

INNOVATIVE ARTS ACADEMY

Board Meeting

Minutes for

Wednesday, October 14, 2020 at 6PM

Component	Agenda Items														
<p>Opening Exercises</p>	<ul style="list-style-type: none"> ● Call to Order: 6:03 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 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>Old Business</p>	<p>Approval of board meeting minutes from September 16, 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 September 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: 6:20 PM</p>														
<p>Return to Regular Session</p>	<p>Return to Regular Session at: 6:28 PM</p>														
<p>Enrollment Update</p>	<ul style="list-style-type: none"> ● Enrollment <ul style="list-style-type: none"> ○ End-of-year enrollment (545 - 41 seniors + 8 non-grads): 512 ○ Current number re-enrolled: 418 ○ Current number of definite non-returnees: 94 ○ Current number of remaining potential re-enrollments: 1 ○ Current number of new enrollments: 121 ○ Current number of new enrollments in 6th grade: 59 ○ Current total enrollment for '20-'21: 539 														
<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. ○ Ad campaign to promote virtual learning option to Easton students, as well as continuing efforts in Allentown, Bethlehem markets ○ General enrollment ad campaign ○ 6th Grade outreach: <ul style="list-style-type: none"> ■ Development of Penpal and mentorship program ■ Working with 5th graders from Arts Academy Charter School ○ Email campaigns detailing enrollment availability, highlighting school resources ○ Development of weekly "Creative Cougar" community newsletter 														

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- Promotion of upcoming **Enrollment Event** and **Trunk or Treat** community event
- Ongoing website updates
- **Curriculum and Academics**
 - Digital Town Hall, October 15th, 6:00 - 7:00: set up to go over common questions and issues with our learning system, accessing content and instruction and ease of access features. We will also answer questions or concerns about Schoology, Edgenuity, and other school applications and softwares. The first 30 minutes will be a session offered in English. The second 30 minutes will be entirely in Spanish.
 - Parent passcodes to set up Schoology accounts being distributed starting 9/11.
 - 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:
 - Occuring on Tuesdays & Thursdays, providing time to collaborate on learning, as well as utilizing Schoology and EdGenuity platforms with core curriculum. Sessions are counting towards ACT-48 hours
 - October 9th Teacher Work Day:
 - Special Education teachers received further training with PowerSchool Special Programs
 - Gen. Education teachers received the SAMR Model with Schoology training and all staff received EdGenuity Dashboard Utilization training.
 - All staff participated in continued Suicide Awareness and Prevention Training
 - ELD program:
 - Revised personnel schedules to optimize time spent on individual screenings, parent and student conferences, and effective case management.
 - Updated Attendance procedures.
- **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 all items have been received
 - 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 and post have been ordered.
 - Line painting / assigned parking spots received a quote from Potak Construction, LLC.
 - Flyers were created and put on community windshields.

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	<ul style="list-style-type: none"> • Ticketing will commence when signs are installed. ○ PIMS (Pennsylvania Information Management System) <ul style="list-style-type: none"> ■ Updated Student Data and uploaded Student and Student Enrollment for PVAAS which was due on 10/8. ■ Updated Special Education Act 16 Information and uploaded this data on 10/12 which is due on 10/15 ■ Uploaded Student Snapshot information and Uploaded Student, Student Snapshot, and School Enrollment for the Oct 1 Submission on 10/12 which is due on 10/15 ■ Uploaded Graduate/Dropout Data on 10/12 which is due on 10/15 ■ Currently updating Staff Data and then uploading Staff, Staff Snapshot, and Staff Assignment templates by 10/15 • Human Resources <ul style="list-style-type: none"> ○ All current vacancies have been posted ○ Interviews and hiring continues: <ul style="list-style-type: none"> ■ Current vacancies include: <ul style="list-style-type: none"> • MS ELA (potential new hire this week) • Graphic Design • Special Education • ESL
<p>New Business</p>	<ul style="list-style-type: none"> • Approval of Potak Commercial Maintenance, LLC. quote for lot marking / maintenance: <ul style="list-style-type: none"> ○ Motion to approve: Danny Youssef ○ Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> ■ Unanimously approved. • Approval to extend employee contracts to the following: 1328373 and 1278493 <ul style="list-style-type: none"> ○ Motion to approve: Rob Sirmans ○ Motion seconded by: Danny Youssef <ul style="list-style-type: none"> ■ Unanimously approved. • The Board of Trustees would like to extend their most sincere condolences to Emily Fulmer and her family.
<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, November 18, 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: Danny Youssef ○ Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> ■ Unanimously approved.