

INNOVATIVE

ARTS ACADEMY

Board Meeting Minutes for Wednesday, May 15, 2024 at 6PM

Component	Agenda Items																		
Opening Exercises	<ul style="list-style-type: none"> Call to Order: 6:12 PM Notice of Meeting <ul style="list-style-type: none"> Proper notice was published in <i>The Morning Call</i> on Monday, July 12, 2023 Flag Salute Roll Call <table> <tr> <th>Administrative Member</th><th>Attendance</th></tr> <tr> <td>David Rank, President</td><td>Present</td></tr> <tr> <td>Dan Schmidt</td><td>Absent</td></tr> <tr> <td>Robert Sirmans, Treasurer</td><td>Present</td></tr> <tr> <td>Bob Susko</td><td>Present</td></tr> <tr> <td>Jason Nagle</td><td>Present</td></tr> <tr> <td>Brian Taylor, General Counsel</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> </table> <p>Guests: Rocco Seiler, Chris Fisher, Tony Pidgeon, Erik Malmberg, Katherine Hernandez</p>	Administrative Member	Attendance	David Rank, President	Present	Dan Schmidt	Absent	Robert Sirmans, Treasurer	Present	Bob Susko	Present	Jason Nagle	Present	Brian Taylor, General Counsel	Present	Bradley Schifko, CEO	Present	Tom Taylor, Accountant	By phone
Administrative Member	Attendance																		
David Rank, President	Present																		
Dan Schmidt	Absent																		
Robert Sirmans, Treasurer	Present																		
Bob Susko	Present																		
Jason Nagle	Present																		
Brian Taylor, General Counsel	Present																		
Bradley Schifko, CEO	Present																		
Tom Taylor, Accountant	By phone																		
Old Business	<p>Approval of board meeting minutes from April, 2024:</p> <ul style="list-style-type: none"> Motion to approve: Jason Nagle Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> Unanimously approved. <p>Approval of April, 2024 financials:</p> <ul style="list-style-type: none"> Motion to approve: Motion seconded by: ■ <p>* Financial report was unavailable for the May meeting. Motion tabled until the June Board meeting.</p>																		
Public Comment	<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 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>																		
Executive Session	<p>Enter Executive Session to discuss pending legal matters and personnel matters at: 5:30 PM</p> <p>* An initial Executive Session occurred on Thursday, May 9, 2024, to discuss personnel matters.</p>																		
Returned to Regular Session	<p>Returned to Regular Session at: 6:07 PM</p>																		

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Enrollment Update

Grade	Enrollment as of Oct. 1 '23-'24	Enrollment as of 4/30/24	April New Enrollments	April Withdrawals	IEP's by Grade ('23-'24)	ELL by Grade ('23-'24)	Attend % (Apr.)
6	55	56	2	2	9	13	88%
7	67	61	1	2	14	17	88%
8	75	81	1	0	19	21	86%
9	86	80	1	2	16	19	76%
10	90	85	1	1	24	25	72%
11	58	54	0	1	9	13	75%
12	46	45	0	0	8	18	74%
Totals	477	462	6	8	99	126	79.86%

Chief Executive Officer Report

- **Marketing, Recruiting, and Branding**
 - Here is what has changed since the last Board Meeting:
 - Promoting the following upcoming events:
 - 2024-2025 Enrollment Events:
 - Attended a Community Resource Fair in Allentown, 5/8/2024
 - Thursday, May 30th, 2024: 4-7 PM
 - Wind Creek Vendors Fair: Saturday, June 15th, 2024: 9:30-5:30
 - Whitehall Mall Vendors Fair: Saturday, July 20th, 2024: 10:30-5:30
 - Promo video still in progress:
 - Editing is currently underway.
 - LV Mall Advertisement Panel:
 - Have been posted near the escalators on the 2nd floor:



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- Charter Connect:
 - Met to discuss marketing techniques to market to those waitlisted in other charter schools:
 - Specified keywords to draw those enrollments to our page/inquiry form and increase the distance for possible target markets.
- Project Printed Merchandise/Signage:
 - Received the proof of signage waiting for approval in order to proceed with production.
- Professional Videography:
 - Discussing bringing in a Videographer to create an online virtual tour to post on our website for prospective families to view.
- EBC Printing:
 - Glenda and Natalie will be going for a tour of the facility on May 23rd to discuss possible partnership opportunities for our digital arts students (summer interns at EBC) as well as other possible opportunities to collaborate.
- **Principal's Report**
 - Here is what has changed since the last Board meeting:
 - Seeking approval of the 24-25 School Calendar.
- **Curriculum and Academics**
 - Here is what has changed since the last Board meeting:
 - Work with Eric Lech and the IU continues on the CSI plan
 - Students have demonstrated growth towards our goals in ELA and Math.
- **Federal Programs**
 - Here is what has changed since the last Board meeting:
 - [Federal Programs Spreadsheet](#)
- **Logistics / Operations / Technology**
 - Here is what has changed since the last Board meeting:
 - The Comprehensive Capital Improvement Planning Process has begun.
 - Steering Committee:
 - First Committee meeting took place on Thursday, April 4, 2024.
 - Follow-up meeting date: TBD
 - Met with Matthew Wardecker, from Schneider Electric:
 - Mr. Wardecker will be onsite to discuss next steps / vision / direction, etc.
 - Date: TBD.
 - Met with Tom Taylor to discuss the budget for the '24-'25 school year:
 - Preliminary budget (Ver. 2) will be shared for review.
 - Salary / Benefits Committee had an organizational meeting this week:
 - Discussions related to teacher salary schedule
 - Possible retention bonus / merit structure being developed / considered.

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	<ul style="list-style-type: none"> ■ Mr. Seiler met with John Gummo, Eastern Resources, to assess the status of the steamer in the cafeteria which is irreparable. <ul style="list-style-type: none"> ● Seeking approval for the purchase of a new steamer (Middleby Crown Steamer, Model EPX-5). ■ We had water damage due to the storm on 4/30-5/1. Servpro was contacted and are currently working on fixing the following issues: <ul style="list-style-type: none"> ● Flooding from the rain water came into the building which covered most of the first floor but only entered one office. This has been remedied by Servpro. ● Due to the roof in its current condition, the following damage: <ul style="list-style-type: none"> ○ Water damage in room 208. ○ Water damage in Room 310. ○ Water damage in Room 311. ○ Water damage in the B stairwell. ■ 165 Staff/Student Tickets Resolved ■ Preparing For End of Year Collection ● Human Resources <ul style="list-style-type: none"> ○ Here is what has changed since the last Board meeting: <ul style="list-style-type: none"> ■ All remaining vacancies have been posted and interviews are being scheduled and conducted to address staffing needs.
New Business	<ul style="list-style-type: none"> ● Motion to approve the 2024 - 2025 Innovative Arts Academy School Calendar: <ul style="list-style-type: none"> ○ Motion to approve: Rob Sirmans ○ Motion Seconded by: Bob Susko <ul style="list-style-type: none"> ■ <i>Unanimously approved.</i> ● Motion to approve the purchase of new Middleby Crown Steamer, Model EPX-5, to replace existing steamer unit in the cafeteria: <ul style="list-style-type: none"> ○ Motion to approve: Jason Nagle ○ Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> ■ <i>Unanimously approved.</i>
Public Comment	<p>Members from the public are invited to comment on <u>non-agenda items</u>.</p> <p>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>
Next Meeting	<ul style="list-style-type: none"> ● Wednesday, June 19, 2024, at 6:00 pm.
Adjourn	<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: Jason Nagle <ul style="list-style-type: none"> ■ <i>Unanimously approved.</i>