

# INNOVATIVE

## ARTS ACADEMY

Board Meeting

Monday, April 29, 2019 at 6PM

Minutes for

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>Saturday, March 23, 2019</b></li> </ul> </li> <li>Flag Salute</li> <li>Roll Call</li> </ul> <table border="1" data-bbox="500 590 1377 814"> <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, 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>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, Treasurer	Present	Keely Collins, General Counsel	Present	Danny Youssef, Secretary	Present	Douglas Taylor, Chief Executive Officer//Principal	Present	Tom Taylor, Accountant	Absent																															
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Old Business	<ul style="list-style-type: none"> <li><b>Approval of board meeting minutes for March 2019</b> <ul style="list-style-type: none"> <li>Motion to approve: Danny Youssef</li> <li>Motion seconded by: Robert Sirmans               <ul style="list-style-type: none"> <li><b>Unanimously approved.</b></li> </ul> </li> </ul> </li> <li><b>Approval of March 2019 financials</b> <ul style="list-style-type: none"> <li>Motion to approve: Robert Sirmans</li> <li>Motion seconded by: Danny Youssef               <ul style="list-style-type: none"> <li><b>Unanimously approved.</b></li> </ul> </li> </ul> </li> </ul>																																													
Executive Session	Enter Executive Session to discuss pending legal matters and personnel matters at 6:59PM																																													
Return to Regular Session	Return to Regular Session at 7:30PM																																													
Enrollment Update	<ul style="list-style-type: none"> <li>As of Monday, April 29, 2019 there are <b>562</b> students enrolled for 2018-2019.</li> <li>Six students have withdrawn since the March 2019 board meeting.</li> <li>The Director of Admissions / Marketing is working to fill available seats on an ongoing basis.</li> </ul> <table border="1" data-bbox="415 1367 1446 1686"> <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>114</td> <td>6</td> <td>14</td> </tr> <tr> <td>7</td> <td>120</td> <td>105</td> <td>15</td> <td>26</td> </tr> <tr> <td>8</td> <td>120</td> <td>98</td> <td>22</td> <td>24</td> </tr> <tr> <td>9</td> <td>120</td> <td>89</td> <td>31</td> <td>16</td> </tr> <tr> <td>10</td> <td>90</td> <td>75</td> <td>15</td> <td>15</td> </tr> <tr> <td>11</td> <td>60</td> <td>49</td> <td>11</td> <td>15</td> </tr> <tr> <td>12</td> <td>60</td> <td>32</td> <td>28</td> <td>5</td> </tr> <tr> <td><b>Totals</b></td> <td><b>690</b></td> <td><b>562</b></td> <td><b>122</b></td> <td><b>115</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	114	6	14	7	120	105	15	26	8	120	98	22	24	9	120	89	31	16	10	90	75	15	15	11	60	49	11	15	12	60	32	28	5	<b>Totals</b>	<b>690</b>	<b>562</b>	<b>122</b>	<b>115</b>
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### Chief Executive Officer/Principal Report

- o IAA will host two open house events in May 2019 in order to recruit students for 2019-2020.
- o Teacher interview days will take place on a monthly basis until August 2019.
- o IAA is currently working to develop a summer marketing plan for students and staff.
- o Reenrollment 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.
- **Curriculum, Academics, and Master Scheduling**
  - o Students and staff returned from Spring Break on April 29, 2019.
  - o PSSA exams are currently being administered to middle school students. The English exam was administered prior to Spring Break. Students will sit for the English and science exams this week.
  - o English PSSA exams were highly successful. IAA held a field day event at the park for students that displayed good behavior and effort during the testing administration. Nearly all students were able to attend the event.
  - o Makeup PSSA exams will be conducted this week. All testing materials must be shipped back to the PDE by Friday, May 3, 2019. Scores will be available by July 2019.
  - o High school students will sit for the End-of-Course Keystone exams this month as well.
  - o Keystone exams are administered in Biology, Literature, and Algebra I. Only students that have completed these courses will be required to complete the assessments.
  - o IAA Administration has completed the master schedule for 2019-2020 in Powerschool. Remaining action steps include creating the individual course schedules for each student. All student schedules will be completed by June 2019.
- **Logistics and Operations**
  - o The junior/senior prom is scheduled for May 10, 2019.
  - o Commencement is scheduled for May 23, 2019 at Foy Hall, Moravian College.
  - o Administration has met to determine major action steps for Summer 2019. Specific action steps have been assigned to each member of the leadership team.
  - o An initial summer cleaning plan has been drafted. It will continue to be updated through June 2019 as additional action items become known.
  - o Department chairs have submitted final supply requests and departmental budgets for 2019-2020. These items will be included with the consolidated school budget.
  - o Summer professional development has been scheduled for the leadership team in July 2019. Administration will be on summer vacation for the month of June 2019.
- **Charter Renewal Process**
  - o The Catasauqua Area School District (CASD) has rescheduled the hearing for Tuesday, May 21, 2019 and Wednesday, May 22, 2019. The district will present on the first night and IAA will present on the second night.
  - o IAA will likely receive a final decision from CASD in July/August 2019.
- **Human Resources**
  - o 5/8/2019 is a scheduled teacher workday. Topics to be discussed include Keystone testing, end of year closeout procedures, staff evaluation, and master scheduling.
  - o Cathy Conley and Stephen Serensits have returned from the leaves of absence.
  - o Final employee evaluations will be completed by May 31, 2019. The summative ratings will be reported to the PDE in June 2019 PIMS reports.
  - o New Hires
    - Juan Davila has been hired as a building substitute.
    - Amanda Fandal has been hired as a teacher.

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<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>● <b>Approval of resignation for employee: 9882023</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><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval of resignation for employee: 3805127</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><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval for Chief Executive Officer to renew employee contracts for 2019-2020 as listed on attachment A</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><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval to for general counsel to draft employment contract for Chief Executive Officer for 2019-2020</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><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval to draft preliminary budget for 2019-2020</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><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> <li>● <b>Approval of new hires</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><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> </ul>
<p><b>Public Comment</b></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><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li>● Wednesday, May 29, 2019 at 6PM</li> </ul>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>● <b>Approval to adjourn board meeting</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><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> </ul>