

INNOVATIVE ARTS ACADEMY

Board Meeting

Wednesday, June 26, 2019 at 6PM

Agenda for

Component	Agenda Items																																													
Opening Exercises	<ul style="list-style-type: none"> • Call to Order • Notice of Meeting <ul style="list-style-type: none"> ◦ Proper notice was published in <i>The Morning Call</i> on Saturday, March 23, 2019 • Flag Salute • Roll Call <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="background-color: #D3D3D3;">Administrative Member</th> <th style="background-color: #D3D3D3;">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>Keely Collins, General Counsel</td> <td>Present</td> </tr> <tr> <td>Danny Youssef, Secretary</td> <td>Present</td> </tr> <tr> <td>Bradley Schifko, Interim CEO / Principal</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	Keely Collins, General Counsel	Present	Danny Youssef, Secretary	Present	Bradley Schifko, Interim CEO / Principal	Present	Tom Taylor, Accountant	By phone																															
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Old Business	<ul style="list-style-type: none"> • Approval of board meeting minutes for May 2019 <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 of May 2019 financials <ul style="list-style-type: none"> ◦ Motion to approve: Dave Rank ◦ Motion seconded by: Rob Sirmans <ul style="list-style-type: none"> ▪ Unanimously approved 																																													
Executive Session	Enter Executive Session to discuss pending legal matters and personnel matters at: 6:20 PM																																													
Return to Regular Session	Return to Regular Session at: 8:17 PM																																													
Enrollment Update	<ul style="list-style-type: none"> • As of May 1, 2019 there are 561 students enrolled for 2018-2019. • As of June 1, 2019 there are 552 students enrolled for 2018-2019. • As of Wednesday, June 26, 2019, there are 436 students are enrolled for 2019-2020. <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="background-color: #D3D3D3;">Grade</th> <th style="background-color: #D3D3D3;">Total Seats by Grade</th> <th style="background-color: #D3D3D3;">Enrollment by Grade (18-19)</th> <th style="background-color: #D3D3D3;">IEP by Grade (18-19)</th> <th style="background-color: #D3D3D3;">Enrollment by Grade (19-20)</th> </tr> </thead> <tbody> <tr> <td style="background-color: #D3D3D3;">6</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">114</td> <td style="background-color: #D3D3D3;">14</td> <td style="background-color: #D3D3D3;">48</td> </tr> <tr> <td style="background-color: #D3D3D3;">7</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">105</td> <td style="background-color: #D3D3D3;">26</td> <td style="background-color: #D3D3D3;">97</td> </tr> <tr> <td style="background-color: #D3D3D3;">8</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">98</td> <td style="background-color: #D3D3D3;">24</td> <td style="background-color: #D3D3D3;">84</td> </tr> <tr> <td style="background-color: #D3D3D3;">9</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">88</td> <td style="background-color: #D3D3D3;">16</td> <td style="background-color: #D3D3D3;">66</td> </tr> <tr> <td style="background-color: #D3D3D3;">10</td> <td style="background-color: #D3D3D3;">90</td> <td style="background-color: #D3D3D3;">75</td> <td style="background-color: #D3D3D3;">15</td> <td style="background-color: #D3D3D3;">57</td> </tr> <tr> <td style="background-color: #D3D3D3;">11</td> <td style="background-color: #D3D3D3;">60</td> <td style="background-color: #D3D3D3;">47</td> <td style="background-color: #D3D3D3;">15</td> <td style="background-color: #D3D3D3;">49</td> </tr> <tr> <td style="background-color: #D3D3D3;">12</td> <td style="background-color: #D3D3D3;">60</td> <td style="background-color: #D3D3D3;">32</td> <td style="background-color: #D3D3D3;">5</td> <td style="background-color: #D3D3D3;">35</td> </tr> <tr> <td style="background-color: #ADD8E6;">Totals</td> <td style="background-color: #ADD8E6;">690</td> <td style="background-color: #ADD8E6;">559</td> <td style="background-color: #ADD8E6;">115</td> <td style="background-color: #ADD8E6;">436</td> </tr> </tbody> </table>	Grade	Total Seats by Grade	Enrollment by Grade (18-19)	IEP by Grade (18-19)	Enrollment by Grade (19-20)	6	120	114	14	48	7	120	105	26	97	8	120	98	24	84	9	120	88	16	66	10	90	75	15	57	11	60	47	15	49	12	60	32	5	35	Totals	690	559	115	436
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Chief Executive Officer/Principal Report	<ul style="list-style-type: none"> • Marketing, Recruiting, and Branding <ul style="list-style-type: none"> ◦ IAA will host two open house events in June 2019 in order to recruit students for 2019-2020. ◦ IAA has met with our Marketing/Enrollment partners to develop a revised plan for student recruitment, through September 2019. Some of these plans include: <ul style="list-style-type: none"> ▪ Website revisions ▪ Targeted social media campaigns ▪ Constant Contact (returning / new enrollments) 																																													

