the opening of school to review curriculum, lesson planning, and academic logistics.
  - o Electronic curriculum materials have been implemented with significant success.
  - o All students had until the end of the first week to request a schedule change. Schedule changes have been completed, and all students are in their permanent classes at this point.
  - o Teachers received training for each new curriculum during the first teacher in-service day in September 2018.
- **Special Education**
  - o The Director of Special Education has been working with the PDE to closeout remaining items from the most recent special education audit.
  - o Special Education Teachers have attended several trainings to satisfy requirements from the most recent CMCI audit.
  - o Caselists have been updated and finalized for all current students with an IEP.
  - o All special education files have been requested and received. The Department is still reviewing files to determine if revisions will need to take place.
  - o Related services continue to be delivered by Therapy Source, a contracted company.
  - o Parent trainings have been scheduled with the goal of educating families on transition, college and career readiness, and special education services.
- **Human Resources**
  - o Vacancies
    - Director of Curriculum and Instruction
    - Director of Business Operations
    - Custodian
    - Physical Education
    - Assistant Dean of Students
    - Assistant Dean of Students

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	<ul style="list-style-type: none"> <li>o All new staff members have been successfully onboarded.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>● <b>Approval to add a Cafeteria Manager Position to the 2018-2019 Budget</b> <ul style="list-style-type: none"> <li>o Motion to approve: Danny Youssef</li> <li>o Motion seconded by: Robert Sirmans           <ul style="list-style-type: none"> <li>■ <b><i>Unanimously Approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval to list Douglas A. Taylor on the school's bank account as an authorized signer</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Robert Sirmans           <ul style="list-style-type: none"> <li>■ <b><i>Unanimously Approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval to list Danny Youssef on the school's bank account as an authorized signer</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Robert Sirmans           <ul style="list-style-type: none"> <li>■ <b><i>Unanimously Approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval to list Thomas Taylor on the school's bank account as an authorized signer</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Robert Sirmans           <ul style="list-style-type: none"> <li>■ <b><i>Unanimously Approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval to accept resignation from employee number 29873</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Danny Youssef           <ul style="list-style-type: none"> <li>■ <b><i>Unanimously Approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval to accept resignation from 78190</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Danny Youssef           <ul style="list-style-type: none"> <li>■ <b><i>Unanimously Approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval of the separation agreement for employee number 78190</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Danny Youssef           <ul style="list-style-type: none"> <li>■ <b><i>Unanimously Approved.</i></b></li> </ul> </li> </ul> </li> </ul>
<b>Public Comment</b>	<p><b>Members from the public are invited to comment on items that are listed on this agenda. Each member from the public will have 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.</b></p>
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>● Wednesday, October 24, 2018 at 6PM</li> </ul>
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● <b>Approval to adjourn board meeting at 7:15PM</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Robert Sirmans           <ul style="list-style-type: none"> <li>▪ <b><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> </ul>

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