

# INNOVATIVE

## ARTS ACADEMY

Board Meeting

Wednesday, December 19, 2018 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>Friday, June 22, 2018</b>.</li> </ul> </li> <li>• Flag Salute</li> <li>• Roll Call</li> </ul> <table border="1" style="margin-left: 40px; margin-top: 10px;"> <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>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 November 28, 2018</b> <ul style="list-style-type: none"> <li>◦ Motion to approve: Danny Youssef</li> <li>◦ Motion seconded by: David Rank                   <ul style="list-style-type: none"> <li>▪ <b><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> <li>• <b>Approval of November 2018 financials</b> <ul style="list-style-type: none"> <li>◦ Motion to approve: Robert Sirmans</li> <li>◦ Motion seconded by: Youssef                   <ul style="list-style-type: none"> <li>▪ <b><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> </ul>																																													
Enrollment Update	<ul style="list-style-type: none"> <li>• As of Wednesday, December 19, 2018, there are <b>587</b> students enrolled for 2018-2019.</li> </ul> <table border="1" style="margin-left: 40px; margin-top: 10px;"> <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;">Remaining Seats by Grade</th> <th style="background-color: #D3D3D3;">IEP by Grade (18-19)</th> </tr> </thead> <tbody> <tr> <td style="background-color: #D3D3D3;">6</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">0</td> <td style="background-color: #D3D3D3;">15</td> </tr> <tr> <td style="background-color: #D3D3D3;">7</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">107</td> <td style="background-color: #D3D3D3;">13</td> <td style="background-color: #D3D3D3;">26</td> </tr> <tr> <td style="background-color: #D3D3D3;">8</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">102</td> <td style="background-color: #D3D3D3;">18</td> <td style="background-color: #D3D3D3;">27</td> </tr> <tr> <td style="background-color: #D3D3D3;">9</td> <td style="background-color: #D3D3D3;">120</td> <td style="background-color: #D3D3D3;">101</td> <td style="background-color: #D3D3D3;">19</td> <td style="background-color: #D3D3D3;">20</td> </tr> <tr> <td style="background-color: #D3D3D3;">10</td> <td style="background-color: #D3D3D3;">90</td> <td style="background-color: #D3D3D3;">70</td> <td style="background-color: #D3D3D3;">20</td> <td style="background-color: #D3D3D3;">15</td> </tr> <tr> <td style="background-color: #D3D3D3;">11</td> <td style="background-color: #D3D3D3;">60</td> <td style="background-color: #D3D3D3;">51</td> <td style="background-color: #D3D3D3;">9</td> <td style="background-color: #D3D3D3;">15</td> </tr> <tr> <td style="background-color: #D3D3D3;">12</td> <td style="background-color: #D3D3D3;">60</td> <td style="background-color: #D3D3D3;">36</td> <td style="background-color: #D3D3D3;">24</td> <td style="background-color: #D3D3D3;">5</td> </tr> <tr> <td style="background-color: #ADD8E6;"><b>Totals</b></td> <td style="background-color: #ADD8E6;"><b>690</b></td> <td style="background-color: #ADD8E6;"><b>587</b></td> <td style="background-color: #ADD8E6;"><b>103</b></td> <td style="background-color: #ADD8E6;"><b>123</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	120	0	15	7	120	107	13	26	8	120	102	18	27	9	120	101	19	20	10	90	70	20	15	11	60	51	9	15	12	60	36	24	5	<b>Totals</b>	<b>690</b>	<b>587</b>	<b>103</b>	<b>123</b>
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Chief Executive Officer/Principal Report	<ul style="list-style-type: none"> <li>• <b>Marketing, Recruiting, and Branding</b> <ul style="list-style-type: none"> <li>◦ The school has scheduled student recruitment events for Spring 2019. An initial draft of marketing initiatives has been drafted. The school will hold 6 enrollment events during Spring 2019 in addition to a variety of teacher recruitment events.</li> </ul> </li> <li>• <b>Information Technology</b> <ul style="list-style-type: none"> <li>◦ 60 additional chromebooks have been ordered to accommodate increased enrollment.</li> <li>◦ Students now check out a Chromebook each day for their use while at school. All of the new curriculums that were purchased include e-textbook access for students.</li> <li>◦ Adjustments were made to the speaker system to facilitate improvement. The speaker system was previously not completely functional. It is now fully functional.</li> </ul> </li> <li>• <b>Facilities and Maintenance</b></li> </ul>																																													

