

# INNOVATIVE ARTS ACADEMY

Board Meeting

Wednesday, November 18, 2020 at 6PM

Minutes for

Component	Agenda Items														
<p><b>Opening Exercises</b></p>	<ul style="list-style-type: none"> <li>● Call to Order: <b>6:02 PM</b></li> <li>● Notice of Meeting               <ul style="list-style-type: none"> <li>○ Proper notice was published in <i>The Morning Call</i> on <b>Monday, July 21, 2020</b>.</li> </ul> </li> <li>● Flag Salute</li> <li>● Roll Call</li> </ul> <table border="1" data-bbox="402 590 1279 814"> <thead> <tr> <th data-bbox="402 590 1073 625">Administrative Member</th> <th data-bbox="1073 590 1279 625">Attendance</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 625 1073 657">David Rank, President</td> <td data-bbox="1073 625 1279 657">Present</td> </tr> <tr> <td data-bbox="402 657 1073 688">Robert Sirmans, Treasurer</td> <td data-bbox="1073 657 1279 688">Present</td> </tr> <tr> <td data-bbox="402 688 1073 720">Brian Taylor, General Counsel</td> <td data-bbox="1073 688 1279 720">Present</td> </tr> <tr> <td data-bbox="402 720 1073 751">Danny Youssef, Secretary</td> <td data-bbox="1073 720 1279 751">Present</td> </tr> <tr> <td data-bbox="402 751 1073 783">Bradley Schifko, CEO</td> <td data-bbox="1073 751 1279 783">Present</td> </tr> <tr> <td data-bbox="402 783 1073 814">Tom Taylor, Accountant</td> <td data-bbox="1073 783 1279 814">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><b>Old Business</b></p>	<p><b>Approval of board meeting minutes from October 14, 2020:</b></p> <ul style="list-style-type: none"> <li>○ Motion to approve: Danny Youssef</li> <li>○ Motion seconded by: Rob Sirmans           <ul style="list-style-type: none"> <li>■ <b>Unanimously approved.</b></li> </ul> </li> </ul> <p><b>Approval of October 2020 financials:</b></p> <ul style="list-style-type: none"> <li>○ Motion to approve: Dave Rank</li> <li>○ Motion seconded by: Rob Sirmans           <ul style="list-style-type: none"> <li>■ <b>Unanimously approved.</b></li> </ul> </li> </ul>														
<p><b>Executive Session</b></p>	<p>Enter Executive Session to discuss pending legal matters and personnel matters at: <b>6:14 PM</b></p>														
<p><b>Return to Regular Session</b></p>	<p>Return to Regular Session at: <b>7:21 PM</b></p>														
<p><b>Enrollment Update</b></p>	<ul style="list-style-type: none"> <li>● <b>November Enrollment Summary</b> <ul style="list-style-type: none"> <li>○ Enrollment as of <u>November 1, 2020</u>: <b>527</b></li> <li>○ Number of new enrollments for November: <b>10</b></li> <li>○ Number of withdrawals in November: <b>2</b></li> </ul> </li> <li>● <b>Year-to-Date Enrollment Summary</b> <ul style="list-style-type: none"> <li>○ End-of-year enrollment (545 - 41 seniors + 8 non-grads): <b>512</b></li> <li>○ Current number re-enrolled: <b>408</b></li> <li>○ Current number of definite non-returnees: <b>104</b></li> <li>○ Current number of remaining potential re-enrollments: <b>0</b></li> <li>○ Current number of new enrollments: <b>127</b></li> <li>○ Current number of new enrollments in 6th grade: <b>58</b></li> <li>○ Current total enrollment for '20-'21: <b>535</b></li> </ul> </li> </ul>														
<p><b>Chief Executive Officer Report</b></p>	<ul style="list-style-type: none"> <li>● <b>Marketing, Recruiting, and Branding</b> <ul style="list-style-type: none"> <li>○ Currently enrolling students by appointments virtually, as well as in-person.           <ul style="list-style-type: none"> <li>■ Ad campaign to promote virtual learning option to Easton students, as well as continuing efforts in Allentown, Bethlehem markets</li> </ul> </li> <li>○ General enrollment ad campaign</li> <li>○ 6th Grade outreach:           <ul style="list-style-type: none"> <li>■ Development of Penpal and mentorship program</li> </ul> </li> </ul> </li> </ul>														