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- Donation of digital billboard (Union Boulevard)
 - Promotion of next Open House scheduled for July 17, 2019.
 - Re-enrollment information has been distributed to all parents in order to determine staffing needs for 2019-2020. IAA will hold special evening reenrollment events for parents on a weekly basis throughout the summer.
 - A letter will be sent to all students and their families, by July 11, 2019, detailing the change in leadership at the school and academic calendar for the 2019-2020 academic year.
 - “Where Are They Now?,” Campaign - success stories related to IAA alumni, as well as parent testimonials.
 - Website analytics have been conducted for the previous school year. This data will be vital in the development of future website content, features, etc.
 - Piloting of social media campaign, specifically targeting our Spanish speaking population.
- **Curriculum, Academics, and Master Scheduling**
 - All students have been scheduled in the correct classes for the 2019-2020 academic year, in Powerschool. Students will pick-up schedules during the first week of August.
 - Administration is currently working on implementing the block schedule:
 - Updating pacing guides
 - Updating scope and sequence guides
 - Developing professional learning modules for teachers for how to provide instruction on a blocked schedule.
 - Revising hallway, breakfast and lunch supervision schedules.
 - Report cards and notice of promotion/retention will be sent to all parents by June 30, 2019 by standard US mail.
- **Logistics and Operations**
 - Summer cleaning for the building began on Monday, June 3, 2019.
 - Major projects for Summer 2019 include:
 - Conversion of former school auditorium space into a larger cafeteria
 - Conversion of former cafeteria spaces into classrooms
 - Repainting of select classrooms
 - Replacing ceiling tiles and light fixtures in the hallways
 - Stripping and waxing floors in each classroom
 - Replacing damaged floor tiles in select classrooms
 - Gymnasium heating/cooling system repairs
 - The floor plan for the 2019-2020 academic year has been drafted.
 - The 2019-2020 Academic Calendar has been amended to allow for increased instructional time.
- **Charter Renewal Process**
 - IAA has consulted with AltEd Solutions for expertise in the areas of curriculum, Human Resources, operations, student discipline, etc.
 - IAA administration will continue to work with the Catasauqua Area School District Board of Directors, to rectify any concerns relative to charter renewal.
- **Human Resources**
 - Offer letters and notices of non-renewal were distributed on May 23, 2019 to all employees.
 - All anticipated vacancies have been posted. Administration has initiated the process for interviewing prospective candidates to ensure that qualified professionals are in place prior to the first day of school.

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<p>New Business</p>	<ul style="list-style-type: none"> ● Approval of School Safety Audit Checklist <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 of contract renewal for Kickboard Platform Solutions <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 of the contract for School Operation Services Group Inc. <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 of \$5,500 leadership stipend for employee number: 7895478 <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 of \$4,000 leadership stipend for employee number: 6843646 <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 of \$150/day leadership stipend for employee number: 9321568 <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 of the 2019-2020 fiscal budget <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 of revised academic calendar for 2019-2020 <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 of board meeting dates for 2019-2020 (legal ad) <ul style="list-style-type: none"> ○ Motion to approve: Dave Rank ○ Motion seconded by: Danny Youssef <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, July 24, 2019 at 6:00 PM

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Adjournment	<ul style="list-style-type: none">• Approval to adjourn board meeting<ul style="list-style-type: none">o Motion to approve: Dave Ranko Motion seconded by: Danny Youssef
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