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	<ul style="list-style-type: none"> <li>o Due to a pipe that busted in an administrative office, the Facilities Manager and Maintenance Supervisor will be completing some renovations over Christmas Break including the installation of a new floor, ceiling tiles, and new light fixtures.</li> <li>o The projects listed below will take place next prior to the end of the 2018-2019 academic year.             <ul style="list-style-type: none"> <li>▪ Replacing light fixtures throughout the building</li> <li>▪ Installing new classroom floors (two classrooms)</li> <li>▪ Installing a new floor in the principal's office</li> <li>▪ Installing carpeting in the back hallways near the Culinary Kitchen</li> </ul> </li> <li>● <b>Curriculum and Master Scheduling</b> <ul style="list-style-type: none"> <li>o The master schedule for 2019-2020 has been drafted. The new schedule requires that students be double-booked for English and Math.</li> <li>o Administration is putting the finishing touches on the master schedule to ensure that it can be implemented in a timely fashion.</li> </ul> </li> <li>● <b>Special Events</b> <ul style="list-style-type: none"> <li>o The music and dance teachers organized the school's second performing arts event, which was held on Wednesday, December 19, 2018 as a preview for students and staff.</li> <li>o The second performance showcase will be held on Thursday, December 20, 2018 at 6:30PM at Moravian College, Foy Hall.</li> <li>o The staff holiday party was held on Friday, December 14, 2018 at Tony's Top Cat.</li> </ul> </li> <li>● <b>Charter Renewal Process</b> <ul style="list-style-type: none"> <li>o All documents have been submitted for charter renewal to the Catasauqua Area School District during November 2018.</li> <li>o The Catasauqua Area School District conducted an on-site observation of IAA on Monday, December 17, 2018 from 8:30AM until 10:30AM.             <ul style="list-style-type: none"> <li>▪ The visit was successful. The school district representatives were escorted throughout every classroom in the school in order to observe the teaching and learning process in addition to our fusion of technology into the curriculum.</li> </ul> </li> </ul> </li> <li>● <b>Human Resources</b> <ul style="list-style-type: none"> <li>o Rakesh Patel has been hired as the Math Interventionist / Instructional Coach who brings 10 years of teaching and administrative experience.</li> <li>o The Principal and Assistant Principal are participating in the Pennsylvania Inspired Leadership Program at Intermediate Unit 21 to satisfy requirements for level 2 certification from the Pennsylvania Department of Education.</li> <li>o 1/3/19 and 1/4/19 are scheduled teacher workdays. School administration will be delivering professional development to staff during these two days.</li> </ul> </li> </ul>
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>● <b>Approval of purchase agreement with Colonial Electric Supply Company up to \$11,000.</b> <ul style="list-style-type: none"> <li>o Motion to approve: David Rank</li> <li>o Motion seconded by: Danny Youssef             <ul style="list-style-type: none"> <li>■ <b><i>Unanimously approved.</i></b></li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>● <b>Approval to add a part-time custodian</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><i>Unanimously approved.</i></b></li></ul></li></ul></li></ul>
<b>Public Comment</b>	<p>Members from the public are invited to comment on items that are listed on this agenda. Each member from the public will have 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>None. No one from the public attended the meeting.</p>
<b>Next Meeting</b>	<ul style="list-style-type: none"><li>● Wednesday, January 23, 2018 at 6PM</li></ul>
<b>Adjournment</b>	<ul style="list-style-type: none"><li>● <b>Approval to adjourn board meeting at 8:03</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>