# INNOVATIVE

## ARTS ACADEMY

- Working with 5th graders from Arts Academy Charter School
- Email campaigns detailing enrollment availability, highlighting school resources
- Development of weekly "Creative Cougar" community newsletter
- Ongoing website updates
- **Curriculum and Academics**
  - Schoology / EdGenuity
    - Teacher use at the proficient level for both tools
    - Troubleshooting occurring on as-needed basis
    - EdGenuity parent access will be next phase including parent virtual workshops (Technical Townhall)
  - Benchmark Testing (CDT)
    - Testing window concluded 11/20/20
    - Data analysis sessions to occur after Thanksgiving break
  - Curriculum
    - Moving forward with approved template
    - Starting with Mathematics
      - Step 1: Create Scope & Sequence for each grade level / specific content area
  - PSSA/Keystone
    - Winter Keystone window 12/2 - 3/31
      - 11th and 12th grades to be tested
      - Logistical pieces to be completed as virtual students would need to come to school to take the assessments
      - Teacher trainings occurring as scheduled as required by PDE
- **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
    - 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:
    - Quote from Potak Construction, LLC. for the parking lot line painting was approved October 14, 2020.
      - Line painting should occur by next week.
  - Security/Doors:
    - Adams Glass has installed all of the doors that were previously approved.
- **Human Resources**
  - All current vacancies have been posted
  - Interviews and hiring continues:
    - Current vacancies include:
      - MS ELA (1)
      - Special Education (1)

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	<ul style="list-style-type: none"> <li>• ESL (1)</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• <b>Approval to move from “blended / virtual” instructional model, to fully “virtual” instruction, from December 1, 2020, with an anticipated return to “blended / virtual” instruction on 1/5/2021:</b> <ul style="list-style-type: none"> <li>○ Motion to approve: Rob Sirmans</li> <li>○ Motion seconded by: Danny Youssef           <ul style="list-style-type: none"> <li>■ <b>Motion carries, 2-1.</b></li> </ul> </li> </ul> </li> <li>• <b>Approval of BoardDocs (Diligent) Board Management Software for Schools quote:</b> <ul style="list-style-type: none"> <li>○ Motion to approve:</li> <li>○ Motion seconded by:           <ul style="list-style-type: none"> <li>■ <b>Vote tabled until the next Board meeting scheduled for 12/16/20.</b></li> </ul> </li> </ul> </li> <li>• <b>Approval of Navigate360 School Safety Preparation and Planning software quote:</b> <ul style="list-style-type: none"> <li>○ Motion to approve: Danny Youssef</li> <li>○ Motion seconded by: Rob Sirmans           <ul style="list-style-type: none"> <li>■ <b>Unanimously approved.</b></li> </ul> </li> </ul> </li> <li>• <b>Approval to accept the resignation of the following employee: 1278493</b> <ul style="list-style-type: none"> <li>○ Motion to approve: Dave Rank</li> <li>○ Motions seconded by: Danny yousef           <ul style="list-style-type: none"> <li>■ <b>Unanimously approved.</b></li> </ul> </li> </ul> </li> <li>• <b>Approval to extend employee contract to the following: 1283739</b> <ul style="list-style-type: none"> <li>○ Motion to approve: Dave 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>
<b>Public Comment</b>	<p><b>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.</b></p>
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• <b>Wednesday, December 16, 2020, at 6:00 pm.</b></li> </ul>
<b>Adjourn</b>	<ul style="list-style-type: none"> <li>• <b>Approval to adjourn board meeting:</b> <ul style="list-style-type: none"> <li>○ Motion to adjourn: Danny Youssef</li> <li>○ Motion seconded by: Rob Sirmans           <ul style="list-style-type: none"> <li>■ <b>Unanimously approved.</b></li> </ul> </li> </ul> </li> </ul>